



**Danville Conservation Club**  
855 Sycamore Lane  
Danville, IN 46122

# **BYLAWS**

OF THE

## **Danville Conservation Club, Inc.**

Revision 2 - Effective Date: 12/13/2017

Danville, Indiana

## ARTICLE I

### Name

The corporation shall be known as the Danville Conservation Club, Incorporated.

## ARTICLE II

### Object

The object, purpose and scope of the Danville Conservation Club is hereby defined and declared as follows:

**Section 1:** To promote and foster conservation education, firearms safety, and hunter education.

**Section 2:** To protect fish and game.

**Section 3:** To help secure laws for the better protection of fish, game and birds, and for the protection and furthering of the rights of law-abiding gun owners.

**Section 4:** To create and foster a better public sentiment for the protection of fish, game and birds, and the responsible use of firearms.

## ARTICLE III

### Officers

**Section 1:** The Officers of the Corporation shall be a President, Vice-President, Secretary, Treasurer and seven Directors. The President, Vice-President, Secretary and Treasurer shall be elected to office for one year terms

**Section 2:** It is the duty of the President to call and preside at meetings, secure the observance of the rules and regulations of the Corporation, and to appoint all committees unless otherwise ordered by the Board of Directors.

**Section 3:** It shall be the duty of the Vice-President to assist the President in the performance of his official duty, and in his absence to fill his position.

**Section 4:** The Secretary shall keep a record of all proceedings, and perform such other duties as shall be directed by the President, or the Board of Directors.

**Section 5:** The Treasurer shall keep an accurate record of receipts and disbursements and shall give a report at each regular meeting. In addition, the Treasurer shall submit an annual report to the Board of Directors.

**Section 6:** The Secretary and Treasurer are authorized to collect dues and fees for the club.

**Section 7:** The President and Treasurer shall be authorized to sign checks without countersignatures and shall be bonded for an amount to be determined by the Board of Directors of that year.

**Section 8:** Any Officer of the Corporation failing to attend three consecutive board meetings without just cause, may be removed from office by a vote of the Board of Directors.

**Section 9:** Vacancies in any office caused by death, resignation, disqualification, removal or inability to serve, shall be filled by the President and ratified by the membership at the next regular meeting.

## ARTICLE IV

### Directors

**Section 1:** The Board of Directors shall consist of seven members who shall serve for a period of two years each. Three Directors are to be elected on one year, with four elected the alternate year.

**Section 2:** The Directors shall be the governing body of the organization; their action shall be final unless reversed by the membership. To effect such a reversal, a two-thirds majority vote of the members present in two consecutive meetings is required.

**Section 3:** All applications for membership shall be approved or rejected by the Board of Directors.

**Section 4:** It shall be the duty of the Officers and Directors to consider any cases which should have free membership, either by virtue of their office, contribution of services, or for financial or physical reasons.

**Section 5:** All amounts assessed for dues, initiation, rental fees, guest fees and any other assessments to the membership shall be set by the Board of Directors. The approved amounts for each assessment shall be maintained in Attachment A: Schedule of Fees. Fees may be changed as required by a majority vote of the Board of Directors.

**Section 6:** All deeds of conveyance, and all other instruments pertaining to the sale or encumbering of real estate, shall be executed by the President and attested by the Secretary and Treasurer. All such conveyances and mortgages owned by the corporation shall be authorized by the Board of Directors.

**Section 7:** The Corporation shall have an official seal which shall have a circular disc upon the face of which is the name of the Corporation and the word "seal." All official documents and annual membership cards shall bear the seal of the Corporation.

**Section 8:** There shall be such committees as the Board of Directors may authorize or the President deem necessary.

**Section 9:** All expenditures, except public utilities, shall be approved by the Directors at their monthly meeting.

## ARTICLE V

### General Membership Regulations

**Section 1:** Members who have attained the age of 70 shall be charged dues at a rate less than the rate charged for regular annual membership. The amount charged shall be set by the Board of Directors.

**Section 2:** Applications for membership will only be accepted when the Board of Directors deems membership to be open. Applications are to be submitted to the Secretary at a Board meeting accompanied by the first year dues and initiation fee. Each prospective member is required to attend the meeting when their application is voted on for acceptance. A majority vote of the Board members present is required for acceptance. The Board can vote to suspend this requirement for special circumstances as long as a minimum of 2 Board members interview the candidate in person and recommend acceptance at the next meeting of the Board.

**Section 3:** It is the Member's responsibility to make the next year's dues payment by December 31st of the current year. Members are required to completely fill out a renewal form, available on the Club web site, and return it to the Secretary along with full payment of dues. If requesting the membership card to be sent by mail, a self-addressed stamped envelope shall be included with the renewal form.

**Section 4:** Payments not received by January 31 will be deemed past due, and such members in arrears will have their membership terminated at the February Board Meeting unless such member is allowed to renew at the sole discretion of the Board. New members who join in November or December are considered "paid" for the following year. New members who join in August, September or October will pay the full initiation fee and half of the annual dues. Except for persons joining in November or December, all memberships expire December 31.

**Section 5:** The number of members in the general membership of the Club shall be determined by a recommendation of the Directors and approved by the membership at a regular monthly meeting. In no event shall the total number of memberships exceed 250.

**Section 6:** The regular meeting of the Corporation shall be on the second Wednesday of each month. The President may call a meeting of the general membership at any time.

**Section 7:** Ten members shall constitute a quorum for any meeting of the membership. Each paid membership receives one vote in any vote of the general membership

**Section 8:** The President shall appoint a nominating committee not later than the September meeting. Persons nominated or volunteering for a Board Member or Officer position shall have been a member for at least one full year. The election of Officers shall occur at the October meeting. Officers' terms begin in January and last for the duration as defined in Articles III and IV.

**Section 9:** The President shall appoint an auditing committee at the December meeting to examine the books of the Treasurer. The committee shall report findings no later than the February meeting.

**Section 10:** Notice to the membership of a general nature may be provided by electronic means. Members should update their e-mail address to the Secretary annually on the membership renewal form and any time throughout the year if it changes. Notice may additionally be provided on the Club web site.

## ARTICLE VI

### Club Grounds, Range and Lake

**Section 1:** There shall be no intoxicating liquors permitted on the Club Grounds.

**Section 2:** The Club Grounds shall be held as a game preserve.

**Section 3:** No hunting or trapping on the Club Grounds. Removal of nuisance animals is permitted by vote of the Board of Directors.

**Section 4:** Club members who bring their dogs on the grounds shall have them on a 6-foot maximum leash at all times.

**Section 5:** Boats for use on the lake may be kept on the Club grounds for an annual fee. Each boat must have a DCC Annual Boat Permit affixed in a conspicuous location for identification purposes. Any boats found on Club grounds without such identification shall be subject to public or private sale or other disposal after a 30-day general notice of such disposal is provided to the membership.

**Section 6:** A Range Safety Committee shall be appointed by the President subject to approval of the Board of Directors. Committee Member terms shall be at the discretion of the Board. This committee shall be responsible for development and maintenance of the Standard Operating Procedure (SOP). The

SOP defines the rules and procedures for safe operation of the Club facilities by the members. The SOP is attached to and becomes part of these Bylaws as Attachment B.

**Section 7:** Revisions to the SOP are developed by the Range Safety Committee based on input from the membership and operating experience. The Range Safety Committee can recommend revisions to the Board of Directors for action at any general meeting. A majority vote of the Board is required for the change to be adopted.

## **ARTICLE VII**

### **Facility Rental**

**Section 1:** The Clubhouse is available for rental.

- a. Normal leasing of the Club House shall be done by the resident manager and will require a signed lease agreement.
- b. Groups wishing to use the Club House at special rates or under special conditions shall only do so with the consent of the Board of Directors.
- c. All supervised youth organizations such as scout groups shall not use the Club House and /or grounds without consent of the Board of Directors.
- d. Rental of the Clubhouse does not include use of other facilities such as the Range or Lake.

**Section 2:** Dishes, cooking utensils, etc., shall not be included and shall not be used by persons renting the Club House. Kitchen utensils and dishes are not to be removed from the Club Room.

**Section 3:** Persons renting the Club House shall leave it in a neat and orderly condition.

- a. Persons who reserve the Club Rooms for their use shall pay the normal fee as set by the Directors per Attachment A.
- b. Non-Member rentals require a deposit. The amount of the deposit is listed in Attachment A. The deposit will be returned if the Club rooms are left in satisfactory condition.
- c. Reservation for the use of the Club House must be made in advance with the resident manager.

**Section 4:** Any group leaving the Club Rooms in an unsatisfactory condition shall be barred from renting the Clubhouse in the future without consent of the Board of Directors.

**Section 5:** In the event of a theft or damage to the property during rental of the facility, the renting party is responsible for the cost of the damage or theft. At a minimum, the deposit will be forfeited and the group will be barred from future rentals until restitution is paid.

## **ARTICLE VIII**

### **General Provisions**

**Section 1:** Proposed amendments to the Bylaws must be in writing and may be submitted to the Board of Directors for consideration at any general meeting of the Corporation. Such proposed amendments may be tabled for one month while the Board studies the modification, prepares a recommendation and

publicizes the upcoming vote to the membership. Amendments shall be passed by a two-thirds majority of those present at two consecutive general meetings.

**Section 2:** Any Club member or any member of the family or guest of such Club member who violates any of the Club's rules, regulations, restrictions or Bylaws may have his Club membership terminated without refund of any dues or membership initiation fee upon a hearing before the Board of Directors.

The Club Secretary shall mail notice of the hearing to the Member at the Members last known address shown on Club records, via Certified U.S. Mail, at least seven (7) days prior to the date set for the hearing. The offending member's club privileges shall be suspended pending the outcome of the hearing. A majority vote of the Board of Directors present at the hearing shall be required before the Member shall be expelled or their membership terminated, but in no event shall the Member be expelled or terminated without a vote of at least three (3) Directors voting for such action.

**Section 3:** In the event that the Corporation can no longer sustain operations, it shall be the duty of the Officers and Directors to develop and execute a plan to settle all final obligations and arrange for distribution of assets. The plan shall incorporate the following requirements:

- a. All equipment obtained from the National Rifle Association (NRA) through grant programs shall be returned to the NRA Foundation. In general, this includes firearms, ammunition, tables, chairs, training materials and any other equipment or accessories provided to the Corporation through such programs.
- b. All other property of the club shall be liquidated either through private sale or auction with all proceeds placed in escrow to cover any final expenses for disposal of the property.
- c. After all debts are settled and all property disposed of, any residual funds in the escrow account after a 120-day waiting period shall be donated to Organizations having a purpose similar to that of the Danville Conservation Club.

Attachment A – Schedule of Fees

All fees assessed by the Corporation shall be listed in this Attachment. Fees are subject to change by a majority vote of the Board of Directors at any general meeting.

Effective Date : 01/01/2018

Membership Fee Schedule:

Annual Membership Fee – Full Year	\$200
Partial Membership Fee (August, Sept, Oct.)	\$100
Senior Membership Fee (age 70 and over)	\$100
Initiation Fee – includes one gate access card	\$100
Additional Gate Access card	\$20
Annual Boat Permit	\$100

Clubhouse Rental Fee Schedule:

Rental Fee – Member - per event	\$100
Rental Fee – Non Member - per event	\$150
Deposit for Rental - if required	\$100
Damage / Theft Reimbursement	Actual Cash Value

Range Fee Schedule:

Guest Fee per guest 18 years of age or older, per session	\$10.00
Entry Fee for Club Challenge - annual fee per class	\$5.00
Entry Fee – Bench Rest Competition per round	\$10.00
Entry Fee – Silhouette Competition per round	\$10.00
Rule Violation - assessed by the Board	\$50 minimum

**Attachment B – Standard Operating Procedure:**

This Attachment B incorporates by reference the Standard Operating Procedures for the Danville Conservation Club, Inc. - Roger Koontz Memorial Range, Lake and Club Grounds. The SOP is subject to revision by vote of the Board of Directors.

Current Revision is Rev 3 dated, 03/08/2017

**Revision Log:**

Revision Number	Date	Changes
0	08/10//2016	Initial Issue
1	06/14/2017	Article V Section, 4 revised
2	12/13/2017	Article VI, Section 5 revised & Attachment A – Schedule of Fees