

# CAROLINA WEST SHOOTING CLUB BYLAWS (2021 version)

## ARTICLE I: Name, Location, and Email Address

The name of this organization is the Carolina West Shooting Club, Inc., henceforth referred to as CWSC or Club. The CWSC is registered with the State of North Carolina as a non-profit 501(c)(7) organization. The physical location of the Club is at 615 Rutherford Drive in Nebo, North Carolina. Correspondence can be received at P.O Box 729, Nebo, NC 28761. The email address is [carolinawestsc@gmail.com](mailto:carolinawestsc@gmail.com).

## ARTICLE II: Vision, Mission, and Purpose

The people, individually and collectively, have a Constitutional and inalienable right to keep and bear arms for all lawful purposes. **The mission of the CWSC is to provide an opportunity for members to engage in their shooting sport in a range environment that is safe for the shooters, bystanders, and local community. The purpose of the organization is to encourage individual and organized shooting at the Club by responsible citizens in surrounding communities, to teach marksmanship and the safe use and care of firearms, and to promote youth shooting sports.**

No activities of this organization or its members (if they are acting in the context of their identification as a Club member or as a representative of the Club versus in their capacity as a private citizen) shall involve communicating information of a biased or misleading nature, promoting or publicizing a particular political cause, or otherwise attempting to influence legislation or elections; nor shall this organization participate in any activity which will compromise its status as a non-profit corporation under any state or federal law.

## ARTICLE III: Definitions

**Member:** The term “member” as used in these bylaws refers to an active CWSC member in good standing. This means that the individual has provided all materials for initial membership or renewal of membership, has been accepted for membership, has successfully completed all training and affirmations required for membership, and is up-to-date on having paid all membership dues and fees. No person who is not a member by this definition may vote on any matter.

**Suspension:** In the case of suspension from active membership, dues already paid will be returned to the suspended individual on a prorated basis. **He/she may not come onto Club property.** Suspension which extends beyond the end of the Club year will result in automatic termination of membership. If permitted to be considered for reinstatement after termination, application must be made as in the case of an initial membership, with the exception of the initiation fee.

**Membership Meeting Quorum:** Twenty (20) dues-paying active members must be present to constitute a quorum at any general membership meeting. No matter may be decided upon by the members except by a majority vote of the members present at a meeting at which there is a quorum, or a two-thirds vote in the case of a proposed bylaws change or for the use of surplus funds in the mortgage reserve account. Wherever in these bylaws a membership vote is indicated, a quorum is assumed.

**Board Meeting Quorum and Protocol:** A quorum for voting at Board meetings shall be a majority (more than half) of the current Board members. No matter may be decided upon by the Board except by a majority (or in some cases a two-thirds or three-fourths) vote of the Board members present at a meeting at which a quorum is present. Wherever in these bylaws a Board vote is indicated, a quorum is assumed. Unless in closed session (such as to discuss a personnel matter), non-Board members may attend Board meetings as observing guests whose comment or input would require recognition by the Board Chair.

**Term Length and Limits:** The length of the term for all Board officers, staff, and committee members shall be one year, or until the end of the current year in the case of a late appointment. There shall be no limit on the number of terms that an individual may serve in such roles so long as he/she is duly re-elected/re-appointed to such status in accordance with these bylaws.

**Mortgage Reserve Account:** New member initiation fees shall be deposited into the CWSC mortgage reserve account, under the oversight of the Board Treasurer, until a \$20,000 balance is achieved. Money from this account is then only to be used as “back-up”, with two signatures required for a withdrawal, for any shortfall that may occur with mortgage payments, taxes, and/or liability and property insurance, in a situation wherein there are not sufficient funds to cover such expenses by accessing the Club’s general fund account. Any monies needed to meet such obligations shall be approved by a majority of the CWSC Board. The two required signatures are that of the Treasurer and another Board member designated by the Board. Should deposits result in a balance greater than \$20,000, surplus funds above that amount may be used as designated by a majority of the Board of Directors or by a two-thirds vote of the members at a regular or special General Membership meeting.

#### **ARTICLE IV: Membership**

**Section 1.** To remain in good standing, each member shall maintain a commitment to support the CWSC vision, mission and purpose, and to faithfully fulfill the obligations of good sportsmanship and harmonious fellowship. He/she further agrees, as certified by signature, to accept and comply with these CWSC Bylaws and with the Club’s Standard Operating Procedures regarding conduct on CWSC property and in CWSC meetings.

**Section 2.** The membership year shall be from August 1 through July 31. The organization shall limit the number of members to a number determined by the Board of Directors. This limit is 250 in the 2017-18 year and 300 in years thereafter (unless otherwise modified).

**Section 3.** Applications for membership shall be made to the Board of Directors for review and appropriate action. **Eligibility for initial membership** shall include: **1)** being 18 years of age or older; **2)** submitting a completed application form along with a picture ID, and engaging in any Board-required interview process; **3)** providing a copy of a document verifying either a current concealed handgun permit or a current permit to purchase a handgun; (note the following two exceptions: for applicants who are not yet eligible to apply for a permit due to age but who are at least 18 years of age, a recent criminal record background check may be substituted for the permit requirement, at the discretion of the CWSC Board of Directors - membership based on this exception shall be valid only until the individual reaches age 21; additionally, anyone granted membership prior to 10/20/20 based on a background check only, may continue their membership eligibility on that basis so long as they are adverse-incident-free and remain in good standing with respect to other requirements for continuing membership); **4)** providing a copy of a document (with membership number and expiration date) confirming current membership status in the National Rifle Association of America (NRA); this must be submitted before membership may be activated; and **5)** paying any applicable initiation fees or dues on a prorated basis once the applicant is notified of acceptance as a member. **Initial membership status is considered probationary for the first two years** and membership can be revoked based on the discretion of a majority of Board members.

**Annual renewal of membership** also requires all the elements noted above except for the application form (including, specifically, a copy of a driver’s license to serve as picture ID). A full year’s dues must also be paid as described in Article V of these bylaws.

- A. A majority vote of the Board members present at a regular or special meeting of the Board shall be required to select an applicant for membership.
- B. Any member who resigns from the organization is eligible to re-join based on a majority Board vote at any point in the future if there is an opening, provided they were

not disqualified for membership for disciplinary reasons, by submitting a new application, by fulfilling the requirements noted above in Section 3 of this Article, and by paying prorated dues for the current year; no new initiation fee will be levied.

#### **ARTICLE V: Training, Fees, and Dues**

Each new member shall complete an initial training curriculum prior to their membership status being activated. This includes a **CWSC Range Safety briefing** and a **review of Club Bylaws and Standard Operating Procedures**. At the conclusion of this training, the compliance affirmation document referred to in Article IV, Section 1 of these Bylaws is signed by the new member. Training updates may also be required from time to time for current members.

Each new member shall pay a **one-time initiation fee** in an amount to be determined by the Board (currently \$250), as well as a prorated amount of annual dues for the remainder of the year in which he/she is accepted for membership.

**Annual dues** for the organization (for which an invoice will be mailed during the last two weeks of June each year) are **to be paid by July 31<sup>st</sup>**. The amount shall be determined by a two-thirds vote of the Board of Directors. As of the year 2018-19 dues are set at \$150. The Board shall have the prerogative to waive all or part of this dues requirement for any member who has made substantial contributions of time, labor, and/or material to the maintenance of the Club's physical environment.

If any member has not paid his/her dues by August 31<sup>st</sup>, membership status will automatically be terminated. A new application process must be undertaken if membership is sought.

#### **ARTICLE VI: Privileges of Membership**

Members in good standing shall have **the right to attend all open meetings and educational events** (some of the latter of which may require a fee). They shall also have **use of the Club's ranges** during the days/hours specified in the Club's Standard Operating Procedures.

Additional privileges include the following:

- A. Making nominations for and voting for the Board of Directors**
- B. Serving on the Board of Directors if eligible and if elected**
- C. Serving on a Board committee, if asked and willing**
- D. Serving as a Range Director, if qualified and asked to do so**
- E. Proposing and voting on amendments to the CWSC Bylaws**
- F. Voting on other matters that come before the group that require a vote (such as use of surplus funds in the mortgage reserve account)**
- G. Making recommendations related to CWSC activities and programs**
- H. Bringing a guest or family member to the Club** within the guidelines and restrictions set forth in the CWSC Standard Operating Procedures; this includes permitting a spouse to come to the Club unaccompanied (but with no other "shooting" guest or family member) to use the range under the condition that an initial training curriculum course (described in Article V) has been successfully completed.
- I. Recommending persons for membership in the Club.**

#### **ARTICLE VII: General Membership Meetings**

*Section 1.* General meetings of the organization's membership shall ordinarily be held at the Club on a **quarterly basis on the 3<sup>rd</sup> Tuesday in the months of July, October, January, and**

**April.** Content shall include a Treasurer’s report, a “new member” report, range reports, any relevant Board Committee reports, old and new business, questions and/or announcements, and any program that may have been prepared for the meeting. Additional formal or informal meetings, member/family social events, and/or fund-raising activities that are not inconsistent with the organization’s incorporation status, may be held based on the wishes and initiative of the members.

**Section 2.** Special General Membership meetings may be called by the Board Chair whenever deemed necessary. Members shall be notified in advance of the date and time of any special meeting, and of the purpose of the meeting.

## **ARTICLE VIII: Board of Directors**

**Section 1:** **The ultimate responsibility for the affairs of the CWSC shall be vested in a Board of Directors**, consisting of no fewer than six (6) and no more than twelve (12), with the exact number determined by the Board, and elected by the members, typically for staggered terms of 3 years. That said, initial terms of vacant positions will be determined by the Board, which may be for one or two or four years if that would enhance the continuity of Board membership over time and/or encourage a particular member to make themselves available to serve on the Board. **Eligibility to be on the Board requires continuous membership in good standing in the Club for a minimum of the past three consecutive years.** A slate of candidates for any expired or new openings shall be presented by the Board at the July General Membership meeting. Candidates may also be nominated by members through notification to the Board at least one month in advance of the July meeting. Voting will take place by means of a single ballot listing the candidates with instruction to members to vote for that number of candidates consistent with the number of Board vacancies. The top “vote-getters” will join the Board, with term limits determined as a function of number of votes, such that those with the higher number will be given the longer terms (unless otherwise preferred by them). A Board member may be removed from the Board for any reason by a three-fourths vote of the remaining Board members. There is no limit on the number of terms that can be served. In the event of the death, removal, or resignation of a member of the Board, a successor recommended by a majority of the Board to fill the unexpired term shall be voted on at the next General Membership meeting, which may be a called special meeting if there is an urgency to fill the position.

**Section 2:** Based on a majority vote, the Board shall elect a Chair, a Vice-Chair, a Treasurer, and a Secretary at the beginning of each year and as vacancies may occur during the year, and shall likewise by vote appoint an Executive Officer (based on interviews if there is more than one candidate), as well as establish such committees as the Board deems necessary (such as Executive, Membership, Finance, Publicity, Nominating, and/or Program committees). They shall also, by majority vote, appoint Range Directors as vacancies occur, based on the recommendations of the Executive Officer. The Executive Officer may be replaced by a majority vote of the Board if duties are not being performed as required, as may Range Directors if so-recommended to the Board by the Executive Officer.

**Section 3:** The Board shall meet with a frequency in accordance with the needs of the Club, typically monthly. Members shall be made aware of the general schedule of routine Board meetings. Special Board meetings shall have a predetermined agenda.

**Section 4:** Explicit Board responsibilities and authority shall include:

- Managing the general fund account and mortgage reserve account, designating the bank(s) where funds will be deposited, and assuming responsibility for all

expenditures and disposal of funds and property in furtherance of the purposes of the organization. (See Definitions in Article III regarding the mortgage reserve account.)

- Assuring that no part of the net earnings of the organization benefits or is distributed to its members beyond reasonable compensation for services rendered.
- Managing the process of determining the Club's dues level and maximum number of members, as well as the individual membership status for all applicants and current members.
- Establishing a slate of Board nominees to be presented and voted upon by the membership at the July General Membership meeting.
- Bringing to the members for a vote any proposed modification of these Club Bylaws.

**Section 6:** Board members are expected to attend all Board meetings; three unexcused absences during a given Club year is cause for removal.

**Section 7:** The Board shall establish and make known to members such rules and regulations, consistent with these Club Bylaws, as they deem advisable for the proper conduct within the Club and for the furtherance of the general purposes of the Club. Notable in this regard, are the Club's Standard Operating Procedures, which apply not only to each member but also to his/her family or guests; the violation of these may result in ejection from the property and disciplinary action for the member.

**Section 8:** The Board shall retain any powers not delegated to others within these Bylaws.

**Section 9:** Other implications of Board membership are embedded in the 2007 Articles of Incorporation of Carolina West Shooting Club, Inc. which serve as an umbrella document to these CWSC Bylaws.

## **ARTICLE IX: Board Officers and Staff**

**Section 1:** The **Board Chair** shall:

- A. Preside at all meetings of the membership and the Board.
- B. Sign all agreements, contracts, deeds and other documents for the CWSC, pursuant to appropriate resolution and determination by the Board.
- C. Countersign all checks, vouchers, and notes which require such, together with the Treasurer, as may be directed by the Board. (Exception: The Board contracts with a professional accountant to sign checks for regular on-going expenses, and also to receive monies which are payable to the Club, including dues payments; he deposits or invests funds as directed by the Board. Payments to the accountant for his services are made by check, which only requires one signature, that of either the Board Chair or Board Treasurer.)
- D. Establish and appoint members to necessary committees in conjunction with the Board, and be an ex-officio member of all such committees.

**Section 2:** The **Vice-Chair** shall:

- A. Assist the Chair in the discharge of his duties.
- B. In the case of absence, resignation, death or disability of the Chair shall discharge all of the duties of that office.

**Section 3: The Treasurer shall:**

- A. In collaboration with the Board's paid accountant, keep an accurate and timely record of the receipts and expenditures of the CWSC. These records, at all times, shall be open to inspection by the Board.
- B. Notify all members when their fees are due.
- C. Manage the Club's mortgage reserve account and, with a cosignatory, make withdrawals as directed by the Board. (See description of this account in Article III.)
- D. Provide a report regarding the finances of the CWSC at regularly called meetings of the Board, at the quarterly General Membership meetings, and at such other meetings or occasions when directed by the Board. Summary data from said report shall be incorporated into meeting minutes.
- E. Work with the Board in seeing that the financial records of the Club are audited on any occasion when such is considered necessary by the Board.
- F. Be actively involved in the financial aspect of CWSC fund-raising activities as these may occur.
- G. Receive and record funds collected by Range Directors or others which have been received as payment for competitive or other shooting events at the Club facility, as well as funds received in the context of raffles or other fund-raising events.

**Section 4: The Secretary shall:**

- A. Generate and maintain minutes from all Board and General Membership meetings, to include attendance, topics, summary data, and actions.
- B. Issue notices for any special meetings.
- C. Carry on correspondence of the Board.
- D. Oversee maintenance of Club archives and historical records.
- E. Oversee maintenance of the Club's website (with assistance from other members as may be required).
- F. Oversee and manage the Club Newsletter (with assistance from other members as may be required).

**Section 5: The Executive Officer (XO) shall:**

- A. Hold current certification as an NRA Range Safety Officer, and be encouraged to obtain Chief Range Safety Officer certification.
- B. Have charge of all the ranges and grounds of the organization.
- C. Establish a maintenance program to maintain facilities in a neat, orderly, and safe condition.
- D. Coordinate competitions and activities held at the range.
- E. Oversee the expenditure of the Board-approved yearly allowance for each range, as well as any major expenditure for the facility pre-approved by the Board.
- F. Recommend to the Board a volunteer with appropriate skills to serve as Range Director for each Club range, and supervise these individuals.
- G. Attend all Board and General Membership meetings to give a report on the status of the ranges, and to raise any relevant concerns, needs, other developments.

**Section 6: Range Directors shall:**

- A. Be an NRA Certified Range Safety Officer.
- B. Provide oversight to the operation and condition of each range and provide Range Director reports directly to the XO on no less than a quarterly basis.
- C. Maintain sign-in sheets and guest waivers, as well as data on the extent of range usage in terms of the amount of ammunition expended.
- D. Oversee maintenance and condition (neat, orderly and safe) and have general charge of their respective ranges.

- E. Have available and, in collaboration with the XO, appropriately utilize for the above responsibilities, a yearly allowance as determined by the Board.
- F. Collect payments for certain competitive or other shooting events at the Club facility, confirming (with signatures) the record of funds received with another member, and turning such funds over to either the Treasurer or the Club accountant, who documents such receipt.

**Section 7:** In the event of the death, resignation or incapacity of any Board officer, a successor from the Board shall be nominated and voted upon in the affirmative by a majority of the Board to fill the vacancy. The newly named officer shall serve out the remainder of the absent officer's term. Replacement for the remainder of the term of an absent XO or Range Director shall follow the same procedures as for initial appointments to these staff positions.

## **ARTICLE X: Disciplinary Procedure**

**The Carolina West Shooting Club leadership wishes to encourage a culture of personal accountability and mutual support.** Each member should take seriously the Club requirements, recognizing that these are established for the safety of members and guests, and to enhance the pleasant enjoyment of our shooting sport in a friendly social environment. In addition, if the Board Chairman is investigating a potential infraction and asks any member (via email, telephone contact or voicemail phone message) to meet and discuss an incident, that member will have seven days to respond and/or meet with the Board Chairman or his/her designee. If there is no response, the member will have all club privileges suspended. If the member doesn't respond within ten days, a certified letter requiring a response will be sent with a time deadline for response. Should there be no response to this letter, the member will have their club membership terminated. If a member has a fairly minor concern regarding the conduct of a fellow member, it is hoped that he will approach that member in a spirit of helpfulness in order to give feedback in a way that does not reflect an accusatory or hostile attitude. As the golden rule says, treat the other as you would wish to be treated. There are, of course, some instances where either the other person is totally unresponsive to feedback, or where the breach in conduct is so grievous that it cannot be ignored. It is in such an unfortunate case that the disciplinary procedure herein may be applicable.

**Section 1:** **Any member can report another for violation of the Club's Standard Operating Procedures or for any other club-related rule, policy, expectation, or procedure. Such a reported violation should be in writing and submitted to the Board Chair (or Vice Chair). To further the best interests of harmony in the Club, the Board is strongly committed to process any such report in a fair and objective manner as follows.** The Chair (or Vice Chair) of the Board in collaboration with at least one additional Board member may, at their discretion, refer the matter to a disciplinary panel, or summarily dismiss the report if they judge that it lacks sufficient merit for further action. If a panel is considered warranted, the Chair (or Vice Chair) shall ensure that the member charged with the violation(s) is advised prior to further review and deliberation, and that he/she is afforded an opportunity to be heard by the panel either in person or in writing.

**Section 2:** A disciplinary panel shall consist of the Board Chair who shall preside over the panel, the Executive Officer (in the case of a violation of the Standard Operating Procedures or other range violation), and two at-large (non-officer) members who shall be randomly selected by the Board from a pool of members in good standing who are not involved in or connected to the situation in question. If the reported violation occurred in conjunction with the use of a particular range, the Range Director for that range shall also serve as a member of the panel. If the reporter or reported is the Chair, then the Vice Chair serves in the role of the Board Chair for this procedure.

**Section 3:** The disciplinary panel will review evidence and determine, based on the greater weight of the evidence and by majority vote, whether or not one or more violations have occurred.

If so, a written report of such shall be submitted to the CWSC Board of Directors. Depending upon the seriousness of the violation, the reported member's active status can be suspended by the panel pending further review and possible action.

**Section 4:** The Board shall, at either a special or regularly scheduled meeting wherein a quorum is present, review the conclusion(s) of the panel (as well as any past violations by the member) and make a determination by a majority vote as to what, if any, counseling, re-education, formal reprimand, period of probation, or suspension is warranted.

**Section 5:** Termination from Club membership of a non-probationary member requires a two-thirds vote by the Board and is only considered for just cause, in the case of particularly egregious violations – some examples would be acts which jeopardize the non-profit status of the Club, acts which carry the risk of serious injury or death, criminal acts which call into question the individual's right to purchase or own a handgun, and acts which demonstrate a blatant disregard for the bylaws, procedures, and/or obligations of good sportsmanship and harmonious fellowship. If one or more such violations result in membership status being revoked, termination shall be either "with prejudice", that is, the member is permanently no longer eligible for membership or "without prejudice", that is, the member may reapply for membership after one calendar year. Re-applications for membership will be considered on equal footing with all other applicants.

**Section 6:** Decisions by the Board are final. The member affected by panel and/or Board decision(s) will be informed in writing within 30 days after the matter is resolved.

#### **ARTICLE XI: Competitions and Use by Outside Entities**

Competitions held by the club shall be governed according to the rules and regulations of any applicable governing body. If there is none, NRA and/or CWSC rules, particularly with respect to safety, shall be followed, with coordination provided by certified instructors and/or the Executive Officer or his qualified designee. Any outside entity that asks to use the range (including members who wish to teach a "for-profit" class), must submit a request in writing to the Board Chair and Executive Officer for review and approval. The Board reserves the right to charge a fee for use of the facility by outside entities (currently, \$20 per person per day of use, in the case of a "for profit" event). A record is to be kept of fees collected and these funds are to be turned over to the Club Treasurer. (See Treasurer and Range Director duties.)

#### **ARTICLE XII: Club Website**

The organization shall maintain a website in order to provide information to Club members and to the general public. The content of the website and all other CWSC-sponsored public social media content shall be governed by the Board of Directors.

#### **ARTICLE XIII: Bylaws Amendments**

Proposed amendments to these bylaws may be introduced by any member of the organization in writing to the Carolina West Shooting Club Board of Directors. They must first be approved by a majority of the Board. Subsequently, the general membership must approve any changes by means of a two-thirds majority vote, with a quorum of the members present, at a regular or special General Membership meeting.

These Bylaws were originally approved on April 16, 2018 by the CWSC Board of Directors and on June 21, 2018 by the membership of the CWSC.



On 1/17/19, amendments to Article III, paragraph 2 and to Article V, paragraph 4 were approved. On 1-19-2021, amendments were approved to Article IV, Section 3, subsections 3, 4, and 5 and Article X, Introduction, sentence three.

Signed on 1-20-2021 by Bob Hinceman, CWSC Board Chairman