



**THE COLUMBIA  
SPORTSMEN'S CLUB INC.  
CONSTITUTION and BY-LAWS**

*Revised and Amended January 2022*

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<https://www.face80/book.com/ColumbiaSportsmansClubIllinois>  
<http://columbiasportsmanclub.com/>

Link to schedule the Clubhouse located at [www.columbiasportsmanclub.com](http://www.columbiasportsmanclub.com)

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## ARTICLE 1 - NAME

**SECTION 1.** -This Organization shall be known as The Columbia Sportsmen's Club Inc.

## ARTICLE 2 - DEFINITION OF WORDS

### **SECTION 1.**

1. **Definitions** - Words in this document, that can have two meanings, the definition as stated here should be used.
2. **Club** - The Columbia Sportsmen's Club Inc., consists of Officers, Board Members, and Members. They assume the freedom to meet, and act in concert to determine the course of action to be taken in the name of the Club.
3. **Primary Member** - The person who was voted into the Club, usually listed first on their Membership Card.
4. **Secondary Member** - The spouse, cohabitant, designated person by the Primary Member.
5. **Children** - A child or stepchild, or legally adopted child of Member through the end of the year the child turns 18.
6. **Grandchildren** - A grandchild, or great-grandchild of Member through the end of the year the child turns 18.
7. **Spouse** - A person legally married to the Primary Member.
8. **Household** - Household is one or more people living in the same dwelling, sharing meals, and under the financial, legal responsibility of the Primary and/or Secondary Member. Includes the Primary and Secondary Members, plus children under their care until the end of the year they reach 18 years old, and grand and great-grandchildren under 18. (Except when otherwise provided for in this document).
9. **Membership** - Entitles each Primary and Secondary Member, plus their household, to use the Club facilities, including fishing, when accompanied by a Primary, and/or Secondary Member. (Subject to exceptions later stated in this "Document".)
10. **Membership Cards** – See Article 4, Section 5.
11. **Immediate Family** - The immediate family is a defined group of relations. It normally includes a person's parents, siblings, spouse, children, or an individual related by blood whose close association is an equivalent of a family relationship. It can contain others connected by birth, adoption, marriage, civil partnership, or cohabitation, such as grandparents, great-grandparents, grandchildren, great-grandchildren, aunts, uncles, siblings-in-law, half-siblings, cousins, adopted children and step-parents/step-children, and cohabiting partners.
12. **Membership Approval** - The majority vote of Members present and voting at a meeting unless otherwise provided for.
13. **Maximum Membership** - Calculated by the number of paid Membership numbers issued, excluding "Honorary Members" and deployed military.
14. **Club Recreational Privileges** - The right to use the privileges, facilities, and other property of the Club, following the Club's Constitution, Appendixes and By-Laws.
15. **Fishing Privileges** - The privilege of fishing and keeping the catch in accordance with the Constitution, By-Laws, Appendixes, and limits posted.

16. **Board/Executive Board** – The Board of Directors including all elected Members. The Board is the elected managerial body.
17. **Board Approval and/or Adoption** - The majority vote of the Board Members present and voting, at a meeting unless otherwise provided for.
18. **Standing Committee** - Established by the Constitution. The President appoints the Committee Members, subject to approval of the Board. Committeemen serve an advisory role, and their recommendations are subject to implementing by the Board and sometimes the Membership.
19. **Special Committee** - A committee that is established for a fixed, temporary term to assess, investigate, and report to the Board on an issue.
20. **Chairman** - The person that is the head of a committee, appointed by the President or by vote of the Committee. The President is the ex-officio Chair of all committees except the audit committee.
21. **Officials** - Anyone elected by the Membership.
22. **Parliamentarian** - The person who interprets the Constitution, By-Laws, and Appendixes by referring to "Roberts Rules of Order," this "Document" past practice, and customs.
23. **By-Laws** - The Appendixes.
24. **Constitution** - Articles 1-20, which are the structure of the organization.
25. **Appendixes** - The By-Laws instructing the Members on the rules and regulations for using the Club.
26. **This "Document"** - The Constitution, By-Laws, and Appendixes.
27. **Amending and Revision** – Amending is the minor/partial changes to this "Document," whereas a revision is a complete revamping.
28. **Voting Right** - This is only conferred to the Primary Member as stated in his/her application and/or listed first on their Membership card. Others listed on the card are for the Club's convenience/identification and do not have voting rights. A Member is entitled to one (1) vote on any matter brought to a vote at a regular or special meeting.
29. **Action Plan** - Is a plan that contains enough detail to achieve an objective or goal. This typically includes an outline of goals, objectives, measurements, action steps and responsibilities for each step.
30. **Notifications and Notice** - Notifications when required, are detailed in [Article 18](#).
31. **Premises** - All the real property, appurtenances, and buildings the Club owns and/or controls.
32. **Camping** - Camping, using only a tent.
33. **His or Her** - His or her is any gender.
34. **View Only** - Banking online, that allows Officials to look at, but not actually transfer and/or move any money.
35. **90-Days Passing** - i.e. (example) After adoption at the June meeting, Club cannot bring up to rescind until October.
36. **After-Fact-Authority** - The authority to allow a procurement by Officials that will be reimbursed by the Club at a later date.
37. **Precedent** - Language in the Document, that when two rules or paragraphs are conflicting, clarifying that the paragraph with precedence is given its meaning first.

### **ARTICLE 3 - OBJECT**

**SECTION 1** - The object of this organization shall be to promote in every legitimate way the interest of all sportsmen and lovers of wildlife, including fish, game, fur-bearing animals, and songbirds; to cooperate with the State Department of Conservation in attaining these objectives; to interest the landowners and tenants in the aim of the Sportsmen's Club and to promote friendly relations between them and the Club.

### **ARTICLE 4 – CONDITION OF MEMBERSHIP**

**SECTION 1** - New Membership admittance in the Club is limited to Member referred men and women 18 years or older who reside within the established limits or boundaries as indicated in Appendix E, and who are interested in the conservation and restoration of wildlife. Paid Membership shall not exceed 250 unless for good cause, increased by the Board of Directors.

**SECTION 2** - Honorary members may be selected only by a unanimous vote of all the Members present at an annual meeting. Honorary Members shall pay no dues and are not entitled to vote, hold any office nor serve on any committee.

**SECTION 3** - The Club shall reserve the right to discipline Members that are not conforming to the Constitution, By-Laws, or Rules and Regulations adopted and implemented by the Club, including but not limited to, ousting any Member from the Club. Members are entitled to confront their accusers, notice, and a hearing before the Board for disposition.

**SECTION 4** - All Primary/Secondary Members in good standing, and their household, children, grand-children, and great-grandchildren, through the end of the year they turn 18, shall have all Club recreational privileges unless stated otherwise in the Constitution, By-Laws, and Appendixes.

**SECTION 5** - Membership Cards - A Primary Member is permitted a second membership card for the Secondary Member listed on their application. Their first choice must be their spouse, and if not married, then a second choice must be his/her co-inhabitant. If not either of these, then they can designate an "immediate family member" (See definitions # 8 & 11). The Club will take corrective action against any Member who exploits this paragraph i.e., designating an acquaintance to circumvent the guest rules, not honestly representing their relationships, etc. If the Secondary person is not part of the Primary Member's household, this privilege will not include the Secondary's household or family that lives separate from the Primary's household. The Primary and/or Secondary Member must be present with any household Member when on the property. The purpose of this paragraph is to make the Club's rules equitable for all Members regardless of their marital status, and to make the Club more family friendly.

**SECTION 6** - Natural children, legally adopted children and step-children of Members in good standing shall be exempt from the initiation fee when they make application for Membership of their own, providing however, that such application for Membership is made within ninety (90) days of the date they leave their parents household (emancipated) or at the end of the year upon reaching the age of 18 years, whichever occurs first.

**SECTION 7** - Membership rules and requirements are relegated to the control of the Board, including but not limited to, making exceptions to the Membership geographical areas, occasionally conducting temporary Membership promotions, which may include less than the regular dues or initiation costs. The Board will determine any prorated yearly dues. All applicants for Membership must be referred by a Member, and shall fill out and sign the Board approved Membership application. All applications for Membership are to be delivered to the Board for review and screening, and those accepted by the majority vote of the Board present and voting, will be given temporary Club privileges until presented to the Membership for a vote. The Members can accept the applicant by a two-thirds (2/3s) vote of the Members present and voting at a regular meeting. The Board may waive the Applicant's attendance for his/her initiation vote and screening when by reason of their employment, and/or good cause is shown, they are unable to attend. The Membership Chairman will retain all Membership information. The applicant will pay the initiation fee and yearly dues before receiving his Membership Cards. Members are encouraged to make new member referrals. This Section may be amended in accordance with Article 14, Sections 1. & 2.

**SECTION 8** - Transfer of Membership. Only the widow or widower of a deceased Member may continue with the Membership. When remarrying, the Primary Member may still exercise his/her full rights. The Membership cannot be transferred to non-married couples. He or she must go through the regular channels if they wish to become a Member in their own right. In no other way is Membership in this Club transferable or assignable.

**SECTION 9** - Anyone who enters Military service while a Member will be retained as an Honorary Member, and shall be reinstated as a full Member providing application is made within one year from the date of discharge from the military service. Failure to do so within one year would cause the applicant to have to go through regular channels to re-join.

**SECTION 10** - Voting rights. Each dues-paying Primary Member, including Board Members and Officers, in good standing present at a meeting shall be entitled to one (1) vote on each matter submitted to a vote of the Members. Only the Primary Member can hold office, serve on committees, and participate in Club meetings. Non-Primary individuals, and outside attendees, may only attend and speak at meetings when invited and approved by the Board.

**SECTION 11** - Conditions of Membership. Members consent and agree to allow the Club to communicate with you by any means you have provided the Club, including but not limited to, verbally, and/or information provided in your application, until you give us written notice otherwise. You agree that the Club will not be in any violation of "No Call" or "No Contact Laws" when contacting you. Members have 24/7 access to the Club property, and in order to secure the premises, and ensure the safety and welfare of its Members, there is video /audio surveillance of the property. The cameras record to the cloud, and is stored for 14 days. The video can be reviewed if a situation is reported at the Club. The system can be programmed to send a text message notice when Members/intruders are at the property, and is usually set for after hours. It is your responsibility to inform your Guest. You agree the only obligation for the Club to contact you when "Notice" is required, is in accordance with Article 18. If the Member does not have a means to receive electronic communications, the Member can either attend meetings for information, and/or call, or mail the Club Officials their request for information The Club can provide Members a copy of minutes of

meetings and/or other reasonable information he requests. The Member should provide the Club with a self-addressed postage paid envelope along with his request. You agree to allow the Club to use your name and pictures on their social media and bulletin boards. Your address, email and phone numbers will not be shared with non-members. As a condition of continuing to be a Member, you must provide the Club your contact information, which can be included in your yearly renewal application, and you must advise the Club in writing thereafter of any changes. As a requirement to serve on committees or elected offices, you must allow your email and phone numbers to be made available to allow Members and potential Members the resources to contact the Officials, and Committeemen.

**SECTION 12** - Within the first twelve months of joining the Club, all new Members are required to attend two regular Club meetings other than their initiation meeting, and participate in two workdays. Regular Members are encouraged to attend meetings and consider a run for office, and are required to participate in one workday each 6 months. Failure to fulfill the above requirements without good cause may result in the Member's evaluation by the Board. A warning may be given to Members in violation of this Section, with reasonable steps and time to cure their inaction, that will not include expulsion. Work exemption requests should be directed to the Board of Directors for their consideration. Exemptions from the above requirements may be obtained for health reasons, when the meetings or workdays conflict with the Member's work schedule, lack of work available, and when other good cause is shown. The Board is authorized to adopt rules and/or incentives to encourage Members to come to meetings and participate in workdays. Any rules adopted by the Board will be made a part of this Article herein.

**SECTION 13** - Should an active Member move from our geographical boundaries, he can maintain his Membership.

## **ARTICLE 5 - DUES**

**SECTION 1** - The Budget Committee, considering the Club finances, projected expenses, upgrades, upkeep, action plans, and sufficient money in reserves, will recommend to the Board the amount to charge for yearly dues by November of each year. The Board, after taking into consideration all input, information, requirements, and recommendations, will recommend to the Club for their vote, the amount the dues will be for the upcoming year. In subsequent years, if there is no increase in the amount of dues, and/or initiation fees, it will not be necessary to vote on the fees for that year. There is a \$100.00 initiation fee charged to new Members except when otherwise provided for in other sections of these By-Laws, Constitution, and "Document". The Board will present any motion/resolutions for "dues" and/or "initiation fees" increase at the Annual Meeting or any other meeting with notice called for that purpose. A two-thirds (2/3s) vote of the Members present and voting, will carry the motion to raise dues and/or initiation fees. Dues and initiation fees are non-refundable.

**SECTION 2** - Annual dues are payable by February 1. No Member will be allowed to vote when delinquent. Members that have not paid their annual dues by the last day of March will be suspended from the Membership rolls. The Member can apply for reinstatement during the first three months (through April 30<sup>th</sup>) by paying a \$10.00 a month reinstatement fee. Thereafter, the Member will be required to refile as a new Member. The Board will have

wide authority (for good cause and hardships) to adjust any penalties and/or removals. The Club shall make every effort to retain Members.

## **ARTICLE 6 - MEETINGS**

**SECTION 1** - The general Membership meetings shall be the first Monday of each month excluding holidays, then the meeting will be held on the next evening, not a national holiday. Meetings are called to order at 7 PM.

**SECTION 2** - The Annual Meeting is held in January of each year. The Members will be given notice in accordance with Article 18 if the Annual Meeting is other than in conjunction with the regular January meeting.

**SECTION 3** – Special meetings for Members may be called for at any time by the President and/or the Board of Directors. The Secretary and/or an Official shall notify the Membership, of such special meetings. Notifications will be consistent with Article 18.

**SECTION 4** – The Board of Directors, and Officers shall meet at least once a month, normally before the regular meeting.

**SECTION 5** - All regular, special, and board meetings shall consist of a quorum.

**SECTION 6** - General Membership meetings are conducted by officers using the following line of authority as a guide: President, Vice President, Secretary, Treasurer, Board Chairman, Senior Member retained on the Board.

**SECTION 7** - The Board reserves the right to permit the purchase of food and drinks for meetings, work parties and/or other events. The Board reserves the right to develop promotions to encourage Members to attend meetings, and join work parties, including but not limited to offering economic incentives.

**SECTION 8** - The Sergeant at Arms will take written attendance at all meetings and provide the copy to the Secretary.

## **ARTICLE 7 - OFFICIAL'S DUTIES, RESPONSIBILITIES, and POWERS**

**SECTION 1** - The officials of the Club shall be a President, Vice-President, Secretary, Treasurer, Sergeant at Arms, Membership Chairman, and seven (7) Board of Directors.

**SECTION 2** - The President shall preside at all meetings of the Club. He will be an authorized user on the Club's financial accounts. He will have a key to the safe deposit box and P.O. box at the Post Office. He shall know the Constitution and By-Laws of the Club, study the objectives and procedures of the Club, appoint, instruct and when possible, serve as an ex-officio chairman of committees. He will determine with the aid of other Officers and consulting Members, the action plans for the Club. He shall preside over regular meetings and board meetings. He shall see that other Club leaders, Committees and Members are up-to-date about problems and policies under consideration. The President will coordinate with Officers so there is a coordinated effort retrieving the mail. The



President in coordination with other Officers, will keep the Membership up-to-date with a newsletter/email. He may cast the deciding vote in case of a tie, and perform such other duties as are usually incident to the office.

**SECTION 3** - The Vice-President shall work closely with the President. He shall assume the full duties of the President in his absence and/or disability. He shall gather ideas from Members. He shall assume such other duties as the President or the Board of Directors may direct. He will perform such other duties incident to the office of Vice-President.

**SECTION 4** - The Secretary shall keep an accurate account of Club and Board proceedings, and produce minutes for each meeting. He will preserve such records in proper books furnished by the Club. He shall take care of all the Club's correspondence, preserving copies of all letters received, and of all letters sent out. He shall turn over to his successor within ten (10) days of election of a successor, all the books and records pertaining to the office. He will perform such other duties incident to the office of Secretary, subject to the review and control of the Board.

**SECTION 5** - The Treasurer shall have custody of all monies of the Club and shall pay all bills, claims, and awards against the Club, when such bills are approved at the regular business meetings (Except when otherwise provided for in this "Document"). He will see that the income taxes, corporation documents, real estate taxes, and licenses, are filed and paid when due. He shall keep a full and accurate account of all receipts and disbursements, using an approved accounting computer program. He will issue a full financial statement of account to the Club at each Membership meeting, and to the Board of Directors at their request. He shall coordinate with the Membership Chairman when collecting dues and initiation fees. He shall turn over to his successor within ten (10) days after the election of such successor, a complete financial statement, including the accounting on paper and a CD or thumb drive, together with all funds and records pertaining to the office for audit and acceptance of such statements by the Board of Directors. He will fully cooperate with the Audit Committee when requested. He will immediately report any irregularities to the Board. He will perform such other duties incident to the office of Treasurer.

**SECTION 6** -The Membership Chairman shall keep the record of Members on a spreadsheet. He shall maintain a record of all Members and the information furnished by them, collect all dues, issue Membership cards, and perform all such other duties pertaining to Membership. The Membership Chairman, with approval of the Board, will be on the bank accounts as an authorized user so he can make deposits. He will coordinate with the Treasurer, and keep the records of the Members and the amounts paid.

**SECTION 7** – The Sergeant at Arms will take and record the official attendance, set up the venue, set out refreshments if any, police and keep order. He will hand out documents, tally votes, lead the Pledge of Allegiance when recited, clean-up after the meeting, take potential Members on a one-time tour of the premises, including fishing, catch and release, for the purpose of gaining them as a Member.

**SECTION 8** - The Board of Directors will consist of seven (7) elected Members. The Board shall have control and management of the property and affairs of the Club. Committees will make recommendations to the Board, and the Board may then adopt rules regulating the affairs and activities of the Club, not inconsistent with the Constitution, By-

Laws and Appendixes. The Board may act autonomously. The Board will be presided over by the President. The Board will make recommendation to the Membership for their vote on issues requiring a vote of the Membership, otherwise, the Board will report their adoption of rules relating to the Club to the Membership at the next regular Membership meeting. The President and/or an Official shall be responsible for informing Officials/Board of any special Board meetings.

**SECTION 9** - Officers on the Board of Directors – Elected Officers, all of whom shall serve as members of the Board, and shall have one vote on matters coming before the Board, regardless of how many elected positions a Member may hold.

**SECTION 10** - If an Officer or Board Member should miss three (3) consecutive meetings and/or four (4) in the 12 previous months without showing good cause, the Board of Directors shall have the authority after due notice to the offender, an opportunity to be heard, to remove the Officer or Director from office.

**SECTION 11** -The Board shall have full power to remove from office, an Officer or Director upon receiving evidence of the unfaithful discharge of his duties or unbecoming conduct. The accused is entitled to notice of the accusations, and an opportunity for the offender to be heard.

## **ARTICLE 8 - STANDING COMMITTEES**

**SECTION 1** -There shall be the following standing committees of at least three (3) Members. There shall be no restriction on a Member serving on more than one committee.

A - FISHING

B - WORK DAY

C - EQUIPMENT

D - CLUBHOUSE

E - MARKETING AND COMMUNICATIONS

F - BUDGETARY AND FINANCE

G - AUDIT

H - LAKE AND GROUNDS COMMITTEE

**SECTION 2** - The President will appoint the Standing Committeemen and Chairmen. Each Member of the Committee will serve one (1) year or until duly replaced by a successor. When practicable, at least one (1) new appointment shall be made by the President on each Committee each year. Appointments shall be made within thirty (30) days after the General Election. Committeemen serve at the pleasure of the President and can be removed for any reason. Appointments and replacements are subject to Board approval.

**A - FISHING COMMITTEE:** The Fishing Committee is responsible for maintaining adequate fishing for use by the general Membership. They shall ensure proper water conditions, which include the treatment of the lake for lily pads, moss, algae, and other environmental occurrences detrimental to the lake. They shall promote an interest in fishing by any suitable means they can devise, including but not limited to, fish tagging, stocking, and promoting fishing tournaments. The Committee will determine the size and type of fish allowed to be kept, the size and quantity of fish to stock, and fish that should not be re-entered into the lake. The Committee is not responsible to manage the docks, aerator, weed eating, boathouse, dams, and ramps. These are covered under the Lake and Grounds Committee. The Committee Chairman will make their recommendations to the Board for their consideration, and once adopted, will be made a part of this paragraph herein.

**B - WORKDAY COMMITTEE:** The Work-Day Chairman is responsible for the compilation of Membership work related information, with the assistance of the Membership Chairman, and is charged to contact Members by any means he deems appropriate to organize work parties. The Chairman is in charge to achieve the appropriate maintenance of the property, including but not limited to, improvements to the property, repairs to the property, grass cutting, grass trimming, clubhouse repairs, boat ramp, boat docks, aerators, water drainage, and pavilions. The Chairman will select his committee members and keep a record of the Members who worked and for what duration of time. He will determine what is considered a "Work Day" based on, including but not limited to, nature of the work, the length of time worked, the value and uniqueness of the work, i.e. serving on committees, holding elected office, resources donated, i.e., equipment and materials. (A typical workday day is 2-4 hours) The Chairman has after-the-fact authority to expend a reasonable amount of money toward the cost of the project that was previously approved by the Club. The Chairman will keep an official record of which Members worked, and make that information available to the Board and/or Members. The Board will not use any violation of this paragraph for cause to oust a Member. Any disputes as to whether a Member's record of working was omitted will be brought to the Board for its final disposition. The Committee's rules are conditioned on the Board's adoption thereof.

**C - EQUIPMENT COMMITTEE:** The equipment Chairman shall maintain the Club machinery in proper working condition. He will make recommendations to the Club as to the replacement and repairs of equipment. He is authorized the after-the-fact authority to expend money for general maintenance and preventive maintenance items in advance of those expenses having been approved at the general meetings. If this section conflicts with any other rule pertaining to spending, this paragraph C will take precedence.

**D - CLUBHOUSE COMMITTEE:** The Clubhouse Committee and Chairman whose duty it shall be for the clubhouse upkeep, cleanliness, supplying toiletries, improvements, scheduling, rules/regulations, scheduling procedures and general surveillance. The Chairman, after convening a committee of five or more Members, will make their recommendations to the Board for the Member's fair and equitable use of the clubhouse. Refer to "Appendix C" for current rules. Any rules adopted by the Board as to "Appendix C" will be made a part of this paragraph herein.

**E - MARKETING AND COMMUNICATIONS COMMITTEE:** The Marketing and Communications Committee whose duty it shall be to improve the status of the Club both financially and socially, including but not limited to, using social media, Facebook, webpages,

Chamber of Commerce, proposing and executing strategies to promote events, initiatives, and the benefits of the Club, in concert with other Committees.

**F - BUDGETARY AND FINANCE COMMITTEE:** The Budget and Finance Committee will review the other Committee's money requests, taking into consideration the Board's and Membership's interests, action plans, requested improvements, sufficient reserves, and budgets. They will develop and provide a budget to the Board for consideration. They will make recommendations for the following year by November of the previous year.

**G - AUDIT COMMITTEE:** The Audit Committee will consist of three (3) or more Members, excluding Officials, whose duty it shall be to audit the books at least twice a year using standard business practices. They will report and make recommendations to the Club for proper financial practices and record keeping.

**H - LAKE AND GROUNDS COMMITTEE:** Whose duty it will be to develop the rules for use of the premises, except the clubhouse. The committee will consist of five (5) or more Members and propose changes to the rules in "Appendix B." The Committee will report their recommendations to the Board for their consideration. Any rules adopted by the Board will be made a part of this section herein.

**SECTION 3 - Special committees.** The President can appoint special committees to take care of the most important goings-on which may arise, except the Nominating Committee, which may be selected and approved by the Board when feasible, sixty (60) days before the nomination meeting. All committees will make every effort to seek out the Membership's view on the issues, and thereafter make their recommendations to the Board.

**SECTION 4 - All committees shall report their activities at each regular meeting or provide the Secretary and/or President a written report. At the annual meeting, they shall submit a written report summarizing their activities for the previous year.**

**SECTION 5 - All standing committees shall submit their proposed financial requirements to the Board of Directors together with a supporting operating plan in November of each year for inclusion in the following year's budget. The Board should approve or disapprove the proposal within two (2) months after the annual meeting. The total funding approval for standing committees shall not exceed two-thirds (2/3s) of the anticipated annual Membership and initiation fee income. Funds not committed at the end of the calendar year shall be returned to the General Fund. A general audit of these funds will be made available to the Board of Directors within ten (10) days following the Annual meeting.**

## **ARTICLE 9 - RULES of ORDER**

**SECTION 1 - At all meetings, the rules contained in the latest edition of "Robert's Rules of Order" shall govern the Club in which they are applicable, and which they are not inconsistent with the By-Laws, Constitution, Appendixes, "Document," customs, and past practice. Any question concerning parliamentary procedure at a meeting shall be determined by the Parliamentarian or President, by reference to "Roberts Rules of Order," this "Document," past practice, and customs.**

## **ARTICLE 10 – MOTIONS, RESOLUTIONS and EXPENDITURES**

**SECTION 1** - Resolutions, issues, problems, and policies pertaining to the Club shall first be presented to the Board of Directors for review and discussion. The Board may adopt the resolution, and if required, the Board will make their recommendations to the Membership for a discussion and a vote. A Member who has not first presented his issue to the Board, may still bring his issue to the meeting if the Members by two-thirds (2/3s) majority of Members present and voting, agree to hear the proposal. A majority vote of the Members present and voting will carry motions/resolutions, except when otherwise provided for in this "Document". Motions shall be in writing when feasible. Notice should be given to Members prior to voting on significant issues requiring the vote of the Membership.

**SECTION 2** - Upon the occurrence of an emergency, defined as an unforeseen combination of circumstance or the resulting state that calls for immediate action to protect or sustain assets of the Club, the President may act with the approval of the Board to take whatever actions are necessary to protect the Club's assets. The Board may convene by phone or any other electronic means to cast their vote. Officers and Board Members are granted the after-the-fact authority to purchase everyday items, i.e., toiletries, paper, office supplies, cleaning supplies, signs, printing, clubhouse supplies, newspaper notifications, postage, etc., in advance of those items being approved at the general meeting.

**SECTION 3** – Arrangements the Club enters into pertaining to the Club's real property, will be by resolution of the Board. The Board will draft a written resolution which will include the terms and conditions of the agreement, including but not limited to, a fixed duration of the agreement, the area the agreement encompasses, who will be carrying out the agreement, and a signed indemnity similar to language in Article 13, Section 4. No single Member/Officer of the Club is authorized to bind the Club to any agreement pertaining to the Club's real property. This paragraph will not apply to Members, who as part of their work-day commitment, are maintaining the Club's real property adjacent to theirs.

**SECTION 4** - The Treasurer is authorized to pay all utilities, trash, and fuel bills, without approval of the Club. When feasible, the utilities should be on budget billing and autopay.

**SECTION 5** - The financial accounts should be set up for online banking. The Officials will have the password and access to view the accounts. No online manipulation of money is allowed. The online account is what they call "View Only".

**SECTION 6** - Voting- Members (excepting officers) must be present to vote. There will be no proxy vote, mail-in vote, internet voting, and/Secondary Member, and/or spousal voting.

## **ARTICLE 11 - QUORUM**

**SECTION 1** - Seven (7) or more bona-fide members shall constitute a quorum for a regular meeting. Four (4) members or more shall constitute a quorum at all Board meetings. A majority of those present shall govern, except when otherwise provided.

## **ARTICLE 12 - POLITICS/RELIGION**

**SECTION 1** -At no time shall the Organization take part or permit itself to be used for political or religious purposes. This clause is not meant to hinder a Member from using the premises for a political or religious event.

## **ARTICLE 13 - INSURANCE and INDEMNITY**

**SECTION 1** - The Club will purchase and maintain general liability insurance in an amount appropriate for the Club.

**SECTION 2** - The Club will purchase and maintain a worker's compensation policy appropriate for the Club.

**SECTION 3** - The Club will purchase and maintain a Director's & Officer's policy (D. & O.) liability policy protecting the Board and Officers and Club from liability, appropriate for the Club and Officers/Board.

**SECTION 4** - To the full extent authorized under the laws of Illinois, the Club will indemnify any Board, Officer, Officials, employee, agent, or any person who has served at the Club's request, against expenses, actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such Member, Board, Officer, employee, agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for gross negligence/misconduct in performance of a duty.

**SECTION 5** - When a Member (Lender) lends his tools and/or powered equipment/vehicle to the Club, whether operated by him, Club Member and/or others, the Lender will be responsible to have Lender's equipment/tools/vehicles fully insured against theft, damage, liability, and in the event of a loss claim, his insurance will be Primary, and the Club's Insurance if any Secondary. The Club will never be obligated to Lender for more than the Lender's deductible not to exceed \$1,000.00

## **ARTICLE 14 - AMENDMENTS to THE BY-LAWS and CONSTITUTION**

**SECTION 1** - This Constitution and By-laws can be amended/revise at the annual meeting by a two-thirds (2/3s) majority vote of the Members present and voting.

**SECTION 2** - This Constitution and By-laws may be amended/revise when the Board adopts a proposed amendment at a General Meeting and the Board gives notice that they will make a motion to amend/revise our "Document" at the next meeting, stating "The Board will move to amend or add to, Article? Section?" and read the amendment/revisions into the minutes of the current meeting. The amendment/revision at the next meeting will require a two-thirds (2/3s) majority vote of the Members present and voting to carry. Member notification will be in accordance with Article 18.

**SECTION 3- Appendixes B-E** can be amended/revised by the normal procedures for approving and adopting resolutions by Members, except once approved, the same motion will not be taken up to rescind before 90 days passing (fourth meeting after).

**ARTICLE 15 - MATTERS NOT PROVIDED FOR**

**SECTION 1** -All matters not provided for in this Constitution shall be controlled by the President and Board of Directors.

**ARTICLE 16 - ELECTIONS and NOMINATIONS**

**SECTION 1** – Nominations. Nominations of Officials are only open at the December General Membership meeting, unless a position is not filled. Nominations are allowed from the floor, and/or from the Nominating Committee. Any unopposed nominee at the December meeting will be declared elected by acclamation. Notice will be according to Article 18.

**SECTION 2** - The President, Vice-President, Secretary, Treasurer, Sergeant at Arms, Membership Chairman, and Board of Directors shall hold office for one (1) year, or until their successors have been qualified and elected. The President will fill any vacancies that may occur from death, resignations or otherwise, and such appointment will be valid until the next election when the vacant position being filled would have normally been subject to election. This paragraph subject to approval of the Board.

**SECTION 3** - The election of officials shall be held at the annual meeting in January and they shall assume the duties of office within ten (10) days following their election, except in the case of vacancy, in which case immediately following their appointment or election. Directors and Officers are elected by a plurality vote of the Members present. The Board may adopt the procedures for elections not contrary to these “Documents”. Any ties will be decided by the Board. Any tie by the Board, will then be decided by lot.

**SECTION 4** - Officers and Board Members can hold multiple elected positions when running for an unopposed office at the December nominating meeting. Officials cannot succeed themselves upon completion of (3) three consecutive years in any one elected office, except if running unopposed.

**ARTICLE 17 - ORDER of BUSINESS**

1. Board Meeting and roll call.
2. Regular Meeting roll call of Officers and Directors.
3. Reading and approving minutes of the previous meeting.
4. New Members.
5. Report of the Board of Directors.
6. Bills, Communications and Financial reports.
7. Reports of standing and special committees.
8. Unfinished business.
9. New Business.
10. Announcements.
11. Recommendations for the betterment of the Club.

12. Adjournment.

**ARTICLE 18 - NOTIFICATIONS**

**SECTION 1** - Notifications are considered effectuated when the Club provides Members seven (7) days' notice by any one of the following forms of communications: US Post Office mail, emailing to your last known email address, texting to their cell number, posting on the clubhouse bulletin board, calling their home number once, leaving a voicemail message if voice mail is available, published in the local newspaper, notification in newsletters, verbal communications, informational emails, as stated in the by-laws and/or announcing at the previous regular meeting.

**SECTION 2** - Failure to be notified. Should a Member claim to have not been notified, the Board will review the Member's complaint. No revote will be taken unless the Member or multiple Members collectively can prove to the Board their vote would have changed the outcome.

**ARTICLE 19 - ENFORCEMENT**

**SECTION 1** - In all cases not herein provided for, enforcement shall be the responsibility of the President and Board, in cooperation with all the Members.

**ARTICLE 20 - ADOPTION OF CHANGES**

**SECTION 1** - Should the Club adopt changes in this "Document" during the previous year, those changes will be incorporated into the "Document" in January without further vote of the Club.

**BY-LAWS**

**APPENDIX A - MOTIONS and AMENDING BY-LAWS**

**SECTION 1** - Rules and regulations in this Appendix, when in conflict with other Articles and Constitution, this Appendix will take precedence.

**SECTION 2** - Rules and regulations may be amended/revise in accordance with "Article 14 - Sections 1, 2 or 3". Once amended/revise, under Section 3, a motion to rescind the prior motion will not be revisited before the passing of 90 days.

**APPENDIX B – LAKES and GROUNDS**

1. Last vehicle out, close the gate and lock both locks. There is a hanger for the locks to hang on while not being used.
2. No swimming or wading in the lake, unless otherwise stated herein.
3. No outboard motors allowed on the lake unless authorized by the Fish Committee for work purposes. Electric trolling motors permitted.



4. Children of Members (as outlined in Article 4, Section 4) less than 14 years old must be accompanied by a Member of the household or a relative over 16 years old when on Club property. A Primary and/or Secondary Member must be present on the property with their household Members unless otherwise stated in these documents.
5. No one under the age of 14 years of age is allowed to use any boat on the lake unless accompanied by a Household Member over 16 years of age. Limit of three (3) occupants per boat.
6. One life preserver per person must be available in the boat.
7. Only one boat permitted per member per day.
8. Return Club boats, oars, life preservers and anchors to the boathouse in the same condition as you found them, and lock any locks.
9. No littering the lake or Club grounds with refuse or items of any kind. Do not throw rocks anywhere in the lake. Waste cans are provided for refuse.
10. Temporary use by organizations i.e., scouts, church groups, etc., for fishing, camping and general use of the Club, is allowable by special permission, and conditions (which can include proof of insurance), from the Board of Directors. Family camping allowed for Members with adult Member supervision.
11. Motorcycles permitted as transportation to the clubhouse. Motorized off-road vehicles, including trail bikes, four-wheelers, are not allowed off the paved roads. Electric golf carts are acceptable. Do not take vehicles off the paved roads in areas marked "No Vehicles" and/or where the vehicle may cause damage to the grass and premises. Club work vehicles of any kind excepted.
12. Do not leave in the clubhouse, opened food, foodstuffs, condiments, vegetables, meats, perishables. Acceptable items are, unopened bottled or canned soda, beer, drinks, can goods and ice.
13. Vehicles allowed only in designated parking areas.
14. The use or possession of Cannabis (marijuana) or CBD oil, legal or not, nor any controlled substance or narcotics is strictly prohibited on the premises.
15. No burning (including garbage) on Club grounds except in designated areas.
16. All Members reserve the right to demand the display of any Member's Membership card for identification or verification.
17. No Member shall loan their key or card, or share the combination code, to a non-member to use the facilities. This is grounds for immediate termination of their Membership without any refunds.

#### **APPENDIX C -USE of CLUBHOUSE**

1. Clubhouse rules can be amended/revised at the Annual Meeting and/or in accordance with Article 14 Section 3.
2. No pets allowed in the clubhouse.
3. Club Members are responsible for but not limited to:
  - a. Conduct of guests.

- b. Damages caused by them and/or their guests.
  - c. Cleanup after parties no later than 10:00 a.m. the following day.
4. No overnight sleeping permitted in the clubhouse or patio.
  5. Limit of 49 people per party at the clubhouse.
  6. No smoking or vaping in the clubhouse or on the patio areas.
  7. When you wish to reserve the clubhouse or either pavilion, contact the Clubhouse Chairman. The Clubhouse “Guidelines” and “User Agreements” and any amendments, are located at [www.columbiasportsmanclub.com](http://www.columbiasportsmanclub.com) and are made a part of these by-laws herein. This sentence will be given precedence when it conflicts with other sections of the By-laws.  
Email the Clubhouse Chairman at: [columbiasportsmensclubil@gmail.com](mailto:columbiasportsmensclubil@gmail.com)  
The Officers and Chairman’s contact information is on the last page.
  8. Reservations do not give any Member exclusive rights to the use of any of the facilities. Work parties may be scheduled concurrently with events. Members and work parties should make every effort to minimize any disruptions to an event in progress.
  9. The Clubhouse “User Agreement” is made a part of these bylaws herein. They are posted on the bulletin board, our Facebook page and website.
  10. When you leave, adjust the thermostat to the temperature range designated on the sign by the thermostat.
  11. The Member who reserved the facility will be responsible for the COMPLETE cleaning of the property used.
  12. Alcoholic beverages are permissible at the Club when used responsibly. Member resale of liquor is prohibited. All Members and their guest, are obligated to observe every rule, ordinance, and law of the State of Illinois, the City of Columbia, regarding alcoholic beverages.
  13. Follow the instructions on the fireplace mantel to view TV and/or play video games.
  14. The Club is not responsible to provide trash bags, dishes, utensils, paper towels and/or cleaning supplies. You’re welcome to use any supplies, and/or cleaning supplies Members left. The Club as a courtesy, may perform snow removal.
  15. Store brooms, mops, and non-freezable cleaning supplies in the porch closet.
  16. Freezable products and other supplies should be stored in the furnace room. The Clubhouse Chairman will provide you a furnace room key. Return the key to the money box on the wall before leaving. The porch closet is the same key as the front door.
  17. Enjoy your Club facilities, and remember that it is YOURS. Always treat it with respect and demand that others do also.

## APPENDIX D - FISHING REMINDERS

### SECTION 1.

1. Rules and regulations in “this” Article, when in conflict with other Articles and Sections of the By-Laws and constitution, this Appendix will take precedence.
2. Rules and regulations can be amended/ revised in accordance with Article 14, Section 3.

### SECTION 2.

1. Fishing restricted to:
  - a. Primary and Secondary Members and their household when accompanied by the Primary and/or Secondary Member.
  - b. Grandchildren and great-grandchildren through the end of the year he/she turns 18 years old when accompanied by their grandparent(s) who is a dues-paying member.
  - c. One (1) guest of an unmarried Primary Member, unless they have designated a “Secondary Member”.
  - d. When accompanied by a Member, \$5.00 per day per guest, “Catch and Release”.
  - e. When in conjunction with using the clubhouse for an event for a children’s party, the collective group of kids can fish for that day for \$10.00 “Catch and Release”. Adult Guest must still pay \$5.00 each.
  - f. Wading to fish is permissible, provided the fisherman stays near the bank and does not disturb other fishermen in the area.
2. State law requires a fishing license on private club lakes, the same as required for public lakes in Illinois. (See a copy on the bulletin board).
3. No fishing with carp, goldfish, or minnows.
4. All fishermen must record their catch not released, in the supplied area by the gate.
5. No fish cleaning on the grounds, in the lake, or in the clubhouse.
6. Possession and size limits must be observed by all fishermen. Limits are per fisherman per day.
7. No trotlines, limb lines or jugs permitted. Limit of two (2) fishing poles in the water per person fishing. No standing on the frozen lake to fish.
8. No net fishing for bait or otherwise.
9. Tagged fish should be weighed, measured, recorded, and returned to the lake.
10. Observe rules for using boats.
11. Respect others, including but not limited to, no loud music, horseplay or abusing the premises.

## **APPENDIX E - RESIDENTIAL BOUNDARIES**

### **SECTION 1.**

1. To be eligible to become a Member of this Club the applicant at acceptance into the Club must reside within the residential boundaries of the Club. The Board is authorized to make exceptions for good cause. Set forth as follows:
2. St. Clair County:
  - a. Mississippi River on the West.
  - b. Cahokia Canal on the North.
  - c. On the East, all West of the Road intersecting at the Cahokia Canal and the Stolle Road known as line road No. 423 and as Triple Lakes Road, to State Highway Route No. 158.
  - d. On the South, State Highway No. 158.
3. Monroe County in its entirety.
4. Other areas are by recommendation by the Board for a waiver. When making exceptions, the Board will take into consideration, but not limited to, how long the referring Member has belonged to the Club, is the applicant a relative, or former significant other of the sponsor, what the applicant can offer the Club, such as, a trade he possesses, equipment and machinery he may own or can operate, the distance from the Club's geographical area, his ability to participate in workdays, or any other special skills that may be an asset to the Club.

The Board of Directors, Officers and Members by two-thirds (2/3s) vote consent to, and hereby do adopt the foregoing By-Laws REVISIONS consisting of the 17 preceding pages, as the By-Laws of this Corporation.

## **APPENDIX F-CODE OF CONDUCT**

### **Member Code of Conduct**

Should a member fail to meet the conditions in this Code of Conduct through their behavior, the Board/Officers may, at its sole discretion, decide on the appropriate action to take. The Club reserves the right to revoke membership that has been granted in the event a Member violates the Membership Code of Conduct. The revocation proceedings are specified in the bylaws governing the Columbia Sportsmen's Club Inc. and protect the rights of any individual who may be subject to discipline, corrective actions, and/or revocation of membership. (Article 4 Section 3)

- Always show respect toward your fellow Club Members at all times;
- Always show respect and appreciation for the volunteers who give their time to help the Club and/or event(s);
- Never yell, taunt, or threaten physical violence upon another Member of the Club, their guests, a volunteer or event spectator (Members with a criminal history of

violence or with a legal restraining order against them by another member may be barred from membership and participation in all Club activities);

- Never use abusive or vulgar language, or make racial, ethnic or gender-related slurs or derogatory comments to fellow Members and/or their guests. Act with integrity and respect toward others;
- Never make unwanted sexual or physical contact with other Members. Members found to be listed on a sex offender registry, convicted of a sex crime, or caught having, creating, or distributing child pornography will be immediately barred from membership and all participation in Club activities;
- Uphold the reputation and good standing of the Club;
- Act, support, respect, and abide by the appropriate laws and policies in general that apply to personal conduct;
- Promptly pay membership fees as part of your continued membership and keep my contact/membership information updated;
- Avoid conflicts of interest in accepting and carrying out any responsibility for the Club, and, if a conflict of interest arises, you will disclose the conflict and abstain or resign from affected Club responsibilities as appropriate;
- Not make any statement on behalf of Club or act to represent the Club in any official capacity through any public medium, including digital social media, unless authorized to do so by the Club, and you must reject and will not make any offer of bribery or unethical inducement;
- Intolerance of a person's religion, gender identity or sexual orientation;
- Behaving in a way that disturbs the enjoyment of the event/discussion for other people;
- Any other actions deemed to be intentionally hurtful, harmful, threatening or inappropriate;
- We aim to enforce the right for all Columbia Sportsmen's Club Members to enjoy their Club in an environment that is safe and without risks to health, violence and aggression;
- Severe breaches of the Code of Conduct can result in an immediate termination of membership without any refunds;
- Always report violations of the Member Code of Conduct policy to the Board/Officers in writing.

ADOPTED AND APPROVED by the Board of Directors and Membership on this 3rd day of January, 2022.

*Gregory Narez*

Greg Narez, President

*Roger Riegert*

ATTEST: Roger Riegert, Secretary



- **Elected Officers, Board Members 2022**

- **Officers, Board Members 2022**

- President Greg Narez (618) 610-7516 [gregnarez@gmail.com](mailto:gregnarez@gmail.com)
- VP Monte Wilhelm (618) 604-0432 [montewilhelm7887@gmail.com](mailto:montewilhelm7887@gmail.com)
- Treasurer Christie Narez (618) 610-7513 [christienarez@gmail.com](mailto:christienarez@gmail.com)
- Secretary Roger Riegert (314) 604-2199 [rogwilco@charter.net](mailto:rogwilco@charter.net)

- **Board Members**

- Don Happy (618)-281-4211 xxxxxxxx
- Bill McCord (314) 452-3718 [mccordwc@gmail.com](mailto:mccordwc@gmail.com)
- Don Omohundro (618) 604-7226 [omodon@outlook.com](mailto:omodon@outlook.com)
- Teri Aguiar Bellone (314) 420-4746 [teriaguiar@hotmail.com](mailto:teriaguiar@hotmail.com)
- Terry Manker (618) 340-2501 [tnsmank@htc.net](mailto:tnsmank@htc.net)
- David Hook (618) 401-8802 (618) 281-3189 [cms232@htc.net](mailto:cms232@htc.net)
- Ed Williams (314) 657-7944 [edwill0928@gmail.com](mailto:edwill0928@gmail.com)

- **Sergeant at Arms/Board**

- Richard Segal (314) 583-4767 [richard\\_segal2000@yahoo.com](mailto:richard_segal2000@yahoo.com) (Call to arrange a visit to view the Club)

- **Membership Recorder/Board**

- Shawn McIver (314) 583-3690 [mccabo13@yahoo.com](mailto:mccabo13@yahoo.com)

- **Chairmen Appointed**

- **Clubhouse Chairman**

- Don Omohundro (618) 604-7226 [omodon@outlook.com](mailto:omodon@outlook.com)
- (Call or email Don to schedule the Clubhouse)

- **Fish Chairman**

- Don Happy (618) 281-4211 xxxxxxxxxxxx
- Sean Narez (618) 779-7495 [sean.narez@gmail.com](mailto:sean.narez@gmail.com)
- Roger Riegert (314) 604-2199 [rogwilco@charter.net](mailto:rogwilco@charter.net)
- Joel Sommer (618) 979-0100 [joel@winepress.us](mailto:joel@winepress.us)
- John Jacobsen (618) 578-9655 [jjjacobsen@charter.net](mailto:jjjacobsen@charter.net)

- **Equipment Chairman**

- David Hook (618) 281- 3189 (618) 401-8802 [cms232@htc.net](mailto:cms232@htc.net)

- **Workday Chairman**
- Monte Wilhelm (618) 604-0432 montewilhelm7887@gmail.com
- **Audit Chairman**
- Paul Volmer (618) 795-2473 [pvoll9@live.com](mailto:pvoll9@live.com)
- **Marketing and Communications Chairman**
- (618) 610-7516 [gregnarez@gmail.com](mailto:gregnarez@gmail.com)
- **Lake and Grounds Chairman**
- Monte Wilhelm (618) 604-0432 montewilhelm7887@gmail.com
- **By-law Committee**
- Board and Officers
- **Task committee**
- Monte Wilhelm, Terry Manker, and Don Omohundro