



# The Flyer

2023 Special Edition, No. 1

Official Newsletter of the  
Airfield Shooting Club

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June 2023

## **THE 2023 ASC ELECTION FLYER**

On July 15, 2023 the Airfield Shooting Club will be holding its annual ASC Member Election Meeting and Breakfast for all active ASC Members. We will meet in the Gray Building dining hall with breakfast being served at 8:30a.m. Breakfast is paid for by the ASC for all ASC Members active and in good standing. Please note that family or guests accompanying Members will not be paid for by the Club. After breakfast, ASC President and other Board members will address Club matters. We will then hold the election to choose the new ASC Board. All active Members will be eligible to vote. We encourage all members to participate and choose the future leadership of your Club. **YOU MUST RSVP BY JULY 10, 2023 TO BE ELIGIBLE TO EAT BREAKFAST !!!** **RSVP to Mike Lawler, ASC Webmaster, at [webmaster@airfieldshootingclub.org](mailto:webmaster@airfieldshootingclub.org)**  
**Hope to see you on Saturday, July 15th!!!**

### **Inside this Edition:**

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**In this Special Election Edition, the Duties of the ASC Directors are printed below so that all ASC Members will know what is expected of their elected Directors. Also, on the last page of this Special Edition of *The Flyer*, we included a sample ballot with the current slate of individuals nominated and the position for which they are nominated. — ASC Board**

The ASC Board has a critical position of Assistant Secretary that will need to be filled as of July. The club needs this position filled in order to operate efficiently and successfully. The the Assistant Secretary shall assist the secretary in the performance of their duties. They shall maintain attendance records, and greet new members and guests.

The Club Newsletter Editor position needs to be 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. They shall also published other material required by the Club.

The Club Rimfire Director position needs to be filled. The rimfire director shall be responsible for the clubs rimfire events.

Note: The current club position descriptions below were taken from the draft of the upcoming By-Law changes.



## **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. They shall exercise general supervision of the affairs of the Club with the concurrence of the Board. They shall appoint the members of all committees and shall serve as member ex-officio on all committees except the nominating committee. They 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 their designee, shall be responsible for all public relations. No statement or opinion of any member, the President, or their 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 their absence and perform their 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. They shall disseminate the minutes at regular Board of Directors meetings. They 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 develop all billing and paperwork for renewals and 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 their duties. They shall maintain attendance records, 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. They 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 coordinate all instruction at the club with the approval of the Board. When possible they shall be rated by the NRA as certified rifle, pistol or shotgun instructor. They shall coordinate with the secretary to ensure 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 they deem necessary. Shall coordinate RSO support for Airfield Conference Center range requests in conjunction with the Secretary. Assistant instructors, when possible, shall be rated by the NRA as not less than Certified Instructors. They shall also be responsible for appointing match directors, who shall plan and conduct all matches held by ASC. They shall ensure 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. They shall be responsible for proposing changes to the range rules in order to promote safe operation of the ranges. They 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: Maintenance Officer

The Maintenance Officer shall have charge of the maintenance and security of the ASC range, property, and equipment. They shall be responsible for planning all work parties and shall have primary responsibility for overseeing new construction projects. They shall provide oversight for and maintain an inventory of the club's more valuable maintenance assets. The Maintenance Officer shall be responsible for replacement of all consumables routinely used in the course of maintaining the range. Additionally, they 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.

### 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. They shall also 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. They shall be responsible for issuing and reloading the RFID cards. They shall also be responsible for submitting all billing to members associated with the RFID cards. The treasurer shall still collect money and verify bills are paid prior to the Shotgun director reloading the shotgun RFID cards. They shall also oversee maintenance of the skeet and trap machines. The Shotgun Director shall be responsible for overseeing the submission of 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 Conference Center and of the 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 Bylaws of the ASC and the rules of the Airfield Conference 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; They shall assist the Chief Instructor in proposing changes to the range rules in order to promote safe operation of the ranges.

### Section 12: Orientation Director

When the position is filled, the duties of the Orientation Director are to manage new member orientations. This includes corresponding with potential new club members, sending and processing club applications, verifying credential requirements, creating badges, scheduling orientation dates, soliciting volunteers to help run orientations, and attending all orientations to facilitate check in. When the position is unfilled, the duties of the Orientation Director default to the secretary.



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|  | <p><b>Airfield Shoot Club</b><br/> <b>2023-2024 Election Ballot</b><br/> <b>Board of Directors</b><br/> <b>15<sup>th</sup> of July 2023</b></p> |
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Place an "X" in the box to the left of the candidate name of your choice, or print in the name of the candidate of your choice nominated from the floor

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|---|--|
| <p><b><u>President</u></b></p> <p><input type="checkbox"/> Art Schoner</p> <p><input type="checkbox"/> Ray Covington</p> <p><input type="checkbox"/> _____ (write in)</p> | <p><b><u>Vice-President</u></b></p> <p><input type="checkbox"/> Tim Drewry</p> <p><input type="checkbox"/> _____ (write in)</p>                |
| <p><b><u>Secretary</u></b></p> <p><input type="checkbox"/> David Willis</p> <p><input type="checkbox"/> _____ (write in)</p>  | <p><b><u>Treasurer</u></b></p> <p><input type="checkbox"/> Kirk Culpepper</p> <p><input type="checkbox"/> _____ (write in)</p>                 |
| <p><b><u>Maintenance Officer</u></b></p> <p><input type="checkbox"/> Cory Allen</p> <p><input type="checkbox"/> _____ (write in)</p>                                      | <p><b><u>Chief Instructor</u></b></p> <p><input type="checkbox"/> Scott Sampson</p> <p><input type="checkbox"/> _____ (write in)</p>           |
| <p><b><u>Shotgun Director</u></b></p> <p><input type="checkbox"/> Brenda Norton</p> <p><input type="checkbox"/> _____ (write in)</p>                                      | <p><b><u>Webmaster</u></b></p> <p><input type="checkbox"/> Kyle McClammy</p> <p><input type="checkbox"/> _____ (write in)</p>                  |
| <p><b><u>Newsletter Editor</u></b></p> <p><input type="checkbox"/> vacant</p> <p><input type="checkbox"/> _____ (write in)</p>  | <p><b><u>Assistant Secretary</u></b></p> <p><input type="checkbox"/> vacant</p> <p><input type="checkbox"/> _____ (write in)</p>               |
| <p><b><u>Provost</u></b></p> <p><input type="checkbox"/> Mark Fitzmorris</p> <p><input type="checkbox"/> _____ (write in)</p>   | <p><b><u>Orientation Director</u></b></p> <p><input type="checkbox"/> Gregg Shelton</p> <p><input type="checkbox"/> _____ (write in)</p>       |
| <p><b><u>Director</u></b></p> <p><input type="checkbox"/> Dale Mullin</p> <p><input type="checkbox"/> _____ (write in)</p>  | <p><b><u>Director</u></b></p> <p><input type="checkbox"/> Mike Lawler</p> <p><input type="checkbox"/> _____ (write in)</p>                     |
| <p><b><u>Director Defensive (Pistol)</u></b></p> <p><input type="checkbox"/> Taylor Strickland</p> <p><input type="checkbox"/> _____ (write in)</p>                       | <p><b><u>Director (Service Rifle)</u></b></p> <p><input type="checkbox"/> Fletcher Dunton</p> <p><input type="checkbox"/> _____ (write in)</p> |
| <p><b><u>Director (Rimfire)</u></b></p> <p><input type="checkbox"/> vacant</p> <p><input type="checkbox"/> _____ (write in)</p>   |  |