

BY-LAWS OF THE QUAIL CREEK AIR GUN CLUB

I NAME

This Club shall be known as the Quail Creek Air Gun Club (QCAGC)

II MISSION STATEMENT

The objectives of this club are to:

1. Encourage and facilitate the development of and participation in the sport of air rifle and air pistol shooting.
2. To organize matches, competitions, and other events for the benefit of the members and community.
3. To cooperate with and to support any other air gun shooting associated body in matters of mutual interest – both national and international.
4. Promote safety, fellowship, and sportsmanship for all members.

III NON-DISCRIMINATION AND HARASSMENT

1. Quail Creek Air Gun Club shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, or disability in any of its activities, services, or membership provisions.
2. All QCAGC members are responsible for reading, understanding and abiding by the Club's Policy on Harassment.

IV MEMBERSHIP

Membership in the Club is opened to:

1. All Quail Creek owner residents. Membership shall be per household. Only the owner and spouse or domestic partner or joint owners may be voting members.
2. Non-Quail Creek residents who shall have all privileges of a member except voting privileges.
3. Club enrollment may be conducted by filling out an application and waiver form and returning them to the club treasurer along with any dues or fees required for membership. Forms are available at the range or at the QCAGC website.

4. Members shall abide by these bylaws and amendments hereto, including all rules and policies established by the Club.

V

GUESTS

1. Members may bring Guests on the property. All guests must sign in daily on the form provided at the range.
2. Members are responsible for ensuring that family members and/or guests are familiar and comply with all range and safety rules.
3. All guests must arrive and leave with a member.
4. Every person must sign-in daily on the form provided at the range.
5. All guests under the age of 18 must be under the direct supervision of an adult at all times while at the range.

VI

CODE OF CONDUCT

1. Demonstrate good manners, courtesy, and consideration.
2. Refrain from use of language that may be offensive to others.
3. Follow all range safety instructions at all times.
4. Follow Range Master's or designated Range Master's commands immediately without questioning or arguing.
5. Disruptive or disrespectful behavior or other breach of the Code of Conduct may result in written reprimand, suspension from participation in club activities and/or use of the range, or termination. The Board will be the final decision maker in all procedures involving violations of the Code of Conduct.

VII

MEMBERSHIP TERMINATION

Membership may be Terminated for the following reason/s/:

1. Repeated failure to observe Range Safety Rules and Procedures or the Code of Conduct
2. Willful and malicious damage to Club property and or/range.
3. Nonpayment of dues or fees.
4. Violations of the provisions of QCAGC By Laws or published procedures.
5. Termination will be at the recommendation of the Board.

VIII

DUES

1. The Club shall be operated on a calendar year basis with dues to be used to further the Club's Mission and benefit members.
2. Dues for current members are payable as of January 1st. New members who join after September 1st will be fully paid through December 31 of the following year.
3. Renewal of dues may be paid beginning in October and become past due on January 1st.
4. The amount of the dues may be changed, if necessary, at the recommendation of the Board with approval of the Membership.

IX

GOVERNING BODY

1. The governing body of the Club is the Board with all members having an equal vote.
2. The Board will consist of 5 voting members: President, Vice President, Secretary, Treasurer and Director.
3. It shall be the duty of the Board to conduct, manage and control the business of the club between General Membership meetings.
4. A majority of the Board shall constitute a quorum for Board meetings.
5. Board vacancies that occur between elections shall be filled by Board appointment. The appointee shall serve out the remainder of the term.

X

ELECTIONS

1. Election of Board members will take place at the December General Meeting.
2. Board members will be elected by a majority of the voting members attending the December General Meeting.
3. New Board will convene as of January 1.
4. A Board Member can serve only two terms (4 years) in the same role.
5. President and Treasurer shall be elected on even years. Vice President, Secretary and Director shall be elected on odd years.

XI

FINANCES

1. Financial records will be available for inspection by any member in good standing by requesting said inspection from the board. The Board and Treasurer shall work with the person requesting to establish a time and place for the inspection.
2. It shall be the duty of the Treasurer to have custody of all club funds accounting to the Board by summary report at least quarterly, and at any time requested by the Board.
3. The Treasurer shall turn over to the incoming Treasurer or President all funds, books of accounts or any other club property when leaving office.
4. The Treasurer shall deposit Club funds in a financial institution designated by the Board. The Treasurer shall pay bills in the normal course of Club operations. Receipts must be submitted for approved Club projects.
5. An annual review of all financial transactions shall be completed by a qualified person if requested by a vote of the Board.
6. The fiscal year is from January 1 until December 31.

XII

RECORD KEEPING AND REPORTING

1. The Quail Creek Air Gun Club is a Chartered Club of the Quail Creek POA and is a corporation-nonprofit (Arizona Corporation Commission file # 23310101).
2. All generally accepted not-for-profit accounting practices shall be used to monitor and report Club finances.
3. The Board may act between regularly scheduled Board meetings to approve expenditures that arise by communicating between one another via email or online meeting. If such approval happens, it shall be discussed at the next regular meeting and entered in the minutes of that meeting.

XIII

BUDGETARY EXPENDITURES

1. Any major expenditures shall be planned as part of an annual budget.
2. All checks written on the QCAGC account for more than \$300.00 shall require the signature of two board members. Checks for \$300 or less shall only require the signature of one board member.

3. Checks written by a board member for items or reimbursement to themselves most have the signature of a board member other than themselves.
4. Only Board members are authorized to make expenditures. No Board member may make an expenditure more than \$100.00 without Board approval.

XIV

PRIVATE INURNMENT

1. No member of the Quail Creek Air Gun Club shall use or gain from funds belonging to the Club beyond the Club's scope of purpose.
2. No officer may be part of the required approvals if they are to be the sole recipient of the expenditure. This does not exclude an officer from being one of the required leadership approvals if the officer will receive benefit as part of a group, within the scope of group designated expenditures such as a paid entrance fee for a match.
3. This stipulation is to forbid officer approval if the officer will receive personal benefit.

XV

MEETINGS

1. Board meetings shall be held at least quarterly as called by the President. Board meetings will be announced at least 3 days prior to the meeting.
2. The date and location of the December Annual Membership Meeting shall be announced by the President by email at least 30 days prior to the meeting. This meeting will include election of officers in its agenda.

XVI

SCHEDULED EVENTS

1. Club sponsored shooting may be open to the public as guests of the club after said guest signs a liability waiver.
2. A match fee, if applicable, will be collected for the event. All match fees will be given to the Treasurer and properly accounted for. If the match is cancelled for any reason, the fee will be refunded if requested.
3. Events and matches will begin and end at the direction of the Match Director.
4. Unless otherwise required, any disputes regarding any matters pertinent to the event/match will be decided by the Match Director.
5. Results of all events will be sent to the Membership and, if requested, participants by the Secretary, President or their designee.

XVII

ORDER OF BUSINESS

1. Roberts Rules of Order shall be the part of meeting proceedings unless in conflict with these Bylaws or with laws if the State of Arizona.

XVIII

AMENDMENTS

Proposed amendments to the bylaws shall:

1. Be emailed to the membership.
2. Approved by a majority vote of those attending a scheduled board meeting, or
3. Approved or rejected by an email vote of voting members. Email ballots will be developed by the Secretary and approved by the board before being sent to voting members. A majority of returned votes received within two (2) weeks will determine acceptance or rejection of each proposed amendment.