

JOINT BASE MCGUIRE-DIX-
LAKEHURST
(JB MDL)
CONSERVATION CLUB
BY-LAWS



February 2018

**JB MDL
CONSERVATION CLUB**

BY-LAWS

ARTICLE I

MEMBER REQUIREMENTS

Section 1. A member shall abide by the Joint Base McGuire-Dix-Lakehurst (JB MDL) Conservation Club Constitution and By-Laws, the state of New Jersey and Federal hunting and fishing laws and regulations, and the current Instruction entitled JBMDL 32-7064, Subject: Hunting, Fishing, Trapping and Boating Regulations within the Joint Base McGuire-Dix-Lakehurst and all DoD and Air Force regulations.

Section 2. A member violating any provisions, laws or regulations of Section 1 may be considered for suspension or expulsion from the Club as delineated in Article IX herein.

ARTICLE II

CLUB NAME

The name of this club shall be the JB MDL CONSERVATION CLUB.

ARTICLE III

CLUB OFFICE

The office of the JB MDL CONSERVATION CLUB shall be within the confines of Joint Base McGuire Dix Lakehurst, hereafter known as JB MDL, New Jersey.

ARTICLE IV

OBJECTIVES

Section 1. To assist in the maintenance of a fish and wildlife management program in accordance with the principles of good wildlife management, soil conservation, and forest management within the boundaries of the JB MDL, New Jersey.

Section 2. To promote hunting, fishing and other associated outdoor recreation activities in accordance with federal, state and local regulations, and to perform pheasant stocking duties during the small game season each fall.

Section 3. To enlist daily volunteers for all deer seasons between September 1 and February 20 to monitor the safe return of hunters to the Hunter Registration Board at Building 525 each night and check out with Range 14 and Security Forces Squadron (SFS), once clear of hunters.

ARTICLE V

MEMBER ELIGIBILITY

To be eligible for membership in the club, an individual must meet one of the following requirements:

- a. Be a member of the U.S. Armed Forces on active duty, or currently in the Reserves or National Guard.
- b. Be a retired member of the U.S. Armed Forces.
- c. Be a permanent Department of Defense (DoD) civilian employee employed on JB MDL with access to JB MDL or the DCAM area of the Dix section of JB MDL, or be a member or former member, who was in good standing who left the club due to involuntary transfer or change of place of employment or reduction in force and is still a DoD employee, with the exception of civilian contractor employees.
- d. Be a retired JB MDL DoD civilian employee who was a club member in good standing at the time of retirement.
- e. Be a DoD civilian contractor employee employed on JB MDL. Membership eligibility is for only that period while under an active contract supporting JB MDL. Membership eligibility expires when individual's contract supporting JB MDL expires.
- f. Be a Family member in good standing, who has reached the age of 19 prior to 01 July. Membership will only be granted to first generation children of the primary member. Base access for these individuals will still be subject to all requirements set forth by the Security Department.

ARTICLE VI

MEMBERSHIP TYPES

Section 1. **REGULAR MEMBERSHIP.** Shall apply to those individuals who meet the criteria for membership stated in Article V. Regular members are entitled to all rights and privileges of the Club, including voting and holding office in the Club.

Section 2. **FAMILY MEMBERSHIP:** A family membership may be granted, if requested, to a regular member's family, which includes his or her spouse and dependent children less than 19 years of age living within the member's household. A family member shall be entitled to all rights and privileges of the club, except voting or holding office in the club. A dependent child who reaches the age of 19 on or after 01 July shall be a family member for the entire club year. Thereafter, that person will be denied family membership, but is eligible for regular membership as stated in Article V of these By-Laws.

Section 3. SENIOR MEMBERSHIP: Senior membership may be granted to any member who is 65 years of age or older and has been a member for at least 20 years. Senior members are not required to pay dues, and have all rights and privileges of regular membership, including voting and holding office in the club.

ARTICLE VII

MEMBERSHIP EXPIRATION/RENEWAL

Section 1. ANNUAL: The Club year is from the first of July to the last day of June. Renewal of Club membership, for members in good standing, must occur not later than the June membership meeting. Members that fail to renew by the June meeting will be subject to a \$50 late fee. Lapses due to TDY, hardships, etc., must be forwarded in writing to the Executive Committee for disposition, and each case shall be reviewed on an individual basis.

Section 2. DUES: The annual membership dues shall be prescribed by the Executive Committee and approved by the Club membership. All dues and fees will be collected during General Membership meetings only. Membership dues may be mailed via traceable mail to JB MDL Conservation Club, P.O. Box 1204, Lakehurst, NJ 08733-5000, and Attention: Membership Committee.

Section 3. MEMBERSHIP APPLICATIONS: A new member, not a former member, newly assigned to JB MDL or a tenant activity as military or DOD civilian, may join at any time during the club year. No other new members, or former members, will be accepted within the period 01 July to 01 January unless this requirement is waived by majority vote of the Executive Committee. Membership in the Club shall be by application on a properly completed application form provided to the prospective applicants by the Club. All applications will be reviewed by the Executive Committee to ensure compliance with membership eligibility (ARTICLE V).

The Executive Committee shall provide each applicant with a package containing By-Laws, Operating Instructions, notices, membership credentials and other necessary documentation.

ARTICLE VIII

MEMBER RESPONSIBILITIES

Section 1. A Club member shall be responsible for and may be considered for suspension or expulsion for non-compliance with the following:

- A. Attending 2 (two) general meetings and serving on committees.
- B. Prompt payment of dues and assessments.
- C. Knowledge of and compliance with all Club rules and regulations, JB MDL Instructions, and NJ state and Federal laws.
- D. Participation and support in Club sponsored activities.
- E. Exhibiting safe and sportsman-like conduct in all hunting, fishing and other Club activities on board the JB MDL.

Section 2. A. All able-bodied members will contribute at least 4 hours of labor per year for club projects that are within the individual's capability. The Commanding Officer authorizes the installation natural resources staff to post a running list of projects in the monthly club meeting minutes. This 4-hour labor requirement shall be completed prior to the June club meeting each calendar year. Attendance at each monthly meeting shall count as one half hour per meeting toward the 4-hour requirement. If these work requirements are not fulfilled that member shall forfeit their privileges to hunt for the remaining calendar year. The Executive Committee may waive this if circumstances prevented the member from meeting this obligation either by duty station or deployment.

ARTICLE IX

SUSPENSION OR EXPULSION:

Section 1. No member of this Club shall be expelled from membership except for reason of violation(s) of the Club By-Laws, JB MDL Hunting/Fishing Instructions, Federal/state game laws, DoD or Air Force regulations.

Section 2. Any member in good standing may refer charges against any officer or member. Charges shall be in writing, clearly stating the facts relied upon, and accompanied by affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Executive Committee or President of the Club. All Executive Committee Members shall be notified as to the date, time and place of the meeting to hear the charges.

Section 3. Prior to expulsion from membership, a hearing shall be held by the Executive Committee of which at least five (5) members must be present. Should any member of the Committee be a principal in the case at hand, he or she shall be disqualified.

Section 4. Prior to such a hearing, a copy of the charge(s) against the accused member must be served upon the member in writing, sent by Certified Mail – Return Receipt Requested, setting forth the charge(s) in detail, to include a date, a time and place set for the hearing specified therein. Such date shall be no less than fifteen (15) days from the date of mailing.

Section 5. The accused member may have the right of representation by any other Club member and shall be allowed to present witnesses in his/her behalf, as well as to cross-examine any witness testifying against him/her.

Section 6. The Chairperson of the Executive Committee shall act as the Presiding Officer at the hearing and, if the Chairperson is disqualified or otherwise unable to attend, an alternate Presiding Officer shall be designated by a majority of the Committee Members present. The President may appoint any Club member to act as a Judge Advocate or Parliamentarian to rule upon any controversy concerning rules or procedure, admissibility of evidence etc. The ruling of such officer shall be final and binding upon all parties to the issue.

Section 7. The finding of the majority of the members of the Executive Committee attending the hearing shall constitute the verdict in the issue at hand, with a secret ballot taken. The Presiding Officer shall take part in the balloting. In the event of a tie vote, two (2) additional ballots may be taken. If the result remains tied, the matter will be referred to the general membership for resolution.

Section 8. Following a verdict of guilty, the Executive Committee shall decide upon an appropriate penalty, which may include suspension for any period of time, expulsion from membership, or any other penalty deemed appropriate by the Executive Committee.

ARTICLE X

THE CLUB OFFICERS AND DUTIES

Section 1. The Club Officers shall consist of the following:

PRESIDENT	Elected annually by members of the club, recommended by the Executive Committee
VICE PRESIDENT	Elected annually by members of the club.
TREASURER	Elected annually by members of the club.
SECRETARY	Elected annually by members of the club.
MEMBERSHIP CHAIR	Elected annually by members of the club.

Section 2. The duties of the Club Officers shall consist of the following:

A. **PRESIDENT.** It shall be the duty of the President to preside over all meetings and to direct the Secretary to call a special meeting when necessary. He/she shall act as the representative of the Club to the base commander in providing assistance to the JB MDL Conservation Program.

B. **VICE PRESIDENT.** It shall be the duty of the Vice President to assist the President in the performance of his/her duties and to officiate for him/her during their absence.

C. **SECRETARY.** It shall be the duty of the Secretary to keep correct and complete records of Club meetings, Club programs, and assist the membership chair. The Secretary shall receive and answer Club correspondence as necessary.

D. **TREASURER.** It shall be the duty of the Treasurer to receive all monies for dues, assessments, fees, etc., and deposit all monies in a depository approved by the Club in the name of the Club. The Treasurer shall promptly pay the bills of the Club. The Treasurer shall keep a regular account of all monies received/expended and prepare monthly and annual reports. The Treasurer shall, in cooperation with the committee chairs, prepare the annual budget for approval by the Club.

E. **MEMBERSHIP CHAIR.** It shall be the duty of the Membership Chair to keep accurate records of all membership data.

ARTICLE XI

COMMITTEES

A. **EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the following: The President, Vice President, Secretary, Treasurer, Membership Chair, one (1) Officer Representative, one (1) enlisted representative and one (1) civilian employee representative.

(1) **ELECTIONS.** Nominations will be at the regularly scheduled February meeting and Elections shall be held at the regularly scheduled March meeting each year.

(2) **QUORUM.** A quorum of the Executive Committee shall be five.

B. **COMMITTEES.** The titles, duties and responsibilities of permanent committees will be determined by the Executive Committee. Permanent committee chairpersons shall be authorized to vote on Executive Committee issues. Other committees, which may be formed to execute various Club projects, will be established by the President on a temporary or short-term basis and will be disestablished upon completion of the project.

COMMITTEE CHAIRS. Committee chairs will be responsible for scheduling and completing projects. They will submit an end of the club year report and proposed budget for the following year, not later than 01 July. Progress reports shall be submitted at monthly meetings. The Committee Chairpersons will advise the Secretary of members assigned to the Committee who have participated in the projects of that Committee.

ARTICLE XII

MEETINGS

Section 1. **GENERAL MEMBERSHIP.** The general membership meeting of the Club shall be held on the third Monday of each month commencing at 5:00 PM (1700 hours) in the clubhouse (Building 525A), except in January and February when the meeting will be held on the Tuesday immediately following the third Monday of the month. These dates are fixed unless specifically changed by the President and announced at a regular membership meeting. A quorum for the conduct of Club business shall be 15 members to amend the club constitution and just the members present at the time of the meeting to vote on routine club decisions. Club policy may be voted on and changed at the general membership meeting only after the item was discussed at the previous month's meeting. The protocol for general membership meetings will be governed by Robert's Rules of Order.

Section 2. **EXECUTIVE COMMITTEE.** The Executive Committee meeting may be held immediately after the monthly club meetings provided all Executive Committee members are notified in advance. The Executive Committee meetings shall be open to all Club members; however, participation shall be limited to presentation of reports, other business as stated in the By-Laws, or as authorized by the President.

Section 3. COMMITTEE MEETINGS. A committee chairperson may conduct a committee meeting immediately following a general membership meeting, or as announced by the committee chairperson at the general membership meeting.

ARTICLE XIII-INSURANCE COVERAGE

The JB MDL Conservation Club agrees to hold harmless and indemnify the United States Department of Defense and any of its agents or sub-units for claims arising from any of the organization's activities. Liability insurance providing coverage against personal injury is provided hereto. Additional liability insurance will be purchased by the JB MDL Conservation Club whenever a special event is scheduled if the installation commander determines that the activity may increase risk of liability.

President

Commanding Officer

Eric Graver
President JB MDL Conservation Club

Col. Neil Richardson
JB MDL Commander