

# **BYLAWS OF GATE CITY SPORT SHOOTING ASSOCIATION, INC.**

**These bylaws are adopted by Gate City Sport Shooting Association, Inc., a nonprofit corporation organized under the laws of the State of Idaho, for the regulation and management of its affairs, in accordance with the corporate purpose stated in its Article of Incorporation.**

## ***ARTICLE I***

### ***Membership***

- 1. ELIGIBILITY.** In addition to the existing adopting members, any individual, 18 years of age or older, a legal resident of the United States, interested in the purpose of the corporation, willing to contribute to its activities, and complying with its requirements, whose application is approved by the Board of Directors, may become a member. Associate Membership status is granted to the spouse and dependents under the age of 18 living in the member's domicile.
- 2. EVIDENCE.** Membership certificates or cards, signed by a designated officer of the corporation shall be issued by its secretary or treasurer to members upon purchase or issuing of a membership to confirm such status. The secretary or treasurer shall maintain a current roll on the members and their contact information.
- 3. PRIVILEGES AND VOTING RIGHTS.** Members in good standing shall be entitled to participate in activities of the corporation, eligible for its offices, and authorized to vote in its elections, in which each member shall have one vote. Associate members are not granted voting rights; however, in the absence of the member, one of the associate members in the family unit may be designated by the absent member to cast a proxy vote. The attendance at the meeting by an associate member in the absence of the member will constitute designation of voting proxy by the member to the associate member.

#### 4. **DUES AND GUEST FEES.**

**4a. DUES.** Members will be charged an annual membership fee as determined by the Board of Directors. Lifetime memberships will be set at an amount equal to ten times the annual membership fee. Senior lifetime memberships for applicants 65 years old and older will be set at an amount equal to five times the annual membership fee. Applicants will be eligible for a senior lifetime membership at any time during the calendar year in which they turn 65. Free memberships are available to disabled military veterans who reside in Bannock county or a bordering county upon providing documentation showing at least a 40% service connected disability. Associate members will not be charged dues.

**4b. GUEST FEES.** Access to the Oregon Trail Shooting Range is a privilege extended to members and associate members and no additional fees will be charged for their access to the range. Each shooter not holding member or associate member status will be charged a daily guest fee, payable at pay stations-located at each bay and the main firing line. The amount of the guest fee will be determined by the Board of Directors. Members or associate members who knowingly permit a nonmember to use the range without ensuring the guest fee is paid, will be subject to forfeiture of their membership status and privileges for a period of not less than two years. Procedures indicated in Paragraph 5, Termination, of these bylaws, will be followed.

**5. TERMINATION.** The Board of Directors may suspend or expel a member or associate member for cause after an appropriate hearing. At least fifteen days advance written notice shall be given to the member of a meeting of the Board of Directors called for such a hearing. The notice shall specify the reasons for the proposed action and the time and place of the hearing. Any member suspended or expelled by the Board of Directors may, upon written request to the Board of Directors, appeal such action of the corporation at a special meeting to be called by the President for a review of the Board's action. Notice of such meeting shall be given in accordance with Article II of these bylaws. Final decision of the suspension or expulsion of a member or associate member is solely the responsibility of the Board of Directors.

## ***ARTICLE II***

### ***Meetings***

- 1. ANNUAL MEETING.** The annual meeting of the corporation will be held on the third Thursday in January of each year, at such time and place as the directors may select. At the annual meeting, five directors will be elected from the members to serve during the ensuing year and such other business will be transacted and any other appropriate matters submitted to the members for consideration. Prior to the election and consideration of other business, the corporate officers will report on the financial condition of the corporation and summarize its activities during the prior year for the members.
- 2. OTHER MEETINGS.** A monthly Membership meeting will be held on the third Thursday of each month, except December, at such a time and place as the President may direct. Other meetings will be held at such time and place as the President may direct, upon the request of a majority of the Board of Directors or upon the written request of one-third of the members of the corporation.
- 3. NOTICE OF MEETINGS.** The secretary or designated person shall provide notice of the time, place and purpose of all meetings, other than monthly Membership meetings, to each member at least five days prior to the meeting date via email notification and posting such notice on the corporation's web site. Members who provide no email address on their application form have opted out of meeting notifications.
- 4. VOTING AND QUORUM.** Each member of the corporation in good standing shall be entitled to one vote. A quorum consists of all attending current members in good standing of the corporation present at a meeting. Associate members are not granted voting rights; however, in the absence of the member, one of the associate members in the family unit may be designated by the absent member to cast a proxy vote. The attendance at the meeting by an associate member in the absence of the member will constitute designation of voting proxy by the member to the associate member.

- 5. CONDUCT OF MEETINGS.** The President or, in his absence, the Vice President, will conduct all membership meetings. On questions of procedures not governed by the bylaws, Robert's Rules of Order shall govern.

## ***ARTICLE III***

### ***Directors***

- 1. NUMBER AND QUALIFICATIONS.** The affairs of the corporation shall be managed by a Board of Directors. There shall be at least five directors, any of whom may also be an officer of the corporation. Directors must be members of the corporation in good standing.
- 2. ELECTION AND TERM OF OFFICE.** Directors will be elected at the annual meeting and will serve until their successors have been duly elected and qualified.
- 3. VACANCIES.** The remaining directors shall appoint a qualified substitute who will serve the unexpired term of the replaced director.
- 4. COMMITTEES.** To assist them in the management of the corporation, the Directors may appoint such committees from the members and associate members as they see fit.
- 5. MEETINGS.** Directors' meetings will be held at such place and time as is convenient to them and as often and when required by the affairs of the corporation. Such meetings shall be open to members and associate members.

- 6. NOTICE AND QUORUM.** No formal notice of such meetings shall be required and the presence of a Director at such a meeting will be proof of notice thereof. Such notice may be given personally, by email, posting notice on the website or by telephone. A majority of the Directors shall constitute a quorum for the conduct of the corporation's affairs.

## ***ARTICLE IV***

### ***Officers and Appointed Positions***

- 1. TITLE, QUALIFICATION, AND ELECTION.** The officers of the corporation shall consist of a President, a Vice-President, a Treasurer, a Secretary, and an Officer at Large, each of whom shall be elected by the members, at the Annual Meeting of the Corporation. The offices of Secretary and Treasurer may be combined. The officers must be members in good standing and may be Directors. Such other officers or agents required for the conduct of the affairs of the corporation may be appointed by the Directors. Officers shall serve until their successors are elected.
- 2. VACANCIES.** A vacancy in any office of the corporation shall be filled by the Directors, and the officers so appointed shall serve until a successor is elected.
- 3. THE PRESIDENT.** The President shall have the active executive management of the corporation, subject to the control of the Directors. The President shall preside at all meetings of the membership and Directors, have authority to execute instruments authorized by the Directors, and perform such other duties as may be prescribed by the corporate articles, bylaws or Directors.
- 4. THE VICE-PRESIDENT.** The Vice-President shall assist the President in the management of the corporation, shall assume the duties of the President in his absence, and shall have such other duties as the Directors may prescribe.

5. **SECRETARY.** The Secretary shall keep the records of the corporation, will keep and transcribe minutes of its meetings, a list of its members and associate members and their addresses, and have such other duties as the Directors may require.
  
6. **TREASURER.** The Treasurer will keep the financial records of the corporation, be custodian of all monies and other valuables coming into its possession, shall be responsible for the proper deposit of the corporate funds and for the corporate bank accounts. The Treasurer will prepare or cause to be prepared and furnish statements of the corporation's financial condition (including an annual statement) required by the Directors of the membership and have such other duties as may be prescribed by the Directors.
  
7. **OFFICER AT LARGE.** Will perform duties as assigned or requested to perform.
  
8. **APPOINTED POSITIONS.** Officers, upon approval of voting members, may create and fill positions deemed necessary to the function of the Corporation. These positions may be volunteer or paid, as determined by the Officers.

## ***ARTICLE V***

### ***Shooting Disciplines***

1. **REQUEST TO BE RECOGNIZED.** Clubs, groups or organizations that conduct specific shooting events may request to be recognized by the corporation as a Shooting Discipline, allowing for additional range privileges.
  
2. **PRIVILEGES OF RECOGNIZED SHOOTING DISCIPLINES.** Recognized Shooting Disciplines will be granted preference at the annual range use scheduling meeting, be allowed to keep the main access gate open during the duration of their scheduled events, have access to corporation owned targets and related storage areas, access to the Club House as well as access to corporation owned equipment.

In addition, Shooting Disciplines are required to either collect the guest fee from nonmembers or verify that the fee was paid at a sign in station.

3. **SHOOTING DISCIPLINE RECOGNITION REQUESTS.** Requests to be recognized as a Shooting Discipline require A) Identification of the individual(s) responsible for being the contact person for the Shooting Discipline and who must be a member in good standing of the corporation; B) Present their request for recognition to the Board of Directors at a scheduled meeting to provide information about their Shooting Discipline; C) Have a majority of members at the meeting vote approval to recognize, on a probationary basis, the Shooting Discipline; D) After one year of probationary status, the Shooting Discipline may request formal recognition at a scheduled meeting, which if approved by vote by a majority of attending members, will be granted.
  
4. **SHOOTING DISCIPLINE REPRESENTATION.** Recognized Shooting Disciplines will be required to have a representative attend at least 80% of the scheduled monthly meetings. It is not required that this representative be the same person at each meeting. The representative will be responsible for providing an update of events and activities conducted by the Shooting Discipline, as well as payment of guest fees if collected at an event.
  
5. **SHOOTING DISCIPLINE REQUIREMENTS.** To continue recognition as a shooting discipline, disciplines must meet the following requirements that include, but are not limited to:
  - Events are conducted in a safe and manner and are considerate of others using the range.
  - Events, with the exception of ISU Shooting Sports Association events, are open to all who want to participate upon payment of entry fees, if any, and agreeing to follow all safety rules and use only discipline appropriate firearms, ammunition and safety equipment.
  - Have a representative attend at least 80%, generally nine (9) of the eleven (11), membership meetings during a calendar year, unless sufficient notice and reason are provided to the President.

- Provide appropriate care, use and maintenance of range provided material and facilities including targets, buildings and motorized and non-motorized equipment. This includes appropriate clean up after events.
- Collection of guest fees or ensuring such fees are paid at sign in locations.
- Provide updates at monthly meetings in regards to activities, attendance, events and related items.

Failure of a Shooting Discipline to abide by these requirements or deemed to have committed an egregious or flagrant act that could cause harm to the Corporation, its members or guests may have their recognition revoked. An opportunity for the Shooting Discipline to explain the situation will be provided at a scheduled Membership Meeting. The Board of Directors will make a final determination if recognition status is to stand, be revoked, or if other sanctions will be placed on the Shooting Discipline.

## ***ARTICLE VI***

### ***Financial Records and Transactions***

1. **BOOKS AND RECORDS.** The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the meetings of its membership and Board of Directors. The books and records shall be kept at the corporation's registered office and be available for inspection or examination by its members upon written request presented at a Membership Meeting.

#### **2. EXPENDITURE AUTHORITY**

2a. **TREASURER.** The Treasurer is authorized to use Corporation funds for payment of normal, reoccurring expenses incurred by the Corporation. These expenditures will be presented at the next Membership Meeting showing who payment was made to, the purpose and the amount.

2b. **INDIVIDUAL OFFICERS.** Each individual Officer of the Corporation is individually authorized to spend up to \$250 for unplanned or emergency expenses. An explanation of any such expenditure must be made at the next Member Meeting and include who payment was made to, the purpose and the amount.



2c. **OTHER EXPENDITURES.** All expenditures other than those covered by sections 2a and/or 2b above must be approved, after discussion, by a majority of Corporate Officers. Discussion of proposed expenditures will be held at a monthly Membership Meetings or other specially designated meetings. Though input from members may be solicited, members have no rights via voting or other means to authorize or approve expenditures of Corporation funds.

## ***ARTICLE VII***

### ***Facilities and Equipment***

1. **BUILDINGS.** All buildings and structures located on land owned or leased by the Corporation are property of the Corporation. The Corporation is responsible for insurance and property taxes for such buildings and structures.
  
2. **CONSTRUCTION AND MAINTENANCE.** Prior to the construction of a building or structure, a request must be made to Officers explaining the purpose, who is responsible for construction and maintenance, and other requested information. Only after approval by Officers may actual construction take place. Permanent structures require approval of the Bureau of Land Management prior to construction.
  
3. **BUILDING ACCESS.** If access to a building or structure is to be limited by the Shooting Discipline or other organization, the reason for such is to be approved by the Officers. The Corporation must be provided with keys to any locks placed on the building or structure to allow inspection, maintenance and access as needed. Failure to provide such access may result in the Corporation removing and replacing locks with the cost for such to be paid for by the operating Shooting Discipline or organization.

- 4. UTILITIES.** Utility costs for buildings that are used on a regular basis by multiple Shooting Disciplines and/or by the general membership will be paid for by the Corporation. Utility costs for buildings that are used primarily by a single Shooting Discipline or organization and do not substantially benefit the general membership will be paid for by the Shooting Discipline or organization that primarily uses the building. The Shooting Discipline or organization receiving primary use of the building will be responsible for purchasing and maintaining the necessary utilities. Any costs incurred for utilities on such a building by the Corporation will be passed to the Shooting Discipline or organization responsible. The costs incurred by the Corporation for these utilities will be determined by the Officers based on actual fees, expenses, or calculations based on prior fees.
- 5. EQUIPMENT.** Organizations and Shooting Disciplines are responsible for using Corporation provided equipment in a reasonable and safe manner. Any difficulties or problems are to be reported to an Officer as soon as is possible. Any fuel or other consumable items used during the operation of such equipment is to be replaced by the using Shooting Discipline or organization.

## ***ARTICLE VIII***

### ***Standard Operating Procedures***

**STANDARD OPERATING PROCEDURES (SOPs).** The Board of Directors is responsible for maintaining and updating the SOPs for various purposes and/or activities. These include, but are not limited to: Range Safety; Range Safety Officers; and Commercial Use of the Range. These SOPs will be maintained in a separate document from the bylaws and updated and/or added to as deemed necessary by the Board of Directors.

## ***ARTICLE IX***

### ***Amendments***

These bylaws may be amended by a two-thirds majority of the voting members at a special meeting called for that purpose, or at any regular meeting, provided notice of

the proposed amendment has been given in writing in the same form and fashion as required for notice of a special meeting.

I hereby certify that the foregoing are the bylaws adopted by the corporation by a majority vote of its members at its regular monthly meeting on June 17, 1993, as amended at its regular monthly meeting on April 18, 2019, as amended at its regular monthly meeting on November 19, 2020, and as amended at its regular monthly meeting on November 16, 2023.