

CONSTITUTION
MOOSE PASS SPORTSMEN'S CLUB
(Approved 1/28/2015)

ARTICLE 1 – PURPOSE AND NAME

The name of this club shall be “Moose Pass Sportsmen’s Club” (aka The Community of Moose Pass). The Moose Pass Sportsmen’s Club is a non-profit and non-political organization. It shall be the purpose and objective of the organization to promote the civic betterment and well-being of the people of the community. The club is responsible for the maintenance and operations of the Moose Pass Community Hall. The MPSC, within its capability, shall provide building facilities for the Moose Pass Public Library.

ARTICLE II – MEMBERSHIP

Membership is open to anyone of legal age who subscribes to the purpose of this organization and pays annual dues. Membership shall be restricted to persons residing within the area of Mile 16 Seward Highway to Mile 50 Seward Highway. Membership will not be refused on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

ARTICLE III – BOARD OF DIRECTORS

The Board of directors shall include: President, Vice President, Secretary, Treasurer and Public Affairs. It being understood that said elected officers shall be members of the Moose Pass Sportsmen’s Club.

Appointments and Term Limits

1. Five (5) at-large seats will be available for a Board of Directors who will be voted in by a majority vote of the membership.
2. The Board of Directors shall serve without pay.
3. Board of Directors shall reside in Moose Pass.
4. Board members shall serve for two (2) years.
5. Vacancies shall be filled by the Board of Directors. New appointees shall finish the term of the vacated seat.
6. Board members with more than two (2) unexcused absences may be dismissed from the Board.

ARTICLE 1V – DUTIES OF THE BOARD OF DIRECTORS

- The Board of Directors shall be directly responsible for all affairs concerning the Moose Pass Sportsmen’s Club and will follow established By-Laws.
- All Board Members shall have equal voting power.
- They may not take action on board decisions without three (3) members of the board being in agreement.
- The Board of directors shall establish scheduled meetings for the purpose of handling routine business matters.

- The Board of Directors shall publically advertise meetings and post the results of these scheduled meetings.
- The Board shall prepare an annual operating budget and develop procedures and systems to ensure accountability.
- The Board of Directors will oversee standing and/or ad-hoc committees that are organized. The Board shall be responsible for the finances of all committees and any gaming activity.

ARTICLE V – COMMITTEES

Standing and ad-hoc committees may be needed to conduct business. Each committee shall be overseen by an established Board member, have an identified chairperson and follow rules and budgets established by the club. Existing standing committees are as follows:

- **Festival Committee:** The Moose Pass Sportsmen’s Club has sponsored a Summer Solstice Festival each year in order to raise operational revenue. The festival is led by numerous sub-committees.
- **Gaming Committee:** The committee will oversee the operations of the gaming permit and ensures that all regulations are followed.
- **Building Committee:** The committee assists in overseeing the maintenance and needs for our buildings and lands.
- **Budget Committee:** The committee develops a FY operating budget once all profits or any other major revenue sources are announced. The committee will present a reconciled budget at the October general meeting.
- **Grants & Scholarships:** The committee assists in developing recommendations on scholarships and grants once a budget is prepared for such opportunities.
- **Other Committees:** Any other future committees that may be needed.

ARTICLE VI – COMMUNITY ORGANIZATION LIAISONS

The Moose Pass Sportsmen’s Club encourages dialogue and collaboration among all non-profit organizations in the community of Moose Pass. The following organizations are encouraged to maintain communications between their respective organizations and the Moose Pass Sportsmen’s Club and are encouraged to provide an annual report in January on any business that is of community interest:

- Moose Pass Public Library
- Moose Pass Volunteer Fire Company
- Moose Pass Advisory Planning Commission
- Others as identified or developed

ARTICLE VII – FISCAL YEAR

The fiscal year of the club shall commence on October 1st and end on September 30th of the following year.

ARTICLE VIII – MEETINGS

1. Annual Membership Meetings – The annual membership meetings shall be held in January and a general meeting in October. Election of new officers shall take place at the January meeting.
2. Board Meetings – Sessions will occur in preparation of annual membership meetings and as necessary to maintain proper execution of the operation of facilities and to fulfill any legal or regulatory obligations.
3. General/Special Meetings – General and special meetings may be called at the request of the President, or any three (3) Directors, or by at least eight (8) members.
4. Committee Meetings – Meetings will be ongoing as needed throughout the year and may be called at the request of the appointed chairperson.

ARTICLE IX – CONFLICT OF INTEREST

Any member of the board who has a financial, personal, or official interest in, or conflict with any matter pending before the Board, will offer to voluntarily excuse him/herself. Said member will refrain from a discussion and voting on said item unless waived by a formal decision of the Board.

ARTICLE X – LIMIT OF INDEBTEDNESS

The board of Directors is authorized to make annual cumulative expenditures as needed up to \$2,500.00 with no single expense to exceed \$1,000.00 (this does not include general maintenance and utilities that will be listed in the operating budget). In the event that the MPSC Board of Directors needs to exceed \$1,000.00 for a single expenditure, the Board is expected to notify members within five (5) working days.

All cumulative annual expenditures over \$2,500.00 will require a special meeting for amounts up to \$5,000.00.

\$5,000.00 or more must be voted by the membership at two widely publicized meetings to allow:

1. A reading of the request
2. A vote by the assembled members at the second meeting.

The Budget Committee shall submit a budget for the fiscal year (October 1st-September 30th) to the MPSC board, prior to the October meeting. At the October meeting, the budget will be presented and voted on by the membership.

ARTICLE XI – DISBURSEMENT OF FUNDS

In case of disbandment, all assets of the Moose Pass Sportsmen’s Club shall be disbursed to one or more Moose Pass Community non-profit organizations by vote of the membership and in compliance with current government regulations.

ARTICLE XII – AMENDMENTS

This Constitution may be amended at any annual or special meetings by a two-thirds vote of a quorum, providing that the amendments were discussed at two (2) prior meetings and that written notice was posted to the general membership at least seven (7) days prior to the meetings.

This revision supersedes any existing previous versions of the Constitution of the Moose Pass Sportsmen’s Club.

MPSC President, Jan Odhner

Date

MPSC Vice President, Ben Ikerd

Date

MPSC Secretary, Dawn Campbell

Date

MPSC Treasurer, Mike Johnson

Date

MPSC Public Affairs, Judy Odhner

Date

*****BY-LAWS*****

MOOSE PASS SPORTSMEN'S CLUB

(Adopted 1/28/2015)

SECTION ONE – BOARD OF DIRECTOR TERM OF OFFICE

Term of office shall be two (2) years. Recall for any Director must be submitted in writing by eight or more members. A special meeting shall then be called for that purpose. A two-thirds majority vote of members present shall be required to recall any Officer or Director.

SECTION TWO – BOARD OF DIRECTOR NOMINATING PROCEDURES

All openings on the Board will be widely publicized and nominations from the floor will be received at the annual meeting in January. In order to stagger board vacancies, the President, Treasurer, and Public Affairs Director positions will be voted on in the even numbered years and the Vice President and Secretary positions voted on in the odd numbered years.

SECTION THREE – VACANCY

In the event of a vacancy during the term of office, the Board of directors shall appoint a member in good standing to fill the vacancy and to serve until the next election.

SECTION FOUR – PROCEDURES

Robert's Rules of Order shall prevail at all meetings. Standing rules may be developed by the board of Directors for ongoing business procedures and will be available for review on request.

SECTION FIVE – DUTIES

BOARD OF DIRECTORS

President:

- Shall preside at all organization meetings;
- Shall call board meetings;
- Shall appoint Committees;
- Shall be Chairman of the Board;
- Shall be ex-officio member of all Committees;
- Shall perform such other activities as assigned by the membership;
- Shall have the power of the Presidential veto, as described in the by-Laws;
- Shall be principally responsible to oversee maintenance of buildings and properties.

Vice President:

- Shall preside at all organization meetings in the absence of the President;
- May act as a committee chairman;
- Shall perform duties to assist other board members;
- Shall act in President's capacity in absence of the President;
- Shall maintain order during meetings;

- Shall count votes;
- Shall post items of interest to the community;
- Shall maintain scheduling for the Hall and arrange for opening of the Hall.

Secretary:

- Shall keep accurate minutes of all meetings;
- Shall list by name, all members attending meetings;
- Shall keep a copy of the Constitution and By-Laws;
- Shall conduct correspondence;
- Shall solicit agenda items from Board and membership at least two weeks prior to meetings and before agenda is distributed to members;
- Shall discharge all the usual secretarial functions of the Office.

Treasurer:

- Shall be responsible for collecting and disbursing funds of the organization;
- Shall keep the roster of members;
- Shall keep an accurate record of transaction for tax reporting purposes and to report these in writing at regular organization meetings;
- Shall keep all accounts in good standing (including game account);
- Shall have accounts open for inspection as required by applicable IRS laws/regulations or by members upon prior notification;
- Shall keep records of all assets and liabilities;
- Shall give a current report at meetings.

Public Affairs Director:

- Shall report any committee or Community Organization Liaisons interests, decisions, or concerns to the rest of the Board;
- Shall assist in membership development and community communications;
- Shall help the Board stay current in grant and revenue reporting and obligations;
- Shall assist the Board as needed.

Committees:

Festival Committee: This committee oversees the festival and included the following positions: Festival Chairman, Beer Garden chairman, T-Shirt Booth Chairman, Mugs and Glasses Chairman, Bake Sale Chairman, Carnival Games Chairman, Food Booth Chairman, Vendor booth Chairman, Music Chairman, and Advertising Chairman.

Gaming Committee: This committee oversees the gaming activities as follows: prints tickets, keeps records of the number of tickets printed for the raffle and keeps required information, etc. per the State of Alaska Gaming board regulations.

Building Committee: This committee shall oversee any and all physical properties the MPSC owns. They will make suggestions to the MPSC board whenever they see changes that require new action or any other suggestions that may help the betterment of the organization.

Budget Committee: This committee shall gather all the information necessary after the completion of the Festival Report, draw up a budget and present it to the Board before the October meeting. At the October meeting, the membership will vote on the proposed budget.

Grants and Scholarships: This committee shall review the amounts available for annual grant and scholarship requests prior to the October meeting and make recommendations to the MPSC Board prior to the disbursement of such funds.

Other: Future committees may be developed as necessary.

Community Organization Liaisons:

The following organizations will be encouraged to provide an annual report in January on any business that is of community interest.

- Moose Pass Public Library
- Moose Pass Volunteer Fire Company
- Moose Pass Advisory Planning Commission
- Others as identified or developed

General Membership:

All members of the Moose Pass Sportsmen’s Club are eligible to be nominated as Board Members and assist the Club by:

- Approving the annual operating budget
- Appointing Officers (President, Vice-President, Secretary, Treasurer, and Public Affairs Director)
- Approving of any board annual cumulative expenses above \$2,500.00 (beyond annual operating expenses)
- Suggest agenda items for consideration during annual and general meetings
- Volunteer for committees
- Participate in community decision making

SECTION SIX – AMENDMENTS

These By-Laws may be amended at any annual or special meeting by a two-thirds vote of total members present, providing that the amendments were discussed at two (2) separate meetings and that prior notice in writing was posted to the general membership at least seven (7) days prior to the meetings.

SECTION SEVEN – MONIES

ANNUAL OPERATING BUDGET

Since our main source of income is the Summer Festival, the proposed budget will be presented to the general membership and voted on at the October meeting.

At the October meeting, the MPSC will also consider granting up to 15% of the Festival net income for grant and scholarship requests, subject to funding availability. The deadline to submit grant requests to the Grant Committee is October 1st. This committee will meet and share its decisions with the MPSC board prior to the October meeting. The deadline for submitting scholarship requests is April 30th. The Scholarship Committee will then meet and consider distributions of scholarships, subject to the balance of funds available out of the 15% allotted at the October meeting.

GAMING ACCOUNT

Monies collected with the Gaming Permit will be maintained in a separate gaming account per gaming permit requirements.

ASSETS

Any MPSC asset exceeding a value of \$50.00 cannot be sold or given away without an official vote of the membership.

RESERVE ACCOUNT

A reserve fund will be established out of current and future funds for the purpose of financial sustainability. These funds will be equivalent to 18 months' worth of operating expenses.

AUTHORIZED SIGNATURES

All checks and drafts for disbursement shall require any two authorized signatures. Authorized signatures shall be: President, Vice President, Secretary, Treasurer, and Public Affairs Director. All funds shall be accounted for in accordance with applicable Alaska State Statutes.

SECTION EIGHT – DUES

The annual membership dues shall be ten (10) dollars per person. Annual dues are payable on or before the last day of January each year.

SECTION NINE – CONTRACTS FOR GOODS OR SERVICES

Bidding procedures will be directly administered by the board and publicized widely. Guidelines for bidding will be announced thirty (30) days prior to the bidding. Recommendations will be made by the Board and a contract award will be determined by a vote taken of the members present at the meeting following bid closure.

SECTION TEN – QUORUM

A quorum shall consist of eight (8) members. Proxies are allowed if they are in writing, signed and dated. They will be allowed for the current meeting only and one proxy per person. A quorum of the membership must be present at the annual membership meetings or special meetings before business can be conducted. Written notices of the time and place of any meetings of the membership shall be

prepared and distributed to the membership, which must include the purpose of any special meetings, and shall be mailed or posted at least seven (7) days prior to that meeting.

SECTION ELEVEN – USE OF MOOSE PASS COMMUNITY HALL

Members: Use of the Hall shall be open to all members of the Moose Pass Sportsmen’s Club at no fee.

Non-Members: The fee for the use of the Hall will be **\$75.00** per day or at the discretion of the Board. The Board of Directors may waive this fee.

All hall use shall be scheduled through the Vice-President. The hall must be cleaned according to the clean-up instructions posted in the Hall. Inspection shall be performed by a Director or a person designated by the Board of Directors. In the event that the hall is found to be in unsatisfactory condition, a cleaning and /or damage fee will be charged and further use of the hall may be denied.

SECTION TWELVE – PRESIDENTIAL VETO

This Presidential authority immediately tables a proposal, prior to a vote by members present. The proposal is then sent out to the total membership by notice (which shall be widely distributed via mail, email, postings, and any other alternative means) fifteen (15) days prior to the upcoming special meeting.

SECTION THIRTEEN – DISSOLUTION AND DISBURSEMENT OF GAMING FUNDS

Upon the dissolution of the Moose Pass Sportsmen’s Club, the disposition of net proceeds from charitable gaming conducted under AS 05.15 will go to a permittee, other than a multiple beneficiary permittee.

This revision supersedes any existing previous versions of the By-Laws of the Moose Pass Sportsmen’s Club.

MPSC President, Jan Odhner
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