

Bylaws of
Hank Harmon Public Range Board Inc.

ARTICLE I. OFFICES

Section 1. Location of Office: The office of Hank Harmon Public Range Board Inc (HHPRB) shall be in Juneau, Alaska.

Section 2. Contact Information:

The address of HHPRB is: PO Box 33056, Juneau, AK 99803.

The email address of HHPRB is: hhpr.juneau@gmail.com

The website of HHPRB is: hhprjuneau.org

ARTICLE II. MISSION

Section 1. Mission: The Mission of the Hank Harmon Public Range Board Inc. is to operate and maintain a safe shooting range open to the general public at no cost through a use agreement with the City and Borough of Juneau.

ARTICLE III. BOARD OF DIRECTORS

Section 1. General Powers: The business and affairs of HHPRB shall be managed by the Board of Directors. The Board of Directors has the sole power to approve the budget, manage financials, accept donations and contributions, disburse funds, set policy, create committees, adopt and enforce internal policies and procedures, accept and use public and private funds for identified purposed or projects.

Section 2. Number and Length of Term: The total number of Directors shall be nine. The board will consist of five public seats, three reserved seats for representatives appointed by Juneau firearm-related non-profits, one ex officio seat for a representative from the City and Borough of Juneau (CBJ), Department of Parks and Recreation. The Board shall always retain an odd number of Directors. At the annual public meeting of the board, nominations will be taken, and new board members will be elected.

The five public seats will have a term of two years. The seats held by the current President and Treasurer will be elected in odd years, seats held by the current Vice President, Secretary, and Member at Large will be elected in even years. At the annual public meeting of the board, nominations will be taken, and new board members will be elected.

Section 3. Meetings: A date, time, and place will be established for public quarterly meetings. Meetings of the board may be called by the President or at the request of seated board members. Public quarterly meetings will be public noticed on the HHPRB website and by notifying the CBJ Clerk. Meetings may only be held in Juneau, Alaska, or by electronic means

Section 4. Quorum: A quorum is five members of the board. All meetings must be conducted with a quorum present.

Section 5. Lack of Quorum: If a lack of quorum is encountered, the only item that can be addressed is the setting of the time and place for the next meeting. No business may be conducted lacking a quorum.

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Section 6. Manner of Acting: The act of the majority of the Directors at a meeting at which a quorum is present shall be the act of the Board of Directors. No proxy votes for absent members may be allowed.

- a. Board action may be taken without a meeting through email or writing providing the platform provides a record of the Board's action, sufficient notice is given to each Director including detail of the proposed action, no board members object to acting on the matter without a meeting within two days, and records of actions taken shall be maintained in the same manner as minutes of meetings.

Section 7. Vacancies: Any vacancy occurring in the Board of Directors may be filled by a vote of the board after making a public notice of a vacancy of at least two weeks. A director appointed to fill a vacancy shall serve for the unexpired term.

Section 8. Officers: The officers of HHPRB shall consist of a President, Vice President, Secretary, and Treasurer; each of which shall be elected by the Board of Directors from its members each year after the Annual Meeting

Section 9. Removal of Officer:

- a. Any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interest of the Board of Directors would be served by removal, by a majority vote of all current board members. All Directors are required to participate in a vote to remove a Director.
- b. Board Director engaged in formal legal action against the board shall have resigned effective upon initiation of the action.

ARTICLE IV. OFFICERS

Section 1. Duties of the President: The President shall be the chief executive officer of the corporation and subject to the HHPRB, shall supervise all business and affairs of the corporation. The President, when present, shall preside at all meetings of the Board of Directors. The President may sign, with any other member of the Board or authorized agent, all document(s) voted on as needed and necessary by the Board, to conduct the corporation's business. The President shall perform all duties as may be prescribed by the board

Section 2. Duties of the Vice President: In the absence of the President, or in the inability or refusal to act or in the event of the President's death, the Vice President shall have all the powers of and be subject to all the restrictions granted upon the President.

Section 3. Duties of the Secretary: The Secretary shall: (a) keep the minutes of meetings; (b) see that all public notices are fully given (c) be the custodian of the corporate records; (d) sign with the President or Vice President certificates of membership within the corporation, the issuance of what has been authorized by resolution of the Board of Directors; and (e) have general charge of the records of the corporation.

Section 4. Duties of the Treasurer: The Treasurer shall (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for monies due and payable to the corporation from any source whatsoever; (c) deposit all such

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monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VI of these Bylaws; and (d) in general perform all of the duties of Treasurer or duties assigned by the President or the board. In the absence of the Treasurer, the President is authorized to give and receive receipts and issue checks to satisfy invoices or financials.

ARTICLE V. HHPRB PARTICIPATING MEMBERSHIP:

Section 1. Membership: A participating membership to HHPRB is available to any person living within CBJ if a fee is paid and entitles participating members to vote at the annual meeting on elections and motions. A membership form and fee will be set at the annual meeting each year. Participating members attending the annual meeting will be eligible to vote on board members. Only members of at least 60 days may vote at the annual meeting.

Section 2. Annual Meeting: The Annual Meeting shall be held before March 31, on a date determined by the Board of Directors to elect Directors; and for the transaction of such other business as may come before the meeting.

ARTICLE VI: CONTRACTS, CHECKS, and DEPOSITS

Section 1. Contracts: The board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation; and such authority may be general or confined to specific instances.

Section 2. Checks: All checks for the payment of money issued in the name of the corporation, shall be signed by a board officer. All expenditures over \$500 will require the signature of two HHPRB officers. All expenditures must be approved by HHPRB.

Section 3 Deposits: All funds of the corporation shall be deposited into a bank or credit union that has a physical office in Juneau, AK.

ARTICLE VII. Fiscal Year

The fiscal year of the corporation shall begin on July 1 and end on June 30 each year

ARTICLE VIII. Waive of Notice

Whenever any notice is required to be given to any Range Member or Director of the corporation under the provisions of these Bylaws, or under the provisions of the laws of the State of Alaska, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE VIII. Amendments

These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by a vote of the membership at the HHPRB Annual Meeting.

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ARTICLE IX. Dissolution

Upon any dissolution of this board under the laws of the State of Alaska, all liabilities and obligations of the corporation shall be paid or provided for out of the current and accumulated net income, if any, and then out of other assets of the corporation. Any funds or property remaining after payment of creditors shall be distributed to any Juneau, Alaska firearm-related organization(s) selected by the Board of Directors which are qualified as exempt under Section 501 of the United States Internal Revenue Code and regulations thereunder, as now exist or may be hereafter amended.

IN WITNESS WHEREOF, the foregoing Bylaws were authorized and adopted unanimously at the public board meeting on Saturday, March 20, 2021, in Juneau, Alaska as the Bylaws of the Hank Harmon Public Range Board.

Respectfully submitted,

Ari Sassi

President, HHPRI