

**BY-LAWS**  
**OF**  
**ALLEGHANY RIFLE ASSOCIATION, INC**

**ARTICLE I – ORGANIZATION**

**Section 1- NAME:** The name of this organization shall be: The Alleghany Rifle Association, Inc., herein after referred to as the “Organization”.

**Section 2- SEAL:** The Organization shall have a seal which shall be in the following form:

**ARTICLE II – PURPOSE**

**Section 1-** The Alleghany Rifle Association, Inc. is a 501c3 tax exempt, non-profit organization formed to promote the enjoyment of recreational and competitive shooting sports for its membership and the public; to provide facilities and services to other local community organizations while protecting the rights guaranteed by the United States Constitution for all Americans.

**ARTICLE III - MEMBERSHIP**

Membership in the Organization shall be open to all those who:

**Section 1-** Comply with all requirements of the ARA Application for Membership.

**Section2-** Are selected by the Board of Directors for Lifetime or Honorary membership.

**(a). Lifetime Members** shall be Members who have given exemplary and outstanding service to the Organization during their membership. The Board of Directors shall establish the criteria and elect said Lifetime Members. Lifetime Members shall have all rights and privileges of membership and be subject to all obligations except the payment of annual dues.

**(b). Honorary Members** shall be non-member individuals who give or have given exemplary and outstanding service to the Organization or the community. The Board of Directors shall establish the criteria and elect said Honorary Members. Honorary Members shall have all rights and privileges of membership except the right to vote in any election of officers, directors or members. Honorary Members shall not be responsible for the payment of annual dues.

#### **ARTICLE IV – HARASSMENT**

**Section 1-** As used in this Section, harassment means any verbal or physical conduct including threatening or obscene language, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, any unwelcomed sexual advances, or invasion of the personal space of another, or any other conduct with the purpose or effect as to potentially bring bodily harm to any individual, or cause damage to property or the loss of revenue to the Organization, while on ARA, Inc. property, or at any event sponsored by ARA, Inc..

#### **ARTICLE V – DISCIPLINE**

**Section 1 –** Any member of the Organization may be reprimanded, placed on probation, suspended or expelled for harassment of any Organization Officer, Director, Member, Member’s Guest or Guest of the Organization after a hearing in accordance with the established procedures of the Organization.

**(a) –** The determination of probable cause shall be made by the Investigatory Team comprised of the President, Vice President and one member

of the Board of Directors to be selected by the President. If the complaint names any Officer or Director of the Organization, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

**(b)** – The parties to the complaint, and witnesses to the incident, will respond to all requests for information from the Investigatory Team. This information may be requested in written form or may require a personal interview. Refusal to cooperate with the enquiry by either party will be viewed by the Investigative Team as a position of “no contest”.

**(c)** - Upon the finding of probable cause by the investigatory team, a decision of the appropriate disciplinary action to be taken shall be made by the Board of Directors. The finding of the Board of Directors will be final.

## **ARTICLE VI – MEETINGS**

**Section 1-** The **annual membership meeting** of the Organization shall be held on **the second Saturday in September** each and every year except if such day is a legal holiday. In that event the Board of Directors shall fix the date but it shall not be more than two weeks from the date fixed by these by-laws. The secretary shall mail or e-mail to every member at his or her address as it appears in the membership roll book of the Organization a notice telling the time and place of such annual meeting.

The presence of not less than seven (7) members shall constitute a quorum and shall be necessary to conduct the business of the Organization; but a lesser number may adjourn the meeting for a period of not more than 4 weeks from the date scheduled by these by-laws and the secretary shall mail or e-mail to all those members who were not present at the meeting originally called. A quorum as hereinbefore set forth shall be required at any adjourned meeting.

**Section 2- Special Meetings** of the Organization may be called by the president when he or she deems it to be in the best interest of the Organization. Notices of such meeting shall be mailed to each member at his or her address as it appears in the membership roll book at least 7 days prior to the scheduled date set for

such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called.

At the request of 4 members of the Board of Directors or 20% of the members of the Organization the president shall cause a special meeting to be called. Such request must be made in writing at least 14 days before the requested scheduled date.

Only the business specified in the notice may be transacted at a special meeting without the unanimous consent of all the members present at the meeting.

## **ARTICLE VII – ORDER OF BUSINESS**

- 1- Call to Order and Welcome
- 2- Reading of Minutes of preceding meeting
- 3- Reports of Committees
- 4- Reports of officers
- 5- Old and Unfinished Business
- 6- New Business
- 7- Good and Welfare
- 8- Adjournment

## **ARTICLE VIII - QUALIFICATIONS OF OFFICERS AND DIRECTORS**

**SECTION 1** – Applicants for position as an Officer or Director in the Organization must be a Member in good standing for at least five (5) consecutive years prior to the date of application.

**SECTION 2-** Applicants for position as an Officer or Director in the Organization must have previously held and fulfilled the obligations of a position of responsibility in the Organization such as: Range Master, Committee Chairperson, Match Organizer, PR Representative, etc., or a member meeting the qualifications

stated in Section 1 above who possesses certain professional or business expertise that would benefit the Organization.

## **ARTICLE IX – OFFICERS**

**SECTION 1 – Officers:** The officers of the Organization shall be as follows: Past President, President, Vice President, and Secretary / Treasurer.

**SECTION 2 – Duties of officers:** The duties of the officers of the Organization shall as follows, and any additional duties as may be assigned to them by the Board of Directors.

**(a). Past President:** The outgoing President shall occupy the non-elective position of Past President, having full rights, privileges and powers as do other members of the Board of Directors. The Past President will be available to assist the President and Board of Directors in any capacity or manner deemed to be in the best interest of the Organization.

**(b). President:** The President shall preside at all membership meetings, by virtue of the office be Chairperson of the Board of Directors, present at each annual meeting of the Organization an annual report of the work of the Organization. See that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign the checks or drafts of the Organization, and have such powers as may be reasonably construed as belonging to the chief executive of any organization.

**(c). Vice President:** The Vice President shall in the event of the absence or inability of the President to exercise his or her office become acting President of the Organization with all the rights, privileges and powers as if he or she had been duly elected President.

**(d). Secretary:** The Secretary shall keep the minutes and records of the Organization in appropriate books, file any certificates required by any statute, federal or state, give and serve all notices to members of the

Organization, be the official custodian of the seal of the Organization, be one of the officers required to sign the checks and drafts of the Organization, present to the membership and the Board of Directors at any meetings any communications which shall be addressed to the Secretary of the Organization, attend to all correspondence of the Organization and exercise all duties incidental to the office of Secretary.

**(e). Treasurer:** The treasurer shall have the care and custody of all monies belonging to the Organization, be solely responsible for such monies or securities of the Organization and be one of the officers who shall sign checks or drafts of the Organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

## **ARTICLE X - BOARD OF DIRECTORS**

**SECTION 1-** The business of the Organization shall be managed by a Board of Directors consisting of 7 members, which shall include the 4 officers of the Organization. These officers are Past President, President, Vice President, and Secretary / Treasurer.

**SECTION 2** -The directors to be chosen for the ensuing term shall be voted on at the annual membership meeting of the Organization. The voting shall be by paper ballot. The directors shall serve for a term of 2 years. In order to maintain continuity of purpose terms of the Directors shall be staggered so as to prevent more than 2 directors being voted onto the Board of Directors in any given term.

**SECTION 3** -The Board of Directors shall management the affairs and business of the Organization. Such Board of Directors shall act in the name of the Organization only when it shall be regularly convened by its Chairman after due notice has been delivered to all Directors of said meeting.

**SECTION 4** -Four (4) members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held regularly during the first month of each quarter.

**SECTION 5** -Each Director shall have one vote and said vote may not be made by proxy.

**SECTION 6** -The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion deem necessary.

**SECTION 7** - Vacancies in the Board of Directors shall be filled by a simple majority vote of the remaining members of the Board of Directors for the balance of the term.

**SECTION 8** - The President of the Organization by virtue of the office shall be Chairperson of the Board of Directors.

## **ARTICLE XI – ELECTION OF OFFICERS AND DIRECTORS**

**SECTION 1** – Not less than 60 days prior to the election, the President shall appoint subject to the approval of the Board of Directors at least three (3) Members to a Nominating / Recruiting Committee. The Committee shall have the duty to certify a candidate or candidates to run for office. The Committee shall also have the duty to recruit a candidate or candidates to run for an office for which no qualified Member has applied.

Any Member wishing to place a name in nomination for an office or directorship in the Organization shall notify the Secretary in writing not less than 45 days prior to the date of the election. The position being sought by the applicant must be clearly stated in the communication to the Secretary. All applicants for nomination will be screened by the Nominating / Recruiting Committee to ensure that the applicant is qualified to seek election.

**SECTION 2** – In the event that the Committee is unable to nominate or recruit a candidate for a particular office or directorship, the sitting officer or director may be recruited to run unopposed for the position that he or she currently holds.

**SECTION 3**- Not less than 1 month prior to the election the Committee shall prepare a slate of nominees for consideration by the Membership and present said list to the Secretary. The Secretary shall create a ballot based on the information from the Committee. The ballot shall be mailed or emailed to each Member eligible to vote at least two (2) weeks prior to the election. All returned ballots will remain sealed until the date of the election at which time they will be opened and counted by the inspectors of election duly appointed by the President.

**SECTION 4** – The election of officers and directors shall be held at the annual Meeting of the Organization scheduled for the second Saturday of September. Election shall be by ballot. Proxy voting will not be allowed. The ballot shall contain the names of all candidates and the offices for which they are nominated.

**SECTION 5**- The tenure, rights and privileges of those elected shall commence on the first day of January of the following year in order to facilitate an orderly transfer of responsibilities. Newly elected members are welcome to attend and observe at any and all meetings of the current Board of Directors, however voting privileges will commence upon the first Board meeting of the following year.

## **ARTICLE XII – VOTING**

**SECTION 1**- At all meetings all votes shall be by voice, except for the election of officers, directors and the approval of new members. Ballots shall be provided and there shall not appear on such ballot any mark or marking that might tend to indicate the person who cast the ballot.

At a regular or special meeting, if a majority so required, any question may be voted upon in the manner and style provided for election of officers and directors.

**SECTION 2**- At all votes by ballot the President or ranking member of the Board of Directors shall be the Chairperson of the Election. Immediately prior to the commencement of balloting the Chairperson shall appoint a committee of three who shall act as “Inspectors of Election” and who shall at the conclusion of such balloting certify in writing to the chairperson the results and the certified copy of the results shall be affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for the office being voted upon.

**Section 3**- The reading of, and voting on, new member applications of the Organization shall be at the monthly business meeting which shall be held on the second Thursday night of each month. A minimum of seven (7) members must be present in order to vote on new members. If a quorum is not present, the reading and or voting shall be resumed at the first meeting of the following month. The sponsoring member must represent the applicant by attending the meeting at which the application is read.



## ARTICLE XIII – SALARIES

**Section 1-** The Board of Directors shall hire and fix compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of the Organization.

## ARTICLEL XIV – COMMITTEES

**Section 1 – Standing Committees:** The standing committees of the Organization shall be as follows:

Competition

Buildings and Grounds

Fund Raising

Public Relations

**Section 2 – Special Committees:** The President shall appoint subject to confirmation of the Board of Directors, special committees as deemed necessary.

**Section 3 – Committee Members:** The President shall appoint Members to all committees subject to the confirmation of the Board of Directors.

**Section 4 – Organization:** All committees shall be of such size and shall have duties, functions, and powers as assigned by the President or the Board of Directors.

**SECTION 5 -** The President shall appoint, subject to confirmation of the Board of Directors, a Chairperson of each committee. The Chairperson of a committee shall be responsible for recording minutes of every meeting of his or her committee. The Chairperson of each committee shall communicate to the President the minutes of all meetings, and any recommendations of his or her committee to the President for presentation to the Board of Directors.

**Section 6 – Removing committee members:** The President may remove a committee member subject to confirmation of the Board of Directors for reasons specified in the Rules and Regulations of the Alleghany Rifle Association, Inc.

**SECTION 7 - President:** The President shall be an ex-officio member of all committees, except the Nominating / Recruiting and Election Committees, and shall be notified of all committee meetings which may be attended by the President at his or her discretion.

#### **ARTICLE XV - DUES**

**SECTION 1** – The annual dues of the Members shall be set by the Board of Directors.

**SECTION 2-** The annual dues of the Organization shall be due and payable on the first day of January of each and every year. Any member whose dues are unpaid on the fifteenth day of March will be assessed a \$25.00 late fee. Failure to remit dues by the fifteenth day of March will result in all rights and privileges of membership being suspended until all dues and late charges are paid. Failure to remit dues for two (2) consecutive years shall void the Membership.

#### **ARTICLE XVI – FISCAL AND ELECTIVE YEAR**

**SECTION 1** – The fiscal and elective year of the Organization shall be from January 1 through December 31.

#### **ARTICLE XVII - RULES OF ORDER**

**SECTION 1 – ROBERT’S RULES OF ORDER**, latest edition shall be recognized as the authority governing the meetings of the Organization, its Board of Directors and all Committees.

## **ARTICLE XVIII –ACCEPTANCE OF BYLAWS AND AMENDMENTS**

**SECTION 1** – An affirmative vote by a minimum of 30 members of the Organization or 20% of the total membership of the Organization, whichever is greater, shall constitute acceptance of these Bylaws.

**SECTION 2-** Proposed amendments to these Bylaws shall be presented in written form to the Board of Directors. The President shall set a date for a special meeting to consider the amendment. Not less than 2 weeks prior to the meeting date, the Secretary shall send to each Member in good standing a ballot with the proposed Amendment clearly stated. The voting options shall be simply to **accept** the proposed amendment or to **reject** the proposed amendment. Each member is limited to one vote. The ballot shall have a signature line. Each ballot must be signed in order to be counted and must be received via USPS or e-mail prior to the time of the special meeting. An amendment shall be accepted when approved by 30 members of the Organization or 20% of the total membership of the Organization, whichever is greater.

## **ARTICLE XIX - DISSOLUTION OF THE CORPORATION**

**Section 1-** In the event that the Organization should dissolve, all funds and other assets of the Corporation shall be given to a tax exempt, non-profit organization. The Board of Directors in good standing at the time of dissolution shall have sole discretion in determining the distribution of the assets of the Organization.

