

[ FINAL DRAFT 10-6-21 ]

# Erie County Conservation League By-laws

Enacted 1948; Amended April, 2018; Amended; \_\_\_\_\_.

## ARTICLE I - NAME, LOCATION, AND PURPOSE

The organization, The Erie County Conservation League, Inc., shall be hereinafter referred to as the "Organization." It shall maintain its office in Erie County, Ohio, at 815 Mason Rd E. Milan, Ohio, 44846.

The purpose of the Erie County Conservation League, Inc., shall be the conservation of soil, water, air, and wildlife; improvement of hunting, fishing and outdoor activities; support of firearms ownership and teaching safe, responsible use of firearms; to encourage an active interest in legislation which affects the hunter, the fisherman, the marksman, and the lover of the outdoors. It shall also be the purpose to acquire by purchase, lease, or otherwise, real estate or property and use of the same for the accommodation, convenience, education and entertainment of its members; and doing any and all things necessary or incidental thereto.

## ARTICLE II - MEETINGS

Section 1. Regular Membership Meetings: The regular meeting of the members of the Erie County Conservation League, Inc., Milan, Ohio, shall be held on the first Thursday of each month at 7:00 p.m. If the first Thursday is a legal holiday, the meeting shall be held on the second Thursday. The agenda of Membership Meetings shall always include: a roll call of the Officers and Trustees, a reading of the prior Membership Meeting's minutes, a financial report, and an opportunity for members in attendance to raise new business.

Section 2. Special Membership Meetings: Special meetings of the membership may be held at any time upon call of the President, or by a majority of the Board of Trustees.

Section 3. Board of Trustees Meetings: The regular monthly meeting of the Board of Trustees shall be held within the 10 days prior to the monthly membership meeting. The Board at its discretion shall choose the specific day and time in advance. The regular monthly Board of Trustees meetings shall be the preferred opportunity for all regular discussions and decisions. A regular monthly meeting of the Board of Trustees may be cancelled upon a motion made by the President and supported by a 2/3rds affirmative vote of the Board of Trustees. The motion, vote and communication of the voting results to all Officers and Trustees must occur not less than 24 hours before the scheduled time of the meeting being cancelled. As needed or desired, the Board of Trustees may conduct its regular monthly meeting via a teleconferencing system.

(3.01) Informal Board of Trustee Action: Any action required or permitted to be taken by the Board of Trustees at a meeting may be taken without a meeting if consent in writing, setting forth the action

so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Trustees to use email to approve actions, as long as a quorum gives consent, and that use of this provision should generally be limited to matters of lesser importance to the organization.

(3.02) Order: Roberts Rules of Order (revised) shall be the parliamentary authority in the conduct of all club meetings, except where these by-laws specify otherwise.

Section 4. Special Board of Trustee Meetings: Special meetings of the Board of Trustees may be held at any time upon call of the President, or by a majority of the Board of Trustees.

Section 5. Notice of Meetings (Regular and Special): There shall be no required notice given for a regular meeting of the organization membership, except those meetings where a vote of the membership will be conducted on any matter as required by these by-laws. When notice of regular meetings of the organization membership is required, notice must be given at least two weeks prior and no sooner than three weeks before the meeting date. Notice shall include the date, time, place, and purpose of the meeting.

(5.01) In the case of special meetings of the membership, the members shall be notified in the same manner as required above for regular meetings where a vote of the membership will occur.

(5.02). Notification using e-mail, and at least one other of the following methods, within the required time constraints, shall fulfill all notification requirements. Allowed additional methods include: prominent webpage posting throughout the required notification period, or other electronic/telephonic notification method to which a majority of the membership could reasonably be expected to have current access.

(5.03). In the case of special meetings of the Board of Trustees, notification must be given at least four days, but no more than two weeks prior, to the meeting. The process for notification must include a method for determining which Trustees can be in attendance, and no special meeting of the Board of Trustees can occur if pre-established attendance is less than two-thirds of the total number of Trustees.

(5.04) A Quorum - A quorum for any regular or special meeting of the membership shall consist of those members present. A quorum for the Board of Trustees meetings, both regular and special meetings, shall be six of the total members of the Board of Trustees.

### **Article III - BOARD OF TRUSTEES AND OFFICER POSITIONS / RESPONSIBILITIES**

Section 1. Board of Trustees - The Board of Trustees shall consist of all the elected and appointed officers and trustees of the Organization. It shall have the control and management of the funds, property, and policies of the Organization. It shall publish, make known and enforce rules governing the privileges and use of the property by members and guests. It shall adopt and revise policies and procedures. It shall fill vacancies in all offices and positions in accordance with the process and provisions outlined in Article IV -- Nominations and Elections. It shall have the authority to authorize all buying of the organization's needs from general or restricted funds and shall also be charged with formulating club policies and overseeing all club Committees and Organization programs.

Section 2. Officers - The officers of the Board of Trustees shall be: President, Vice President, Secretary, Treasurer, and Sergeant-At-Arms. Each officer shall be a voting member. Officers of the Board of Trustees are elected according to the process and provisions outlined in Article IV - Nominations and Elections. These officer positions shall constitute the Executive Committee.

Section 3. Trustees-At-Large: There shall be six (6) members of the Board of Trustees who are designated Trustees-At-Large. They shall be elected to serve for two-year terms with three (3) being elected annually. Each Trustee-At-Large shall be a voting member.

#### Section 4. Duties:

- (4.01). The President shall have general supervision over the affairs of the Organization. The President shall:
- a. Be the Chair of the Board of Trustees.
  - b. Nominate, for Board of Trustee approval, Chairpersons for all committees.
  - c. Appoint any Assistant Officers deemed necessary by a two-thirds vote of the Board of Trustees. Any individual thus appointed must be a current member of the Board of Trustees.
  - d. Provide general direction for the business affairs of the Organization.
  - e. Generally supervise and be informed of all Organization activities.
  - f. Annually request that the Elections Committee open nominations for election in accordance with the process and provisions outlined in Article IV - Nominations and Elections.
  - g. Preside at all Board of Trustee meetings, and Regular and Special meetings of the membership.
  - h. Have the authority to sign documents on behalf of the Organization.

(4.02). The Vice President shall perform the duties of the President in the event of the President's absence or inability to act. The Vice President shall accept special assignments from the President or from the Executive Committee.

(4.03). The Secretary shall record and maintain minutes of all Executive Committee meetings and of any business transacted at the official meetings of the Board of Trustees, as well as coordinate the membership renewal process, with the involvement of the Membership Committee. The Secretary shall also accept the written submission of disciplinary charges being filed against a club member or member of the Board of Trustees.

(4.04). The Treasurer shall oversee the processes that keep appropriate records and authorize disbursements in accordance with the directives of the Board of Trustees. The Treasurer shall prepare the reports required by law, and in co-operation with the Finance and Investment Committee, shall prepare the annual budget for presentation to the Board of Trustees. The Treasurer shall present a current financial statement to the Board of Trustees on a monthly basis and make such recommendations as considered appropriate concerning the collection, investment or disbursement of operating funds. The Treasurer shall make records available for the annual review by an independent accountant. The Treasurer shall prepare any tax reports required by governmental bodies. The Organization may employ outside professional bookkeeping and/or accounting services to assist with these activities, as well as preparation of official financial statements and tax returns.

(4.05). The Sergeant-at-Arms shall be responsible for checking membership cards at those meetings at which it is necessary or requested. Shall also have the responsibility of making certain that all equipment is available for meetings, such as flags, tables, chairs, public address system, and any other equipment as may be necessary or reasonably requested. In addition, shall be charged with maintaining order during Membership and Board of Trustee meetings.

(4.06). Trustees-At-Large shall provide advice and counsel to the Officers, serve as a Chairperson or member of Committees appointed by the Board of Trustees, and take a fully active role in supporting the work of the Board of Trustees and its Officer positions.

## Section 5. Vacancies in Office:

(5.01). If the President becomes unable to continue effectively as President, resigns the position, or is removed by action of the Board of Trustees consistent with these by-laws, the Vice President shall be named President by the Board of Trustees, and shall forthwith assume all the duties and responsibilities of the former President.

(5.02). If any officer other than the President becomes unable to continue effectively in the office, resigns the position, or is removed by Board of Trustee action consistent with these by-laws, the President shall, in a timely manner, appoint a person from the Trustees-at-Large to fill the vacated position. The newly appointed officer shall immediately assume the responsibilities and duties of the office for the remainder of the term. The appointment becomes effective upon an affirmative vote of 2/3rds of the full Board of Trustees.

(5.03). Any Officer or Trustee may resign at any time by delivering written notice to the Secretary or President. Such resignation will take effect at the time specified in the notice and following acceptance by the Board of Trustees.

Any Officer or Trustee who fails to attend three (3) consecutive Board of Trustees meetings shall be deemed to have vacated the office held, unless such absence has been excused by a majority vote of the remaining members. Notice of absence and request to be excused shall be submitted to the President prior to the Board of Trustees meeting in question.

## **ARTICLE IV - NOMINATIONS AND ELECTIONS**

### Section 1. Election Committee:

At the January Board of Trustee's meeting, the President shall designate, and the Board by majority vote shall approve, two (2) life/senior members in good standing to serve as an Election Committee. Once confirmed by majority vote, said Election Committee shall by unanimous vote select a third member. In the event the Committee fails to select a third member, said selection shall revert to the Board of Trustees.

Members of the Election Committee shall be disqualified from nomination to any Board of Trustees position.

The purpose of the Election Committee shall be to determine that each person nominated is qualified to serve, and to conduct the election of officers and trustees in a fair and equitable manner.

Election Committee members shall be announced at the January general membership meeting.

### Section 2. Officers and Trustees:

Elections shall be staggered so that all Officers and Trustees each serve a two-year term.

In even numbered years the offices of President, Sergeant-at-Arms, and three Trustees-at-Large shall expire with nominations and an election to fill the expiring offices.

In odd numbered years the offices of Vice-President, Secretary, Treasurer, and three Trustees-at-Large shall expire with nominations and an election to fill the expiring offices.

### Section 3. Nominations:

At the February general membership meeting, the President shall request that the Election Committee open nominations from life/senior members in attendance. Any life/senior member in good standing may

nominate any other life/senior member in good standing for any office that is open for nomination. Said nomination must be seconded by another life/senior member and must be accepted by the life/senior member so nominated. During open nominations, the life/senior member so nominated must be in attendance.

Nominations may also be made in writing to an Election Committee member prior to the February general membership meeting. Said written nomination must indicate the office being nominated and the life/senior member being nominated. It must be signed and dated by the nominating life/senior member in good standing; by the life/senior member seconding said nomination; and by the life/senior member so nominated.

Written nominations shall be announced at the February general membership meeting prior to accepting open nominations from the membership.

Upon acceptance of all written and open nominations at the February general membership meeting, the Election Committee shall declare nominations closed and submit the list of duly qualified nominees to the Secretary for posting and publication.

No member may nominate themselves or second their own nomination.

All nominations must be in compliance with the limitation to serve as set forth in Article VI, Section 1.

No member may hold more than one elected office at a time.

Only current members in good standing are eligible for nomination or appointment to any elected position. Any member under current disciplinary action shall be considered to be not in good standing and shall be ineligible for nomination or appointment to any elected position or committee role.

A nomination for a member who is currently holding an elected office will not be accepted unless the term of office currently held by that member will expire in March of that year.

Names of all members nominated for office shall be promptly and conspicuously posted at the Club and on the Club's website, within one week after the February general membership meeting, under the office for which they were nominated.

All disputes or challenges concerning a nominee's eligibility to run for an office must be submitted to the Election Committee in writing, no later than two weeks after the February general membership meeting.

#### Section 4. Elections:

Voting by proxy or absentee ballot shall not be permitted.

The Election Committee shall be the sole arbiter of any election-related dispute, and the decision of same shall be conclusive on any issue. Regardless of the provisions contained herein, the Election Committee shall have the authority to make changes to -- with the consent of the Board of Trustees -- the manner of nomination and voting, taking into consideration then existing conditions. The goal of the Election Committee shall at all times be to conduct fair, open, equitable elections.

In the event that only one member is nominated for any elected office, that member will be considered duly elected provided they meet all the minimum requirements for that office and will not be named on the ballot. Said nominated member will take office at the conclusion of the election process, and will be considered elected by unanimous vote.

Voting in-person shall be conducted by the Election Committee at the March general membership meeting, with due regard for the following:

(4.01) Appropriate ballots must be prepared by the Election Committee, clearly designating the nominated persons and the office for which they are nominated.

(4.02) Election Committee members shall be responsible for distribution of ballots to qualified life, senior and associate members only, and collection of same after voting.

(4.03) Election Committee members shall zealously guard the voter's privacy.

(4.04) Election Committee members shall be responsible for retention of ballots for a period of thirty (30) days after the vote is completed for review by the membership.

(4.05) At the discretion of the Election Committee, and with the approval of the Board of Trustees, voting may also be conducted via the organization's website or equivalent online service, with due regard for the following:

- a. The voting system must use a unique voter ID and access code for each Club member.
- b. The voting system must make every effort to prevent anyone who is not a Club member from voting.
- c. The voting system must prevent any Club member from voting more than once.
- d. The voting system must protect the voter's privacy.
- e. Voting must be open for two (2) weeks prior to the scheduled election date.
- f. The voting system must provide a report to the Election Committee with the election results.
- g. Any results of online or electronic voting shall be kept strictly secret by the Election Committee until such time as the general membership in-person voting has been completed.

Tie votes shall be decided by a toss of a coin under the direction and control of the Election Committee and supervised by at least two current members of the Board of Trustees.

Results of the election shall be promptly and conspicuously posted at the Club and on the Club's website, indicating that same have been verified and approved by the Election Committee. Officers and Trustees assuming their roles as a result of the election, shall assume those responsibilities immediately -- generally considered to be at the conclusion of the March Membership Meeting.

## **ARTICLE V - ORGANIZATIONAL SCOPE AND LIMITATIONS**

Section 1. Non-Profit Status: The Organization shall maintain its public status as a federal income tax-exempt organization under Code Section 501(c)(4) and "not for profit" under the Ohio Revised Code.

Section 2. Partisan Political Activity: The Organization shall not, in any way, engage in partisan political activities, including endorsement or other promotion of candidates for any elected public office. No use of the Organization's name or logo shall be allowed for partisan activity and the Organization's list of members shall not be made available to any candidate for elected public office, or to any individual or group working on their behalf. No member shall use the Organization's meetings to seek support from the membership for any aforementioned prohibited activity.

Section 3. Legislative and Public Policy Advocacy: Upon a 2/3rds affirmative vote of the Board of Trustees, the organization may take a position on current or proposed legislation, or other type of current or proposed public policy, directly affecting the mission and purpose of the organization and/or *closely related* interests of the membership. On the occurrence of such a vote, the membership shall be immediately notified of the matter and the vote, using the same procedure as is required for membership meetings requiring notice.

## **ARTICLE VI - MEMBERSHIP**

Section 1. There shall be six (6) classes of memberships; Life, Senior, Associate, Junior, Honorary and Probationary. Life, Senior, and Associate members only, shall be eligible to hold office. Life, Senior, Associate and Probationary members shall be entitled to vote at meetings of the Organization. No member is eligible to serve on the Board of Trustees until they have been a member for two full years at the time of nomination. All members in good standing are entitled to the use of club facilities under the rules of membership.

(1.01) Senior Member - A Senior member shall be any adult age 19 or older whose initial application has been endorsed by another Life, Senior or Associate Member in good standing, whose application has been approved by the Board of Trustees and whose dues are current and who has been a member for at least one year.

(1.02) Associate Member - An Associate Member shall be any adult, age 19 or older, whose spouse is a current Life or Senior member in good standing and whose application has been endorsed by that member, been approved by the Board of Trustees and whose dues are current and who has been a member for at least one year. Upon the death of a current Life or Senior member, the surviving spouse may continue their *existing* Associate Member status at the reduced rate applicable for Associate Members.

(1.03) Life Members - A Life Member shall be any person who has maintained Senior membership for twenty (20) consecutive years and has attained the age of 65, or who has maintained Senior membership for thirty (30) consecutive years, whichever comes first.



(1.04) Junior Member - A Junior Member shall be any person under 19 years of age whose application has been endorsed by a Life, Senior or Associate Member in good standing, whose application has been approved by the Board of Trustees and whose dues are current and who has been a member for at least one year.

(1.05) Honorary Member – Honorary Members shall be those who are on active duty in the Armed Forces, provided they were members immediately prior to or during their service and such other persons as the Board of Trustees shall determine. Honorary Members may not vote or hold elected office but may be appointed to non-elected positions with the ECCL.

(1.06) Probationary Member - A Senior, Associate or Junior Member, who has been accepted into the membership, shall be a Probationary Member for the first year with the organization. The Probationary Member shall be subject to dismissal if found to have committed any violation of our safety rules. The Probationary Member shall be ineligible to sponsor new members until the probationary period has been completed.

Section 2. A member shall be in good standing as long as he or she holds a valid, current paid membership card and is in compliance with the provisions of the By-Laws.

Section 3. The total number of memberships may be limited upon a 2/3 vote of the General membership present at a Regular or Special meeting; notification of the intention to vote on this subject must be given in accordance with Article II, Section 5. The limit may be changed using the same procedure.

Section 4. Additional conditions of membership, not inconsistent with these by-laws, may be enacted by a 2/3rds affirmative vote of the General Membership present at a Regular or Special meeting. Notification of the intention to vote on this subject must be given in accordance with Article II, Section 5.

## **ARTICLE VII - DUES**

Section 1. The Board of Trustees, subject to the approval of the membership, shall set annual dues and application fees for Senior, Associate and Junior Members. These dues shall be for the calendar year January 1 through December 31 and payable by December 31, for the coming year. Notification of the Board of Trustees intention to vote on this subject must be given in accordance with Article II, Section 5.

Section 2. There shall be an application fee for new Senior, Associate and Junior Members. Former members who have allowed their membership to lapse past January 31st shall also pay this application fee.

Section 3. A lapse in membership shall occur if the member has not paid his or her dues by December 31. A lapsed member can renew membership, if paid in full by January 31, with a late penalty set at 25 percent of the current dues rate. After January 31, the membership is terminated with loss of seniority and the lapsed member must reapply for membership under the same requirements and procedures as that for new members.

Section 4. New Senior members joining in or after July of the year, are entitled to 50% dues reduction. The full application fee will still apply. There is no additional pro-rating of dues when joining between July and December. Payment of the next year's membership dues will be payable by December 31st of the same calendar year for the coming year.

Section 5. The application fee shall not be required of Honorary Members having been on active duty in the Armed Forces and transferring to Senior Membership status, provided the transfer is applied for and effective within one year from the date of return to civilian status. The application fee shall also be waived for Junior members transferring to Senior member status.

Section 6. Membership shall be free for Life Members.

Section 7. Members, attaining the age of 65 and furnishing proof thereof, who have been in good standing for the previous ten (10) consecutive years, shall be granted a 50% dues reduction upon request.

Section 8. Membership dues paid by check returned for insufficient funds available shall be charged a surcharge to be determined by the Board of Trustees, but not less than the full banking fee cost incurred by the Organization.

Section 9. Any member that requires a replacement of lost membership badge or guest badge shall be charged a fee commensurate with the club's cost of replacement, to be determined by the Board of Trustees.

## **ARTICLE VIII - DISCIPLINARY PROCEDURES**

Section 1. Definitions - Suspension constitutes the temporary revocation of club privileges, also requiring the surrendering of the member's club badge and exclusion from all club activities until the suspension is served or rescinded. Expulsion is the removal from the membership rolls and permanent loss of all club privileges.

Section 2. Officers and Trustees - Any officer/trustee may be removed from office (for cause) by a two-thirds vote cast by General members present at any regular or special membership meeting designated for this purpose.

No vote on removal may be taken unless at least fifteen (15) days prior notice is given in writing to the officer/trustee with the reason(s) for removal and of the time and place of the General membership meeting at which time the charges shall be considered. The officer/trustee shall be given a full opportunity to be heard and defend or dispute the charge(s).

Section 3. Members - Any member who shall willfully violate any provision of the by-laws, range safety rules, policies, damage club property through intentional or reckless action, or disrupt other members from their right to enjoy the club, or any member arguing with Board of Trustee members or Range Safety Officers in matters concerning the safe use of any range or safety issue, may be reprimanded, suspended, terminated or otherwise disciplined. If a member disagrees with any rule or

regulation, they may take such matter up before the Board of Trustees and explain why the rule or regulation should be changed but until changed the rules and regulations will be followed as written. Even an issue not covered by a specific rule or regulation that pertains to safety can be cause for charges; safety is a priority at all times.

Section 4. Charges - Any member in good standing may prefer charges against any officer, trustee or member. They shall be in writing, clearly designating the time, place and circumstances of such violation, signed and may be accompanied by the affidavits, testimony and/or exhibits, which are to be used in support. Such charge(s) shall be filed with the Secretary, who shall notify the President within one week of receipt.

Section 5. Hearing and Procedure - The President shall call a meeting of the Board of Trustees to hear the charge(s) within 30 days of the receipt of notification. The Board of Trustees may, at any time during this interim period (between charges and hearing) choose by majority vote to require the surrender of the membership badge from the accused member and enforce a temporary suspension from club property and activities.

The Secretary shall give at least fifteen (15) days' notice, in writing, to each member of the Board of Trustees and to the accused, notifying them of the time and place of the meeting at which the charges will be considered. The notification will include a copy of the charge(s) and all supporting documents.

At such hearings, the accused shall have the right to be heard, have the complaint read in his or her presence, to confront witnesses against him or her that are presented by the Board of Trustees, to produce witnesses on his or her own behalf and to testify.

The hearing shall be conducted with fairness and justice as the guiding principle, with evidence based on first-hand knowledge and observation. When in doubt, the Board of Trustees must favor the accused in all pending matters and procedures.

Failure of the accused member to appear at the designated hearing shall be deemed a waiver of their rights and opportunities to be further heard or otherwise involved in the resolution of the charges and disciplinary action.

Section 6. Decision - Upon conclusion of the hearing, the Board of Trustees shall retire to special session to consider the charge(s) and render a judgment. Said judgment shall be deemed reached upon concurrence of 2/3 of the duly elected Board of Trustees members. The Board of Trustees shall thereafter immediately deliberate upon the sanction to be imposed, whether written reprimand, suspension or expulsion. A decision on sanction shall be deemed to have been reached upon concurrence of 2/3 of the duly elected Board of Trustees members. The Board of Trustees members concurring in the judgment on the charge(s) need not be the same members concurring on the sanction imposed. If the accused is a member or officer of the Board of Trustees, they shall not be present, nor have a vote, at these proceedings.

The Board of Trustees' judgment and sanction shall be reduced to writing and shall identify the members concurring in the judgment as well as the sanction. Same shall be forwarded by certified mail, returned receipt requested, to the accused member within 10 days of the hearing.

The decision of the Board of Trustees shall be final and not reviewable. Each member of the club waves any right to personal or legal redress against the Board of Trustees or any member thereof

for disciplinary actions or proceedings taken under this Article.

Any member terminated from the club pursuant to these provisions shall immediately forfeit his or her rights as a member, and immediately surrender in good order any club property (real or digital) in their possession.

## **ARTICLE IX - FINANCES**

Section 1. The Organization's fiscal year shall be from January 1 through December 31. All financial management and decisions of the organization, including the use and investment of Operating Funds, Restricted Funds, Endowment Funds and Designated Funds shall be governed by the "Prudent Man Rule" as expressed in ORC 1715.51-1715.59 effective June 2009.

Section 2. The Organization shall operate according to, and within, an annual operating budget as prepared by the Treasurer, under the advice and counsel of the Finance and Investment Committee, and amended and approved by at least a 2/3rds vote of the Board of Trustees, not later than their December meeting for the immediately following fiscal year. This budget shall be considered preliminary, and re-ratified at the February Board of Trustees meeting. Upon a 2/3rds vote of the Board of Trustees, the club's annual budget may be amended mid-cycle to account for unusual and/or unexpected circumstances.

Section 3. Operating Funds: All income from annual membership dues, gifts to the Organization, sponsorship revenue and any related or unrelated business income as defined by Internal Revenue Service regulations for nonprofit organizations with a 501(c) 4 determination, that are not otherwise specifically designated or restricted by the donor or grantor, shall be classified as operating funds. The membership delegates to the Board of Trustees the authority to disburse operating funds for purchases and obligations incurred by the Organization. Any expenditure, or group of expenditures related in purpose and objective, exceeding \$30,000 shall require a vote of the membership. For individual employee salary expenses, the limit shall be fifty-thousand dollars (\$50,000) per annum. The structuring of payments, division of purchases, or any other procurement activity or process designed to evade the requirement of membership approval is expressly prohibited.

Section 4. Restricted Funds: All income carrying a donor or grantor restriction shall be accounted for in accordance with Generally Accepted Accounting Principles for restricted funds. No restricted income or gifts shall be accepted by the organization without prior approval by the Board of Trustees, following a thorough examination of the Organization's ability and willingness to abide by the restriction. No member can attach a designation or restriction to their annual membership dues.

(4.01) Funds contributed by donors that include the stipulation that the principal portion of their gift be held in perpetuity shall be classified as Endowment Funds. If the donor restricts capital appreciation of the principal, this shall also be recorded as Endowment Funds.

(4.02) Endowment Funds shall be controlled, invested and accounted for by the Board of Trustees. Distribution of Endowment Funds in excess of the lesser of 10 percent of the total

value of endowed funds or \$30,000, shall require the approval of the membership. Use of endowed funds for normal operating expenses shall be prohibited unless approved by a 2/3rds affirmative vote of the general membership.

Section 5. Designated Funds: The Board of Trustees by majority vote is authorized to set aside certain funds the organization receives, or has built up over time, by designating that these funds only be used for specific purposes, such as, but not limited to, capital improvements, program enhancements, extraordinary facility maintenance expenses, code compliance costs, or acquisition of property or real estate for uses consistent with the purposes of the Organization. Board of Trustee-designated funds are funds without donor restrictions. Upon a majority vote the Board of Trustees can alter its designation.

## **ARTICLE X - STANDING COMMITTEES**

Section 1. On an annual basis the President shall nominate/re-nominate for Board of Trustee approval all Chairs of standing committees from the membership of the Organization unless otherwise noted in the by-laws. All Chairs (except the Officers Nominating Committee) shall solicit committee members from the general membership. Chairs should attend all General Membership meetings. If a chairperson is unable to attend a given meeting, a member of the committee shall attend in their place.

Section 2. The President is authorized herewith to make changes, with Executive Committee approval, to the standing committees as may be necessary from time to time in the interest of achieving the goals of the Organization. New committees may be established using this same procedure.

Section 3. Standing Committees: There are four permanent standing committees: Range Safety, Finance and Investment, Membership, and Facilities Maintenance.

### **(3.01) Standing Committee Responsibilities:**

Range Safety: Monitors and ensures safe operation of the club's shooting ranges. Proposes to the Board of Trustees for their approval, updates and/or changes to the Range Safety Rules. Investigates range safety violations and recommends corrective action to the Board of Trustees for the purposes of undertaking disciplinary measures and/or changing club policies. Provides leadership and maintains the organization and function of the club's Range Safety Officer (RSO) program.

Finance and Investment Committee: Monitors and reports to the Board of Trustees (via the Treasurer) the financial condition of the Organization. Prepares annual budget for Board of Trustee consideration, and manages the club's investment portfolio. Conducts an annual inventory of all club assets valued at \$500 or more, including all firearms and ammunition owned by the club irrespective of value.

Membership: Leads and implements the annual process for Membership Renewal, and maintains all records necessary to this process. Processes the receipt and approval of new member applications. Provides for the regular and offsite back-up of all membership records. Conducts new member safety orientations.

Facilities Maintenance: Leads and implements all work necessary to keep the club's grounds and buildings in neat appearance and good working order. Oversees the maintenance of all grounds keeping equipment.

## **ARTICLE XI – EQUAL MEMBERSHIP/EMPLOYMENT OPPORTUNITY POLICY**

Section 1. It is the policy of the Organization to practice non-discrimination and provide equal opportunity in membership, employment, and volunteer opportunities for all persons regardless of race, age, gender, ethnicity, national origin, marital status, sexual orientation, religion, disabilities, education or place of residence.

## **ARTICLE XII - AMENDMENTS --**

Section 1. The process to Amend to these By-Laws shall take place over three (3) consecutive meetings of the General Membership. The proposed changes shall be published and made available to the membership in attendance at each meeting, as well as prominently posted on the club's webpage prior to the first reading. The first reading shall be for the purpose of familiarizing the membership with the proposed changes; the second reading shall provide the opportunity for extended discussion on the proposed changes. The third reading shall be for final discussion and the vote on the final form. A 2/3 majority of the votes cast shall constitute passage of the amendments. All effort must be made to make proposed changes easily understood, easily recognized and readily available throughout this process.

Section 2. At least one week and no more than three weeks prior to the second reading, members shall be given notification of proposed changes to the By-Laws. Notification can be made according to the provisions of Article II, Section 5.02

Section 3. Changes to these by-laws shall become effective immediately upon approval. Changes in personnel necessitated by a change to these by-laws shall be accomplished by attrition or at the next appropriate election (elected Officers and Trustees shall be allowed to serve their full term).

Section 4. Corrections due to typographical errors or MINOR corrections to language, which do not alter the original intention, may be made at any time with a 2/3 vote of the Board of Trustees and 2/3 majority of the votes cast by members present at the next regular meeting of the General Membership. No previous notification of the membership shall be required.

Section 5. Changes to the By-Laws must be published on the club's webpage and sent via email within one month of the final vote to amend them.

**ATTACHMENTS TO THE BY-LAWS:**

The following attachments to the By-Laws are included here as a convenient reference. They are not part of the official By-Laws of the Organization, and they can be amended by the Board of Trustees as needed and without the requirement of following the process for amending these by-laws as outlined in ARTICLE XII

Attachment A: Range Safety Rules and Facility Use Policies