

Desert Sportsman's Rifle & Pistol Club

BYLAWS

Current BYLAWS 03/02/2024

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Article I

Name/fiscal year

The name of this organization shall be Desert Sportsman’s Rifle and Pistol Club, Inc. referred to as DSRPC or club. The fiscal year shall begin on January 1 of each calendar year and end on December 31 of that calendar year.

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. DSRPC will also allow range time to accredited academies that provide education and training required for employment by law enforcement agencies. All requests for range time need to be submitted in writing to the Executive Board for approval and scheduling in accordance to Article X, Range Use .
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.
 - f. Biennial membership
 1. Is available to members and applicants ages 19 through 59 years of age only. The biennial membership fee is to be set per Executive Board Requirements.
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.
 - 4. For safety reasons, all new members must be able to demonstrate that they can effectively communicate with the Club's Staff, and read and understand the Club's signs, Range Rules, and Standard Operating Procedures.
 - 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 may 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 does not, by reason of his or her acceptance of membership in DSRPC, or by reason of any other agreement, have 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.
- 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, except for military members in good standing who are actively deployed for military service out of southern Nevada. The member's DSRPC membership will be frozen during their deployment and re-activated with proper documentation when the member returns. The active military membership fee is to be per Executive Board requirements.
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 a majority vote of the current Executive Board Members.
 - 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 DSRPC General Membership and Executive Board meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.
2. The DSRPC President will conduct all meetings.
3. In the President's absence, the Vice President shall conduct the meeting, followed by the Secretary. General Membership Meetings:
 - a. General Membership meetings shall be held within the first week of each month at such time and place as may be designated by the Executive Board.
 - b. All active DSRPC members in good standing present at any meeting shall constitute a quorum.
 - c. All business affecting the club's finances, bid openings, modifications of ranges, use of club property or ranges shall be discussed at the General Membership meeting.
 - d. The Annual meeting of the DSRPC shall be held during the General Membership meeting in January.
 - e. Members must present current identification, and display their membership card, to attend a General Membership Meeting.
4. Special General Membership Meetings:
 - a. Annual Meeting of the membership: to be the first month, January, of the fiscal year which starts on January 1 and ends on December 31 of the same calendar year.
 - b. A Special General Membership meeting may be called by the Executive Board, or by the President, of DSRPC at any time upon receiving written request stating the purpose of the Special General Membership meeting which has been signed by at least 20% of the combined annual, senior and life members in good standing.
 - c. The location and time of a Special General Membership meeting shall be designated by the Executive Board or by the President if the Executive Board fails, or is unable, to act.
5. Executive Board Meetings:
 - a. Executive Board meetings shall be held a minimum of once each quarter, at such time and place as determined by the Executive Board.
 - b. Four (4) Executive Board Members must be present to constitute a quorum for the purpose of conducting an Executive Board meeting or a Special Executive Board meeting, and for voting on meeting items
 - c. Executive Board meetings are open to all active DSRPC members in good standing.
 - d. Members may not vote and are not allowed to participate in any discussion during the Executive Board meeting.

- e. Members must present current identification, and display their membership card, to attend an Executive Board Meeting.
- f. Any member, employee or outside third-party having business to discuss with the Executive Board will contact the Secretary, in writing, in order to be included on the agenda. The Executive Board will notify the party of date, time and location of the Executive Board meeting.
- g. The Executive Board has the option to have meetings using electronic means. An Executive Board meeting using electronic means must allow Board members, and anyone on the agenda having business with the Board, to communicate with each other. Any member not on the agenda to speak at the meeting will not be allowed to vote or participate in any discussion during the meeting.

6. Special Executive Board Meetings:

- a. A Special Executive Board meeting shall be held by the call of the DSRPC President, the Secretary, or upon receiving written demand by three (3) members of the Executive Board. .
- b. Special Executive Board meetings will only be attended by Executive Board members, or club members and employees requested to appear before the Executive Board. Once business is concluded the members or employees shall be excused.
- c. Special Executive Board meetings concerning member discipline, emergencies, legal notices or employee matters may be held as often as needed.
- d. No business affecting the club's finances, bid openings, modifications of ranges, use of club property or ranges shall be discussed at the Special Executive Board meeting.
- e. All matters discussed during Special Executive Board meetings shall be kept confidential amongst board members and the members or employees directly involved.
- f. No business discussed at a Special Executive Board meeting will be made public.
- g. An Executive Board member proven to be in breach of confidentiality may be reprimanded, under the provisions of Article IX – Discipline of Members, and may be suspended or terminated as the seriousness is determined.

7. Minutes:

- a. Detailed minutes of all meetings shall be taken and memorialized either by electronic recording, with supporting typed notes, or detailed hand-written notes.
- b. Minutes for Special Executive Board meetings shall only include action items and votes.
- c. Committee and Executive Board correspondence, debate and motion by electronic messaging is permitted when such correspondence is held in electronic and print format by the Secretary.
- d. A motion passed or failed by the requisite number of votes outlined in these Bylaws and Robert's Rules of Order using electronic messaging is a valid motion. A second affirmative vote is the motion being seconded.
- e. All minutes will be kept and maintained by the Secretary.

8. Agendas:

The President of the Executive Board will be responsible for publishing an agenda for all meetings.

- a. The President will post the agenda for the General Membership meeting on the DSRPC website, and on the clubhouse door or in the message center, a minimum of five (5) days prior to the General Membership meeting.
- b. The President will also publish and distribute the agenda for all Executive Board meetings to Executive Board members a minimum of five (5) days prior to the Executive Board meeting.
- c. Agendas will cover all aspects of the meeting including but not limited to approval on minutes, financial reports, old business, new business, membership forum with time allotted. d. Only items on the agenda may be discussed during any meeting.
- d. Agendas for Special General Membership meetings shall outline the time, place and purpose for the meeting and will be sent to all active members in good standing by USPS, or electronic, mail not less than seven (7) days prior to the Special General Membership meeting.
- e. Agendas for Special Executive Board meetings will be distributed to Executive Board members a minimum of 24-hours prior to the Special Executive Board meeting and shall not contain any personal or confidential information.

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 voting using the Club's website, or an equivalent online voting system.
- 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 qualifications for a candidate nominated to fill a vacancy on the Executive Board are the same as the qualifications for a candidate to run for that position in an election.

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.

2 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.

3 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.

4 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.

5 An Executive Board member that resigns from office is ineligible for nomination or appointment to any Executive Board position for a period of two years from the date of resignation, unless the resignation is for medical reasons. If the resignation is for medical reasons, the member may request that this requirement be waived by presenting documentation to the Executive Board that the medical condition that caused the resignation no longer exists.

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. Current Match Directors will have entry fees waived at all monthly matches at Desert Sportsman's Rifle & Pistol Club.
- g. Effective June 1, 2018 every match director will be a certified National Rifle Association Range Safety Officer and have obtained a certificate card of completion for CPR, First Aid, and AED.

3. Youth Advisors

- a. Three advisors shall provide advice and consultation to the President, Secretary and Treasurer of DSYRPC.
- 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 DSRPC 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.
 - a. In even numbered years the offices of Vice-President, Treasurer, Sergeant At Arms, and the ByLaws Committee shall expire with nominations and an election to fill the expired office. (2016, 2018, 2020, ...)
 - b. In odd numbered years the offices of President, Secretary, Chief Instructor, Executive Range Officer, and Election Committee shall expire with nominations and an election to fill the expired office. (2017, 2019, 2021, ...)
2. The President or the presiding officer will open and close nominations for each Executive Board office, Bylaws Committee and Election 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.
11. The Secretary will confirm the eligibility of the nominee to run for the office, for which they are nominated.
12. All members nominated for office will be posted on the Club website in April, under the office for which they were nominated.
13. If the nominee is ineligible to hold the office that they were nominated for the reason indicated will appear on the April website posting.
14. 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.
15. 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.

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16. 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.
 17. 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 ballot.
 18. 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 ballot.
 19. All Executive Board Officers and Election Committee members will be nominated, elected and serve for two years.

b. Executive Board Member Qualifications

1. Any nominee for the Executive Board must be at least twenty-one (21) years of age
2. Has been an active member in good standing of the DSRPC for a minimum of three (3) years,
3. Have attended a minimum of five (5) of the last twelve (12) General Membership Meetings held prior to the nomination. Attendance will be determined exclusively by using the sign-in sheets from the General Membership Meetings.
4. Have attended a minimum of two (2) Executive Board meetings within the past twelve (12) months.
5. Ability to pass a full background check.
6. Bonding
 - a. All Executive Board Member will be bonded .
 - b. The only Executive Board Member positions that will have signatory authorization is the President and Treasurer.
 - c. In the event that one of those individuals is unable to perform his or her duties, the Executive Range Officer may then be allowed to be a signatory.
7. Any nominee for Chief Instructor must provide proof that they are a current NRA Certified Instructor.
8. Any nominee running for an open Executive Board position, or being considered for appointment, will submit a resume to the current Executive Board of Directors highlighting their qualifications.

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. Election 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 Election Committee.

5. Elections

1. The Election Committee will monitor the voting process of all elections and report to the Membership via the DSRPC website that the proper procedures have been followed.

2. Voting will take place at DSRPC or via a requested absentee mail-in ballot by a member who is eligible to vote.

3. Any DSRPC member who is in good standing as of May 1st is eligible to vote.

4. In coordination with Member Services, the Secretary will provide a list of eligible voters to the Election Committee prior to May 1st in the year elections are to take place.

5. Voting will be conducted during the month of May in the year elections are to take place: (Monday -Friday 9:30am -3:30pm). Dates will be provided.

6. A DSRPC employee who has been designated by the Election Committee must be present during all hours that voting is being conducted.

7. The DSRPC employee must prevent anyone who is not a DSRPC member in good standing from voting.

8. The DSRPC employee must protect the voter's privacy during the voting process.

9. A DSRPC member voting in person will be presented with one (1) ballot in order to cast their vote(s).

10. After the ballot has been completed it will be placed in a designated secure container (Ballot Box).

11. The DSRPC employee must prevent any DSRPC member from voting more than once.

12. At the end of each voting day the Ballot Box will be secured by Member Services.

13. A DSRPC member in good standing who is not able to vote in person may request a mail-in ballot no later than April 30th. A request for a mail-in ballot shall be mailed to the below address "ATTN: Election Committee" or sent via e-mail to secretary@dsrpc.org. Once a request has been received, the requested mail-in ballot will be mailed to the address of record (unless otherwise directed) of the DSRPC member who is eligible to vote. The completed mail-in ballot shall be placed in the provided return envelope and must be received no later than May 30th in the year of the election. Ballots are to be mailed to the following address:

Desert Sportsman's Rifle & Pistol Club
11700 W. Charleston Blvd., #170-223
Las Vegas, NV 89135-1573

14. All ballots received via mail will be placed in the secure container along with in person casted ballots until which time ballots are to be tabulated.

6. Election Results

1. Only ballots received by May 31st or cast in person at DSRPC are considered valid.
2. All ballots shall be tabulated by the Election Committee and Member Services at the official close of balloting.
3. The results of the elections will be reported to the Executive Board and published on DSRPC website within two weeks after voting has been officially closed.
4. A candidate for an Executive Board position must meet all qualifications and receive a plurality of votes cast in order to win the office they are running for.
5. The four (4) candidates receiving the largest number of votes cast for the Bylaws Committee shall be elected.
6. The four (4) candidates receiving the largest number of votes cast for the Election Committee shall be elected.

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 except the Election Committee
- 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. If bonded, shall be a signatory on the DSRPC checking account .
- f. Will access the club's mailbox In the event the Treasurer is unable to access the mailbox

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 Election 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.
- f. Finalize the ballot to be used on the Club's website or an equivalent online voting system.

1. Provide a list of current members to the Club's website or equivalent online voting service.
2. Provide a current list of members who are eligible to vote to the chairperson of the Election Committee to be used to confirm the election results provided by the Club's website or equivalent online voting service.
3. Resolve any eligibility disputes that may arise from the nominations.

- 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. Is primary custodian of the club's mailbox.

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 \$10,000.

- g. Expenditures from 0 to \$3,500.00 per month must be shown at next general meeting. ERO must obtain board approval for expenditures from \$3,500.00 to \$10,000.
- h. Can become a signatory of the DSRPC checking account in the event the President or Treasurer are incapable of being a signatory.
- i. Executive Range Officer shall be responsible for all employees scheduling with monthly board approval.
- j. Have an affirmative vote of a majority of Executive Board Members for any outside club, vendor or organization to use the DSRPC facilities including any financial contracts that would be involved.
- k. Maintain an inventory of the property, range, competition and marksmanship training property; submit a semi-annual report to the DSRPC Executive Board.

6. The Chief Instructor shall have the following duties.

- a. Responsibility for all classroom instruction at DSRPC.
- b. May appoint qualified assistants for training classes.
- c. 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 Election 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. The Range Construction Committee is responsible for developing, receiving, reviewing and implementing all range construction plans. The ERO or a representative of the construction committee will present the plans to the Executive board members for their review a minimum of 10 days before the plans are presented to the membership at the General Membership meeting for a vote to approve and fund the plans.
 - b. The chairperson of the Range Construction Committee shall be the Executive Range Officer.
6. The Election Committee
 - a. This committee is responsible for tabulation of all returned ballots and certification of each annual election and any special election.
 - b. The Election 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 an Election Committee member or chairperson.
 - d. No member of the Election Committee may serve as a member of any other elected position.
 - e. The elected members of the Election 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 Election 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 Election Committee. Appointees must meet the minimum eligibility requirements for a Election 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 Safety Committee will serve as an ADHOC committee.
- a. The Safety Committee is responsible for reviewing safety incidents occurring at DSRPC as needed, and providing a report to the Executive Board. The Safety Committee will review all incidents that involve any injury that requires medical care beyond basic first aid performed at the Range, or any incident that causes property damage that DSRPC has to pay to repair.
 - b. The Committee's report will contain a description of the incident, the Committee's determination of the cause of the incident, and recommendations on preventing the same thing from reoccurring.
 - c. The Committee will consist of the following five members.
 1. The President, unless the President is involved in the incident or is unavailable. If the President is involved in the incident or is unavailable, the Executive Range Officer will take the place of the President on the Committee.
 2. Two members of the General Membership appointed by the President, or the Executive Range Officer if the President is involved in the incident or is unavailable.
 3. One member of the Range Safety Officer staff appointed by the President, or the Executive Range Officer if the President is involved in the incident or is unavailable.
 4. One member of the Range Maintenance staff appointed by the President, or the Executive Range Officer if the President is involved in the incident or is unavailable.
 - d. Committee members will select a chairperson for the Committee.
9. The President may appoint additional 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, with knowledge of another member willfully violating items described in above Section 1., 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 with knowledge of 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. Any Annual, Youth, Senior or Life member may have his or her membership terminated by a majority vote of the Executive Board.
 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 a majority vote of 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 facilities 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.
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 \$10,000 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 shifts, hours, compensation and duties will be set by the Executive Board. In the event that more than 2 Board members are paid employees then a simple majority will be the quorum required to set all hours, shifts, compensation and duties. The Executive Board by an affirmative vote of five members can terminate employment of any employee unless there are more than 2 employees who are board members, in such case a simple majority will be the quorum required for the termination.
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 will be performed by either a contractor or a Club employee.

- a. In either case, the contractor or employee shall have a contract that will include a non-disclosure clause that will hold the membership contractor or employee liable for any disclosure of any or all of the membership list, except as provided in the DSRPC Bylaws.
- b. The Membership Services contractor or employee shall be liable for any cost to any member that is damaged by the Membership Services contractor or employee allowing anyone but those authorized in the DSRPC bylaws to have access to the membership list.
- c. The Membership Services contractor or employee will provide and have approved by the DSRPC board any employee, or any others, that may have access to the membership list in any way or manner, and must get DSRPC board approval before allowing them access to any membership list.
- d. The Membership Services contractor or employee will be responsible for maintaining an up to date membership list.
- e. The Membership Services contractor or employee will also be responsible for maintaining a spreadsheet of member's hours worked as volunteers and provide to the Executive Board a monthly copy of this spreadsheet.

6. Release of Information

This information release includes both external and internal communications.

- a. External information from a club source is that which is sent outside of the club, i.e. information sent to the club attorney, the CPA, Secretary of State, or other legitimate recipients as may be required by Federal, State or local laws.
- b. Internal information release from a club source is that which remains within the confines of the club and is used only for the purpose of conducting club business, i.e. information regarding telephone numbers or email address of Match Directors used by the Executive Range Officer; telephone numbers or email addresses of RSOs for purposes of staff scheduling; telephone numbers, email address or postal addresses of members who are charged with violation of club bylaws and must be notified of such.
- c. In the event that information held by Membership Services is needed to conduct club business the following procedure will be used.
 1. Membership Services will notify the Club Secretary or Club President of such a request. Either officer will call for a Special Executive Board Meeting as per the bylaws.
 2. The E Board will determine the purpose of the request, the information to be given out, by whom that information is to be released and to who that information is given to. A vote will be taken and recorded as per the bylaws.
 3. Daily business such as updating the web site is exempt from this requirement.
 4. In the event that the information requested is only held by Membership Services, a memo, or email will be sent to Membership Services detailing the information needed, the end use of and a listing of voting members. Membership Services will then DISSEMINATE this

information to the E Board, and WILL NOT be held liable for such dissemination. The E Board is now responsible for the dissemination of that information.

5. Information supplied by members on the application for membership form, will be considered as club property and will be available for internal club use. It may only be released under specific circumstances such as a subpoena or lawful warrant of the courts.