



Airfield Shooting Club

Wakefield, Virginia

PO Box 250, Wakefield, VA 23888 • www.airfieldshootingclub.org • NRA • VSSA • Est. 2005

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ARTICLE I Name

The name of this organization will be the Airfield Shooting Club hereinafter referred to as ASC or the Club.

ARTICLE II ASC Purposes

The purpose of the ASC will be to unite all interested residents of the United States of America in a formal organization dedicated to the preservation of firearm ownership and promotion of the shooting sports. It will be the objective of the organization to be a community service oriented club in supporting shooting education; be a good partner with the Airfield 4-H Center; maintain a perfect safety record and promote firearm safety; provide opportunities for club members to engage in sport shooting; and to increase the knowledge and practice of marksmanship, and other outdoor recreation skills that are in harmony with sport shooting. It will be a further objective to influence legislation to protect the Second Amendment right to keep and bear arms; promote the ideals of good citizenship, good sportsmanship, and responsible gun ownership.

ARTICLE III Required Oath

All members are required to subscribe to the following membership oath:

I, your name, certify that I am a legal resident of the United States of America, and not a member of any organization or group aimed at the destruction of our present form of government as defined by the Constitution of the United States. I agree to abide by the by-laws of the Airfield Shooting Club and the decisions of the elected officers. I acknowledge that many of the rules and regulations of the club are based on the honor system, and that I understand any violation of the honor system is grounds for disciplinary action, up to and including expulsion from the club. I further certify that I am legally entitled to possess a firearm in the commonwealth of Virginia.

ARTICLE IV Membership

Section 1 Classes of Membership

a. Regular Members

Regular Members, (herein referred to as members) will consist of legal residents of the United States of America, eighteen years of age or older, being a member in good standing of the National Rifle Association of America, (hereinafter the NRA); and who subscribe to the purposes and oath of the ASC. They will be entitled to all privileges and responsibilities of the Club, including holding elected office.

b. Spousal Membership

Spousal members are regular members in every way except that their annual dues shall be reduced in accordance with the provisions of Article VII, Section 2.

c. Honorary Members

Honorary members will consist of such persons as the Board will recognize from time to time as they deem appropriate. Honorary members will be special guests of the Club. They will be issued membership cards, but will not pay dues. They will be entitled to enjoy range privileges and be subject to all range rules and regulations but will have no other responsibilities of Club members. They will have no voting rights.

d. Special Status

1. This category will include members who for good reason cannot continue to enjoy the privileges and responsibilities of club membership, due to work requirements outside the commuting area for two months or more, but who wish to remain affiliated with the ASC. Dues will not accrue for the period of absence. Dues prepaid for the period of absence will be applied to the following membership year. In the event the special member does not elect to renew his affiliation, his credit will be forfeited. Applications for special status will be considered by the Board on an individual basis. These individuals will have no voting rights during the period of their special status.
2. A member in military service who is in receipt of Permanent Change of Station (PCS) orders may apply for a refund of prorated membership fees. The member will provide the Board of Directors a copy of PCS orders, indicating the expected date of departure. A check for the prorated dues for the unused membership year will be provided upon receipt by the ASC Board of the member's ASC membership card.

Section 2 Duties and Entitlements

a. General

The duties of each member of the ASC will be to continually strive to uphold the purposes of the Club as listed in Article II. Members are encouraged to attend membership meetings. All members are required to keep current with Club affairs and official notices by way of attendance at meetings, monthly newsletters and telephone inquiry. Regular members will be subject to the assignment of such duties, as may be established by the Board. The Board will consider requests for permanent excuse from such duties upon written request. Only members in good standing may display the Club emblem or carry the membership card. Membership cards are not transferable and are property of the Club.

b. Public Service

Members will be required to complete a minimum of six hours of public/community related services per membership year in order to maintain a status of member in good standing. Community related services include, but are not limited to: Volunteering to assist in the conduct of Airfield sponsored shooting sports camps or junior competitions; assisting in the Airfield Youth Program; [assisting any 4-H sponsored shooting sports program](#); [instructing firearms related ASC courses or classes](#); [attending Board meeting while serving as a Board Member](#); serving on a Friends of NRA committee; [attending VCDL lobby day \(proof required\)](#); serving as RSO during scheduled range events; [cleaning up at the range including dumping trash](#); participation in other ASC sponsored events as determined by the Board of Directors (Gun show, NRA & Club recruiting; match directors; Webmaster, Newsletter Editor, and work parties). [Match directors may give service hours to members that assist in setup and takedown at any ASC sponsored match. Service hours shall not be given to members for the following: attending an ASC Board meeting; for travel; and for any activity not expressly approved by the Board.](#) The BOD may exempt any member from the service requirements based upon physical infirmity or other extenuating circumstances.

c. Failure to Fulfill Public Service

Any member who has not, by the end of the membership year, completed his required public service, as described in Article IV, §2(b), may fulfill this obligation by way of payment to the club at the rate of \$10 per hour of unfulfilled service.

d. Limitations

No member will have the power to enter into a contract on behalf of the club, obligate the club for payment of money, or expend the money of the club except within the limits of a previous authorization or appropriation by the Board. No member represents the Club in matters of public affairs, except as provided in Article XII, §1.

Section 3 Application for Membership

Any legal resident of the United States may become a member, or maintain membership in this organization with the approval of the ASC Board of Directors, subject to fulfilling requirements as outlined below:

1. Showing proof of membership in the NRA, or submitting a completed NRA membership application through the ASC.
2. Upon payment of annual ASC membership dues, and **required** initiation fee.
3. Upon demonstration of participation in, or commitment to participate in, shooting sports related public/community service as prescribed in section Article IV, §2(b).
4. Valid picture ID, and a background check of the applicant, are required according to current procedures in effect through law enforcement authorities. The applicant is responsible for any associated costs. Substitution for an official background check will be accepted if the applicant can show proof he/she are able to legally own or possess a firearm in the state of Virginia. Proof to own/possess can be one or more of the following: concealed carry permit, law enforcement credentials, Federal Firearms License, or recent firearm purchase (within one year). Other documentation must be reviewed and approved by the ASC Board of Directors.
5. Membership applications shall be submitted to the Club Secretary, who will, after verifying requirements prescribed by these by-laws, shall forward to the Board of Directors. The applicant will certify that he will abide by the bylaws of the ASC and take the oath of the Club.
6. The Board of Directors will act upon the application by its next regularly scheduled meeting or before. The applicant may be required to appear before the board.
7. Prior to membership approval, each applicant will meet with a Club Range Safety Officer for observation and instruction in basic firearm safety, and a review of the club's Rifle, Pistol and Skeet Range rules. Each Applicant will be required to pass the ASC range safety certification.

Section 4 Membership Limit

The Board may set an upper limit on Club membership.

ARTICLE V Guests

Section 1 Guests, Individual member sponsorship

Persons not members of the Club may be permitted to use the range under such rules and regulations as the Board may prescribe, and/or as listed below. Guests may participate in club activities under the supervision of regular (adult) members. Spouses and minor children of a member are not considered to be guests under the provision of this section, and may accompany the member at any time. No member shall be

permitted to bring to the range a guest who is prohibited by the laws of the Commonwealth of Virginia from possessing, carrying, or transporting firearms. For clarification, it shall be permissible for a member to bring a guest who has had his/her firearms rights restored.

Guest Admission

Guests are permitted if accompanied by an adult member who has range privileges.

a. Member Responsibility

Member sponsors will be responsible for the conduct of their guests, and shall ensure their guests comply with all range (rifle, pistol and/or skeet) rules.

b. Guest Visits

Members may not bring more than six guests per visit. No more than three guests may be firing or handling firearms at the same time.

c. Waivers

Guests shall be required to sign the Range Release, Waiver, and Indemnification [log](#) for each visit to the range. Member sponsors will be responsible to ensure their guest sign the waiver [log](#).

Spouses and Minor Children

Member spouses and minor children intending to utilize range facilities will be required to sign the Release/Waiver form one time. The signed form will be provided to the Club secretary, who in turn will forward a copy to the 4-H Center for their records.

Section 2 Group Sponsorship

The provisions of this article will not be construed to prohibit a member's sponsorship of a larger number of guests or of a group at the range when requested and approved by the Board in advance. One or more Club members will normally be appointed as the group sponsor. Sponsors will act as range safety officer and will refrain from personal shooting activities unless another range or safety officer assumes his duties.

ARTICLE VI Range and Facilities Usage

a. Entrance

Club members shall enter the range by the gated access road off of the main camp entrance. This road will have a gate or cable across it with a lock. Club members will be issued the combination to this lock. The lock combination will be changed once a year, immediately following the April Board of Directors meeting ([or as soon thereafter as the Board shall deem appropriate.](#)) The combination may be changed at other times as directed by the Board.

b. Airfield Camp Club members and guests do not have permission to be on the main camp side of the property.

c. Hours of Operation

Club members may use the range anytime from sunrise until sunset with the following exceptions:

1. The Center 4-H Program Director may close the range or part of the range to club members during 4-H program activities. The vast majority of these activities will be scheduled far in advance. Most 4-H usage will be during the summer weekdays, mid-day on the 50m range.

2. The Board of Directors may close the range or part of the range to club members during working parties, or for reasons of safety. In a situation where waiting for the entire Board to act could jeopardize safety, any member of the Board of Directors may close the range immediately. The entire Board shall be advised of the closing and the reason therefor as soon as possible.
3. This and any other closures will be posted at the range by camp staff and the Airfield Shooting Club Board of Directors will ensure that they are also posted on the club web site. Failure to observe a posted range closure may subject the member to disciplinary action, up to and including expulsion from the club.

d. Sign-in/Sign-out Procedure

When arriving at the range, club members must sign the range usage log indicating date, time of entry, number and names of guest, and if the first shooter on site, raise the range flag. Upon departing the range, the member will sign the time of departure, and record the largest caliber fired and approx total rounds fired. This information is required to comply with our range maintenance practice. The last member to leave shall lower and store the range flag.

e. Membership Card

Members must visually display (wear) their membership card at all times while on the range, whether actually shooting or not. Members not displaying their membership cards must be challenged by other club members and employees of the 4-H Center to verify entitlement to use the range. Members not complying with this request will be required to leave the range immediately. Members failing to comply with requirement may be subject to disciplinary action and/or fines by the Board.

f. Range Rules

Club members and their guests are required to follow all range rules and any other rules that may be posted at the range. Failure to follow range rules may result in expulsion from the club.

g. Commercial Activity

There shall be no commercial activity by a club member unless approved by the Board of Directors as a club sponsored event. Commercial activity is defined as receiving remuneration for services provided while using the Airfield Shooting Club Range for non-approved activities. This includes holding unauthorized classes for gain or using the range contrary to the by-laws.

ARTICLE VII Dues, Other Financial Matters & Renewals

Section 1 General

The dues and fees of members will be fixed and reviewed annually by the Board. Dues will become payable at the beginning of each membership year, which commences April 1st and ends March 31st.

Section 2 Dues, Fees & Orientation

An initiation fee of \$50.00 will be charged for each new member and shall be charged for each renewing member who has not renewed by the 31st day of August following the expiration of his/her membership. New member orientation reviewing Club rules, regulations, etc. shall be required of all new members and for any members renewing after the 31st day of August following the expiration of his/her membership. Members renewing after June 1st but before September 1st following the expiration of his/her membership shall pay a penalty fee of \$25.00 plus prorated dues and any other costs owed to the Club but they shall not be required to attend new member orientation. The ASC Board may review any renewal matters that are not the fault of

the member and waive fees and requirements as deemed appropriate and necessary.

Member's annual dues to the club shall be \$100.00. Renewing members shall pay all other costs and fees due to Club before membership is reinstated. Dues invoices from the Club will be sent out on or about the 3rd weekend in March of each year. Dues will be prorated as follows:

Dues for new members joining after the start of the membership year (April 1st), between May and March, shall receive a reduction of \$5.00 for each month having passed since April 1st, plus the \$50.00 initiation fee.

Spousal membership: Spouses who wish to use the range when their member-spouse is not with them may join the club via a spousal membership. The spouse shall pay the \$50.00 initiation fee just like any other member. Yearly dues shall be one-half of the normal annual dues. The service hour requirement for spouses shall be the same as for other members.

Clay target billing: Clay target usage is billed quarterly. Invoice must be paid in full, and in a timely manner, in order to retain membership in good standing. RFID cards shall not be refreshed unless all clays bills have been paid in full. Those who have not paid their clays bills shall not be given the combination to the trap and skeet houses.

Section 3 Arrears

Any member of the ASC who remains in arrears in the payment of dues, fines or fees later than forty days after the beginning of the Club's Membership year shall not be eligible to enjoy any of the club privileges, nor be considered a member in good standing. Any member who will remain in arrears with the payment of such annual dues, fines or fees after the May Board meeting will be subject to forfeiture of membership in the Club and may be dropped from the Club's roster. Upon re-application for membership, the delinquent member will not receive any proration of dues and will be required to pay dues for the current membership year plus any fines, penalties and fees imposed from the prior year. Current members not meeting the renewal period may be asked to pay the initiation fee or penalty fee as set forth in this Article. The Board may consider any exception to this policy exclusively on an individual basis for any matters that are not the fault of the member.

Section 4 Fixed Budget Items

The following Club Officers, Directors and Members have been authorized budgets as set forth below in order to better carry out their assigned duties:

1. Executive Officer - \$250 per month
2. Shotgun Director - \$250 per year. In addition the Shotgun Director is authorized to purchase clay targets as necessary.
3. Those members organizing and conducting the Women On Target and Club Sponsored Pistol Classes are authorized to purchase ammunition, educational materials, and such other items as may be deemed necessary to conducting those events.
4. Chief Instructor - \$100 per month. (Match Directors are to coordinate any necessary purchases with the Chief Instructor.)
5. Secretary and Treasurer – Authorized to spend money as necessary for administrative expenses. These expenses will be itemized and receipts shall be provided. These expenditures shall be reviewed at each Board of Directors meeting.
6. Anyone making a purchase on behalf of the club may request reimbursement. Original receipts must be presented to the Treasurer for reimbursement. The Board may, at its discretion, approve proof of purchase

other than a written receipt.

ARTICLE VIII Expulsion, Suspension and Fines

Section 1 Expulsion

Any member may be expelled for just cause from membership in the Club by resolution of the Board. Charges against a member may be brought forth by any member in good standing. Charges will be in writing, clearly stating the facts supporting the charges and accompanied by all affidavits and/or exhibits which are to be used in the charges. Such charges will be filed with the Secretary who will immediately notify the Board. Upon receipt of a letter to expel, the Board will carefully investigate all charges brought. If a simple majority of Board members determine sufficient cause, a special Board meeting will be held for the purpose of judging all the facts. The member accused may appear at this meeting with witnesses or submit a statement in defense of the charges. The accused must be notified, in writing, at least ten days prior to the special meeting and be **apprised** of all charges brought against him. If sufficient cause is found, the Board may by a two-thirds majority vote then expel the accused with expulsion to take place immediately. The member upon notification of the action of the Board must return his membership card to the Secretary of the Club and will forfeit his rights and interests in the affairs of the Club. Notice of the member's expulsion will be published in the Club newsletter.

Section 2 Suspension

Any member may be suspended from membership in the Club for just cause, by resolution of the Board. The period of suspension will be of any duration the Board may determine. The member must return his membership card to the Secretary and will forfeit all the privileges of membership for the duration of the suspension. Notice of membership suspension will be published in the Club newsletter.

Section 3 Fines

The Board may establish and impose certain fines in order to enforce discipline, conformance with range rules, and compliance with accepted safety practices as established by these ASC by-laws and the Range Rules and Regulations.

Section 4 Appeals

Any member expelled, suspended or fined may, at the next regular meeting of the Club, with a quorum present, appeal the decision of the Board. The Secretary will read aloud the original charges, the supporting affidavits, and will read or display the accompanying exhibits. He will also read the minutes of the Special Board Meeting at which the charges were heard and action taken. A vote of the members present will be taken by secret ballot. A two thirds majority vote will overrule the Board and restore the individual to membership.

Section 5 Notifications

Following the suspension or expulsion of an ASC member the Club Secretary will report the charges and action taken to the NRA. The NRA will be given a complete report whenever a member of the Club is suspended or expelled showing charges and action taken. Any member of the Club who has been suspended or expelled by the NRA will automatically stand suspended or expelled from the Club.

ARTICLE IX Meetings

Section 1 Regular Membership Meetings

Regular membership meetings will be held at least quarterly at a time and place to be set by the Board of

Directors. All meetings of the Club will be open to the public.

Section 2 Special Membership Meetings

Special Membership meetings may be called by the President or by a quorum (>50%) of Board members. Club members will be notified by telephone or e-mail, at least one week prior to any special meeting, and their attendance solicited. The purpose of the meeting will be made known by the caller. No other business will be conducted at special membership meeting

Section 3 Regular Board of Directors Meetings

The Board will meet monthly at a time and place designated by the President. The Board will have the authority to disburse funds in the best interests of the Club and will generally manage its affairs. Any member of the Club may attend Board meetings and may enter into discussions, but may not vote. Portions of meetings which may pertain to an individual's privacy may be closed to Non-Board members. A quorum at any meeting shall consist at least >50% of all Board members. Each member of the Board carries one vote.

Section 4 Special Board Meeting

Special Board meetings may be called by the President or by a quorum (>50%) of Board members. Only the subject or subjects, for which the special meeting was called, may be discussed or voted on.

Section 5 Annual Budget Review Meeting

The annual financial budget for the next membership year will be prepared by the Treasurer and presented to the Board for approval not later than the January board meeting. The budget will be available for review to all members at the next regular membership meeting.

Section 6 Annual Audit Review Meeting

The financial accounts and records for the ASC will be audited annually by either an audit committee, an independent accountant, or a CPA, as appointed by the Board and presented to the Board no later than the May board meeting. The annual fiscal report will be available for review to all members by the next regular membership meeting.

Section 7 Governing Procedures

The rules contained in the current edition of Robert's Rules of Order will govern the Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws. In the event of conflict between Roberts Rules of Order and club by-laws, the bylaws will take precedence.

ARTICLE X Resolutions and Voting

Section 1 General

Each voting member in good standing will be entitled to one vote. He/She may bring before the membership a matter for discussion and suitable action by the Board of Directors. The individual will be given a reasonable amount of time to present his views, defend his position, or make recommendations to the Board. Only the Board will pass resolutions. The general membership will vote annually for the election of officers.

Section 2 Quorums

A quorum for any vote at a regular or special membership meeting will be 30% of voting members. If the membership of the club exceeds 100 voting members, a quorum will consist of a minimum of 30 voting members. Except as otherwise specified within these By-laws, a vote on any issue shall not be conducted at a regular or special membership meeting unless the membership has been notified at least 7 days in advance of such a vote, and solicited to attend.

Section 3 Voting

a. Membership Voting

In matters before a regular or special membership meeting a simple majority quorum present; except for a change in the By-laws which requires a two-thirds majority vote of the quorum present to carry the motion.

b. Board of Directors Voting

In matters before the Board, a simple majority of members present will carry a motion, subject to a quorum rule of >50%, except for changes in the By-laws which requires a two-thirds majority vote of Board members, subject to a quorum rule of >50%, to carry the motion.

c. Electronic Voting by Board of Directors

Electronic voting will only be approved in special circumstances, i.e. emergency situation or one deemed time-critical by the President. The President shall have the sole authority to either authorize or deny electronic votes on a case-by-case basis.

Section 4 Amendments to the By-laws by the Board

The Board shall have the authority to alter, amend, or repeal these By-laws subject to the vote as outlined in Article X, §3(b).

Section 5 Procedures for changes to By-laws by members

Any member of the club desiring to change, amend, or repeal an existing By-law must submit his/her proposed change in writing, and the reasons therefore, to the Secretary of the Board no later than seven days before the next Board meeting. The proposal must be in writing and signed by 10% of eligible voting members. Each Board member will be provided a copy of the proposal. If the change is approved by the Board of Directors in accordance with Article X, §3(b), the change will become effective following publication in the Club newsletter.

Section 6 Override of Board rejection of By-law change

If a proposed change to the By-laws is not approved by the Board, the Club member submitting the change will be allowed to bring the proposal before the next regular membership meeting. The proposal and the reason for Board rejection will be read to the membership and also published in the Club newsletter. At the following membership meeting a vote will be taken in accordance with Article X, §3(a). If the vote is successful the change will be effective following publication in the Club newsletter.

Section 7 Consequence of Rejection of Changes to By-laws

If a proposal is rejected by the Board the recourse is to submit the proposal to the general membership at the next regular membership meeting. Failing to do so will effectively void the proposal and the subject matter may not be reconsidered for one year. Similarly, if a proposal is rejected by a vote of the general membership the proposal will be considered void and the subject matter may not be reconsidered for one year.

ARTICLE XI Board of Directors

Section 1 Composition of the Board

The elected members of the Board will consist of the following: President, Vice President, Secretary, Treasurer, Executive Officer, and Chief Instructor.

Section 2 Flexibility of Composition

Board positions will not exceed fifteen percent of the current total membership. The President, with the concurrence of the Board, may add to or reduce the number of positions on the Board. Positions added after regular elections will be interim appointments and appointees will serve until the next regular election. Reduction in Board positions will be made at regular elections only. In the event the membership falls below 100 members the fifteen percent rule will not apply; however six essential positions must be filled. Essential positions on the Board are: President, Vice President, Secretary, Treasurer, Executive Officer, and Chief Instructor.

Section 3 Nominating Committee

The Board will, at least three months prior to the election meeting, appoint a nominating committee. The nominating committee will prepare a tentative slate of directors. The committee will pre-certify each nominee as to capability and willingness to serve. One month prior to election the nominating committee will present their proposed slate to the membership. Other nominations will be accepted from the floor concurrently. The names of all nominees and prospective positions will be published in the next Club newsletter. Each position will receive nominations in the order given in Article XI, §1. No member will be nominated for more than one directorship unless specifically authorized by the Board.

Section 4 Eligibility

Any regular member in good standing at the time of the election will be deemed eligible for election as Director of the Club, however, spouses, significant others, close relatives and business partners shall not serve together on the Board unless otherwise approved by a majority of the non-related Board members. At no time shall spouses, significant others, close relatives and business partners serve together on the Board if they serve in a position that has control of the Club's funds such as the Treasurer or President. Candidates should be present at the time of the election or have signified in writing their acceptance of the office to which they have been nominated.

Section 5 Election and Term of Office

Club officers will be elected at the July regular membership meeting. Each officer will be voted upon in the order given in Article XI, §1. A nominee to a position on the Board must receive a simple majority of votes cast by voting members. Should any candidate fail to receive a majority, a second ballot will be conducted limited to the two nominees with the highest number of votes. All officers will assume office at the first regular meeting following the election, and will continue to serve for one year or until successors have been elected or appointed.

Section 6 Resignations

Should a board member find it necessary to resign an office he must inform the Board, in writing, of his/her action and the effective date.

Section 7 Abandonment of Office

Any member of the Board who is absent from three regular Board meetings during the current term of office, unless excused by the Board, may be considered to have resigned their office and may be so notified. The

general membership will be notified in the Club newsletter.

Section 8 Board Vacancies

Any Board position which may become vacant for any reason may be filled at the pleasure of the Board but in all cases the position of Secretary and Treasurer must be filled immediately.

ARTICLE XII Duties of Director(s)

Section 1: President

The President shall preside at all meetings of the Club and shall serve as chairman of the Board. He/She shall exercise general supervision of the affairs of the Club with the concurrence of the Board. He/She shall appoint the members of all committees and shall serve as member ex-officio on all committees except the nominating committee. He/She shall ensure that the Club has access to legal counsel on all matters pertaining to Club business and activities. The President shall be eligible to vote on all matters before the Board. The President, or his/her designee, shall be responsible for all public relations. No statement or opinion of any member, the President, or his/her designee shall represent the position of the Club without approval of the Board. The President shall not chair, appoint members, or otherwise direct the activities or business of the Nominating Committee.

Section 2: Vice President

The Vice President shall assist the President in the discharge of his duties. The Vice President shall occupy the President's position in his/her absence and perform his/her duties with the same authority as the President. In the absence of a designated newsletter editor, the Vice President shall be responsible for the publication of a Club newsletter, which at a minimum should be published quarterly.

Section 3: Secretary

The Secretary shall keep the minutes of all meetings of the Club and its Board. He/She shall disseminate the minutes at regular Board of Directors meetings. He/She shall also provide full notice and record of decisions made and policies adopted by the Board of Directors by inclusion in the Club newsletter. The Secretary shall maintain custody of all records and correspondence of the Club, including the range log, and arrange for the maintenance of a permanent Club address or post office box routinely handling incoming mail. The Secretary shall, at the direction of the Board, issue notice of all meetings or events, both regular and special, to the members. The Secretary shall accept all member applications for processing and all membership moneys received by the Club. All funds shall then be transferred to the Treasurer. The Secretary shall maintain the NRA and State Association Recruiter Programs. Other duties include: maintenance and distribution of a current Club roster with all essential member information, maintenance of a telephone contact committee; maintenance of a file of forms and uniform procedures for conduct of Club business and meetings and routine Club correspondence. In addition the Secretary shall serve as the President in the absence of the President and Vice President performing those duties with full authority in such instance.

Section 4: Assistant Secretary

When the position is filled, the Assistant Secretary shall assist the secretary in the performance of his/her duties. He/She shall be chairman of the telephone contact committee, maintain attendance records, manage door prizes and greet new members and guests.

Section 5: Treasurer

The Treasurer shall maintain financial records of the Club, establish a set of books, open and maintain financial accounts in appropriate institutions designated by the Board and shall be responsible for receiving, accounting, and disbursing of all Club funds authorized by the Board. At the conclusion of the fiscal year the Treasurer shall prepare a statement of financial condition of the Club for audit as directed by the Board. In addition the Treasurer shall, with the support and cooperation of the Board, administer and monitor such Club investment programs as adopted in the best interest of the Club's assets. He/She shall also be responsible for filing all tax documents in a timely manner. The Club shall provide bond in an amount set by

resolution to cover the office of Treasurer.

Section 6: Chief Instructor

The Chief Instructor shall have charge of all small arms instruction. When possible he/she shall be rated by the NRA as certified rifle, pistol or shotgun instructor. He/She shall coordinate with the secretary to ensure that appropriate records are maintained so as to document that all new members have received instruction concerning the rules and procedures on the range. The Chief Instructor may appoint Range Safety Officers and other assistant instructors as he/she deems necessary. Assistant instructors, when possible, shall be rated by the NRA as not less than Certified Instructors. He/She shall also be responsible for appointing match directors, who shall plan and conduct all matches held by ASC. He/She shall ensure that all reports for various training programs, i.e., Juniors Program, Pistol Class, etc are submitted in a timely manner to the National Rifle Association and/or the Civilian Marksmanship Program as appropriate. The Chief Instructor shall have primary responsibility for safety on all ranges. He/She shall be responsible for proposing changes to the range rules in order to promote safe operation of the ranges. He/She shall provide oversight and maintain an up-to-date inventory of the club's more valuable training assets, including firearms, archery equipment, and such other non-consumable training materials as the Club may acquire. The inventory shall list a clear description of major assets along with the names of those who have custody of the assets. A copy of the inventory shall be provided to the Secretary when changes are made.

Section 7: Executive Officer

The Executive Officer shall have charge of the maintenance and security of the ASC range, property, and equipment. He/She shall be responsible for planning all work parties and shall have primary responsibility for overseeing new construction projects. He/She shall provide oversight for and maintain an inventory of the club's more valuable maintenance assets. The Executive Officer shall be responsible for replacement of all consumables routinely used in the course of maintaining the range. [Additionally he/she shall ensure compliance with Lead Best Management Practices. A Lead Management Report and a State of the Range Report \(improvements, proposals, accomplishments over the period\) shall be submitted to the ASC Board and to the Director of the Airfield Conference Center in June of each year.](#) When porta-potties are in use, he/she shall provide primary oversight to ensure timely pump-outs and such other routine maintenance as may be required.

Section 8: Editor of the Club Newsletter

When the position is filled, the Editor of the Club newsletter shall be responsible for publishing and distributing the newsletter as frequently as requested by the Board. At a minimum, the newsletter should be published quarterly. He/She shall also cause to be published other material required by the Club.

Section 9: Webmaster

When the position is filled, the Webmaster shall be responsible for maintaining the club website and e-mail distribution lists.

Section 10: Shotgun Director

When the position is filled, the Shotgun Director shall be responsible for maintaining and accounting for the supply of clay targets. He/She shall also oversee maintenance of the skeet and trap machines. He/She shall coordinate with the Secretary (who shall have the logs from the shotgun ranges) to account for targets thrown and shall be responsible for billing members for targets on a schedule as determined by the Board. The Shotgun Director shall be responsible for submitting all shotgun-related reports to the governing bodies of the various shotgun sports offered by ASC. These include, but are not limited to: National Skeet Shooting Association, Virginia Skeet Shooting Association, Amateur Trap Association, etc.

Section 11: Provost

When the position is filled, the duties of the Provost are to prevent and suppress damage to the property and the assets of the Airfield 4-H Center and of the Airfield Shooting Club (ASC) by strict enforcement of the range rules; to preserve good order at the range and at ASC meetings and events; to enforce the rules and by-laws of the ASC and the rules of the Airfield 4-H Center that are applicable to the ASC members and to 4-H staff; to investigate and report rule violations to the ASC Board and make recommendations for disciplinary action; to administer disciplinary actions and punishment imposed by the ASC Board; to take corrective action to insure the safety of the range at all times, including but not limited to the removing of ASC members or other persons (by contacting police authorities if necessary) who may pose a safety risk or are otherwise in violation of the rules of ASC; He/She shall assist the Chief Instructor in proposing changes to the range rules in order to promote safe operation of the ranges, and shall assist the Chief Instructor in performing orientation and administering range qualifications to new ASC members.

ARTICLE XIII Impeachment

Section 1 Grounds for Impeachment

Any Officer, by resolution of the membership, may be impeached for any willful act or course of conduct contrary to the best interest of ASC.

Section 2 Charges and Procedure

Charges against any Director may be brought forth by any member in good standing. They will be in writing clearly stating the charges and accompanied by all affidavits or exhibits which are to be used in their support. Charges will be filed with any Board officer who will immediately notify the full Board. Charges will be heard and evaluated at a Special Board Meeting. A two-thirds voting majority of the Board supporting the charges will initiate the immediate suspension of that officer and a special Membership Meeting for the specific purpose of judging all of the facts. The Officer accused will be notified in writing at least ten days prior to such meeting and be appraised of all charges brought against him. The Officer accused may appear at this Special Membership Meeting with witnesses or submit a statement in defense of said charges. The ASC general membership may by two-thirds voting majority present, subject to quorum rules, then remove the officer from his position effective immediately.

ARTICLE XIV Committees

Section 1 Committee Establishment

The President, with the assistance of the Board will at the beginning of his term of office establish the committees required to conduct the business and activities of the Club. All appointments will be announced at the next regular membership meeting and by newsletter. The nominating committee is a special Board committee and functions apart from the office of the President (see Article X, §3 and Article XI, §1). The committees may be convened at any time deemed necessary by the President or the Committee Chairman. Unless otherwise directed by the President, Club officers will chair the committees. Committee members may be appointed from volunteers within the membership by the President or the Committee Chairman with the concurrence of the President.

Section 2 Committees and Responsibilities

The following list of committees is recommended to assist in the orderly operation of the Club. These committees may include, but are not limited to the following:

a. Meeting Program Committee: suggested chair - Vice President(s)

This committee will ensure that speakers are provided at regular membership meetings.

b. Financial Committee: suggested chair - Treasurer

This committee will meet to discuss any financial matters pertaining to Club activities, including budget, audit, and investments.

c. Communications Committee: suggested chair - Assistant Secretary

This will be the Club's telephone and e-mail contact committee comprised of Board members. It will disseminate information of importance to the membership and provide feedback information to the Board including opinions, comments, range duty, and morale.

d. Club Promotions Committee: suggested chair - Chief Instructor

The committee will be responsible for advertisements of Club activities and the recruitment of new members through posters, brochures, newspapers, and gun shows.

e. Social Committee: suggested chair - Provost

This committee will be responsible for the promotion and hosting of all social activities including procurement and presentation of all food and refreshment and cleanup after the events.

f. Nominating Committee: suggested chair - Secretary

This committee will be responsible for the nomination of new officers for election to the Board as outlined in Article X, §3.

g. Range Activities Committee: suggested chair - Executive Officer

The Committee will develop and implement a schedule of varied shooting events throughout the calendar year. The schedule will be published in the March and July newsletters with updates appearing monthly.

h. Range Development/Improvement Committee: suggested chair - One Year Director

The committee will investigate the relocation or the improvement of the existing shooting range including all of the developmental regulations imposed by local, state, and federal authorities and the cost associated with any procurement or program.

d. Public Liaison Committee: suggested chair - One Year Director

The purpose of this committee will be to increase the public awareness of our Club by promoting programs which benefit the public by teaching safe gun handling and/or self defense courses and thus encouraging new membership in our club.

Section 3 Committee Reports

Each committee may act by a majority of its members in meeting and minutes of its proceedings need not be kept, however, the chairman will report to the Board at the following Board meeting as to the discussions and recommendations or actions taken.

Section 4 Limitations

ARTICLE XV Range Rules and Regulations

The range rules and regulations which are distributed with these by-laws for reference may be changed from time to time by the Board with timely notice being given to the membership regarding the change. These rules and regulations will be strictly adhered to by the members and a willful violation of these rules and regulations is sufficient cause to take punitive action which may include expulsion from the Club.

ARTICLE XVI Dissolution of Club Assets

In the event the Club is dissolved or disbanded by the membership and not reorganized as another corporate entity the assets remaining, as accounted for by the Club treasurer will be distributed according to the following guidelines: tangible property may be sold and funds received placed in the Club treasury. The Board of Directors will decide, at that time, the best disposition of the Club's assets.