

# Desert Sportsman's Rifle & Pistol Club

## BYLAWS

Current BYLAWS OCTOBER 5, 2017

### Article I

Name

The name of this organization shall be Desert Sportsman's Rifle and Pistol Club, Inc. referred to as DSRPC or club.

### Article II

Objective

1. The primary objective of this organization shall be to encourage the expansion of organized marksmanship for developing knowledge of safe handling and proper care of a firearm.
2. DSRPC acknowledges it has a civic responsibility to the government groups, agencies and departments and will allow them range time as it becomes available.
3. It shall also be our objective to:
  - a. Establish a youth program known as the Desert Sportsman's Youth Rifle and Pistol Club (DSYRPC) and to provide supervision guidance and encouragement.
  - b. Promote the development of honesty, good fellowship, self-reliance, self-discipline, and team spirit.
  - c. Promote hunter safety, hunting as a shooting sport, foster the propagation, growth, conservation, and wise use of our renewable wildlife resources, encourage the protection, and restoration of waters, wildlife, forest and fields.

### Article III

Membership

1. All members and persons wishing to become members of the DSRPC must meet all basic requirements as follows:
2. He, she must be a current member in good standing of the National Rifle Association or join the NRA at the time of joining DSRPC.
3. He, she must receive an affirmative vote of the Executive Board at the time of joining the DSRPC, excluding youth members.
4. He, she must pay all fees and/or dues as determined by the Executive Board.
5. Eligibility and Definitions:

a. There shall be the following types of membership, Annual, Youth, Senior, and Life. Eligibility requirements, in addition to the basic requirements are as follows.

b. Annual Membership.

1. The member or applicant must be at least 19 through 59 years of age.

c. Youth Membership.

1. The member or applicant must meet youth eligibility requirements of the National Rifle Association.

2. Have notarized written consent of parent or guardian.

3. Must be under 19 years of age.

d. Senior Membership.

1. The member or applicant must be at least 60 years of age.

e. Life membership must fulfill the following criteria:

1. The member or applicant must complete 750 hours of work for the club (i.e., work parties, range improvements, help with club events, etc.) and submit a detailed listing to the Executive Board for an affirmative vote.

6. Membership Cap.

a. The Executive Board may, at their discretion and by a majority vote of the Executive Board, place a cap on membership.

b. The Executive Board, by a majority vote of the Executive Board, shall have the authority to open or close membership, as they deem necessary.

7. Membership waiting list.

a. When a membership cap is in place, a waiting list will be maintained by the person who is in charge of membership services.

b. The applicant's name will be placed on the list in the order it is received.

c. The order of the list will not be superseded or altered for any reason.

d. When an opening is available the applicant will be notified by U.S. Mail in the order in which they appear on the waiting list.

e. The applicant will be given two weeks from the date the notice is mailed excluding weekends and holidays to submit their application and payment of dues.

f. Failure to respond within the allotted time will result in the applicant's name being removed from the waiting list.

8. Membership cap exclusions.

- a. Youth membership shall always remain open and is not subject to any membership cap in place.
- b. Members who meet the requirements for earned life membership as defined in the bylaws will be granted life membership regardless of any membership cap in place.

9. Annual, youth and senior membership renewals are not subject to any membership cap provided that the renewal application is received prior or during the renewal, month and all dues and fees are paid in full.

10. Benefits and Duties.

- a. All active members in good standing shall have the privilege of using the facility of the DSRPC, subject to existing club and range regulations.
- b. All new members regardless of membership type must attend a range orientation seminar. All members who attend the orientation seminar and are on the roster for that seminar will receive a temporary pass for 30 days to enter the DSRPC property. Only paid membership names will be on the roster.
  - 1. This is a one-time requirement for all members.
  - 2. Failure to attend the range orientation seminar within the prescribed time limit will result in suspension of an active member's membership or the return of a new member's application.
  - 3. Schedules for DSRPC meetings, events and matches will be published on the club's website.
- c. Unless otherwise directed by the Executive Board, no member shall act independently using the name of Desert Sportsman's Rifle and Pistol Club for any reason.
- d. All active members in good standing shall have the privilege of competing for positions on the various teams that will represent Desert Sportsman's Rifle Pistol Club in official competitions.
- e. All members are encouraged to participate in two work parties per year.
  - 1. Volunteers for a work party will receive a credit for each hour worked against their maintenance fees. Amount of credit will be set by the Executive Board at the annual budget meeting.
  - 2. The member would have the option of applying their work party credits towards their following year annual membership dues or applying those hours towards their earned life membership.
  - 3. It shall be the member's responsibility to ensure their name is on the work party log sheet that is kept in the security office. Members should maintain their own logbook to assure all hours are credited to them. Membership services shall maintain a spreadsheet of members' hours worked and update monthly and have a copy of their hours worked at the security office for their inspection. Hours shall be carried over from year to year and last year's hours will be entered in the first column of spreadsheet.
- f. Annual, life and senior membership in good standing shall have the privilege of voice and ballot vote in all matters pertaining to activities and welfare of the Desert Sportsman's Rifle and Pistol Club,

excepting those matters of administration as are designated by the bylaws to the Executive Board, or standing committees.

g. Youth members in good standing shall be members of the Desert Sportsman's Youth Rifle and Pistol Club, shall have a voice in the general meetings and shall have the privilege of voting in all matters pertaining to the activities and welfare of the DSYRPC as specified in the bylaws of the DSRPC.

h. It shall be the duty of all members to:

1. Conduct themselves as good citizens and true sportsmen at all times:
2. Observe the rules and regulations of the club and of the National Rifle Association
3. Assist officers in the club to maintain safety, discipline, safe conduct and fair play in all competitions and practice sessions.
4. Promptly report to club officials any and all infractions of rules by club members or guests, which may result in danger to persons, property or the good repute of Desert Sportsman's Rifle and Pistol Club.
5. Inform the Desert Sportsman's Rifle and Pistol Club membership service, in writing, of any change of mailing address.

i. Members or guests shall provide their own target holders that are appropriate for the range in use as per Standard Operating Procedures for that range. Basic range operation and safety rules will be posted at each range. SOP's are available at the gatehouse for review.

j. No member shall be considered in good standing who has:

1. Committed improper action against DSRPC as specified in Article IX or by the National Rifle Association, and/or:
2. Been suspended from the rights and privileges of membership from either organization.

## 11. Membership Guidelines.

a. A member that does not, by reason of his or her acceptance of membership in DSRPC, or by reason of any other agreement, has any right or ownership in the assets of the club or its affiliated branches.

b. A member may not transfer his or her DSRPC membership to any person. Except as provided in the bylaws, all membership rights will terminate upon the death or resignation of the member or when terminated by the Executive Board. On any such termination, any right, title, or interest of the member in or to the property and assets of the club shall cease.

c. Members will not permit any other person to use their DSRPC membership card for any purpose. An infraction of this provision shall be sufficient cause for termination of the member by the Executive Board and forfeit all rights, privileges and benefits of membership, plus any associated fees or dues that have been paid.

d. All members are solely responsible for the conduct of their guests.

1. Any club official may direct a member to remove their guest from the club property if, in their opinion, the guest is not conforming to the rules of conduct and standards set forth for the members by these bylaws.
  2. The member must accompany their guests while on the club property.
  3. Any guest removed at the direction of a club official will forfeit any fees paid for guest access.
- e. Any member in good standing, whose account is paid in full, may resign their membership.
1. The resignation or termination will be effective at the time and date it is received by a member of the Executive Board.
  2. The member will turn over their membership card and any club property either in their possession or under their control at the time of their resignation or termination.
  3. The Executive Board shall formally accept the member's resignation at the next meeting of the Executive Board.
  4. Members can not post any printed material on club property that contains malicious, derogatory, inflammatory, or otherwise discriminatory language or graphics. Members will report the location of such material to a club official at their earliest opportunity.

#### **Article IV**

##### Dues and Fees

1. The amount of the Desert Sportsman's Rifle and Pistol Club annual membership dues, guest access fees, or match fees shall become effective at the beginning of the next fiscal year after approval by the Executive Board.
2. The Executive Board will determine all dues and fee increase after the Treasurer submits a budget and the board approves said budget and determines amounts needed to balance budget.
3. Youth and senior members shall pay annual dues not to exceed one-half the amounts of dues of an annual membership. Life members before 5-31-2013 shall not pay annual dues or any other fees. Effective 6-1-2013 all new life members may have to pay an annual maintenance fee, amount will be determined by the Executive Board at the annual budget, dues and fees meeting.
4. Annual, and senior dues shall be paid to the DSRPC. Youth annual dues shall be paid to RPC.
5. The renewal date for club membership shall be the anniversary of the date of joining. Dues shall be paid during the month of renewal or up to 90 days in advance.
6. There will be no membership grace period.
7. DSRPC and NRA annual dues paying members must show proof of current membership in the NRA at the time they renew their DSRPC membership or when required by the Membership Committee. Members are responsible for payment of their NRA dues. NRA life members need only send in proof one time. Photo ID is only required once. NRA renewal date will be on DSRPC membership card.

8. Members serving on Executive Board for one year shall pay no dues the year following their tenure, and will receive 50 hours of credit towards their life membership. In order to receive these benefits an officer must attend at least three quarters of the DSRPC general meetings and at least three quarters of the Executive Board meetings.

9. The Executive Board may discontinue the guest access fee by an affirmative vote of five members of the Executive Board.

a. The guest fee will be determined at the annual budget and dues and fee's meeting listed on the DSRPC website.

b. The guest access fee will be paid to the gate controller upon entry to the club property and will be valid for the entire day.

1. A guest may depart the club property and return the same day without having to pay the guest access fee provided the member and guest informed the gate controller of the guest's intent to return, prior to departing the club's property.

2. The returning guest must be the same guest that signed in at the gate on the same day.

c. The payment of guest fee does not alter any of the provisions related to guest access requirements as defined elsewhere in these bylaws.

d. The guest access fee is applicable to all guests who enter the club property even as a participant of a match scheduled for that day. All guests' fees will be paid to the gate controller upon entry to DSRPC.

## **Article V**

### **Meetings**

1. All meetings of DSRPC both general and Executive Board sessions shall be conducted in accordance with the current edition of Roberts Rules of Order

2. President of the Executive Board will be responsible for publishing an agenda for all meetings. The President will post the agenda for the general membership meeting on the DSRPC website 10 days in advance of the meeting and on the clubhouse door. The President will also publish and distribute to board members only, agendas for regular Executive Board meetings and special Executive Board meetings. Regular Executive Board meeting agendas will be distributed to board members 10 days before the meeting. Special Executive Board meeting agendas will be distributed to board members within 24 hours. Agenda will cover all aspects of the meeting included but not limited to approval on minutes, financial reports, old business, new business, membership forum with time allotted. Only issues on the agenda may be acted upon during the meetings. In the President's absence, the Vice President shall conduct the meeting, followed by the Secretary if more than three absent there is not a quorum and meeting is canceled.

3. Annual meetings of the DSRPC shall be held at the first scheduled meeting of June of each year.

4. The general meeting held within the first week of the month at such time and place as may be designated by the Executive Board. All club business that affects the club's finances, bid openings, modifications of ranges, use of club property or ranges shall be transacted at the general meeting. Executive Board meetings shall be a minimum of once each quarter, at such time and place as determined by the Executive Board,

special Executive Board meetings for issues such as member discipline or employee may be held as often as needed.

5. A special meeting of the club shall be called by the Executive Board or by the President of DSRPC at any time upon receiving written demands stating the purpose of the special meeting and signed by not less than 20% of the annual senior and life membership in good standing. The location and time of the meeting shall be designated by the Executive Board or by the President if the Executive Board fails to act or is unable to do so. Written notice of the time, place and purpose of any special meeting shall be given to the active members in good standing by U. S. mail not less than seven days prior to the designated date of that special meeting.

- a. Special meetings of the Executive Board shall be held by the call of the DSRPC President or by the Secretary upon receiving written demand by three members of the Executive Board.
- b. Any member having business to take before the Executive Board will contact the Secretary, in writing so that the member can be put on the agenda. The Executive Board will notify the member of date, time and location of the meeting.
- c. Executive sessions will only be attended by Executive Board members and members or employees having business before the board. Once a member or employees business is concluded, they shall leave the meetings. All business that transpires in an executive meeting shall be kept amongst board members and member or employees that are involved. No business at an Executive Board meeting is made public. No financial, range modifications, use of club property or other general issues that are of concern to the general membership business shall be conducted at an executive meeting. Five members of the Executive Board shall constitute a quorum.
- d. The active DSRPC members in good standing present at any meeting shall constitute a quorum.

## **Article VI**

### Officers, Match Directors, Advisors and Elections

#### 1. Executive Board

- a. The officers of DSRPC shall be President, Vice President, Secretary, Treasurer, Executive Range Officer, Sergeant At Arms and Chief Instructor who acting together shall constitute the Executive Board.
- b. The Executive Board shall have general supervision and control of all activities of the club. It shall be responsible for arranging annually for a Certified Public Accountant to review the DSRPC financial records.
- c. Officers shall be elected by return U.S. mail ballot only as defined in paragraph 4 elections.
- d. In the event no willing candidate with the necessary qualifications can be found for an office, that office shall remain vacant. The vacancy shall be filled as specified in this article.
- e. During the time that any vacancy or vacancies exist on the Executive Board, the President shall assign the duties of the vacant office to the remaining Executive Board members.
- f. The resignation of any officer will be accepted by the Executive Board.

g. Any active member in good standing who meets all qualifications for that office may fill a single vacancy on the Executive Board.

1. The Executive Board eligibility requirements that the member must have attended a minimum of 60% of the general membership meeting during the previous 12 calendar months (March- February) will be based on the 12 consecutive calendar months prior to the nomination to fill the vacancy.

2. A candidate for the single vacancy shall be nominated by a majority vote of the remaining Executive Board members.

3. A majority of the active members in good standing voting at the next general meeting shall be required to elect the candidate.

4. The member elected to fill the vacancy will serve until the next regular scheduled election for that office.

h. If more than one vacancy exists, the vacancies will be announced on the DSRPC website for 30 days and new officers shall be nominated and elected at the next regular scheduled membership meeting, after the 30 days, to fill the vacancies until the regular scheduled election for those offices.

i. If a vacancy occurs in the office of President, the Vice President shall serve as president for the remainder of the term and a new Vice President shall be elected.

j. Officers shall serve without compensation, other than that related to membership dues as testified in Article IV, dues. Officers shall be reimbursed for his or her actual expenses when such expenses have been submitted to the Executive Board and approved as directly related to DSRPC activities. All expenses in excess of \$200 per month shall require prior approval of the Executive Board with exception of Executive Range Officer whose limits are listed under his/her duties.

## 2. Match Directors

a. Match Directors shall have general supervision and control of their specified assigned regular scheduled competitive matches sponsored by the DSRPC.

b. Match Directors shall serve as assistants to the DSRPC Executive Range Officer.

c. Match Directors must be members in good standing and at least 21 years of age.

d. Match Directors shall be nominated at any general meeting by the Executive Range Officer, or by petition submitted to the Executive Range Officer and signed by at least five active members in good standing who compete in that discipline. A vote shall be taken at the general meeting with a majority of the members voting required to accept the Match Director.

e. The term of office of the Match Director shall be from the time of approval until a new Match Director in that discipline has been nominated and approved or until the Match Directorship for that discipline has been discontinued.

f. Match Directors shall serve without compensation other than credit it towards a life membership for all hours worked at their matches.



### 3. Youth Advisors

- a. Three advisors shall provide advice and consultation to the President, Secretary and Treasurer of DSYPAC.
- b. All advisors must be members in good standing and at least 21 years of age.
- c. The Advisor shall serve under the direction of the Executive Board.
- d. Advisor shall be nominated at the August general meeting by the Executive Board or by a petition submitted to the Executive Board and signed by at least five active members in good standing. A vote shall be taken at the next general meeting following nominations. A majority of the members voting shall be required to accept an advisor.
- e. The term of office of an Advisor shall be from the time of approval until September general meeting of the next calendar year.
- f. If one or two Advisory vacancies exist, the remaining Advisors shall perform the duties of the missing Advisors until the positions are filled. In the event that all three Advisor positions are vacant, the Vice President of DSYPAC shall perform the duties of Advisors until new Advisors have been selected. Any vacancies in the Advisor shall be filled by a majority vote of the members present at the next general meeting.
- g. Advisors shall serve without compensation.

### 4. Elections

#### a. Nominations

1. Nominations shall be held at the March general meeting.
2. The President or the presiding officer will open and close nominations for each Executive Board office, Bylaws Committee and Ballot Committee, for which the term of office will expire June 30th of that year, in turn.
3. The Secretary will note the nominees, for the office nominated for, and the nominator and who made the second into the meeting minutes.
4. Any member in good standing may nominate any other member in good standing for the office that is open for nominations.
5. Nominees need not be present at the general meetings.
6. All nominations must have a second or the nomination will not be accepted.
7. No member may nominate themselves or second their own nomination.
8. No member may hold more than one elected office at a time.
9. A nomination for a member who is currently holding an elected office will not be accepted unless the term of office currently held will expire June 30th of that year.

10. It is the responsibility of the nominator to ensure that their nominee is eligible to run for an elected office based on the following minimum requirements.

b. Executive Board

1. Any nominee for an Executive Board officer must be at least (21) years of age. 2. Have been active member in good standing of the DSRPC during the previous 12 calendar months (March-February); and

2. Must have attended a minimum of (60%) of the general membership meeting during the previous 12 calendar months (March-February). General membership meeting attendance credit will be applied to any member who performs club service at the direction of the Executive Board with five affirmative votes from the board. These duties include but are not limited to range orientation seminars basic rifle course. The member will receive credit for having attended one general membership meeting for every four hours of assigned duty. The Executive Board will assign the duties and document the hours served. The documentation will be forwarded to the Secretary and applied to member's 60% eligibility requirements if applicable.

3. Nominee for Chief Instructor must provide proof that he or she is a current NRA Certified Instructor.

c. Bylaws Committee

1. Any active member in good standing of the DSRPC during the previous 12 calendar months (March-February) is eligible to serve on the Bylaws Committee.

d. Ballot Committee

1. Any active member in good standing of the DSRPC during the previous 12 calendar months (March- February) is eligible to serve on the Ballot Committee.

2. The Secretary will confirm the eligibility of the nominee to run for the office, for which they are nominated.

3. All members nominated for office will appear on the April website under the office for which they were nominated.

4. If the nominee is ineligible to hold the office that they were nominated for the reason indicated on the April website posting.

5. In the event that only one member is nominated for any elected office, that member will be considered duly elected provided they meet all the minimum requirements for that office and will take office on July 1.

6. All disputes concerning a nominee's eligibility to run for an office must be submitted to the Secretary in writing, no later than two weeks after the April posting on the club website.

7. Any member nominated for an office they do not intend to run for must notify the Secretary in writing, no later than two weeks after the April posting on the club website, otherwise their names will appear on the ballot for that office.

8. No member may be a candidate for more than one office in any election. Members who are nominated for more than one office must inform the Secretary, in writing, of the office they intend to run for no later than two weeks after the April posting on the club website or their name will be removed from all offices on the mail ballot.

9. Nominees, who are ineligible to run for the office for which they are nominated, or who have informed the Secretary in writing that they do not intend to run for the office for which they were nominated, will not appear on the mailed ballot.

10. All Executive Board Officers, Ballot and Nominating Committee members will be nominated, elected and serve two years from time elected.

## 5. Ballots

1. The ballot will be presented in the May mailing that is mailed for delivery no later than the first Tuesday of the month and votes counted in the June annual meeting. All mail in ballots will go to the DSRPC mailbox address and the mail facility will sort the ballots from the regular mail and place in a locked box provided by DSRPC with the Secretary having the only key.

2. All members in good standing as of May 1 are eligible to vote.

3. Ballots shall be a two-envelope system.

4. The chairman of the Ballot Committee will ensure that a minimum of two members of the Ballot Committee are present to pick up the ballots from the post office on the day that the ballots are to be counted.

5. The ballots will be transported to the place where the ballots are to be counted immediately.

6. A minimum of two members of the Ballot Committee must be present from the time the ballots are picked up at the post office until all ballots have been validated, opened, tallied and the results confirmed by all ballot committee members present at the count.

7. A minimum of three Ballot Committee members must be present for the ballot count and certification.

### 8. Ballot validation

a. The Ballot Committee will confirm the validity of each returned ballot by comparing the member's printed name with a current membership list, provided by the Secretary, that has only the following data, member's name, address, DSRPC and NRA dues paid up to date prior to opening any ballot.

b. A check mark will be placed next to the eligible member's name on the membership list.

c. If more than one ballot is received with the same name and address printed on the outer envelope Ballot Committee will select which one will be counted or chooses to invalidate all ballots with that member's name and address.

9. The outer envelope will be opened and the inner envelope will be removed and placed in a pile or a separate container at random.
10. The outer envelope of all valid ballots and any invalid ballots (unopened) will be retained and given to the Secretary at the conclusion of the ballot count.
11. When all returned mail ballots have been verified and the inner envelope removed, the committee will remove the ballots from the inner envelope in random order.
12. Each ballot will be read, tallied and confirmed by another Ballot Committee member.
13. Write in candidates will not be accepted and will invalidate that portion of the ballot.
14. The membership list will not be copied and must be returned directly to the Secretary at the conclusion of the ballot count and shall remain only in the Secretary's possession.
15. A properly executed ballot consists of an outer envelope with the member's name and address clearly printed on the face, postmarked by the designated return date, a sealed inner envelope containing the ballot and a properly marked ballot. Any discrepancies will be resolved by the Ballot Committee members present at the counting based on the following guidance:
  - a. Ballot delivered in person at the general membership meeting will not be accepted.
  - b. An outer envelope that does not have the name of the member and address or the name or address is illegible will not be counted.
  - c. Outer envelopes that are postmarked after the established return date will not be counted.
  - d. Ballots that are not enclosed within a separate inner envelope will not be counted.
  - e. Ballots that are improperly marked or contained written in candidates will invalidate that portion of that ballot.
16. Each member of the Ballot Committee, who is present at the counting of the ballots, will print and sign their name on the ballot tally sheet.
17. The election results will be reported to the Executive Board immediately following that ballot count and published on DSRPC website within two weeks.
18. A candidate for an Executive Board office must receive a plurality of the vote cast for that office to win that office.
19. The four candidates receiving the largest number of votes cast for the Bylaws Committee shall be elected.
20. The seven candidates receiving the largest number of votes cast for the Ballot Committee shall be elected.
21. The return mail outer envelopes, the membership list used to verify the members' eligibility to vote, valid votes, any ballots not counted, and the originally signed valid tally sheet will be placed in a locked container and retained by the Secretary for a minimum of two (2) years.

22. The inner ballot envelopes may be discarded.

## Article VII

### Duties of the Officers, Match Directors, and Advisors

1. The President shall have the following duties:

- a. Preside over all meetings of the DSRPC and the Executive Board. Responsible for monthly general membership and minimum quarterly Executive Board meetings' agendas both in content and distribution on time as noted under meetings. Responsible for agendas for special Executive Board meetings and for notifying all board members of such meetings within 24 hours. President will vote along with all other members on the Executive Board on all matters that are determined by vote.
- b. Be a member ex officio of all elected and special committees.
- c. Authenticated by his or her signature when necessary, all the acts, orders and proceedings of the DSRPC declaring its will.
- d. Perform other duties as specified in these bylaws
- e. Shall be a signatory on the DSRPC checking account.

2. The Vice President shall have the following duties

- a. Perform the duties of the President in his or her absence or at his or her request.
- b. Perform other duties as specified in these Bylaws.

3. Secretary shall have the following duties:

- a. Conduct all official correspondence of the club.
- b. Notify members of the Executive Board of all meetings of that body.
- c. Notify all members of a general meeting, special and annual meetings as directed by the President as outlined under the President's duties.
- d. Keep a formal written or recorded record of all meetings.
- e. Elections
  1. Confirm the eligibility of each member nominated at the March general membership meeting to run for an Executive Board Office, Bylaws Committee and Ballot Committee, as applicable.
  2. Ensure the nominee for the office and their eligibility, or ineligibility, to run for that office is included in the April website posting.
  3. Resolve any eligibility disputes that may arise from the nominations.
- f. Finalize the ballot for inclusion in the May mailing.
  1. Ensure that a ballot is mailed to each member who is eligible to vote.

2. Provide a current list of members who are eligible to vote to the chairperson of the Ballot Committee no later than the day of the ballot count.

g. Keep and maintain the books and records of the club, except the Treasurer's books and records.

h. Keep a current copy of all contracts, listing the duties of persons under contract with DSRPC.

i. May select a corresponding secretary, who will also attend Executive Board meetings, but may not vote at those meetings.

4. The Treasurer will have the following duties.

a. Have charge of all money, accounts and financial records of the club.

b. Deposit all monies received in any bank as must be approved by the Executive Board.

c. Immediately and without action by the Executive Board draw checks for per capita membership fees in the NRA, club insurance, county assessments, phone bills and other financial obligations. All bills so paid will be reviewed by a member of the Executive Board no later than the next regularly scheduled meeting.

d. Keep an accurate account of all transactions.

e. Give an updated financial report once a month at the general membership meeting.

f. Provide a financial report from the match directors to show all income and expenses from each match.

g. Deposit all income from matches into DSRPC account and draw reimbursement checks to the match directors, for expenses directly related to the match and supported by the match financial statement.

h. Prepare an annual budget for the new fiscal year and present to the Executive Board at a general meeting two months prior to the beginning of new fiscal year. From this budget the Executive Board will determine the dues and fees for the next fiscal year that will provide for a balanced budget. The budget, dues and fees will be voted on by the board at the last general meeting before the start of the new fiscal year.

i. Shall participate in all financial analysis arranged by the Executive Board for the DSRPC financial records and to be conducted by an Executive Board approved CPA.

j. Shall be a signatory of the DSRPC checking account.

k. Shall be capable of becoming bonded.

5. The Executive Range Officer shall have the following duties.

a. Have charge of the DSRPC range, scheduling of range use and review of all match programs, plus range or club closures, special events i.e. shot show.

b. Have general supervision of all competitions.

c. Appoint Match Directors for a vote of approval by the general membership.

- d. Serve as chair of the Range Construction Committee and appoint four or more members to that committee.
- e. Contract no bid without authorization of the Executive Board.
- f. Responsible to get a minimum of three bids for a contracted job over \$2,500.
- g. Expenditures from 0 to \$1000.00 per month must be shown at next general meeting. Must obtain board approval for expenditures over \$1000.00 to \$2500.00
- h. Shall be a signatory of the DSRPC checking account.
- i. Executive Range Officer shall be responsible for all employees scheduling with monthly board approval.
- j. Have an affirmative vote of five Executive Board Members for any outside club, vendor or organization to use the DSRPC facilities including any financial contracts that would be involved.

6. The Chief Instructor shall have the following duties.

- a. Responsibility for all formal classroom instruction of the DSYRPC.
- b. Appoint an executive officer to the DSYRPC for a vote of approval by the DSRPC Executive Board.
- c. Maintain an inventory of the property, range, competition and marksmanship training property; submit a semi-annual report to the DSRPC Executive Board.
- d. May appoint assistants for marksmanship training classes.
- e. Contract no bid without authorization of the Executive Board.

7. The Sergeant At Arms shall have the following duties.

- a. Maintain proper order and decorum at all meetings and other club functions where required.
- b. Serve as chairperson of the Bylaws Committee.
- c. Call for and schedule meetings for the Bylaws Committee.

8. Match Directors shall have the following duties:

- a. Serve as an assistant to the Executive Range Officer.
- b. Submit proposed match dates and programs to the Executive Range Officer for approval.
- c. Arrange for a sufficient number of range officers, target centers and other personnel as needed for a safe and efficient match.
- d. Have responsibility for targets, score sheets, trophies, and other related equipment.
- e. Have responsibility for all communications, reports and payments required by a recognized government body such as NRA, IPSC, etc.

- f. Submit a report of match results within 15 days on the DSRPC website.
- g. Submit a match financial report within 15 days to the Treasurer either in person or by mail.
- h. Obtain proper approval from the Executive Board for all special or unusual expenses and all wages necessary to run the match.
- i. Attend or have a representative attend 60% of the general membership meetings to report match results.
- j. Match directors will be responsible to check all ranges at the end of their match so nonmembers will not be locked in.

#### 9. Duties of the Advisors.

- a. The Advisors shall provide advice and guidance to the youth club President, Secretary and Treasurer, so the youth club executive committee may function in an appropriate and effective manner.
- b. The Advisor to the youth club President shall be chairperson of the Advisory Committee and shall be responsible for providing for attendance by at least one advisor at each youth club meeting.
- c. The Advisor to the youth club Secretary shall report on the activities of the youth club to the Secretary of DSRPC monthly.
- d. The advisor to the youth club Treasurer shall report on the financial activities of the youth club to the Treasurer of DSRPC monthly.

10. All Officers, Directors and Advisors shall at the completion of their term of service turn over to their successor any and all DSRPC related material.

### **Article VIII**

#### Committees

- 1. The standing committees of the DSRPC shall be the Bylaws Committee, the Range Construction Committee, the Ballot Committee, and the Advisory Committee.
- 2. All committee members will be listed on the DSRPC website.
- 3. Committee members will serve without compensation.
- 4. The Bylaws Committee
  - a. This committee is responsible for receiving and reviewing all proposed amendments to the DSRPC bylaws.
  - b. Beginning in March 2012 the Bylaws Committee will consist of four nominated members elected in June and serve for two years.
  - c. No member of the Bylaws Committee may serve as a member of any other elected committee.
  - d. The chairperson of the Bylaws Committee shall be the Sergeant At Arms.



e. Vacancies will be filled by appointment and minimum of two-thirds confirmation vote of the Executive Board and will serve until the next election of the Bylaws Committee. Appointees must meet the minimum eligibility requirement for a Bylaws Committee member except that the 12 month calendar will be relative to the time of the appointment. Bylaws Committee members will serve without compensation.

#### 5. The Range Construction Committee.

a. This committee is responsible for receiving, reviewing and implementing all range construction plans upon approval of the Executive Board.

b. The chairperson of the Range Construction Committee shall be the Executive Range Officer.

#### 6. The Ballot Committee

a. This committee is responsible for tabulation of all returned ballots and certification of each annual election and any special election.

b. The Ballot Committee will consist of seven nominated members, elected in June and serve for two years.

c. Any active member in good standing of the DSRPC during the previous 12 calendar months (March-February) is eligible to serve as a Ballot Committee member or chairperson.

d. No member of the Ballot Committee may serve as a member of any other elected.

e. The elected members of the Ballot Committee will elect one member amongst them to serve as chairperson.

1. The committee will inform the Secretary of their selected chairperson within 30 days of the election, or whenever the chairperson is replaced during the term of office.

2. The chairperson has a primary responsibility to ensure that the conduct and activities of the committee are in accordance with these bylaws and report to the Executive Board as needed.

3. The member designated as a chairperson will hold the position until replaced at the next election of the Ballot Committee, or upon resignation of that position.

f. Vacancies will be filled by appointment and minimum two-thirds (2/3) confirmation vote of the Executive Board and will serve until the next election of the Ballot Committee. Appointees must meet the minimum eligibility requirements for a Ballot Committee member except that the 12 calendar months will be relative to the time of appointment.

#### 7. The Advisory Committee.

a. The chairperson of the Advisory Committee shall act, as specified in Article VI, as the Advisor to the youth club President.

b. The other two members of the Advisory Committee shall serve to advise a youth club Secretary and Treasurer as specified in Article VII.

8. The President may appoint ADHOC committees for special purposes and duration.

## Article IX

### Discipline of Members

#### 1. Violating Rules

a. Any member who shall willfully violate any provision of the bylaws, range safety rules, regulations, damage club property or disrupt other members from their right to enjoy the club, or any member arguing with security personnel, board members, range safety officers or other members in matters concerning the safe use of any range or safety issue, may be reprimanded, suspended, terminated or otherwise disciplined. If a member disagrees with any rule or regulation they may take matter up before the board and explain why the rule or regulation should be changed but until changed the rules and regulations will be followed as written. Even an issue not covered by a specific rule or regulation that pertains to safety can be cause for charges; safety is the number one issue at all times.

b. Any member who has been suspended or terminated by the NRA shall automatically be suspended or terminated immediately upon receipt of the official notice to the Secretary of DSRPC from the secretary of the NRA.

#### 2. Filing Charges

a. A club member, in whose presence another member willfully violates items described in above paragraph, may file with the Secretary a charge in writing clearly designating the time, place and circumstances of such violation and accompanied by all affidavits and exhibits which are to be used to support the charges. Only the person or persons that witnessed the offense can file charges.

b. The Secretary shall notify the President of the charges within 24 hours of receipt of the filing. The President shall immediately call a meeting of the Executive Board to determine whether there exists reasonable cause to believe a member has violated any rules stated above. If the Executive Board so finds, it shall proceed as provided below.

#### 3. Hearings and Procedure

a. Whenever a complaint is filed charging a member with violating the rules or regulations of DSRPC and it is determined to be sufficient by the Executive Board a written complaint shall be issued. The Executive Board shall give written notice to the accused member to appear at a hearing before the Executive Board meeting to be held not sooner than 15 days and not later than 30 days from the date of the notice. The member will be suspended upon the issuing of a written notice by the Executive Board and shall comply with all restrictions for a suspended member.

b. At such hearings, the accused shall have the right to appeal, or have the complaint read in his or her presence to confront witnesses against him or her, to produce witnesses on his or her own behalf and to testify.

c. If the member is found guilty, the Executive Board shall recommend such discipline as it deems proper.

d. The hearing will be conducted as best possible to provable evidence and data submitted to be true and not hearsay or third party. When in doubt the board must favor the accused, as they are innocent until proven guilty.

e. A verbatim record of the proceeding before the Executive Board may be caused to be made by the accused member at his or her own expense.

f. No new charges may be introduced or heard at the hearing without the written consent of the accused member.

g. Failure of the accused member to appear at the designated hearing of the Executive Board shall be deemed a voluntary confession of the charges set forth in the complaint.

h. The Executive Board shall, within 15 days after the meeting at which the Executive Board has found the charge of violating DSRPC rules or regulations proven or not proven, make a written report of their findings and decision. A copy of the report and decision shall be given to the accused member in person or by certified mail.

#### 4. Appeal By Member

a. Within five days of the mailing of the report and decision, the accused member may appeal in writing to the Secretary requesting that the Executive Board reconsider the report and decision.

b. Failure to request a review within the stated time shall constitute a waiver of any right to a review before the Executive Board, which shall then implement a report and decision.

c. In the event an Executive Board review is requested by the accused member, the Executive Board shall set a date and time for the review and shall notify the accused member of such date and time in writing.

d. The Executive Board shall render its final determination within 10 days following its review

e. The report of such determination shall be made in writing, with a copy given to the accused member in person or by certified mail.

f. The action of the Executive Board shall be final and not reviewable, provided that no member shall be suspended for a period in excess of 60 days. See a. Suspension (1).

g. Any member disciplined, who fails to comply with the decision of the Executive Board, shall cease to be a member of the club.

5. Each member of the club waves any right to personal or legal regress against the Executive Board or any member thereof for disciplinary actions taken under this article.

6. In grave and/or unusual cases, where immediate action must be taken to protect the welfare of any member or guest at the club, the President, Vice President, Executive Range Officer, Range Safety Officer or any person specifically designated by any of them, may summarily suspend a club member. In such case, the suspended member may request a hearing before the Executive Board to be held within three days to determine whether such suspension shall be continued. The suspended member shall comply with all restrictions for a suspended member.

7. A member suspended under the provisions of this article remains liable for all dues and other charges for which he or she may be liable were the suspension not imposed.

8. Any non-club member who shall in the opinion of the Executive Board commit any violation summarily by the Executive Board in such manner as it may deem inappropriate. The action of the Executive Board under this section shall be final and not reviewable.

9. Discipline of any member shall be only as described in this article. No member shall be immune from disciplinary procedures and sanctions set forth in this article because of office or position in the club or because of type of membership held.

10. If a member, after 15 days of written notice by U.S. mail, fails to pay any dues or other obligations due from the membership to the club, his or her membership will be terminated.

11. Notwithstanding any other rules in these bylaws concerning the right of the club to terminate membership, the club reserves the right to terminate a membership if deemed by the Executive Board to be in the best interest of the club. If such membership is not terminated for cause, the club shall refund to that member all current costs of such membership, plus a pro rated portion of the dues that have been paid in advance.

12. All amounts due and owing to the club from any person who has terminated his or her membership shall remain a debit owed to the club by such a person, which debt shall be enforceable against such person or against his or her estate by legal means.

13. The Executive Board may by the affirmative vote of five of the seven of its members terminate any member including any life member and cause his or her membership to be forfeited.

14. A member terminated from the club pursuant to these bylaws shall immediately forfeit his or her rights as a member.

15. Any member who has been suspended or terminated by the NRA shall automatically stand suspended or terminated from DSRPC immediately upon receipt of official notice to the Secretary of DSRPC from the Secretary of the NRA.

16. Except as provided elsewhere in these bylaws suspension and termination are generally defined as following:

a. Suspension

1. The suspension of a member for a term not to exceed one year shall be set by the affirmative vote of five of the seven Executive Board members. Term of suspension shall be board's decision from 30 days to one year.

2. The Executive Board will notify the suspended member of the duration of suspension in person, if available, and by registered mail. The notice will clearly inform the member of the beginning and ending date of their suspension and all restrictions as prescribed in these bylaws.

3. A member-assessed suspension shall forfeit all rights, privileges, membership card, benefit of membership and any associated fees or dues that have been paid for the period of the suspension.

4. A suspended member is prohibited from entering the club property for any purpose to include participation in scheduled matches, club events, as a guest or family member of another member in good standing, unless approved by the Executive Board in advance.
5. A suspended member, who refuses to accept the suspension, or fails to comply with the restrictions set forth in these bylaws for suspended members, may be subject to termination as deemed appropriate by the Executive Board.
6. If the member is an annual member and their membership renewal period occurs during the suspension they must submit their renewal application as prescribed under Article IV, Dues otherwise their membership will terminate.
7. Any member that has been suspended for a one year will have to attend the range orientation meeting. Further if suspended for one year they will not be eligible to hold any elected office or be employed by DSRPC. For suspension less than one year they will not lose their rights.

#### b. Termination

1. Termination of a member shall require a minimum affirmative vote of five of the seven Executive Board members and shall be permanent.
2. Only, the most serious offenses, as determined by the Executive Board, will subject a member to termination.
3. The Executive Board will notify the terminated member of the termination in person if available, and registered mail. The notice will clearly inform the member that they have been terminated, the effective date of the termination and all restrictions as prescribed in these bylaws.
4. A member terminated from the club will forfeit all rights, privileges, benefits of membership and any associated fees or dues that have been paid.
5. A terminated member is prohibited from entering the club property for any reason unless approved by the Executive Board in advanced.

### **Article X**

#### Range Use

1. All range activity, except response to emergencies, that requires exclusive use of range facility must be scheduled in advance through the Executive Range Officer and approved by the Executive Board. Members shall be notified of such scheduled activities when possible. From time to time, the range or specific ranges may be closed without notice. This information will be put on the website.
2. All regularly scheduled rifle, pistol and shotgun competitions open to the public shall be conducted according to the rules and regulations of nationally recognized governing organizations. Examples include:
  - a. The National Rifle Association (NRA)
  - b. International Handgun Metallic Silhouette Association (IHMSA)

- c. National Benchrest Shooters Association (NBRSA)
- d. International Practical Shooting Confederation (IPSC)
- e. Other special competitions and demonstrations may be scheduled with the approval of the Executive Board.

3. Members entertaining guests shall be responsible for their conduct, expense and observing all range rules. Guests shall be limited to four per member, at any one time.

4. All members and their guests are required to sign in at the gatehouse prior to entering the range facility. The information provided at sign in will include, but not limited to:

- a. Presentation of a current membership card.
- b. The member's legible printed name & signature.
- c. The legible printed name and signature of the member's guest
- d. The vehicle license number and state.
- e. If the gatehouse is not manned the member is required to wait up to five minutes for the gate guard to return otherwise, the member is permitted to go into the range facility without signing in. Members are required to stop at the gatehouse and sign in on leaving. Also have any guest sign in and pay guest fee if applicable. A guest waiting for their member cannot enter the property without a member; this also applies if gatehouse is not manned.

#### **Article XI**

##### Abandonment of Office, Dereliction of Duty (Executive Board)

1. Any board member that misses three consecutive meetings or five meetings in one year (June 1st to June 1st of the following year) shall forfeit their position on the board and be replaced per Article VI. Paragraph j. Exceptions for emergencies or accidents, proof of such required.

#### **Article XII**

##### Amendments

1. Any active member in good standing at any general meeting may submit proposed amendments to the bylaws in writing to the Secretary.
- a. The proposal will include the article to be amended, the current verbatim language to be amended, the proposed language, the reason for the proposed change, the date submitted and the member's name and signature.
  - b. The Secretary will refer the proposed amendment to the Bylaws Committee for review.
  - c. The Bylaws Committee will review the proposed amendment(s) and submit its comments and recommendations to accept or reject the proposed amendment to the Executive Board, in writing, on a quarterly basis beginning January 2017 following the Bylaws Committee review.

d. If the Bylaws Committee recommends changing the wording of the amendment the member submitting the amendment must approve the change, otherwise the original stands. If the member is not present at the next general membership meeting to accept or reject the changes the proposed amendment dies.

e. If the Executive Board rejects the proposed amendment the member submitting the amendment will have the opportunity to discuss their proposal with the Executive Board at the next scheduled Executive Board meeting.

2. If approved by the Executive Board, the proposed amendment(s) will be published on the DSRPC website for 30 days and include a notice that the amendment will be voted on at the next general membership meeting following the 30 day notice period.

3. A two-thirds affirmative vote of the active members in good standing present at the next general meeting shall be required for the proposed amendment to be approved by the DSRPC.

4. Upon approval by the DSRPC membership the Secretary shall submit the proposed amendment within 15 days after acceptance to the National Rifle Association for its records.

5. Bylaws can only be changed per the above procedure and with the membership vote. Neither the Executive Board nor the Bylaws Committee has any power to modify or change the bylaws in any way without the vote of the membership as described in this Article.

### **Article XIII**

#### **Contractors, Contracts and Employees**

1. All contracts over \$2,500.00 will require three bids which will be either hand delivered to the board at a general membership meeting or mailed to the DSRPC mail box. The Secretary will pick up all contracts and secure them until the next meeting at which time they will be opened and bid amounts read by Secretary. The lowest bid will be reviewed by the Executive Board to determine if specifications are met, if the low bid does not meet specifications the board will then go to the next lowest bid and determine if it meets specifications and continue until determining the lowest bid that meets specifications. Contractor with lowest bid that meets specifications shall be awarded the contract. Any board member that is related to or has any possible conflict of interest must disclose such relationship to the board at the earliest possible time and the board will decide if such relationship will require said board member to refrain from voting on any matter concerning that contractor. This will include friendship, family, business, etc.

2. All contractors for DSRPC will present copies of business license, liability insurance with minimum of \$2,000,000.00 coverage and workmen's compensation insurance covering all workers that will be working on DSRPC property. No contractor can work for DSRPC without providing all above.

3. Employees will work for the Executive Board and any future employees will be interviewed by the board and an affirmative vote by five board members will be required to hire any new employees. All hours, shifts, compensation and duties will be set by the Executive Board. The Executive Board by an affirmative vote of five members can terminate employment of any employee.

4. Board members who are also employees will not have a vote in any action that pertains to them or spouse who is an employee.

5. Membership services shall have a contract that will include a no disclosure clause that will hold the membership contractor liable for any disclosures of any or all of any of the membership list except as provided in the DSRPC bylaws. The membership services shall be totally and completely liable for any cost or compromises to any member that is damaged by membership services allowing any but those in the DSRPC bylaws to have access to the membership list. Membership services will provide and have approved by the DSRPC board any employees or any others that may have access to membership list in any way or manner and must get DSRPC board approval before allowing them access to any membership list. Membership services will be responsible for maintaining an up to date membership list, notifying members 60 days prior to their membership due date. Also will be responsible for maintaining a spreadsheet for members' hours worked as volunteers. Membership services will provide to the Executive Board a monthly copy of spreadsheet to be posted along with meeting agendas on clubhouse door.



Sergeant At Arms/Bylaws Committee Chairman