

**BYLAWS OF  
DUG HILL GUN & ROD CLUB, INCORPORATED**

**ARTICLE I  
NAME AND OFFICE**

**Section 1.01 Name.** The Name of the Organization shall be the Dug Hill Rod & Gun Club, Incorporated (hereinafter the “Corporation” or the “Club”).

**Section 1.02. Offices.** The Club shall have its registered office in the State of Maryland and may have such other offices and places of business within or without the State of Maryland as the Board of Directors may from time to time determine or the exempt purpose of the Club may require.

**ARTICLE II  
PURPOSE**

**Section 2.01** The purposes of the Dug Hill Gun & Rod Club, Incorporated are:

- (1) To promote good sportsmanship and conservation practices for game, fish, and other natural resources, and
- (2) To promote gun safety and responsible gun ownership, and
- (3) To sponsor 4H Programs and activities in Hunter’s Education and Safety for young people, and
- (4) To perform other activities permitted corporations under the Laws of the State of Maryland to the extent such activities are permitted of organizations which are exempt from the Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (as amended) or the corresponding provisions of any future United States Internal Revenue Law.”

**Section 2.02** The Corporation is organized exclusively for charitable, educational and scientific purposes under Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 2.03** No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other disqualified persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Paragraph

2.01 hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these By-Laws, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 2.04 Application for Exempt Status.** The Corporation shall cause to be filed with the Internal Revenue Service of the United States an Application for Recognition of Exemption on Form 1023.

### **ARTICLE III EXECUTIVE COMMITTEE/BOARD OF DIRECTORS**

**Section 3.01 Executive Committee.** The Executive Committee shall act as a Board of Directors and shall be responsible for the overall policy and direction of the Corporation. The Executive Committee shall consist of (i) the four (4) officers of the Corporation: the President, Vice-President, Secretary, Treasurer, and (ii) three (3) Trustees.

**Section 3.02 Meetings.** The Executive Committee shall meet at the request of the President concerning legal, disciplinary or sensitive issues for the good of the Club; shall report all findings or decisions of any Executive Committee special meeting for approval by a majority vote of the club membership present.

**Section 3.03 Actions of the Executive Committee.** The vote of a majority of the membership shall be necessary to take action, unless the question or action is one upon which a different vote is required by express provision of statute, the Certificate of Incorporation or these By-Laws, in which case such provision shall govern the vote on the decision of such question or action. Each member of the Executive Committee shall also have one vote.

**Section 3.04 Action by Written Consent of the Executive Committee.** Any action required or permitted to be taken at any meeting of the Executive Committee thereof may not be taken without a meeting of the membership, if a written or vis-à-vis consent of the membership, thereto is confirmed by the membership and the Executive Committee, and such written consent is filed with the minutes of proceedings of the Executive Committee.

**Section 3.05 Compensation.** No compensation shall be paid to members of the Executive Committee for their services, but the Executive Committee may authorize payment of reasonable expenses. Nothing herein contained shall be construed to preclude

any officer or Trustee from serving the Corporation in any other capacity and receiving compensation, not to exceed two-hundred fifty dollars (\$250), thereof.

**Section 3.06 Budget.** The Executive Committee shall create a comprehensive operating budget by the October meeting of the prior year. The budget shall be presented to the membership and/or be available for review and comment at each meeting until it is voted on by the membership at the November meeting of the same year. Any expenses that are authorized in this budget shall be disbursed by the Treasurer or their designee at the appropriate time without further authorization.

**Section 3.07 Financial Stability.** The Executive Committee shall have the power to make banking changes to better ensure the financial stability of the club. This includes switching institutions, opening and closing accounts, balance transfers, payment of credit accounts, and making FDIC-insured investments. All banking actions taken by the Executive Committee shall be reported to the club at the next membership meeting.

## **ARTICLE IV OFFICERS**

**Section 4.01 Term of Officers.** Each officer shall serve for one year, until the next annual election of officers, or until such officer resigns or is removed from the Executive Committee. An officer can only be removed by a majority vote of the membership of the Corporation.

**Section 4.02 Election of Officers.** Officers shall be elected annually by a majority vote of the members of the Corporation present at an election. No election shall take place unless a quorum is present, and a quorum shall consist of at least twenty (20) members.

**Section 4.03. Duties of the President.** The President of the Corporation:

1. Shall preside at all meetings of the Club;
2. May call for special meeting when required;
3. Shall enforce a rigid adherence to the rules and regulations of the Club;
4. Shall perform other such duties as may be required;
5. Shall appoint a Chairperson for each committee;
6. Shall act as a spokesman for the Club;
7. Shall remain in office until a successor is duly selected;
8. Shall vote on matters before the general Membership only to break a tie;
9. Shall have all the privilege of voting in the elections of Officers

**Section 4.04. Duties of the Vice-President .** The Vice-President of the Corporation:

1. Shall assist the President;
2. Shall preside over meetings and activities in the absence of the President;

3. Shall perform all other duties as required by the Club.

**Section 4.05. Duties of the Secretary .** The Secretary of the Corporation:

1. Shall keep an accurate record of all proceedings of the Club;
2. Shall maintain the membership roster, Probationary membership status and applications for membership;
3. Shall serve on the membership committee;
4. Shall handle correspondence of the Club as required;
5. Shall notify all members of all special events and special meetings;
6. Shall be responsible for the safe-keeping of the Club Seal and post office box key.

**Section 4.05. Duties of the Treasurer.** The Treasurer of the Corporation:

1. Shall receive and deposit all monies in the bank;
2. Shall invest monies as directed by the Club;
3. Shall pay all bills approved by the Club in a timely manner;
4. Shall maintain a ledger of income and debits;
5. Shall report and present, if requested, all records at meetings;
6. Shall be entrusted with the keys to the safe deposit box and the post office box.

## ARTICLE V TRUSTEES

**Section 5.01 Term of Trustees.** The Trustees term of office shall be three (3) years and shall be elected on a staggered basis with one (1) Trustee being elected each year.

**Section 5.02 Duties of Trustees.** The Trustees of the Corporation:

1. Shall be entrusted with the supervision of the investments and property of the Club;
2. Shall, working with the Treasurer, make investments as directed by the Club;
3. Shall perform semi-annual audits, in February and in August of each year, of the Treasurer's ledger, receipts, records and books;
4. Shall report all findings of the audit at the next regular membership meeting.

## ARTICLE VI

### MEMBERS

**Section 6.01 Classes of Membership.** There shall be five (5) classes of membership:

- (1) **Probationary Membership:** Members with less than one (1) year as a member. Membership rights may be limited as set forth in the club code of conduct.
- (2) **Associate Membership:** Members who have completed their Probationary year, but have not satisfied the requirements for Active membership. Associate members may not vote on Bylaw/Code of Conduct changes or in the Election of club officers and trustees, nor are they eligible to run for or hold such office.
- (3) **Active Membership:** Members who have met all of the following requirements during the preceding calendar year:
  - (a) are no longer on probation.
  - (b) have attended at least three (3) regular club meetings.
  - (c) have completed six (6) work hours.Active members are also eligible to vote in Bylaw/Code of Conduct changes and the election of club officers. They are also eligible to run for and hold such office. They may also be eligible for other privileges set forth in the club code of conduct.
- (4) **Life Membership:** Members who have:
  - (a) reached the age 65 years or older
  - (b) have been an Active Member in good standing for at least 5 years.
  - (c) have been a member (of any class) in good standing for the preceding ten (10) consecutive years.
- (5) **Honorary Membership:** Friends of the club that have shown dedication and service to our organization, but are not in any other class of membership.
  - (a) Honorary members must be recommended by the Executive Committee.
  - (b) Must be voted on by the general membership.
  - (c) May use the facility and ranges in accordance with the code of conduct and range rules.
  - (d) May not vote in any club matter.
  - (e) Honorary Membership may be revoked at any time by the Executive Committee or by majority vote of the membership present at any regular club meeting.

**Section 6.02 Term of Membership.** Members shall remain Members as long as they continue to meet the requirements for membership and are in good standing.

**Section 6.03 Requirements for Membership.** A member must:

- (1) Be at least eighteen years old.
- (2) Be able to pass a background check for the use of firearms.

- (3) Attend at least two meetings before being voted in to the club.
- (4) Pay the remaining applicable fees associated with new membership.
- (5) Be sponsored by an active or life member in good standing.

**Section 6.04 Statement of Nondiscrimination.** No applicant for membership may be denied on the basis of race, religion, sex, gender, national origin, or political affiliation.

**Section 6.05 Dues, Initiation Fee and Special Dues Assessments.**

1. Yearly membership dues, Initiation Fees and Special Dues Assessment shall be established annually by the October meeting of the prior year.
2. Yearly membership dues are payable December 1<sup>st</sup> for the following year.
3. Members who have not paid the yearly membership dues by January 31st shall be suspended from club activities and the property. They will be notified in writing by the Secretary, or their designee, that if the yearly membership dues are not paid by the February meeting of that year, the member shall be removed from the membership roster as a member of the Club.
4. Sponsored applicants are required to submit the membership dues, initiation fee, and a background fee of \$75 upon applying to the Club for probationary membership.
5. Members not completing the work credits as prescribed by the rules and regulations shall pay a special dues assessment along with the membership dues as determined by the Club.

**Section 6.06 Committees.** The President shall have the right to form a Committee and to appoint any Member to a Committee. Any Member so appointed shall remain on the Committee until the business of the Committee is concluded, or until dismissed or relieved from their duties by the President or the Executive Committee.

Each Committee shall have a Chairperson, who shall, each month, submit to the Secretary an activity sheet showing the hours of all Members in connection with the work of that Committee.

## **ARTICLE VII MEMBERSHIP MEETINGS**

**Section 7.01 Regular Meetings.** The Club shall hold regular membership meetings on the second Monday of each month.

**Section 7.02 Meetings Held Electronically.** DELETED

**Section 7.03 Special Meetings.** Special membership meetings may be called by the President with at least 14 days prior written or electronic notice to all members of the date and time of the special membership meeting. The Monthly Club Newsletter, website, social media, or email shall be considered as written notice.

**Section 7.04 Quorum for Transacting Business.** A quorum shall consist of at least twenty (20) members. For the purposes of voting on changes to the Articles of Incorporation, Bylaws, Code of Conduct, or for the election of officers, a quorum shall consist of at least twenty (20) Active and/or Life members.

**Section 7.05 Conduct of Meetings.** The proceedings of the Club shall be governed by Roberts Rules of Order (latest edition), however, provided the Order of Business of this Club shall be as follows:

1. Call to order by the president or presiding officer;
2. Roll call by the Secretary;
3. Reading and approval of previous minutes by the Secretary.
4. Treasurer's report;
5. Reading of communications (if applicable);
6. Committee reports;
7. Old business;
8. Membership applications and review of probationary member status;
9. New business;
10. Adjournment.

**Section 7.06 Voting.** Voting on all matters of business before the Membership shall be by "aye" or "nay", provided a quorum is present. However, any Member may request a show of hand or written ballots.

**Section 7.07 Spending Authorization.**

1. Any spending authorization actions taken outside the annual budget totalling greater than one thousand dollars and zero cents (\$1000.00) shall be evaluated by the Executive Committee, and presented at least one (1) preceding membership meeting prior to being voted on by the membership. The Executive Committee shall be authorized to spend a total of two-hundred fifty dollars and zero cents (\$250.00) per month for expenses related to club operations. Such expenditures shall be reported at the following membership meeting by the Treasurer.
2. The Executive Committee shall have the power to authorize spending, without membership approval, to make emergency repairs to critical infrastructure if exigent circumstances exist. This includes, but is not limited to, water delivery and plumbing, HVAC, sewage and wastewater systems, structural repairs, electrical issues, and parking lot safety issues. Such expenditures shall be reported at the following membership meeting by the Treasurer.

## **ARTICLE VIII** **ELECTION OF OFFICERS & TRUSTEES**

### **Section 8.01 Nominating Committee.**

1. The President shall appoint a Nominating Committee at the October meeting each year, which shall submit to the Executive Committee a list of Members accepting nominations for office.
2. The President shall also accept nominations from the floor at the November and December meetings of each year prior to the elections.
3. Whenever possible, there shall be two nominees for each officer position.
4. Nominees have the right to accept or refuse any nomination.

**Section 8.02 Elections.** Elections for officers, and the Trustee whose three (3) year term is expiring, shall be held at the January meeting each year.

### **Section 8.03 Election Judges.**

1. The President shall appoint two (2) Election Judges, who shall distribute, collect, and count the written ballots;
3. The Election Judges shall conduct a second balloting of an office if a tie is present, and shall continue until there is a clear winner of said office;
4. The Election Judges shall be responsible to submit the results of the elections in writing to the Current President;
5. Elected Officers shall assume the respected offices and responsibilities immediately after the results of the elections are reported.

## **ARTICLE IX** **DISSOLUTION OF THE CORPORATION**

**Section 9.01** Upon Dissolution of the Corporation, the Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation, in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, scientific, or educational purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, as the directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of Carroll County or such other county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**Section 9.02** A motion for dissolution of the Club shall only be considered after at least 90 days' and three (3) written notices to the entire membership prior to the meeting at

which the motion for dissolution is to be considered. The motion for dissolution shall require at least a three-fourths (3/4) majority of the votes of the membership present to become effective.

**Section 9.03** Upon dissolution of the Club, any personal property belonging to any member and on loan to the Club shall be returned to that member, but in no case shall any member be entitled to any assets of the Club nor achieve any personal financial gain due to the dissolution of the Club.

**Section 9.04** Upon proper dissolution of the Club, all minutes, books, records, cards, and other papers shall be held by the Secretary of the Club for a period of Ten (10) years from the date of dissolution.

## **ARTICLE X RECORDS**

**Section 10.01 Records.** The Corporation shall keep at its principal place of business the following:

- (a) a current list in alphabetical order of the full name and the last known street address of each Officer and Trustee;
- (b) a copy of the Articles of Incorporation, the Corporation's By-Laws and all amendments;
- (c) copies of the Company's federal, state and local income tax returns and reports, if any, for the three most recent years;
- (d) copies of any financial statements of the corporation for the three most recent years.

**Section 6.02 Access to Records.** Any person requesting access to the above listed records shall be permitted to examine them during normal business hours.

## **ARTICLE XI AMENDMENTS**

### **Section 11.01 Amendments.**

A. The Articles of Incorporation of the Club may be amended at any regular meeting or special membership meeting by three-fourths (3/4) majority vote of the Active and Life members present, provided the proposed amendments(s) have been submitted to the club members, in writing, at a preceding meeting.

B. These By-Laws may be amended at any regular meeting or special membership meeting by three-fourths (3/4) majority vote of the Active and Life members present, provided the proposed amendments have been presented to the Club in writing at a preceding meeting or as otherwise directed by these By-Laws. The Club website, social media, or email shall be considered as written notice.

C. The ~~Rules and Regulations~~ Code of Conduct of the Club may be amended at any regular membership meeting by majority vote of the Active and Life members present.

D. Members shall be notified in writing at least fourteen (14) days prior to voting on the proposed amendments of the ~~Constitution~~, Articles of Incorporation, or By-Laws at a regular or preceding meeting. The Club website, social media, or email shall be considered as written notice.

E. Any amendments, upon acceptance, shall be effective immediately unless otherwise stated, and shall be entered into the Secretary's minutes and into a separate ledger provided for that purpose.