

BY-LAWS
OF
THE CASTLE PISTOL CLUB



REVISED March 13, 2018

CASTLE PISTOL CLUB BY-LAWS

ARTICLE 1: NAME

The name of this organization shall be known as the CASTLE PISTOL CLUB.

ARTICLE 2: PURPOSE

The primary purpose of this organization is to serve New Castle and surrounding area communities by:

- A: Encouraging organized pistol shooting among people in the area.
- B: Imparting knowledge of the safe handling and proper care of firearms.
- C: Providing facilities and expertise to Improve marksmanship.
- D: Encouraging the development of those characteristics of honesty, good fellowship, self-discipline team play, and self-reliance which are the essentials of good sportsmanship.

ARTICLE 3: MEMBERSHIP

Any U.S. citizen and/or lawful permanent resident (green card holder) that is twenty-one (21) years of age or older may become a voting member of the Castle Pistol Club. Prospective members must submit payment of fees and dues with their application. Applicants will be voted on at a monthly meeting by the membership in attendance.

ARTICLE 4: DUES

A: A voting member's annual dues will be set by the majority vote of the members present at the annual meeting. There will be no additional dues change during that calendar year. Dues are payable each year between January 1 and January 31.

B: New members will pay the regular annual dues with an additional \$30.00 initiation fee. Both the dues and the initiation fee must accompany the application for membership. Applicants accepted after June 30 will pay one-half of the annual dues plus the full initiation fee.

C: Family memberships include a 50% reduction in dues for the spouse if both memberships are paid at the same time. Family memberships also permit immediate family members under the age of 21 who reside at the family residence to use the Pistol Club ranges when accompanied by a parent or guardian. Range fees in this instance will be the same as regular membership range fees.

D: Dues will be considered in arrears after January 31. There will be an additional fee assessed (\$5.00) upon payment of the dues after January 31. No member of the club whose dues are in arrears shall be eligible to vote or enjoy other privileges or benefits offered by the club. If dues and additional fees are not paid on or before March 31, of that calendar year membership will be revoked.

E: If a former member rejoins the Castle Pistol Club within three (3) years of his previous membership, the initiation fee for new members will be waived.

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ARTICLE 5: CLUB OFFICERS

The officers of the club are:

President	Director (outgoing president)
Vice-president	Director
Treasurer	Director
Secretary	Advisor
Chief Instructor	Advisor
Indoor/outdoor range officer	

The officers of the club will be elected at the following times:

EVEN YEAR ELECTIONS:

ODD YEAR ELECTIONS:

President	Secretary
Vice-president	Chief Instructor
Treasurer	Indoor/Outdoor Range Officer
Director	Director
Advisor	Advisor
Director (outgoing president)	

Membership Secretary

Volunteer position

The Club officers, acting together, shall constitute the Executive Board. They shall be elected by a majority vote, by ballot, of the quorum present at the annual meeting. They shall hold office for two years or until their successors are elected.

The outgoing President will become one of the three Directors and will serve in that position for a two-year term. The other two Directors will also serve two-year terms.

The Executive Board shall have general control and supervision of all activities of the club.

Meetings of the Executive Board shall be held regularly at such time and place 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 three members of the committee. 51% of the Executive Board shall constitute a quorum.

Resignation of any officer may be accepted by a majority vote of the remaining members of the Board.

A vacancy in the Executive Board may be filled by a majority vote of the remaining members of the Board. If more than one vacancy exists, a special meeting of the club shall be called and new officers shall be elected to fill the vacancies until the date of the next annual meeting.

No officer may hold the same office for more than two consecutive two-year terms unless an extension is requested by the Executive Board and a vote of the quorum present at the annual meeting. If another member is nominated for the position and that member accepts the nomination, both names will be placed before the membership for a vote.

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ARTICLE 6: DUTIES OF THE OFFICERS:

PRESIDENT: Shall preside at all meetings of the Club and Executive Board. He shall be an ex-officio member of all regular and special committees and shall perform all such other duties that usually pertain to his/her office.

VICE-PRESIDENT: Shall perform the duties of the *President* in his/her absence or request.

SECRETARY:

1. Shall conduct all official correspondence for the club. This includes the proper preparation and forwarding of all reports required of the club by the NRA and the Director of Civilian Marksmanship.
2. Shall notify the members of the Executive Board of all meetings, and shall notify all club members of special and annual meetings.
3. Shall keep the minutes of all Executive, Regular, and Annual meetings.
4. Shall have custody of the books and papers of the club, except for those accounts of the *Treasurer*.

TREASURER:

1. Shall be responsible for the collection of all fees, dues, and billing.
2. Shall be responsible for the re-affiliation of the club with the NRA.
3. Shall have charge of all funds of the club, and will place them in such bank, or banks as may be approved by the Executive Board. Money shall be withdrawn by checks signed by the *Treasurer* and one other *Officer* to be designated by the Executive Board.
4. Shall pay upon receipt, normal expenditures such as rent, utilities, taxes, postage, office supplies, building maintenance, payroll deductions, and clubhouse refreshments. Any transaction that is not a regular monthly expense shall be approved by a majority vote of the Executive Board or by a majority vote of the quorum present at any membership meeting.
5. There shall be only five sources of authority to spend money:
 - A. The By-laws
 - B. General membership meeting
 - C. Executive board
 - D. Statutory, required by law, i.e., payroll taxes, workers compensation, etc.
 - E. Budgeted monies
6. Shall keep an accurate account of all transactions, will give a report at each regular meeting, will render a detailed report with vouchers at any meeting of the Executive Board when requested, and will present an annual report to the organization at the annual meeting.
7. The account books of the club shall be audited once a year by a competent auditor.
8. Shall receive all applications for membership in the Pistol Club along with the Membership Secretary.

CHIEF INSTRUCTOR:

1. Shall have charge of all small arms instruction, with authority to appoint his/her assistants.
2. Shall contract no bills without the authorization of the Executive Board.

INDOOR/OUTDOOR RANGE OFFICER:

1. Shall be in charge of the indoor and outdoor ranges of the club, the printing of score cards, the arranging of competitions, etc.

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2. Shall make a timely accounting to the *Treasurer* of all the income and expenses for the operation of the indoor and outdoor ranges.
3. Shall contract no bills without the authorization of the Executive Board.

ADVISOR: Shall be an experienced member of the club. Drawing on their past experience and knowledge of the Pistol Club, their duties will include advising new officers.

DIRECTOR: Shall assist in an advisory capacity to any officer or member of any committee as to the running of club activities.

MEMBERSHIP SECRETARY:

1. Shall maintain all membership records including but not limited to the updated and past membership lists.
2. Shall receive all new memberships applications, along with the Treasurer, and annual renewals and record them.
3. Shall present all new prospective membership applications at the monthly membership meeting.
4. Shall issue all new membership cards and maintain and issue access control to them as deemed by the By-laws.

ARTICLE 7: MEETINGS

Regular Meetings: The regular business meetings of the club are held on the second Tuesday of each month, at a time and place fixed by the Executive Board.

Annual Meeting: The annual meeting of the club will be a regular December meeting. If the annual meeting does not take place at the fixed time, It shall be held within a reasonable time thereafter, and the officers will remain In office until their successors are elected.

Quorum: A majority of the members in good standing present at a meeting constitutes a quorum. Any business requiring a vote of the membership at any regular or special meeting requires that a quorum be present.

ARTICLE 8: SUSPENSION OR EXPULSION

Charges against any officer or member may be preferred by any member in good standing. They shall be in writing, clearly stating the facts relied upon, and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the *Secretary*, who will immediately inform the *President*. The *President* will call a meeting of the Executive Board to hear the charges. The *Secretary* will give at least 15 days notice of the meeting to each member of the Executive Board, and the accuser, and to the accused. This notice will be in writing and will include a true copy of the charges and the supporting affidavits and exhibits.

Any member may be expelled or suspended from the club, for any cause deemed sufficient, by two-thirds vote of the members of the Executive Board at any regular or special meeting of the Board. No vote on such suspension or expulsion may be taken unless 15 days notice, in writing, shall have been given to the member. This written notification must include the reason/s why the suspension or expulsion is being considered and must include the time and place of the Executive Board meeting at which the vote for removal will take place. The member will be given a full hearing at this meeting before any vote is taken.

Any member expelled or suspended by the Executive Board may appeal to the full membership of the club. Such appeal shall be made to the *Secretary*, who will notify the *President*. The *President* will call a special meeting of the club for the purpose of acting on the appeal. The *Secretary* shall give at least 15 days notice in writing to all club members in good standing, and to the suspended or expelled, stating the

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date, time, place, and reason for the special meeting. At the meeting of the full club the *Secretary* will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Executive Board at which the charges were heard and action taken. A full hearing will be given the accuser and accused. A vote will be taken by ballot, and two-thirds vote of the quorum present shall be required to reverse the action of the Executive Board.

Any Officer may be removed by a two-thirds vote of the quorum present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless 15 days notice in writing shall have been given to the officer. This written notification must include the reason(s) why the removal is desired, and must include the time and place of the special meeting at which the vote for removal will take place. The officer will be given a full hearing at this meeting before any vote is taken.

The N.R.A. shall be given a complete report whenever a member of the club is suspended or expelled showing charges and action taken.

Any official or member of the club who has been suspended or expelled by the N.R.A shall automatically stand suspended or expelled from this club immediately upon receipt of official notice by the *Secretary* of the club from the *N.R.A.*

ARTICLE 9: AMENDING THE BY-LAWS

Any proposed amendments to these by-laws may be introduced by any member of the club, at any regular or special meeting called for this purpose. A committee will be formed by the executive board to examine such a request. These amendments must be acted upon by the club membership at a regular meeting or a special meeting for this purpose. The proposed amendment(s) will be read at three consecutive regular meetings and written copies of the proposed changes will be posted at the Pistol Club. A two-thirds vote of the quorum present will be necessary to pass any amendments.

ARTICLE 10: RULES OF ORDER

“Robert’s Rules of Order” shall prevail for administering the monthly membership meetings and the executive board meetings.

WE HEREBY CERTIFY THAT THESE BY-LAWS HAVE BEEN ADOPTED BY THIS CLUB:

PRESIDENT _____	Signed original on file _____	DATE: <u>03/13/2018</u>
	Dennis Simon	
VICE-PRESIDENT _____	Signed original of file _____	DATE: <u>03/13/2018</u>
	Kenneth Linton	
SECRETARY _____	Signed original on file _____	DATE: <u>03/13/2018</u>
	David P. McIltrout	
TREASURER _____	Signed original on file _____	DATE: <u>03/13/2018</u>
	Douglas Aller	