

CONSTITUTION

As amended June 1, 2011

ARTICLE 1.0 NAME

The name of this organization shall be the Hollywood Riviera Sportsman's Club, hereinafter called the "Club".

ARTICLE 2.0 PURPOSE

The purpose of the Club is to promote a feeling of good fellowship and a spirit of friendly cooperation conducive to the utilization of our combined energies and collective prestige toward the following objectives:

2.1 The general civic betterment of our community.

2.2 The promotion and development of better education, social and recreational facilities and activities for residents of all ages within our Club boundaries or by special exception as governed by the Club By-Laws.

ARTICLE 3.0 MEMBERSHIP and CLUB BOUNDARIES

3.1 Resident Membership: Open to all adult male residents of the area of southwest Torrance bounded on the west by the Pacific Ocean; on the north by Pacific Coast Highway and Avenue I; on the south by Palos Verdes Estates; on the east by Hawthorne Boulevard.

3.2 Associate Membership: Open to all male adults not residents of the area defined in Article 3.1. An Associate member shall be entitled to share in the use of all facilities and take part in all activities with voting privileges and government of the Club as specified in Sections 3.5 and 3.6.

3.3 Honorary Membership: May be conferred on persons who have made outstanding contributions to the social, civic, or educational betterment of mankind. Honorary memberships must be approved by three-fourths (3/4) majority of a quorum in attendance at any regular membership meeting. Honorary members will pay no dues.

3.4 Life Membership: May be conferred on any Resident or Associate member who has made outstanding contributions to the activities and objectives of the Club. Life memberships must be approved by a three-fourths (3/4) majority of a quorum in attendance at any regular Club meeting. Life members will pay no dues.

3.5 Right to Vote: Only Resident, Associate, and Life members shall be entitled to vote. Associate Member's votes on any Club matter shall not exceed 25% of the total votes cast.

3.6 Right to Hold Office: All but Honorary Members may hold elected office, but the number of Associates on the Board shall not exceed 25% of the total members on the Board.

3.7 Right to Serve on Committees: All members may be appointed to, and act as, Chairman of committees.

3.8 Withdrawal: Any member may withdraw from the Club at any time by sending a formal statement to the Club Secretary. Unexpired dues will remain in the Club Treasury.

3.9 Suspension and Expulsion

Any member may be expelled only for conduct grossly and severely unbecoming a morally upstanding citizen and Club member. This decision shall remain the function of the Board of Directors who, after full investigation and majority vote of seven-ninths (7/9) of the Board members, shall enact the expulsion in as discreet a manner as possible.

ARTICLE 4.0 ORGANIZATION, OFFICERS and DIRECTORS

4.1 Board of Directors

This is the Club's governing body, and it shall be composed of the immediate past President; the five (5) elected officers (President, Vice-President, Secretary, Treasurer, and Sergeant-At-Arms); three (3) Directors proposed by the newly elected Officers and approved by the voting members.

4.2 Responsibility and Authority

The Board of Directors shall, within the limits of the Constitution and By-Laws, have authority over, and responsibility for

4.2.1 Planning and direction of all Club activities.

4.2.2 Preparation and submission of an operating budget for approval by the voting members.

4.2.3 Appointment to, and the actions of, the various committees as detailed in the Club By-Laws.

4.2.4 Appointment of assistants to the Board of Directors.

4.3 Election and Terms of Office

All Officers and Directors shall serve a term of one (1) year with the exception of the Treasurer and Secretary whose terms may be two (2) years. However, the Nomination Committee may suggest multiple consecutive terms of existing Officers and Directors if qualified candidates are not available. Partial terms served to fill a vacancy per Article 4.3 are not included in this limitation.

4.4 Vacancies

Any Board of Directors office which becomes vacant due to death, resignation, or expulsion shall be replaced in the following manner:

4.4.1 President: automatic replacement by the Vice President.

4.4.2 All others shall be replaced through selection of a Club member by the remaining Board members.

4.5 Replacement of Officers and Directors

In the case of the disability or failure to perform his Club duty, any member of the Board of Directors may be replaced by a seven-ninths (7/9) majority vote of the Board.

ARTICLE 5.0 FISCAL YEAR

The fiscal year of this Club shall be from August 1st to July 31st.

ARTICLE 6.0 AMENDMENTS

6.1 Proposals

Voting members may make written amendment proposals in writing to the Board.

6.2 Submissions to the Membership

The Board shall, after analysis, investigation, and discussion if necessary with the author(s) of the proposal, deliver or mail (US Postal Service or email) to each voting member a copy of the proposal and a ballot. Unless agreed to by the author(s), the Board shall submit the proposed amendments and a ballot to the voting members within four weeks of receipt by the Board. Recommendations for and against may accompany the proposal.

6.3 Ballot Return

6.3.1 Return of the votes shall occur not later than the date specified in the distribution to them. This date, mutually agreed upon by the author(s) and the Board, shall occur not sooner than two and not later than four regular meeting nights after above distribution.

6.3.2 The voting member will use one of the following methods to submit his vote(s):

6.3.2.1 Reply email on-line via the internet.

6.3.2.2 Signing into an on-line voting and tabulating service that had been identified on the ballot.

6.3.2.3 After signing, return the ballot via the US Postal Service

6.3.2.4 Hand delivery of the signed ballot at the specified meeting.

6.4 Ballot Count

6.4.1 The ballots shall be opened and counted in the presence of the members at the above specified meeting.

6.4.2 During the vote counting process, voter eligibility and constitutional guidelines are to be verified.

6.5 Passage

A two-thirds (2/3) majority of the ballots cast shall be required for approval of the proposed amendments.

6.6 Effective Date

If approved, the amendments shall be phased in as soon as practical at the discretion of the Board, but in no case shall all approved provisions be delayed more than twelve (12) months.

END

BY-LAWS

As amended June 1, 2011

1 *SUMMARY: The By-Laws of the Club are supplemental and subservient to the Constitution of the Club.*

2 *BOARD OF DIRECTORS*

2.1 *Eligibility: Must have been an active member for one (1) year minimum.*

2.2 *General Duties and Responsibilities, in addition to those specified in the Club Constitution:*

2.2.1 *Submit a fiscal year budget for approval of the general membership on or before the first general meeting in October.*

2.2.2 *Authorize expenditure of all funds specifically detailed in the approved budget.*

2.3 *Specific Duties and Responsibilities*

2.3.1 *President*

- *Is Chairman of the Board*
- *Promotes, abides by and enforces the Club Constitution, By-Laws and legal decisions of the Board and general membership.*
- *Presides at all meetings of the Board and general membership. If unable to attend, directs the Vice-President to do so.*
- *Is Chairman of the Finance Committee.*
- *Is responsible for installation.*
- *Appoints all ballot counters, with Board ratification.*
- *Co-signs all checks with Treasurer or with Vice-President if the Treasurer is absent.*

2.3.2 *Vice-President*

- *Is a member of the Board*
- *Assumes the duties of the President in the absence or disability of the latter.*
- *Is Chairman of the Membership Committee.*
- *Nominates committee chairmen for any committees assigned to him.*

2.3.3 *Treasurer*

- *Is a member of the Board.*
- *Collects all dues and monies.*
- *Has custody of the Club's Funds.*
- *Makes financial reports to the Board and general membership.*
- *Co-signs all checks with President or with Vice President if the President is absent.*
- *If requested by the Board, will post bond at club expense.*
- *Compiles and files all tax reports.*

2.3.4 *Secretary*

- *Is a member of the Board.*
- *Keeps accurate written records of Board and general meetings.*
- *Reports verbally or in writing, as directed by the Board, the minutes of each prior meeting.*
- *Is the official Club correspondent.*
- *Maintains and updates the Standard Operating Manual.*
- *Maintains and publishes a membership roster on or before the first of December each term, and updates same with addendums as requested by the Board.*

2.3.5 Sergeant-At-Arms

- *Is a member of the Board.*
- *Prepares the meeting place.*
- *Marshals members to the start of a meeting.*
- *Maintains order at all functions.*
- *Is responsible for Club equipment, maintaining a record as to location, loss, etc.*

2.3.6 Directors at Large (3)

- *Are members of the Board.*
- *Will assist the Board to organize, direct, and/or chair general activities of philanthropy, scholarship, sports, social events, civic improvements, etc., as determined by the Board.*

3 GENERAL MEMBERSHIP

3.1 Duties and Responsibilities: A member in good standing will:

- *Participate to the fullest possible measure in all Club activities, particularly those of service to the Club and community.*
- *Uphold and abide by the Club Constitution and By-Laws.*
- *Promote the Club among fellow citizens.*
- *Fulfill all reservations made for Club social events or cancel in time, or pay for all costs incurred by the Club on his behalf.*
- *Pay annual dues on or before October 30th. If a new member, with less than ten (10) months remaining in the fiscal year, the dues paid will be 10% of the annual dues for each of the remaining months.*
- *Conduct himself at all times in a manner that will reflect only favorably on his Club.*

3.2 Meetings

3.2.1 Regular Meetings

- *Held each second and fourth Wednesday evening of each month, September through June. Any permanent change from a regular meeting night shall be by balloting of all the voting members and by a simple majority of those responding.*

- *Location: At a place agreeable to the majority. Any change from the established place shall require balloting of all the voting members and a 75% majority of all those responding.*
- *Under extenuating circumstances, the Board may cancel, advance, or postpone individual meeting nights.*
- *Time: Normally 7:00 PM, but may be changed by the Board for special occasions.*

3.2.2 Special Meetings

- *Special meetings may be called by the President, or a simple majority of the Board Members, or 10% of the voting members..*
- *Shall be limited to the stated purpose.*

3.2.3 Members shall be notified of all meetings by means selected by the Board.

3.2.4 Quorums and Voting Majority

- *Unless otherwise specified by the Club Constitution or By-Laws, a simple majority vote and the following quorum shall be required for all official decisions:*
- *A quorum is 20% of the voting members.*

4 COMMITTEES

4.1 Type and Duties: The Board shall prescribe the type and number of committees and duties within, but not limited to the following listing. Specific details for each shall be prescribed by the President or his assignee.

4.1.1 Finance

- *Members: the President, Treasurer, and at least one other Club member appointed by the President after Board approval. The President shall be Chairman of this Committee.*
- *Duties:*
- *audit the financial records of the Club at the start of each fiscal year;*
- *inventory the funds;*
- *a statement of same to the outgoing and incoming Boards.*

4.1.2 Nomination

- *Members: a minimum of two resident members who are not elected officers.*
- *Duties:*
- *Solicit nominations from all the members at least one (1) month prior to the nomination meeting.*
- *Produce a full slate of nominees selected and recommended by the committee on the basis of suitability for the office involved.*
- *Certify that all nominees have accepted nominations.*

- *Announce and conduct a nomination meeting for declaration of the nominees and acceptance of any further nominations.*
- *Deliver to the Secretary of the Club a list of the final nominations on or before the last meeting in April.*

4.2 Chairmen: Nominated by any Board member and approved by the Board.

5 ELECTIONS

5.1 Date: on or before June of each year.

5.2 Notification: by the Secretary, to all members, completed with a list of nominees, date, time, and place.

5.3 Procedure: Provide secret ballots, with offices and list of candidates for each, to all voting members.

5.4 Identify the candidates.

5.5 Cast and count the ballots.

5.6 Announce the results

5.7 Retain the ballots for one week for any recount request, hold a recount if necessary.

5.8 Any voting member may request an absentee ballot and have it delivered and cast at the election by another member.

5.9 If there are two or more candidates for any office, and no candidate receives a majority of all the votes cast, a second ballot shall be taken on the two candidates with the most votes. If a tie results, the incumbent Board shall cast the deciding vote.

6 RECALL

6.1 If a voting member of the Club sincerely believes that one or more members of the Board is/are not properly fulfilling his/their Club responsibilities, he may plea for removal from office of the Board member(s) in the following manner:

6.1.1 Draw up a petition with brief description of the reason for same.

6.1.2 Circulate the petition among the voting members and obtain signatures of at least 33% of these members.

6.1.3 Present a copy of the valid petition to the Board for review and certification together with a request for an immediate start of the next steps.

6.2 The Board, after certification of the petition, shall notify the Club membership and call a special meeting within three weeks for a full discussion and secret ballot on the petition.

6.3 The special meeting shall be conducted by any member of the Board not being challenged by the petitioner(s).

6.4 A three-fourths (3/4) majority of those ballots cast will be required to cause removal from office of any Board member.

6.5 Discussion and balloting shall be done for each person cited and not on a group basis.

6.6 Directors so recalled shall immediately relinquish all further authority and official activity unless excepted in the petition.

6.7 If the President and Vice-President are both recalled, a special election shall be held to replace them.

7 CLUB OBJECTIVES, PURPOSES, and PROGRAMS

7.1 General: as delineated in the Club Constitution

7.2 Specifics and exceptions to the Constitution:

7.2.1 Expenditures for activities beyond our constitutional limits are permitted under one of the following conditions:

- *That the funds are authorized by a two-thirds majority at any general or special meeting for which the members have been given at least three days advance notice.*
- *That the funds are for Club members' activities, and are taken from dues or other member assessments.*
- *That our Club will benefit by publicity, membership, etc in proportion to the funds to be spent.*
- *That residents of our constitutional boundary are the beneficiaries and that the amounts authorized are related to:*
 - A.. The number of people benefited.*
 - B.. The necessity versus frivolity of the project.*
 - C.. The importance of our objectives, present or future.*

7.3 Scholarship Awards

7.3.1 The scholarship fund established in 1963 in the amount of \$22,000 is to be invested in a secure manner such as savings and loan high-yield accounts.

7.3.2 The return of this investment shall be used only for awards to High School graduates from our community who, by their academic achievements, personal service to their school and others, have earned the recognition of the Club and any awards that our Club is able to make.

7.3.3 The awards shall be for past achievements as an earned laurel with no dictation from our Club as to the use to which the award may be put.

7.3.4 To change the basic purpose of the fund from scholarship to any other end use will require a three-fourths (3/4) majority decision of all the voting members at a special advance-notice meeting. Mail-in or proxy voting is allowed.

7.4 Authority to expend funds

7.4.1 The Board shall have the authority to expend all funds specifically detailed in the budget approved by the general membership. These items shall be footnoted as not requiring any further approval of the general membership. All other items of more than \$50 shall require general membership approval.

8 STANDARD OPERATING PROCEDURES (SOP)

8.1 There shall be a SOP manual retained by the Secretary, updated jointly by Committee Chairmen, the Board, and the Secretary.

8.2 This SOP manual is to be used as a guide by the Board, by Committee Chairmen, and members in carrying out the many tasks not detailed in the Constitution and/or By-Laws.

9 AMENDMENTS

9.1 Voting members may make written amendment proposals and submit same to the Board, September 1st through April 30th.

9.2 After analysis and discussion with the author(s), the Board shall deliver or mail a copy of the proposal to all the voting members. Unless agreed to by the author(s) the distribution shall be made within four weeks of submittal to the Board.

9.3 At a pre-announced meeting to be held within two to four weeks of the distribution and announcement, an open discussion and floor vote shall be conducted. Absent members may delegate another voting member to act as their proxy and to vote for them on all items. This delegation must be in writing.

9.4 Passage: A two-thirds majority in favor is required for passage of the proposed amendments.

9.5 Effective Date: Unless otherwise specified as part of the majority approval, the amendments shall be phased in within a six-month period.

END