

**BALD EAGLE SPORTSMEN'S ASSOCIATION, INCORPORATED  
ASSOCIATION BYLAWS**

**January 1, 1986**

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**Article 1**

**Name and Purpose**

**Section 1.1. Name of Corporation.** The name of the corporation shall be "Bald Eagle Sportsmen's Association" and shall be referred to as "Association" in these Bylaws.

**Section 1.2. Purpose and Aim.** The purpose of the Association shall be to provide a recreational area for its members and the public for the purpose of firearm practice, to promote the safe and proper use of firearms, sportsman-like conduct, and the conservation of wildlife.

**Article 2**

**Membership**

There shall be two classes of membership defined as follows:

**Section 2.1. Active Membership.** Active Membership. Any person shall be eligible for membership as an active member if the following requirements are satisfied:

- 2.1.1.** The applicant is a citizen of the United States.
- 2.1.2.** The applicant is at least 18 years of age.
- 2.1.3.** An active or life member sponsors the applicant.
- 2.1.4.** The applicant completes the application forms provided by the Association.
- 2.1.5.** The applicant must include a current copy, in his/her name, of: a Minnesota handgun purchase permit or a Minnesota carry permit with their application.
- 2.1.6.** The applicant is not a member of any group or organization that advocates the overthrow of the government of the United States or its Constitutions by words, actions or writings.
- 2.1.7.** The applicant has not been convicted of a felony or domestic assault (Can lawfully possess a firearm under state and federal law).
- 2.1.8.** The applicant agrees to donate the minimum number of annual work hours as determined by the Association.
- 2.1.9.** The applicant is present at the Membership Meeting at which time the members present will vote whether or not to accept the applicant into membership. (Unless the President grants a personal excuse).

**2.1.10.** The applicant has not had membership of the Association terminated by vote of the Board of Directors within the last five years.

**2.1.11.** The applicant agrees to accept the conditions of the active membership as stated in these Bylaws and agrees to abide by the Range Rules and any outstanding rule, which may be enacted from time to time by the Association.

**Section 2.2. Life Membership.** Any person shall be eligible for membership as a life member beginning the year after the following requirements are satisfied:

**2.2.1.** The applicant has been an active member for at least 10 consecutive years and is over 65 years of age.

**2.2.1.1.** The life member shall pay the annual dues and continue receiving Association Shares.

**2.2.1.2.** Life members who paid annual dues under the \$5.00 option by February 16, 2010 may retain their \$5.00 annual dues and will not receive additional shares in the Association.

**2.2.2.** Life members are excused from work hours.

### **Article 3** **Duties of Elected Officers**

**Section 3.1. Officers.** The officers of the Association shall be a President, Vice President, Recording Secretary, and Treasurer, who shall be elected annually for the term of one year and shall hold office until their successors are duly elected. Terms of the Officers shall be based on the calendar year. Officers are exempt from the annual work hour commitment during their term in office.

All Officers may have other duties designated by the Board of Directors.

**Section 3.2. Board of Directors.** There shall be five members of the Board of Directors. A minimum of three Board Members will be elected each year. The two candidates receiving the highest number of votes for a given election will be elected to a two-year term. Other Board positions are for one-year terms and will be filled according to the highest number of votes received by the candidates. Terms of Board of Directors shall be based on the calendar year(s). Members of the Board of Directors are exempt from the annual work hour commitment during their term in office.

**Section 3.3. Duties of the Board of Directors.** The duties of the Board of Directors shall include, but not be limited to, the following:

**3.3.1.** Fill any vacancy in the Officers or the Board of Directors by appointing to the office any member, in good standing, whom they see as qualified to fill the vacancy.

**3.3.2.** Oversee all business transactions to assure that they are in the best interest of the Association.

- 3.3.3.** Audit the Association books or records annually and inform the membership as to any upcoming debts.
- 3.3.4.** Draft and update, from time to time a set of Range Rules and have full enforcement of authority.
- 3.3.5.** Act as a review board for any violations of Association Bylaws and administer the proper and binding penalties for such actions.
- 3.3.6.** Appoint four members, in August, to act as a Nominating Committee for the October elections, according to Section 5.1.1.
- 3.3.7.** Present or review projects to be done on the Association property.
- 3.3.8.** When it is of the utmost necessity, such as to pay taxes or assessments, or finance major projects approved by the membership, the Board of Directors shall have the power to assess the membership in the amount necessary to cover the debt.
- 3.3.9.** The Board of Directors shall have the power to pardon any member from annual work hours, whom, in their opinion, shows proof or has a record of being unable to satisfy the annual requirements.
- 3.3.10.** At its discretion, the Board of Directors may pardon the work hour requirements for any member who is transferred out of town (a minimum of 50 miles) and wishes to maintain their membership. Dues will still be required.
- 3.3.11.** Replace Board Members missing two consecutive or three total Membership Meetings and/or Directors Meetings in one year. Absences excused by the President shall not count.
- 3.3.12.** Be responsible for appointing a Chief Range Officer and other personnel necessary to the successful operation of Association ranges and properties or equipment.
- 3.3.13.** Each Director shall assume an equal number of members as a work group. Each Director shall serve as a leader for said work group.
- 3.3.14.** Will be apprised of all expenditures by the Association.

#### **Section 3.4. Duties of Officers.**

- 3.4.1. President.** The President's duties shall include, but not be limited to, the following:
  - 3.4.1.1.** Preside and conduct all Membership Meetings.
  - 3.4.1.2.** Act as a Chairman of the Board of Directors and preside at all Directors Meetings. The President shall have no vote except in the case of a tie, where his/her vote shall be the deciding vote.
  - 3.4.1.3.** Propose a budget for his/her term of office and present it for approval at the February Membership Meeting. A 67% vote of approval of all votes cast is required for passage of the proposed budget. Voting by absentee ballot shall be in accordance with Section 5.1.5 of these Bylaws.

**3.4.1.4.** Have the authority to excuse Officers and members of the Board of Directors from meetings they must attend as set forth in these bylaws.

**3.4.1.5.** Oversee all Association functions, such as special shoots, parties, gun shows, etc., and have authority to designate personnel to direct and promote such events.

**3.4.2.** **Vice President.** The Vice President shall, in the absence of the President, perform only those tasks necessary during the absence of the President. In the event the President, for whatever reason, cannot complete the term of office, the Vice President shall serve the remainder of the term. The Vice President's duties shall include, but not be limited to, the following:

**3.4.2.1.** Maintain an up-to-date Association roster and keep records of work hours completed by the membership as required herein. Compile, maintain and publish work group rosters. Updated work group rosters are due by the April Membership Meeting.

**3.4.2.2.** Take a periodic inventory of Association equipment, material, and supplies. A complete inventory of all items must be done upon the request of the Board of Directors. Items that must be included are such items as shot shells, clay targets, paper targets, shooting supplies, and other items as designated by the Board of Directors.

**3.4.3.** **Recording Secretary.** The Recording Secretary's duties shall include, but not be limited to, the following:

**3.4.3.1.** Issue notices of all Directors and Membership meetings and shall attend and keep minutes of same.

**3.4.3.2.** Have charge of all records and papers, and store them in a secure manner as determined by the Board of Directors

**3.4.3.3.** Send to the membership all Bylaw amendment changes with the next Newsletter.

**3.4.3.4.** Publish and send to the membership a revised supplement or an up-to-date set of Bylaws as necessary. Members will be issued a replacement set upon request.

**3.4.4.** **Treasurer.** The Treasurer's duties shall include, but not be limited to, the following:

**3.4.4.1.** Have custody of all moneys and securities of the Association.

**3.4.4.2.** Keep regular books of accounts and shall submit them, together with his/her voucher, receipts, records, and other papers to the Board of Directors for their examination and approval as often as they may require.

**3.4.4.3.** Perform all duties as are incidental to this office.

**Article 4**  
**Membership General Rules**

**Section 4.1. Privileges and Responsibilities.**

**4.1.1. Guests.** Active or Life members may bring up to three (3) guests to use the range facilities at any time the range is open to shooting (subject to the Special Use Permit). The member is responsible for the actions and safety of any guest brought to Association property. Guests must pay non-member shooting fees when the range is open to the public.

**4.1.2. Families.** Active or Life members may bring their spouse and/or minor sons or daughters to use the Association property on their membership. Range fees, if any, are assessed at the member rate.

**4.1.3. Vehicles.** There will be no member owned all-terrain vehicles or snowmobiles allowed on Association property, except for use on Association projects and then only with prior approval of a Board of Director.

**4.1.4. Rules.** All Range Rules will be obeyed while on Association property.

**4.1.5. Fees.** Member fees will be paid on the appropriate ranges.

**Section 4.2. Fees and Annual Commitment.**

**4.2.1. Initiation Fee.** The Association shall have a Membership Initiation Fee which is payable at the time of acceptance into the Association. The Initiation Fee (presently \$100) shall be set by the Board of Directors and shall not exceed \$100.00.

**4.2.2. Annual Financial Commitment.**

**4.2.2.1. Annual Dues.** All members will contribute Annual Dues (presently \$75.00) to the Treasury of the Association for maintenance and management of the Association and its properties. Annual Dues may be increased by a vote of the Board of Directors, and shall not exceed \$100.00. A portion of the Annual Dues (presently \$5.00) will be placed in a Legal Fund for the legal defense of the Association or its properties, in accordance with Section 6.2. of these Bylaws. Legal Fund amounts may be increased by a vote of the Board of Directors.

**4.2.2.2. Dues Deadline.** Any member whose dues are not paid by the February Membership Meeting shall be dropped from the Association.

**4.2.3. Annual Work Hours.** The Association shall determine the minimum number of work hours to be donated by members for the maintenance of the Association and its properties. Currently, 8 hours of work are required yearly for each member. The Board may make exceptions due to emergency circumstances. Members who have been in the club for 25 years or more are excused from the work hour requirement beginning with the next membership year.

**4.2.3.1. Verification.** Members are responsible for completing their own work hours, ensuring that the work time is reported to a Work Group Leader, and obtaining a receipt for work time.

**4.2.3.2. Exceptions.** If any member has a physical or medical restriction, which would restrict their ability to meet this requirement, they should meet with the Board of Directors to determine alternate means of completing their work time.

**4.2.3.3 Online Reservations.** A member with a work time reservation who cannot fulfill that time must contact the appropriate work leader or schedule coordinator and cancel the reservation no later than 24 hours ahead of time. Members who do not cancel will be assigned additional work hours to be fulfilled during that year. The BOD may excuse the added hours due to special circumstances.

**4.2.3.4 Buyout.** Members remit to the Treasurer the sum set by the Association (currently \$30.00) for each hour of work time not completed by December 31.

### **Section 4.3. Shares.**

**4.3.1.** Each full year, January 1–December 31, of membership shall constitute one share. Any fraction of a year does not constitute a share. Any person joining the Association must have active membership for three (3) full consecutive years to be vested for shares. Upon becoming vested the member will receive three shares in the Association.

**4.3.2.** Shares will be traced and mediated by the Board of Directors. Any person who loses their membership for any reason shall lose all shares in the Association. Membership shares are non-transferable and non-inheritable.

## **Article 5** **Voting**

### **Section 5.1. Election of Officers.**

**5.1.1. Eligibility.** An Association member is eligible to run or hold any office after he/she has been a member for three (3) full calendar years.

**5.1.2. Nominating Committee.** At the Membership Meeting held in August, the Board of Directors will appoint a Nominating Committee. The Nominating Committee will present a slate of one candidate for each office at the September Membership Meeting.

**5.1.3. Floor Nominations.** Any member of the Association who wishes to run for a position as an Officer or Director may do so by nomination at the September Membership Meeting. The President will close nominations, after all nominations have been accepted.

**5.1.4. Voting for Officers.** After the nominations are completed at the September Membership Meeting, it shall be the Recording Secretary's duty, or the Secretary's designee, to send to each member a copy of the ballot. The ballot will be sent to the membership with the

October/November Newsletter. Delivery of the Newsletter and ballot will be in the manner that the member has requested but must allow enough time to mail the ballot so it is received before the October Membership Meeting. Voting by absentee ballot shall be in accordance with Section 5.1.5 of these Bylaws. At the October Membership Meeting, the ballots of the membership will be counted for a new slate of officers for the coming year. The October meeting shall be the Annual Meeting of the Association.

**5.1.5. Voting by Absentee Ballot.** Members unable to attend a Membership Meeting at which a vote is to be held (other than general business as in Section 5.1.6 of these Bylaws) may submit an absentee ballot. Members are required to indicate their vote in writing and seal it in an envelope with "Absentee Ballot" written across its center. The ballot envelope must then be placed in another envelope bearing the member's name and return address and mailed or carried to the Association Recording Secretary. The ballot must be received prior to the vote to be considered valid.

**5.1.6. Voting on Motions on the Floor at Membership Meetings.** Any motion made and seconded as to range work, paying bills, new materials, equipment, etc., are subject to the monetary approval by the Treasurer and approval by the Board of Directors, and shall be voted on and carried or rejected by a majority of members present at the Membership Meeting.

## **Article 6** **Finances**

**Section 6.1.** The Association shall maintain savings and checking accounts at such bank as designated by the Board of Directors. All transactions to and from the savings account(s) shall be through the checking account(s).

**Section 6.2.** A Legal Fund shall be established by directing a portion from each member's Annual Dues (currently five dollars), and five percent (5%) of all other revenues, into a separate account. The account shall be used to purchase interest bearing insured investments. The principal and interest shall accumulate and be used to pay any legal costs incurred by the Association.

## **Article 7** **General Procedures**

**Section 7.1. Management.** The general management of the Association shall be vested in the President, subject to the general direction of the Board of Directors and state and federal law. All approved contracts and agreements shall be signed by two officers of the Association. No officer or Board Member shall receive compensation for these services.

**Section 7.2. Transaction of Business.** A quorum for the transaction of business at any Directors Meeting shall consist of any three Directors. A majority of Directors present at any Directors Meeting shall have the power to adjourn the meeting to a future time.

**Section 7.3. Vacancy in the Board of Directors or Officers.** The Board of Directors may fill any vacancy in the Board of Directors or Officers at any Directors Meeting.

**Section 7.4. Bylaw Amendments.** Amendments to the Bylaws require verbal notification of the proposed change(s) at the two Membership Meetings prior to the meeting at which the proposal is to be voted on. Written notification will also be provided during the notification period. Passage of a proposed amendment requires approval by 67% of all votes cast. This vote may be by secret ballot if deemed necessary. Absentee ballots will be accepted from members who are unable to attend the meeting at which the vote is to take place, and must be received prior to the vote to be considered valid. Voting by absentee ballot shall be in accordance with Section 5.1.5. of these Bylaws.

**Section 7.5. Violations of Bylaws and/or Range Rules.**

**7.5.1.** Any member who willfully or carelessly violates any of the provisions of the Bylaws and/or Range Rules will be subject to disciplinary action appropriate to the violation as determined by the Board of Directors.

**7.5.2.** A member with knowledge of a violation of Bylaws and/or Range Rules shall report the violation (along with names, witnesses and/or other information necessary to identify the offender(s)), to the Range Officers, Directors, and/or Officers of the Association. Any member, Officer or Director who willfully conceals a violation shall be subject to disciplinary action by the Board of Directors.

**7.5.3.** The Board of Directors will investigate the incident and issue a formal charge against the violating member(s) whenever the evidence warrants such action. The charged member(s) shall be notified of the charge, time, place, and witnesses. The charged member(s) shall be summoned to appear before the Board of Directors, along with any witnesses called by the Board and/or the charged member(s), at a time and place designated by the Board of Directors. At this time the Board will listen to testimony, review evidence, and make a judgment as to the charges. When the evidence substantiates the charge, the Board will determine the appropriate disciplinary action.

**7.5.4.** A disciplined member may appeal the judgment action of the Board of Directors before the membership when he or she believes the given hearing was not a fair and/or impartial hearing or that the Board's judgment was unfair. All appeals shall be made by a written notice, which must be postmarked not later than 60 calendar days after the date of the Board's judgment action against the disciplined member. Any appeal made after this time period shall be automatically null and void.

**7.5.5.** Any timely appeal shall be made and heard at the first Membership Meeting that occurs at least 30 days after the Board receives notice, in writing, of intent to appeal. The 30 days shall commence on the postmarked day of the notice.

**7.5.6.** The disciplined member(s), or their appointed spokesman, may present the appeal after which a spokesman for the Board of Directors shall report its findings, judgment and/or action on the issues. After the members present have heard all testimony, the President shall order the disciplined member(s) to leave the meeting so discussion and voting by the membership may take place. There shall not be any discussion of the issue until the disciplined member(s) leaves the meeting.



**7.5.7.** After discussion is completed, the President shall call for a vote. The vote shall be to sustain or overturn the Board's decision and/or action on the issue. A vote of 67% of members present at the meeting is required to overturn the Board's decision and/or action. In the event that a vote to overturn is carried, the membership shall then discuss and vote on an alternate form of discipline or to dismiss all charges and restore all privileges to the member. This vote shall be carried by a simple majority of members present at the meeting.

**7.5.8.** Any BESA member who willfully or carelessly violates any of the policies outlined in the BESA fiduciary Duty Statement, or willfully damages or destroys BESA property shall be banned from holding any office or position of responsibility in the club. Any such member will be subject to discipline by the board including; suspension of membership for a designated period, or permanent expulsion from club membership with forfeiture of accrued shares of the club

**Section 7.6. Project Procedure.** The procedure for projects on the range shall be as follows:

**7.6.1.** A preliminary study of the project will be made.

**7.6.2.** If necessary, plans or sketches shall be made and presented to the Board of Directors for review or comment.

**7.6.3.** If approved by membership vote, according to Section 5.1.6. the work shall proceed as soon as possible.

## **Article 8** **Meetings**

**Section 8.1. Monthly Membership Meeting.** A Membership Meeting shall be held on the third Tuesday or on an alternate date, at a time and place approved by the Association. The *Roberts Rules of Order* shall govern if they do not conflict with these Bylaws.

**Section 8.2. Bi-Monthly Director's Meeting.** A Director's Meeting shall be held on the second Tuesday of every other month, beginning in January or on an alternate date, to conduct the business of the Association. All Officers and Board Members shall attend the meeting unless excused by the President.

**Section 8.3. Special Director's Meeting.** Special Director's Meetings may be called by the President, or by the unanimous vote of any two Board Members. Special Director's Meetings may be held at any time or place without advance notice.

## **Discontinuance of Activities**

**Section 8.4. Discontinuance of Shooting.** If at anytime legal obstacles should arise to force the Association to permanently discontinue shooting activities, the property will be sold or traded within three (3) years for another suitable property on which shooting activities can take place. If the property is sold, the money from the sale will be held in trust while suitable property is being sought. If, after three (3) years from the suspension of shooting activities, new property has still not been found, the money shall be divided among the membership according to shares.

**Section 8.5. No New Members.** During the period of suspended shooting, no new members may be admitted to the Association.

**Section 8.6. Continue Dues.** During the period of suspended shooting, all members will continue to pay their annual dues.

**Section 8.7. Continue Shares.** During the period of suspended shooting, all members will continue receiving Association shares.

**Section 8.8. Work Hours Excused.** During the period of suspended shooting, The Board of Directors may excuse the requirement of work hours for the members.

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**NOTES:**