

Moundsville Rifle & Pistol Club, Inc.: By-Laws

Article I

The Organization's name is The Moundsville Rifle & Pistol Club, Inc.

Article II

The purpose of this Organization is to promote the safe use and education about, and of, firearms and archery.

Article III

Membership to the Organization is open to all legal United States citizens being they are a minimum of 18 years of age and legally permitted to possess, use, or be around a firearm. Membership is effective for a calendar year, from January 1st through December 31st of the same year.

Article IV

Rates for Membership Dues for the next calendar year shall be determined by the Executive Committee prior to October 1st

Article V

Quorum for a regular meeting will be: one (1) Officer and six (6) Members of the Organization entitled to vote. Quorum for an Executive meeting will be: three (3) Members of Executive Committee where at least one Executive Committee Member is not related to the others.

If not covered in the By-Laws, Regular and Special Meetings of the Organization will be governed by the Roberts' Rules of Order, Part One.

Meetings will be scheduled as follows:

- (a) ANNUAL NOMINATIONS MEETING – all Members of the Organization will be notified/reminded of the Annual Nominations Meeting by electronic mail (e-mail), the Organization's website, and the Organization's social media page. The meeting will be held on the 2nd or 4th Tuesday in October, as the Organization's calendar allows. The Voting Meeting will be at the next regular scheduled meeting for all CONTESTED OFFICES. *All those voted in and those retaining office will start the new term at the first meeting of the following new year.*
- (b) Each Member must vote **in-person** during the appropriate Voting Meeting.
- (c) REGULAR MEMBER MEETINGS – Regular Member Meetings will be held on the **2nd & 4th Tuesdays, January – October; on the 2nd Tuesdays ONLY in November and December.**
- (d) SPECIAL MEETINGS – A special meeting of the Organization may be held at any time upon the call of the President or the Executive Committee. A Member may submit a request for a special meeting in writing, stating the objective of the proposed meeting and have it signed by no less than ten (10) voting Members. All Members of the Organization will be notified/reminded of the Special Meeting by electronic mail (e-mail), the Organization's website, and the Organization's social media page.
- (e) EXECUTIVE COMMITTEE - Executive Committee meeting will be held at such time and place as the Committee may determine. The Executive Committee shall consist of all Officers (President, Vice-President, Secretary, Membership Secretary, Treasurer, Executive Officer).

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Article VI

1. The Officers of the Organization will be:
 - a. President
 - b. Vice-President
 - c. Recording Secretary
 - d. Membership Secretary
 - e. Treasurer
 - f. Executive Officer

These Officers, acting together, will constitute the Executive Committee. They will hold office for one (1) calendar year beginning with the first meeting held after the first of the year or until their successors are elected.

All elected officers must be certified Range Safety Officers through the NRA or USCCA. If an elected officer does not have this qualification, they must complete the necessary course within the first three months of office.

Resignation of any Officer must be submitted in writing to the Executive Committee.

A vacancy in the Executive Committee will be filled by a majority vote of the remaining members of the Executive Committee. If more than one vacancy exists, a Special Meeting of the Organization will be called, and new Officers elected to fill those positions until the beginning of the new term.

2. Duties of officers

- (a) All Officers, with the exception of the President of the Organization, may hold one (1) additional office.
- (b) **President:** will preside at all Regular and Special Meetings of the Organization. He/she will be a member ex-officio of all regular and special committees, and will perform all such other duties as usually pertain to his/her office. He/She will only serve as President of the Organization and no other position(s). Should any other Officer have to assume the office of the President for more than 90 days, that Officer will need to relinquish his/her other position(s).
- (c) **Vice-President:** will perform the duties of the president in his/her absence or at his/her request. Vice-president is in charge of the Executive Committee Meeting.
- (d) **Recording Secretary:** will conduct all official correspondence for the Organization. He/She will notify all Members of the Executive Committee and/or Organization of any special and annual meetings of the Organization. He/She will maintain a true record of all meetings of the Executive Committee and Regular/Special Meetings of the Organization. In the absence of the Recording Secretary, the President, or Vice-President in the absence of the President, will appoint another Member to accurately record the minutes of said meetings.
- (e) **Membership Secretary:** will be responsible for maintaining records of Members for the Organization; Will process all applications for Membership within the Organization and

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take payment for the same. Will remit all fees and dues received to the Treasurer for deposit in the Organizations financial accounts.

- (f) **Treasurer:** will maintain all financial records for the Organization and listing(s) of all Financial Institution(s). Checks drawn on the Organizations account must have two authorized signatures to be processed. Three Members of the Executive Committee must have authorization to sign checks. At least one (1) of the three Members **MUST NOT BE RELATED** to the remaining two. In the event of reimbursement, if an authorized signer is the one being reimbursed, that Member cannot sign that check. Bills are to be paid upon receipt to avoid late fees. At the first meeting of the new calendar year, the Treasurer will give a yearly report on the finances of the Organization (i.e. beginning of 2019 vs. beginning of 2020).
- (g) **Executive Officer:** will have charge of scheduling all range activities and maintaining supplies for the same.

Article VII

Range Safety Officers

Range Safety Officers must be certified through the National Rifle Association (NRA) or the US Concealed Carry Association (USCCA). These officers will have absolute charge of the firing range during all Club-Sponsored shooting events held at the Indoor or Outdoor Range. They will enforce the MRAPC Range Rules and Regulations during Club-Sponsored shooting events. All duties will be performed under the direction of, and by the authority of, the Chief Range Safety Officer. They can, at any time, remove any shooter for violation of any MRAPC Range Rule or Event Regulation. Law enforcement will be brought in to assist if needed.

Article VIII

Attendance

A member must attend 60% of the meetings to be eligible for nomination to an office.

All officers of the organization must be present and not miss more than three months consecutive meetings, unless under special circumstances, as determined by the Executive Committee. Failure of an officer to attend three months consecutive meetings may result in removal from office by a vote of the Executive Committee.

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Article IX

Suspension, Expulsion, and/or Suspension

A member may be suspended or expelled from the Organization for violation of the Organization's policies and/or misrepresentation of office. A two-thirds (2/3) affirmative vote of the Organization's voting Members present at a Special or Regular Meeting is necessary for suspension, expulsion, or reinstatement. If the individual has previously been expelled from this Organization, that individual must petition the Club through the Executive Committee for reinstatement.

- Expulsion is defined as a lifetime ban from the Organization.
- Suspension is defined as temporary removal of Membership benefits for a length of time to be determined by the Executive Committee.
- A record of the infraction(s) will be kept on file with that individuals existing credentials. All Membership cards must be surrendered to the Executive Committee at the time of Expulsion or Suspension.

Article X

Amendments to the By-Laws – Proposed Amendments must be submitted in writing between January 1 – September 30 of the current calendar year. No Proposed Amendments will be accepted between October 1 – December 31 of the current calendar year. Proposed Amendments must be read at two (2) meetings prior to voting or adoption of such amendments. The 2nd reading and vote may happen during the same meeting. A two-thirds (2/3) affirmative vote of the Organization's voting Members present at the Special or Regular Meeting is necessary for passage of the Proposed Amendment. All Members of the Organization will be notified/reminded of the Special Meeting by electronic mail (e-mail), the Organization's website, and the Organization's social media page.

Article XI

Policies & Procedures Manual – A Policies & Procedures Manual will be developed and adopted by the Organization. This Manual will guide the operation, management, and business of said Organization. Voting Members may suggest amendments to the Policies & Procedures Manual by submitting the suggestion, in writing, to the Executive Committee. These suggestions will be presented to the Organization at the next Regular Meeting for discussion and vote. A two-thirds (2/3) affirmative vote of the Organization's voting Members present at a Regular Meeting is necessary for passage of the Proposed Amendment.

Article XII

Property Access

- **Keyed or Key Card** - access to the Organization's Facilities and Storage buildings is to be determined by the Executive Committee and maintained by the same.

These By-Laws revised and adopted at a meeting of the Moundsville Rifle & Pistol Club, Inc., held on the _____ day of _____, 20____.

Recording Secretary, MRAPC Inc.