



**The Rivanna Rifle
&
Pistol Club
Inc.**

Established January 13, 1950

Policies & Procedures

Range Rules

By-Laws

Revision: February 2001

STANDARD OF CONDUCT

Officers and Board Members will maintain the highest example of integrity, competence and fairness possible in their position. The Officers and Board Members must adhere to the ideal that the interest of the club and its membership's welfare requires of them the highest obligation towards the fulfillment of our Club's By-laws. All must fulfill their duty with interest, enthusiasm and honesty as Rivanna's elected representatives. This "Duty" must come before anyone's personal interest or any other outside special interest group's desires.

The Officers, Board and Membership must cooperate with their fellow representatives and promote the best interest of the Club, By-laws, their fellow Officers, Board, Membership and their Guests who utilize Rivanna's services at all times.

No Member or Elected representative should ever attempt to gain unfair advantage of his fellows in order to serve his/her group's interest over any other Club group, and especially not assist any outside organizational interest to the detriment of the Club.

Officers, Board Members and Membership should refrain from making solicited and unsolicited negative comments about our organization and its affiliates at all times. In instances where an opinion is sought, or where a comment is necessary, the Officers, Board and Membership will offer their opinion and comments with the highest regard for his/her fellows and our Club. Comments must be given in the most positive, objective and professional manner possible, uninfluenced by any personal motivation or potential advantage or gain, except for the betterment of our Club, Officers, Board, Membership and organizational structure.

Accepting this standard as their own, the Officers, Board and Membership pledge to observe its spirit in all of their Club activities and conduct themselves by the tenets set forth above.

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SECTION I: POLICIES & PROCEDURES

1.0 Preamble to Policies and Procedures

These policies and procedures have been adopted by the Club over a period of years. The primary purpose of these policies and procedures is the promotion of safety, both for range users and for residents and property owners near the Club property. These policies and procedures are also designed to prevent interference between scheduled Club activities and individual members and to prevent damage to Club property. Violation of many of these policies and procedures can result in administrative action against the offending member as outlined in the By-Laws. In the event that any conflict becomes evident between these By-Laws and the following Policies and Procedures the By-Laws shall take preference.

1.1 Identification

All members must have a current membership card at all times when on Club property. Any Club member can (and should) ask for identification from any person not known by the person to be a Club member. Upon such request the unrecognized person is required to produce identification.

1.2 New Member

1.2.1 An applicant for affiliation must attend a regular meeting of the Club.

1.2.2 At this meeting the applicant will be introduced to the membership and will submit a completed application form and application fee.

1.2.3 This form requires the listing of three (3) references. Upon receipt of favorable responses from all references, the applicant will be requested to attend the next regular meeting of the Club.

1.2.3.1 The applicant must attend two orientation sessions covering the general operation, range and safety procedures, of the Club, prior to being accepted as a member in accordance with Article VIII of the By-Laws.

1.2.2 Family Members: Are those affiliates who possess no ownership rights or interests in any corporate assets of the club. They are immediate family members, over 18 years of age, and residing in the same household as the Associate or Voting member in good standing of the club.

1.2.4.1 Family Members shall not be permitted the right to vote in any club matter(s) and shall not hold office.

1.2.4.2 Annual dues shall be ½ the amount set for Associate and Voting members.

1.2.5 There shall be no limit on the number of Family Members.

1.2.6 Membership may be upgraded to Associate, and Voting member status by following Section I, sub-section 1.2 of Policies and Procedures, and Article VIII of the By-Laws.

1.2.7 The application will be voted on by the membership (See Article VIII of the By-Laws and the current Membership Application Form).

1.3 Guests

Club members are allowed to bring guests to the club, subject to the following restrictions.

1.3.1 Club members will be responsible for their guests at all times. At no time will guests be allowed on club property without being escorted by a club member.

1.3.2 Club members will be responsible for insuring that their guests comply with all range & safety rules.

1.3.3 Individuals may use the club facility as a guest no more than three times in a twelve month period. Family members of club members are not restricted.

1.3.4 A club member may bring no more than four shooting guests at one time. During this time, the entire group will not utilize any more than three firing positions.

1.3.1 Professional organizations such as local law enforcement agencies, the National Guard, ROTC units, Boy Scouts of America, etc., may be given permission to use the club's ranges as guests.

Note: Local law enforcement is limited to the Albermarle County, City of Charlottesville, and local security complex personnel and law enforcement agencies.

Requests from the organizations to utilize the club's ranges will be submitted to the Board of Directors in writing at least sixty (60) days prior to the dates being requested for use. Each request will contain as a minimum the following information.

- Date(s) and time of the event.
- Name, title, phone number of event coordinator.
- Names of Range Safety officers.
- Number of individuals attending the event.
- Type(s) of firearms that will be used.
- Approximate number of rounds of ammunition to be fired.
- Summary of training exercises with diagrams.
- Any guests that will be invited by the requesting group.

Each request will be reviewed by the club's Safety Committee and a recommendation made to the Board of Directors for approval, disapproval, etc. The Board of Directors will provide a written response to the requesting group. The response will include any additional rules, restrictions, etc., above and beyond the normal range and safety rules.

A copy of the club's range and safety rules will be attached to the response stating that their organization will comply with all range and safety rules per the attached documents. Any violation of range safety rules will result in disciplinary action by the club's Board of Directors, which may include permanent exclusion from using club property in the future.

Each event coordinator and range safety officer(s) will be required to attend a two (2) hour range/safety orientation on an annual basis. Any new range safety officers must attend a range/safety orientation prior to running an event.

At any time during these events, a member(s) of the Board of Directors or Safety Committee may at their discretion, view the event to monitor compliance to range and safety rules and any additional restrictions or rules applicable to that event.

The Board of Directors at any time has the right to review and if necessary cancel any request. A written response will be provided to the requesting organization explaining the details of the cancellation.

- 1.3.1 None of the above restrictions apply to Shotgun, Rifle, Pistol, or Archery events that are open to the public.

1.4 Keys and Security

- 1.4.1 When admitted to the club, each member will be issued a key which will give access to the Main gate, the Lower range, the Club House, the Indoor Range, and the Skeet/Trap Club House.
- 1.4.2 Each member is held strictly responsible for the key and at no time will the key be loaned to another person.
- 1.4.3 Upon Termination of membership, the key must be returned to the treasurer.
- 1.4.4 When a member uses the club facilities, the main gate must immediately be locked on entering and leaving.
- 1.4.5 If the member goes to the Lower Range, the gate to the Lower Range may be left open if the Main Gate is locked.
- 1.4.6 However, if an event is open to the public on the Shotgun or Indoor Range, the gate to the Lower Range must not be left open.
- 1.4.7 When any event as a Club Meeting, Work Party, or Public Match is scheduled, the Main gate may be left open for the duration of the event.
- 1.4.8 Once a year, the locks and keys will be changed to ensure that former members who have not paid their current dues cannot use the range facilities for which the regular members have paid.

1.6 Work Parties

This club operates on a "self-help" basis. This means that we must depend on club members to lend their special experience and talents (masons, carpenters, electricians, etc.) to improving and maintaining the club facilities. When you join the club, we ask that you tell the Membership Chairperson what special skills you possess and that you are willing to share. We also frequently call for work parties in which no special skills, only a strong back and an interest in the club, are needed.

- 1.6.1 Work parties may be called by the Chairman of the various ranges (shotgun, rifle, pistol, etc.) and will involve the primary users of those ranges.
- 1.6.2 Other work parties may be on a club wide basis for such things as general Spring clean-up or assistance on projects too large for individual range users.
- 1.6.3 Usually workdays will be published in the Newsletter or announced at the Monthly Meeting.

SECTION II: RANGE RULES

2.0 Preamble to Range Rules

THE SAFETY INHERENT IN THE OPERATION OF ALL RANGES AND FACILITIES OF THE RIVANNA RIFLE & PISTOL CLUB CANNOT BE OVEREMPHASIZED. THE FOLLOWING RULES WILL BE ADHERED TO AT ALL TIMES.

- 2.0.1 All actions will be unloaded and opened on all firearms until the muzzle is safely pointed down range, the proper commands have been given to load and fire, or the shooter is prepared to shoot at a proper target.
- 2.0.2 There will be NO handling of loaded firearms except on the firing line of a range approved for that firearm.
- 2.0.3 Cased firearms should always be treated as loaded firearms with the muzzle end of the case never pointed at another person. Cased firearms have been known to fire.
- 2.0.4 When others are using the range on which you are firing or on the adjacent range, be sure the other person or persons know when you are going down range to change targets, etc., and the proper safety precautions are being observed.
- 2.0.5 Never hesitate to call an unsafe practice to someone's attention. Each of us gets absent minded about safety at times and needs to be courteously reminded to be careful.
- 2.0.6 In case of a jam or other malfunction it is especially easy to forget to keep the muzzle pointed in a safe direction. Always handle a firearm with extreme care, especially at such a time.
- 2.0.7 Always obey the following rules for the various shooting ranges. There is a very good reason for each one of them.
- 2.0.8 We all love to shoot and enjoy the use of our firearms or we would not be members of this club. Let's keep it safe by being concerned with others, and clean and neat by always "policing up" behind ourselves and others who may not be as considerate as they should be.
- 2.0.9 Eye and ear protection are always required for your own safety.

- 2.0.10 NO ALCOHOILIC BEVERAGES MAY BE CONSUMED ON CLUB PREMISES EXCEPT AT BOARD APPROVED EVENTS AT WHICH TIME ALL RANGES ARE TO BE CLOSED. NO PERSON UNDER THE INFLUENCE OF ALCOHOL, DRUGS OR SIMILAR INTOXICANTS MAY BE PERMITTED TO HANDLE FIREARMS ON CLUB PROPERTY.

2.1 Range Hours

- 2.1.1 Range hours will normally be as follows:

- 2.1.1.1 **LOWER RANGE:** (Outdoor rifle & Pistol, PPC and Plinking)
Monday through Saturday – 8:00 a.m. to Sunset

Sunday – 1:30 pm. To Sunset

- 2.1.1.2 **INDOOR RANGE:** Monday through Saturday – 8:00 a.m. to 10:00 p.m.

Sunday – 1:30 p.m. to 10:00 p.m.

- 2.1.1.3 **SKEET FIELD:** Monday through Saturday 8:00 a.m. to Sunset, except on Wednesday during daylight savings time, when the range is open until 9:00 p.m.

Sunday – 1:30 p.m. to Sunset

- 2.1.1.4 **ARCHERY:** Daily Sunrise to Sunset

2.1.1.5 SUNDAY EXCEPTIONS

- 2.1.1.5.1 There shall be a maximum of three exceptions per year.

- 2.1.1.5.2 **Matches:** Will be scheduled so as to fall on the least active Sunday of the Chestnut Grove Baptist Church and then the Club will be required to cease fire for one hour of services.

- 2.1.1.5.3 **Funerals:** When notified by the Church that a funeral is being conducted, there will be a cease fire of all operations for two hours.

2.1.1.5.4 **Special Church Activities:** All ranges may be closed on specific Sundays each year upon application to the Board of Directors of the club providing at least one month's written notice is given by the Church.

2.1.2 Any exceptions to these hours will be announced in the Monthly Newsletter or at the Regular Meeting of the club.

2.2 Outdoor Rifle Range

2.2.1 Actions will be open except when ready to fire.

2.2.2 Only paper targets may be used on this range.

2.2.3 **ALL SHOTS MUST STRIKE THE BERM** (or backstop). Any shots going over the berm may endanger someone in the impact area. Anyone caught firing shots over the berm either deliberately or in a careless manner due to improper placing of targets will be dismissed from the club

2.3 Bench Rest Range

2.3.1 Actions must be open except when ready to fire.

2.3.2 Only paper targets may be used on this range.

2.3.3 Targets must be placed so that all shots strike the berm.

2.3.4 Do not place targets in such a manner that shots will strike the target frame. Occasionally a target backer will be shot away or blown away by the wind. Under these circumstances, please put up a new backer. (The club will attempt to keep extra target backers of the correct size and fit in the Range House.) **Do not attempt to hang target on then frame and shoot.** To do so will cause the frame to be damaged and/or shots not to impact the berm.

2.3.5 Pistols may be fired from the bench rest for sighting with the same restrictions as with rifles.

2.4 Outdoor Pistol Range

2.4.1 Actions will be open except when ready to fire.

2.4.2 Only paper targets may be used on this range.

2.4.3 **Under no circumstances will shotguns be fired on this range** for patterning or any other purpose. Slugs and heavy shot soon destroy the target backers and frames.

2.4.4 No firearms will be hung on, suspended from, or leaned against target frames. Only targets on backers that fit the frames are acceptable. No targets may be placed on the railroad tie barrier.

2.5 Plinking Range

2.5.1 Actions will be open except when ready to fire.

2.5.2 Cans, wooden blocks, or plastic bottles may be used on this range.

2.5.3 **No glass bottles or glass** of any kind may be used on this range or any other range of the club.

2.5.4 Pick up all plinking targets and deposit them in the trash receptacle when finished.

2.6 Shotgun Patterning Board

2.6.1 Actions will be open except when ready to fire.

2.6.2 Distance: Thirty (30) yards for patterning testing.

2.6.3 Slugs may be used only at the rifle range. Remove all targets and pick up all empties before leaving.

2.7 Indoor Pistol Range

- 2.7.1 Actions will be open except when ready to fire.
- 2.7.2 Any rifle or pistol may be fired except those firing "high-powered" rifle ammunition. No armor piercing ammunition.
- 2.7.3 No black powder firearms.
- 2.7.4 No person may stand and fire from the area where the floor is painted RED. No targets may be placed in the area where the floor is painted YELLOW.
- 2.7.5 Shooting glasses are required at all times when shooting. They are particularly important on the indoor range.
- 2.7.6 Be sure to turn on the exhaust fan. This helps remove any fumes.
- 2.7.7 On leaving, be sure the exhaust fan is off, all lights are out, all empty cases are picked up, and the range is left in a neat and orderly condition.
- 2.7.8 Be sure all doors to the building are locked. This is very important.

2.8 Skeet and Trap Fields

- 2.8.1 Skeet: Actions will be kept open when you are not on the firing station and ready to call for the target.
- 2.8.2 Skeet: No shot size larger than #7 ½ can be used.
- 2.8.3 Trap: Actions will be kept open, even on stations, until the shooter ahead of you, in rotation, has fired.

- 2.8.4 Trap: No shot size larger than #7 ½ may be used.

- 2.8.5 Trap and Skeet: In the event of a trap malfunction the shooter whose shotgun is loaded and ready to fire will unload and leave the action open, as will all other shooters on the line, until the problem with the trap has been cleared.

2.9 GENERAL

- 2.9.1 This is your range.
- 2.9.2 All work is done by volunteer labor and it helps everyone if all of us will do our best to keep it clean and orderly.
- 2.9.3 After using any of these Ranges, pick up your empty brass or shells and remove and place fired targets in the trash containers.
- 2.9.4 If you find any loose trash around, even though you did not put it there, please take a moment to pick it up and properly dispose of it.
- 2.9.5 Do not leave food scraps or wrappers in any indoor trash receptacle.
- 2.9.6 If you observe someone leaving debris on the range, call it to their attention.
- 2.9.7 With a little luck, perhaps everyone will get into the habit of cleaning up behind themselves and the Club grounds will be the better for it.

SECTION III: BY-LAWS

ARTICLE I: Meetings

1.0 Meetings

1.1 **Annual Meetings:** The annual meeting of the members of the Corporation shall be held in the City of Charlottesville, VA., or in the County of Albemarle, VA., for the purpose of election of Officers and Trustees.

1.1.1 This meeting will be held on the second Thursday of November each year.

1.1.2 The board of directors will appoint a nominating committee, which consists of three or more members, not later than the September board meeting. No member of the nominating committee may accept a nomination in the same year they serve on the committee. Names of the committee members will be printed in the September club newsletter.

1.1.3 The nominating committee shall make a report at the regular October meeting.

1.1.4 Nominations made by voting members will be accepted from the floor at the October regular meeting. The full list of candidates will be published in the next club newsletter timed to reach all members before the November meeting.

1.1.5 A roster of voting members will be provided to any candidate requesting it after he or she is formally nominated at the October regular meeting.

1.1.6 No candidate is to be elected except by a majority of votes.

1.1.7 Each office will be voted on separately in this order: President, Vice President, Secretary, and Treasurer.

1.1.8 If one of the candidates for an office receives a majority vote, he or she is declared elected. If none of the candidates receives a majority, the candidate with the fewest votes will be dropped, and the vote taken again. This will continue until the positions are filled.

1.2 **Regular Meeting:** The regular meeting of the Club for the transaction of ordinary business shall be held on the second Thursday of each month.

1.2.1 The time and place may be fixed by the Board of Directors.

1.2.2 The January meeting, at the discretion of the Board of Directors, may be replaced by a banquet meeting.

1.3 **Special Meeting:** A special meeting of the Club may be called at any time.

1.3.1 By the President.

1.3.2 By the Board of Directors.

1.3.3 By petition in writing, stating the object of the proposed meeting, signed by not less than one-third of the voting members.

1.3.4 The place of the Special Meeting shall be fixed by the Board of Directors.

1.3.5 Notice of time, place and object of the Special Meeting shall be given to all Officers and Members in good standing, in writing, at least five days prior to the date of such meeting.

ARTICLE II: Notice of Meetings

1.0 Notice of Meetings

2.1 All voting members and associates shall be notified by card, letter, bulletin, or other written form of all Annual, Regular, or Special Meetings.

ARTICLE III: Quorum

2.0 Quorum

3.1 One-fifth of the voting members of the Club shall constitute a quorum at any Annual or Special Meeting.

ARTICLE IV: Order of Business

1.0 Order of Business

- 4.1 The Order of Business at all meetings of the Club shall normally be as follows:
- 4.1.1 Determination of a Quorum, if needed.
 - 4.1.2 Reading and disposal of any unapproved minutes.
 - 4.1.3 Report of the Treasurer.
 - 4.1.4 Report of the Membership Committee including admission of new members.
 - 4.1.5 Report of other Committees.
 - 4.1.6 Election of Officers and Trustees (Annual meeting only).
 - 4.1.7 Old Business.
 - 4.1.8 New Business.

ARTICLE V: Board of Directors

2.0 Board of Directors

- 5.1 There shall be seven Trustees, who shall be voting members in good standing of the Corporation.
- 5.2 Trustees shall be elected to three year terms of office, as provided in the Certificate of Incorporation, by a ballot of a quorum of the voting members of the Corporation at its Annual Meeting.
- 5.3 The President, Vice-President, Secretary, and the Treasurer of the Club shall be voting members of the Board.
- 5.4 The Officers listed in 5.3 above, and the Trustees, shall constitute the Board of Directors of the Club.
- 5.5 A voting member may be both a Trustee and an Officer simultaneously, but no person shall have more than one vote

- 5.6 The regular meetings of the Board of Directors shall be held in the city of Charlottesville, or County of Albemarle the third week in each month.
- 5.7 Special meeting of the Board of Directors may be called at any time by the President or by a majority of the Board. The Secretary shall notify the members of the Board of all Regular and Special Meetings.
- 5.8 Quorum: A majority of the Board of Directors shall constitute a quorum.
- 5.8.1 A majority of such a quorum shall decide any question that may come before the meeting.
 - 5.8.2 Any issue decided by less than a majority of the entire board may be recalled at a subsequent meeting by any board member. Once recalled the issue must have the support of the majority of the entire board to pass.
- 5.9 The Board of Directors shall have general supervision and control of all activities of the club.
- 5.10 The Order of Business at meetings of the Board of Directors shall be as follows:
- 5.10.1 Reading and disposal of any unapproved minutes.
 - 5.10.2 Report of the Treasurer.
 - 5.10.3 Reports of the Committees.
 - 5.10.4 Old business.
 - 5.10.5 New business.
- 5.11 Audit: The Board of Directors shall appoint an Audit Committee of three voting members to audit the books of the club.
- 5.11.1 The audit shall be conducted between December 31 and the February regular meeting.

- 5.12 A vacancy in the Trustees will be filled until the next annual meeting by a majority vote of the remaining members of the Board of Directors. If more than one vacancy of a Trustee or Officer of the Club exists, a special meeting of the Club shall be called and new members elected to fill the vacancies. These replacements will serve for the duration of the term of the person, or persons, being replaced.

ARTICLE VI: Officers

6.0 Officers

- 6.1 The officers of the Club shall be a President, Vice President, Secretary, and Treasurer, all of whom shall be voting members of the Club. Newly elected Officers will attend meetings until formal installation can occur. Formal installation will normally occur at the January Regular/Banquet meeting.
- 6.2 They shall hold office for one year or until their successors are installed.
- 6.3 Resignation of any officer may be accepted by a majority vote of the members of the Board of Directors.
- 6.4 A vacancy of an Officer of the Club will be filled until the next annual meeting by a majority vote of the remaining members of the Board of Directors. If more than one vacancy of a Trustee or Officer exists, a Special Meeting of the Club shall be called and new members elected to fill the vacancies.

ARTICLE VII: Officers Duties

7.0 Officers Duties

- 7.1 **President:** The president shall preside at all meetings of the Club and the Board of Directors.
- 7.1.1 The president shall perform all such other duties as usually pertain to this office.
- 7.1.2 The president shall appoint other officials such as committee chalmen, as deemed necessary, to serve at the discretion of the President or until the next annual meeting.

- 7.1.3 Positions in 7.1.2 may include, but not limited to, Chief Instructor, Armorer, Executive Officer, and Chairmen of Membership, Buildings & Grounds, and the principal ranges of the Club. Specific duties will be prescribed by the President.

- 7.1.4 The President may appoint ad hoc committees as deemed necessary.

- 7.2 **Vice President:** The Vice-President shall perform the duties of the President in the President's absence or at the President's request.

- 7.2.1 The Vice President shall perform any other duties as may be assigned by the President.

- 7.3 **Secretary:** This officer shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Club by the National Rifle Association, and other organizations with which the club is affiliated.

- 7.3.1 The Secretary shall notify the members of the Board of Directors of all meetings and shall notify all members and associates of regular, special, and annual meetings as stipulated in Article II.

- 7.3.2 The Secretary shall keep a true record of all meetings of the Club.

- 7.3.3 In the Secretary's absence, the meeting chairman will appoint a temporary secretary for that meeting. The temporary secretary will convey the minutes to the regular secretary as soon as possible.

- 7.3.4 The Secretary shall have custody of the books and papers of the club, except the Treasurer's book of accounts.

- 7.4 **Treasurer:** This officer shall have charge of all of the funds of the Club.

- 7.4.1 The Treasurer shall place funds in such bank or banks that are approved by the Board of Directors.

- 7.4.2 Funds shall be withdrawn only by checks signed by the Treasurer for payment of bills approved by the Board of Directors.

- 7.4.3 The Treasurer shall, without action by the Board of Directors, draw checks for national membership fees and forward them to the National Rifle Association and other organizations with which the Club is affiliated.
- 7.4.4 With the approval of the Board of Directors, the Treasurer may empower the manager of a Club operation, such as the Skeet and Trap Fields, to administer a fund for that operation.
 - 7.4.4.1 Funds described in paragraph 7.4.4 must be reported quarterly by the manager and any surplus turned in to the Treasurer at the December meeting each year.
 - 7.4.4.2 The fund may be recalled to the General Account of the Club at any time that monies are deemed necessary for other Club transactions.
- 7.5 The Treasurer is responsible for the collection of all dues and fees, rendering proper receipts of same, and shall maintain a current record of membership status.
- 7.6 The Treasurer shall forward, to the National Rifle Association, the annual dues for all new Club affiliates.

ARTICLE VIII: Members

8.0 Members

- 8.1 Any citizen of the United States of America, or resident alien, eighteen years of age or older may become affiliated with the Club, according to the procedures outlined in this Article, being or becoming a member of the National Rifle Association, and upon payment of the prescribed due and/or fees. Continued membership of the National Rifle Association is required of all members.
- 8.2 Applications for affiliation shall be made to the Chairman of the Membership Committee who will invite the applicant to the next regular meeting of the Club for introduction.
- 8.3 After due consideration and investigation by the Membership Committee, if found worthy, the applicant shall be requested to attend the next regular meeting of the Club to be voted on by the Club members.

8.4 Types of Members

- 8.4.1 Voting Members are those affiliates who have privileges and all rights and interests in the Corporation.
 - 8.4.1.1 The number of voting members shall be limited to 125.
 - 8.4.1.2 Associate Members will be granted voting member status only after serving for a minimum of one year as an "associate member", upon written application to the Board of Directors and upon Board approval.
 - 8.4.1.3 The Board will act on such applications after considering such factors as degree of participation in Club activities and compliance with Club policies, procedures and range rules. An eligibility list shall be maintained by the Secretary-Treasurer.
 - 8.4.1.4 Upon approval, the applicant will pay a fee to be determined by the Board.
- 8.4.2 Associate Members are those affiliates who possess no ownership rights or interests in any Corporate assets of the Club.
 - 8.4.2.1 Associate members shall not be permitted the right to vote in any Club matters, and shall not hold office.
 - 8.4.2.2 There is no limit on the number of Associate Members.
 - 8.4.2.3 Initiation fee to be determined by the Board.
 - 8.4.2.4 Annual dues shall be the same for both voting and associate members. See also paragraph 8.5.
- 8.4.3 Non-Resident Members: Voting or Associate members who move to a location beyond a 75 mile radius of the Club property may, upon application to, and approval of, the Board of Directors, be granted a Non-Resident Status. During this period, Voting members shall assume the status of Associate Members. See also paragraph 8.4.2.

8.4.3.1 Dues shall be reduced to an amount determined by the Board of Directors.

8.4.3.2 Upon return to the local area (less than 75 miles from the Club property) such members shall again be assessed the prevailing dues and fees and assume their original status.

8.4.3.3 Non-Resident members shall not be included in the membership limitations established elsewhere in this Article.

8.5 Dues/Initiation Fees: The dues and initiation fees for voting members shall be determined by the Board of Directors.

8.5.1 Dues shall be payable in a single annual installment on or about January 1 of each year. These payments should be made by check and mailed to the club address.

8.5.2 Dues shall be paid by March 1 or whenever the Club locks are changed, whichever is later. Any member from the previous year who does not pay their dues by this date shall be considered to be in arrears, will be removed from the Club roles, and will not be given access to the Club property.

8.5.3 A member in arrears may again obtain membership in good standing up until 1 July of the current year by payment of their dues, in full, plus a penalty amount to be set by the Board of Directors.

8.5.4 Reinstatement

8.5.4.1 A member who forfeits membership rights because of non-payment of dues and after six months or more requests re-admission to the Club shall pay six months dues as a penalty in addition to the proportionate share of dues for the remainder of the calendar year.

8.5.4.2 A member in good standing who leaves the Club with a letter of resignation shall be allowed to rejoin the club at any time with no penalty.

8.5.4.3 Any special cases not covered herein, shall be resolved by the Board of Directors.

ARTICLE IX: Removal and Suspensions

8.0 Removal and Suspensions

9.1 Any officer may be removed by a two-thirds vote of the voting members in good standing present at any Special meeting called for that purpose.

8.1.1 Notice: No vote on removal or suspension may be taken unless at least fifteen (15) days notice, in writing, shall have been given to the officer setting forth reasons for his removal.

8.1.2 The Officer shall also be informed, under paragraph 9.1.1 of the time and place of such meeting at which a ballot for his removal or suspension is to be taken.

9.1.3 At such meeting the Officer shall be given a full hearing.

9.2 Voting or Associate members may be suspended or expelled from the Club for any cause deemed sufficient by the Board of Directors by a two-thirds affirmative vote of the members of the Board of Directors present at any Special or Regular meeting.

9.2.1 Notice: No vote on suspension or expulsion may be taken unless at least fifteen days notice, in writing, shall be given to the voting member or associate member setting forth the charges preferred.

9.2.2 The member shall also be informed, under 9.2.1, of the time and place of the meeting of the Board of Directors at which such charges will be considered.

9.2.3 At such meeting the member under charges shall be given a full hearing.

9.3 Charges: Charges against any Officer or Member may be preferred by any voting member in good standing.

- 9.3.1 The charges shall be in writing, clearly stating the facts and accompanied by all affidavits or exhibits which are to be used in their support.
- 9.3.2 The charges shall be filed with the Secretary who will immediately inform the President.
- 9.3.3 The President shall call a meeting of the Board of Directors to hear the charges.
- 9.3.4 **Notice:** The Secretary shall give at least fifteen days notice of the meeting to each member of the Board of Directors, to the Accused, and to the Accuser.
- 9.3.5 Such notice shall be in writing and shall include a true copy of the charges and the supporting affidavits and exhibits.
- 9.4 **Appeals:** Any voting member or associate member suspended or expelled by the Board of Directors may appeal to the full membership of the Club.
 - 9.4.1 Such appeal to the full membership shall be made in writing to the Secretary who shall notify the President.
 - 9.4.2 The President shall call a Special Meeting of the Club for the purpose of acting on the appeal.
 - 9.4.3 **Notice:** 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.
 - 9.4.4 At the meeting of the full membership of the Club, the Secretary shall read the original charges, read the supporting affidavits, read or display the accompanying exhibits, and read the minutes of the Special Meeting of the Board of Directors at which the charges were heard and action taken.
 - 9.4.5 A full hearing shall be given the accused and the accuser.
 - 9.4.6 A vote shall 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 Board of Directors.

- 9.4.4 **National Rifle Association:** Any officer or member of the Club who has been suspended or expelled by the National Rifle Association shall automatically stand suspended or expelled from this Club immediately upon receipt of official notice by the Recording Secretary of this Club from the Secretary of the National Rifle Association.

ARTICLE X: Amendments

10 Amendments

- 10.1 Any proposed amendments to these By-Laws may be introduced by any voting member of the Club at any Regular or Special Meeting.
- 10.2 Proposed amendments must be acted upon by a quorum of the voting members at a Regular or Special Meeting called for that purpose.
- 10.3 A copy of the proposed amendments must have been mailed to each voting member by the United States mail at least 30 days prior to the meeting at which they are to be voted on.
- 10.4 A copy of the proposed amendments will be posted on the club bulletin board for 30 days prior to the meeting when the vote will be taken.
- 10.5 A two-thirds vote of the voting members present shall be necessary to pass the amendments.