

Code of Regulations

The Richwood Gun and Game Club Incorporated

Art. 1-Name

The name of the organization shall be The Richwood Gun and Game Club Incorporated.

Art. 2- Affiliation

The Richwood Gun and Game Club Incorporated (“CLUB”) shall be affiliated with the National Rifle Association (“NRA”) with 100 % of the Club’s members holding NRA memberships.

Art. 3- Objectives

The Richwood Gun and Game Club Incorporated shall be a non-profit organization (501(c) 7). The objectives of the Club shall be to promote conservation of wildlife, orderly shooting sports, safe handling and proper care of firearms, provide the members with safe facilities to further the pursuit of these aims.

Art. 4- Membership

- (A) Eligibility: Any citizen of the United States of America or non-citizen legal alien, eligible for NRA membership, without violations of state or federal gun laws and 18 years of age or older may become a voting member of the Richwood Gun and Game Club. Youth members under the age of 18 may become non-voting members with the same stipulations. All must receive the approval of the Executive Committee.
- (B) Rules: As a condition of membership, all members are required to abide and follow all rules that may be established regarding firearms safety, proper use of the shooting ranges, the use of club house and club property and all organized shooting events. New members must attend a New Member Orientation prior to receiving range use privileges.

Art.5 Board of Governors

- (A) The Board of Governors: Shall consist of 9 to 12 elected Club members. The total Board membership may include the five members of the Executive Committee as nonvoting members.
- (B) Responsibility of the Board: The Board shall be responsible for the fiduciary planning and oversight of the Club's activities. The Board will approve an annual operating budget, prepared by the Executive Committee, to allow for the operation of the Club's activities and business.
- 1) The Board shall be responsible for all changes and additions to the content of the "Code of Regulations".
 - 2) The general membership may introduce items of business regarding finances and activities at any of the regular business meetings. The secretary must record the request and supply that information to the Board.
 - 3) Should the Board deny or reject any such items of business, a through explanation must accompany the decision
 - 4) The general membership may re-submit their request with changes or modifications.
- (C) Meetings of the Board of Governors: Meeting of the Board shall be held quarterly at a time and place as decided by the board members. Special or emergency meetings as deemed necessary by the board or executive committee may be held only with the notice of all board members and only then a time and place may be decided.
- 1) The Board Chairman shall be elected by the Board members with a simple majority vote. Only a vacant Chairman's seat will necessitate this action.
 - 2) The Board shall review all candidates and shall appoint the executive committee for the coming year.
 - 3) The officers of the Executive Committee shall be approved with a simple majority vote of the Board. They shall assume the duties of their office at the time of appointment and shall hold office for one year.
- (D) Election of the Board: Members of the Board shall be elected from the general membership. Board members shall be elected to serve a three (3) year term. Three (3) to four (4) current Board members shall run for re-election each year. Nominations for new Board members may be made from the general membership or by the recommendation from the current Board. All Nominees must be club members for five (5) or more years and shall submit a brief resume for the Boards review. Ballots and board candidate bibliographies will be issued with annual membership renewal applications by December 1st of that year.
- 1) To be eligible to vote, a member must have been a current during the previous year and their vote must be submitted with their membership renewal.
 - 2) An election committee shall be formed to include a Board member, an Executive Committee member and an individual from the general membership each year to collect and tabulate any and all ballots.

- (E) Disassociation / Resignation / Replacement of the Board Member: In the event one or more members of the Board become disassociated from the Club, a temporary replacement will be appointed on an interim basis and shall run for re-election on the next election cycle as outlined in the "Election of the Board".
- (F) Policies and Procedures: The Board shall review and approve a list of Policies and Procedures (i.e. Range Rules, etc.) as presented by the Executive Committee or an appointed committee. The Board must review and provide structure and guidelines for regular Club activities.

Art.6.1 Executive Committee

- (A) Executive Committee: The officers of the Executive Committee shall be a president, vice-president, secretary, treasurer, and executive officer, who acting together shall constitute the Executive Committee.
- (B) Appointment: The Board shall review all candidates and shall appoint the executive committee for a one year term. The officers shall be approved with a simple majority vote of the Board. The appointed officers shall assume the duties of their office at the time of appointment and shall hold office for one year.
- (C) Business Meetings: The Executive Committee (EC) shall hold one regular scheduled business meeting a month. The General Membership is permitted to attend all EC meetings, unless the meeting is deemed closed due to discussion of sensitive or personal member issues. The General Membership may introduce items of business at all business meetings, however, the EC may table such items until a future meeting. Meetings shall be presided over by the President, however in his absence the presiding officer shall be the next higher officer present.
- (D) General Membership: General Membership meeting may be scheduled monthly as necessary for social, shooting or informational benefit. The general membership meetings may coincide with the Executive Committee Business meetings.
- (E) Special Meeting: Special or emergency meetings as deemed necessary by the executive committee may be held only with the notice of all committee members and only then a time and place may be decided.
- (F) The Executive Committee: Shall have the regular supervision and control of all the activities of the Club and conduct the business of the Club. The Executive Committee shall present an Annual Budget to the Board of Governors for approval at the first meeting of the year. The Executive Committee shall use this budget and the guidelines set forth in Art.6.3 to manage the finances of the Club.
- (G) Resignation: The resignation of any officer may be reviewed and accepted by a simple majority vote of the Board of Governors.

Art.6.2 Duties of Office

- (A) President: The president shall preside at all meetings of the Club and of the Executive Committee. He shall be a member ex-officio of all regular and special committees and shall perform all other duties as usually pertains to this office.
- (B) Vice-President: The vice –president shall perform the duties of the president in his absence or at his request. The Vice- President shall also assist the President in the review of special events and matters in regard to any Policy and Procedures. Vice president should be a link between the general membership and the Executive Committee and should be party to all non-private club communication to and from the president. This allows him to step in when required by absence of the president.
- (C) Secretary: The secretary shall;
 - 1) Conduct or oversee all official correspondence pertaining to the proper preparation and forwarding of all reports required by the Club and the NRA for affiliation. The NRA accounting requires shared responsibility with the Treasurer.

- 2) Notify the members of the Executive Committee of all meetings and notify all members of special meetings and annual meetings as required in Art.6.1 (C), (D), (E).
 - 3) Keep a true record (minutes) of all meetings of the Executive Committee and the Club.
 - 4) Maintain custody of the books and papers of the Club, except the treasurer's books of finances.
 - 5) All applications for membership to the Club shall be maintained by the Secretary. The membership accounting requires shared responsibility with the Treasurer.
- (D) Treasurer: The Treasurer shall;
- 1) Receive and have charge of all funds of the club and shall place the same in such bank(s) as may be approved by the Executive Committee. Such money shall be withdrawn by check, signed the Treasurer (and/or other approved member of the Executive Committee) for the payment of such bills that shall be approved by the Executive Committee in accordance with the budget approved by the Board.
 - 2) Keep an accurate account of all transactions and render a detailed report at any meeting of the Executive Committee when requested and to prepare an annual report for the Club at its annual meeting.
 - 3) The treasurer must maintain insurance coverage to include protection for "criminal activity". The insurance premium shall be paid by the Club.
 - 4) Produce financial records for audit prior to the installation of a new treasurer or upon request of the Board.
 - 5) The treasurer shall maintain a complete inventory of the clubs assets, to include the item, their location and who is responsible for their security.
 - 6) Make available monthly at Executive Committee meetings, written statements of simple revenue and expense with beginning and ending balances.
 - 7) Prepare an annual budget of regular expenditures for presentation to the Executive Committee for approval.
 - 8) The Treasurer may accept requests from the general membership for non- budgeted expenses. These requests will be presented to the Executive Committee for consideration based on the guidelines list in Item (F).
- (E) Executive Officer: The executive officer shall have charge of the safety and maintenance of the ranges and the arrangement of all shooting competitions, special events and for the general membership within the Club.

Art.6.3 Financial Responsibilities of the Executive Committee

- (A) The Treasurer shall have the authority to approve and pay all expenditures required for the regular operation of the Club up to and including the amount of \$50.00.
- (B) Regular budgeted expenditures (i.e. utilities, taxes, etc.) in any amount shall be paid by the Treasurer with notification to the President, as approved by the Board.
- (C) Any non-budgeted expenditure over the amount of \$50.00 and up to and including \$250.00 shall require the approval of the President and the approval of the Treasurer, with notification of the Board.
- (D) Any non-budgeted expenditure over the amount of \$250.00 must be considered a capital expenditure and shall require a simple majority vote to be approved by the Board of Governors.
- (E) Any capital expenditures shall require a simple majority vote of the Board of Governors at the next Board meeting. Any checks written for amounts of \$500.00 or more shall require the signature of the Treasurer and the authorization of the President.
- (F) Emergency expenditure of any amount necessary to protect the assets and property of the Club shall be authorized by a majority of the Executive Committee with immediate notification of the Board.
- (G) Members of the Club may be authorized by the treasurer to make expenditures for the Club based on the preceding formulas and approvals listed in Art. 6.3 (A), (B), & (C).

Art.7 Dues

- (A) The member's annual dues as established by the board, shall be payable to the club postmarked no later January 31 of each year. The executive committee may establish initiation fees for new members and/or special assessments upon all members as needed. Timely payment of such dues, fees or assessments shall be a condition of new or continued membership. All dues paid by members, plus any donations, fees, or other assets received by the Club shall be the sole property of the Club. The Club shall have the sole right to disburse funds and assets to maintain and operate the Club. Club members shall not have any personal interests in the assets of property of the Club as it is a non-profit corporation. To remain as a current Club member, dues must be paid within six (6) months of expiration.
- (B) NRA annual membership dues may be paid to the Club. The Club shall forward these dues to the NRA. The Club will maintain a NRA membership link on its website.
- (C) It shall be the responsibility of each member to maintain and keep current their NRA membership and advise the Club Treasurer of their NRA membership status
- (D) All dues paid after December 1 shall constitute payment of dues for the coming year.
- (E) A partial year dues payment schedule may be established. However voting rights may be forfeited.

Art. 8 Subcommittees

- (A) Standing Subcommittees: Standing subcommittees shall be created by the Executive Committee as deemed necessary to carry on the work necessary for the continued functioning of the Club. The chairman of any standing subcommittee shall be selected by the Executive Committee. The selection of the subcommittee members shall be delegated by the subcommittee chairman. The terms of a subcommittee and / or subcommittee members shall be specified as deemed necessary by the Executive Committee.
- (B) Special Subcommittee: Special subcommittees may be created and appointed by the President for a specific purpose. When the work has been completed and a final report is accepted or adopted, the subcommittee automatically goes out of existence.

Art. 9 Suspensions, Expulsion or Removal

- (A) Board Member or Committee Officer: A request for the removal of any Board of Governors member or Executive Committee officer shall be received in writing by the Board of Governors for full consideration. No vote for the suspension or removal may be taken until the individual is given at least fifteen (15) days written notice. The notice shall include the reasons for the proposed removal and the time and place of the meeting. At this meeting, the individual shall be given a full hearing, after which a vote on the individuals removal will be taken, requiring a 2/3 majority.

- (B) Member: A request for the removal of any member shall be received in writing by the Executive Committee for full consideration. No vote for the suspension or removal may be taken until the member is given at least fifteen (15) days written notice. The notice shall include the reasons for the proposed action and the time and place of the meeting. At this meeting, the member shall be given a full hearing, after which a vote on the member's removal will be taken, requiring a simple majority.
- (C) Allegations: Charges against any officer or member may be alleged 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 use in their support. Such charges shall be filed with the secretary, who will immediately notify the president. The president will call a meeting of the Executive Committee to hear the charges. The secretary will give at least fifteen (15) days' notice to each member of the Committee and to the accuser and to the accused; such notice to be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.
- (D) Appeal: Any member suspended or expelled by the Executive Committee may appeal to the Board of Governors. Such appeal shall be made in writing to the secretary who will notify the president. The Executive Committee will request a meeting of the Board of Governors for the purpose of acting on the appeal. The secretary shall give at least ten (10) days' notice in writing to all members of the Board of Governors, stating the time, date and reason for such a special meeting. At the meeting 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 Committee at which the charges were heard and actions taken. A full hearing will be given the accuser and the accused. A vote by ballot will be taken by the members of the Board of Governors present (quorum required). A 2/3 majority vote will be required to reverse the action of the Executive Committee.
- (E) NRA: Any member of the Club who has been suspended or expelled by the NRA shall automatically stand suspended or expelled from the Club immediately upon receipt of official notice from the secretary of the NRA. The NRA shall be given a complete report whenever a member of the Club is suspended or expelled, showing charges and action taken.

Art. 10 Event Rules

All rifle, shotgun, and handgun competitions, training and shooting events held by the Club will be governed by the rules and regulations of the Club and as prescribed by the NRA or other nationally recognized firearm competitive match organizations as may be accepted by the Executive Officer and approved by the Board.

Art. 11 Amendments

The Board shall be responsible for all changes and additions to the content of the "Code of Regulations". A quorum is required.

A proposed amendment to these Regulations may be introduced by any member of the Club at any regular meeting. The proposed amendment will then be discussed at the regular meeting. The secretary will record statements, views and opinions of the members of the proposed amendment and will furnish a copy to the Executive Committee. The Executive Committee will request that the Board of Governors meet and act upon the proposed amendment.

Art. 12 Disbandment

Should the Richwood Gun and Game Club Incorporated cease to exist as a gun and game club, all assets shall be liquidated as necessary or required for the payment of any and all debts and liabilities. Any additional assets or funds deemed excess of necessary payments for such debts and liabilities shall be donated to another organization that is exempt under section 501(c) 7 and has a similar mission statement in regards to the protection of gun ownership, training and hunting. Such organization shall be approved by the Board of Governors that exist as of the time of disbandment.

Art. 13 Club Debt Obligations

- (A) The Club may borrow money from its members, individuals or lending institutions. The Club may secure such loans with a pledge on any or all assets or property of the Club. Such debt obligation shall be approved and authorized by a 2/3 majority of the Board. A complete and thorough explanation must be delivered to the general membership by announcement at a regular membership meeting and published in the membership newsletter.
- (B) All outstanding debt is to be reviewed annually by the Board of Governors to determine if the debt should be repaid in whole or in part prior to the start new budget year. The Board's recommendation shall bind the Executive Committee to act on behalf of the Club.
- (C) The Club may also negotiate leases or contracts necessary to maintain and manage the operation of the Club.
- (D) The Club may sell assets or real personal property owned by the Club for the use and benefit of the Club.

Art. 14 Insurance

The Club shall pay and maintain sufficient property and casualty insurance on any and all structures to provide for repairs or replacement. The Club shall also pay and maintain appropriate liability insurance for all Clubs authorized activities on the Club property.

Art.15 Property and Equipment

Property or equipment purchased with Richwood Gun and Game Club funds shall not be considered the property of any individual member or group of members but shall be deemed the property of the Richwood Gun and Game Club. The treasurer shall maintain a complete inventory of the clubs assets, to include the item, their location and who is responsible for their security as outlined in Art.6.2 (D)5).

This Code of Regulations of the Richwood Gun and Game Club Incorporated, originally adopted on the 14th day of November, 1985, has been duly revised on this 28th day of March 2017.

Board of Governors:

Signatures:

Addendum: A