



# Airfield Shooting Club

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*Wakefield, Virginia*

*PO Box 250, Wakefield, VA 23888 • [www.airfieldshootingclub.org](http://www.airfieldshootingclub.org) • NRA • VSSA • Est. 2005*

## *Bylaws*

*Revised*

*02 October 2023*

## REVISIONS

Date Issues	Description of Changes
18 July 2020	<ul style="list-style-type: none"> <li>• Complete rewrite.</li> </ul>
17 Jan 2021	<ul style="list-style-type: none"> <li>• Added Revision Page</li> <li>• Pg 12 – Added budget for webmaster per 1/16/21 Board Meeting</li> </ul>
13 June 2023	<ul style="list-style-type: none"> <li>• Page 11&amp;12 – Article VII, Section 3 modified verbiage to describe when additional fees are assessed for failing to pay membership fees on time.</li> <li>• Page 12 – Article VII, Section 4 modified the Shotgun director’s budget to \$250 per month and the secretary to \$1000 per year.</li> <li>• Page 13 – Article VIII, Section 3 added verbiage to set a time limit on fines and restitution assesments.</li> <li>• Page 14 – Article IX, Section 4 – Modified verbiage of quorum to spell out greater than 50% and added equal to.</li> <li>• Page 12,19 – Changed the name of the Executive Officer to Maintenance Officer to make it clearer as to what they do.</li> <li>• Page 18 – Article XII, Section 3 - Added renewals and billing to the Secretary’s position.</li> <li>• Page 18, 20 – Article XII 10 – Clarified the RFID card responsibility in the Shotgun Director’s position.</li> <li>• Page 20 – Article XII, Section 12 – Removed responsibility from Provost to assist with New Member Orientation.</li> <li>• Page 20 – Article XII, Section 12 added new Orientation Director and assigned duties.</li> </ul>
2 Oct 2023	<ul style="list-style-type: none"> <li>• Page 19 – Article XII, Section 6 removed duty to coordinate schedule for Conference center and get RSOs from the Chief Instructor.</li> </ul>

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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. The objective of the organization is to be a community service oriented club supporting shooting education; to be a good partner with the Airfield Conference Center; to maintain a perfect safety record and promote firearm safety; to 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 verbally and in writing 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 Bylaws 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 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 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 ASC Board of Directors, hereafter referred to 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

The following categories of special membership status may be assigned by the Board.

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 their affiliation, their credit will be forfeited. A member may request the Special Status by sending an email to the Secretary. Requests 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 Secretary 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.

#### e) Good Standing

Members are considered to be in good standing if they currently have met the requirements for membership in NRA, have no delinquent club bills and have completed their community service hours for the previous year. Members who have paid for missed community service hours as set forth in Section 2(c), herein below, will be considered as having completed the community service hours. Members who have not been a member for a year do not have to meet the community service hours to be considered a member in good standing due to no past history of community service.

## 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 Board and general membership meetings. All members are required to keep current with Club affairs and official notices by way of attendance at meetings, web site, newsletters, email 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) Community 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 or Boy Scout 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 on an ASC committee; 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 (Gun show, NRA & Club recruiting; match directors; Webmaster, Newsletter Editor, and work parties). Match directors may give service hours to members who 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 Board may exempt any member from the service requirements based upon physical infirmity or other extenuating circumstances.

### c) Failure to Fulfill Community Service Hours

Any member who has not, by the end of the membership year, completed their required public service, as described in Article IV, Section 2(b), may fulfill this obligation by way of payment to the club at the rate of \$10 per each 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 may represent the Club in matters of public affairs, except as provided in Article XII, Section 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, subject to fulfilling requirements as outlined below:

- a) Showing proof of membership in the NRA, or submitting a completed NRA membership application through the ASC.
- b) Upon payment of annual ASC membership dues, and required initiation fee.
- c) Upon demonstration of participation in, or commitment to participate in, shooting sports related public/community service as prescribed in Article IV, Section 2(b).
- d) 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 they 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). All applicants will be screened against the National Sex Offender Public Website (NSOPW). Other documentation must be reviewed and approved by the ASC Board.
- e) Membership applications shall be submitted to the Club Secretary, who will, after verifying requirements prescribed by these Bylaws, forward to the Board. The applicant will certify that they will abide by the Bylaws of the ASC and take the oath of the Club.
- f) As a part of the membership application process, the applicant may be required to appear before the Board.
- g) 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 Shotgun Range if applicable) 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 the number of Club members.

## 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.

## ARTICLE VI Range and Facilities Usage

### Section 1: Combinations

The lock combinations on the gate entrance, bathrooms, storage sheds etc will be changed once a year, immediately following the April Board meeting (or as soon thereafter as the Board shall deem appropriate.) The combinations may be changed at other times as directed by the Board.

### Section 2: Hours of Operation

Club members may use the range anytime from sunrise until sunset. The Board, however, may schedule closures of a range or part of the range to club members during working parties, or for reasons of safety. If a safety issue arises, any member may close a range or part of a range where waiting for the Board to act could jeopardize safety of personnel. Notification of the closing and the reason it was closed shall be sent to the Board as soon as practical.

### Section 3: 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.

### Section 4: Commercial Activity

There shall be no commercial activity by a club member unless approved by the Board 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 Bylaws. Members wishing to use the range for commercial activity may rent any of the ranges from the Airfield Conference Center.

## 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. The fiscal year begins July 1st and ends June 30th.

### Section 2: Dues, Fees & Orientation

Annual membership dues to the club shall be \$100.

Dues for new members joining after the start of the membership year, between May and March, shall be prorated at a rate reduction of \$5.00 for each month starting in May. Members joining between January and March will actually be charged the following membership year in addition to the pro-rated fee to prevent having to renew immediately after having joined the club. New members shall also pay a \$50.00 initiation fee and attend an orientation reviewing Club rules, regulations, and qualify as a Range Safety Officer (RSO).

Renewing member's dues invoices shall be sent out on or about the third weekend in March. These invoices shall be paid in total prior to June 1<sup>st</sup>. Failure to pay prior June 1<sup>st</sup> shall place the member in arrears as prescribed in Article VII, Section 3.

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 status. 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 and fees on June 1<sup>st</sup> 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 for the payment of such annual dues or fees on June 1<sup>st</sup> will be subject to forfeiture of membership in the Club and may be dropped from the Club's roster.

Membership renewal payments received from June 1<sup>st</sup> through August 31<sup>st</sup> shall pay a penalty fee of \$25.00 plus all dues (not prorated) and any other costs owed to the Club but they shall not be required to attend new member orientation.

Membership renewal payments received from Sept 1<sup>st</sup> through March 31<sup>st</sup> shall pay a \$50 initiation fee plus all dues (not prorated) and any other costs owed to the Club and they must attend a new member orientation.

Members who allow their membership to lapse for a year or more shall be dropped from the Club's roster. They must reapply as a new member and upon completion of all new member requirements will be issued a new membership number.

The ASC Board may review any renewal matters that are not considered the fault of the member and waive fees and requirements as deemed appropriate and necessary.

#### 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. Anyone utilizing their budget shall provide an itemized list of purchases and receipts to the Treasurer and present their expenditures to the Board at the monthly Board meeting following the expense. Expenses that exceed the allowance stated below shall require prior Board approval. These budget items may be adjusted by the Board as conditions may require.

- a) Maintenance Officer - \$250 per month. This budget is for the maintenance and upkeep of the range and club property.
- b) Shotgun Director - \$250 per month. This budget is for the maintenance and support of the shotgun disciplines. Additionally, the Shotgun Director shall facilitate the purchase of clay targets with Board concurrence.
- c) Chief Instructor - \$250 per month. This budget is for educational events as well as matches. Event organizers and Match Directors are to coordinate any necessary purchases with the Chief Instructor. For expenses that will exceed the limit, requests shall go to the Board for approval.
- d) Secretary and Treasurer – \$1000 per year. This budget is for administrative expenses.
- e) Web Master - \$500/year. This budget is for the administration and management of the club's website, social media and email services for the club.

#### Section 5: Annual Audit

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.

## ARTICLE VIII Expulsion, Suspension and Fines

### Section 1: Expulsion

Expulsion is the permanent removal of a member from the rolls in perpetuity. 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 any 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 of the Board members present, then expel the accused with expulsion to take place immediately. The member upon notification of the action of the Board must return their membership card and clays card if applicable, to the Secretary of the Club and will forfeit their rights and interests in the affairs of the Club.

### Section 2: Suspension

Suspension is the temporary revocation of membership privileges of a member and their conversion to a member not in good standing. The member is not removed from the rolls. 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 their membership card and clays card if applicable, to the Secretary and will forfeit all the privileges of membership for the duration of the suspension. If the duration of any suspension leads to a lapse in membership as identified in Article VII, Section 3, the member must attend an orientation for new members and pay half of the initiation fee for each year they missed.

### Section 3: Fines & Restitutions

The Board may establish and impose certain fines or demand restitution in order to enforce discipline, conformance with range rules, and compliance with accepted safety practices as established by these ASC Bylaws and the Range Rules and Regulations. Fines or restitution may be imposed to compensate the club for the damage, loss of property or encurred cost due to a member's action. Failure to pay fines or restitution within 60 days of original assessment or after final decree as a result of an appel will result in the possible suspension or expulsion from the club as determined by the Board. The member will be notified by the Secretary in writing of the Board's Decision. The Member will be considered to be not in good standing until the fines or restitutions are paid.

## Section 4: Appeals

Any member expelled, suspended or fined shall be granted a special membership meeting if requested within a month to appeal the decision of the Board. At that meeting the Secretary will read aloud the original charges, the supporting affidavits, and will read or display the accompanying exhibits. The minutes of the Special Board Meeting at which the charges were heard and action taken will be read aloud. A vote of the members (including board members) present will be taken by secret ballot. A two thirds majority vote will overrule the Board and restore the individual to membership. Quorum shall be achieved in accordance with Article X, Section 2.

## Section 5: Notifications

Following the suspension or expulsion of an ASC member:

- a) The Club Secretary will report the charges and action taken via email to the membership.
- b) The Board shall send a letter to the former club member outlining the charges, findings and penalty to include prohibiting the use of the club as a member or a guest.

## ARTICLE IX Meetings

### Section 1: Membership Meetings

Membership meetings will be held at the discretion of the Board. All membership 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 (greater than 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 of a majority of the Board members (greater than 50%). 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 (greater than 50%) of Board members. Only the subject or subjects, for which the special meeting was called, may be discussed or voted on.

## Section 5: 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 Bylaws. In the event of conflict between Roberts Rules of Order and club Bylaws, the Bylaws will take precedence.

# ARTICLE X Resolutions and Voting

## Section 1: General

- a) Each member in good standing will be entitled to one vote.
- b) A member may bring before the membership a matter for discussion and suitable action by the Board. The member will be given a reasonable amount of time to present views or make recommendations to the Board.
- c) Only the Board will pass resolutions.

## Section 2: Quorums

- a) For General Election there is no quorum. A simple majority of the members present will be required to pass the ballot.
- b) A quorum for any vote at a regular or special membership meeting shall consist of a minimum 30 members or 30% of voting members if the membership in the club is less than 100 voting members. Except as otherwise specified within these Bylaws, 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 membership meeting a simple majority of the quorum present is needed to carry the motion. Changes by members to the Bylaws 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 Board members present will carry a motion, except for changes in the Bylaws which requires a two-thirds majority vote of the full Board to carry the motion.

A quorum for a board meeting shall consist of greater than 50% of the total Board Members.

#### c) Electronic Voting by Board

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 authority to either authorize or deny electronic votes on a case-by-case basis.

### Section 4: Amendments to the Bylaws by the Board

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

### Section 5: Procedures for changes to Bylaws by members

Any member of the club desiring to change, amend, or repeal an existing Bylaw must submit their 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 in accordance with Article X, Section 3(b), the change will become effective following publication in the Club newsletter.

### Section 6: Override of Board rejection of Bylaw change

If a proposed change to the Bylaws 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, Section 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 Bylaws

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

### Section 1: Essential Members of the Board

The essential members of the Board shall consist of the following: President, Vice President, Secretary, Treasurer, Maintenance 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.

## 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, Section 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, Section 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.

In the event an emergency occurs which impacts ability to comply with the General Election, the existing board will continue to serve until such time as it is safe to hold elections and are relieved at the next Board meeting. The terms of the newly elected Board will still expire on the prescribed time in the following year.

## Section 6: Resignations

Should a board member find it necessary to resign an office they must inform the Board, in writing, of their 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 will 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 essential positions of the Board 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. 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 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 their 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 meetings. They shall also provide full notice and record of decisions made and policies adopted by the Board 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 ensure that all new members have met all of the requirements for membership, to include being screened against the NSOPW. 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 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. 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 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. 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.

# 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 member 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 their position effective immediately.

## ARTICLE XIV Committees

### Section 1: Committee Establishment

The President will at the beginning of their term of office establish the committees required to conduct the business and activities of the Club. All appointments will be announced at the August Board meeting and the next published newsletter. The nominating committee is a special Board committee and functions apart from the office of the President (see Article XI, Section 3 and Article XII, Section 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) Club Promotions Committee (suggested chair – Newsletter Editor)

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

- b) Nominating Committee (chair – Secretary)

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

- c) Lead Abatement Committee (chair – Maintenance Officer)

The purpose of this committee is to help manage the lead management plan of the club.

- d) Governance Committee (Suggested chair – Director)

The purpose of this committee is to help manage the Rules and Bylaws of the 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

No committee or member will have power to enter into a contract on behalf of the Club, obligate the Club for payment of money, or expend money of the Club, except within the limits of a previous authorization or appropriation by the Board.

## ARTICLE XV Emergency Operations

In the event of national or local emergency that impacts the normal operation of the range and its governance, the board shall be allowed to deviate from the Bylaws for the duration of the emergency. The Board shall make every effort to communicate to the members the status of the Club and emergency rules and/or policy pertaining to its operation.

The President may take immediate actions regarding the club operation without the Board's approval to safe guard its members and property. The Board however shall ratify the President's actions or make modifications within two weeks of taking action. The Board may communicate via any means necessary to establish a vote on the procedures.

## ARTICLE XVI Range Rules and Regulations

The range rules and regulations which are distributed with these Bylaws 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 XVII 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 will decide, at that time, the best disposition of the Club's assets.