

**KNOX COUNTY
FISH AND GAME ASSOCIATION, INC.**



**CONSTITUTION & BYLAWS
INCLUDING
RULES AND OFFICIAL FORMS**

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

2
3 I. The name of this organization is the Knox County Fish and Game Association, Inc.

4
5 II. The purposes of this Association are:

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

15
16
17 **Membership Eligibility**

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20 III. § 1: Any resident of the United States of America, who is 18 years of age or older may

21 become a member of this organization if approved by a majority vote of the Executive

22 Committee. New members will be given a membership card, a vehicle window sticker,

23 and a copy of the Constitution and Bylaws of the Association.

24
25 § 2: Any person who applies for membership must submit a completed membership

26 application to the Membership Committee. The application shall require the applicant's

27 signed oath and affirmation of commitment to uphold and defend the purposes and

28 objectives of the Association. (see Appendix for copy of Membership Application).

29
30 § 3: Any member of the Association who violates any Department of Inland Fisheries

31 and Wildlife rules, engages in conduct unbecoming a sportsman, or commits any offense

32 against the organization or its Bylaws, may be expelled by a majority vote of the
33 Executive Committee. Any member who is expelled may appeal the expulsion within 90
34 days to the members at a regular meeting.

35

36

Directors and Officers

37

38 IV. § 1: The Board of Directors shall consist of and six elected Directors.

39

40 V. § 2: The Executive Committee shall consist of the Board of Directors together with the
41 President, Vice President, Secretary, Treasurer, and the other Officers who head the
42 Finance and Budget, Membership, House, Camping, Grounds, Range, Archery,
43 Scholarship, Fishing Derby, Lodge Rental, and Kitchen committees.

44

45 § 3: Officers and Directors cannot have more than three unexcused absences from
46 meetings during the year. If an Officer or Director does not meet attendance
47 requirements or is otherwise grossly negligent or incapacitated, the Directors may, by
48 majority vote, recommend to the membership that the office be declared vacant. The
49 position may be declared vacant by a two-thirds vote of the members voting at a regular
50 meeting.

51

52

Amendments

53

54 If a member wishes to propose an amendment to this Constitution, the member must
55 introduce the proposed amendment to the membership at a regular monthly meeting
56 and must provide copies of the proposed amendment to the membership at least seven
57 days prior to the next regular monthly meeting. This Constitution may then be amended
58 by a two-thirds vote of those voting at the regular meeting.

59

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62

63 **By-Laws of the Knox County Fish & Game Association, Inc.**

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

65

66 **Board of Directors**

67

68 § 1: The care, management, and control of all real property of the Association shall be
69 under the direction of the Board of Directors, and they shall make all rules and
70 regulations governing same. The Board shall provide direction to all standing
71 committees. The Board shall suggest policies for consideration by the membership, vote
72 on new memberships, and report its transactions to the membership. The Board shall
73 also be responsible for hiring the caretaker.

74

75 § 2: The six directors shall serve for three years, two being elected each year, or as
76 otherwise required.

77

78 § 3: Director positions that become vacant shall be filled by the Board of Directors until
79 the Annual Meeting when a replacement shall be elected to fill the unexpired term.

80

81 § 4: Additional Director Responsibilities

- 82 • Ensure that the Constitution and the By-laws are upheld.
- 83 • Chair at least one sub-committee but no more than two.
- 84 • Attend meetings regularly. The attendance policy for directors states, “a director
85 shall attend at least 8 directors’ meetings per year, June through May.”

86

87 **Monetary Transactions**

88

89 § 1: All funds collected on behalf of the Association shall be remitted expeditiously to the
90 Treasurer.

91

92 § 2: All transactions, other than for the care and maintenance of the property, must be
93 approved in advance by a majority vote of the members in attendance at a regular
94 meeting.

95

96 § 3: The Association's financial investment program will be under the direction of the
97 Board of Directors. Based upon recommendations from the Finance and Budget
98 Committee, the Board of Directors by majority vote will direct all buy and sell decisions
99 concerning the Association's financial investments and insurance policies. The Treasurer
100 will execute the decisions on behalf of the Board of Directors, and arrange for placement
101 of approved insurance needs via competitive bid. [ref. Finance and Budget Committee,
102 Standing Committees, Section 1)]

103

104

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

106

107 **§ 1: President**

108 The President shall preside over all regular meetings and all meetings of the Executive
109 Committee. The President shall appoint all committee chairpersons who are not elected.
110 The President shall propose and/or designate duties to the Directors. Whenever needed,
111 and unless otherwise specified herein, the President may organize a committee and
112 appoint a chairperson.

113

114 **§ 2: Vice President**

115 The Vice President shall be familiar with the operations of the Association and either
116 lead or participate on one or more committees. The Vice President shall act as the
117 President in the President's absence.

118

119 **§: Treasurer**

120 With the exception of funds pertaining to the Eye of the Hawk Range and Lodge Rentals,
121 the Treasurer shall collect and hold all of the funds of the Association, and maintain an
122 accurate, on-going accounting of all receipts and disbursements. The Treasurer shall pay

123 all appropriate and authorized bills and invoices that are duly owed by the Association,
124 and submit written reports of accounts and activities monthly to the Executive
125 Committee. Additionally, the Treasurer shall provide and present a written report
126 addressing the finances of the Association to all members attending the Annual Meeting.
127 Moreover, the Treasurer shall be responsible for executing all Finance and Budget
128 Committee recommendations that are approved by the Board of Directors.

129

130 The Treasurer shall keep all Association investment instruments, insurance policies and
131 certificates, and other key financial documents, in a safe deposit box. [The President of
132 the Association shall also have full access to the safe deposit box.] In addition, the
133 Treasurer shall include all investment transactions as part of the monthly Treasurer's
134 report to the Board of Directors, and to the members at the regular monthly meetings.

135

136 **§ 4: Secretary**

137 The Secretary shall keep accurate minutes at all Executive Committee Meetings, Regular
138 Meetings, and Special Meetings. Further, the Secretary shall maintain the official files,
139 handle all club correspondence and the newsletter, and oversee the content on the
140 Association website at www.knoxcountybeaverlodge.org.

141

142 **§ 5: Terms and Succession**

143 Officers and committee chairpersons shall serve for one year and may be re-elected.
144 Unexpired terms of officers whose positions become vacant shall be filled by majority
145 vote of the Board of Directors.

146

147 **Standing Committees**

148

149 All committees shall meet when necessary to perform their duties and to make reports
150 to the Board of Directors and to the membership. Each committee shall have a
151 chairperson who will recruit and appoint committee members, as needed, who shall
152 direct all activities of their committee, and present monthly and annual reports. No
153 person shall chair more than two standing committees.

154

155 **§ 1: Finance and Budget Committee**

156 This committee shall be chaired by the Treasurer and be composed of no fewer than
157 three and no more than five members. It shall be responsible for providing monthly
158 overviews to the Board of Directors, monitoring and recommending all insurance
159 required for the Association, and for proposing the annual operating budget.
160 Additionally, this Committee shall provide ongoing monitoring of the Association's
161 investments [e.g., CDs, Interest Bearing Accounts, et al.] and shall make appropriate
162 recommendations to the Board of Directors at least annually regarding any changes that
163 may be required. The Board of Directors shall have final approval of all matters assigned
164 to the Finance and Budget Committee. At the Annual Meeting, and more often as needed,
165 this committee shall provide a brief overview of its activities to the membership.

166

167 **§ 2: Membership**

168 This committee shall:

- 169 • Maintain a list of all members.
- 170 • Collect and deposit membership fees and report them to the Treasurer.
- 171 • Relay the names of prospective members to the Board of Directors monthly, to be
172 voted on for membership.
- 173 • Inform new members about KCF&G rules and requirements, and the facilities and
174 programs that are available to members.
- 175 • Report membership totals and related activities monthly to the Board of
176 Directors and at regular meetings of the membership.
- 177 • Every December, advise all members that dues are payable by January 1, and that
178 late fees will be applied thereafter.

179

180 **§ 3: House**

181 This committee shall be chaired by the Caretaker and is responsible for maintaining
182 Beaver Lodge, the Caretaker's Cottage, and the Beach House. The Committee will ensure
183 that all essential supplies are on hand and make recommendations for the Board of
184 Directors' consideration when repairs may be needed to the those buildings and related
185 facilities (e.g. well and septic).

186

187 **§ 4: Camping**

188 This Committee is responsible for maintaining all campsites, recommending camping
189 rules and fees, and apprising the Board of Directors of camp-related expenditures that
190 should be considered for action. Members who desire a seasonal campsite must contact
191 the head of the Camp Committee and request that a campsite be reserved in their name.
192 [See Campsite Rentals under Dues and Fees.] Copies of the Camping Rules and the
193 Camping Fee Schedule are located in the Appendix.

194

195 **§ 5: Grounds**

196 This Committee is responsible for maintaining the grounds, including Beaver Lodge
197 Road, except for the Eye of the Hawk Range and the Beach areas. Should any work
198 requiring expenditures be needed, this Committee will so advise the Board of Directors
199 and seek their approval before proceeding.

200

201 **§ 6: Range**

202 This Committee shall be comprised of the Range Master and at least two other members.
203 It is responsible for establishing safe and appropriate operating practices for all users of
204 the range, and for the maintenance and upkeep of associated grounds and structures. In
205 addition, all organized shoots and other range events shall be planned and administered
206 solely by this Committee. This Committee shall make a report addressing range activities
207 monthly to the Executive Committee, at regular meetings of the membership, and at the
208 Annual Meeting. The annual Memorial Clays Shoot funds the Bryant Pond scholarship.
209 Each year, provided funds are available, the Range Committee will select one youngster
210 for the scholarship.

211

212 **Organized Shoots**

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

- 214 • The annual schedule shall be decided by the Range Committee and published on
215 the Range Page of the Association's website in January each year.
- 216 • All shoots are to be open to the public and supervised by a National Rifle
217 Association Certified Range Officer.

- 218 • All participants shall provide their own firearms, ammunition, hearing and eye
219 protection.
- 220 • The Range Master and Range Officers will determine the fees for each event.
- 221 • Range Officers will set and enforce safety guidelines. Anyone not abiding by the
222 rules or acting in an unsafe manner will be escorted from the range.

223

224 **§ 7: Archery**

225 This Committee shall be comprised of at least two members. It is responsible for
226 establishing safe and appropriate operating practices for all users of the 3D archery
227 range, and for the maintenance of associated grounds and structures. In addition, all
228 organized shoots shall be planned and administered solely by this Committee. A report
229 addressing range activities will be made monthly to the Board of Directors, at regular
230 meetings of the membership, and at the Annual Meeting.

231

232 **§ 8: Scholarship**

233 This committee shall solicit and evaluate college scholarship applications each year.
234 Provided funds are available, the Board of Directors will authorize a maximum of four
235 college scholarship awards of up to \$500 each.

236

237 **§ 9: Fishing Derby**

238 This Committee shall plan and direct a fishing derby each year during February. All
239 aspects of conducting the derby, including prize selection and acquisition, ticket
240 administration and derby operations, will be coordinated and administered by the
241 Committee.

242

243 **§ 10: Lodge Rental**

244 This committee shall be responsible for all aspects associated with renting the Lodge, in
245 accordance with the rules and guidelines established by the Board of Directors. A copy
246 of the Lodge Rental Contract is included in the Appendix.

247

248 **§ 11: Kitchen**

249 This Committee is responsible for organizing and preparing all meals for regular
250 membership meetings, for collecting the meal fees, as established by the Board of
251 Directors, and remitting those fees to the Treasurer.

252

253

254 **Meetings**

255

256 **§ 1: Executive Committee**

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

260

261 **§ 2: Regular (Membership) Meetings**

262 Meetings shall be held on the third Thursday of each month, except November and
263 December, unless otherwise determined.

264

265 **§ 3: Annual Meeting**

266 The Annual Meeting shall be held on the third Thursday in May.

267

268 **II. Quorum**

269 **§ 1:** A minimum of eight members shall constitute a quorum at all Executive Committee
270 meetings.

271 **§ 2:** A minimum of ten members shall constitute a quorum for all regular membership
272 meetings.

273 **Elections**

274

275 **§ 1: Nomination of Officers and Directors**

276 A Nominating Committee of not fewer than five members (who may not be current
277 Officers and Directors) shall be selected from volunteers in attendance at the February
278 Meeting. When feasible, this Committee shall be chaired by an immediate Past President
279 as selected by the Executive Committee. [A President must have fulfilled his/her post to

280 be considered a Past President.] This Committee shall present the recommended slate of
281 nominations to the membership at the Annual Meeting.

282

283 **§ 2: Annual Meeting Election**

284 All Officers, Committee Chairpersons, and affected Directors shall be elected for one-
285 year terms at the Annual Meeting. Officers and Committee Chairpersons may stand for
286 re-election if desired. No person may hold more than one Officer position, and any
287 nominee for President must have been a Director of the Association for at least a year.
288 Prior to the vote, the Chairperson of the Nominating Committee shall solicit those in
289 attendance for any additional nominations. Votes will be tabulated and announced at the
290 meeting.

291

292

Authority

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

295

296

Amendment

297 These bylaws may be altered or amended by a majority vote at any regular meeting,
298 provided that written notice of the change—which may be accomplished via postcard, an
299 email, the newsletter, or on the Association website—is provided to members at least
300 seven days prior to such meeting.

301

302

Dues and Fees

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304 **§ 1.** We offer individual memberships only. The annual dues for a regular member shall
305 be \$100.00 (plus a 5.00 late fee for renewals paid after January 31), and \$55.00 for a
306 veteran (\$5.00 late fee does not apply). A life membership may be purchased for
307 \$750.00. Dues and any special discounts (e.g., Mother’s Day and Father’s Day) are
308 determined by the Executive Committee.

309 **§ 2.** Any member 65 years of age or older with 20 years of membership shall be a life
310 member with dues and work incentive waived.

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

315

316 **Campsite Rentals**

317 Campers must be current members of the Knox County Fish and Game Association. The
318 camping season extends from May 1 through October 31 (water is turned off after
319 Columbus Day Weekend). We have 40 campsites, of which 38 are seasonal and 2 are
320 daily. To make a seasonal reservation, a non-refundable deposit must be received at
321 least 10 business days prior to the reservation request date. Existing seasonal renters
322 may retain their current site with the required deposit. All remaining unallocated
323 seasonal sites are to be allocated on a "first come, first served" basis.

324

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

328

329 **Lodge Rentals**

330 The lodge can accommodate functions of up to 150 people. We offer two rates: one for
331 weekdays (Monday, Tuesday, Wednesday and Thursday), and another for weekend days
332 (Friday, Saturday and Sunday). All rental commitments require a signed contract with
333 payment in full plus a security deposit. The security deposit will be refunded afterwards,
334 minus damages, if any. Specific requirements, fees, and the rental contract (see
335 Appendix) may be amended by a majority vote of the Board of Directors.

336

337

338 **Appendix of Official Rules & Forms**

339 [source files shown in brackets]

340

341 Membership Application [2016application.pdf]

342	Camping Rules	[campingrules.pdf]
343	Camping Fees Form	[campingfees.pdf]
344	Camping Storage Form	[campingstorage.doc]
345	Daily Camping Registration	[dailycamping.doc]
346	Seasonal Camping Waiver	[seasonalwaiver.doc]
347	Written Warning Notice	[writtenwarning.doc]
348	Camping 14-Day Notice	[14daynotice.doc]
349	Beach Rules	[beachrules.pdf]
350	Range Rules	[rangerules.pdf]
351	Range Waiver	[rangewaiver16.pdf]
352	Archery Range Rules	archeryrules.pdf]
353	Lodge Rental Contract	[rentalcontract.pdf]
354	Beaver Lodge Rental Rules & Regulations	[rentalrules.doc]
355	College Scholarship Application	[scholarshipapp.pdf]
356	Duties of the Caretaker	[caretaker.pdf]
357	Donation Receipt with Tax ID	[donation.doc]
358	Work Incentive Cards	[workincentive.pdf]
359		
360	[This entire file is c&bl2016prop.doc]	