

2017 Revision

Bylaws of the Northern Rio Grande Sportsmen's Club

Adopted January 28, 2018

Article I - Name and Objectives

This organization is to be known as the “Northern Rio Grande Sportsmen's Club” (hereinafter called the “Club”). It is recognized by the IRS as a not-for-profit tax exempt entity under Section 501(c)(7) and is registered with the state of New Mexico as a not-for-profit corporation. The Club's primary objective is to foster the safe promotion of shooting sports including archery by means of educational and practical exercises at the Club's range facilities, and the Club may engage in all ancillary activities relating thereto and also to game, conservation, and like matters.

Article II - Organization - Board of Directors

Executive Officers

The Club's annually elected officers shall include a President, a Vice President, a Membership Secretary, a Recording Secretary, and a Treasurer, all of whom shall serve a term of one year from the annual mid-January Club meeting, which shall be held on a date specified by the President. Election shall be by a majority of votes cast by those eligible members in attendance at the annual meeting, and the members present at the meeting shall constitute a quorum. Any Club member in good standing, including the Club member him- or herself, may nominate persons to fill these offices. Each officer except the Recording Secretary is accorded a vote on matters brought before the Board, except that the President shall only vote in the event of a tie vote.

At-Large Board Members

In addition to the officers, the Club members shall elect three at-large Board members who will serve staggered terms of three years, with one elected every year. The expiring term each year will be filled by nomination and election in the same manner as the executive offices. In addition, the immediate past president shall serve as an ex-officio member of the Board but shall not have a vote on matters brought before the Board.

Advisory Board members

Each section leader shall serve as an advisory Board member and shall be entitled to participate in Board meetings, but shall not have a vote on matters brought before the Board.

Vacancies

Vacancies on the Board shall be filled by appointment of the President with the advice and consent of the Board members. Should the President vacate that office, the Vice President shall assume those duties until the next annual election of officers.

Removal from Office

Three unexcused absences from regular Board meetings or a second documented incident of unsportsmanlike conduct after a warning shall constitute a resignation by that Board member. Members are allowed to name a proxy from among the remaining Board members, and that proxy may vote, in which case the absence will not be counted against the member. A majority vote by the Board members is necessary to effect a removal and to fill a vacancy.

Quorum

A simple majority of board members attending a regular or special meeting of the Board called by the President shall constitute a quorum for the conduct of business brought before the Board. Regular meetings shall be held at least quarterly, and both regular and special meetings may be held by email at the discretion of the President.

Duties

The President shall preside at all regular and special meetings of the Board or the Club, and the President shall appoint section leaders as prescribed in Article IV and shall appoint such special committees as are deemed necessary by the Board for the proper operation of the Club.

The Vice-President shall stand in for the President in the President's absence.

The Recording Secretary shall keep minutes of all Board meetings and the Membership Secretary shall maintain a roster of all club members in good standing. The Membership Secretary shall collect membership dues and turn over those monies and any other proceeds from Club activities to the Treasurer.

The Treasurer shall have custody of all funds in the Club treasury and shall maintain accurate and timely financial records in accordance with standard accounting procedures. The Treasurer shall produce a quarterly statement of the Club's financial standing and such other reports as the President directs.

Article III - Membership

Any person at least 18 years of age shall be eligible for membership unless they have been convicted of a felony, are fugitives from justice, are legally prohibited from owning or possessing a firearm, or display unsportsmanlike conduct. A member who fails these standards can be expelled by a majority vote of the Board. Applications for membership shall be made in writing and accompanied by the applicable membership dues selected on the application. The Board shall set the membership fee. Members who fail to renew by July 1 of the year following that member's expiration date are deemed to be delinquent but may be reinstated by payment of the applicable dues. Honorary membership may be granted by the Board for persons who have or are rendering extraordinary service to the Club.

Amendments to the Constitution and Bylaws

Proposed amendments to the bylaws of the Club shall be referred to the Board for consideration and recommendation to the membership at large at the next annual meeting. A simple majority vote by the Club membership will adopt or reject the proposed change, and the members present at the meeting shall constitute a quorum.

Article IV - Permanent Sections

The President, with the advice and consent of the Board, shall appoint leaders for the following as many of the following permanent sections as necessary and any others that the Board shall deem advisable:

1. Finance; 2. House and Grounds; 3. Publicity and Programs; 4. Instructional; 5. Archery; 6. Rifle; 7. Pistol; 8. Shotgun; 9. Youth; 10. Hunter Education. Section leaders shall act as Match Directors or designate a Match Director as appropriate.

Match Director Duties

Match directors are responsible for opening and closing the gate and insuring that any non-Club member has left the premises before closing the gate. All net funds generated by matches shall be turned over to the Secretary quarterly. All persons attending matches shall be required by the director to follow the rules and safety practices of the club. All non-Club members are required to sign an NRGSC waiver.

Article V - Spending

The Board shall approve all spending; however, section leaders or match directors may spend up to \$250 per quarter without specific board approval. Fees collected for matches or other activities shall become the property of the Club, and section leaders or match directors shall remit them to the Treasurer less any monies spent in accordance with this article on a quarterly basis, together with an accounting of receipts and expenditures.

Article VI - Instructing at the Club

For-profit and non-profit instructors shall:

1. Carry insurance: \$1,000,000 professional liability if for profit with NRGSC listed as an also insured; non-profit classes are covered by the Club if the class is approved by the Board.
2. Appear before the Board at the Board’s discretion and receive the Board’s approval for any classes. The Board may conduct this approval process in writing by way of email.
3. Be a Club member, except that Club members can host instructors.
4. Have a written agreement with the Club, which may be short.
5. Submit instructor credentials to the Board, with all assistants listed, if used.
6. Have a basic emergency plan in place, which includes a first aid kit being available for all classes.
7. Schedule classes one month in advance; however, the President can waive this requirement in his or her discretion.
8. Encourage students to join the Club; however, a \$5 per day range use fee shall be collected from non-member students in for-profit classes by the instructor and paid over to the club treasurer in a timely fashion. Submit a statement of how many students attended and how many hours the class lasted.

Article VII - Records

The secretary and treasurer shall maintain the records of the Club. When records cease to be used for the conduct of the affairs of the Club, they may be discarded.

Article VIII - Duration and Dissolution

The duration of the Club shall be perpetual until the directors decide to dissolve the Club. Upon dissolution, the assets of the Club shall be transferred to any other nonprofit organization that is involved in shooting sports or conservation.

Article IX - Adoption

These bylaws were adopted on _____.

President

Secretary