

BY LAWS
RULES AND REGULATIONS
ADMINISTRATIVE CODE

LIBRARY
SPORTSMEN'S
ASSOCIATION

NON-PROFIT CORPORATION

UPDATED JULY 2014

**BY LAWS
OF
LIBRARY
SPORTSMEN'S
ASSOCIATION**

NON-PROFIT CORPORATION

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ARTICLE 1

NAME

The name of the private club, incorporated under the laws of the Commonwealth of Pennsylvania, shall be The Library Sportsmen's Association.

ARTICLE 11

PURPOSE

To encourage the conservation of natural resources, especially game, fish, forests and stream; to instruct members in the lawful use of firearms; to conduct gun shoots and target practice with firearms; to conduct social affairs and sporting events; to promote ethics among sportspersons; to provide facilities for social enjoyment, pleasure and recreation and to do all things which are lawful under existing laws.

ARTICLE 111

MEMBERSHIP

Senior Members

Section I

United States citizens or resident aliens, twenty-one years of age or over and eligible under Federal and Pennsylvania law to possess firearms, may become senior members of the Association by applying through the Membership Committee. Said applicants shall be sponsored by two (2) members in good standing, receive approval by a majority of the membership committee, pass a background check, and be approved by 2/3 majority of the directors at a regular Board of Director's meeting, and shall pay initiation fee and annual dues.

In the event a quorum was not present at the scheduled directors meeting the applicant is granted temporary membership that is in effect until the next regular directors meeting that has a quorum.

Section II

Initiation fees and dues may be changed annually by the recommendation of the Board of Directors and approval of the members at a regular or annual Membership meeting.

Section III

The Board of Directors shall have the power to suspend or expel any member of the Association for willfully violating its Rules and Regulations or for having been convicted of a crime making the member ineligible to possess a firearm under federal or Pennsylvania law unless granted a pardon or had reinstatement of firearm rights granted by competent authority. A vote of two-third of the Directors present at a meeting duly held shall be required to suspend or expel a member. The decision of the Board of Directors shall be final and not subject to appeal.

Section IV

Membership shall be limited to 1500 senior members.

Section V

Junior Members

Any member of the Association upon request to the Secretary may have his or her children, or grandchildren with custodial parents' permission, between the ages of twelve (12) through twenty (20) enrolled as a junior member and entitled to receive a membership card. Junior members are exempt from paying dues and shall not have voting privileges. A request for junior membership shall be approved by a two-third vote of the Directors present at a regular Directors meeting.

Section VI

Junior members between the ages of twelve (12) and eighteen (18) shall require the supervision of a senior member to use the club facilities at all times. Junior members eighteen (18) years of age and older may shoot at regular Club shoots practice or registered, without being accompanied by a senior member. No junior member may use the club facilities "off hours" unless accompanied by the sponsoring senior member.

If a sponsoring senior member dies whose children or grandchildren are junior members, those members may remain as junior members

with the consent of their parents or guardian, upon approval by a two-third vote of the Board of Director's at a regular Directors meeting, provided they are sponsored by a senior member.

Junior members reaching the age of twenty-one (21) shall have precedence over other applications in obtaining senior membership. They shall be admitted to senior membership if approved by a two-third vote of the Board of Directors at a regular Board of Directors meeting. They shall not be required to pay any initiation fee and the maximum quota in Section IV shall have no bearing on this transaction.

Section VII

Any senior member age sixty-five (65) or older who has been a member of the Association for twenty-five (25) continuous years may elect to become an Emeritus Member. Upon making such an election, the member shall not be required to pay annual dues or assessments and shall be entitled to all privileges of senior members. Emeritus Members shall not be counted in determining the membership limit set in Section IV.

ARTICLE IV OFFICERS AND DIRECTORS

Section I

The officers of the Association shall consist of a President, Vice President, Secretary, and Treasurer. No Officers may be related by blood or marriage. The officers shall be elected by the membership as set forth in Section V and serve for a term of two years. If at the Annual meeting an officer's position cannot be filled according to Section V, the membership may authorize by majority vote of those members present that the current holder of the position remain in office for another term of one year. In the event of a vacancy in the office of President, the Vice President shall become President. The president shall not be a member of the Board of Directors. The Vice president, when acting as President, cannot vote as a member of the Board of directors in the event that the Vice president is such a member. An Officer may serve no more than two successive terms. Any Officer missing three consecutive Director's meetings or three consecutive Membership meetings shall be deemed to have vacated the office and shall be replaced by the Board of Directors.

Section II

The business and affairs of the Association shall be overseen by the Board of Directors consisting of twelve (12) members who shall be elected for two (2) year terms at the Annual meeting. The Board of Directors may appoint committees of the Board to advise the Board on policy matters. No Director may serve more than two (2) successive terms. If at the Annual meeting a Director's position cannot be filled according to Section V, the membership may authorize by majority vote of those members present to have an existing director continue in the position for another one (1) year term. A Director has no authority to act individually except as directed by the Board of Directors as a whole at a regular meeting of the Board of Directors.

Section III

The President shall appoint a three (3) member Nominating Committee to nominate members for election as Officers and Directors. Nominations may also be made by any senior or emeritus member at the Annual meeting.

Section IV

The Board of Directors shall fill vacancies in the Offices of Vice President, Secretary, Treasurer or Board of Directors until the Annual meeting when the membership shall elect a successor to fill the unexpired term. To fill a vacant Directors position, the Board of Directors shall appoint the member with the next highest vote count from the previous election. Any Director missing three consecutive Director's meetings or three consecutive membership meetings shall be deemed to have vacated the office and shall be replaced by the Board of Directors.

Section V

The Officers named in Article IV, Section I shall be elected at the Annual meeting by a majority vote of the senior members present. Nominations may be made by the Nominating Committee or by members entitled to vote at the Annual meeting. To be eligible for office or to vote a member must be in good standing. All voting shall be by secret ballot and a majority vote of those voting shall be required. In the event that no majority is received on the first ballot, the two members receiving the highest number of votes shall be candidates and additional votes shall be taken until one receives a majority.

Section VI

The Board of Directors shall oversee all business of the Association. It shall see to the maintenance of all books and records, authorize all disbursements, maintain complete minutes of all of its actions, require monthly inventories of all targets and shells, require sealed bids for the purchase of targets and award the purchase to the lowest responsible bidder, require sealed bids for any expenditure in excess of Five Thousand Dollars (\$5000.00) and award the purchase to the lowest responsible bidder, be responsible for the supervision of shoot management, shall, upon recommendation of the President authorize the creation of committees necessary for carrying on the business and affairs of the Association, oversee the maintenance of all grounds, buildings and equipment and see to it that all things necessary to properly manage the association are done. In the event of an emergency, the President is authorized to make purchases without sealed bids with the verbal permission of a majority of the Board members. Such permission may be accomplished by telephone polling.

ARTICLE V MEETINGS

Section I

The Annual meeting of the Association shall be held on Thursday during the third week of September beginning at 7:30pm prevailing time at the Club grounds.

Section II

The membership meeting of the Association shall be on Thursday during the third week of the month at 7:30pm.

Section III

Special membership meetings may be called at any time by the President or by written petition of fifty members (50) of the Association. Notice of all special meetings shall be in writing and shall state the time, place, and purpose of the meeting. This notice shall be mailed to each member at least ten days prior to the meeting. If the Association has a record that a member accepts electronic communication from the Association, then electronic communication may be used in lieu of normal mail for such members.

Section IV

The President or Board may reschedule any regular Membership meeting except the Annual meeting. Notice of a rescheduled meeting shall be in writing and shall state the new time and place of the rescheduled meeting. This notice shall be mailed to each member at least ten days prior to the rescheduled meeting. If the Association has a record that a member accepts electronic communication from the Association, then electronic communication may be used in lieu of normal mail for such members.

Section V

The Board of Directors shall meet at least monthly though the Directors may at their discretion vote at any regular meeting of the Board to cancel the following meeting or meetings if it is apparent that a quorum will not be met. There will be no official business conducted if a quorum of directors is not present. Notice of such cancellation shall be posted on the bulletin board at the Skeet, Main Clubhouses and Indoor Pistol Range. The Directors shall meet on the second Tuesday at 7:30 p.m. at a place that they designate. Special meetings of the Board may be called at any time by the President or by a request in writing of four (4) members of the Board of Directors. Notice of all special meetings of the Board of Directors shall be in writing stating the time, place, and purpose of the meeting, mailed to each Director and posted on the bulletin board at the Skeet, Main clubhouses and Indoor Pistol Range ten days prior to such meeting. Members of the Association shall be permitted to attend all Board meetings.

Section VI

At all meetings of the Association a quorum shall consist of forty (40) members. At all meetings of the Board of Directors a quorum shall consist of nine (9) members.

ARTICLE VI DUTIES OF OFFICERS

Section I President

The President shall preside at all membership and Board of Directors meetings; shall conduct the meetings pursuant to Robert's Rule of Order; shall see to the implementation of the Board's policies; shall appoint all operating committees and committee

heads; shall vote at Board meetings in the event of a tie vote by the Board, shall perform the duties customary to such office and those delegated by the Board of Directors.

Section II

Vice President

The Vice President shall preside at all Membership and Board of Directors meetings in the absence of the President; fulfill the duties of the President should that office become vacant; shall perform the duties customary to such office and those delegated by the President and/or the Board of Directors.

Section III

Secretary

The Secretary shall keep detailed and accurate Minutes of all meetings of the Association and the Board of Directors; shall maintain the membership roster; shall maintain a follow-up file for all pending actions of the Board of Directors; shall be responsible for all matters required by these By-Laws; shall maintain a list of prospective members; shall distribute a copy of these By-Laws, the Rules and Regulations and the Administrative Code to all new members; shall maintain all correspondence; shall issue dues statements and remit all funds to the Treasurer; shall supervise the sealed bidding process; shall secure a post office box for the handling of club mail ; shall perform the duties customary to such office and those delegated by the President and/or the Board of Directors.

Section IV

Treasurer

The Treasurer shall be responsible for the financial affairs of the Association; shall maintain complete and accurate books of account; shall establish controls over all Association funds; shall be a permanent member of the Cash Count Committee and be present at each bi-monthly cash count of the receipts of the Association which shall occur on or near the first and fifteenth of each month; shall oversee a monthly inventory of all targets; shall see to the filing of all tax returns and required Federal and State reports and forms; shall issue 1099 forms to anyone contracted and received payment for services over \$600.00 in a fiscal year; shall see to the payment of all bills and expenses; shall provide and present annually to the Board of Directors no later than at its regularly scheduled November meeting a projected budget for the following fiscal year; shall

perform the duties customary to such office and those delegated by the President and / or the Board of Directors.

ARTICLE VII CARE OF FUNDS

Section I

It shall be the duty of the Officers and the Board of Directors to see that the counting of the Association's funds shall be overseen at all times by four members, one of whom shall be the Treasurer and one of whom shall be another Officer or a Director.

Section II

The funds of the Association shall be deposited into such insured financial institutions as may be approved by the Treasurer and /or the Board of Directors. Such deposits must be made bi-monthly on or near the first and fifteenth of each month.

Section III

The Board of Directors may establish separate accounts as needed but all accounts shall be overseen by the Treasurer. All expenditures shall be paid by check drawn on the Association funds and signed by the President and Treasurer. The Treasurer shall be permitted to pay either electronically or by check all regular normal reoccurring operating expenditures and report those payments monthly to the Board of Directors at the Board's monthly meeting. All other operating expenditures shall be presented to the Board of Directors at the Board's monthly meeting for approval before payment. Capital expenditures in excess of Five Thousand Dollars (\$5000.00), after the Board of Directors has approved such expenditures, shall require approval of the membership.

Section IV

The Treasurer, following the regular monthly Board of Directors meeting, shall post a financial accounting of the Club funds, including the previous month's expenditures, year-to-date expenditures and account balances and other financial information necessary to understand the financial conditions of the Association on the club bulletin board.

**ARTICLE VIII
DUES**

The fiscal and membership years are the same 12 month period from July 1 and ending the following June 30.

All dues for the upcoming year and all assessments for the previous year shall become due and payable by June 30. Any member's advanced dues or previous assessments not paid by June 30th shall be considered delinquent and the member's name shall be removed from the membership roll of the Association. Any new member joining April 1 or later in the current membership year shall pay a reduced fee of ½ the annual dues then in effect.

**ARTICLE IX
AMENDMENTS**

The By Laws may be repealed, altered or amended in the following manner:

Section I

The Membership may recommend to the Board of Directors by means of a petition signed by at least twenty-five (25) members in good standing that these Bylaws are repealed, altered or amended, or the Board of Directors may originate the repeal, alteration or amendment of these by-laws.

Section II

After approval by the Board of Directors these Bylaws may be repealed, altered or amended at any meeting of the Association by a two-third vote of the members present, a full quorum being required and the meeting duly held. Notice of the proposed change or changes shall be mailed and/ or emailed to each member in good standing at least ten days prior to such meeting.

ARTICLE X

Upon approval of these Bylaws, all Bylaws enacted prior to the date of approval shall be repealed.

ARTICLE XI

No action shall be taken at any meeting of the membership of the Association, which would require the expenditure of funds of the

Association or which would increase the indebtedness of the Association, or permit the sale or disposal of any of its lands, buildings or equipment unless the Board of Directors has given its approval to such undertaking. Any member who wishes to propose any such action may do so by written notice to the Secretary for referral to the Board of Directors for its consideration.

ARTICLE XII

In the event that dissolution of the Association is proposed, said dissolution shall be accomplished upon two-third vote of all of the members of the Board of Directors and a two-third vote of all active members. In the event that the Association elects to dissolve, then the assets of the Association, upon liquidation, shall be divided as follows among the active senior and emeritus members in the following manner:

- A. All active senior and all emeritus members for the time of their active membership shall receive one point for each year of continuous active membership immediately preceding the vote to dissolve.
- B. The sum of all points of senior and emeritus members shall serve as the denominator of a fraction, the numerator of which shall be individual member's number of points.
- C. Each member shall be entitled to receive a fractional share of the proceeds following the dissolution of the Association based upon the fraction established in sub-section B.

RULES AND REGULATIONS OF LIBRARY SPORTSMEN'S ASSOCIATION

NON PROFIT CORPORATION AMENDED 2013

ADMINISTRATION

The distribution of these Rules and Regulations hereinafter, regulations, shall be included with the membership card delivered to all new members. It shall be the duty of all members to familiarize themselves with these regulations, to follow them and to encourage strict compliance of others.

The regulations governing the use of the various shooting ranges have been established by the Board of Directors for the safety of all persons and property on and around the Club Grounds. These regulations are not a part of the Bylaws and are subject to change from time to time, as the Board of Directors may deem advisable. Any and all changes will be posted on the bulletin board at the Skeet, Main clubhouses and Indoor Pistol Range and printed in the next newsletter and in the next electronic newsletter.

ENFORCEMENT

1. Each member has the responsibility and obligation to challenge the action of any member or guest if a violation of the regulations has been committed.
2. Each member has the responsibility to cite any member or nonmember for violation of the regulations, either orally or in writing, to an Officer or to the Board of Directors.

PENALTIES

1. In the case of a reported violation of these regulations involving members, the Board of Directors may, after a hearing, act in accordance with the Bylaws. See Article III, Section III.
2. In the case of violation by non-members, the Board of Directors may proceed by Civil Action according to law.
3. In the case of willful destruction or damage of materials, equipment or property, the Board of Directors may take such action as is necessary, either by demand or civil suit, to recover losses sustained.

GENERAL

1. The Club Shooting Ranges and Grounds shall be considered OPEN every day of the week, including Saturday and Sunday. See schedule of hours herein or as posted on the club bulletin board for each specific range. Shooting on any outdoor range is PROHIBITED after 6:00 P.M. SUNDAY, special scheduled shoots excepted.
2. Members are not permitted on Club property without a current membership card ON HIS/HER PERSON.
3. The drinking of intoxicant on Club Shooting Ranges before or during events is prohibited

4. Boisterous, unsportsmanlike and overt acts are prohibited at all times.
5. Members are permitted to bring guests but must at all times be responsible for their guests' conduct. A member must not bring the same guest to use the Club facilities more than three (3) times per year. Non-shooting companions and spouses are exempt from the 3 x per year guest limit. Non-members may not visit the Club more than three times in any year; sanctioned Club shoots are an exempted.
6. NO member has the right to give any non-member permission to visit or use Club facilities without accompanying the non-member for as long as he is on the premises.
7. The training of dogs on Club property is permitted by Club members only, and all dogs on the loose on Club property must be under the supervision of the owner at all times.
8. Hunting on the Club property is PROHIBITED.
9. The buildings and equipment on Club range property when not in use are to be kept locked.
10. It shall be the duty of any Club member, who is the last person to leave the Range property, to inspect and to insure that all equipment is placed in storage, all buildings are securely locked, the lights turned off, the traps properly shut down.
11. The setting of fires, burning of rubbish, etc., at other than the designated places is prohibited. In accordance with township ordinances no burning is permitted on Sundays.
12. The starting of brush and field fires is prohibited, except with permission of the Board of Directors and then only with the supervision of a large group capable of controlling it.
13. Removal of plant life from Club grounds is prohibited.
14. Certain facilities, such as the clubhouses, of the Club may be rented by members for their use. Interested members may obtain a Lease and Agreement form from the Secretary.
15. Club equipment or property shall not be removed from the Club grounds without prior approval of the

President and at least three (3) members of the Board of Directors.

CLUB SHOOTING RANGES

- 1. Indoor and outdoor Rifle and handgun shooters must register on the Log sheet provided at the range before using any range.**
- 2. No firearm of any description may be carried or left standing or unattended which are loaded or have the action in a closed position. No firearm shall be loaded except at the firing point.**
- 3. Firearms or arrows may be discharged in the designated areas only.**
- 4. Firearms or arrows may be discharged in the designated direction of fire only. Pernicious or careless shooting or plinking is prohibited.**
- 5. The Outdoor Range is for the use of members only during the month of November. During this period of each year time should be limited to one-hour if the range is crowded.**
- 6. The Archery Range is for the use of members only during the months of August and September. During this period of each year time should be limited to one-hour if the range is crowded.**
- 7. The club requires all shooters use appropriate eye and ear protection while at the firing line.**
- 8. Firearms in unsafe condition are not permitted.**
- 9. Human Silhouette targets are prohibited.**
- 10. Rapid fire shooting is prohibited.**
- 11. All used targets, trash, shot shells and brass shall be placed in containers provided for that purpose.**

12. **If the range is crowded, limit your time and give others an opportunity to shoot.**
13. **Shotgun shells shall not be larger than 12 gauges, and may not be loaded heavier than the load restrictions/requirements then in affect in the ATA/NSSA/NSCA Official Rules.**
14. **Shotgun shells containing shot larger than #6 shot shall not be permitted at sanctioned shooting events. Patterning of 10 gauge shotguns may be permitted at the designated pattern board on the trap field.**

RANGE RULES AND REGULATIONS

OUTDOOR RIFLE RANGE

1. **Monday through Saturday shooting is not permitted before 10:00a.m. Or after 7:00p.m. During Daylight Savings Time. Shooting is not permitted before 10:00a.m. Or after 5:00p.m. During Eastern Standard Time. No shooting before 10:00a.m. Or after 6:00p.m. On Sundays except during scheduled Club Shoots.**
2. **Any member attending the range, accompanied by a person or persons under twenty-one(21) years of age, must remain with such person(s) at all times and be directly responsible for their proper supervision if such person(s) are to handle any firearm. Persons under twenty-one (21) years of age must be supervised by a responsible Senior Member at all times**
3. **No firearms of any description may be carried or left standing or unattended if it is loaded or has its action in a closed position. Do not carry firearms to and from targets.**
4. **Firearms shall not be loaded except at the firing point.**
5. **No magazines shall be loaded in rifles in excess of five (5) rounds.**

6. Handguns and rifles may be fired by junior members only if under the supervision of a senior member.
7. Loading of handguns is limited to five (5) cartridges.
8. Handguns and rifles must not be discharged except on the range and at no greater distance than 100 yards.
9. The only permissible target which may be fired at on the range will be a bull's eye type paper target so placed that the projectile will not enter the supports or frame and which will imbed itself in the earth behind the target.
10. Shotgun shooting is prohibited on the rifle range except when firing single projectile bullets at paper targets properly mounted.
11. Targets are not to be placed at mid-range.
12. Shooting of .22 rimfire rifle or pistol on the outdoor range is permitted at 50-yard line bench.

INDOOR PISTOL RANGE

1. All bolts or actions shall be open (or cased) when entering the building and shall not be closed until on the firing line.
2. No magazine shall be loaded in 22 caliber rifle in excessive of five (5) rounds. Handguns must be limited to five (5) shots.
3. During squad shooting, shooters will not commence firing until the range officer gives the command "commence firing".
4. During squad shooting no targets will be put up, taken down or examined until the range officer has given the command "Cease Fire" and all guns are cleared.
5. Junior members and visitors must be supervised by a responsible senior member at all times otherwise they will not be admitted to the range.

6. The only permissible target which may be fired at on the range will be a bull's eye type paper target placed on the target board so the projectile will not hit the concrete walls, supports or frames.
7. Rifles may only shoot .22 rimfire loads on this range.
8. Shooting of cast lead center fire bullets up to and including 45 caliber will be permitted only from handguns only by experienced adult members or guests when supervised by an experienced adult member.
9. No armor piercing or incendiary ammunition is permitted at the indoor range.
10. Monday through Sunday shooting is permitted between 8:00a.m and 11:00p.m.

TRAP AND SKEET RANGES

1. Monday through Saturday shooting is not permitted before 10:00a.m. or after 11:00p.m. No shooting before 10:00 a.m. or after 6:00 p.m. on Sundays except during scheduled Club Shoots.
2. A full squad of shooters is required to turn on the lights. If less than a full squad is present the lights may be turned on but each shooter must pay proportionally more so each squad pays squad rate as if there were five shooters.
3. Guns may only be loaded at the firing point.
4. Loaded guns must always be pointed down-range.
5. Walking from station to station with a loaded gun is prohibited.
6. Proper etiquette must be adhered to at all times.
7. Traps shall not be adjusted or repaired except by authorized members. Lists of these members will be

posted on the bulletin board at the skeet and main clubhouses.

8. All shooters are expected to abide by ATA and NSSA rules of conduct, safety and etiquette.

ARCHERY RANGE

Monday through Saturday shooting is not permitted before 10:00a.m. or after 7:00p.m. during Daylight Savings Time. Shooting is not permitted before 10:00a.m. or after 5:00p.m. during Eastern Standard Time. No shooting before 10:00a.m. or after 6:00p.m. on Sundays except during scheduled Club Shoots.

The use of Broadhead tips is prohibited. Field and Target tips are the only tips permitted to be used.

The only permissible target which may be shot at on the range will be a paper target so placed that the projectile will not enter the supports or frame and which will imbed itself in the selected back stop material.

The Archery range is for the use of members only during the months of August and September. During this period of each year time should be limited to one-hour if the range is crowded.

ADMINISTRATIVE CODE OF LIBRARY SPORTSMEN'S ASSOCIATION

NON-PROFIT CORPORATION

ADOPTED MAY 2001
AMENDED 2007

There is hereby established an Administrative Code. The distribution of this Code shall be included with the membership card delivered to all new members. This Code is established by the Board of Directors to enable it to control the flow of information and to set forth the duties of various officers and committees of the Association. The powers of the Code are derived in whole or in part from Article IV, Section VI and Article VII, Section I of the Bylaws of the Association.

These regulations are not a part of the Bylaws and are subject to change from time to time, as the Board of Directors may deem advisable. Any and all changes will be posted on the bulletin board at the Skeet, Main clubhouses, and Indoor Range and printed or send in the next electronic or printed newsletter.

Committee Chairpersons are encouraged to attend the monthly Board of Directors meeting to report on the activities of their committee, otherwise, they must report to the President prior to the monthly Board of Directors meeting so that the President may be in a position to report committee activities.

All offices and committees itemized herein are filled as indicated and have no specific term of office and may be replaced by the Board of Directors or by the recommendation of the President at any time.

JOB DESCRIPTIONS

GENERAL MANAGEMENT

OPERATIONS

Building and Structures Maintenance

Buildings and structures maintenance is generally performed as a contracted service. The President will arrange for routine Buildings and Structures Maintenance and will consult with the Board of Directors for maintenance of a non-routine nature or for maintenance requiring expenditure greater than \$500.00. Building and Structures Maintenance is a paid or for fee position unless volunteer help can be arranged to perform a specific task.

Buildings and Structures Cleaning

Buildings and structures cleaning are generally performed as a contracted service. The President, in consultation with the Board of Directors, will arrange for Buildings and Structures cleaning. Buildings and Structures Cleaning is a paid or for fee position unless volunteer help can be arranged for a specific task.

Grounds Maintenance

Seasonal grounds maintenance is generally performed as a contracted service. The President, in consultation with the Board of

Directors, will arrange for grounds maintenance. Grounds maintenance is a paid or for fee position unless volunteer help is arranged for a specific project.

Long Range Planning Committee

Evaluates where the organization is and where it needs to be in the future. Develops strategies/ plans and maintains a list of priorities for moving the organization closer to it's goals in an estimated 5 year period. The President appoints the chairperson and the committee is comprised of volunteer members.

OPERATING COMMITTEES

Archery Committee

Assures that the ranges are maintained and free of obstructions that could cause any safety hazards. Shall see to the replacement of target materials and structures as needed. Shall keep the President informed of range conditions and activities. Will organize sight-in days as needed during heavy usage periods. The President appoints the chairperson and the Archery Committee is comprised of volunteer members.

Five-Stand Committee

Assures that the ranges are maintained and free of obstructions that could cause any safety hazards. Shall keep the President informed of range conditions and activities. The President appoints the chairperson and the Five Stand Committee is comprised of volunteer members.

Membership Committee

Shall interview all prospective members; shall assure the applicant meets all eligibility requirements of the Club; shall assure that the application is properly filled in; shall meet monthly to approve membership applications received, shall acquaint the applicant with the facilities of the Club; shall assure that the applicant is aware of the rule and regulations of the club especially those dealing with safety. Prior to receiving electronic access devices; shall collect initiation fees and dues to be turned over to the Treasurer and shall present applications to the Board of Directors at its next meeting for

a vote. The President appoints the chairperson and the Membership Committee is comprised of at least 3 volunteer members.

Rifle and Handgun Committee

Assures that the ranges are maintained and free of obstructions that could cause any safety hazards. Shall see to the replacement of frames and butts as needed. Shall keep the President informed of range conditions and activities. Will organize sight-in days as needed during heavy usage periods. The President appoints the chairperson and the Rifle and Handgun Committee is comprised of volunteer members.

Safety Committee

Shall assure adequate safety signage is periodically updated and posted strategically at the ranges and clubhouses. Assures all range safety apparatus and ancillary expenses incurred. Oversees delivery of all devices are in good working order. Works with the Membership Committee to identify new members and school them in proper safety awareness and etiquette and their obligation for safety under the Club Rules and regulations. Immediately challenges any member or guest who is observed practicing any unsafe action. Is responsible for instructing and correcting as necessary any unsafe practice or action. If the incident is severe or if the offender is unrepentant, it is the duty of the Safety Committee to report the offender to the Officers and Board of Directors for disciplinary action. The appointment of this person(s) does not abdicate each member's responsibility and duty pursuant to the enforcement section of the Club Rules and regulations to assure all members and guests are practicing proper safety practices. The President appoints the Safety Officer. The Safety Officer is a volunteer position.

Security Officer

Performs a routine and regular patrol of the Club grounds to assure nonmembers are not on the Club grounds and that no unsafe condition exists. Reports any maintenance or grounds needs to the President or the responsible Committee Chairman. The President appoints the Security Officer. The Security Officer is a volunteer position.

Skeet Committee

Provides personnel to man the sign-up window; accounts for all funds collected and provides receipts for all prizes and payouts. Assures the proper operation of all traps and trap structures. Assures that the traps are throwing within NSSA standard specifications. Is responsible for providing a squad hustler, line officer, trap loader, pullers and scores to assure that Club shoots are running smoothly. Assures that prompt posting of all scores on the board provided for that purpose. The President appoints the Skeet Chairperson. The Skeet Committee is comprised of volunteer members. All decisions affecting the operations of the committee shall be discussed and approved by all members of the committee.

Trap Committee

Provides personnel to man the sign-up window; accounts for all funds collected and provides receipts for all ancillary expenses incurred. Oversees delivery of all prizes and payouts. Assures the proper operation of all traps and trap structures. Assures that the traps are throwing within ATA standard specifications. Is responsible for providing a squad hustler, line officer, trap loader, pullers and scores to assure that Club shoots are running smoothly. Makes arrangements to provide food and beverages for Club and registered shoots. Assures the prompt posting of all scores on the board provided for that purpose. The President appoints the Trap Chairperson. The Trap Committee is comprised of volunteer members. All decisions affecting the operations of the committee shall be discussed and approved by all members of the committee.

Trap Maintenance Committee

Maintains all traps and related apparatus and assures that there is an adequate supply of spare parts on hand at all times. Members other than those designated by the Trap Committee are forbidden to perform trap maintenance. The President appoints the Trap Maintenance Chairperson. The Trap maintenance Committee is comprised of volunteer members.

FINANCE COMMITTEES

Cash Count Committee

Consists of four (4) members one of which is the Treasurer. The Treasurer is responsible for assuring that one other Officer or Director and two (2) members are present before the cash count begins. For the reasons of security and to eliminate confusion, the Treasurer will assure that no more than four (4) persons attend the cash count. The President, in consultation with the Treasurer, appoints members of the Cash Count Committee. Other than the Treasurer the Cash Count Committee is comprised of volunteer members.

Finance/Audit Committee

In consultation with the Treasurer, prepares an annual budget for the overall operation of the Club. The budget will be prepared immediately following the close of each fiscal year. Shall perform a quarterly audit in which, at a minimum, invoices and bills are reconciled with the checkbook and cash receipts are reconciled with deposits. The President, in consultation with the Treasurer, appoints members to the Finance Committee. The Finance Committee is comprised of volunteer members.

CASH MANAGEMENT

Cash Receipts Shells and Targets

The Treasurer, and one other Officer or Director and two (2) members must be present to do the bi-monthly cash count. The Treasurer and at least one other member of the committee will open the safe at the Skeet clubhouse and Indoor Pistol Range, remove the cash/cash envelopes and take them to the main clubhouse office for the cash count. The Treasurer will open the safe at the main Clubhouse and then proceed to unlock and remove the padlock provided for the Treasurer on the safe. The Treasurer will be the only person who has the key to this padlock. The other Officer or Director of the committee present will unlock and remove the padlock provided for the Officers and no more than two Directors. The Officers (other than the Treasurer) and two Directors will be the only people who have the key to this padlock. The member present will unlock and remove the padlock provided for members. For convenience, the member key may be duplicated and provided to no

more than four members. The cash receipt envelopes will then be removed, the safe closed and all padlocks replaced by the appropriate committee members. The count shall be done at the office at the main clubhouse. Committee members will open each envelope and reconcile the cash with the cash receipt form contained therein. As the contents of each envelope are reconciled the cash receipt form is tendered to the Treasurer who posts the proceeds from each envelope onto a Cash Receipts Spreadsheet (computerized and paper) prepared by the Treasurer for that purpose. Once all of the receipts are entered on the spreadsheet the Treasurer will total and reconcile the spreadsheet for accuracy and reconcile the total thereon to the actual receipts on hand. The committee members present for the count will each initial the spreadsheet, which is retained by the Treasurer. The cash receipt forms are gathered and bound and filed in the safe for a minimum of two years. The receipts are posted onto a deposit slip at which time the Treasurer and one other member will drive to the bank and deposit the receipts in the night deposit vault.

Vending

During the bi-monthly cash count, the Treasurer will supervise the removal of receipts from the vending machines and arrange for the replenishment of inventory for such machines. These receipts will be posted to the cash receipts spreadsheet and deposited along with the shell and targets receipts from the cash count.

INVENTORY MANAGEMENT

Shells

The Treasurer, on a cash count night, shall perform an inventory of shells and reconcile this inventory with the cash receipts on the cash receipts spreadsheet.

Targets

The Treasurer, monthly, on a cash count night, shall perform an inventory of targets at the time of the cash count and will inform the Trap Chairman when the inventory reaches a reorder level and shall prepare a monthly report of targets inventory for the Board of Directors.

Changes:

January 9, 2001- Issuance of a 1099 will be mandatory for anyone compensated over \$600.00 in a fiscal year. The treasurer will be responsible for the distribution of this form.

April 10, 2001-The President will be permitted to authorize expenses of \$500.00 for the operation or maintenance of the Club without the approval of the Board of Directors.

August 7, 2001-The President is authorized to make a sale of targets to fellow clubs on an emergency basis without the approval of the Board of Directors.

August 6, 2002- A post office box will be secured and maintained for the handling of the Club mail.

May 17th, 2007-If at the Annual Membership meeting an officers position cannot be filled according to section V, the membership may authorize by a majority vote of members present that the current holder of the position remain in office for another one year term.

If at the Annual Membership meeting a Director's position cannot be filled according to Section V, the membership may authorize by a majority vote of those members present to have an existing director continue in the position for another one year term.

The Treasurer shall be permitted to pay electronically or by check all regular reoccurring operating expenditures.

Club equipment or property shall not be removed from the club grounds without prior approval of the President and at least three (3) members of the Board of directors.

The job description for club manager has been removed. All references to duties to be performed by the club manager have been changed to president.

The President will consult with the Board of directors for maintenance or any other expense of a non-routine nature or for maintenance or any other expense requiring expenditure greater than \$500.00.

October 2008

The long range planning committee was established.

September 17th 2009

The fiscal and membership periods were combined to the same 12 month period starting July 1 and ending June 30.

Dues may be prorated based on a schedule to be determined by the Board of directors and approved by the membership at a regular or annual membership meeting.

May 15, 2012

The membership committee has the authority to temporarily approve applications in the event that a quorum is not present at a regular Board of Directors meeting. The temporary membership is only in effect until the next regular Directors meeting that has a quorum.

Non shooting companions and member's spouse are exempt from the three (3) times per year guest limit.

A detailed list of responsibilities for the membership committee including a minimum of three (3) persons to be on the committee, and the committee is made up of volunteers or appointees by the President.

June 10, 2014- The restriction for loading one cartridge at a time at the outdoor range was changed permitting the loading of 5 rounds at a time and also permitting loading 5 rounds at the indoor range when shooting a 22 rim fire rifle

