



*Sportsman's Association, Inc.*

P.O. Box 745 Willoughby OH 44096

## By-Laws

### Article I – Name

The name of the organization shall be “ORCO Sportsman Association Incorporated”.

### Article II – The purpose or purposes for which said corporation is formed are:

The purpose of this organization shall be the encouragement of organized rifle and pistol shooting among citizens of the United States of America and residents of the area, with the view toward better knowledge on the part of such citizens, toward safe marksmanship. It shall be our objective to co-operate fully with all law enforcement agencies in the surrounding communities, offering aid and support where ever requested. It shall be our further objective and purpose, to forward the development of those characteristics of honesty, good fellowship, self discipline, team play, self reliance, good citizenship and good shooting, which are essentials of good sportsmanship.

### Article III – Membership Qualifications

Any applicant shall be eligible for membership in the organization providing he/she meets current membership requirements:

1. Filling out the proper application form
2. Approval of the membership committee
3. Payment of Initiation Fee plus Dues for the current year
4. NRA Membership mandatory
5. All members are expected to work on club projects and on maintenance around the club

Membership Rosters numerical limit will be set from time to time by a majority vote of the membership. A waiting list is to be established and maintained by the Membership Committee, to be used as openings occur in the Membership Roster.

The Membership Roster will be kept by the Club Officers ONLY, anyone needing a Name or Address may contact an Officer.

All new members will be on probation for a period of One (1) year.

When a person joins the club, his or her spouse and children residing under the same roof shall become associate members automatically with all the privileges and benefits for using the range, provided the Member is present, but shall not, have any voting privileges. Any children living away from the members' home shall be considered guests.

### Article IV – Initiation Fees, Dues, and Late Fees

Dues and late fees of this organization shall be assessed on a calendar year basis and shall be determined by resolution of the Executive Committee, passed at a regular meeting, not later than November 1, of the preceding year. Dues must be postmarked by December 31<sup>st</sup>. Dues not received on time will be assessed a late fee. Any member whose dues are not paid by January 31, and who has not made arrangements with the Membership Committee, will no longer be a member and as such will forfeit any and all rights. In reapplying for membership he/she will be treated as a new member. Initiation fees shall be established by resolution of the Executive Committee and changes shall become effective not less than 30 days after adoption nor less than 20 days after notice to the membership by mail, e-mail, or article in the newsletter.

## Article V – Meetings

The Annual Meeting shall be the October meeting of each calendar year. The date will be set by the President for the purpose of the election of Officers, Trustees and any pertinent business that shall come before the membership. The meeting will be conducted under the prescribed order of Roberts Rules of Order. All nominations will be made from the floor and voting will be either by secret ballot or a show of hands of the membership present. Officers duly elected shall assume their duties on January 1 of the following year.

Regular meetings for the transaction of business shall be held during the first week of each month, at such time and place as may be fixed by the Executive Committee.

Special meetings of the organization may be held at anytime, upon the request of the President or Executive Committee, or upon demand in writing, signed by not less than 20% of the membership stating the object of the proposed meeting. Notice of time, place and objective of such a special meeting shall be given to all Officers and members, in writing, not less than seven (7) days prior to the date fixed for the meeting. The place of such meeting shall be fixed by the Executive Committee. Such business that may be brought before the members of this Club shall require a minimum of at least ten (10) members to constitute a quorum.

Meetings of the Executive Committee shall be held one hour prior to the start of the regular membership meeting. Special meetings may be held at anytime on call of the President or on demand in writing to the Secretary by three (3) members of the Committee. The notice should be at least seven (7) days in advance of the meeting day.

## Article VI – Officers

The Officers of this club shall be a President, Vice-President, Secretary, Treasurer, and Executive Officer. They shall be elected by a majority vote of the members present at an Annual Meeting. They shall hold office for one (1) year, starting on January 1, of the year following the election. Only members who are active in various Club activities and are NRA members may run for and hold office in this organization.

The Trustees shall also be elected at the Annual Meeting. There shall be six (6) Trustees, each holding office for three (3) years; two (2) Trustees shall be elected each year.

The Executive Committee shall be composed of the elected Officers and Trustees and shall have general supervision and control of all activities of the Club.

A majority of the members of the Executive Committee shall constitute a quorum.

The Executive Committee shall set all Club policies, act upon matters concerning the welfare of the Club, authorize all funds over \$100.00, and report to the membership at the regular meetings.

The Vice-President shall preside at Committee meetings and minutes will be kept in the Club records.

## Article VII – Duties of Officers

- A. The President shall preside at all meetings of the Club. He shall be a member ex-officio of all regular and special committees, and shall perform all other duties usually pertaining to that office.
- B. The Vice-President shall act as an aid to the President and perform the duties of the President in his absence or at his request. The Vice-President shall preside over all Executive Committee meetings.
- C. The Secretary shall conduct all official correspondence pertaining to the proper preparation of all reports required of the Club. He shall notify the members of the Executive Committee of all meetings and notify all members of all regular, special, and annual meetings. He shall keep true, accurate minutes of all meetings of the Executive Committee and of the Club membership and shall have custody of the books and papers of the Club except for the Treasurer's books of account.

- D. The Treasurer shall keep an accurate record of all receipts, disbursements, and funds of the Club and place same in such bank or banks as may be approved by the Executive Committee. Such money shall be withdrawn only by voucher signed by two (2) Officers for the payment of such bills as have been approved by the Executive Committee for expenditures over \$100.00. He shall present a clear and accurate accounting (financial statement) at regular meetings, Executive Committee meetings, and an annual report to the general membership.
- E. The Executive Officer shall be in charge of the Range. He shall formulate Safety Rules, take up matters of the range with the Executive Committee and have full charge of any matches shot on the Club Range. He will appoint Range Officers to perform such duties as taking charge of the firing line, target detail, and make any substitute appointments as required.
- F. The Trustees shall function as part of the Executive Committee to help in the normal operations of the Club. They shall have an interest in all Executive Committee business.

A vacancy occurring in any office, other than the President, shall be filled for the unexpired term, by a person elected by a majority vote of the Members of the Club, at the next regular membership meeting, notice of such election having been made. In case a vacancy occurs in the Office of President, the Vice-President shall serve as President and a new Vice-President shall be elected at the next regular meeting.

#### Article VIII – Committees

##### A. Executive Committee

Shall consist of all elected Officers and Trustees. The duties of the Committee shall be:

1. To set all Club policies
2. Act upon any matter concerning the welfare of the Club
3. Bring before the membership at all regular meetings the current status of all business pending before the Committee
4. A two-thirds vote will be necessary to pass any action before this Committee
5. A majority of the members of the Committee shall constitute a quorum

##### B. Membership Committee

Shall consist of the Vice-President, who shall serve as Chairman, and up to four (4) other Members appointed by the President. The duties shall be:

1. To check and rule upon all applications for Membership.
2. Act upon all other actions that may come before it.
3. Keep records of those accepted into the Club, with their Names, Addresses, and Phone Numbers, and such other information as may be required, such as NRA affiliation and classification.

##### C. Temporary Committee

The President may from time to time appoint members to take on any projects that may be deemed necessary for the betterment of the Club.

#### Article IX – Range Rules and Regulations

All members shall comply with the Range Rules and Regulations of the Club as attached hereto, including all amendments made hereto, of which notice to the membership has been given. Copies shall be given to all members, and a signed receipt kept with the membership records, stating that the member has read and will abide by said Rules and Regulations.

#### Article X – Rules Violations

Any infractions and/or violations of the governing By-Laws or Rules of this Club as set forth, shall be brought to the attention of the Executive Committee, which shall proceed to investigate the complaint, after contacting the accused.

All action taken under this paragraph must commence with a written complaint submitted to the Executive Committee. In the case of carrying or using any firearm while under the influence of ALCOHOL or ILLEGAL NARCOTIC SUBSTANCE, or causing a "LIFE-ENDANGERING" incident on Club property, being witnessed by any Club member present at the time of the infraction, that member will be asked to leave the property and will be suspended immediately until further action can be taken by the Executive Committee. Investigation into the nature of the complaint will be in accordance with the procedure as prescribed by the Executive Committee. No member shall be expelled under this paragraph without a hearing of the Executive Committee.

Any member may be SUSPENDED or EXPELLED from the Club for any of the following reasons:

1. Non-compliance with the Range Rules and Regulations of the Club as set forth in these By-Laws
2. Repeated or flagrant violations of RANGE SAFETY RULES or unsafe firearms handling practices, whether such violations occur on Club grounds or elsewhere
3. Intoxication or use of narcotics or other dangerous drugs
4. Repeated unsportsmanlike conduct under conditions which reflect unfavorably on the Club

#### Article XI – Expulsion of Members

A. Non-Payment of dues will constitute automatic expulsion.

B. Any Member or Officer whose conduct shall be decided by a majority vote of the Executive Committee, to have been injurious to the interest or welfare of the Club. Action shall not be taken without giving the offender two (2) weeks notice of the charges against him and affording him an opportunity of being heard in his defense. He may appeal the decision of the Executive Committee to the general membership, at a special meeting called for that purpose or at the next regular meeting, and shall require a two-thirds vote of those Members present, to reverse the Executive Committee decision.

#### Article XII – Amendments

Any amendments to these By-Laws must be submitted to the Executive Committee for its approval, and if such is given, it may be presented at any meeting of the Club, having such notice sent to each Member at least ten (10) days prior to the meeting. A two-thirds vote of the Members in good standing, present at the meeting will be necessary to pass an amendment.

#### Article XIII – Proceeds Distribution

ORCO Sportsman Association Inc. is not organized for the pecuniary profit of its Members, Officers, Trustees, or other private persons. No part of its net income shall inure to the benefit of, or be distributable to the above except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

#### Article XIV – NRA Affiliation

A. All Officers, Trustees, and Members of the Club shall be members of the National Rifle Association.

B. As Officers of this organization, seeking a charter from the National Rifle Association, we certify that our organization does not have in any part of its program the attempt to overthrow the Government of the United States or any of its political sub-divisions by force or violence. We further certify that we have not, nor will we in the future, knowingly accept to membership any person who is a member of an organization, which has in any part of its program, the purpose of overthrowing the Government as stated above.

C. All Rifle, Revolver, or Pistol competitions held by the Club will be governed by the Rules and Regulations laid down by the National Rifle Association of America.

D. The National Rifle Association shall be given a complete report whenever a member of the Club is suspended or expelled, showing charges and actions taken.

E. Any Change in the present constitution or By-Laws of this organization will be promptly submitted to the National Rifle Association for their records.