

## **Putnam County Gun Club By-laws**

**2/21/19**

### **ARTICLE I – Name**

The name of this organization shall be Putnam County Park Gun Club. This organization may also do business as the Putnam County Gun Club or PCGC.

### **ARTICLE II - Object**

The object of this organization shall be the encouragement of organized rifle and pistol shooting among citizens of the United States resident in our community, with a view toward a better knowledge on the part of such citizens of the safe handling and proper care of firearms, as well as improved marksmanship. It shall be our further object and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.

The purpose of this organization as stated in the corporate charter is to...

- Promote hunter & gun safety
- Operate Firearm Range
- Operate shooting matches
- Lobby for better hunting & gun laws
- Lobby against gun registration and any law infringing honest citizens from owning & possessing legal firearms

Furthermore, be it known that this organization supports the United States Constitution, especially the Second Amendment.

### **ARTICLE III – Constitutional Carry**

In accordance in our belief in the second amendment, PCGC permits both open and concealed carry of holstered handguns on our property.

- Loaded handguns can only be removed from their holsters on the firing line and must be done so safely.
- Unsafe gun handling can lead to disciplinary action up to and possibly including expulsion. Examples of unsafe gun handling include but are not limited to the handling, unholstering or uncasing of any firearm away from the firing line.
- Participants and guests at sanctioned matches or special events must follow the “COLD RANGE” rules associated with these matches and events.

## **ARTICLE IV – Membership**

Any citizen of the United States 21 years of age or older that may legally possess a firearm may become a member of this organization after payment of dues and successful completion of orientation.

Any citizen of the United States 18-21 years of age may be eligible for a **Provisional Membership**. **Provisional Membership** requires the proposed member to be a law enforcement officer, enlisted military personnel, or sponsorship from a current PCGC member. In addition to the range orientation, payment, and application, **Provisional Membership** also requires Executive Board approval and the completion of a handgun safety course recognized by the state of West Virginia. Upon meeting the requirements, a provisional member will obtain full PCGC range privileges.

A member in this organization consists of the individual filing an application also known as the primary member, his/her spouse and dependent children under the age of 21 as defined by the Internal Revenue Service.

Membership information is considered confidential and is only available to the Executive Board, Membership Chairperson, RSO's, and the Nominating and Election Committees. Specifically, it is not to be used for campaigning purposes.

## **ARTICLE V – Dues**

(a) The member's annual dues to the club shall be as determined by members voting at the regular monthly meeting in January of each year and payable not later than August first of each year plus the currently levied registration fee for new members.

(b) No member of the club in arrears shall be eligible to vote or to enjoy any other privileges or benefits offered by this club.

## **ARTICLE VI – Membership Meetings**

(a) **Annual Membership Meeting**. The annual meeting of the club shall be held in December of each year. If the annual meeting shall not take place at the time fixed it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

(b) **Regular Membership Meetings**. The regular business meeting of the club for transaction of ordinary business shall be held on the 3rd Thursday of each month, at such time and place as may be fixed by the Executive Board.

(c) **Special Membership Meeting**. A special meeting of the club may be held at any time upon the call of the President or upon the call of at least three members of the Executive Board, or upon demand in writing, stating the object of the proposed meeting, and signed by not less than 20% of the members entitled to vote. Notice of the time, place and object of any special meeting shall be given all officers and members in good standing in writing by United States mail not less than seven days prior to the date fixed for the holding of the meeting. The place of such special meeting shall be fixed by the Executive Board.

(d) **Quorum** - Eight members of good standing shall constitute a quorum at any meeting.

#### **ARTICLE VII – Executive Officers**

(a) The Executive officers of this club shall be President, Vice President, Secretary, Treasurer, Training Officer, and Executive Officer who acting together shall constitute the Executive Board. They shall be elected by majority vote of properly cast ballots.

(b) The Executive Board shall have general supervision and control of all the activities of the club.

(c) Meetings of the Executive Board shall be held regularly at such time and place as the Executive Board may determine. Special Executive meetings may be held at any time on the call of the President or on demand in writing to the Secretary, by at least four members of the Board.

(d) Three members of the Board shall constitute a quorum.

(e) Resignation of any officer may be accepted by a majority vote of the remaining members of the Executive Board.

(f) A vacancy in the Executive Board may be filled by a majority vote of the remaining members of the Board. However, if more than one vacancy exists a special meeting of the club shall be called, and new officers shall be elected to fill the vacancies until the date of the next annual meeting as provided in paragraph (a) above.

(g) The officers of this club shall maintain individual membership in the National Rifle Association for their tenure in office.

(h) If any officer misses three consecutive membership meetings, that office shall be declared vacant and filled in accordance with paragraph (f) above. In the event of a medical absence, the Executive Board reserves the right to appoint a temporary officer until the position can be reinstated to the duly elected officer.

#### **ARTICLE VIII – Duties of Officers**

(a) **President.** The President shall preside at all meetings of the club and the Executive Board. He/she shall be a member ex-officio of all regular and special committees and shall be empowered to appoint such committees as he/she deems necessary. However, the President cannot hold the position as committee chairman of any committee. He/she shall perform all such other duties as usually pertain to his/her office.

(b) **Vice-President.** The Vice-President shall perform the duties of the President in his/her absence or at his/her request.

(c) **Secretary.** The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the club by the National Rifle Association. He/She shall notify the members of the Executive Board of all meetings, as required in Article V. He/She shall

keep a true record of all meetings of the Executive Board and of the club, except the Treasurer's books of account. He/She shall be responsible for reaffiliating the club annually with the National Rifle Association.

(d) **Treasurer.** The Treasurer shall have charge of all funds of the club and place the same in such bank or banks as may be approved by the Executive Board. Such money shall only be withdrawn by check signed by the Treasurer and for the payment of such bills as shall have been approved by the Executive Board. The Treasurer shall keep an accurate account of all his/her transactions and render a detailed report with vouchers at any meeting of the Executive Board when requested and an annual report to the organization at its February meeting.

(e) **Training Officer.** The Training officer must be a certified NRA instructor and NRA Range Safety Officer. The Training Officer shall have charge of all small arms instruction, review and approval of non-NRA training programs, qualification and appointment of club Range Safety Officers with authority to appoint his/her representative(s). He/She shall contract no bills without the authorization of the Executive Board.

(f) **Executive Officer.** The Executive Officer shall be in charge of obtaining bids for construction, maintenance of ranges and roads, and scheduling of competitions. He/She shall contract no bills other than those related to an Executive Board approved maintenance budget without the authorization of the Executive Board.

(g) **Executive Board.** All members of the Executive Board have the authority to temporarily shut down (close) any range for possible safety reasons. The range will remain closed until such time as the executive Board can decide on the appropriate action(s).

#### **ARTICLE IX – Nominations, Elections, and Terms of Officers.**

(a) The term of all elected officers will be two years. There will be a two consecutive term limit, unless no suitable qualified candidate can be found to seek office. Starting in 2021, nominees seeking elected office must have attended at least six membership meetings in the previous twelve months.

(b) The Executive Board shall appoint the Chairman of the Nominating Committee by the August Membership meeting.

(c) The Chairman of the Nominating Committee is responsible for appointing no more than two additional committee members. Their role will be to seek out qualified candidates and verify that the candidates meet the requirements of office. No member of the nominating committee shall be eligible to run for office.

(d) Announcements for nominees will start at the August membership meeting and will run until September 30<sup>th</sup>. The Nominating Committee will announce all qualified nominees at the October membership meeting.

(e) The Executive Board shall appoint the Chairman of the Election Committee by the September membership meeting. The Chairman of the Election Committee can also hold the position of the Chairman of the Nominating Committee but is not required to hold both positions.

(f) The Chairman of the Election Committee is responsible for appointing no more than six additional committee members to aid in verification and counting of ballots. Members of the Election Committee are not eligible to run for office.

(g) In the event that all offices are uncontested, the Putnam County Gun Club will forgo the election process and the eligible nominees will be awarded their positions for a full two-year term.

(h) Nominees will have until October 15<sup>th</sup>, to submit a short bio and photo to be posted on the PCGC website.

(i) An official Putnam County Gun Club ballot, ballot envelope, return envelope and detailed instructions will be mailed to all members in good standing no later than the last day of October. In the event of a lost or non-delivered ballot, a member may request an additional official Putnam County Gun Club Ballot by contacting the Membership Chairman, a member of the Election Committee or a member of the Executive Board.

(j) The member will then legibly complete the ballot. Place the completed ballot into the ballot envelope and seal it. The member will then place the sealed ballot envelope into the return address envelope. The return address envelope must only contain one ballot. The return address envelope must legibly have the members name, address, and membership number in designated area and be postmarked no later than November 25<sup>th</sup>. Ballots that do not meet the above criteria are subject to rejection by the Election Committee.

(k) The Chairman of the Election Committee will designate a time, date, and location for the counting of the ballots. The Chairman, with at least one other committee member, will pick up all ballots from the post office on that date. All nominees will have the option of either attending or sending a representative on their behalf to attend the counting of ballots. The tentative results will be announced to nominees immediately following the meeting. Nominees will have seven days to contest the tentative results. If after seven days there are no contests, then the results will be official and made public.

(l) If there are contested results, the Elections Committee and existing Executive Board will convene to determine the appropriate course of action, possibly including contracting an arbitrator, a recount, or conducting another election for the contested position.

#### **ARTICLE X – Suspension or Expulsion**

(a) Charges against any officer or member may be preferred by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Executive Board to hear the charges. The Secretary will give at least fifteen days' notice of the meeting to each member of the Executive Board and to the accuser and to the accused, which notice shall be in writing and will include a

true copy of the charges and of the supporting affidavits and exhibits. All efforts shall be made to schedule the meeting so that both accuser and accused can attend. Neither the accuser nor the accused will have voting privileges at the special meeting.

(b) Any member may be suspended or expelled from the club for any cause deemed sufficient by the Executive Board by a two-thirds affirmative vote of the Executive Board members present at any special meeting called for that purpose. The member will be made aware of the results as soon as possible. The member will have seven days from notification to file an appeal.

(c) Any officer may be removed from office by a two-thirds vote of the Executive Board present at any special meeting called for this purpose. The officer will be made aware of the results as soon as possible. The officer will have seven days from notification to file an appeal.

(d) Any member suspended or expelled, or any officer removed from office by the Executive Board may appeal to the full membership of the club within seven days of notification. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the club for the purpose of acting on the appeal. The Secretary shall give at least fifteen days' notice in writing to all members of the club in good standing stating the date, time, place, and reason for such special meeting. At the meeting of the full club the Secretary will read the original charges, the supporting affidavits, read or display the accompanying exhibits, and will read the minutes of the Executive Board Meeting at which the charges were heard, and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds vote shall be required to reverse the action of the Executive Board.

(e) Any official or member of the club who has been suspended or expelled by the National Rifle Association of America shall automatically stand suspended or expelled from this club immediately upon receipt of official notice by the Secretary of this club from the Secretary of the National Rifle Association.

(f) The National Rifle Association shall be given a complete report whenever a member of the club is suspended or expelled, showing charges and action taken.

#### **ARTICLE XI – Match Rules**

(a) All approved NRA rifle, revolver or pistol competitions held by the club will be governed by the rules and regulations laid down by the National Rifle Association of America, approved by the National Board for the Promotion of Rifle Practice and the Secretary of the Army.

(b) Other matches may be conducted as designed and/or approved by the club. Those matches will be governed by the rules and regulations of the nationally recognized parent organization (discipline) of the locally affiliated club conducting the match.

(c) Other shooting events may be conducted as designed or approved by the Executive Board. Those events will be governed by the rules and regulations presented to and approved by the majority vote of the Executive Board.

**ARTICLE XII – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

**ARTICLE XIII - Amendments**

Any proposed amendments to these by-laws may be introduced by any member of the club at any regular meeting or special meeting called for the purpose. Each proposed amendment must be read or announced three times prior to action. They must be acted upon by the club membership at a regular meeting or special meeting called for the purpose. A two-thirds vote of the members present will be necessary to pass or reject it. Once approved the amendments must be sent to the National Rifle Association for review and approval. I hereby certify that these bylaws have been adopted by this club.

Amendment to add Provisional Membership

Voted on and Passed 10/15/2020

Amendment to remove Gun Club Coordinator position from Executive Board

Voted on and Passed 1/21/21

\_\_\_\_\_ **President**

\_\_\_\_\_ **Vice President**

\_\_\_\_\_ **Secretary**

\_\_\_\_\_ **Treasurer**

\_\_\_\_\_ **Executive Officer**

\_\_\_\_\_ **Training Officer**