

# ***Sippican Rod and Gun Club***



***Corporation By-Laws Amended October 16,2025***

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**Section A:**

The name of this organization shall be "Sippican Rod and Gun Club", hereinafter referred to as the "Corporation".

The Corporation shall be located in the Township of Rochester, County of Plymouth, Commonwealth of Massachusetts and shall be incorporated under the provisions of Chapter 180 of the Massachusetts General Laws.

The purpose of this corporation shall be to promote the interest of legitimate sport with rod and gun, to encourage organized rifle, pistol, revolver, shotgun and archery shooting, with adherence to the rules and regulations of the fish and game laws of the state of Massachusetts. With a view toward a better knowledge on the part of each member for safe handling and proper care of firearms, and improved marksmanship. It will be the organization's further objective and purpose to promote characteristics of honesty, fellowship, self-discipline, team play, and self-reliance, which are the essentials of good sportsmanship and the foundation of true patriotism. (Amended Sept. 2021)

**Article 2      Seal**

The Corporation shall have a seal which shall bear such inscription as the Board of Directors may determine and which shall remain in the custody of the Secretary (Amended Nov. 1989)

**Article 3      Governing Structure****Section A: Officers**

The elected officers of the Corporation shall consist of a President, Vice-President, Treasurer, Secretary, and Membership Director Further, six members who are not officers shall be elected as members of the Board of Directors. (Amended Oct. 2025)

All Officers and Board Members shall be paid up members of the Corporation in good standing for a minimum of (3) three consecutive years, this requirement may be waived by two thirds vote of the Board of Directors. All Officers and Board Members shall have an equal vote at the Board of Directors Meetings, except for the President (who will be the tie breaking vote) (Amended Nov. 1989, Sept. 2021, Sept. 2024, Sept. 2025)

Under such circumstances that an issue would be to the personal benefit or gain of a Board Member(s), such Board Member(s) shall abstain from said vote. (Amended Apr. 1993, Oct. 2025)

**Section B: Elections**

All elected officers shall be elected by ballot at the annual meeting. In case of a tie vote the Board of Directors shall determine the winner by vote. Absentee ballots will be considered based on personal application to the general membership at the August General Meeting. A majority vote of the general membership present will be sufficient to authorize an absentee ballot. Persons applying for an absentee ballot must pay their dues in full on or before the issuance of said ballot. (Amended Apr. 1993, Apr. 1996, Jun. 2014, Sept. 2021)

All Officers elected shall enter upon the discharge of the duties of their respective offices at the next Board meeting following such election, and shall hold office for two years thereafter. (Amended Sept. 2021) The President, Secretary, and 3 Board Members shall be elected on even numbered years and the Vice President, Treasurer, Membership Director, and 3 Board Members shall be elected on odd numbered years. (Amended Sept. 2024, Oct. 2025)

All elected members are expected to attend meetings and fulfill their responsibilities. If a member is unable to perform their duties or participate in meetings, the Board will request an explanation and determine whether the absence or performance issue should be excused. If not excused, a special meeting may be convened for membership to vote on removal of the board member. Except for the President, any vacancy on the Board may be filled according to Article 3 Section C. (Amended Oct. 2025)

### Section C: Nominations

Nominations for Officers and Board Members are to be made at the General Meeting in August. A member in good standing may be nominated for a position without the members presence at the General Meeting in August, provided the nominee has expressed his/her acceptance of the nomination to the nominating member. (Amended Oct. 2025)

### Section D: Vacancy

Any vacancy other than the office of President shall be filled by a majority vote of the Board of Directors.

## **Article 4        President**

### Section A:

The President shall preside at all Membership Meetings, oversee the day-to-day operations of the Corporation and exercise such other powers as may from time to time be vested in him by a vote of the Board of Directors. (Amended Oct. 2025)

### Section B:

The President may serve as Ex-Officio, on the Board of Directors for one year following the expiration of his elected term of office. (Amended Oct. 2025)

## **Article 5        Vice-President**

### Section A:

The Vice-President shall, in the event of the President's absence, death or resignation, assume all of the responsibilities and duties of the office of President. (Amended Jun. 2014)

## **Article 6        Treasurer**

### Section A:

The Treasurer shall, subject to the direction and control of the membership, or its Board of Directors, collect, receive and safely keep all monies, funds and securities of the Corporation. The Treasurer shall keep a full account of his / her transactions and the pecuniary standing and business of the Corporation, and generally attend to all its financial affairs so as to best promote its interests. (Amended Sept. 2021, Oct. 2025)

### Section B:

The Treasurer may make payments, sign, endorse, and accept checks, notes and drafts on behalf of the Corporation to the extent authorized and approved by the Corporation or its Board of Directors.

### Section C:

The Treasurer shall furnish the Board of Directors, upon request, such abstracts of his / her records as may be necessary to a full exhibit of the financial condition of the Corporation. (Amended Sept. 2021)

### Section D:

The Treasurer shall. When and if required by a vote of the Corporation or its Board of Directors, submit his /her books and records to the auditing committee for examination and approval once a year, 30 days prior to the annual meeting. (Amended Sept. 2021)

**Article 7        Secretary:****Section A:**

The Secretary shall keep a full and accurate account of the proceedings of each general meeting of the Corporation and shall act as clerk for the Board of Directors. The Secretary shall receive and file all reports offered and accepted by the Corporation, post notices of meetings and perform other such duties as may be required.

**Section B:**

The Secretary shall create agendas for all meetings of the Corporation. Board Members may submit items for said agendas provided they are sent 72 hours before each meeting. The Secretary shall forward the agenda electronically to the Board 24 hours before each Board Meeting and to the general membership 24 hours before any Membership Meeting. (Amended Oct. 2025)

**Article 8        Membership Director****Section A:**

The Membership Director shall monthly keep and update membership records, process all membership applications, update key card database and forward to Board Members as needed. (Amended Sept. 2025)

**Article 9        Board of Directors****Section A:**

The Board of Directors consisting of five officers, and six elected members that shall have superintendence and control of all business and activity and conveyance or disposition of any corporate assets. (Amended Oct. 2025)

**Section B:**

At the first meeting in October the Board of Directors shall select from within the elected members, a Chairman, a new chairman may be selected at the discretion of the Board at any time.

The Chairman shall preside over all Board meetings and shall exercise such other powers as may from time to time be vested in him by a vote, of the Board of Directors. (Amended Oct. 2025)

**Section C:**

It shall be the duty of the Board of Directors to set policies and see that they are carried out. (Amended Oct. 2025)

**Section D:**

The Board of Directors shall meet monthly, See Article 11 Section D or any other reasonable time deemed necessary. Unless rescheduled for holidays, inclement weather, or lack of a quorum said rescheduling shall be called by a vote (may be electronic) of the Board 48 hours in advance when possible. (Amended Oct. 2025)

**Article 10        Membership****Section A:        Qualification for Membership**

The members of the Corporation shall be citizens of the United States of America who have attained the age of eighteen (18) years, are members of the National Rifle Association, and who have complied with all other qualifications and criteria for membership expressed herein.



## Section B: Classification of Membership

Membership in this Corporation shall be classified as follows:

### General Membership

Any person who makes proper application and qualifies according to the criteria established herein as a general member of this Corporation and shall be entered upon the roster of active members and have all rights and privileges of membership including the right to vote within the Corporation. (Amended May 1990)

### Armed Forces Members

Any club member who is deployed overseas and whose membership lapses during his deployment will have his membership extended for one year when he / she returns home. (Amended Feb. 2006, Sept. 2021)

### Family Membership

Applications for new Family Membership shall be discontinued after January 1, 2024. (Amended Sept. 2024)

### Senior Membership

Any Corporate member of five (5) consecutive years directly preceding his sixty-fifth (65<sup>th</sup>) birthday, who conforms to all other qualifications for membership and is desirous of attaining a senior membership in the Corporation shall make application in writing to the Membership Director in such form as shall be prescribed by the Board of Directors.

Senior membership of the Corporation shall enjoy a full general membership in the Corporation and shall pay the prevailing dues.

### Life Membership

Applications for new life members shall be discontinued after April 4, 1996. (Amended April 1996)

### Associate Membership

(Repealed Jun. 2012)

## Section C Application for Membership

A person desirous of becoming a member of the Corporation shall make application in writing to the Membership Director in such form as shall be prescribed by the Board of Directors. Such application must be accompanied with a sum of money sufficient to pay the application fee and dues in advance for the year next ensuing, Applicant must also meet all other requirements as outlined in section A above.

Applicants shall attend a new member orientation course at which they have acknowledged by signature that they have read and accept the by-laws, rules, regulations and policy of the corporation prior to firing on any of the ranges.

Rejection of an applicant by the Corporation shall thereupon result in a refund of said applicants application fee and dues. (Amended Oct. 2025)

## Section D: Renewal of Membership

**Renewal of membership:** Renewal applications will not be accepted after membership expiration date. A new member application will be required, and applicant will be placed on the waiting list if one exists.

Renewal of membership and payment of the applicable fee and dues is due on or before your last month of membership. (Amended Oct. 2025)

Section E:       Nomination for Membership (Repealed Jun. 2012)

Section F:       Limitation of Membership

The membership of this Corporation shall be limited to seven hundred and fifty (750) paying members.  
(Amended May 1990, Jun. 2012, Sept. 2021)

Section G:       Expulsion of Members

Any member who shall conduct him/herself in a manner which is unbecoming or to disturb the harmony or impair the good name of the Corporation may, after a determination by the Board of Directors be reprimanded, See Article 16 Section C.

Section H:       Election of Members (Repealed Jun. 2012)

Section I:       Guests

All members in good standing may during any of the prescribed operating hours and at any one time bring. Up to two (2) guests to the Corporation ranges or club house and there will be no fee charged for the guest's use of Corporation property. Such guest shall remain with the club member, further the club member shall be responsible for all actions or omissions of his or her guests and indemnify the corporation for any and all losses suffered caused or associated with the presence of their guests on corporation property. All club rules apply to all guests. When any guest is shooting the member must be present and acting as coach. No member shall allow more than one guest to shoot at a time. No guest is to be left unsupervised at any time when on club property. A member and their guest are allowed use of one shooting station only.

Members that fail to sign in their guest as required by the board shall face disciplinary action. (Amended Oct. 2025)

Section J:       Assessment

Assessments may from time to time be imposed on the membership in order to ensure the continued survival of the Corporation and/or to attain funds deemed necessary for repairs or improvements to Corporation property. No assessment may be imposed without an approving vote of the Corporation.  
(Amended Apr. 1993)

**Article 11       Meetings**

Section A:       General Meetings

General Meetings of the Corporation shall be conducted on the second Thursday of August, September, November, February, April, and June at 7:30 pm, unless rescheduled by the board of directors for holidays or inclement weather, electronic notices shall be sent to each member as outlined in Article 14 Section B (Amended Oct. 2025)

Section B       Annual Meeting

The Annual Meeting of the Corporation shall be conducted on the second Thursday in the month of September.

Section C:       Special Called Meetings

Special meetings may be called by the President or the Board of Directors, when in their opinion the best interests of the Corporation demand such a meeting. Electronic notices of said meeting shall be sent to each member as outlined in Article 14 Section B (Amended Oct. 2025)



**Section D: Board Meetings**

The Board of Directors shall meet once a month at a day and time to be posted by the Chairman, after the first board meeting in October or any other time called by the Chairman or the Board of Directors, as deemed necessary. (Amended Sept. 2024, Oct. 2025)

**Section E: Quorums****E – 1: General Membership Meetings**

A quorum of members shall consist of eleven members of the Corporation in good standing (Amended Apr. 1993, Apr. 1996, Sept. 2021)

**E - 2: Board of Directors**

A quorum of the Board shall consist of six members. (Amended Sept. 2021)

**Article 12 Committees****Section A: Creation**

The Board of Directors may from time to time create such committees as may be deemed advisable and shall define their powers and duties. Committees required to receive or otherwise handle funds in the discharge of their duties shall submit in writing that portion of its report regarding finance to the Treasurer. (Amended Oct. 2025)

**Section B: Responsibilities**

Chairmen shall be responsible for their committees. No action shall be taken by any member of a committee without the approval of at least two (2) other members of that committee, one of which must be the chairman. The committee chairman is responsible for reporting to the Board of Directors as needed or as requested. (Amended Oct. 2025)

**Article 13 Dues****Section A:**

Each member of the Corporation shall pay annually on or before the renewal date of membership in each year such sum of money as, from time to time, may be fixed by corporate vote.

**Article 14 Notifications****Section A: Contact information**

It is the responsibility of all members to keep current their electronic contact information with the Membership Director for the purpose of notification of corporation business, it shall not be the responsibility of the corporation for lack of notification if inaccurate or illegible information is provided by a member. (Amended Oct. 2025)

**Section B: Format**

To the extent possible all notifications under this article will be sent 48 hours in advance. All notifications shall be sent electronically, see Section A above. (Amended Oct. 2025)

**Article 15: Expenditures****Section A: Expense limits (noncapital items)**

Each year at the October Board Meeting the Board shall set spending limits for all categories below and the Secretary shall enter these limits into the meeting minutes. Review of these limits may be called for by any Board Member or Officer at any monthly Board meeting. All newly elected members are not authorized to expend funds until after the October Board meeting. (Amended Oct. 2025)

Section B: President

At the discretion of the Board the President shall be given a sum of money not to exceed the limit defined in section A for noncapital items used for club buildings and grounds maintenance. For emergency and capital expenses see Section D & E below. (Amended Oct. 2025)

Section C: Committee Chairs

At the discretion of the Board, Committee Chairs shall be given a sum of money not to exceed the limit defined in section A for expenses. The Board may increase or decrease funds by a majority vote at any monthly meeting. (Amended Oct. 2025)

Section D: Emergency expenses

In case of anything deemed an emergency by any Board Member, that member shall contact the Treasurer or the Secretary if the Treasurer is not available for approval of emergency expenditures exceeding the limit defined in section A. For amounts over this limit contact must be made with a quorum of Board Members and a vote of approval shall be required and said vote shall be forwarded to the Secretary for the record. (Amended Oct. 2025)

Section E: Capital Expenditures

All Capital Expenditures must be approved by the Board of Directors.

Section F: Treasurer

The Treasurer is authorized to pay reoccurring monthly and annual bills including but not limited to electric, phone, propane, and all other utilities, dues, and any other such bills as the board may authorize.

Section G: All other expenditures

All other expenditure must be approved at a Monthly Board Meeting and be recorded in the meeting minutes. (Amended Oct. 2025)

**Article 16: Violation, Enforcement, Penalty**Section A: Violation

All members are expected to report violation of club rules and or any unsafe situation or action to the board. Notification can be made by filling out an Incident Report available in the clubhouse or can be filled out on our website under contact us all reports may be done anonymously. (Amended Oct. 2025)

Section B: Enforcement

All Members are required to enforce these rules. All members in good standing are expected to politely point out to any shooter in violation of these rules, the nature of the violation, request that they stop and report the incident as outlined in Article 18 Section A. (Amended Oct. 2025)

Section C: Penalty

The Board of Directors will review all reports of range violations and after meeting with the member or members in question, will take one of the following actions:

- 1) No Action; 2) Written Reprimand; 3) Temporary Suspension 4) Expulsion from the Club.

## **Article 17      By-Law Amendments**

### **Section A:**

These By-laws may be altered, amended or repealed at The Annual Meeting of the Corporation, by a two thirds (2/rds.) majority of the members present, provided that notice of such a meeting and of the proposed alterations, amendments or deletions be presented to each member of the Corporation, in a manner provided as per Article 14 Section B, contained herein. (Amended Oct. 2025)

## **ARTICLE 18:                  RESPONSIBILITIES AND PURPOSE/ RANGE RULES**

### **Section A:                  Member Responsibilities**

Members are expected to:

- File an incident report (paper or electronic on our website) for any range violations noticed.
- Expected to sign-in all guests as outlined in Article 10 section I
- Expected to police their brass!! (Amended Oct. 2025)
- Challenge unknown people making use of club ranges. If non-members refuse to leave, get their registration number, call the Rochester police. The grounds are for members only.
- Observe the 30-mph speed limit on Dexter Lane. (Amended Jun. 2012)
- Control their guests. Guests are welcome only when accompanied by a member. Members are held responsible for the actions of their guests.
- Control their children. Children are not permitted on active ranges without proper supervision, proper supervision for this article will require a minimum of one parent or guardian for each child under 16 years of age. Any person 16 years or older, are considered a guest, see Article 10 section I (Amended Sept. 2021)
- Care for all club equipment and to return all items used to their proper places.
- Keep club house, grounds and ranges clean by removing their own trash and making use of receptacles provided for the same.
- Keep off Berms and keep others off. Climbing berms will destroy ground cover and lead to erosion.
- Remove all live ammo from ranges. Do not deposit misfired or unwanted ammo in trash cans, place duds in dud boxes supplied on each range. (Amended Sept. 2021)
- Support your club in its efforts to preserve our right to keep and bear arms and to support a full line of shooting sports.
- Maintain the strictest of safety standards while on club grounds.
- Check ranges before use; children may be playing behind back stops or targets.
- Adhere strictly to established range hours. Our ranges are open 7 days a week from 10:00 am to times posted. (Amended Jun. 2012)
- Members are permitted to utilize the Archery range during regular club hours. (Amended Oct. 2025)

### **Section B:                  Purpose/ Range Rules**

The Range Rules and Regulations as outlined in the "Sippican Rod & Gun Club Standard Operating Procedures" (SOP's) are established to ensure safety and discipline for members and guests on all Club Property as well as safety for our neighbors and the surrounding community. (These rules may be amended by the Board of Directors at any time. Said changes will be in effect only until the next Annual Membership Meeting when the rule change must be approved by the membership.) (Amended Sept 2022, Oct. 2025)