

**The Beaver Valley Rifle and Pistol Club**  
**Bylaws**  
**Revised May 2008**

**BYLAWS**

**Article I: Name**

**1.1** The name of this corporation shall be The Beaver Valley Rifle and Pistol Club and for identification purposes it shall be referred to in these bylaws as the "Club".

**Article II: Object**

**2.1** The purposes of this corporation are the encouragement of organized rifle and pistol shooting, the safe handling and proper care of firearms as well as improved marksmanship.

**Article III: Membership**

**3.1 Annual Member** – a member who is eighteen years of age or older and has paid yearly dues.

- A. Military Deployment – Membership status shall be temporarily frozen for members serving in the Armed Forces, Reserves, or National Guard who are called to active duty. Membership will be reinstated upon their return from active duty. Members who are deployed for greater than six months will receive one calendar year of membership equal to their membership type at the time of deployment. The member must present the recording Secretary with a copy of military orders, upon request. The member's key card will be inactivated during the deployment, and will be reactivated upon his return from active duty. Military deployments will not cause a lapse in membership for the purpose of calculating eligibility for life membership. Note – this provision does not apply to military personnel's annual two-week camps.

**3.2 Life Member** – a member sixty years of age or older and a member of the Club for a total of fifteen years or a member who has been an annual or spouse member for ten consecutive years and has purchased a Life Membership.

**3.3 Spouse Member** – a member who has paid yearly dues and whose spouse is a life or annual member.

**3.4 Junior Member** – a member age eight up to eighteen with the understanding that he must be accompanied by an annual, life or spouse member when shooting on Club ranges. A junior member will receive a card but will not be issued a key.

**3.5 New Member-**

- A. An applicant for membership must be referred by at least one club member who has been a member for at least one year.
- B. Applicant must subscribe to the following oath:

**Oath of Allegiance**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. I certify that I am a citizen or legal resident of the United States and that I am not a member of any organization or group pledged to, or working for, a program aimed at the destruction of our present system of government established by the Constitution of the United States.

- C. Acceptance will be determined by a majority vote of those members present at the monthly Club meeting.
- D. A new member, with the exception of a spouse member or a Junior Member who has turned eighteen, must pay an initiation fee. All new, annual or spouse members must pay dues and attend an orientation program before receiving a membership card and key. The date and time of the orientation will be set by the Membership Secretary. Failure to attend an orientation will result in the forfeit of all monies paid.

**3.6 Voting** – Each annual, life and spouse member will be entitled to one vote on each matter submitted to a vote by the membership.

**3.7 Club Representation** – Only members will be allowed to shoot on teams representing the Club.

**3.8 Conduct of Members** – All members are required to have their membership card with them when using the ranges. Members may not loan or give to anyone their cards or keys. Any member may be dropped from the membership and shall forfeit all rights and privileges for a specified time for conduct unbecoming of a member of the Club after proof of such conduct has been established by the Executive Board following the disciplinary procedures outlined in Robert's Rules of Order Newly Revised. Such causes may consist of the violation of any bylaws or range rules or any improper use of the Club or its property.

#### **Article IV: Dues and Fees**

**4.1 Assessing Dues and Fees** – The annual dues and fees of the Club will be recommended by the Executive Board and shall be based on Club finances or other circumstances. They will be presented to the membership and discussed at the July meeting and approved by a majority ballot vote of those members present at the regular September meeting. Any changes in dues and fees will go into effect January 1 of the next calendar year.

**4.2 Fiscal year** – will be from January 1 to December 31. Dues are payable on or before December 31.

**4.3 Late Fee** – will be incurred for a membership that lapses beginning January 1. Key cards will be inactivated beginning February 1 for those members not renewed as of that date and key cards must be returned to the Club. Members reinstating after June 30 will pay no late fees but will be required to pay the new member initiation fee plus the dues amount set for a half-year membership.

**4.4 Half-Year Dues and Fees** – If a new member joins after June 30, the new member pays the dues determined for a half-year membership plus the initiation fee if the new member is not a spouse or junior.

**4.5 Range Fees** – See current dues and fees schedule.

**4.6 Executive Board** – shall receive dues free while they are in office.

**4.7 Non-Club Organizations** – will have written contracts with the Club made on an annual basis.

#### **Article V: Meetings**

**5.1 Regular Monthly Business Meetings** - of the Club shall be held on the second Monday of each month or at such time and place as may be fixed by the Executive Board.

**5.2 Annual Meeting** - of the membership shall be held in December for the primary purpose of electing officers.

**5.3 Special Meetings** - of the Club may be held at any time upon the call of the President or upon the call of a majority of the Executive Board or upon demand in writing, stating the object of the proposed meeting, and signed by no less than ten percent of the members entitled to vote. Notice of the time, place, and object of any special meeting shall be given the officers and members in writing, by the United States mail, not less than seven days prior to the date fixed for holding of the meeting. The place of such a meeting shall be fixed by the Executive Board.

**5.4 Quorum** – shall consist of ten members of the Club entitled to vote.

**5.5 Robert's Rules of Order Newly Revised** - shall take precedence in any question on procedure on points of order not covered in these bylaws.

#### **Article VI: Officers**

**6.1 Officers of the Club** - shall be President, Vice-President, Secretary, Treasurer, Membership Secretary, Rifle Executive, Pistol Executive, Assistant Pistol Executive, Trap Executive, Combat Executive, and Junior Training Executive. They shall hold office for one year or until successors are elected.

**6.2 Executive Board** – shall consist of the Club's officers, which shall have general supervision and control of all the activities of the Club and shall make recommendations as necessary to the general membership for further action.

**6.3 Power of the Executive Board** – Without the sanction of the general membership, the board shall have no power to enter into contracts, borrow or spend in excess of \$200 except to pay normal operating expenses or bills that were incurred due to an emergency. No individual officer may spend over \$50.00 without the approval of a majority of the Executive Board.

**6.4 Meetings of the Executive Board** - shall be held regularly at such time and place as the Board may determine. Special meetings may be held at any time on the call of the President or on demand, in writing to the Secretary, by six members of the Board.

**6.5 Quorum** – shall consist of six members of the Executive Board.

**6.6 Vacancy on the Executive Board** - may be filled by a majority vote of the remaining members of the Executive Board. However, if more than one vacancy exists, at the next regular meeting of the Club new officers shall be elected to fill the vacancies until the date of the next election.

#### **Article VII: Duties of Officers**

**7.1 President** - shall preside at all meetings of the Club and of the Executive Board. He shall be a member ex-officio of all committees, except the nominating committee and shall perform all other duties as usually pertain to his office. He may vote as any other member when the vote is by ballot, but in all other cases he may only vote when doing so will affect the result.

**7.2 Vice-President** - shall perform the duties of the President in his absence or at his request.

**7.3 Secretary** - shall keep a record of all meetings of the Executive Board and the regular membership and shall have custody of the books and papers of the Club. The secretary shall execute all correspondence pertaining to reports required of the Club by the Commonwealth of Pennsylvania, the United States government, the National Rifle Association, Director of Civilian Marksmanship or any other association with whom the Club may be affiliated. He shall notify all members of special meetings as required in Article V.

**7.4 Treasurer** - shall have charge of all funds of the Club and place the same in such banks as may be approved by the Executive Board. Such money shall be withdrawn only by check signed by at least two officers among the Treasurer, President, and Secretary for payment of such bills as shall have been approved by the Executive Board. He shall collect deposited guest fees. The Treasurer shall keep an accurate account of all his transactions and render a detailed report with vouchers at any meeting of the Executive Board when requested and present an annual report for the prior fiscal year at the first regular meeting of the new fiscal year. Once submitted, the annual report will be marked "File Copy", stored in a secure, fire-proof container, and not be removed from the Club office.

**7.5 Membership Secretary** - shall be responsible for the collection of all dues, late fees, and initiation fees and shall remit the same to the Treasurer. He shall be responsible for sending out renewal forms, processing new member applications, scheduling orientations and issuing membership cards and keys.

**7.6 Executive Officers** - shall have charge of the use and maintenance of the various ranges as follows:

Rifle Executive – rifle and plinking ranges

Pistol Executive – bulls-eye range

Trap Executive – trap range

Combat Executive – combat range

Jr. Training Executive – in-door range

They shall also oversee printing score cards, arranging competitions or any other duties their leagues require.

They shall submit a monthly report on the condition and needs of their assigned ranges and activity and financial reports for their leagues.

**7.7 Rifle Executive** - shall be in charge of the Civilian Marksmanship Program. He shall receive activity reports and financial records from the Small Bore League.

**7.8 Jr. Training Executive** - shall oversee the Junior Program and notify the Executive Board whenever the Junior Program needs equipment.

**7.9 Assistant Pistol Executive** - shall be responsible for scheduling local, state, and federal agencies and any other non-member organizations. He shall document that every group has a competent supervisor from its agency or from the Club. A copy of this documentation shall be kept on file with the Secretary. The

Assistant Pistol Executive shall receive activity reports and financial records from the Police Revolver League, the Basic Pistol course and the Novice League.

**7.10 Attendance** - Any elected official of the Club must attend two out of every three Executive Board meetings and regular membership meetings per quarter in a calendar year unless excused by a majority of the officers present at each Executive Board meeting. The Executive Board has the authority to replace any officer not meeting this requirement. The officer will then be ineligible to hold an office for a period of one year.

**Article VIII: Election of Officers**

**8.1 Nominating Committee** - shall be formed at the regular September meeting and shall consist of a minimum of three and a maximum of six members all of which are required to have been Club members for at least one year.

A. The names, addresses and phone numbers of the nominating committee shall be . . . . . posted in the clubhouse.

B. Current Club officers cannot hold a position on the nominating committee. Members of the nominating committee can be nominated for an office in the Club.

**8.2** A member cannot be nominated for more than one office in an election.

**8.3 Qualifications for Office** - Any member nominated for an office in the Club must have been a member for at least twelve months prior to the December election. He must be a member in the National Rifle Association, must show proof of his NRA membership prior to the election and must maintain his NRA membership while in office.

**8.4 Nominations** - shall be posted in the clubhouse and nominations from the floor will be accepted at the time of election.

**8.5 Election** - of officers shall be by ballot at the December meeting. However, if any of the officers are running unopposed, those officers may be elected by voice vote if there is no objection.

**8.6 Newly Elected Officers** - shall take over the duties of their offices at the regular meeting in January after "Unfinished Business". At the same meeting all records and Club business shall be turned over to them.

**Article IX: Junior Program** –

**9.1** The Club shall have a program for Juniors with equipment supplied by the Club as needed.

**Article X: Politics, Liquor, and Gambling**

**10.1** The Club shall not further the interests of any political party or any candidate for political office.

**10.2** No alcoholic beverages are permitted on the Club grounds or in the clubhouse. At all times any member or non-member visibly intoxicated or drinking on the Club premises may be told to leave immediately and could be suspended or expelled from the Club.

**10.3** No gambling permitted on the Club premises.

**Article XI: Amendments**

**11.1** Any proposed amendment to these bylaws may be introduced by any member of the Club at any regular or special meeting called for that purpose. The proposed amendment must be posted in the clubhouse. It must be read at three meetings and adopted or rejected following the third reading. A two-thirds majority vote of the members present at the meeting of the third reading will be necessary to pass or reject the amendment.

**Article XII: Dissolution**

**12.1** A special meeting, as described in Article 5.3, with a two thirds vote of those present at the meeting can dissolve the Club. The property will revert to the county as stipulated in the deed. All outstanding bills will

be paid and the remaining assets will be given to a charity of the members' choice voted on at the special meeting.