

1 **Constitution of the**
2 **Knox County Fish & Game Association, Inc.**
3

4 I. The name of this organization is the Knox County Fish and Game Association.

5 We are a 501(c)7 not-for-profit organization incorporated May 8, 1925, and
6 located in the Town of Hope, Maine.

7 II. The purposes of this Association are:

- 8 • The preservation of hunting and fishing.
- 9 • The propagation and conservation of wildlife.
- 10 • The prevention of pollution and misuse of land, water, and air.
- 11 • The encouragement of outdoor recreation.
- 12 • The protection and preservation of Beaver Lodge and its grounds.
- 13 • The protection and defense of the Constitutions of the United
14 States and Maine, especially with regard to the inalienable right of
15 the citizen to keep and bear arms, as guaranteed by such
16 Constitutions in Amendment II and Article I, Section 16,
17 respectively.

18
19 **Membership Eligibility**

20 III. 1: Any resident of the United States of America, who is 18 years of age or
21 older may become a full voting member. Those under 18 who join via a Family
22 Membership are not eligible to vote though they will have access to all the other
23 Association benefits. New members will be given a membership lanyard and will
24 have access to our Constitution and Bylaws on the Association website.

25 2: Any person who applies for membership must submit a completed
26 membership application (with payment) to Membership. The application shall
27 require the applicant's signed oath and affirmation of commitment to uphold and
28 defend the purposes and objectives of the Association.

29 3: Any member of the Association who violates any Department of Inland
30 Fisheries and Wildlife rules, engages in conduct unbecoming a sportsman, or
31 commits any offense against the organization or its By-laws, may be expelled by
32 a majority vote of the Executive Committee. Any member who is expelled may
33 appeal the expulsion within 90 days to the members at a regular meeting.

34

35 **Directors and Officers**

36

37 IV. 1: The Board of Directors shall consist of six elected Directors.

38 V. 2: The Executive Committee shall consist of the Board of Directors together
39 with the President, Vice President, Secretary, Treasurer, and the other Officers
40 who head Membership, Camping, Grounds, Range, Archery, Scholarship,
41 Fishing Derby, Lodge Rental, Cabin Rental, Safety Instructor, and Kitchen, plus
42 the Caretaker.

43 3: The Executive Committee members should make every effort to attend
44 meetings during the year and are required to notify the president if they are
45 unable to attend. If an Executive Committee member misses several meetings or
46 is otherwise grossly negligent or incapacitated, the Executive Committee may, by
47 majority vote, recommend to the membership that the office be declared vacant.

48 The position may be declared vacant by a two-thirds vote of the members voting
49 at a regular meeting.

50

51

Amendments

52

53 If a member wishes to propose an amendment to this Constitution, the member
54 must introduce the proposed amendment to the Executive Committee. The
55 Executive Committee will meet and discuss the proposed amendment and make
56 any needed changes. The proposed amendment will then be provided to the
57 membership with at least 7 days notice prior to the next regular membership
58 meeting. This Constitution may then be amended by a two-thirds vote of those
59 voting at the regular meeting.

60

61

By-Laws of the Knox County Fish & Game

62

Association, Inc.

63

(Hereinafter referred to as KCF&G or the Association)

64

65

Board of Directors

66

67 The care, management, and control of all real property of the Association shall
68 be under the direction of the Executive Committee, and they shall make all rules
69 and regulations governing the same and shall provide direction to all standing
70 committees. The Executive Committee shall suggest policies for consideration by

71 the membership and report its transactions to the membership. The Executive
72 Committee shall also be responsible for hiring the caretaker, lawn care, and
73 cleaning staff. The six directors may serve for three years or choose to be re-
74 elected as needed to maintain a full Board of Directors. The Executive
75 Committee shall fill director positions that become vacant until the Annual
76 Meeting at which time a replacement shall be elected to fill the unexpired term.

77 **Additional Director Responsibilities**

- 78 • Ensure that the Constitution and the By-laws are upheld.
- 79 • Chair sub-committees as needed.
- 80 • Attend meetings regularly.

81

82

Monetary Transactions

83 I. Funds collected on behalf of the Association for membership, camping, and
84 lodge rentals shall be remitted expeditiously to the Treasurer.

85 II. All transactions, other than for the care and maintenance of the property, must
86 be approved in advance by a majority vote of the members in attendance at a
87 monthly membership meeting. Major expenses should be discussed and
88 approved by the Executive Committee prior to a vote of the members in
89 attendance.

90 III. The Association's financial investment program will be under the direction of
91 the Executive Committee. Based upon recommendations from the Treasurer, the
92 Executive Committee by majority vote will direct all buy and sell decisions
93 concerning the Association's financial investments and insurance policies.

94 IV. The Treasurer will execute the decisions on behalf of the Executive
95 Committee and arrange for insurance needs via competitive bid.

96

97 **Power of the Officers and the Board of Directors**

98

99 **President:** The President shall preside over all membership meetings and all
100 meetings of the Executive Committee. The President shall appoint any
101 committee heads that are not elected. The President shall propose and/or
102 designate duties to the Directors. Whenever needed, and unless otherwise
103 specified herein, the President may organize a committee and appoint a
104 chairperson.

105

106 **Vice President:** The Vice President shall be familiar with the operations of the
107 Association and help the President as needed. The Vice President shall act as
108 the President in the President's absence.

109

110 **Treasurer:** With the exception of funds pertaining to the Eye of the Hawk Range,
111 Cabin Rental, and Lodge Rentals, the Treasurer shall collect and oversee all of
112 the funds of the Association, and maintain an accurate, ongoing accounting of all
113 receipts and disbursements. The Treasurer shall pay all appropriate and
114 authorized bills and invoices that are duly owed by the Association, and submit
115 written reports of accounts and activities monthly to the Executive Committee.
116 Additionally, the Treasurer shall provide and present a written report addressing
117 the finances of the Association to all members attending the Annual Meeting.

118 Moreover, the Treasurer shall be responsible for executing all Finance and
119 Budget recommendations that are approved by the Board of Directors.
120 The Treasurer shall keep all Association investment instruments, insurance
121 policies and certificates, and other key financial documents, in a safe deposit
122 box. [The President of the Association shall also have full access to the safe
123 deposit box.] In addition, the Treasurer shall include all investment transactions
124 as part of the monthly Treasurer's report to the Board of Directors, and to the
125 members at the regular monthly meetings.

126

127 **Secretary:** The Secretary shall keep accurate minutes at all Executive
128 Committee Meetings, Membership Meetings, and Special Meetings. Further, the
129 Secretary shall maintain the official files, handle all club correspondence, and the
130 newsletter.

131

132 **Terms and Succession:** Officers and committee heads shall serve for one year
133 and may be re-elected. Unexpired terms of officers whose positions become
134 vacant shall be filled by majority vote of the Board of Directors.

135

136

Standing Committees

137 All committees shall meet when necessary to perform their duties and provide
138 reports to the Executive Committee and to the membership. Each committee
139 shall have a chairperson who will recruit and appoint committee members, as
140 needed, who shall direct all activities of their committee and present monthly and
141 annual reports. It is not recommended that a person lead more than two

142 committees though that may be needed during times of limited membership
143 participation. Heads of committees, whether elected or appointed, serve at the
144 pleasure of the Executive Committee.

145

146 **Finance and Budget Committee**

147 This committee shall be chaired by the Treasurer and be composed of no fewer
148 than three and no more than five members (e.g. Rangemaster, Lodge Rental,
149 Camping). It shall be responsible for providing monthly overviews to the
150 Executive Committee, monitoring and recommending all insurance required for
151 the Association, and for proposing the annual operating budget. Additionally, this
152 Committee shall provide ongoing monitoring of the Association's investments
153 such as CDs and Interest Bearing Accounts, and shall make appropriate
154 recommendations to the Board of Directors at least annually regarding any
155 changes that may be required. The Executive Committee shall have final
156 approval of all matters assigned to the Finance and Budget Committee. At the
157 Annual Meeting, and more often as needed, the Treasurer shall provide a brief
158 overview of its activities to the membership.

159

160 **Membership**

161 This committee shall:

- 162 • Maintain a database of all members.
- 163 • Collect and deposit membership fees and report them to the Treasurer.

- 164 • Inform new members about KCF&G rules and requirements, and the
165 facilities and programs that are available to members.
- 166 • Report membership totals and related activities monthly to the Executive
167 Committee and at regular membership meetings.
- 168 • Every December, advise all members that dues are payable by January 1.
169 This reminder will be posted online or sent via email, and for those without
170 active email accounts a postcard will be mailed.

171

172 **Camping** : The Camping Committee is responsible for monitoring all campsites,
173 recommending camping rules and fees, and apprising the Executive Committee
174 of camp-related expenditures that should be considered for action. Members who
175 desire a seasonal campsite must contact Camping in writing and request a
176 campsite be reserved in their name. If no sites are available, they will go on a
177 waiting list, and will remain there as long as their membership remains current.
178 Only members are eligible for campsites.

179

180 **Grounds**: The Grounds Committee is responsible for maintaining the grounds
181 and shall include gardens, light painting, and picnic table maintenance. Their
182 purview includes monitoring the condition of Beaver Lodge Road, but they are
183 not responsible for the Eye of the Hawk Range, the 3D Archery Course, or the
184 Beach area. Should any work requiring expenditures be needed, Grounds will
185 advise the Executive Committee and seek their approval before proceeding.

186

187 **Range** : This Committee shall be comprised of the Rangemaster and at least two
188 other members if possible. It is responsible for establishing safe and appropriate
189 operating practices for all users of the range, and for the improvement,
190 maintenance, and upkeep of associated grounds and structures. In addition, all
191 organized shoots and other range events shall be planned and administered
192 solely by this Committee. This Committee shall make a report addressing range
193 activities monthly to the Executive Committee, at monthly membership meetings,
194 and at the Annual Meeting. The annual Memorial Clays Shoot funds the Bryant
195 Pond scholarship. Each year, provided funds are available and a youngster has
196 applied, the Range Committee will award the scholarship.

197 **Organized Shoots**

198 This Committee shall be responsible for organized shoots as follows:

- 199 • The schedule shall be decided by the Range Committee and published on
200 the Range Page of the Association's website: knoxcountybeaverlodge.org
- 201 • All scheduled shoots are to be open to the public and supervised by a
202 National Rifle Association Certified Range Officer or Instructor.
- 203 • All participants shall provide their own firearms, ammunition, hearing and
204 eye protection.
- 205 • The Rangemaster and Range Officers will determine the fees for each
206 event. Range Officers will set and enforce safety guidelines.
- 207 • Anyone not abiding by the rules or acting in an unsafe manner will be
208 escorted from the range.

209

210 **Archery:** Archery is responsible for establishing safe and appropriate operating
211 practices for all users of the 3D archery range, and for the maintenance of
212 associated grounds, targets, and structures. In addition, all organized shoots
213 shall be planned and administered solely by Archery. A report addressing range
214 activities will be made monthly to the Executive Committee at regular meetings of
215 the membership, and at the Annual Meeting.

216

217 **Scholarship:** The Scholarship Committee shall solicit and evaluate college
218 scholarship applications each year. Provided funds are available, the Executive
219 Committee will authorize a maximum of four college scholarship awards of up to
220 \$500 each.

221

222 **Fishing Derby:** The Fishing Derby Committee shall plan and direct a fishing
223 derby each year during February and may choose to hold an additional Summer
224 Fishing Derby. All aspects of conducting the derby, including prize selection and
225 acquisition, ticket administration and derby operations, will be coordinated and
226 administered by the Fishing Derby committee.

227

228 **Lodge Rental:** Lodge Rental shall be responsible for all aspects associated with
229 renting the Lodge, in accordance with the rules and guidelines established by the
230 Executive Committee

231

232 **Cabin Rental:** The Cabin Rental committee is responsible for maintaining the
233 cottage for each rental, showing the cottage to prospective renters, checking for

234 missing items/damage after each rental, and monitoring the cleaning after each
235 rental.

236

237 **Kitchen:** The kitchen committee is responsible for organizing and preparing all
238 meals for regular membership meetings. Meal fees, as established by the
239 Executive Committee shall be remitted to the Treasurer.

240

241

Employees

242 **Caretaker:** The Caretaker is our sole paid employee and is responsible for
243 maintaining Beaver Lodge, Dana's Pavilion, the Campground, and the Beach
244 area. The Caretaker will ensure that all essential supplies are on hand and make
245 recommendations to the Executive Committee for consideration when repairs
246 may be needed to buildings and related facilities (e.g. well and septic). The
247 President and Treasurer will conduct job interviews as necessary and make
248 recommendations to the Executive Committee, which is solely responsible for
249 hiring decisions.

250

251

252

Meetings

253 **Executive Committee**

254 The Executive Committee shall meet on the first Thursday of each month, unless
255 otherwise determined. A Special Meeting may be called at the discretion of the
256 President, provided all Executive Committee members receive at least three
257 days' notice.

258

259 **Membership Meetings**

260 Meetings shall be held on the third Thursday of each month at the Lodge, except
261 November through April unless otherwise determined.

262

263 **Annual Meeting**

264 The Annual Meeting shall be held at the Lodge on the third Thursday in May.

265 **Quorum**

266 1: A minimum of six members shall constitute a quorum at all Executive
267 Committee meetings.

268 2: A minimum of ten members shall constitute a quorum for all regular
269 membership meetings.

270

271 **Elections**

272 **Nomination of Officers and Directors**

273 A Nominating Committee shall nominate members for office by phone or email.
274 When feasible, this Committee shall be chaired by an immediate Past President
275 as selected by the Executive Committee. [A President must have fulfilled his/her
276 post to be considered a Past President.] This Committee shall present the
277 recommended slate of nominations to the membership at the Annual Meeting.

278

279 **Annual Meeting Election**

280 All officers, heads of committees and affected Directors shall be elected for one-

281 year terms at the Annual Meeting. The Executive Committee may stand for re-
282 election if desired. No person should hold more than one office though it may be
283 necessary due to lack of candidates. The nominee for President must have been
284 a member of the Executive Committee of the Association for at least a year. Prior
285 to the vote, the head of the Nominating Committee shall solicit those in
286 attendance for any additional nominations. Votes will be tabulated and
287 announced at the meeting. If requested, voting can be done by a show of hands.
288

289 **Authority**

290 Roberts Rules of Order shall be the parliamentary authority for the Association
291 on all questions not covered by the Constitution and Bylaws.

292 **Amendment**

293
294 If a member wishes to propose an amendment to this Constitution, he or she
295 must introduce the proposed amendment to the Executive Committee. The
296 Executive Committee will meet and discuss the proposed amendment and make
297 any needed changes. It will then be provided to the membership with at least
298 seven days notice prior to the next regular meeting. This Constitution may then
299 be amended by a two-thirds vote of members voting at the regular meeting.

300 Items in the Appendix may be updated as needed with approval of the Executive
301 Committee and without a vote of the membership at large.

302 **Dues and Fees**

303

304 We offer individual, veteran, life, and family memberships. Dues and special
305 discounts—such as the Mother's Day and Father's Day Specials—are determined
306 by the Executive Committee. Any member 65 years of age or older with 20 years
307 of membership shall be a life member with dues and work incentive waived.

308

309 Members may reduce their annual dues by participating in the work incentive
310 program. Dues are reduced \$5.00 for each hour worked at the club up to the cost
311 of their membership. Respective club officers are to approve the scope of the
312 work beforehand and verify the member's hours.

313

314

Campsite Rentals

315 Campers must be current members of the Knox County Fish and Game
316 Association. The camping season extends from May 1 through October 31 (water
317 is turned off after Columbus Day Weekend). We have 40 seasonal campsites.
318 Members who desire a seasonal campsite must contact Camping and request
319 that a campsite be reserved in their name. A non-refundable deposit must be
320 received at least 10 business days prior to the reservation request date. Existing
321 seasonal renters may retain their current site with the required deposit. If no sites
322 are available, they will go on a waiting list. The list will be maintained in
323 chronological order; however, should membership lapse, that name will be
324 deleted from the list.

325

326 Camping fees are regulated by majority vote of the Executive Committee and
327 may be changed during the off-season without prior notice and without amending
328 these Bylaws. [See Appendix for Camping Fees form.]

329

330

Lodge Rentals

331 The lodge can accommodate functions of up to 150 people. All rental
332 commitments require a signed contract with prior payment in full plus a security
333 deposit. The security deposit will be refunded afterwards, minus damages, if any.
334 Specific requirements, fees, and the rental contract may be amended by a
335 majority vote of the Executive Committee.

336

337

Web Presence

338 Knox County Fish and Game Association maintains an extensive website at
339 knoxcountybeaverlodge.org where members and prospective members can
340 familiarize themselves with what we have to offer and download various forms.
341 We also maintain a Facebook page at Beaverlodge-Knox County Fish & Game.

342