



Est. 1985

Sigel Sportsmens Club

Member Handbook

2017

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Constitution of Bylaws

- I The constitution and any amendments thereof shall be ratified by a 2/3 majority vote of the membership at a regular monthly meeting by a show of hands, providing ten or more members are present.

Proper procedure for amending the constitution shall be:

- 1) Any current member may make a motion.
- 2) Any other current member may second the motion.
- 3) Motion at this time shall be debated if anyone has any objections.
- 4) If and when there are no further objections, motion shall be voted upon as provided in section I.
- 5) No amendment shall be made unless a notice of the proposed amendment has been given at the previous regularly scheduled meeting.

II. Memberships

Memberships will be classified as Active or Inactive. A person must join as an inactive member. One must complete a six (6) month probation period.

A. Inactive Memberships (Dues amended 12/1/16)

1. Effective 01/01/2017 Dues shall be \$30.00 for an Adult Member Age 17-64); \$20.00 for a Senior Member (65 & over); \$10.00 for a Junior Member (16 & under); \$50.00 for a Family Membership; Free for Youth Member (11 & under). Dues are to be paid yearly on the anniversary date of their joining the club, with a 30- day grace period.
2. Inactive members shall have club ground access (combination to the lock on the Road Gate), club contest rights, cost on club purchased items, building access with notification of an active member, and voting rights.

B. Active Memberships (Dues Amended 12/01/16)

1. Effective 01/01/2017 Dues shall be \$30.00 for an Adult Member (17-64); \$20.00 for a Senior Member (65 & over); \$10.00 for a Junior Member (16 & under); \$50.00 for a Family Membership; Free for Youth Member (11 & under). Dues are to be paid January 1st of each year with a 30-day grace period.
2. Active members shall be of good report regarding sportsmen ethics.
3. Active members shall have club ground access (combination to lock on Road Gate), club contest rights, cost on club purchased items, building access, and voting rights.
4. As an active member, one must be at least 18 years of age to receive a key to the building.
5. Upon indicating on the membership application that a person would like to be an active member and obtain a clubhouse key, the membership coordinator will present that name to the club officers
6. Where upon the Vice-President will from that point on keep track of meeting and

workday attendance of such person to obtain an active membership.

Active membership requirements are as follows: You must attend six meetings and ten workdays within a twelve-month period. This will be a one-time requirement. See page 8

Once the requirements are met, the member will receive their key at the regular monthly meeting. Once an active member, your name will be added to the phone list for notification of workdays and you will be expected to attend as many as possible.

If an active member lets their membership dues unpaid for six months, an officer will make contact with the member and obtain their dues or clubhouse key. Once membership expires after six months, to rejoin you will start over with an inactive membership.

C. Life Memberships –Effective 1/1/2017

1. Life membership dues will be as follows:

Age 21-40 - \$500.00

Age 41-64 - \$400.00

Age 65 & Over - \$150.00

2. Effective 01/01/08 - Spouses of Life Members will have all the rights and privileges as the life member.

Amendment to Section II. - Memberships

If dues are renewed within six months of anniversary date, membership will remain current, but will revert back to the member's original month of joining.

If dues are not paid within the six-month period, membership will be considered defaulted and all privileges will be lost.

Amendment to Section II. - Memberships § (B), Par. 5. § (2); March 1998

Active membership requirements are as follows. You must attend six (6) meetings and six (6) workdays within a twelve-month period. This will be an annual requirement

III Election of Officers

~~An officer must live within a 15-mile radius of the club.~~ Officers shall be elected at the regular monthly meeting in December of each calendar year. ~~No person shall hold the same office for more than two consecutive years.~~ The candidates shall either volunteer or be nominated. If nominated, the person shall have the right to refuse the nomination. Nominations will be made in November, one month prior to election. After a motion is made to close the nominations and is properly seconded, candidates' names will be posted for each office and a folded ballot vote shall follow. A person elected to an office shall make every effort to be present at as many meetings as possible.

Duties of Officers shall be as follows:

President - Shall conduct meetings, be responsible for opening and closing the clubhouse, maintain order at meetings, and shall be in charge of and supervise all projects.

Vice-President - Shall replace President if absent or for any reason the office of President may be vacated, will assist President at his request, will be responsible for giving and recording active memberships.

In the event that the President or Vice-President are unable to attend a meeting, they will appoint another member to conduct the meeting.

Secretary - Shall keep minutes of each meeting, read a summary of the minutes from previous meeting, be responsible for taking care of club correspondence (i.e. newsletters, notices, announcements, sympathy and get well cards, etc.), and giving and recording of memberships. The secretary may share his duties with volunteers willing to assist him.

Treasurer - Shall be responsible for recording all monies in treasury, balance books and pay debts approved by a motion to do so and seconded. The treasurer shall also give a report at each meeting as to the financial status of the club at that time.

Special Committees - will consist of four or more members appointed by the President when help and assistance is needed on club projects.

Amendment to Section III. – Election of Officers; March 1998

The requirement “An officer must live within a 15-mile radius of the club” is rescinded. However, an officer must be an Active Member

Amendment to Section III. – Election of Officers; Dec 2003

The restriction that no person shall hold the same office for more than two consecutive years is rescinded. A person can hold the same office as long as he/she is nominated and elected by due process.

IV. Meeting Procedures

- A. Signing of the roster.
- B. Salute to the American Flag.
- C. Roll call of officers.
- D. Reading of the minutes from last meeting.
- E. Financial Report by the treasurer.
- F. Discussion of old business.
- G. New business, introduction of new members, general discussion
- H. Closing of meeting.

V. Meetings / Meeting Time

Meetings shall start at 7:00 PM standard time ~~and 8:00 PM daylight savings time.~~ The clubhouse will be cleaned after each meeting. Monthly meetings will be held on the 1st Thursday of each month. In case of an emergency or inclement weather, the officers may postpone the meeting to a later date. In such a case, every effort will be made to inform members as early as possible. In the event the meeting date falls on a holiday, the meeting will be held on the 2nd Thursday of the month.

Amendment to Section V – Meeting Time; March 1999

Meetings shall start at 7:00 PM (Year-round)

VI. Club Termination

In the event of termination, all outstanding debts will be paid and any remaining monies shall be donated to a reputable organization chosen by the membership at the final meeting prior to termination.

VII. There shall be NO use of alcoholic beverages during meetings or club activities. Alcoholic beverages are NOT permitted on the club grounds at any time.

VIII. Expelling Members and Impeachment of Officers

A. Charges may be made by any member at any regular meeting with ten or more members present against another member for violating the laws of this constitution, its amendments, or any intentional state game conservation or fishing law. Such charges shall be of a valid nature. The member shall present the charges of the violation to the membership and may call the witnesses. No hear say evidence will be permitted. After all evidence is presented, the accused member shall be given the floor to challenge the allegations and defend himself. Upon completion of these proceedings, the President shall call for a vote by show of hands as to the charges, guilty or not guilty. If found guilty by the majority membership, the member will be expelled, his card invalidated and dues forfeited for a period of one year.

B. Any member having just cause to believe any officer is not fulfilling his duties, may call for an impeachment proceeding. This will have the same procedure as above except the officer shall remain a member if found guilty.

C. In cases involving abuse or misuse of club assets, if found guilty, the accused will lose all club benefits indefinitely.

D. A member must be a least 12 years old to vote on this issue.

IX. Accidents

It is mandatory that the club have liability insurance for all activities.

X. New members shall be introduced or announced and made welcome, if present, by the President during the monthly meeting.

XI. A two thirds vote is majority for all motions and issues brought to the floor. At least 10 members must be present for any vote.

XII. This organization shall be open to all without regard to race, religion, or sex.

XIII. All necessary bills must be paid by due date, if possible.

XIV. The chairperson of a meeting cannot make a motion but can vote on any issue.

XV. Only current members may use the rifle ranges.

XVI. Meetings must be chaired in a business like manner.

If an act of misconduct occurs, the offender will be warned of dismissal and asked by the chairperson to return to order and make his or her point in an orderly manner. Profanity will not be permitted. If offender continues he or she will be asked by the chairperson to leave the building.

In such cases of misconduct, action must be taken to discipline the offender in the form of suspension of all club privileges for three months determined by the officers. Written notice will be given to the offender by certified mail as soon as possible and before the next regular monthly meeting.

AMENDMENTS

Amendment to Section II. - Memberships

If dues are renewed within six months of anniversary date, membership will remain current, but will revert back to the member's original month of joining.

If dues are not paid within the six-month period, membership will be considered defaulted and all privileges will be lost.

Amendment to Section II. - Memberships § (B), Par. 5. § (2); March 1998

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Meetings shall start at 7:00 PM (Year round)

Amendment to Section III. – Election of Officers; Dec 2003

The restriction that no person shall hold the same office for more than two consecutive years is rescinded. A person can hold the same office as long as he/she is nominated and elected by due process.

Amendment to Section VII – Alcohol Use; February 2016

Added the following: Any event co-sponsored by Sigel Sportsmens Club cannot have alcoholic beverages present.

Archery Range Rules

- No alcohol on range.
- Members only.

- Range will be closed during scheduled club activities.
- Please be courteous to faster shooters.
- All shooters under age 16 must be accompanied by an adult age 21 or older.
- No broad heads or blunt tips on the range.
- Stay on designated walkways.
- Shoot in designated areas only.
- Daylight hours shooting only.

Building and Grounds Rules

- All actions on firearms must be open and the magazine empty when in the clubhouse.
- All activities other than club functions must be approved at a scheduled meeting.
- No weddings, wedding receptions, or reunions permitted on club grounds.
- Clean up after yourself. Your mother doesn't live here.
- No overnight parking or camping on club grounds.
- No vehicles beyond the parking area unless for disabled members.
- Close and lock the gate, scramble the combination, when you leave.
- No Alcohol on the property.
- No smoking in the clubhouse.
- No Horseplay.
- All children under age 16 must be accompanied by an adult age 21 or older.
- Turn out all lights and secure the building(s) when you leave.
- **It's your club. Please help enforce these rules.**

Rifle Range Rules

- Members Only.
- Shooting in designated area only.
- All ranges will be closed during scheduled club events.
- No shot shell use on Rifle Range Butts.
- All actions must be open while any person is going down range.
- Ear and eye protection is required.
- Please be courteous to faster shooters.
- Shooting allowed during daylight hours only.
- All shooters under the age of 16 must be accompanied by an adult, age 21 or older.
- Unattended weapons must have the action open and the magazine empty.
- Common sense must prevail.
- No glass or metal targets allowed.
- Police the range after use and remove all targets.
- Place targets on rubber only. Do not shoot into the wood frames.
- Please stagger targets so not to shoot the belting out.
- No alcoholic beverages.
- No full automatic weapons.
- No full-metal jacket or armor piercing ammunition.
- The "Range Closed" sign must be posted and obeyed when the range is closed.

Contests

General Contest Rules

Eligibility

- All current members (paid up dues) are eligible and automatically entered in all contests if they wish to participate. No sign up required.

Prizes

- 1st Prize to be a Plaque.
- 2nd Prize to be a Paid Individual Club Membership for 1 year or \$10 if membership has been paid.
- 3rd Prize to be a Club Hat.

Recognition

- Winners to be recognized at the annual Game Dinner.

Official Measurers

- Official Measurers will be designated as required and announced in the newsletter.

Archery Buck Contest

- Deer (Buck) must be taken with a Bow during Archery Season.
- Winning criteria to be the highest total determined by the rack width + the number of points both measured to the nearest 1/8". Points must be a minimum of 1/2" long.
- The rack (antlers) must be measured on the Official Club Dial-a-Spread measuring device.
- The rack must be measured by one of Official Club Measurers (Entrants cannot measure their own rack).
- Racks must be measured within 5 days of close of the season.
- In the event of a tie, the winner will be determined by the earliest date and time the deer was harvested.

Spring Gobbler Contest

- Winning criteria to be the highest total of beard length + length of the both spurs.
- Beard and Spur length will be measured to the nearest 1/16".
- Birds must be measured by one of the Official Club Measurers (Entrants cannot measure their own birds).
- Birds must be measured within 5 days of the close of the season.
- In the event of a tie, the winner will be determined by the earliest date and time the bird was harvested.

Groundhog Contest

- The contest runs the months of June, July, August, and September.
- Winning criteria to be the heaviest Ground Hog.
- Ground Hogs will be weighed (pounds & ounces) on the honor system with the scale at the club.
- In the event of a tie, the winner will be determined by the earliest date and time the groundhog was harvested.

Rifle Buck Contest

- Deer (Buck) must be taken during Rifle Season.
- Winning criteria to be the highest total determined by the rack width + the number of points both measured to the nearest 1/8". Points must be a minimum of 1/2" long.
- The rack (antlers) must be measured on the Official Club Dial-a-Spread measuring device.
- The rack must be measured by one of Official Club Measurers (Entrants cannot measure their own rack).
- Racks must be measured within 5 days of close of the season.
 - In the event of a tie, the winner will be determined by the earliest date and time the deer was harvested.

Contest Participation Prize Drawings

- These drawings are to encourage club members to participate in the Spring Gobbler, Groundhog, and Buck (Archery & Rifle) Contests. Also, to establish an informal information record of game taken by club members.
- Any member, who has their Spring Gobbler, Archery or Rifle buck measured, or enters a groundhog will have their name placed in the drawing for that contest. One entry in the groundhog contest.
- The winners will be drawn after all the contests are final for the seasons.
- A winner will be drawn for each contest (4 Prizes).
- The prizes for the drawing will be determined by the club and will be awarded at the annual Wild Game Dinner.

Events and Coordinators

Events

In so far as possible, coordinators will be solicited from the membership to coordinate the following events / duties at the January meeting.

- Archery Shoots
- Building & Grounds
- Club Historian
- Contests
- Federation Representative
- Gun Raffle
- Habitat
- Ham Dinner
- Hunter's Education
- Kitchen
- Memberships
- Newsletter
- Occasion Cards
- Ranges
- Turkey Shoots
- Youth Field Days

Archery Coordinator's Checklist

- Coordinate help for Setup, Registration, & Teardown
- Advertisement – Ads in newspapers & posters
- Check out the course layout
- Signs – End of the road & intersection
- Set up registration table
 - Sign Up Sheets
 - \$250 Change (200-\$1, Bills 10-\$5)
- Set up 50/50 Novelty Shoot
- Table for Hats & Tee Shirts Sales (Tree Stand & Print Raffle)
- Set up Chronograph
- Put out bow scale
- Ice & Pop on course if required
- Check Prizes for next shoot
- Check score cards for the next shoot
- Make winners list & post on bulletin board after each shoot
 - Count money & give to treasurer
 - Retrieve signs from road and intersection
 - Advertise list of winners in papers
 - Sell memberships at all events and be available with membership information (or designate another to do so)
 - Keep membership materials available
 - Membership cards
 - By-laws
 - Newsletters
 - Give monthly membership reports at meetings
 - Introduce new members at meetings
 - Keep available and distribute keys for active members

Building & Grounds Coordinator's Checklist

- Organize improvements
- Track needed repairs
- Snow removal contact
- Lawn mowing contact
- Garbage removal contact
- Clubhouse and grounds kept clean
- Inspect work of outside contractors (authorize payment)
- Organize work days schedules
- Winterize building
- Change gate & lock combinations (February 1st)

Contest Coordinator's Checklist

- Contest prizes
 - Plaques
 - Membership or \$10
 - Hat

- Measurers
- Poster of winners
- Notify winners

Ham Dinner Checklist

Set Up: Saturday Evening after Thanksgiving

Dinner: 2nd Day of Buck Season (Tuesday Eve.)

1. Check to See if Civic Center Is Reserved
2. Make Sure Ham Dinner Signs Are Printed Up
3. Order Food:
 - 120# Ham (Sliced-1/4" & Netted) (pick Up the Hams Tues. AM)
 - 25 # 10 Cans Green beans **
 - 8 # 10 Cans Applesauce **
 - 15 Boxes Trio Scalloped Potatoes **
 - 1 Gal. Lemon/Orange Blend Drink Mix **
 - 3 Gal. Milk ** 12# Oleo **
 - 1 Case Decaf Coffee**
 - 4-Jars Pickles **
 - Sugar & Equal Packets **
 - Salt & Pepper **

** (Pick Up This Portion of Food Friday)

Bakery-36 Loaves Bread (Sliced) (Pick up Tues. 2:00)

4. Paper Goods (Check to see if needed)
 - 300 -8 oz. Styrofoam Cups
 - 300-6" Styrofoam Plates (Cake)
 - 1 Roll Table Paper
 - 300 Placemats
 - Styrofoam Take-Outs (50 +/-)
 - 300 Kit-Cups
5. Call Members (Wives) 20 Cakes
6. Advertise:
 - A. Members Get Signs Out
 - B. Put Ads in Newspapers (Jefferson Democrat & Courier Express)
 - C. Put Ads on Radios (102-Moo~ Megarock~ C-93)
 - D. Put Ad on Cable
7. Send Reminder Notes To Local Members
8. Get Equipment From Club (Take Up Sat. Eve.)

Lg. Coffee Pot
2-Drink Coolers Coffee Carafes Silverware
Salt & Peppers Creamers
10 Roasters
Bunn Coffee Maker & Coffee Pots
Towells/Dish Cloths

9. Set Up:

16 Tables (4 x 4)
1 Table Tickets at Door
3 Tables to Serve Food (Buffet Style)
2 Tables (Cake & Bread)

10. Cooking:

Start Hams 11:00 AM (500 Till Steaming Then 275)
Start Potatoes (Mix in am) 2:00 at 275

11. Coffee Pots

Electric-1 # Coffee (Less 1 Cup) 1 Hr. 20 Min.

Membership Coordinator's Checklist

- Purchase supplies (envelopes, stamps, renewal cards, membership cards, buttons, and etc.)
- Record memberships in ledger book
- Keep change for transactions
- Sign up new members
 - Give copy of by-laws
 - Give current newsletter
 - Give active membership status if indicated on application
 - Give current button
- Send out renewal cards when due (monthly)
- Handle all mail memberships (mail out when money is received)
- Update membership lists yearly (current and all-time)
- Provide labels for newsletters and mailings

Turkey Shoot Coordinator's Checklist

- Advertising (newspapers and posters)
- Shells
- Registration Sheets (copy & number)
- Block shoot (Target & Tickets)
- Targets (Copy & Number)
- Turkeys
- Staples
- Setup (Stakes, Tent, & Rope)
- Staples
- Setup – Boards
- Signs – End of road & Intersection
- Equipment (Staplers & Calipers)

- Man Power
 - Targets – Up & Down (4)
 - Sign Up (2)
 - Kitchen (2)
 - Judges (Measurers) (2)
 - Range Master (Hands out shells) (2)
 - Membership table (2)