

# 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

37 specific actions the Corporation must undertake to assure that the loan can be  
38 repaid.  
39 3. In the case of a line of credit, each and every draw from the account must be  
40 voted on by the Members at a regular Membership Meeting. Each and every  
41 draw from the account must be presented in a visual display or typed handouts  
42 that detail how it will be repaid.

43 **Section (F)** Assessments to members will require:

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

### 50 **Article III - Purchases**

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

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

### 58 **Article IV - Committees**

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

### 63 **Article V - Order of Business**

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

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

- 77 12. New business.
- 78 13. Adjournment.

79 **Article VI - Membership Dues**

- 80 1. Annual dues shall be determined by the club membership at the membership
- 81 meeting in July.
- 82 2. Memberships are valid from January 1 through December 31 of a calendar year.
- 83 3. Member dues must be paid by December 31 for the next year. A “grace” period of
- 84 30 days is allowed without a late penalty fee. Following the “grace” period, the
- 85 penalty will be a \$20 late fee. Membership will be discontinued if not paid prior to
- 86 April 1.
- 87 4. Seniors’ dues are one-half of regular dues. You must be 67 years of age or older to
- 88 qualify and have been a continuous member for at least three (3) previous years.
- 89 5. All officers of the Corporation shall be exempt from paying dues while in office.
- 90 6. Discontinued memberships can be renewed by paying the amount owed from the
- 91 lapse in previous Membership or by paying for a new membership that includes the
- 92 initiation fee.
- 93 7. Hardship and special cases regarding membership dues can be made by submitting
- 94 a formal typed request to the Board of Directors for consideration. Said cases can
- 95 be approved by a majority vote of the Board.
- 96 8. A special “Young Adult” membership is available to persons from age 19 up to age
- 97 26 that can be transitioned to full Membership without paying the initiation fee under
- 98 the following conditions:

- 99 1. The Young Adult membership must be initiated upon attaining age 19 and must have
- 100 been continuous for at least two years prior to transitioning to full Membership.
- 101 2. The parents/grandparents and/or guardians shall have maintained their Membership
- 102 during that time period and are current paid-up members in good standing.

103 The Young Adult membership does not bestow voting rights, and a special membership

104 card will be issued signifying their status.

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

109 **Article VII - Elections**

111 **Section (A)** All Officers and Trustees must be elected at the annual meeting in December

112 by a majority vote of Members present using the secret ballot method. “Vote Counters” will

113 be appointed by the President.

114 **Section (B)** Nominations for all Officers and Trustees of the Corporation shall be from the

115 floor at the regular membership meetings in October and November.

116 **Section (C)** Members must show proof of paid-in-full membership status by bringing their

117 membership card to the meeting for the vote. In the event a member does not have the

118 membership card, then the office manager can confirm status from a driver’s license.

119 Members must be “in good standing” with the Corporation to vote in the elections.

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

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

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

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

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

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

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### **Article VIII - Guests**

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

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

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### **Article IX - Corporation Records and Property**

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

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

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

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

## 161 **Article X - Legal**

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

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

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

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

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

## 172 **Article XI - Office Manager**

173 The Corporation will maintain a position of Office Manager at the discretion of the Board.  
174 The Office Manager's duties and responsibilities shall be to:

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

## 188 **Article XII – Communications**

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

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

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

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

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

200 **Section (E)** The Board will assign a person or persons with responsibility for member  
201 communication.

## 202 **Article XIII - Vetting New Members**

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

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

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

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## 210 **Article XIV – Dissolution**

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

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### 214 **Approved Amendments by date and location:**

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216 **Revision: 0**

**Date: April 14, 2022.**

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

223

224 **Revision: 1**

**December 9, 2022.**

225

226 Revision 1 was adopted by unanimous vote during the December 8, 2022 membership  
227 meeting.

228 Article VI - Membership dues, section 4.

229 Retirement age raised from age 62 to age 67.

230 Article XI – Office Manager.

231 Required paid position of Office Manager changed to: The Corporation will maintain a  
232 position of Office Manager at the discretion of the Board.

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