



# Magnolia Rifle and Pistol Club By-laws

## ARTICLE I – RECOGNITION

The name of this organization shall be *Magnolia Rifle and Pistol Club*. The *Magnolia Rifle and Pistol Club* is located at 2435 Florence Byram Rd, Florence, Mississippi 39073.

**Note:** For the purpose of these By-laws, the *Magnolia Rifle and Pistol Club* shall be further referred to as the “Club” and the Board of Directors shall be further referred to as the “Board.”

## ARTICLE II – PURPOSE

### **Section 1. Purpose**

This Club is formed to promote and carry out the following purposes:

- 1) To foster, encourage, promote, and provide opportunities for Club members to safely engage in the shooting sports, and related competitions;
- 2) To promote the safe handling and responsible ownership and use of firearms for the purposes of hunting, gun collecting, target shooting, competitions, and related activities;
- 3) To encourage the practice of safe and lawful uses of a firearm in compliance with Federal, State, and Local Firearms Laws and/or ordinances;
- 4) To promote youth and new shooter firearm safety, training, and marksmanship;
- 5) To own, manage and operate shooting ranges and related property for use and promotion of the purposes stated above.

## ARTICLE III – CLUB OFFICERS

### **Section 1. Club Officer Structure**

There shall be four (4) elected Officers of the Club: 1) President; 2) Vice-President; 3) Secretary; and 4) Treasurer.

## **Section 2. President**

Any Club member twenty-one (21) years or older having been a member in good standing for at least five (5) consecutive years immediately prior to nomination shall be eligible to serve as Club President. The President shall be elected by a majority affirmative vote of the general membership at the Club's annual meeting. The President will serve for a period of one (1) year. The term in office shall be from April 1 to March 31. There will be no compensation paid for serving as President; however, the annual Club membership dues will be waived for serving in the position.

The duties of the President shall include, but are not limited, to:

- 1) Shall at all times uphold, defend, enforce and abide by the By-laws of the Club;
- 2) Shall represent the Club at conferences and other public events or appoint other Club member(s) to represent the Club;
- 3) Shall serve as the Chairman of the Board and be voting member of the Board;
- 4) Shall call all regular and special Club meetings, to preside at all meetings, to preserve order, and to decide all points of order that may arise;
- 5) Shall call and preside over meetings of the Board of Directors at least quarterly;
- 6) Shall appoint Committees and other positions as set forth in these By-laws;
- 7) Shall serve as an ex-officio member of all committees and monitor the activities of all committees to ensure they function effectively and in compliance with these By-laws;
- 8) Shall provide supervision of other officers in the execution of their duties;
- 9) Shall, with the approval of the Board, sign and deliver in the name of the Club those mortgages, bonds and deeds pertaining to the operation of the Club;
- 10) Shall be authorized to sign Club checks in the absence of the Treasurer and to deposit Club funds in the bank designated by the Board;
- 11) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 12) Shall perform other duties as prescribed in these By-laws.

## **Section 3. Vice-President**

Any Club member twenty-one (21) years or older having been a member in good standing for at least five (5) consecutive years immediately prior to nomination shall be eligible to serve as Club Vice-President. The Vice-President shall be elected by the general membership at the Club annual meeting. The Vice-President will serve for a period of one (1) year. The term in office shall be from April 1 to March 31. There will be no compensation paid for serving as Vice-President; however, the annual Club membership dues will be waived for serving in the position.

The duties of the Vice-President shall include, but not limited, to:

- 1) Shall serve as a voting member of the Board of Directors;
- 2) Shall assist the President in the discharge of his/her duties;
- 3) Shall, in absence of the President, assume all responsibilities of the President;

- 4) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 5) Shall perform other duties as assigned by the President and/or Board.
- 6) Shall issue keys to Club facilities as approved by the Board and maintain a key log of keys issued;
- 7) Shall coordinate the Club's yearly Match Schedule for submission to the Board for approval;

#### **Section 4. Secretary**

Any Club member twenty-one (21) years or older having been a member in good standing for at least five (5) consecutive years immediately prior to nomination shall be eligible to serve as Club Secretary. The Secretary shall be elected by the general membership at the Club's annual meeting. The term in office shall be from April 1 to March 31. The term of service for the Secretary will be for a period of two (2) years. The secretary will be compensated, per the board discretion, as approved at the annual meeting on March 2, 2024.

The duties of the Secretary shall include, but are not limited, to:

- 1) Shall serve as a voting member of the Board of Directors;
- 2) Shall attend all meetings of the Board and general membership, take minutes, and keep an accurate record of the proceedings;
- 3) Shall pick up the mail at the proper intervals, read Club mail, and initiate appropriate action;
- 4) Shall deliver all bills and funds received to the Treasurer;
- 5) Shall answer and/or respond to all correspondence as directed and maintain a file of all correspondences;
- 6) Shall maintain current list of members to include contact information;
- 7) Shall maintain current inventory of all Club property and equipment;
- 8) Shall send out notification to members as required;
- 9) Shall prepare and distribute, with the assistance of the Membership Committee, member Range Authorization Badges;
- 10) Shall publish and distribute the annual Club events calendar;
- 11) Shall maintain all Club records, with exception of financials, and other documents (i.e.) By-laws, Committee Reports, policies and procedures, meeting minutes, Range Safety and Usage Rules, Club history, etc;
- 12) Shall be responsible for the safe keeping of important Club documents, i.e., Insurance Policies, property deeds, and other important and sensitive documents;
- 13) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 14) Shall perform other duties as assigned by the Board.

#### **Section 5. Treasurer**

Any Club member twenty-one (21) years or older and in good standing for at least five (5) consecutive years immediately prior to nomination shall be eligible to serve as Club

Treasurer. The Treasurer shall be elected by the general membership at the Club's annual meeting. The term of service for the Treasurer will be for two (2) years. The term in office shall be from April 1 to March 31. There will be no compensation paid for serving as Treasurer; however, the annual Club membership dues will be waived for serving in the position.

The Treasurer shall be bonded in such amount as shall be determined from time to time by the Board. The premium of any such bond shall be paid by the Club. In the event a newly elected Treasurer cannot be bonded, the office shall be declared vacant by the Board and the office filled as per Article III, Section 6 of these By-laws.

The duties of the Treasurer shall include, but not limited, to:

- 1) Shall collect all moneys due the Club and deposit all funds of the Club in the bank selected by the Board;
- 2) Shall account for all Club funds by using commonly accepted accounting procedures;
- 3) Shall handle all financial matters of the Club promptly as authorized by these By-laws and the Board;
- 4) Shall present a complete financial report at each regular Board meeting, annual membership meeting, and at other times as requested by the Board;
- 5) Shall sign Club checks;
- 6) Shall be responsible for the filing of all required State and Federal Government forms and reports to include Club's annual tax return(s);
- 7) Shall maintain the Club's financial books in accordance with accepted accounting practices;
- 8) Shall submit Club's financial books and official documents to the examination of the Audit Committee or to Board at the request of the Board;
- 9) Shall act as Club Secretary in the absence of the Secretary at any meeting;
- 10) Shall be a voting member of the Board;
- 11) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 12) May perform other duties as assigned by the Board.

#### **Section 6. Filling Vacant Officer Positions**

The Board shall make appointments, by majority vote, to any office(s) of the Club vacated during the year; however, the Vice-President shall automatically fill the office of President, and the vacancy created shall be in the office of Vice-President. The appointment will be effective until the next annual meeting at which time a new Officer will be elected.

#### **Section 7. Removing a Club Officer for Cause**

The Board may at any time, by a two-thirds (2/3) vote of the full board, excluding the Officer subject of the vote, ask for, demand, receive and accept the resignation of any Officer for cause, and upon his/her refusal to tender such resignation or resign, the majority of the Board may dismiss the Officer from office and declare said position

vacant. Cause shall include, but not be limited to, failure to abide by any of the provisions of these By-laws or the rules and regulations of the Club, failure to full-fill the duties and responsibilities of the position as determined by a 2/3 vote of the Board, and/or any offense or conduct that would preclude the Officer from being a member of the Club. Any Officer removed for cause will not be eligible to be nominated again for any Officer and/or Director position in the future. If an Officer is removed for cause and remains a general member, the member must pay the annual membership dues.

## **ARTICLE IV – APPOINTED POSITIONS**

### **Section 1. Identification of Appointed Positions**

There will be two (2) appointed positions: 1) Chief Range Usage and Safety Officer; (2) Match Director(s).

### **Section 2. Chief Range Usage and Safety Officer**

The President shall appoint a Chief Range Usage and Safety Officer (CRUSO), and approved by a vote of two-thirds (2/3) majority the full Board. The CRUSO will serve at the pleasure of the President. The CRUSO should be a certified National Rifle Association (NRA) Range Officer or equivalent. There will be no compensation paid for serving as CRUSO; however, the annual Club membership dues will be waived for serving in the position.

The duties of the Chief Range Usage and Safety Officer (CRUSO) shall include, but are not limited, to:

- 1) Shall be charged with the ongoing quest for safety for all Club members and guests;
- 2) Shall prepare and publish Range Usage and Safety Rules;
- 3) Shall inspect and evaluate range facilities with emphasis on safety to include range signage;
- 4) Shall evaluate new programs with regard to safety and range usage issues;
- 5) Shall conduct Range Safety Orientation Briefings;
- 6) Shall conduct regularly scheduled Range Facility Safety Reviews;
- 7) Shall prepare and continually update the Range Usage and Safety Orientation;
- 8) Shall have full authority to close any range until an unsafe condition is corrected;
- 9) Shall have authority to immediately suspend any member in violation of Range Usage and Safety Rules or malicious damage to Club property – suspensions will be reported to the President for further action;
- 10) Shall recruit and train Deputy Range Usage and Safety Officers;
- 11) Shall make recommendations to the Board regarding range improvements;
- 12) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 13) Shall attend Board meetings as a non-voting participant;
- 14) Shall perform other duties as assigned by the Board.

### **Section 3. Webmaster**

By a vote of two-thirds (2/3) majority of the full Board, the Board will hire a Club Webmaster. The Webmaster will serve at the pleasure of the Board. The Webmaster will be responsible to the Club Secretary. The duties and responsibilities of the Webmaster shall include but are not limited to:

- 1) Shall continually update and improve the Club's Web Site;
- 2) Shall train officers and other appointed officials in the use of the Web Site regarding the posting of information relative to Club business and events;
- 3) Shall maintain and update the Club's email roster accessed through the Web Site;
- 4) Shall ensure all codes/ passwords necessary to access the Web Site for maintenance and repairs is held by the Club President and Secretary;
- 5) Shall ensure that all content, domain names, databases, images, and other materials used on the Web Site remain the property of the Club;
- 6) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 7) May perform other duties as assigned by the Secretary.

### **Section 4. Match Director(s)**

Each shooting discipline will select a Match Director and submit to the Board for confirmation. Match Directors(s) will serve at the pleasure of the Board. Any member is eligible for appointment provided they are at least twenty-one (21) years of age and a member of the Club. Match Directors will be responsible to the Club President or Vice-President as determined by the President.

The duties and responsibilities of a Match Director shall include, but not limited to:

- 1) Shall oversee supervision for the specific discipline for which he/she is director with the primary emphasis being on safety;
- 2) Shall perform dual duties as a Deputy Range Safety Officer;
- 3) Shall conduct or assist with the conduct of Range Usage and Safety Orientation Briefings;
- 4) Shall work with the Vice President and shall coordinate the Club's yearly Match Schedule for submission to the Board for approval;
- 5) Shall work to eliminate match scheduling conflicts and to ensure safe range procedure during matches;
- 6) Shall ensure all match participants and spectators are versed in the safety procedures unique to the match and observe all safety procedures;
- 7) Shall be the final authority on any problem which arises during the match - subject to review by the Chief Range and Safety Officer;
- 8) Shall ensure all necessary equipment and targets are available for the match;
- 9) Shall collect and account for funds received (Match Fees, etc) and maintain a ledger account of all funds received and disbursements made and shall make such accounting available per Article X, Section 1;

- 9) Shall protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 10) May perform other duties as assigned by the President or Vice-President.

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section 1. Composition of the Board of Directors**

The Board of Directors will be composed of thirteen (13) voting members. The Board will consist of the Club President, Club Vice-President, Club Secretary, Club Treasurer and the current Life Board Members and shall have voting rights. There will be no additional Life Board Members approved. The remaining Board positions will be elected from the general membership by the general membership. There will be no compensation paid for serving as a Director; however, the annual Club membership dues will be waived for serving in the position.

### **Section 2. Qualification and Terms of Service as Board Member**

Any Club member twenty-one (21) years or older, having been a member in good standing for at least five (5) consecutive years immediately prior to nomination, shall be eligible to serve as a Director. The Club President, Club Vice-President, Club Treasurer, and Club Secretary term as a Director is limited by the term for their respective elected position. The other Director positions elected by the general membership will serve for a term of one (1) year. The term in office shall be from April 1 to March 31. No individual may hold a position on the Board if they derive any form of income/compensation/monetary benefit from any activity involving the Club and/or use the range facilities, unless otherwise approved by board with 2/3 majority vote.

### **Section 3. Duties and Powers of the Board of Directors**

The duties and responsibilities of the Board shall include, but not limited to:

- 1) Shall be responsible for the overall control and management of the affairs, property, and interests of the Club and may exercise all powers of the Club consistent with these By-laws;
- 2) Shall have the power to conduct the business of the Club during the interval between general membership meetings;
- 3) Shall fulfill any other duties and functions as specified by these By-laws;
- 4) Shall have the power to purchase or otherwise acquire property for the Club consistent with these By-laws;
- 5) Shall safeguard all Club property and shall ensure all Club funds are properly accounted for;
- 6) May accept, or may decline, on behalf of the Club, any contribution, gift, or bequest presented to the Club;
- 7) Shall adopt rules for the use of Club property and facilities by members and nonmembers;

8) Shall establish rules/policies for the use of Club ranges and other facilities by private citizens, organizations, corporations, State and/or Federal Agencies, and other identities that would shield the Club from liability;

9) Shall have the authority to create Rules and Regulations and Standard Operating Procedures for the operation of the Club not specifically included in these By-laws;

10) Shall manage and conduct all matters necessary for the welfare of the Club when such duty is not specifically imposed upon some Officer or specifically set forth in these By-laws.

#### **Section 4. Filling Vacant Board Positions**

A vacancy on the Board for any reason shall be filled by appointment by the President. This appointment will be effective until the next annual meeting at which time a new Directors will be elected.

#### **Section 5. Removing Board Member for Cause**

The Board may at any time, by a two-thirds (2/3) vote of the full Board, excluding the Director subject of the vote, ask for, demand, receive and accept the resignation of any Director for cause, and upon his/her refusal to tender such resignation or resign, the Board may dismiss the Director from office and declare said position vacant. Cause shall include, but not be limited to, failure to abide by any of the provisions of these By-laws or the rules and regulations of the Club, failure to fulfill the duties and responsibilities of the position as determined by a 2/3 vote of the Board, and/or any offense or conduct that would preclude the Director from being a member of the Club. Any Director removed for cause will not be eligible to be nominated again for any Officer and/or Director position in the future. If a Director is removed for cause and remains a general member, the member must pay the annual membership dues.

#### **Section 6. Special Provisions**

Except as may be otherwise provided under provisions of law, the Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Club (including a director, officer, employee, or other agent of the Club) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such.

### **ARTICLE VI – COMMITTEES**

#### **Section 1. Standing Committees**

There shall be two (2) standing committees: 1) Membership Committee; and 2) Range Usage and Safety Committee.

#### **Section 2. Membership Committee**

The Membership Committee will be composed of seven (7) members. Chairperson and Committee members will be appointed by the President with concurrence from the Board and shall serve at the pleasure of the President. A Club Officer or Director may

be appointed as a committee member; however, four (4) committee members must be appointed from the general membership. Committee members must be at least twenty-one (21) years of age and have been a general member for two (2) or more consecutive years prior to appointment. The President will ensure that at least one (1) committee member rotates off the Committee annually. There will be no compensation paid for serving on the Membership Committee. Four (4) Committee members in attendance shall constitute a quorum for the conducting of Committee business.

The duties and responsibilities of the Membership Committee shall include, but not limited to:

- 1) Shall attend Committee meeting as scheduled;
- 2) Shall establish and adopt operating procedures necessary for full-filling the responsibilities of the Committee;
- 3) Shall, assist the Club Secretary, in preparing and distributing member Range Authorization Badges;
- 4) Shall Protect the Confidentiality of Club records and membership personal information from unauthorized disclosure and use;
- 5) Shall perform other duties as assigned by the President and/or Board.

### **Section 3. Range Usage and Safety Committee**

The Range Usage and Safety Committee will be composed of seven (7) members. Committee members will be appointed by the Chief Range Usage and Safety Officer with concurrence of the Board and shall serve at the pleasure of the Chief Range Usage and Safety Officer and/or Board. A Club Officer or Director may be appointed as a Committee member; however, three (3) Committee members must be appointed from the general membership. Committee members must be at least twenty-one (21) years of age. The President and Board will ensure that at least one (1) committee member rotates off the Committee annually. The Chief Range and Safety Officer will serve as Chairperson. There will be no compensation paid for serving on the Range Usage and Safety Committee.

The duties and responsibilities of a Range Usage and Safety Committee shall include, but not limited to:

- 1) Shall be charged with the ongoing quest for safety for Club members and guests;
- 2) Shall focus on safety as a top priority.

- 3) Shall prepare, publish, and constantly update Range Usage and Safety Rules;
- 4) Shall inspect and evaluate range facilities with emphasis on safety issues;
- 5) May assist with the conduct of Range Safety Orientation Briefings;
- 6) Shall assist with recruitment and training of Deputy Range Safety Officers;
- 7) Shall make recommendations to the Board regarding range improvements;
- 8) Shall assist in the conduct regularly scheduled Range Facility Safety Reviews;
- 9) Shall organize work days for range improvements as approved by the Board;
- 10) Shall protect the Confidentiality of Club Records and membership personal information from unauthorized disclosure and use;
- 11) May perform other duties as assigned by the President, Chairperson or Board.

#### **Section 4. Other Committees**

Other committees may be established and appointed by the President or the Board as deemed necessary to carry out the activities and purpose of the Club. When established, the committee will be provided the appropriate guidance by the President and/or Board regarding the purpose and expected outcome and/or contribution to the Club. Normally other committees are established for a short period of time and/or established for a one-time, non-recurring purpose. There will be no compensation paid for serving on any appointed committee.

### **ARTICLE VII – ELECTIONS / VOTING**

#### **Section 1. Nominations for Officer and Director Positions**

An Election Committee of at least three (3) members not to exceed five (5) members shall be appointed by the President. The committee shall provide a slate of candidates, drawn from eligible Club members in good standing, for the nomination of Officer and Director position(s) to be filled at the annual meeting. The Chairperson will be appointed by the President.

The duties and responsibilities of the Nominating Committee shall be, but not limited to:

- 1) Shall identify potential qualified members who are willing and able to fill the available positions;
- 2) Shall make nominations for any available position and can include him/herself for nomination provided the individual nominated meets the eligibility criteria of holding the office/position;
- 3) Shall solicit and call for nominations from the general membership at large no later than January 2<sup>nd</sup> and it shall remain open for a period of not less than thirty (30) calendar days;
- 4) Shall file a nomination report with the Secretary no less than ten (10) calendar days after close of nominations at which time the report shall be conspicuously posted on the Club bulletin board until the close of the annual meeting;
- 5) If an election is held, shall record the votes and certify the election and report results to the President and Secretary.

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## **Section 2. Elections, Voting, and Elections Results**

In the event there is only one (1) nomination for a position, no election will be necessary for that position and the nominated/certified individual shall assume the position. The Club President or designee shall preside over the election process. If there are two (2) or more eligible nominations for the same position, each member in good standing will be provided a ballot when they register at the annual meeting. Each ballot will be numbered and a record kept of all ballot numbers issued. All general members in good standing shall have one (1) vote. Every nominee shall be given the opportunity to address the general membership prior to the vote being taken. Based on the number of nominations and/or positions to be filled, the President may set a time limit for these addresses. At the direction of the President, votes will be cast and placed into a locked container. A simple majority vote of the general membership present at the meeting shall be binding. The Election Committee will count and certify the election results and make a report to the President and Secretary within ten calendar (10) days of the election. The results of the election shall be posted on the Club bulletin board for a period of not less than sixty (60) days.

## **Section 3. Other Voting by General Membership**

In the event a special meeting of the general membership is called for the purpose of voting on specific issue(s) as required by these By-laws, general members in good standing shall have one (1) vote. After discussion of the issue(s), the President or designee may call for a voice vote. If the voice vote can not resolve the issue, the Secretary will have a ballot prepared. Votes will be cast by ballot and ballot placed into a locked container. The President will appoint one (1) Club Officer and two (2) or more general members to count and record the votes. The results will be immediately announced to the general membership and a copy of the results posted on the Club bulletin board for a period of not less than sixty (60) days.

## **ARTICLE VIII – MEMBERSHIP**

### **Section 1. Number of Members**

A Club membership quota may be established by the Board. Changes in the membership quota may be made by a two-thirds (2/3) vote of the full Board. The membership quota will exclude Life Memberships and the number of Officers, Directors, and other appointed official(s) exempted from the payment of annual membership dues during their term(s) in office.

### **Section 2. Membership Eligibility**

Any citizen of the United States of America twenty-one (21) years or older; upon making proper application to the Membership Committee, and successfully passing a criminal background check as determined by the Board, is eligible to become a member of this Club without regard to race, color, age, sex, national origin, religion, disability, sexual orientation, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws.

### **Section 3. Types/Levels of Membership**

There shall be two (2) levels of membership in the Club: 1) Regular Member; and 2) Life Member. Regular members include members that pay membership dues at intervals set forth by these By-laws and elected Officers and Directors who are exempt from to payment of membership during their tenure in elected office. Life members are individuals that the Board has bestowed a Life Membership and are exempted from the payment of membership dues. The term “*general membership*” or “*general members*” shall encompass both regular and life members.

### **Section 4. Membership Term**

Club membership is available as an annual member and membership terms shall run from April 1 to March 31 each year. The Board may authorize two (2), three (3), and/or five (5) year membership terms by a two-thirds (2/3) majority vote of the full Board.

### **Section 5. Life Membership**

Life membership is a privilege for life, honoring the individual’s dedication and service to the Club. Life members are not required to pay annual membership dues and will have the same voting rights and other rights granted to any regular member.

A list of the existing life members shall be maintained by the Club Secretary. Life Memberships for the Club will be capped at five (5) in any given year. Any future life memberships can only be conferred on a member if the member has held a general membership for at least ten (10) consecutive years at time of consideration. Written

nominations for life membership must be presented to the Board for consideration. If approved by the Board, the nomination will be presented at the next annual meeting and must pass by a two thirds (2/3) majority vote. Nothing in this Section or any other Section of these By-laws shall prevent the revocation of a life member's membership in accordance with Article VIII, Section 14.

### **Section 6. Membership Process**

Any applicant for membership who has submitted the proper application form and having paid a nonrefundable application fee will be placed on a waiting list and will have their application processed in the order the applicant's name was added to the waiting list. When a membership opening is available, a criminal background check shall be conducted. Upon completion of the process, the applicant will be scheduled for the Range Usage and Safety Orientation.

### **Section 7. Membership Privileges and Responsibilities**

- 1) Shall have full voting rights at the annual meeting and at any special meeting(s) designated for the general membership;
- 2) Shall have the responsibility to stay informed by reading the Club bulletin board at every visit to the range facilities;
- 3) Shall have use of all Club grounds and facilities in accordance with the Club By-laws, Club and Committee rules;
- 4) Shall have the privilege to compete in matches conducted and/or sponsored by the Club and have right to use Club facilities;
- 5) Shall have the right to petition the Board on any matter concerning Club activities;
- 6) Shall have the right to review Club financial and other records;
- 7) Shall have the right to run for any office of the Club provided the member meets the eligibility criteria for the position sought;
- 8) Shall abide by all safety rules and club rules and regulations;
- 9) Shall pick-up/police all trash and leave the range in the same condition or better;
- 10) Shall ensure all safety regulations are adhered to and violations reported to any Officer, Range Usage and Safety Officer, or Director at the earliest possible opportunity;
- 11) Shall be responsible for guests, including family members, and must ensure they adhere to all rules and regulations of the Club;
- 12) Shall notify a Club official immediately when a member learns that he/she can no longer legally own, possess, and/or handle a firearm;
- 13) Shall ensure that all guest(s) can legally own, possess, and/or handle a firearm.

### **Section 8. Membership Dues**

The Board of Directors shall be responsible for setting the membership dues annually. The membership dues will be set for the next year no later than the second quarterly meeting of the preceding year and must be approved by a two-thirds (2/3) majority vote of the full Board. Membership dues will be payable at times designated by the Board.

There will be no refund of membership dues if a member either voluntarily resigns or has his/her membership revoked. In addition to membership dues, there will be a non-refundable Application Fee payable at the time application for membership is made.

### **Section 9. Assessments**

Memberships shall be subject to assessment. The amount of each levy and the method of collection shall be fixed from time to time by the resolution of a two-thirds (2/3) vote of the full Board. Assessments shall be made payable at such times or intervals, and on such notice, as the Board shall prescribe. Any member, on learning of an assessment, may avoid liability for paying the assessment by promptly resigning from the Club.

Additionally, any member that is responsible for the destruction, damage, or loss of Club property/equipment may be required to reimburse the Club all cost associated with the replacement or repair of the damaged property or the loss of Club property.

### **Section 10. Transfer of Membership**

No membership, or right associated with membership, may be transferred.

### **Section 11. Range Usage and Safety Orientation**

Prior to range admission, all members must attend a Range Usage and Safety Orientation course conducted by the Chief Range Usage and Safety Officer (CRUSO) or a designated representative. The purpose of the course is to formally introduce the Range Usage and Safety Rules and provide an orientation of the range facility. Upon successful completion of the Range Usage and Safety Orientation a Range Authorization Badge will be issued to the member. No member may use the range facilities until they are issued their Range Authorization Badge. The Board may require past or current members to successfully complete the Range Usage and Safety Orientation.

### **Section 12. Member Identification**

All members in good standing will be issued a Range Authorization Badge. No member is authorized to be on the range without possessing a current Range Authorization Badge to be worn on an outer garment while on Club property except when exempted by a Match Director or other Club Official. Range Authorization Badges cannot be loaned to another person and are not transferable. The loaning of a Range Authorization Badge shall be grounds for suspension or revocation of Club membership. Lost badges may be replaced by contacting the Club Secretary. A replacement fee, as set by the Board, will be charged for any badge replacement.

The Range Authorization Badge will contain the following information as a minimum:

- 1) Member's Name;
- 2) Member Identification Number;
- 3) Emergency Contact number;

5) Other information as determined by the Board.

### **Section 13. Guests**

Club members in good standing shall be permitted to bring spectator guest(s) and shooting guest(s) to the range as specified in the Range Usage and Safety Rules. The member who sponsors any guest(s) is entirely responsible for the actions of their guests and violation(s) of range safety rules by a guest may be grounds for the suspension or revocation of membership of the guest's sponsor. All Club members must ensure their guest(s) are not legally prohibited from the right to legally own, possess, and/or handle a firearm.

### **Section 14. Suspension or Revocation of Membership**

Any individual shall have his/her membership rights and privileges terminated upon the determination by the Board that the member has failed to comply with or abide by Club Rules, Range Usage and Safety Rules, Club By-laws, and/or engages the malicious conduct resulting in damage to or loss of Club Property, and/or social behavior on Club grounds unbecoming of a Club member. Additionally, any regular or life member will have their membership revoked if the member fails to pass a criminal background check. Any Club Officer, Director, and/or Range Safety Officer can **IMMEDIATELY** suspend any member from further use of the range or range facilities for a Safety infraction and/or damage to Club property; pending further action by the Board.

Any Club member may propose the suspension or revocation of a member. When it is proposed to suspend or revoke a membership, the individual proposing the suspension or revocation will make a written report to the Club President detailing the events / circumstances felt to warrant the suspension or revocation action. The President will call a special meeting of the Board for review of the proposed action. If it is decided a suspension of sixty (60) days or less is appropriate, the Board may order the suspension by a simple majority vote and the Secretary will notify the member of the Board's decision by mail. No membership suspensions of greater than sixty (60) days or revocation of membership can occur until the member is given details of the charges in writing and provided the opportunity to respond to the charges. The Secretary will notify the offending member of the charges and provide the member the opportunity to respond to the charges at a special Board meeting scheduled for that purpose. The notice of possible suspension or revocation of more than (60) days against any member shall be deemed sufficient when either: 1) The member is personally given the written notice; or 2) Notice is sent by mail to the member's address of record as contained in the Club's records. The member shall be given at least ten (10) days notice of the special Board meeting. The member shall be notified of the Board's decision within ten (10) days and the Board's decision is final. Members who have had their membership revoked shall not be eligible for future Club membership.

### **Section 15. Rights and Liabilities of Members**

Members of this Club shall not be personally liable for the debts, liabilities or obligations of the Club.

## **ARTICLE IX – MEETINGS**

### **Section 1. General Membership Meetings**

There will be an annual meeting of the membership on a date specified by the Board. Special meeting(s) of the general membership may be called by the Board to discuss and/or resolve specific issue(s) as outlined and/or required by specific provisions of these By-laws. A special general membership meeting can be requested by any Club member presenting a petition stating the specific purpose of the special general membership meeting and signed by at least 10% of the current membership in good standing. Meetings of the general membership will be held at a time and location of the choosing by the Board of Directors.

The Secretary will provide written notice to each Club member at least fourteen (14) days prior to the date of any general membership meeting along with a brief explanation of the meeting purpose. Notification will be mailed to each member's address of record as contained in Club records or can be accomplished via email. A copy of the notification shall be posted on the Club bulletin board.

The President will preside over all meetings of the general membership. The Secretary shall ensure accurate and complete minutes of each general membership meeting are prepared and posted on the Club bulletin board as soon after the meeting as is practicable. The minutes will remain posted for a period of not less than ninety (90) days.

At all meetings of the general membership, the presence of voting members at the commencement of any such meeting shall be sufficient to constitute a quorum for the transaction of any business. Roberts Rules of Order will be used as guideline in conducting all general membership meetings.

The order of business for all meetings of the general membership shall be:

- 1) Call to order by President;
- 2) Invocation
- 3) Pledge of Allegiance
- 4) Presentation of minutes of preceding meeting if applicable;
- 5) Summary of Club status by the President – or – announcement regarding purpose of a special meeting;
- 6) Treasurer's Report / Annual Meeting only;
- 7) Other Officer and/or Committee Reports as appropriate;
- 8) Unfinished Business/New Business;

- 9) Electing of Officers and Directors / Annual Meeting only;
- 10) Adjourn.

### **Section 2. Board of Directors Meetings**

The Board will meet at least quarterly on a date/time and location named by the President. Special meetings of the Board shall be called by the President when needed. Additionally, a special meeting of the Board may be called for a specific purpose upon written notification from three (3) Directors to the President. When at all possible, Directors will be give at least ten (10) days notice of a Board meeting. The President may invite guests to the Board meeting(s) for any specifically identified purpose.

The presence of a majority of the voting Directors shall be necessary and sufficient to constitute a quorum unless otherwise specified in these By-laws. Unless provided otherwise in these By-laws, a simple majority vote shall be binding. When a 2/3 vote of the full Board is required on an issue, nine (9) Directors will constitute a 2/3 vote majority of the Board.

The Secretary shall ensure accurate and complete minutes of each Board meeting are prepared and posted on the Club bulletin board for a period of not less than ninety (90) days.

### **Section 3. Membership Committee Meetings**

The Membership Committee shall meet as necessary to carry out the responsibilities and duties of the Committee. The Committee Chairperson shall notify committee members along with the Club President and Secretary, of all scheduled Committee meetings. The Committee Chairperson will be responsible for ensuring minutes of the meeting are maintained and a copy provided to the Club Secretary. Regular Committee work sessions shall be scheduled as needed by the Chairperson and are not considered to be an official Committee meeting.

### **Section 4. Range Usage and Safety Committee Meetings**

The Range Usage and Safety Committee shall meet as necessary to carry out the responsibilities and duties of the Committee. The Committee Chairperson shall notify committee members along with the Club President and Secretary, of all scheduled Committee meetings. The Committee Chairperson will be responsible for ensuring minutes of the meeting are maintained and a copy provided to the Club Secretary. Regular Committee work sessions shall be scheduled as needed by the Chairperson and are not considered to be an official Committee meeting.

## **ARTICLE X – FINANCES/AUDITS**

### **Section 1. Funds**

All dues collected and all revenue received by the Club shall be placed in a general operating fund, except for contributions slated for a specific purpose(s) by a donor(s) or

revenues collected by special projects or activities to the extent necessary to adequately fund a specific project.

All range/match fees collected by Match Directors are the property of the Club. Each Match Director shall maintain a ledger accounting of all range/match fees collected and expenditures made. In the event the shooting discipline is terminated or dissolved, the funds on deposit or in possession of the Match Director or other individual(s) shall be turned in to the Treasurer for deposit into the Club's general funds account.

### **Section 2. Spending Approvals and Limits**

The President, Vice-President, Secretary, and Treasurer shall have the authority to approve expenditures of a routine nature such as general upkeep, repairs, reoccurring operating expenses (phone, water, electricity, etc), printing, and office/janitorial supplies estimated not to exceed \$1500. Itemized Invoices or billings are to be submitted to the Treasurer for payment or reimbursement.

The Board may approve purchases, projects and/or capital expenditures of up to \$150,000 by vote of two-thirds (2/3) of the full Board.

### **Section 3. Loans**

The Board shall not borrow money in the name of the Club of more than \$50,000 without the consent of the general membership. The President shall call a special meeting of the general membership and place before the members any proposal(s) that would require the Club to borrow funds in excess of \$50,000. A simple majority vote will be binding.

### **Section 4. Audits**

The Board will order the audit of all financial records of the Club at least one (1) time annually. The President will appoint an Audit Committee consisting of two (2) to four (4) members with at least one (1) of the Committee members being selected from the general membership that does not hold any Club elected or appointed position. The President will appoint a Chairperson and the Chairperson shall coordinate with the Treasurer and/or other Officials to obtain the books and records necessary to conduct the audit. The Committee will submit a written audit report to the Club President for presentation to the Board. A copy of the audit report will be placed on the Club bulletin board for a period of not less than sixty (60) days.

Any member in good standing shall have the right to review the Club financial records. The member shall make a written request to the custodian of the records being sought and mutual arrangements shall be made to provide the member the opportunity to review the records. Any expenses involved regarding the production of the records to be reviewed will be borne by the requesting member.

## **ARTICLE XI – CLUB PROPERTY**

### **Section 1. Definition of Club Property**

All property, equipment, real estate, buildings, and/or items, to include consumable and non-consumable items, purchased using any portion of Club funds or donated to the Club, is to be considered Club Property.

### **Section 2. Identification of Club Property**

All non-consumable Club property will be clearly marked as property of the Club and serial numbered or coded for accountability purposes when possible. The Secretary shall maintain an up to date listing of all Club property along with the location of where the property is stored.

### **Section 3. Storage of Club Property**

All Club property shall be stored on the Club premises whenever possible. However, it will be permissible for Club Officer(s) and appointed official(s) to maintain such equipment as computers and supplies at their residence or place of business in order to effectively conduct the business of the Club. The storing of non-Club property with Club property shall be kept at a minimum when at all possible. All Club property and/or Club facility keys in the possession of any Club Officer, Director, Committee Member, Match Director, or any general member shall be promptly returned to the Club upon request of the Club President or Secretary and/or upon expiration of the member's need of such property to execute the responsibilities of their office and/or appointment.

### **Section 4. Accountability / Audit of Club Property**

An audit of all non-consumable Club property shall be conducted annually by the Range Usage and Safety Committee. The Committee will submit a written audit report to the Club President for presentation to the Board. A copy of the approved audit report will be placed on the Club bulleting board for a period of not less than sixty (60) days.

### **Section 5. Ammunition/Firearms**

All Club ammunition shall be accounted for by the appropriate Match Director responsible for the distribution of the ammunition for approved Club matches or practice sessions. Each Match Director shall be responsible for keeping a ledger of ammunition purchases and use which shall be subject to audit. The President may authorize Match Director(s) or other members to store ammunition and/or Club owned firearms at a location other than on Club premises provided appropriate security measures are satisfied and the Secretary is notified of the location of the ammunition and/or firearms.

### **Section 6. Disposal of Club Property**

Approval to dispose of any Club property/equipment valued at the fair current market value of \$500 or less may be authorized by the President. The decision to dispose of Club property/equipment with fair current market value of more than \$500 but less than \$10,000 can be approved by the Board with a simple majority vote. In the case of

disposing of Club real estate, building(s), and/or other item(s) with a fair market value of more than \$10,000, a majority vote of the general membership is required.

All Club property/equipment being disposed of will be offered to the general membership for purchase prior to the property/equipment being sold to non-members. For item(s) valued at \$1,000 or less, a notice on the Club bulletin board will be sufficient notification to the general membership that the property/equipment is available for purchase. The exception to this procedure will be the disposal of Club real estate, buildings, and single item(s) valued at more than \$1,000, and Club owned firearms and ammunition. Single item(s) valued at more than \$1,000 will be offered for bid to Club members in good standing. Club owned firearms and ammunition may be offered for bid to Club members in good standing. Notice of the bid process will be posted on the Club bulletin board at least thirty (30) days prior to the bid acceptance date. The notice will contain the procedures for submitting a bid to include date, time, location, and a description of the items(s) offered for bid. In the event the bidding process does not produce bids relative to the fair market value of the item, the Board shall have the authority to list and sell the item(s) to public.

The members of the Club shall have no right, title or interest whatsoever in the Club's income, property/equipment or assets. In the event the Club is dissolved, any remaining assets and property/equipment, after payment of all liabilities, shall be distributed to one (1) or more organizations that, in the opinion of the Board of Directors then serving, promote and support the ownership of firearms, and which qualify under Internal Revenue Code as tax-exempt organization(s). No part of the assets of the Club shall ever inure to the benefit of any Officer, Director, or Club member, or any family member of any Officer, Director, or Club member or to the benefit of any private person upon dissolution of the Club.

## **ARTICLE XII – CLUB RECORDS AND FILES**

### **Section 1. Custody & Inspection of Records**

All Club records are the property of the Club and will be transferred to Club Secretary when no longer needed to conduct the business and affairs of the Club or when the custodian of said records no longer holds a position requiring the retention of said records.

All Match Directors and Committee Chairpersons shall keep their own records and supply information to the Secretary and/or Treasurer when requested.

The books and records of the Club may be inspected by any member in good standing upon written notification to the Club official designated as the custodian of the books/records to be reviewed. The records custodian will arrange for a time and location of where the books/records may be inspected. Any expenses involved

regarding the production of the records to be reviewed will be borne by the requesting member.

**Section 2. Privacy Policy**

The Club collects personal information for its membership records in order to process membership applications, contact information for the collection of dues, distribution of meeting notices, and for emergency contact purposes. The Club respects the right of its members to keep personal information private. This statement outlines the Club's intent with regard to member's personal information. Failure to comply with this privacy policy may result in membership revocation under Article 5, Section 14 of these By-laws. The Club's membership list shall be for the exclusive use of the Club, its Officers and duly constituted committees, and shall not be sold or made available to anyone outside of the Club except in exceptional circumstances. Before the list is made available it shall require the passing of a specific resolution by the Board granting an exception to these rules. All members must protect the privacy of their fellow members by not making information available to nonmembers and not using the directory for any form of solicitation. All provisions of this privacy policy are applicable to email and/or any form of electronic communication(s). The email and/or other electronic communication(s) distribution list are for the exclusive use of Club management for the promotion of Club-sponsored activities, events, and pertinent news and official correspondence as approved by the Board. Use of membership information for personal gain or promotion is strictly prohibited.

**ARTICLE XIII – CHANGES/ADMENDMENTS**

Any changes and/or amendments to these By-laws will be submitted in writing to the Board. By 2/3 vote of the Board, the proposed changes and/or amendments will be presented to the general membership for approval at the annual meeting or a special meeting called for that purpose. A simple majority vote of the general membership shall be binding.

**CERTIFICATION**

The undersigned hereby certifies that the foregoing By-laws have been adopted/ revised by a majority vote of the general membership on the **5th day of September 2021.**

  
\_\_\_\_\_  
President / Magnolia Rifle & Pistol Club                      Date    March 2, 2024

  
\_\_\_\_\_  
Secretary / Magnolia Rifle & Pistol Club                      Date    March 2, 2024