

AROOSTOOK COUNTY CONSERVATION ASSOCIATION, INC.

(A Maine not-for profit corporation)

BY-LAWS

March 10, 2009

Article I Corporation name

The name of the corporation is the "Aroostook County Conservation Association, Inc.", hereafter referred to as ACCA.

Article II Permanent address

The permanent address of ACCA is P.O. Box 36, Stockholm, Maine, 04783

Article III Mission and purpose

The mission and purpose of ACCA follows:

1. To increase, preserve, protect and enhance the whitetail deer herd in Aroostook County.
2. To enhance wildlife and fisheries habitat, to encourage the wise use of these resources, and encourage landowner partnerships to accomplish these goals.
3. To educate and encourage youth by providing them with experiences to assist in wildlife and fishery conservation and management.
4. To promote sporting opportunities for future generations.
5. To promote fish and wildlife conservation.
6. To work with government agencies, commercial and private landowners, businesses and individuals with management efforts on predator control and winter survival efforts on whitetail deer, moose and wildlife.
7. To promote ethical behavior by sportsmen.

Article IV Organization

Section I: Administration. A Board of Directors shall be responsible for the general supervision, control and management of the affairs of ACCA. The Board of Directors shall consist of an Executive Committee and from three to nine Directors. The Executive Committee shall include a President, a Vice President, a Secretary, and a Treasurer. The Board of Directors shall be responsible for establishing a Membership Committee and any other committees the directors deem necessary. The Membership Committee shall maintain a list of all members in good standing and shall provide copies to the Board of Directors.

Section II: President. The President shall preside at all meetings of ACCA. The President shall be ACCA's representative at other meetings and gatherings of

interest to ACCA. The President shall study, interpret and advise the membership in matters of interest for the welfare, mission and purposes of ACCA. The President shall further act as liaison between ACCA and local communities, organizations, and activities which he or she may deem of importance to ACCA's mission and purpose, acting at all times in the best interest of ACCA. The President may at any time appoint another officer or member in good standing to act as a representative of ACCA on his or her behalf. The President is elected each year for a term of one year but will serve until his or her successor is elected and takes office.

Section III: Vice President. The Vice President shall assist the President in the discharge of his or her duties. In the absence or disability of the President, or if the President stands down on an issue, the Vice President shall possess all the powers to perform all the duties of the president. The Vice President is elected each year for a term of one year but will serve until his or her successor is elected and takes office.

Section IV: Secretary. The Secretary shall have custody and control of all books, papers, meeting minutes, documents, and official written correspondence to include our Bylaws, email messages, legislative testimonies and membership lists of the ACCA. This will include both physical paper documents and electronic files. To facilitate the production and maintenance of such electronic files the Secretary shall also have custody and control of a computer owned by the ACCA.

He or she shall also use the computer to monitor the ACCA website and Social Media accounts and shall respond to email, text messages or comments when appropriate and to capture new and renewed memberships which shall be added to the membership roster which will be maintained on an Excel spreadsheet.

Membership recruitment and retention is an important function of the ACCA and the Secretary shall serve as the de facto chair of the Membership Committee. He or she will be assisted by two or three additional committee members as appointed by the Board of Directors. It shall be the duty of all Directors and elected Officers to assist the Membership Committee with the recruitment of members by actively soliciting new individuals to join the ACCA and encouraging them to use the website in that effort. The email address of each member is an important tool for the Secretary to use in notifying the membership of all meetings. When appropriate, the Secretary shall also cause a meeting notice to be posted on our website and Facebook page and publish a periodic newsletter on our Facebook page and website.

And finally, the Secretary shall make a record of each meeting of the general membership and the Board of Directors and prepare written minutes which, when approved by the Officers and Directors, shall be published on the ACCA website. The Secretary is elected each year for a term of one year but will serve until his or her successor is elected and takes office.

The Treasurer shall maintain the financial records of the ACCA. **(Amended 05/19/23).**

Section V: Treasurer. The Treasurer shall have charge of and be responsible for all funds of ACCA. The Treasurer shall keep an accurate account of all transactions and render a detailed report with vouchers when requested at any meeting. At the discretion of the membership, the Treasurer and Secretary shall be bonded to a limit agreeable to the Board of Directors. An audit will be conducted when the office is vacated and all property transferred to the successor. All bank

deposits and transactions shall be for the benefit of ACCA. The treasurer shall have check signing authority up to an amount of \$200.00. Checks greater than \$200.00 shall bear the signature of the treasurer and one other officer. The Treasurer is elected each year for a term of one year but will serve until his or her successor is elected and takes office.

Section VI: Directors. The Directors shall consist of three to nine members. They shall, together with the Executive Committee constitute the Board of Directors. It shall be their duty to keep a permanent record of all properties and audit the books prior to the annual meeting. The Directors are elected each year for a term of one year or two years and shall serve until their successor is elected and takes office.

Article V Membership

Section I: Types of memberships:

- 1. Individual:** An individual membership consists of one person who holds membership in ACCA. An individual member has voting rights at general membership and special meetings.
- 2. Family:** A family membership consists of a primary member, his or her intimate partner and their minor children. Both the primary member and his or her intimate partner have voting rights at general membership and special meetings.
- 3. Junior:** A junior membership consists of one person less than 18 years old. A junior member in good standing becomes a regular member on his/her 18th birthday. A junior member has no voting rights at regular or special meetings.

All memberships, as described above, will be valid for a duration of one (1) calendar year beginning on January 1st and ending on December 31st of the same year. Efforts to renew memberships will begin in October of that year. Any member fails to renew his membership by November 30th will be considered delinquent. The President and the Board or Directors will review the membership rolls by the end of February of the following year and drop any delinquent members. **(Amended February 2013). (Final paragraph deleted 05/19/23).**

Section II: Suspension, Expulsion, Other Administrative Action.

1. Fish and Wildlife Regulation Violation. Any member of ACCA convicted of violating any Fish and Wildlife regulation may be expelled by majority vote of the Board of Directors. If a member is convicted of, or admits to, a fish and wildlife regulation violation, the Board of Directors shall use the following guidelines to determine the time an expulsion remains in effect:

- Civil Violations — Six month expulsion or duration of license revocation if the revocation is greater than six months.

- Class E Criminal Offense — One year expulsion or duration of license revocation if the revocation is greater than one year.
- Class D Criminal Offense — One to three year expulsion or duration of license revocation if greater than one to three years.
- Class C Felony Offense — Five year expulsion or duration of license revocation if greater than five years.

2. Injurious Conduct. Any member, whose conduct has been injurious OR DETREMENTAL to the interest or welfare of ACCA, as determined by the majority of the Board of Directors, shall be subject to suspension or expulsion unless the Board of Directors determines that another type of action should be taken.

3. Notice of Administrative Action. The Board of Directors decision concerning suspension and/or expulsion of a member shall not be effective without first giving the member a two week's notice in writing, thus affording them an opportunity to appear before the Board in their defense.

4. Suspension. Any member suspended by the Board of Directors shall lose all privileges associated with membership for the duration of the suspension period, including all voting privileges and the right to attend meetings and functions.

5. Expulsion. Any member expelled by the Board of Directors shall forfeit their membership to ACCA, including all rights and privileges associated with ACCA. After the expulsion period has lapsed the former member may reapply for membership.

6. Right of Appeal. Any member may appeal the Board of Directors decision concerning suspension of membership, expulsion, or other administrative action at the next general membership meeting. The appeal shall require a two-thirds majority vote of the membership present to reverse the decision of the Board of Directors.

Article VI Meetings

Section I: Rules of Order. Robert's Parliamentary Rules of Order shall prevail at all ACCA meetings.

Section II: Order of business. The following order of business guidelines shall be used at all general membership meetings:

1. Meeting called to order
2. Secretaries report
3. Presidents report
4. Treasurer's Report
5. Reports of committees
6. Old business
7. New business
8. Public comment period
9. Order to adjourn

Section III: Monthly Meetings. General membership meetings shall be held

at least once a year, and more often as determined by a majority membership vote taken at a general membership meeting. Place and time of general membership meetings shall be determined by majority vote of the board of directors. Meetings shall not be held on a holiday weekend or an accepted U.S. holiday. General membership meetings shall be open to the public. Under number 8 above, public comment shall be limited to five minutes per speaker unless otherwise permitted by the president.

Section IV: Board of Directors Meetings and Special Meetings. The President may call a Board of Directors meeting or a special membership meeting at any time if necessary to conduct the business of ACCA. Seven members in good standing may, by written request, ask the President to call a special membership meeting.

Section V: Meeting Quorum. Seven members present at a general membership meeting shall constitute a quorum.

Section VI: Voting Privileges. All members in good standing can vote at all general membership meetings. Only Board members can vote at Board meetings. A member not in good standing, and non-members, cannot vote at any meeting.

Section VII: Intoxicating Beverages. The use of intoxicating beverages or the illegal use of controlled substances during meetings is strictly prohibited. Participating in meetings while under the influence of intoxicating beverages or illegal controlled substance is strictly prohibited.

Article VII Elections

Section I: Election Month. Elections shall occur at the annual meeting in October. At the annual meeting the nominating committee shall present a slate of candidates for office. The slate shall not be exclusive and any member may place in nomination the name of any qualified individual, subject to a second, and the consent of that individual.

Section II: Assumption of Duties. Elected members of the Executive Committee and elected Directors shall assume their respective duties at the next membership or Board of Directors meeting following their appointment or election, or immediately if so voted by a majority of the board of directors.

Section III: Vacancies. Vacancies on the Executive Committee occurring during the year shall be filled temporarily from the Board of Directors. A vacancy created among the Directors shall be filled by nomination and election from the membership present at the next general membership meeting. The term of the Director- elect shall last for the remaining portion of the calendar year.

Section IV: Discharge from Elected Position. Any elected individual may be discharged from their duties due to resignation or failure to perform their duties as outlined in these by-laws, or by activities which are injurious or detrimental to ACCA. Failure to perform duties and activities injurious or detrimental to ACCA shall be determined by majority vote of the Board of Directors. -

Article VIII Amendments

Section I: Process. Any five members may propose an amendment to the by-laws. The amendment must be submitted in writing at a general membership meeting. The proposed amendment shall be referred to the Board of Directors for consideration. The Board of Directors shall submit a report to the membership with their recommendations at the next general membership meeting. The amendment shall then be read and voted on at the following general membership meeting. A two thirds ($2/3$) vote of the general membership shall be necessary for passage of the amendment. If approved by the membership the amendment shall become effective immediately.