

By-Laws

Article I- Approval of Activities

Section (A) All programs and activities of the Corporation shall be approved by the Executive Committee and the Trustees, collectively known as the “Board”.

Section (B) All requests for donations or support for organizations that are not a part of the Corporation must be presented to the Board at a Board Meeting. If the Board votes in the affirmative, then a vote must be taken by the Members at a Membership meeting.

Section (C) The Board will maintain a form for outside groups to request the use of the Corporation’s facilities. Any organizations or individuals that want to utilize the facilities of the Corporation must follow the instructions and fill out a form and shall list any fee charges, if any, and be provided to the Corporation’s office manager for distribution and approval by the Board. This includes, but is not limited to, Church groups, Scouting, Police, or other service organizations.

Section (D) The Corporation does not reimburse Officers, Trustees, Committee Chairmen, or Members for travel expenses, including, but not limited to: meals, mileage, lodging, air, bus, or plane tickets. The Board may approve a specific and unusual circumstance where a person is requested to represent the Corporation. Such approval shall be presented to the members for approval if the dollar amount exceeds \$100.00.

Article II - Financial

Section (A) The books of the Corporation shall be audited by an auditing committee annually, including form 990 and filed by the Recording Secretary.

Section (B) All Members, Committee Chairmen, and Board of Trustees are responsible to report any concern for financial malfeasance to the Financial Secretary, and at minimum, one other Board Member within 48 hours of the occurrence.

Section (C) Funds that are reserved in the general fund that are for special application can only be reallocated by a majority vote of the Board followed by a majority vote of Members present at a Membership meeting.

Section (D) Loans by a bank or any other organization or individual must be approved by the Board and then by a majority vote of the Members present at a regular Membership meeting.

Section (E) All requests to borrow money, as a loan, must be presented to the members using the following protocol:

1. All terms of the loan must be in a visual display with a projector or typed format handouts.
2. A precise financial plan must include how the Corporation will repay the loan with specific actions the Corporation must undertake to assure that the loan can be

- repaid.
3. In the case of a line of credit, each and every draw from the account must be voted on by the Members at a regular Membership Meeting. Each and every draw from the account must be presented in a visual display or typed handouts that detail how it will be repaid.

Section (F) Assessments to members will require:

1. Notice to all members in a detailed report that shows the cause and impact of the assessment.
2. A 30-day comment period prior to final approval.
3. Board majority vote and present Members at the regular meeting.
4. A detailed report at the regular monthly Membership Meetings to include money spent, money remaining, purchases, and progress for programs.

Article III - Purchases

Section (A) All non-budgeted, non-emergency purchases over \$1,000.00 must first be approved by the Board and Membership. A detailed quotation is required from at least two separate vendors. Best value, not necessarily the lowest price, shall be included in the decision process.

Section (B) Any contracts for services exceeding one year must be approved by the Board and a vote of the Membership. Contracts for services less than one year must be approved by the Board. All contracts must be in a formal typed format.

Article IV - Committees

The following shall be regular standing committees with the President appointing the chairmen of each, who, in turn, shall be free to choose additional members up to any number required to do the work: Safety, Financial, Building and Grounds, Youth Programs, Lake, Retirees, Trap Range, Pistol and Rifle Range, Pellet Rifle and Archery.

Article V - Order of Business

The Membership general meeting will use the following order to conduct the meeting:

1. Call meeting to order.
2. Pledge of Allegiance.
3. Conservation Pledge.
4. Moment of silence for deceased members.
5. Guests (non-members) identified, where-as they must state their purpose for attending the meeting.
6. Guest speakers.
7. A brief reading of the minutes from the previous meeting.
8. Treasurer's report.
9. Club communications.
10. Committee reports.
11. Old business.
12. New business.

13. Adjournment.

Article VI - Membership Dues

1. Annual dues shall be determined by the club membership at the membership meeting in July.
2. Memberships are valid from January 1 through December 31 of a calendar year.
3. Member dues must be paid by December 31 for the next year. A “grace” period of 30 days is allowed without a late penalty fee. Following the “grace” period, the penalty will be a \$20 late fee. Membership will be discontinued if not paid prior to April 1.
4. Seniors’ dues are one-half of regular dues. You must be 62 years of age or older to qualify and have been a continuous member for at least three (3) previous years.
5. All officers of the Corporation shall be exempt from paying dues while in office.
6. Discontinued memberships can be renewed by paying the amount owed from the lapse in previous Membership or by paying for a new membership that includes the initiation fee.
7. Hardship and special cases regarding membership dues can be made by submitting a formal typed request to the Board of Directors for consideration. Said cases can be approved by a majority vote of the Board.
8. A special “Young Adult” membership is available to persons from age 19 up to age 26 that can be transitioned to full Membership without paying the initiation fee under the following conditions:
 1. The Young Adult membership must be initiated upon attaining age 19 and must have been continuous for at least two years prior to transitioning to full Membership.
 2. The parents/grandparents and/or guardians shall have maintained their Membership during that time period and are current paid-up members in good standing.

The Young Adult membership does not bestow voting rights, and a special membership card will be issued signifying their status.

9. A special funds assessment to members, for the purpose of providing additional funds over and above regular dues, will require a 2/3 majority vote by the Board, followed by a simple majority vote of the Membership at a regular Membership meeting.
10. Gate codes will be changed on the last day of March.

Article VII - Elections

Section (A) All Officers and Trustees must be elected at the annual meeting in December by a majority vote of Members present using the secret ballot method. “Vote Counters” will be appointed by the President.

Section (B) Nominations for all Officers and Trustees of the Corporation shall be from the floor at the regular membership meetings in October and November.

Section (C) Members must show proof of paid-in-full membership status by bringing their membership card to the meeting for the vote. In the event a member does not have the membership card, then the office manager can confirm status from a driver’s license. Members must be “in good standing” with the Corporation to vote in the elections.

Section (D) A paper ballot will be in typed format, not handwritten, for the vote in December.

Section (E) The paper ballot will allow persons not getting a majority vote for one position to drop down to an alternate position by printing the person's name in each position below the one for which he/she has been nominated.

Section (F) Ballots will be given to members only after they show proof of paid-in-full Membership.

Section (G) No Member can run for office unless they have attended 50 percent of the regular meetings and have been an active Member, in good standing, for a minimum of three (3) years.

Section (H) To be nominated for President or Treasurer, a member must have served on the Board for one (1) term previously or held a Board position in an equivalent organization or had career experience that correlates to the office of President or Treasurer for the Corporation.

Section (I) Any Board member absent for three (3) consecutive meetings, without just cause, will be considered vacant, and the Board shall appoint a temporary replacement. A new Board member must be elected within three months by a majority vote of the Membership present at a Membership meeting.

Article VIII - Guests

Guests shall be defined as all non-members of the Corporation that are using the property, facilities, and/or involved in Corporation activities. All guests must be accompanied and supervised by a Member. The Member is responsible to assure that guests conduct themselves in a safe and cordial manner and follow all Corporation rules while on Corporation property. All guests will pay the daily guest fee as set by Membership which allows use of any of the rifle, pistol, and lake facilities for the same daily fee. Guests will be limited as follows: two adults or two children, 10 years of age or older, as guests per member card for the rifle and pistol ranges, five guests (adults or minors) for the lake. Young Adult memberships will be permitted one guest.

Immediate disciplinary action will be taken for violating Article VIII, up to and including immediate suspension of Membership, not excluding legal action.

Article IX - Corporation Records and Property

(A) All records of the Corporation are the property of the Corporation and shall only be used for Corporation business.

(B) No member, non-member, or outside organization shall utilize Corporation property for personal monetary gain.

(C) All Corporation records and documents shall be stored and filed on Corporation property.

(D) Authorized destruction of Corporation records will follow or exceed Federal and local guidelines.

Article X - Legal

Section (A) Members and Board members must report any information in regard to legal actions for or against the Corporation to the President of the Corporation within 48 hours.

Section (B) All legal matters are considered confidential to the Board and will not be discussed with Members or non-members without prior approval by the Board.

Section (C) The President of the Board will establish a team of officers to deal with all legal matters for the purpose of collecting information and meeting with attorneys.

Section (D) Legal activities, due to confidentiality, will be reported to the Members at a regular membership meeting only after the legal matter is fully resolved.

Section (E) Members must resolve all issues through the complaint format in the Code of Ethics and Disciplinary Policy and are not permitted to file suit against the Corporation.

Article XI - Office Manager

The Corporation will maintain a paid position of Office Manager. The Office Manager's duties and responsibilities shall be to:

- Manage new and renewal memberships under the supervision of the Financial Secretary.
- Maintain a log of Members and pertinent Member information.
- Manage the Trap Range.
- Purchase targets and all other materials required to support the Trap Range.
- Manage all club events, i.e., zone shoots, league shoots, etc.
- Manage a staff of part-time and/or temporary workers and volunteer workers to facilitate events as needed.
- Manage all checks, credit cards, and cash deposits for the trap range according to the financial policy of the Corporation, under the scrutiny of the Treasurer.
- The Office Manager shall be the contact point for all things of the Corporation during open hours and when the office is open as well as member communications.

Article XII – Communications

It is the Board's duty to effectively communicate with Members of the Corporation. It is the Member's duty to update their contact information with the office so that they can receive communications in a timely manner.

Section (A) The Corporation website is the primary method of communication with members and should be updated daily with changes.

Section (B) The secondary method of communication will be the monthly member meetings.

Section (C) Other methods of communication shall be emails to members lists, listing on the Corporation Facebook page, and the Corporation Newsletter.

Section (D) Mailing communication is an option of last resort due to the cost to the Corporation.

Section (E) The Board will assign a person or persons with responsibility for member

communication.

Article XIII - Vetting New Members

Section (A) All new Members must be sponsored by an existing Member.

Section (B) Members have a responsibility to know who they are recommending for membership. If they have only a causal relationship with the prospective Member, then that should be stated.

Section (C) The membership application will have three specific questions: 1. Are you a felon?, 2. Do you have ODNR violations?, and 3. Are you a U.S. Citizen?

Article XIV – Dissolution

In the event that the Corporation would be dissolved, the process followed would be in accordance with the rules of the 501 (C)(7).

Approved Amendments by date and location:

Revision: 0

Date: April 14, 2022.

Revision 0 was adopted by unanimous votes during three consecutive membership meeting votes on 2/10/2022, 3/10/2022 and 4/14/2022 and replaces all previous non-document controlled By-Laws. Members of the Constitution and By-Laws committee updating and revising this document were: Frank Burkett Jr., Dave Kehner, Paul Knoebel, Edward Merial (Chair) and Gary Parsons.