

Linden Conservation Club Bylaws

Proposed Changes - 2015

Revision No. 2015.08.28
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Article I LEGAL NAME AND STATUS

This organization shall be known as the Linden Conservation Club, Inc. (hereafter also called the Club and/or Linden Conservation Club, and **LCC**). It shall be maintained as a "Not for Profit Corporation" under Indiana Law.

Article II MISSION STATEMENT

It shall be the mission of the Linden Conservation Club, Inc. to foster respect for the natural state of the great outdoors, promote the responsible preservation of natural wilderness areas, and to promote good sportsmanship through a variety of activities.

The encouragement and support of youth, family and individual outdoor related activities shall be the primary focus of this Club. Further, social activities that provide Club Members the opportunity to interact with the community in a positive manner shall be encouraged and supported.

Article III MEMBERSHIP

1. Any person who is at least 18 years of age and of good standing within the community is eligible for Regular Membership in the Club.
2. Regular Memberships for the upcoming year shall become available for purchase beginning at the December Membership Meeting. Memberships can be bought at any time during the year.
3. Regular Memberships shall be available for purchase at other times & locations to be determined by the Executive Board and Supervised by the Membership Secretary.
4. The Club may offer non-voting Courtesy Memberships that shall commence on the date it is received and continue until the end of the calendar year it was received.
5. The term of Regular Membership shall commence on the date it is purchased and continue until one year from the last day of the calendar month in which the membership was purchased.
6. Regular Membership fees shall be established by simple majority vote of the membership and shall be part of the Rules and Regulations. In addition, each member attending club functions might be required to contribute to defray the cost of such function, as determined by the Executive Board.

7. The cost of Regular Membership shall include one "Individual" and one "Spouse". Regular membership shall also include all dependent children under the age of 18 of said individual. Married individuals purchasing a membership must fill out the accompanying "Spouse Membership Card" when picking up membership.
 - 7.1. Un-used "Spouse Membership Cards" shall be returned to the membership secretary.
 - 7.2. In the event family status changes new cards shall be issued by the Membership Secretary.
 - 7.2.1 Membership Secretary may issue un-used Spouse Cards when appropriate.
8. Members may bring any minor (defined as an individual under 18 years of age) to the club as a guest at no extra cost, provided that:
 - 8.1. The member obtains the expressed permission of each minor's custodial parent or legal guardian for each visit to the Club if the Member is not the minor's custodial parent or legal guardian.
 - 8.2. The member maintains constant supervision of the minor while on the property.
 - 8.3. No more than three minors per member can be brought to the club as guests at any given time.
 - 8.4. If the member is not the parent or legal guardian of the child, then a Limit of Liability Form must be completed and signed by the parent or guardian prior to the child using the facilities.
9. New Members shall receive a "Membership Packet" at time of purchase which shall include:
 - 9.1. A summary of the current Linden Conservation Club Rules & Regulations
 - 9.2. Membership Card(s) (see section 6 above).
 - 9.3. Any other Club information deemed important by the Executive Board.
 - 9.4. All members shall be required to complete an orientation.
 - 9.5. All new members will be shown the location of the Bylaws of the club
10. All renewal memberships shall be provided updated information to include:
 - 10.1. Access to a current copy of the Rules & Regulations.
 - 10.2. Access to a current copy of the Bylaws
 - 10.3. Any other information deemed important by the Executive Board.
 - 10.4. An update orientation to changes made in the past year

Article IV MEETINGS

1. Membership Meetings
 - 1.1. The regular business meeting of the club shall be held monthly on a regularly scheduled date and time as outlined in the Club Operating Rules.
 - 1.2. The location for these meeting shall be the Clubhouse.
 - 1.3. At least two (2) Officers and eight (8) members in good standing (total of 10 members) shall constitute a quorum.
 - 1.4. All members must display current Regular Membership ID to vote.
 - 1.5. Standard voting procedures shall be voice vote. Contested votes shall be by identified Regular Members only, (using show of hands, ballots, etc.).

2. Executive Board Meetings
 - 2.1. The Executive Board meeting of the club shall be held monthly on a regularly scheduled date and time as outline in the Club Operating Rules. It may be rescheduled by a vote of the executive board.
 - 2.2. Seven (7) Members of the Executive Committee shall constitute a quorum.
 - 2.3. Special Board Meetings may be held at any time on call of the President. The Recording Secretary shall give notice of the time, place, and object of any special meeting to all officers in good standing in writing by the United States Mail (or email) not less than seven (7) days prior to the date fixed for the holding of the meeting
 - 2.4. In the event of an emergency situation, any member of the Executive Board may call a Special Meeting for the purpose of handling the emergency. An emergency meeting may be done by phone. It shall still require 7 affirmative votes to take action.
 - 2.5. All members must display current Regular Membership ID to vote.

3. Special Meetings
 - 3.1. A special meeting of the Club may be held at any time upon call of the President. The Recording Secretary shall give notice of the time, place, and object of any special meeting to all officers and members in good standing in writing by the United States Mail (or email) not less than seven (7) days prior to the date fixed for the holding of the meeting.
 - 3.2. A special meeting of the Club may be held upon the call of the Executive Board in writing.
 - 3.2.1. Written notice stating the object of the proposed meeting must be signed by not less than seven (7) Executive Board Members and be presented to the Recording Secretary.
 - 3.2.2. The Recording Secretary shall give notice of the time, place, and object of any special meeting to all officers and members in good standing in writing by the United States Mail (or email) not less than seven (7) days prior to the date fixed for the holding of the meeting.
 - 3.2.3. The Executive Board shall fix the time and place of such special meeting.
 - 3.3. All members must display current Regular Membership ID to vote.

4. Order Of Business

4.1. Regular & Executive Meetings

- 4.1.1. Call to order
- 4.1.2. Attendance sign in, Regular Member identification reminders (membership number, badges, etc.)
- 4.1.3. Roll call of Officers
 - 4.1.3.1. Appointment of person(s) to fulfill required temporary duties for that meeting.
- 4.1.4. Reading of the minutes of the last meeting (must be approved.)
- 4.1.5. Financial report (must be approved.)
- 4.1.6. Report of Officers
 - 4.1.6.1. President
 - 4.1.6.2. Vice President
 - 4.1.6.3. Recording Secretary
 - 4.1.6.4. Treasurer
 - 4.1.6.5. Membership Secretary
 - 4.1.6.6. Sergeant at Arms
 - 4.1.6.7. Fishing & Camping Activities Officer
 - 4.1.6.8. Shooting & Hunting Activities Officer
 - 4.1.6.9. Youth Activities Officer
 - 4.1.6.10. Enforcement Director
 - 4.1.6.11. Trustees (3)
- 4.1.7. Old business
- 4.1.8. New business
- 4.1.9. Adjournment

4.2. Special Meetings

- 4.2.1. Call to order
- 4.2.2. Attendance sign in sheet
- 4.2.3. Roll call of Officers
 - 4.2.3.1. Appointment of person(s) to fulfill required temporary duties for that meeting.
- 4.2.4. Business at hand
- 4.2.5. Adjournment

Article V OFFICERS

1. The officers of this Club shall be a President, Vice President, Recording Secretary, Treasurer, Membership Secretary, Sergeant at Arms, Shooting & Hunting Activities Officer, Fishing & Camping Activities Officer, Youth Activities Officer, Enforcement Director and three (3) Trustees.
 - 1.1. This group of officers shall collectively be known as the Executive Board or the Board.
 - 1.2. The officers shall hold office for one year or until successors are elected (except for Trustees). Said year to begin with the January Executive Board Meeting.
 - 1.3. Each year the Club will elect all Officers and one three-year trustee. After serving one year that trustee becomes the two-year trustee, with the election of a new trustee. After serving another year, that trustee becomes the one-year trustee and the chairman of the trustees. After serving the final year, that trustee becomes a regular member, unless reelected to another office.
 - 1.4. *The President, Vice President & Treasurer shall be placed under bond in sufficient amount to cover the current funds, assets and investments of the Club. Cost of the bond shall be paid by the Club.*
2. The Executive Board shall have general supervision of all the activities of the Club.
3. A vacancy or communicated hardship role limitation on the Executive Board may be filled temporarily or someone assigned to temporarily assist with an officer's role by a majority vote of the remaining members of the Board.
 - 3.1. All permanent vacancies for elected positions shall be voted upon by the Regular Membership
 - 3.2. Officer Vacancies
 - 3.2.1. All permanent vacancies shall be posted for a minimum of 45 days.
 - 3.2.2. Candidates for vacancies shall identify themselves by notifying the President, the One Year Trustee or the Sergeant at Arms no later than 15 days prior to the Regular Member vote.
 - 3.2.3. A list of candidates shall be posted 2 weeks prior to the Regular Member vote.
 - 3.2.4. All candidates for office must be present unless excused by the Executive Board.
4. All officers shall be required to attend at least 60% of the scheduled meetings per ¼ of a year, with no two (2) consecutive, unexcused absences permitted. In order for an absence to be excused, the President, Vice President, Recording Secretary or Head Trustee must be notified directly. (No messages left on the club phone, etc.)
5. A Regular Member in good standing shall be eligible to for election to hold office in January of the year following the beginning of his/her membership.
6. A Regular Member in good standing may chair a committee.

Article VI

DUTIES OF OFFICERS

1. Responsibilities of the **President**

- 1.1. Preside at all meetings or arrange for the Vice President or other member of the Executive Board to preside in the event of absence.
- 1.2. Outline the goals for the year in regard to a progressive, sound Club.
- 1.3. Appoint committees to implement the Club's programs.
- 1.4. Plan the activities of the Club
- 1.5. Maintain a "Calendar of Events" detailing the times, dates, etc. for all Club sponsored events and the use of the Club Facilities.
- 1.6. Oversee the use of the Club Facilities/Equipment.
 - 1.6.1. Ensure that all insurance, contracts and other requirements as outlined in the Rules & Regulation are in order prior to use.
 - 1.6.2. Review (and provide a copy of) all Rules & Regulations concerning the use of the facilities/equipment.
 - 1.6.3. Collect all deposits, fees, etc, and give them to the Club Treasurer within 5 business days of their collection.
 - 1.6.4. Ensure that the Club Facilities/Equipment are inspected and that all final conditions as outlined by contract and the Rules & Regulations have been met.
 - 1.6.5. Finalize all paperwork and ensure it is turned over to the Recording Secretary.
 - 1.6.6. Notify the Executive Board or Membership at the next meeting so that they may instruct the Treasurer to issue a check for return of any deposits, fees, etc.
- 1.7. Assist the Recording Secretary with the maintenance of the "Official Records" of the Club.
- 1.8. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.

2. Responsibilities of the **Vice President**

- 2.1. Preside at all meetings in the absence of the President.
- 2.2. Be prepared to assume the duties of the President in the event of an emergency.
- 2.3. Keep informed and assist the President in preparing Club goals and planning.
- 2.4. Assist the President with the oversight of Club Facilities/Equipment use.
- 2.5. Arrange for and oversee maintenance of all Club property.
 - 2.5.1. Coordinate the grounds maintenance..
 - 2.5.2. Keep the Executive Board apprized of any special maintenance needs.
 - 2.5.3. Make arrangements to take care of any emergency maintenance needs, (i.e. contract a plumber, etc.)
- 2.6. Oversee the development and maintenance of Club informational materials.
- 2.7. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.

3. Responsibilities of the **Recording Secretary**
 - 3.1. Shall have charge of "Official Club Records" with the assistance of the President.
 - 3.2. Conduct all correspondence pertaining to Club affairs or obtain a copy of any correspondence initiated by any Club member concerning the business of the Club.
 - 3.3. Keep the minutes of all Club Meetings.
 - 3.4. Maintain a chronological correspondence and report file with yearly classification.
 - 3.5. Assist the Vice President with the development and maintenance of Club informational materials.
 - 3.6. Notify Executive Board of all Board Meetings and the Membership of all "Special Meetings".
 - 3.7. Oversee the filing of all Corporation Documents.
 - 3.7.1. Corporation Taxes must be filed prior to the February Executive Meeting.
 - 3.7.2. Not-for-Profit status Papers must be filed according the Indiana Law. These include a list of the current officers.
 - 3.7.3. Association/affiliation dues, etc.
 - 3.8. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.
 - 3.9. Ensure permanent and secure storage of all Club records for at least seven (7) years.

4. Responsibilities of the **Treasurer**
 - 4.1. Receive and disburse all funds as directed by the Club.
 - 4.1.1. All payments made on behalf of the Linden Conservation Club, Inc. shall be made by check or debit card.
 - 4.1.2. No checks may be issued without the direction of the membership, with the following exceptions:
 - 4.1.2.1. Payment of "Regular Bills"
 - 4.1.2.1.1. Electric Utility Bill
 - 4.1.2.1.2. Telephone Bill
 - 4.1.2.1.3. LP Gas Bill
 - 4.1.2.1.4. Trash Hauling
 - 4.1.2.1.5. Insurance for Club
 - 4.1.2.1.6. Port-a-Pot
 - 4.1.2.2. Return of deposits/fees from rental of Club Facilities/Equipment. (The Executive Board or the membership may approve the dispersal of these funds.)
 - 4.2. Arrange for and maintain all banking accounts, etc. at the direction of the Membership or the Executive Board.
 - 4.2.1. The Treasurer, President, and/or Vice President must be able to sign checks. (Two signatures are required)
 - 4.2.2. Maintain correct signature authority records on all financial accounts.

- 4.3. Maintain a journal with consecutively number pages of all transactions of the Club Funds (checkbook register).
 - 4.3.1. The President, Vice President and all three (3) Trustees must be familiarized with the bookkeeping system.
 - 4.3.2. Journal shall contain a record of all income, expenses and other financial information.
 - 4.3.3. Receipts for all expenditures shall be kept in the permanent Club Records.
 - 4.4. Maintain an "Official" file of all financial records with the assistance of the Recording Secretary.
 - 4.5. Ensure permanent and secure storage of all Club records for at least seven (7) years.
 - 4.6. Prepare a detailed financial report to be presented at the monthly Executive Board and Regular Club Meetings, containing month-to date and year-to date figures.
 - 4.7. Arrange for an audit of books by a minimum of three (3) officers at notification of the President or the Executive Board.
 - 4.8. Be prepared for an audit of books at the January, April, July and October Executive Board Meeting.
 - 4.9. Have all tax papers prepared and ready for presentation to the Recording Secretary at the January Executive Board Meeting.
 - 4.10. Prepare and present a consolidated Club budget for the upcoming year at the January Executive Board Meeting.
 - 4.11. Turn over all Club Financial Records to the incoming Treasurer at the January Executive Board Meeting, including a current asset inventory.
 - 4.12. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.
5. Responsibilities of the **Membership Secretary**
- 5.1. Arrange for the printing of Membership Cards.
 - 5.1.1. All membership cards shall be numbered in three (3) places.
 - 5.1.1.1. Name Stub
 - 5.1.1.2. Member Card
 - 5.1.1.3. Spouse Card
 - 5.1.2. All Membership Cards shall contain the year of membership.
 - 5.1.3. Cards shall not be printed on the same color of card stock within a three (3) year period.
 - 5.1.4. Courtesy Membership cards shall be printed on a different color from the Regular Membership Cards.
 - 5.1.5. Membership Cards must be ready no later than the December Membership Meeting.
 - 5.2. Supervise the Sale & Distribution of all memberships.
 - 5.2.1. Account for all memberships distributed upon request of the Executive Board. Record shall indicate the individual or business in possession of unsold memberships and the membership number(s) distributed.
 - 5.2.2. Oversee the collection of all membership fees and information.
 - 5.2.2.1. All membership fees shall be referenced to the membership stubs received to verify that all is in order.
 - 5.2.2.2. All fees shall be turned over to the Treasurer at the next Regular or Executive Board Meeting.

- 5.2.2.3. Conduct a monthly audit of all membership sales activities.
 - 5.3. Maintain a current Membership Roster.
 - 5.3.1. Roster shall contain all member information.
 - 5.3.1.1. Type of membership (Regular or Courtesy)
 - 5.3.1.2. Name
 - 5.3.1.3. Spousal member name
 - 5.3.1.4. Address
 - 5.3.1.5. Phone
 - 5.3.1.6. E-mail
 - 5.3.1.7. Areas of Interest
 - 5.3.1.8. Date of First Membership
 - 5.3.1.9. Date current membership fees paid
 - 5.3.1.10. Membership Expiration date
 - 5.3.2. The Recording Secretary shall be provided with a current copy of said list upon request.
 - 5.4. Assist the Vice President with the development and maintenance of Club informational/recruiting materials.
 - 5.5. Oversee the recruitment of new members.
 - 5.5.1. Act as liaison between the Club and community activities (i.e. gun shows festivals, etc), which might provide opportunities for recruitment. Arrange for and oversee the manning of booths, etc.
 - 5.5.2. Act as liaison between the Club and businesses which provide opportunities for recruitment. Ensure that recruiting materials are provided.
 - 5.6. Prepare and present a Membership budget for the upcoming year at the December Executive Board Meeting.
 - 5.7. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.
6. Responsibilities of the **Sergeant at Arms**
- 6.1. Assist the President in matters pertaining to the orderly conduct of Club meetings.
 - 6.1.1. Be prepared to advise on matters relating to rules of order.
 - 6.1.1.1. Have a copy of the Club Bylaws on hand and be versed in their content.
 - 6.1.1.2. Have a copy of the Club Rules & Regulations on hand and be versed in their content.
 - 6.1.1.3. Have a copy of Roberts Rules of Order on hand and be versed in their content.
 - 6.1.2. Ensure that all persons entering meetings are clearly identified as either members or guests.
 - 6.1.3. Be prepared to assist with the removal of any person required to leave the proceedings or Club Property upon request of the Presiding Officer.
 - 6.2. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.
 - 6.3. Convene a meeting each year in July to review the By-Laws and Rules of the Club to recommend updates to the Membership. The review committee shall include: The President, the One Year Trustee, the Sergeant at Arms (as Chair)

and one member at large. All others are welcome to attend and propose changes at the review.

7. Responsibilities of the **Fishing & Camping Activities Officer**

- 7.1. Oversee all Club activities involving fishing and camping.
 - 7.1.1. Coordinate & assist with maintenance of all fishing and camping areas along with the Vice President.
 - 7.1.2. Coordinate all fish stocking activities at the direction of the Executive Board.
 - 7.1.3. Coordinate the development and maintenance of Fishing Rules & Regulations.
 - 7.1.4. Coordinate the development and maintenance of Camping Rules & Regulations
 - 7.1.5. Coordinate activities for member involvement in fishing and camping activities through sources and locations other than on Club Property (i.e. information on participating in fishing contests, trips etc.)
- 7.2. Coordinate Fishing and Camping Rules Enforcement through involvement in the Enforcement Committee.
- 7.3. Prepare and present a Fishing & Camping budget for the upcoming year at the December Executive Board Meeting.
- 7.4. Assist Youth Activities Officer with the development and administration of a Junior Fishing Program.

8. Responsibilities of the **Shooting & Hunting Activities Officer**

- 8.1. Oversee all Club activities involving Shooting and Hunting.
 - 8.1.1. Coordinate & assist with maintenance of all shooting and range areas along with the Vice President.
 - 8.1.2. Coordinate the development and maintenance of Range Rules & Regulations.
 - 8.1.3. Coordinate activities for member involvement in shooting and hunting activities through sources and locations other than on Club Property (i.e. information on participating in shooting competitions, hunting trips etc.)
- 8.2. Coordinate Range Rules Enforcement through involvement in the Enforcement Committee.
- 8.3. Prepare and present a Shooting & Hunting budget for the upcoming year at the December Executive Board Meeting.
- 8.4. Assist Youth Activities Officer with the development and administration of a Junior Shooting/Hunting Program.

9. Responsibilities of the **Youth Activities Officer**

- 9.1. Oversee all Club Youth activities.
 - 9.1.1. Serve as the Club Advisor to all youth groups associated with the Club.
 - 9.1.2. Develop and administer a Junior Fishing Program with assistance from the Fishing & Camping Officer.
 - 9.1.3. Develop and administer a Junior Shooting/Hunting Program with assistance from the Shooting & Hunting Officer.
 - 9.1.4. Promote the use of the Club Facilities by community youth organizations.

- 9.1.5. Coordinate activities for member involvement in youth shooting and hunting activities through sources and locations other than on Club Property (i.e. information on participating in scouting & youth events, etc.)
 - 9.2. Prepare and present a Youth Activities budget for the upcoming year at the December Executive Board Meeting.
 - 9.3. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.
10. Responsibilities of the **Enforcement Director**
- 10.1. Chair the Rules & Regulations Committee.
 - 10.1.1. Committee Members.
 - 10.1.1.1. All Club Officers are members of this committee.
 - 10.1.1.2. Any Club Member in good standing may serve on this committee.
 - 10.1.2. It shall be the responsibility of this committee to develop/maintain fishing, camping, range & Club rules.
 - 10.2. Head the Range & Fishing Enforcement Corp.
 - 10.2.1. This corp. shall serve to enforce Club Rules & Regulations.
 - 10.2.2. All Club Officers are expo facto members of this corp.
 - 10.2.3. The Corp. should also consist of no less than 5 additional members in good standing familiar with the Rules & Regulations.
 - 10.2.4. Each Corp. Member shall receive identification indicating that he/she is acting in an official capacity.
 - 10.2.5. Every effort should be made by Enforcement Officers to resolve rules infractions with respect and courtesy. The best solution is to have the problem corrected immediately.
 - 10.2.5.1. Officer should explain the infraction and how to correct the situation.
 - 10.2.5.2. Officer should refrain from arguing, etc.
 - 10.2.5.3. The Member(s) should be told he/she may appear before the Executive Board to protest but the activity in question must stop immediately.
 - 10.2.5.4. If the problem is not corrected the Enforcement Officer shall proceed as described below (10.2.5.2.1).
 - 10.2.6. Any Member or Guest deemed to be in gross violation of Club Rules & Regulations or to be a safety hazard must be required to leave the Club Property by any Club or Corp. Officer. The Officer shall ask the person(s) involved to vacate the premises
 - 10.2.6.1. Failure of the Member or Guest to leave shall constitute Criminal Trespass.
 - 10.2.6.2. The officer shall contact local police authorities for assistance with this matter.

- 10.2.6.3. Officer shall inform the person(s) that the incident will be reported and that he/she shall be required to appear before the Executive Board. See Article VIII, Section 1.

11. Responsibilities of the **Trustees**

- 11.1. Oversee all activities of the Club, and to report to the Club as a whole any discrepancies in the application of the By-Laws of the Club.
- 11.2. Check all records of the Club at least once every three (3) months.
- 11.3. The first report of the Trustees shall be due within sixty (60) days after their election.
- 11.4. The Trustees shall be empowered to attend and observe at any and all meetings pertaining to any Club activities.
- 11.5. The "Head Trustee" Shall be notified of all activities related to the Club (this includes all committee meetings, etc.) so that any or all Trustees may attend.
- 11.6. Assist with the Enforcement of all Club Rules & Regulations through involvement in the Enforcement Committee.

Article VII ELECTION OF OFFICERS

1. Election Date

- 1.1. The election of Club Officers shall take place at the December Membership Meeting.

2. Nominating Committee

- 2.1. The Committee will be created at the August Membership Meeting.
- 2.2. The Committee shall consist of three (3) Current Officers of the Club and two members in good standing selected by majority vote at the August Membership Meeting.
- 2.3. An officer may not serve two consecutive years on the nominating committee.
- 2.4. It shall be the duty of this committee to solicit members to run for elected office and present a slate of candidates at the October Membership Meeting.
- 2.5. All nominees must meet eligibility requirements (See Article V, sections 5).
- 2.6. All nominees must be Regular Members in good standing as of the October Membership Meeting in order to run for office for the following calendar year.
- 2.7. The slate shall have at least one candidate for each office. The committee shall strive to have two or more candidates per office.
 - 2.7.1. Any member meeting the qualifications for office may be a candidate by volunteering to the committee for a position or by recruitment by the nominating committee.
 - 2.7.2. A copy of the Preliminary Slate of Candidates shall be attached to the minutes of October Membership Meeting.
 - 2.7.3. The Preliminary Slate of Candidates shall be posted in the Clubhouse and in the Clubhouse windows (readable from the outside) no later than the 15th of October.

3. Nominations From The Floor
 - 3.1. Nominations from the floor will be accepted at the November Membership Meeting.
 - 3.1.1. All nominees must meet eligibility requirements (See Article V, sections 5).
 - 3.1.2. All nominees must have been Regular Members in good standing as of this November Membership Meeting in order to run for office for the following calendar year.
 - 3.1.3. Once the Slate of Candidates has been revised to reflect the nominations from the floor it shall be reviewed for those in attendance.
 - 3.1.3.1. Nominations for the December elections are closed at the end of this November meeting.
 - 3.1.4. The Final Slate of Candidates shall be posted no later than the 15th of November.
4. Voting
 - 4.1 All persons voting shall be required to present a valid Regular Membership Card
 - 4.1. All candidates for office must be present unless excused by the Executive Board.
 - 4.2. Prior to the vote for each office each candidate shall be given a maximum of 5 minutes to address the meeting and tell why he/she should be elected to the office.
 - 4.3. Voting shall follow standard voting procedures for Regular Member Meetings except contested votes, which shall be by secret ballot. All secret ballot votes shall be tallied by the Membership Secretary or the Sergeant at Arms and (two (2) members in good standing, chosen by those members present.
 - 4.4. The candidate must receive a majority of all votes cast to be elected.
 - 4.5. In the event no candidate receives a majority on the first vote, a run-off vote will be held between the two candidates with the highest number of votes.
 - 4.6. The Recording Secretary shall announce the winner for each office as soon as the votes are tallied.

Article VIII

REPRIMAND/SUSPENSION/EXPULSION/IMPEACHMENT

1. Member Suspension/Expulsion/Reprimand
 - 1.1. Charges preferred by a member of the Enforcement Corp. or any member in good standing shall be handled in the following manner.
 - 1.1.1. All Charges shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits to be used in their support.
 - 1.1.2. Such charges shall be filed with the Recording Secretary who will immediately notify the President.
 - 1.1.3. The President will call a meeting of the Executive Board to hear charges.

- 1.1.4. The Recording Secretary will give at least fifteen (15) days notice of the meeting to each member of the Executive Board and to the accuser and to the accused.
 - 1.1.4.1. Said notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.
 - 1.1.4.2. Said notice shall be deliverable to mailing addresses listed in the "Official Membership Records".
 - 1.1.4.3. At such meeting, the Member shall be given a full hearing by the Executive Board.
 - 1.2. Any Member may be reprimanded, suspended or expelled from the Club for any cause deemed sufficient by a two-thirds affirmative vote of the Board Members present at any Regular, Special or Executive Meeting.
2. Officer Reprimand/Suspension/Expulsion/Impeachment.
- 2.1. Charges preferred by a member of the Enforcement Corp. or any member in good standing shall be handled in the following manner.
 - 2.1.1. All Charges shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits to be used in their support.
 - 2.1.2. Such charges shall be filed with the Recording Secretary who will immediately notify the President.
 - 2.1.2.1. In the event charges are against the Recording Secretary all paperwork must be filed directly with the President.
 - 2.1.2.2. In the event charges are against the President the Recording Secretary shall immediately notify the Vice President.
 - 2.1.3. The President or Vice President (See Above) will call a meeting of the Regular Members to hear charges.
 - 2.1.4. The Recording Secretary or President will give at least fifteen (15) days notice of the meeting to each Club Member in Good Standing and to the accuser and to the accused.
 - 2.1.4.1. Said notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.
 - 2.1.4.2. Said notice shall be deliverable to mailing addresses listed in the "Official Membership Records".
 - 2.1.4.3. At such meeting, the Member shall be given a full hearing.
 - 2.2. Any Officer may be reprimanded, suspended, impeached from office, or expelled from the Club for any cause deemed sufficient by a two-thirds affirmative vote of the members in good standing present at any special meeting called for this purpose.

Article IX
OPERATIONAL DOCUMENTS

1. The Linden Conservation Club shall observe the laws of the United States of America and the State of Indiana.
2. The Linden Conservation Club, Inc. shall be governed by these “Bylaws”.
3. The Bylaws shall be maintained by the Club President and Recording Secretary with the current “Official Copy” placed in the Club safety deposit box.
4. All copies of Bylaws will carry a document revision number and date.
5. The Linden Conservation Club Rules & Regulations shall provide the guidelines for Club facilities and functions.
6. The Rules & Regulations shall be maintained by the Club President and Recording Secretary with the current “Official Copy” placed in the Club safety deposit box.
7. All copies of Rule & Regulations will carry a document revision number and date.
8. A copy of the current Bylaws and Rules & Regulations shall be available in the Clubhouse at all times.
9. The rules and regulations governing Clubhouse Use, Range Use and Fishing & Camping shall be posted at various locations on the Club property.
10. These operational documents shall be maintained on computer. However, the hard copy format shall remain the “Official Copy”.
11. Each member shall be provided with access to a copy of the Bylaws and Rules & Regulations.

Article X

BYLAW AMENDMENTS

1. All proposed amendments to the Club bylaws must be presented in writing at any "Membership Meeting". No less than 18 copies must be provided.
2. Proposed changes to the Bylaws shall be in the form of an edited copy of the current version of the Bylaws, clearly showing all additions, deletions and changes.
3. One copy of all proposed bylaws changes shall be attached to the minutes for that meeting and maintained in Official Club Records.
4. One copy of the proposed changes shall be posted in the Clubhouse windows (viewable from the outside) and shall remain on display until after the changes have been voted upon.
5. One copy of the proposed changes shall be posted inside the Clubhouse and shall remain on display until after the changes have been voted upon.
6. Each officer shall receive a copy for review.
7. The remaining copies shall be provided to those Club members present for review.
8. All proposed changes to the bylaws shall be voted upon at the next "Membership Meeting", after 60 days notification where the proposed changes have been posted.
9. Members in good standing of the Club shall be notified both by posting at the clubhouse and by electronic means of a "Notification of Intent to Change the Bylaws" a minimum of 30 days prior to the "first reading of the proposed changes and 60 days prior to the "final vote" on the proposed changes.
10. Prior to the voting, a discussion period shall be provided so that any last minute revisions may be made and recorded.
11. A motion and a second to accept the proposed bylaws changes shall be required.
12. The vote shall be taken and recorded in the meeting minutes.
13. A 2/3 majority of those members present shall be required for the changes to be accepted.
14. Once accepted, a complete copy of the final revisions shall be attached to the "Official Copy of the Bylaws". (The need to reprint and distribute the entire Bylaws shall be determined by the Executive Board.)
15. The changes to the bylaws shall become effective as described in the amendment, and following the favorable vote.
16. The changes to the Bylaws shall be posted in the Clubhouse windows for a period of no less than sixty (60) days.

Article XI

RULES & REGULATIONS AMENDMENTS

1. All proposed amendments to the Club Rules & Regulations (except dues changes and terms of membership - see Article III, paragraph 6) must be presented in writing at any "Regular or Executive Board Meeting". No less than 18 copies must be provided.
2. As per, Article III, paragraph 6 - Dues and Terms of membership changes must be presented and voted on at Regular Membership Meetings.
3. One copy of all proposed Rules & Regulations changes shall be attached to the minutes for that meeting and maintained in Official Club Records.
4. The changes to the Rule & Regulations shall be posted in the Clubhouse windows for a period of no less than sixty (60) days.
5. Each officer shall receive a copy for review.
6. All proposed changes to the rules & regulations shall be voted upon by the Executive Committee
7. Prior to the voting, a discussion period shall be provided so that any last minute revisions may be made and recorded.
8. A motion and a second to accept the proposed Rules & Regulation changes shall be required.
9. The vote shall be taken and recorded in the meeting minutes.
10. A simple majority of the Board Members present shall be required for the changes to be accepted.
11. Once accepted, a complete copy of the final revisions shall be attached to the "Official Copy of the Rules & Regulations". (The need to reprint and distribute the entire Rules & Regulations shall be determined by the Executive Board.)
12. The changes to the Rules & Regulations shall become effective as decided following the favorable vote.

Article XII LIFE MEMBERS

1. Life memberships can be offered for sale at the discretion of the Executive Board of the Linden Conservation Club.
2. Life membership carries the same privileges, obligations, and limitations of regular membership except that Life membership does not expire. Life membership cannot be revoked except under the conditions set forth in Article VIII, Reprimand/Suspension/Expulsion/Impeachment, of the Bylaws.
3. Complimentary Life Memberships can be granted to individuals who make substantial contributions to the club in labor, time, expertise, material, property, and/or money, upon recommendation of the Executive Board and approved by a simple majority vote of the members at any Membership Meeting.
4. An up-to-date roster of life members, excluding the 30 charter life members, shall be maintained by the membership secretary.

**ARTICLE XIII
WITNESSES**

- 1. All amendments to the Bylaws or Rules & Regulations must contain the date and signatures of the two Presiding Officers at which the amendment receives its affirmative vote.

- 2. Whenever a complete revised version of the Bylaws is published the then current Executive Board Members shall Sign and Date the "Official Copy" in the Witness Section, which shall then be filed as per Article IX, Section 3. In addition, the backside of every page of the "Official Copy" shall also contain the initials of each of the then current Executive Board Members.

- 3. Whenever a complete revised version of the Rules & Regulations is published the then current Executive Board Members shall Sign and Date the "Official Copy", in the space provided in the Rules & Regulations, which shall then be filed as per Article IX, Section 5. In addition, the backside of every page of the "Official Copy" shall also contain the initials of each of the then current Executive Board Members.

President	_____	Date	_____
Vice President	_____	Date	_____
Recording Secretary	_____	Date	_____
Treasurer	_____	Date	_____
Membership Secretary	_____	Date	_____
Sergeant at Arms	_____	Date	_____
Fishing & Camping Officer	_____	Date	_____
Shooting & Hunting Officer	_____	Date	_____
Youth Activities Officer	_____	Date	_____
Enforcement Director	_____	Date	_____

Trustee

Date

Trustee

Date

Trustee

Date
