

THE BOB WHITE CLUB, INC.

CLARYVILLE, KENTUCKY



BY-LAWS, RULES AND REGULATIONS

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BY-LAWS, RULES AND REGULATIONS

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FORWARD

All members "new" and "old" are required to read these By-Laws and Rules/Regulations. Also, each member is required to convey them to his family and guests. They have been formed over many years to provide enjoyment and safety for all members, their families, and visitors. If a member sees need for a new regulation or is dissatisfied with a current one, he is invited to present his opinion verbally at a regular meeting or in writing to the Board of Directors.

Members are urged to keep this booklet in a convenient location. The latest page revision date is printed at the bottom of the page.

New By-Laws, Rules and Amendments will be published in the Club bulletin as they become effective.

Adoption or amendment of the By-Laws or Rules & Regulations require a two-thirds (2/3) vote at a regular meeting of the membership. Prior to the vote, the proposal must be read and/or published three (3) times.

BY-LAWS

ARTICLE I - Eligibility for Membership

Membership in this Club is open to all male persons, of good character, who are eighteen (18) years of age or older.

If, and when, the membership is closed to the general public by a limited membership, this shall not apply to the sons of members attaining their eighteenth (18) birthday who wish to join the Club. Provided the member has been a member in good standing for one (1) year prior to the son's nineteenth (19) birthday. All other applicants will be on a waiting list. If a member's son attains his nineteenth birthday without joining the Club, his name shall be placed on the waiting list with other applicants. No member's son shall fill vacancy on membership regular roster (if voted in prior to 19th birthday). Special circumstances will be considered at the discretion of the Board of Directors.

ARTICLE II - Officers and Election

The Officers of this Club shall be composed of a President, Vice President, Financial Secretary, Recording Secretary, Treasurer, Membership Secretary and Timekeeper. Their duties shall be those usually devolving upon such officers, and they shall normally serve from January 1 to December 31 or until their successors have been elected.

No member can hold office in the Club unless he has been a member of the Club for at least one year preceding the date of election. The officers shall be elected, by secret ballot, at the November meeting of each year by all members then present.

There shall be nominated and elected by the members present at the August meeting of each year a Nominating Committee consisting of not less than five (5) members, who shall meet and select candidates for the various offices to be voted on in November. This committee shall make its written report at the October meeting of the Club. At the November meeting and immediately preceding the election of officers, additional candidates may be nominated from the floor.

Each year the Treasurer of the Bob White Club will be bonded for an amount to be determined by the Board of Directors.

Any check over \$1000 must be signed by both the Treasurer AND the President or the Chairman of the Board of Directors.

Under certain emergency circumstances, a special election of officers is allowed.

ARTICLE III - Board of Directors

The Board of Directors shall be composed of twenty (20) members in addition to the regular Officers of the Club.

At the November meeting and immediately following the election of Officers, there shall be nominated from the floor not less than fifteen (15) candidates for the Board of Directors, of whom the ten (10) will be elected for two (2) year term; and they will automatically take office.

The outgoing President automatically becomes Chairman of the Board of Directors.

Any vacancy occurring in the membership of the Board of Directors shall be filled by appointment by the President of the Club.

The responsibility of the Board of Directors is to direct the affairs and activities which may promote the best interest of all concerned and for the good of the Club.

The Board of Directors shall act first on all applicants for membership in the Club.

The Board of Directors shall have the power to spend in any one month a total sum not to exceed two thousand (\$2,000) dollars for any one project.

Any project costing \$500 or more must first be presented to the Board of Directors for approval. It will then pass to general membership.

A Director missing three (3) meetings shall be dropped from the Board of Directors. (Reasonable excuse accepted). Fifteen (15) members shall constitute a quorum.

ARTICLE IV - Committees

All committees with the exception of the Finance Committee and the Nominating Committee shall be appointed by the President. The Finance Committee members shall be selected by the Board of Directors. It shall be composed of seven (7) or more members. Two (2) of whom shall be the Treasurer and Financial Secretary. This committee shall audit the books and make a quarterly report to the Club signed by each member of the committee. The Priority Committee (established 10/99) shall be chaired by the Chairman of the Board and will include the Financial Secretary and volunteer members. The purpose of this committee is to maintain an ongoing list of non-emergency maintenance or capital improvements over \$500 for Board review and budget development.

ARTICLE V - Meetings

A special meeting of the Club may be called at any time by three (3) of its officers or by a petition signed by one-fourth (1/4) of the membership. All members must be given an advance written notice of at least three (3) days of any such meeting. The Secretary is to mail such notices at least five (5) days previous to the special meeting.

Regular meetings and Board of Directors meetings will be held each month at the Club.

At the regular January meeting the outgoing officers will present an annual report of the previous year's business.

ARTICLE VI - By-Law Adoptions and Amendments

The By-Laws and Rules / Regulations of the Club may be adopted or amended by a two-thirds (2/3) vote at a regular meeting of the membership present. Prior to the vote, the proposal must be read or published three times.

ARTICLE VII - Quorum

A quorum at a Board of Directors meeting shall consist of fifteen (15) members.

A quorum at a regular or special meeting shall consist of twenty (20) members and the officers present at any meeting. A quorum must be present at any meeting at which business is transacted or a vote taken committing the Club to any proposal or action.

ARTICLE VIII - Membership Application

Applications must be mailed to the Club. An application fee is required and must accompany application. Fee is refundable only if application is denied by Board of Directors or rejected by Regular membership. Application fee is set by the Board of Directors.

Priority on the waiting list will be determined by postmark on the application.

Any member may vote on all Club business brought before the Club.

All members shall have but one vote. The President shall have the right to vote, subject to Robert's Rules of Order.

ARTICLE VIII - Membership Application (Cont'd)

Any member may appeal to the membership for a vote on any action taken by the Board of Directors at the meeting when such an action is announced to the Club.

Any member may remain such as long as he abides by the Rules/Regulations adopted by the Club. In violation thereof, such member may be voted out of the organization at the discretion of the Board of Directors.

In such case, the member shall be given written notice of the charge, after which he may appeal to the Club for reconsideration and the vote of the Club shall be final.

ARTICLE IX - Dues

The annual dues, fees, contributions, assessments, and donation fees shall be fixed for the coming fiscal year by a majority vote of the members present at the November meeting. The fiscal year for the Club shall be from January 1 to December 31, inclusive.

Dues are **DUE** and payable to the Club on January 1st of the fiscal year. A member becoming arrears in his dues and/or assessments will have his membership terminated February 1st (effective 2002). Special circumstances will be considered at the discretion of the Board of Directors.

Full dues are waived for all elected Officers plus Board Chairman and Board Secretary. All others as designated by Board of Directors.

For any new member voted in after June 1st, his dues will be prorated for the remainder of the year.

ARTICLE X - Duties of Officers (General)

The President shall, in addition to the duties imposed on him as such, be in charge of the Caretaker of grounds and issue orders to him.

The Vice President shall preside in the absence of the President and shall perform all duties of that office for that meeting.

The Financial Secretary shall keep accurate account of the indebtedness and payment of dues by members.

The Recording Secretary shall, in addition to the duties to be performed by him as such, notify members of special events given by the Club and

take care of correspondence ordered by the membership at regular meetings or meetings of the Board of Directors.

ARTICLE X - Duties of Officers (General) (Cont'd)

The Treasurer shall receive all money due the Club from all Club functions. He shall pay all orders drawn on him, which are signed by the President and Recording Secretary. He shall pay out all money directed to be paid out by the Club. Each year the Treasurer of the Bob White Club will be bonded for an amount to be determined by the Board of Directors. Any check over \$1000 must be signed by both the Treasurer and the President or the Chairman of the Board of Directors. He shall keep the funds of the Club separate from his own on deposit in a bank or other institution of deposit approved by the Club and Board of Directors, and he shall be prepared to turn over his records to his successor prior to January 10.

The Membership Secretary shall keep an accurate file of the membership, issue membership cards and all duties incidental to keeping a paid membership.

The Timekeeper shall keep an accurate record of the hours each member has worked for the year and send out notices for dues.

ARTICLE XI - Supervision of Caretaker

The Caretaker of the Club House and Grounds shall be selected by the Board of Directors. He can be an active member of the Club.

He shall perform such duties as requested, within reason.

He shall have the right to request time off from his duties.

Orders to the Caretaker must be direct from the President of the Club.

ARTICLE XII - Bar

The serving or selling of alcoholic beverages shall be governed by the Commonwealth of Kentucky, the County, and local regulations.

ARTICLE XIII - Impeachment Hearings

Any officer may be impeached by the unanimous vote of the other officers, or at least five (5) members of the Club, providing impeachment complaint is in writing and signed by the members instituting the impeachment charges. Said officer may be removed from office, after he has been accorded a hearing on the impeachment charges, by a two-thirds (2/3) vote

of the members present. All members must be given an advance written notice of at least five (5) days of any contemplated removal action.

ARTICLE XIV - Solicitations

There shall be no solicitation of funds at any meeting of the Club unless approved by the Board of Directors, to whom all requests for solicitation must be submitted.

ARTICLE XV - Game Laws

The game laws issued by the State of Kentucky shall be adhered to by the Membership.

ARTICLE XVI - Rules of Order

Robert's Rules of Order shall be the final authority on all questions of procedure and parliamentary law not covered by the Regulations of the Club.

ARTICLE XVII - Duties of New Members

Any new member of the Bob White Club must perform the following duties prior to December 1 of his induction year to remain a member. He must work 8 hours in any combination of the following:

- A) Any approved work Saturday
- B) The Major Club Functions such as Ham Shoot or Turkey Shoot.
- C) An event approved by the Board as qualifying for work hours.
- D) Work designated by the Caretaker, arranged in advance.

Chairman of these activities will take attendance and provide a list to the Timekeeper for his records.

Any request for deviation from this By-Law must be made by the new member to the Board of Directors before December 1st of his induction year.

All new members are encouraged to attend the first meeting after they are voted in. New member's sponsors should be present to introduce them at the meeting.

Orientation of New Members

- a) All new members must attend an orientation session and must complete this session within 30 days of being voted into the club by the membership.
- b) Any new member not completing his orientation session within 30 days of his elections will be removed from the membership and have his annual dues and initiation fees refunded to him minus a \$50.00 handling fee.
- c) Security cards will be distributed at the orientation meeting.

Orientation of New Members (Cont)

- d). The Vice President, his designated representative(s) or an officer of the club will only handle Orientation.
- e) The board of directors can approve exceptions and variances.

RULES

BAR RULES

1. Only members are permitted behind the bar. Wives permitted if no member is available. Children and guests are not permitted.
2. Bar shall be closed at 2:00 a.m. This can be extended for official Club Dances.
3. No member under 21 shall be permitted behind the bar (in compliance with State laws).
4. Last member shall see that the bar room doors shall be locked on leaving (day or night).
5. All drinks shall be paid for at time of purchase. Absolutely no I.O.U.'s permitted.
6. Do not send children to the bar for beer.
7. No beer or soft drinks are to be brought on the Club grounds for personal consumption by a member or his guest.
8. Absolutely no checks in excess of \$10.00 to be cashed at bar cash register. Members check only will be honored. Checks may be cashed by the Treasurer at this discretion if money is available.
9. All beer and soft drinks must be purchased from Clubhouse bar or temporary stand on grounds. Aluminum cans should be deposited in containers for same.
10. Violators may lose their membership.

HOUSE AND GROUNDS RULES

1. Furniture shall not be removed outdoors from the Clubhouse.
2. Automobiles may be driven or parked only in specified parking areas. No parking cars on dams. Speed limit on Club Grounds is 10 m.p.h.
3. The Board of Directors sanction is required for advertising on house and Club grounds. All political signs and speeches and cards are barred.

HOUSE AND GROUNDS RULES (CONT'D)

4. Fires are permitted only in specified places. For campfires - see camping rules.
5. After lunching in Clubhouse or on grounds, all refuse must be removed and placed in garbage cans in front of the Clubhouse.
6. All bait, paper, or refuse of any kind must be removed from grounds at time of departure or placed in receptacles provided for same. No bait or fish is to be left in portable coolers in loft area or in refrigerator in kitchen and bar.
7. No children are permitted in loft area without adult member.
8. Wear your badge in a conspicuous place when on the grounds. Return your badge to membership board when you leave the grounds.
9. No children are permitted on Club grounds unless accompanied by a member or member's wife.
10. No smoking is permitted in loft. No portable grills are allowed on patio. All charcoal embers are to be put in containers for same and not emptied on the ground.
11. No property of the Bob White Club shall be taken or removed from the Club or grounds without permission by the Board of Directors.
12. No refuse shall be thrown in any of the lakes such as empty bottles, empty hulls, etc.
13. A member requesting permission to have a special outing on the Club grounds must appear before the Board of Directors or regular meeting in person or submit a letter for approval. Members may request the use of Club facilities for functions, at no charge, for immediate family (wives and children) and their guests. The Club may be requested (under the above conditions) for:

Wedding Receptions (members and children only)
Anniversaries (members only)
Birthday Parties (members, wives or children only)
Family Reunion (members and children only)

Graduation Parties (members, wives and children only)

Club facilities may also be used (upon approval) by Senior Citizens groups, Police Departments and Scouting groups.

The Club is available for request Monday through Saturday except for weekends of May Family Picnic, Ham Shoot and Turkey Shoots.

A bartender shall be required for requested functions (MUST BE A MEMBER).

All private affairs are to end at 12:00 midnight. The member is responsible for clean up after function. If clean up requested of caretaker, a fee is required and it must be arranged in advance.

HOUSE AND GROUNDS RULES (CONT'D)

This is a privilege for members only and a member may not request Clubhouse or grounds for anyone else. The member must be present at all times to police grounds and bar and be responsible for damages that may occur.

Subject to approval, Club may be requested for other functions. Requests not covered above shall pay a fee of \$200.00 for use of Club facilities plus \$50.00 for clean-up. \$50.00 must accompany request for Club prior to function.

14. If a member wishes to enter grounds after dark or before dawn or stay on the grounds all night, he must advise the caretaker of his intentions at a respectable hour beforehand. This is a courtesy to the caretaker, who is responsible for policing the grounds.

15. Boisterous and profane language will not be permitted at any time.

16. You are obligated to watch out for the welfare of children, to caution them if they are doing something wrong or dangerous.

17. Parents are responsible for the language, well being and conduct of their charges.

18. New Clubhouse tables are not to be taken off patio.

FISHING RULES

1. Fishing guest must be accompanied by a member, when fishing. Guest fishing is permitted in all lakes, however, all bass and catfish must be returned to the lake in which they are caught. The member accompanying the guest is responsible for collecting the fishing fee as established by the Board of Directors. The current fishing fee will be posted in the Club house.

2. Frogs shall not be taken, killed or molested except when permission is given to Lake Chairman by the Board of Directors.

3. Fishing privileges shall be enjoyed by all members and their immediate family and paid guests. All members are limited to five (5) catfish per member each week. Example: Wife (2), Son (1), Husband (2).
4. Any member of a Club member's family who is eighteen (18) years or older and is not a member himself is subject to guest fishing fees.
5. No one is allowed more than two (2) poles in the lake at any one time.
6. Register your catch of fish in book provided. (This is important! This information enables the lake chairman to know how to stock lakes.) All limits are per membership and per person. Limits are to be set by the Board of Directors.

FISHING RULES (CONT'D)

7. All persons sixteen (16) years of age and over (including guests) who fish must have a Kentucky State Fishing license.
8. All persons sixteen (16) years of age and over must pay guest fishing fee as established by Board of Directors.
9. Creel limits for all fishermen are according to current State regulations.
10. Special limits and size restrictions may be imposed by Club.
11. No fishing with shad (as bait) in any club lake.

BOATING RULES

1. No overloading of boats at any time.
2. Children under 12 are permitted in boats only when accompanied by parents or adult members. Positively no joy riding in boats. Children over age 12 permitted in boats unaccompanied by an adult only with parental permission and responsibility.
3. All members must have their names clearly visible on any boats left on Club grounds.
4. No boats are to be left on the banks of any lake.
5. Any member may be challenged for proof of ownership when removing boats or trailers from Club grounds.
6. Any member who, for any reason, drops his membership shall remove his boat from the Club grounds within a month of termination of membership. If boat is not removed, it may be disposed of as the membership sees fit.
7. Storage of trailers permitted on Club grounds in designated area only.

FIREARMS AND ARCHERY SHOOTING RULES

1. Archery shall be permitted only on or in designated places.
2. Shooting of firearms shall be permitted only on or in designated area "Trap or Rifle Range." This includes children's air rifles. Hunting permitted in season for members and immediate family only.
3. No guns shall be loaded until at the firing line. All guns must positively be unloaded before leaving Range area. All Club shooters and guest shall recognize the authority of the Range Master when Club shoots are in progress.
4. Shooting of pests or varmints shall be done and/or controlled by the Board of Directors. The Board of Directors will post times and places firearms may be discharged.
5. Only paper targets can be used on the Rifle Range and can be purchased at the Clubhouse. No other targets may be used, such as cans, without permission of Rifle Chairman. No clay targets are to be picked up and reused after being shot at, but may be placed back in the Trap house.
6. The fee for shooting one round of trap (25 birds) shall be determined by the Board of Directors. This fee will be collected prior to shooting. A member shall take charge of each round and prepare a score sheet. The score sheet is to be marked "Paid" next to the name of each shooter. It is the shooter's responsibility to have correct change for payment of birds. Score sheets must be turned in with money for shoot.
7. No sidearms to be worn on Club grounds except on Rifle and Pistol ranges.
8. A guest who is shooting firearms or archery must be accompanied by a member.
9. No High Power Rifle to be discharged before noon on Sundays.
10. Trap shooting to stop at 11:00 p.m.
11. Specific rules for Archery, Pistol, Rifle and Trap are posted at those ranges. READ AND FOLLOW THESE RULES.
12. Anyone using the Rifle Range, Pistol Range or camping overnight must sign in at Clubhouse prior to doing so.
13. Shooting on the Rifle and Pistol Ranges is limited to daylight hours only. One half hour after sunset in accordance with Kentucky Hunting Regulations.

PLAY AREA RULES

1. No ball playing or other potentially dangerous games will be allowed in or around patio or picnic tables.

2. Guests play at their own risk. Members who bring guests should notify them of this prior to bringing them on Club grounds.

CAMPING RULES

1. Camping is to be confined to members, their immediate families, two guests and their children only. If a member wishes to bring more than two guests, it must be voted on at a Board of Directors meeting or monthly membership meeting. The Caretaker will be notified and given a list of names of all guests. The member will be responsible for any actions of their guests and will answer to the Board of Directors on any incidents.

CAMPING RULES (CONT'D)

2. Members may camp for a three-day period within any given week without permission from the Board of Directors.

3. Camping is permitted in the wooded area of the small lake in the woods and by the shelter house on the South point of the large lake only.

4. No tents or campers are allowed on Club grounds unattended by Club members.

5. Members are responsible for cleaning up camping area on departure.

6. Any ground or sod removed from drainage ditch is to be refilled and replaced.

7. All other Club Rules are to be observed.

8. Campers must report their camping dates to caretaker.

9. No fires to be built within 10 feet of any tree base to prevent damage to trees.

10. Campers must park cars and trailers in parking area when weather is inclement.

11. Anyone using the Rifle Range, Pistol Range or Camping overnight must sign in at the Clubhouse prior to doing so.

GUESTS

All Rules for Guests are listed here for convenience. They are also listed in the Rules for the activity they pertain to.

1. Only members and member's wives are permitted behind the bar. Children and Guests are not permitted.

2. An individual guest is permitted on Club grounds three (3) times a year only, excluding public events and events sanctioned by the Board of

Directors. Member's parents or member's wife's parents 60 years old or over may visit the Club without limit.

3. A fishing guest must be accompanied by a member when fishing.

4. Any member of a Club member's family who is 18 years or older and is not a member himself is subject to guest fishing fees.

5. All persons 16 years of age or over (including guests) who fish must have a Kentucky State fishing license.

GUESTS (CONT'D)

6. Any guest 16 years of age or over must pay guest fishing fee.

7. Creel limits for all fishermen are according to current State regulations.

8. No guns shall be loaded until at the firing line. All guns must positively be unloaded before leaving Range area. All Club shooters and guests shall recognize the authority of the Range Master when Club Shoots are in progress.

9. The fee for shooting one round of trap (25 birds) shall be determined by the Board of Directors. This fee will be collected prior to shooting. A member shall take charge of each round and prepare a score sheet. The score sheet is to be marked "Paid" next to the name of each shooter. It is the shooter's responsibility to have correct change for payment of birds. Score sheets must be turned in with money for shoot.

10. No beer or soft drinks are to be brought on the Club grounds for personal consumption by a member of the Club or his guest.

11. Guests play at their own risk. Members who bring guests should notify them of this prior to bringing them on Club grounds.

12. The Bob White Club assumes no responsibility (to members or guests) for lost articles.

13. A guest who is shooting firearms or archery must be accompanied by a member.

14. Wives are not permitted to bring adult or child guests.

CAMPING RULES FOR BOY SCOUTS

1. All Scout camp-outs for one day or longer must be approved by the Club Board of Directors.

2. All requests must be made in person, or in writing.

3. No Scout camp-out to be over three day duration.
4. All scout campers must be off Club grounds by noon on Sunday.
5. Scouts camping area is limited to the wooded area of small lake in woods.
6. Scouts to be confined to camping area unless on hikes or field problems with Scoutmaster or Leader. At no time will Scouts be allowed to roam Club grounds freely.

CAMPING RULES FOR SCOUTS (CONT'D)

7. Area to clean up before leaving grounds.
8. All garbage to be placed in garbage cans in front of Clubhouse.
9. No fires to be built within ten (10) feet of any tree base to prevent root damage.
10. No trees to be cut except those marked for cutting by the Club.
11. Fishing only in small lake in woods, new lake and west bank of large lake.
12. All Scoutmasters and Leaders are required to pay guest fee for fishing.
13. No Scouts allowed in boats unless accompanied by Scout Master or Leader.
14. No swimming in small lake in woods or new lake.
15. (Special Permission) No firearms to be discharged anywhere on Club grounds except on Rifle Range and then under strict supervision only by adult.
16. Scoutmaster or Leader to set time with caretaker for any items to be purchased at Clubhouse.
17. The Club is not responsible or liable for any accident, loss or damage while on Club grounds.

INACTIVE MEMBERSHIP Current rule 7-17-07

A member who has moved out of town or who is physically unable to make use of the Club may apply to the Board of Directors in writing for inactive membership. The applicant must have been an active member for at least 1 (one) year prior to applying for inactive status. This entitles the member to receive the Club bulletin and make use of Club facilities if he returns for a visit. The fee is set annually at the November meeting and is due January 1st. Membership is terminated if not paid by February 1st (see Article IX - Dues). Members who enter military service are placed on the inactive list free of charge.

INACTIVE MEMBERSHIP **Change Pending approval at this time 7-17-07**

A member who has:

1. Moved out of town or
2. Who is physically unable to make use of the Club may apply to the Board of Directors in writing for inactive membership.

The applicant must have been an active member for at least 1 (one) year prior to applying for inactive status. If approved by the board of directors this entitles the member to make use of Club facilities if he returns for a visit. The fee is set annually at the November meeting and is due January 1st. Membership is terminated if not paid by February 1st (see Article IX - Dues). Members who enter active duty military service are placed on the inactive list free of charge.

Members requesting to be on the Inactive list must provide the membership chairman with an out of town address. Member must have residence over one hundred (100) miles away from club in order to be on the inactive list. If, at any time, there is a question of a current address where the member is residing, the member will be removed from the inactive list and the following year will be restored to the active list, with current dues. Once a member has been automatically restored to active list he is ineligible for inactive membership unless he appears before the board of directors or writes to the board and explains his request. Members who work out of town and return to the area on weekends are ineligible for inactive membership.

Exemptions:

1. College students who are members attending a full time out of town institution and living with parent(s) when not attending collage are not required to provide out of town address.
2. Members who are physically unable to make use of the club do not have to provide out of town address.

Membership Records

Each club member is to keep his address and phones number current at all times by providing this information to the membership chairman.

LIFE MEMBERSHIP

Members reaching the age of 65 who have 15 consecutive years membership OR members having 35 consecutive years membership regardless of age shall be designated life members. They shall be entitled to all the benefits and privileges of the Club, have their dues waived and not be included in the membership quota.

OTHER RULES

1. No children are permitted in the meeting room during regular meetings.
2. The Bob White Club assumes no responsibility for lost articles.
3. No dogs allowed on Club grounds unless accompanied by owner. Dogs not allowed in Clubhouse. Dogs must be held on leash unless engaged in hunting game. (Pooper Scooper Required)
4. All complaints must be submitted to the Board of Directors and signed by the person or persons writing complaint.
5. The President is responsible for supervision of the Caretaker. Any complaint or suggestions regarding the Caretaker's activities should be submitted to the President.
6. Personal items, other than boats, shall not be stored in Clubhouse on Club grounds.
7. No purchase allowed by any individual using Club's name without approval by Board of Directors. If approved, money must accompany order - plus 10% over costs.
8. No person or persons shall pledge any amount of money in the Club's name without the approval of the general membership.
9. Free beer for workers only on authorized work days.

10. All members shall be notified in the January Club Bulletin that dues are due and payable on January 1st. Membership is terminated if not paid by February 1st.(see Article IX - Dues).

MONEY DEPOSIT PROCEDURE

1. Money for payment of drinks and edible items purchased from the bar shall be "rung up" and placed in the cash register.

2. Money for payment of fees (such as dues, fishing, etc.) And other items (such as hats, targets, shells, birds, etc.) shall be placed in the appropriate envelope and deposited through the metal door in the wall behind the bar (the Club House safe).

3. It is important that the envelope be properly "filled out". This includes: a) date; b) activity or item for which payment is made; c) total

MONEY DEPOSIT PROCEDURE (CONT'D)

amount of payment; and d) signature of member. These envelopes are used for bookkeeping purposes by the Financial Secretary, so please take the time to accurately fill in the information.

4. At the end of an evening or when sufficient money has accumulated in the register, money should be taken from the register and deposited using an envelope marked "Bar" as described below. Money for change (\$15.00-\$20.00) should be left in the register.

5. Money for payment of dues can be deposited using the envelope system or sent through the mail. It is suggested that dues be paid by personal check.

6. Beginning in September 2001, we instituted a three envelope system to better track our receipts and simplify our money deposit procedure. It is of the utmost importance that the proper envelope be used (as described below) and they are filled out correctly.

7. The envelopes and their uses:

A) CLUB HOUSE DEPOSIT ENVELOPE - **WHITE**

Cash Register (Bar) Receipts **ONLY**

(Cash removed from register to deposit in safe)

B) CLUB HOUSE DEPOSIT ENVELOPE - **TAN (BROWN)**

For all other payments made at the Club House and **NOT** rung on the register (hats, fishing, dues ect.)

C) TRAP DEPOSIT ENVELOPE - **TAN (BROWN)**

For use at the Trap House **ONLY** for both trap fees and register receipts.

DUTIES OF OFFICERS (Specific)

Officers must perform the duties listed below in addition to their usual duties.

PRESIDENT - *The President shall:*

1. Preside over the regular monthly meeting of the members held on the third Tuesday of the month at 8:00 PM.
2. Use the sample agenda on page 25 as a reference for the monthly meetings.
3. Appoint committee chairmen, excluding Financial and Nominating Committees.
4. Fill by appointment any vacancies occurring on the Board of Directors.
5. Place the following items on meeting agenda no later than: January - Appoint delegates to Fifth District Federation - September - Appoint Turkey Shot Chairman, October - Report of Nominating Committee, November - Election of Officers - Election of Board of Directors - Establish cost of dues and initiation fee for next year
6. Supervise the caretaker as instructed by vote of the Board of Directors or by vote of the membership.
7. Be responsible for the best interests of the caretaker.
8. Coordinate unfinished projects or appoint member to do same.
9. Shall serve as a member on all committees.
10. Shall be allowed to spend \$500.00 in emergencies without special meeting.

VICE-PRESIDENT - *The Vice President shall:*

1. Preside in the absence of the President and perform all duties of the President's office during the President's absence.
2. Assume any duties as designated by the President.
3. Will check references of membership applicants prior to Membership Secretary requesting initiation fee.
4. Chairman of Sick Committee.
5. Shall serve as publicity chairman.
6. Serve as chairman of Orientation Committee.

RECORDING SECRETARY - *The Recording Secretary shall:*

1. Attend all regular meetings and meetings of the Board of Directors. (Reasonable excuse accepted.)
2. In case of absence from a meeting, deliver all pertinent books of meeting minutes and documents to the President.
3. Enter the minutes of the previous regular meeting in the official book of minutes prior to the next Board of Directors meeting.
4. Maintain the official master copy of Club By-Laws and Rules/Regulations in an up-to-date manner and have available at all meetings.
5. Maintain a list of amendments to By-Laws and Rules/Regulations with their date of adoption. This list is to form a section of the official book of minutes.
6. Provide each member with amendments to Club By-Laws and Rules/Regulations on a semi-annual basis.
7. Keep record of boat stall assignments supplied by lake chairman and keep assignment board up to date.
8. Take care of correspondence ordered by the membership at meetings or by the Board of Directors.
9. Maintain a file of Club documents such as deeds, insurance policies, etc.

TREASURER - *The Treasurer shall:*

1. Attend all regular meetings and meetings of the Board of Directors. (Reasonable excuse accepted.)
2. Present a report of the financial condition of the Club at regular and Board of Directors meetings. This report shall include deposits, disbursements, and bank balances for the year to date. He shall also report the status of bank loans.
3. In case of absence from a meeting, deliver a written report to the President prior to the meeting. (Reasonable excuse accepted.)
4. Receive all money due the Club from all Club functions and is the only member authorized to open deposit envelopes.
5. Pay out all money directed to be paid out by the Club. He shall pay club debts promptly in order to avoid penalty payments and to maintain the good will of creditors.

6. Keep the funds of the Club separate from his own, on deposit in bank and other institution of deposit approved by the Club and the Board of Directors.
7. Be prepared to turn over his records to his successor prior to January 10 in a thoroughly updated manner.
8. Maintain the official Club checkbook in an updated condition with check stubs containing all pertinent information, including payee's name, check numbers, check amounts, dates, deposits and balances.
9. Deliver all deposit envelopes, invoices, etc, to the Financial Secretary as soon as possible after the end of a month.
10. Provide sufficient funds to the caretaker for payment of bar items.
11. Keep a record of dues payments.
12. Make payment of Kentucky State Retail Sales Tax at correct intervals based on receipts at the bar. Sales tax on all saleable items, except edible bar items, shall be paid to the Club's supplier at the time of purchase.
13. Shall keep a separate record of expenditures approved at regular and Board meetings.
14. Shall pay caretaker's wages on or before the first Tuesday of the month.

TREASURER (*CONT'D*)

15. Shall make quarterly FICA payments for the caretaker.
16. The Treasurer of the Bob White Club is to be bonded each year for an amount to be determined by the Board of Directors.

FINANCIAL SECRETARY - *The Financial Secretary shall:*

1. Attend all regular meetings and meetings of the Board of Directors. (Reasonable excuse accepted.)
2. At regular and Board of Directors meetings, present a report of financial transactions of the Club for the previous month and year to date. If a Board of Directors meeting occurs less than seven (7) days from the end of the previous month, he shall be excused from presenting the report. His report shall include total receipts and disbursements for the month and year to date.
3. In case of absence from a meeting, deliver all pertinent information to the President prior to the meeting, (Reasonable excuse accepted.)
4. Keep an accurate account of all Club receipts and expenditures and maintain the official Club journal in an updated condition.

5. Maintain the Club file of journals and other financial information from the past five (5) years.
6. File the Federal Income Tax Form for the previous calendar year with the assistance of the previous Financial Secretary.
7. Perform an inventory count of all saleable items on January 1.
8. Prepare quarterly bar report based on a quarterly inventory count. Bar reports shall form a section of the official Club journal book.
9. He shall maintain a record of FICA payments which shall form a section of the official Club journal book.
10. He shall keep a record of outstanding money allocations and report same at each meeting. Money allocations shall be limited to four (4) months' duration, after which time the request must be resubmitted. This time limit does not apply to capital improvements.

MEMBERSHIP SECRETARY - *The Membership Secretary shall:*

1. Attend all regular meetings and meetings of the Board of Directors. (Reasonable excuse accepted.)
2. At regular and Board of Directors meetings, present a report of the status of membership and read applications for membership.
3. Keep an accurate record of the membership.
4. Maintain a record of dues payments.
5. Maintain a list of applications for membership in order of postmark.
6. During the first half of December, send an invoice for payments of dues to all members.
7. Put new badges on board as dues are paid.
8. Submit list of paid up members to The League of Kentucky Sportsmen by April 1.
9. Send notice to 1st 25 people on waiting list to be prepared for possible membership (i.e.: have money ready).

TIMEKEEPER - *The Timekeeper shall:*

1. Obtain sign-in sheets from all events and meetings and record the time for each member.

2. Keep the hours of each member up to date.
3. Send out dues notices to members crediting the hours they worked the previous year.

BOB WHITE CLUB ORDER OF MEETING

Open with pledge of allegiance to the flag.

Ask - Are guests or visitors present for special requests or presentations?

Caretaker's Report

Reading of minutes of last regular meeting.

Additions or corrections. If not, they stand approved as read.

Treasurer's Report

Approval vote required.

Financial Secretary's report.

Approval vote required.

Membership Secretary's report.

Communications to be read by Secretary.

Collection for jackpot.

Committee Reports:

Entertainment

House

Grounds

Rifle

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Bulletin
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Board of Directors Recommendations
Good and Welfare of the Club
Jackpot Drawing
Meeting Adjourn

VOTING PROCEDURES

Voting will be done by written secret ballots.

In order for the negative voters, as discussed below, to be valid, either of the following conditions must be met:

a) Person or persons casting negative vote(s) each voice their substantiated objection immediately after the announcement of results, or at the next Board of Directors Meeting. The members present are to vote, by 2/3 majority, as to whether the substantiated objections is valid and for the good of the Club.

b) Person or persons casting negative vote each submit to the next Board of Directors meeting a letter (signed or unsigned) substantiating their objections. The Board of Directors will determine, by a 2/3 majority, if the substantiated objections are sufficient to warrant a valid negative vote and is for the good and welfare of the Club.

If either condition (a) and or (b), is not met, the negative vote(s) are considered invalid.

One negative vote is overlooked. Two valid negative votes merits an investigation. When two valid negative votes are cast the Board of Directors has the authority to accept or reject membership based on the investigating committee's report. Three valid negative votes rejects membership.

RULES VIOLATION

It is the responsibility of all members to abide by these By-Laws and Rules. Members should also advise others of violations and, if serious, advise the Board of Directors of violators. Serious violations, such as:

- a) Willfully destroying Club property,
- b) Allowing anyone (wife, children) under 21 behind the bar,
- c) Endangering others with firearms,
- d) Bringing beer or soft drinks on the Club grounds.

can result in the revocation of your membership by the Board of Directors.

PRIORITY COMMITTEE & ANNUAL BUDGET

1. A budget of \$ 7,500 will be made at the January Board Meeting for the Priority Committee's allocation for Board approved projects during that year. Budget may be adjusted according to funds generated by new members and initiations.

2. Any non-emergency maintenance or capital improvement costing over \$ 500 must be presented at a General Membership or Board meeting. The project in it's entirety, including plans, will then go to the Priority Committee for inclusion on the Priority List and presentation to the Board for action.

3. The Financial Secretary shall present to the Board at the February meeting a list of customary annual expenses. All Committee Chairs will have until the March Board meeting to request changes to the customary expenses. The Board will then develop and recommend a budget to the general membership for approval. Any changes to the budget must have Board approval.

4. The Priority Committee shall meet, when necessary, on the fourth Tuesday of the month at 7:00 PM or at the discretion of the committee.

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