

Article VII - DUTIES OF OFFICERS

Section 1 The President shall preside at all meetings of the Norco Sportsman's Club and act as chairperson of the Executive Committee. He/she shall be responsible to initiate all project committees. He/she shall see that officers and committees perform their duties in a proper manner. The President is empowered to approve the expenditure of sums of not over \$1,000.00 for meeting any emergency payments that may have to be made before the next regular meeting. The President will be a secondary signatory on accounts the Treasurer is accountable for (regular fund). The President will have authority to spend from the regular fund's accounts in the absence of the Treasurer and report such expenditures and gain approval at the next regular business meeting.

Section 2 The Vice President shall, in the absence of the President, perform the duties of that office.

Section 3 Treasurer

Section 3(a) The Treasurer shall have charge of the regular funds (excluding Endowment Fund) of the **Norco Sportsman's Club** and place the same in such banks as may be approved by the Executive Committee. Such money shall be transferred and authorized by the Treasurer and for payment of such bills that have been approved by the Executive Committee. The Treasurer will be authorized to expend funds for normal operating expenses and report on them at the next regular business meeting. The Treasurer shall keep an accurate account of all his transactions and render a detailed report at any meeting of the Executive Committee or regular meeting when requested. He/she shall issue a cash balance report at each regular meeting. The Treasurer shall make a year-end complete financial report including, all receipts, expenditures, a statement of profit and loss and a cash balance report. The Treasurer shall be responsible for filing local, state, and federal tax forms as required. The Treasurer and all signatories on the bank accounts will not have any access to the Norco Sportsman's Club's Endowment Fund. The Treasurer will oversee and manage the Assistant Treasurer's assigned duties for accuracy, timeliness, and completeness.

Section 3(b) The Assistant Treasurer shall be under the direction of the Treasurer to perform a restricted subset of the Treasurer's duties. The duties can include the following: receive and sort Norco postal mail; use of the Norco accounting software; prepare state raffle permit reports and accounting statements; record bar income and make deposits; prepare state meal and alcohol tax reports and statements; prepare the monthly bar report; collect bar reports and calculate state meals taxes; prepare accounts payable checks for the Treasurer's signature; receive and record accounts receivables and make deposits; reconcile the monthly checking and saving account statements; prepare special requested reports for projects and trends; prepare monthly Treasurer's report for the monthly club members meeting; receive and record funds from membership secretary and make deposits. The Assistant Treasurer restrictions include the following: does not have the Treasurer's signing authority; does not have access to the Endowment fund; does not interact with the Norco Accountant unless so directed by the Treasurer; and does not have a vote with the executive committee except in the absence of the Treasurer.

Section 4 The Membership Secretary shall keep true records of all members. Social membership is tracked separately by the bar manager. He/she shall receive all new membership applications, dues, and read such applications at the next regular meeting. He/She will report all funds collected from new membership applications, dues and other sources. This amount will be returned to the Treasurer who will furnish the membership Secretary a receipt. He/she shall be responsible to keep records of the members work hours as reported to him/her by each project/committee chairperson. He/she shall be responsible for issuing the annual

membership cards and collecting the annual dues from each member. He/she shall notify members in writing when they have not completed their optional work hours, will become in arrears on the payment of dues, and terminate such members as set in Article V, Section 2. He/she shall also provide the Recording Secretary and Webmaster with a list of all members.

Section 5 The Recording Secretary shall maintain a list of all official correspondence and responsible parties for filing appropriate reports. He/she shall ensure all annual reports that are required of the Norco Sportsman's Club by the local, state and federal governments are filed. He/she shall notify all members of any special meeting that may be called. -The Recording Secretary shall have custody of the governance documents of the Norco Sportsman's Club, except for the Treasurer's books and Trustees' endowment fund activities. He/she shall keep a true record of all Norco Sportsman's Club Business meetings including the Executive Committee and shall report on the minutes of these meetings at each regular meeting.

Section 6 All Officers of the Norco Sportsman's Club must attend a minimum of at least 50% of all Norco Sportsman's Club Business meetings and 50% of all Norco Club Executive Committee meetings.

Article VIII - EXECUTIVE COMMITTEE

Section 1 The Executive Committee has the responsibility to execute Club policy and oversee policy where execution may be delegated to a committee. Any situation that requires immediate action that endangers club resources a majority vote of the Executive Committee can authorize expenditures required to stabilize the situation.

Section 2 The Executive Committee, including the President, shall appoint an Auditing Committee to verify the records of the Treasurer, the Membership Secretary, and any standing committee may be audited at the year-end. Such Auditing Committee shall report at the first meeting of the new year as to the accuracy of such records.

Section 3 The Executive Committee, including the President, shall appoint a Nominating Committee to present the names of candidates for the various offices of the Norco Sportsman's Club. This committee shall report to the membership at the October regular meeting. The Nominating Committee shall have ballots prepared with the candidates listed for the election at the annual meeting. The Nomination Committee shall appoint a ballot committee to count the votes at the election. At the direction of the membership paper ballots may be omitted and the election be conducted by voice vote.

Section 4 The resignation of any Norco Sportsman's Club Officer, Director, or Trustee may be accepted by a majority vote of the remaining members of the Executive Committee. Such vacancy created by resignation or death in the Executive Committee shall be filled by a special election no later than the second business meeting of The Club following the vacancy. New Officers, Directors, or Trustees shall be elected to fill such vacancies until the normal expiration of that term of office.

Section 5 Policies for the club can be proposed by a Committee, Officer, or voting member of the Club. All Policies for the Club will be submitted in writing at a regularly scheduled Executive Committee meeting. The Executive Committee will review the proposed policy and make a recommendation on adoption of the policy at a future Regular Business meeting.

Section 6 The Executive Committee will annually appoint a finance committee to direct the investments by the Endowment Fund Financial Advisor. Article XVI, Section 1.

Section 7 All Executive Committee Members of the Norco Sportsman's Club must attend a minimum of at least 50% of all the Club business and respective committee meetings.

Section 8 If the Trustees or the Board of Directors cannot fulfill their duties because of lack of quorum the Executive Committee may assume their duties until a quorum can be achieved. Signatories of the checking and savings account will not be allowed to vote on Trustee issues.

Section 9 The Executive Committee may authorize members of the Norco Sportsman's Club to enter into all contracts for The Club.

Section 10 The Executive Committee will review and recommend Associate membership upgrades to the voting membership for approval.

Article IX - BOARD OF TRUSTEES

Section 1 The management of the Norco Sportsman’s Club property shall be vested in the Board of Trustees. In order to carry out their responsibilities, the Board of Trustees may from time to time appoint or authorize appointment of special committees from among its own board members and may define the powers of such special committees.

Section 2 Title to all real estate acquired by the Norco Sportsman’s Club shall be registered in the following manner: “Norco Sportsman’s Club, Inc.” a corporation organized under the laws of the Commonwealth of Massachusetts.

Section 3 The Board of Trustees will appoint a professional financial adviser to manage the Endowment Fund.

Section 4 All property improvement contracts exceeding \$5,000.00 entered in by the Club will be done through the Board of Trustees.

Section 5 All Board of Trustees members must attend a minimum of at least 50% of all Club business and respective committee meetings.

Article X - BOARD OF DIRECTORS

The Management of The Club facility shall be vested in the Board of Directors.

Their duties will include:

Section 1 To appoint the bar and kitchen managers.

Section 2 To procure all operating licenses for both the facility, grounds, kitchen and the bar.

Section 3 To annually review and procure all liability insurance policies.

Section 4 To maintain the facility policy.

Section 5 To develop the annual maintenance budget for the building and grounds.

Section 6 Responsible for approval of facility and grounds use for functions and events.

Section 7 Annually review the general overall maintenance requirements for all the equipment and structures, including the septic system, well and building safety and security.

Section 8 All members of the Board of Directors of the Club must attend a minimum of at least 50% of all Club business and respective committee meetings.