

The Waitsburg Gun Club By-Laws

Article 1 - Name, Incorporation, Place of Business

Section 1. The name of the corporation shall be “THE WAITSBURG GUN CLUB,” which is known as “Waitsburg Gun Club”, hereinafter referred to as the “Club.”

Section 2. The Club is a non-profit corporation incorporated under the laws of the State of Washington. The time of existence of this corporation shall be in perpetuity.

Section 3. The address of the Club is:

Waitsburg Gun Club
85 Bramlett Road / P.O. Box 61
Waitsburg, WA 99361

The address of the registered office of the Club and its registered agent shall be as specified in the Articles of Incorporation, or if subsequently, changed, as specified in the form prescribed by the Secretary of State and filed pursuant to the Washington Nonprofit Corporation Act. In accord therein, the Executive Board or the registered agent may change the address of the registered office and that of its agent.

Article 2 - Purpose

The purposes of this Club shall be:

- (a) To promote safe, organized firearm use;
- (b) To provide opportunities for general firearm experiences and education;
- (c) To improve marksmanship and knowledge through competitive Club sponsored events; and
- (d) To encourage characteristics of honesty, good fellowship, self-discipline, and self-reliance, which are the hallmarks of good sportsmanship and the foundation of true patriotism.

Article 3 - Membership

Section 1. Section 1. Any citizen of the United States or Legal Permanent Residents (LPR's) who are at least 18 years of age who may legally own or possess a firearm in the State of Washington and who has not previously been removed for cause from the Club (or otherwise deemed by the Executive Board to be unfit for membership under these processes).

Section 2. Acceptance of membership will be effective after a review and approval by the Executive Board with applicant completing necessary paperwork and paying current dues.

Section 3. Membership in the National Rifle Association is encouraged.

- (a) There will be an annual \$10.00 surcharge for non-NRA members effective for all membership beginning September 1, 2022.
- (b) NRA Membership proof shall consist of documentation that shows the name of the member, NRA member number, and expiration date. Membership must be through September of the year of renewal.

Section 4. Membership Guidelines.

- (a) Membership entitles the member to the use of the Club's facilities in accordance with these bylaws and all applicable Club policies, rules, and regulations, subject to closure of the Club facilities for special events as approved by the Executive Board.
- (b) A member does not, by reason of membership, have any right or ownership in the assets of the Club nor any right to use the Club's name without approval of the Executive Board.
- (c) A member may not transfer his or her membership to any person.
- (d) Members will not permit any other person to receive or to use the gate code for any purpose. An infraction of this provision shall be sufficient cause for termination of the member by the Executive Board and may result in forfeiture of all rights, privileges, and benefits of membership, plus any associated fees or dues that have been paid.
- (e) All members are solely responsible for the conduct of their guests.
 - i. Any Club official may direct a member to remove their guest from the Club property if, in the official's opinion, the guest is not conforming to the rules of conduct and standards set forth for the members by the bylaws.
 - ii. The member must accompany their guests while on the Club property.
 - iii. Any member whose guest was removed may face disciplinary action.
- (f) Members cannot post any printed material on Club property that contains malicious, derogatory, inflammatory, discriminatory language or graphics, or which is purely political in nature. The foregoing shall not apply to any materials related solely to proposed initiatives or legislation relating to firearm regulation.
- (g) Members are encouraged, but not required, to participate in work parties, to help maintain safety at the range and to report infractions of rules which may result in danger to persons or property

Section 5. Members may be disciplined for willful violation of: (a) any provision of the bylaws and policies, (b) range safety rules and regulations, (c) damage to Club property; and/or (d) disruption of other members from their right to enjoy the Club.

Section 6. Removal of any member in good standing shall be for cause. Any member being removed shall be notified in writing by regular and certified mail of the cause, the accuser, and the circumstances. The person facing removal may request a hearing that shall include the Executive Board, the accused, and the accuser. In addition, the Executive Board may hear testimony by other witnesses, as suggested by the accused or the Executive Board. The Secretary shall inform the President or his or her representative whether the accused has requested a hearing and schedule a hearing at the earliest opportunity. Such hearing shall not be open to the general membership unless petitioned by the accused and approved by Executive Board. The Executive Board shall render its decision by majority vote. The decision of the Executive Board shall be communicated to the accused via regular and certified mail. The decision shall not be subject to appeal.

Article 4 - Dues

Section 1. Except for Life Members, dues for membership are collected annually on or before September 1. The Executive Board shall maintain a list of memberships: life and annual as well as any members previously expelled.

Section 2. There are two levels of membership: Life and Annual memberships.

Section 3. Annual Membership is designated for a household. The household is defined as two persons over the age of 18 residing in the same residence. The two adults comprising the family and any minor children or grandchildren of the two adults and any minors residing whole or part time in the same residence, to use the range facilities, provided that such minor children are under the supervision and direction of one or both adults. Each adult (but not the minors) in the family shall be considered a member of the Club for all purposes provided, however, the family shall have only one vote on any matters voted on by Club members. If either adult under a family membership is removed from the Club, the membership shall be terminated.

Section 4. Life Membership is designated for individuals and their spouse. After 2023, member must be in good standing for 5 years or more. They shall pay the current yearly rate x 25 (years). They shall have only one vote on any matters voted on by Club members. If either adult is removed from the Club, the membership shall be terminated.

Section 5. Honorary Life Membership is designated and given by the Executive Board through donated time, service and financial contributions which support Article 2, the purpose of this club. Member must be a member in good standing for 3 or more years.

Section 6. Dues for Annual memberships shall be determined by majority vote of the Executive Board. Such vote shall take place at an Executive Board meeting and be announced prior to the Annual Member Meeting. Dues may not be increased by more than 10% in any one membership year.

Section 7. Except for Life Members, no individual will be entitled to Club privileges nor considered a member in good standing without paying the necessary dues.

Section 8. Any member removed or expelled for cause under Article 3 will forfeit any remaining dues.

Article 5 - Meetings

Section 1. All Club meetings, including those for the General Membership, for the Executive Board, and for any special committee, shall be conducted in accordance with the current edition of Robert's Rules of Order. Except as specified herein, any action taken shall be by majority vote. Except as specified herein, no member may vote by proxy. Any action which may be taken at a meeting of the Executive Board or any special committee may be taken without a meeting if all members of the respective committee shall individually or collectively consent in writing to take such action. Such written consent or consents shall be filed with the minutes of proceedings.

Section 2. The Club President will conduct all meetings for the General Membership and the Executive Board. In the President's absence, the Vice President shall conduct the meeting, followed by the Secretary. The chairperson selected by an applicable committee shall conduct meetings of that committee. A sergeant at arms may be identified by the Chairperson at any meeting to maintain decorum.

Section 3. Membership Meetings:

- (a) Unless otherwise determined by the Executive Board and communicated to the membership, Membership meetings will occur monthly concluded by Executive Session if so needed at the Club's premises located at 85 Bramlett Road in Waitsburg, Washington (the "Range").
- (b) The Annual General Membership meeting of the Club shall be shall occur the third Sunday in August. The primary purpose of the Annual meeting is to elect the Club's officers. The elected members shall assume office upon the adjournment of the Annual meeting. General business of the membership including review and amendments of the By-Laws.
- (c) If the annual meeting shall not take place at the fixed time and location, it shall be held within a reasonable time thereafter. If for any reason the meeting is to be held elsewhere than at the Range, or at a different time or date, the location, date and time of the meeting shall be published through electronic publications including but not limited to email, website announcement, social media and/or by USPS, to active members.
- (d) All active Club members in good standing present at any meeting shall constitute a quorum.

- (e) Members may be asked to present current identification and display their membership card to attend a General Membership Meeting.

Section 4. Executive Session-Meetings:

- (a) Executive Session meetings may be held as often as needed and shall meet at such time and place as determined by the Executive Board
- (b) If more than two (2) Executive Board Members are absent, there is not a quorum and the meeting is canceled.
- (c) Executive Session meetings shall be held for the purpose of addressing member discipline, emergencies, legal notices and similar confidential matters shall be held upon the call of the President, the Secretary, or upon written demand by three (3) members of the Executive Board.
 - i. Any member or outside third-party having business to discuss with the Executive Board shall contact the Secretary in writing in order to be included on the agenda for an upcoming Executive Board meeting. The Secretary will notify the party of the date, time and location of the Executive meeting.
 - ii. Meetings are not open to the membership and will only be attended by Executive members or Club members requested to appear. Once any such member's business is concluded, such member shall be excused.
 - iii. All matters related to member discipline discussed during an Executive Session shall be kept confidential amongst Executive Board members and the members, if any, directly involved. The decision to remove a member will be recorded in the minutes, which shall be available to the membership.
 - iv. Minutes of any action shall be maintained.

Section 5. Minutes:

- (a) Minutes of all meetings shall be taken and memorialized either by electronic recording, with supporting typed notes, or hand-written notes.
- (b) Minutes for Executive Board meetings shall include discussion points, action items and votes.
- (c) All minutes will be kept and maintained by the Secretary.
- (d) Minutes shall be made available to the membership.

Section 6. Agendas:

- (a) The President will be responsible for publishing an agenda for all meetings.
- (b) The President will post the agenda for the General Membership meeting on the Club website, and at the range a minimum of five (5) days prior to the General Membership meeting.
- (c) 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.

- (d) Agendas will cover all aspects of the meeting, including but not limited to, approval of minutes, financial reports, old business, new business, and any other business that is relevant but not on the agenda.
- (e) Agendas for Executive Board meetings will be distributed to Executive Board members a minimum of 24-hours prior to the Executive Board meeting and shall not contain any personal or confidential information.

Section 7. A meeting of the Executive Board and membership may be conducted, in whole or in part by teleconference, videoconference or other digital means provided reasonable measures are taken to permit all members not physically present to hear the proceedings concurrently. The Executive Board shall adopt special rules of order for the conduct of such meetings to provide for proper notice, verifying membership, assignment of the floor and debate, voting, and any other procedures necessary for an orderly meeting.

Article 6 - Officers and Duties

Subject to the limitations of the Articles of Incorporation, these Bylaws and the laws of the State of Washington, the activities, affairs, property, and corporate powers of the Club shall be governed by the Officers identified herein. The number of officers may be increased or decreased from time to time by amendment to these Bylaws. Each Executive Board member shall serve on a volunteer basis. Each member of the Executive Board must be a must remain in good standing for the duration of their term.

Section 1. The following officers will be elected by majority vote and will constitute the Executive Board at the close of the fiscal year, the third Sunday of August, during the General Meeting and serve for two years or until successors are elected in accordance with these By-Laws.

- (a) The President presides over all meetings of the Club and the Executive Board, serves as the liaison with business, serves as the primary spokesperson for the organization, and signs specific documents on behalf of the Executive Board and the corporation. The President is responsible for leadership and management of the Club, facilitating communication between the membership, Executive Board, and community, and ensuring compliance and accountability of the leadership and Club to its members. The president will vote along with all other members on the Executive Board, when all matters that are determined by vote. The president is responsible for agendas.
- (b) The Vice President shall preside at all meetings where the President cannot attend or where the Vice President has been designated to preside by the President. Other duties may be assigned by the President to assist in carrying out the business of the Club.

- (a) The Treasurer is responsible for all funds of the Club and shall maintain financial records in accord with these bylaws, any Executive Board policies, State and Federal law, and financial best practices. The treasurer shall immediately and without action by the Executive Board draw checks for routine financial obligations (club insurance, county assessments, utility bills). All remaining expenditures of the Club shall be approved by the Executive Board—and shall be withdrawn by check signed by two (2) members of the Executive Board.—When need arises, use of the Club debit card, issued to the President, may be utilized, provided that accurate financial records must be maintained in compliance with the processes set forth by the Treasurer in compliance with best practices. Purchases made via the debit card must be subsequently approved by Executive Board.—The Treasurer shall keep accurate records, report current balances at Executive Board meetings and General Meetings, and maintain all checking, savings, and other financial accounts in accordance with State Law and best book-keeping practices. The Treasurer, in conjunction with the Executive Board, shall ensure that all tax documents are timely and accurately filed. A CPA may be retained to assist in this effort. All such records are the sole property of the Club.
- (b) The Secretary is responsible for maintaining an accurate record of Executive Board and General Membership meetings. All Club-generated correspondence, corporate documents, all records and reports will be maintained by the Secretary, with the exception of the financial documents, which shall be maintained by the Treasurer. The Secretary will maintain a membership mailing list and other duties which may be assigned to assist in carrying out the business of the Club. All such records are the sole property of the Club. The Secretary shall notify all members of all meetings. The Secretary shall confirm the eligibility of each member nominated at the general membership meeting to run for an Executive office, and any other committees.
- (c) The Senior Range Officer, under the guidance of the President, is responsible for the safe and efficient operation of the Club ranges and facilities. The Senior Range Officer must be an NRA Certified Range Safety Officer or Chief Range Safety Officer. Duties include, determining the safety of the range and closing the range for reasons that may include:
 - a. Safety
 - b. Maintenance
 - c. Alternate Club sanctioned activities
 - d. Unexpected situations

Maintenance of the ranges, clubhouse, and other Club assets is the responsibility of the Senior Range Officer and their designee(s).

The Senior Range Officer, their designee, and/or other Executive Members shall have the power to expel any person from the range for infractions of posted rules or when, in their good judgement, such removal is in the best interests of the Club.

- (d) Executive Board Members 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 Club activities.
- (e) Each Executive Board member and any member of a standing or special committee shall annually sign a document confirming that she or he does not have a conflict of interest associated with the appointment.

Section 2. Term of office

- (a) From and after 2020, the terms of office of the Vice-President and Secretary shall expire in even numbered years (2020, 2022, 2024...) with nominations and an election to fill the expired office at the August General meeting in such even numbered years. The terms of the Vice-President and Secretary elected in 2020, shall expire in 2022, as described above.
- (b) From and after 2020, the terms of office of the President, Treasurer and Senior Range Officer shall expire in odd numbered years (2021, 2023, 2025...) with nominations and an election to fill the expired office at the August General meeting in such odd numbered years. The terms of the President, Treasurer and Senior Range Officer elected in 2020, shall expire in 2021, thereafter the President, Treasurer and Senior Range Officer shall serve two-year terms as described above.

Section 3. Elections

- (a) The nomination and election of the Club's officers shall occur at the August General Membership Meeting.
- (b) Any nominee for an office must:
 - 1. be at least (18) years of age.
 - 2. Have been an active member in good standing of the Club during the 12 calendar months preceding the August General Meeting; and
 - 3. Must have attended a minimum of 4 of the general membership meetings during the 18 calendar months preceding their nomination. Attendance will be determined exclusively by using the sign-in sheets provided at the meetings. General membership meeting attendance credit will be granted to any member who performs Club service at the direction of the Executive Board. These duties include, but are not limited to, range cleanup, mowing, repair and maintenance, serving as safety personnel at Club events or as otherwise approved by the Executive Board. The member will receive credit for having attended one general membership meeting for every four hours of assigned duty. The Executive Board. will assign the duties and document the hours served. The documentation

will be forwarded to the Secretary and applied to member's attendance eligibility requirements if applicable.

4. In addition, the Senior Range Officer must be an NRA certified Range Safety Officer or Chief Range Safety Officer

(c) Nominations

1. The nomination and election of officers shall occur by office, with President first, then Vice President, Secretary, Treasurer, and Senior Range Officer last. After the August 2020 meeting, in odd years, the office of President will be filled first, then the office of Treasurer, and in even years, the office of Vice President will be filled first, then the offices of Secretary and Senior Range Officer last.
2. The President or the presiding officer will open and close nominations for each office for which the term of office will expire that year.
3. Any member in good standing may nominate any other member in good standing for the office that is open for nominations.
4. All nominations must have a second or the nomination will not be accepted.
5. Nominees must be present at the August General Meeting, unless a majority of those in attendance waive this requirement.
6. The Secretary will note the nominees for the office, and the nominator and member who made the second, into the meeting minutes and will confirm the eligibility of the nominee under Sections 3(b)(2) and (3) to run for the office. The Club's records will be determinative for the Section 3(b)(2) length of membership requirement. A majority of the members present may vote to waive the Section 3(b)(3) meeting attendance requirement.
7. No member may hold more than one elected office at a time.
8. 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 at that meeting.
9. Any member nominated for an office may refuse the nomination.

(d) Election

1. The members present at the August General Meeting shall constitute a quorum for the purpose of electing officers.

2. Voting shall be by show of hands. The nominee receiving the majority of the votes shall be elected. If three or more candidates are nominated and no candidate receives a majority of votes, the candidate receiving the fewest votes shall be eliminated and the remaining candidates shall be voted on again, until a candidate receives a majority of votes.
3. If only one member is nominated for any office, that member will be considered duly elected provided they meet all the minimum requirements for that office.
4. All officers elected at the August General Meeting shall take office upon the adjournment of such meeting, starting the new fiscal year in their position.
5. If 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 Section 4 this article.

Section 4. Resignation and Removal of Officers

- (a) Resignation of any officer may be accepted by a majority vote of the remaining members of the Executive Board.
- (b) Removal of an officer during their term of office shall be accomplished by petition of at least 10 percent of the general membership in good standing. The petition shall be in writing, presented to the Executive Board not less than 15 days before an Executive Board meeting, and voted on by all members of the Executive Board except the officer in question. The general membership shall be informed within 15 days by appropriate means of the decision of the Executive Board. If the vote of the Executive Board is to allow the officer to remain in his or her office, another petition signed by a majority of the members in good standing within 30 days after publication of the Executive Board's decision may be submitted to overrule the decision and remove the officer.
- (c) A temporary acting appointment to replace any removed or resigned officer may be made by majority vote of the remaining members of the Executive Board until a general election can be held to determine a replacement. Such general election should not occur more than 6 calendar months from the time of the acceptance of the resignation and any election to fill the vacancy shall be conducted as provided in Section 3 above. In lieu of any such temporary designation of a replacement, the Executive Board may re-assign the duties of the officer who has resigned to other members of the Executive Board for an interim period until a general election can be arranged. The member elected to fill the vacancy will serve until the next regular scheduled election for that office.

- (d) During the time that any vacancy or vacancies exist on the Executive Board, the President may assign the duties of the vacant office to the remaining Executive Board members.
- (e) 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.

Section 5. Special and Standing Committees

- (a) There is hereby established a standing committee called the Waitsburg Gun Club Youth Fund Committee, discussed in Section 3 of Article 7, below.
- (b) The Executive Board may additionally establish one or more committees for special projects. All such committees, other than the Waitsburg Gun Club Youth and Shooting Activities Fund Committee, will be organized and disbanded as determined by the Executive Board. No committee, including any standing committee, may have authority to amend the Articles of Incorporation, to adopt a plan or merger or consolidation with another corporation, to authorize the sale, lease, or exchange of Club property, to dissolve the corporation, to repeal any resolution of the Executive Board.
- (c) Except as pertaining to the Waitsburg Gun Club Youth Fund Committee: (i) the Executive Board will appoint a committee chair and committee members for committees, (ii) at least one Executive Board member shall be a member of each committee; and (iii) Committee members, other than the Executive Board member, shall serve terms expiring on August 31 of each year, but may be reappointed by the incoming Executive Board.
- (d) Committees will be composed of members in good standing. Meetings of such committees will be conducted as required by the committee chair.

Article 7 - Financials

Section 1. The officers of Waitsburg Gun Club have a fiduciary responsibility to their members to safeguard the financial resources of the Club, including, but not limited to, Club dues, event income, property, donations, and other revenues of the Club. All such amounts shall be maintained in accounts at an established financial institution as determined by the Executive Board. A detailed inventory of property shall be maintained. Three members of the Executive Board shall be listed on the Club financial accounts.

- (a) Two Executive Board Member Signatures must execute any and all financial forms, including but not limited to checks.
- (b) Cash
 - 1. One of 3 authorized signers on the financial accounts of the Executive Board Members will be the keeper and guardian of the cash

2. All deposits shall be made regularly or as close to month end as possible.
- (c) Trap
1. Rates shall be set by the Executive Board annually.
 2. A record balance sheet will be maintained recording trap use and daily fees collected.
 3. Monthly billings will be issued to schools and programs for use for educational purposes as appropriate.

Section 2. The Executive Board will establish an annual budget at its October meeting and will review monthly proposals, expenditures and general operating expenses.

Section 3. Attached hereto as Attachment A are the policies and procedures applicable to the Waitsburg Gun Club Youth Fund, which is separate from the Club funds, and is to be controlled and disbursed as provided in Attachment A. These policies and procedures are incorporated by reference herein. Such policies may be updated from time to time as set forth in Attachment A.

Article 8 - Range Rules

Section 1. All shooting competitions conducted by the Club will be governed by the rules and regulations of the governing authorities of the individual disciplines such as the National Rifle Association of America, by the rules and regulations of the Secretary of Defense and any other organized shooting competitions approved by the Executive Board.

Section 2. Use of the Range shall be in accord with the posted rules and directions of Club Officials defined by Article 3, Section 4(e).

Article 9 - Amendments

Section 1. Amendments to the By-Laws may be introduced by any member of the Club in good standing at any regular meeting of the general membership, or any special meeting called for the purpose of amending the By-Laws.

- (a) Notice shall be given to the membership that at the August meeting, or at a special meeting called for purpose of ratification, the proposed amendment(s) will be voted on.
- (b) A two-thirds (2/3) majority vote is required by the members present at the next regular, or special meeting to approve the amendment(s).
- (c) Adoption of bylaws, whenever amendments to the bylaws or new bylaws are adopted, the new wording or bylaw shall replace the old bylaw and not clutter up the present bylaws with the wording of the old. Revisions will be made by replacing the entire page.

Section 2. Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the general provision of the Washington Nonprofit Corporation Act shall govern the construction of these Bylaws.

Article 10 - Dissolution

In the event of dissolution of the Club, upon payment of all due bills, taxes, and other financial obligations, the residual moneys derived of the disposition of the physical assets of the Club shall be donated to a non-profit corporation which supports the Second Amendment to the Constitution of the United States. Determination of the recipient will be made by a three-fifths (3/5) vote of the Executive Board.

Attachment “A”

Waitsburg Gun Club Youth and Shooting Activities Fund Committee Policies and Procedures

Article 1 - Name, Place of Business

Section 1. The name of this committee shall be the Waitsburg Gun Club Youth Fund Committee (hereinafter referred to as “TYC”). The TYC is a committee of peers and therefore as a committee each member agrees to serve in any role necessary to conduct business in accordance with these bylaws.

Section 2. The Waitsburg Gun Club Youth Fund (the “Fund”) is operated through The Waitsburg Gun Club (the “Club”), a non-profit organization incorporated under the laws of the State of Washington, EIN number 84-3273132. The time of existence of the TYC shall be in perpetuity.

Section 3. The mailing address of TYC is:

Waitsburg Gun Club Youth Fund
P.O. Box 61
85 Bramlett Road
Waitsburg, WA 99361

Article 2 - Purpose

Section 1. The purposes of the Fund and the TYC are to provide grants of funds to applicants who request funding to:

- (a) Promote safe organized firearm use both at the Club range and by participating in non-Club organized events;
- (b) Provide opportunities for general firearm or archery experiences and/or education to individuals and groups;
- (c) Improve marksmanship and knowledge through competitive club or other organized events;
- (d) Encourage those characteristics of honesty, citizenship, fellowship, and self-reliance which are the hallmarks of good sportsmanship; and
- (e) For such other purposes in keeping with the purposes for which the Fund was established as shall be approved by the TYC.

Article 3 - Membership

Section 1. Membership of this committee consists of the three peer selected committee members who shall initially be Dale Keep, Peter Laizure and Robert Martin. TYC members must meet the following minimum qualifications to hold the position:

- (e) Be a member good standing of the Waitsburg Gun Club;
- (f) Be 21 years of age or older to sign legal documents;
- (g) Be confirmed by two of the three TYC members and a majority of the Club Executive Committee;
- (h) Be a member of the National Rifle Association;
- (i) Sign a conflict of interest statement to hold a position; and
- (j) Agree to abide by best practices for financial management and record-keeping.

Section 2. Removal of any TYC member shall be for cause. Any member being considered for removal shall be notified in writing by registered mail of the cause, the accuser, and the circumstances. The person facing removal may request a hearing in writing with the secretary of the Club Executive Committee. The secretary will then schedule the hearing as soon as possible but in not less than ten days from the date of request receipt. Any such hearing shall include the other two TYC members, the Executive Committee members, the accuser the accused and their witnesses if any. Witnesses brought on behalf of the accused must be placed on the hearing agenda with the secretary no less than seven days prior to the meeting. The secretary shall inform the Executive Committee and the TYC members of the reply and the hearing schedule. Such hearing shall not be open to the general membership and attendance is restricted to the TYC members, the Executive Committee, the accuser, the accuser's witnesses, if any, the accused, and the accused's witnesses, if any. Any member expelled from the TYC for cause shall not be eligible for future membership on the Executive Committee or the TYC. Hearings held under this section are for removal from the TYC only and have no effect on Club membership.

Article 4 - Meetings

Section 1. The TYC will meet as needed for timely processing of funding applications. Meetings may be held at the Waitsburg Gun Club's Premises located at 85 Bramlett Road in Waitsburg, Washington or other locations as determined by the TYC. At such meetings the TYC shall evaluate and act on applications and deal with any other TYC business. Meetings may be held in person, or via technology as agreed by TYC members. Minutes shall be created for each official meeting and disbursed by email to all TYC and Club Executive Committee members within seven calendar days.

Section 2 . Two members must be present at any committee meeting to constitute a quorum for voting purposes.

Section 3. TYC meetings are not open to the public.

Article 5 - Applications and Communications

Section 1. Applications for grants from the Fund shall be available for download from the Waitsburg Gun Clubs website. Printed applications may be requested from any TYC or Executive Committee members but is not encouraged.

Section 2. Completed applications shall be returned via email (preferred) or by US Postal service to:

By email: **youthfund@waitsburggunclub.org**
Online: www.waitsburgyouthfund.org/youthfund

By USPS mail:

Waitsburg Gun Club Youth Fund
PO Box 61
Waitsburg, WA. 99361

Section 3. Completed applications will be reviewed by the TYC in a timely fashion and evaluated for consistency with the purposes for which the Fund was established and weighed against other requests for funding.

Section 4. TYC members will meet in accordance with these procedures to review submitted applications. Minutes from these meetings will be recorded and made available to the Club Executive Committee.

Section 5. Results of the application review will be noted on the application and include but not be limited to:

- (a) Funded yes or no;
- (b) Amount of funding allocated;
- (c) The number of the check issued;
- (d) Initials of the two persons that signed it;

The complete application will then be scanned and sent to the Treasurer of the Club. All applications received, regardless of their quality or processing results, shall be filed and kept in accordance with these procedures. Nothing in this Article is intended to prevent the scanning into PDF format for filing any hardcopy application received if the quality of the scan is assured before the hard copy is destroyed.

Section 6. At no time will the balance of this account be made less than \$200.00 due to the direct actions of this committee.

Section 7. All communications are to be submitted in writing by email through the TYC committee email address located on the WGC website or through the USPS, with email strongly encouraged. If an emergency should arise that requires TYC committee immediate involvement,

then contact by phone any member of the committee that is available. The member contacted by phone will then assist in contacting the other members of the TYC committee.

Article 6 - Committee Member Terms of Service

Section 1. The term for these three committee members shall be three years except as follows.

(a) The TYC consists of three members holding positions one, two, and three. The terms for these positions shall be three years except for the following replacement schedule or unless someone resigns or is removed for cause. Position holders will automatically remain in their position if no one runs against them at the end of their term.

(i) Position 1. Replacement shall take place in April 2023 with the new member in place on or before the end of the month.

(ii) Position 2. Replacement shall take place in June 2023 with the new member in place on or before the end of the month.

(iii) Position 3. Replacement shall take place in August 2023 with the new member in place on or before the end of the month.

Beginning in 2023, committee members will be replaced in three-year intervals during the month of their anniversary.

Section 2. TYC members shall give no less than 60 calendar days' notice to resign from the TYC. During this minimal 60-day period, the three committee members shall nominate a replacement member. Ratification of such nominee requires a majority vote of the TYC committee and a majority vote of the Club Executive Committee.

Section 3. Filling the position of any TYC member who resigns will be done in accordance with Section 2, above. The process of selecting a replacement shall begin immediately.

Section 4. Any TYC member who has been suspended or expelled by due process from the National Rifle Association of America shall automatically be removed from the TYC.

Article 7 - Handling of Funds

Section 1. TYC funds shall not be mixed with Club dues, event income, donations, and other revenues belonging to the Club and are not part of the Club's operating budget. Event income, donations, and other revenues raised by TYC committee shall be placed in the Fund account. The Fund can only be spent for purposes as described in Article 2, Section 1 as allocated under the authority of TYC and according to these procedures.

Section 2. Electronic access (read only) to the Fund account will be set up for Executive Committee and TYC members.

Section 3. Should the Club cease to exist, TYC funds will be dispersed to a 501(c)(3) organization that advances purposes consistent with Article 2, Section 1 of these procedures.

Article 8 - Amendments

Section 1. Proposed amendments and updates to these procedures may be proposed by the Club Executive Committee or the TYC members at any time. Any such proposed amendments shall be in writing and shall:

- (a) Define the proposed change in detail, including the proposed language for the amendment or update;
- (b) Explain what operational or other issue the proposed change is intended to correct or address;
- (c) Describe the intended results if adopted.

The Executive Committee and TYC members shall review such proposals and may solicit input from Club members in good standing face-to-face, or other appropriate means. Ratification of any such proposed changes requires a majority vote of the TYC members and the Executive Committee members. These changes adopted will be added to these procedures in the appropriate section.

Section 2. Adoption of these procedures in August 2020 by the general membership of the Club confirms their acceptance hereof, and that they and the Executive Committee agree that these procedures can only be amended by adhering to processes described herein.