



**BY-LAWS of**  
***The Ponca City Rifle and Pistol Club, Inc.***

**ARTICLE I – Name**

The name of this organization shall be The Ponca City Rifle and Pistol Club, Inc.

**ARTICLE II – Object**

The object of this organization shall be the encouragement of organized rifle and pistol shooting among residents in our community and citizens of the United States of America in general. To increase the knowledge on the part of individuals regarding firearm safety, proper care and handling of firearms, as well as improved marksmanship. It shall be our further object and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism. To support these goals the club may sponsor and support a junior division. Assets and consumable supplies and equipment used to accomplish these goals may be purchased, used and sold. All proceeds from dues, contributions and sales must be used to further the object stated here. Members and officers shall receive no compensation except for expenses approved by the Executive Committee. With the approval of the Executive Committee contracts may be entered into to further these objectives.

**ARTICLE III-Membership**

(a) After approval by the Executive Committee any citizen of the United States, 18 years of age or older, may become a member of this organization after subscribing to the pledge on the application and upon payment of the usual initiation fee and dues. If in the judgment of the club, the applicant will have a detrimental effect on the club, the membership or the executive committees can disapprove that membership application. An applicant may appeal the decision to refuse membership to the full membership of the club at a regular scheduled club meeting. The applicant must give written notice of appeal to the **Range and Membership Committee** and they will communicate the appeal to club members ten days before the scheduled meeting.

Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the club for the purpose of acting on the appeal. The Secretary shall give at least fifteen days notice in writing to all members of the club in good

standing stating the date, time, place, and reason for such special meeting.

(b) Any person who is 18 years old and an immediate family household member of a Ponca City Rifle and Pistol Club Inc. member may become an associate member of the Ponca City Rifle and Pistol Club Inc. if they meet the other requirements of this section. These associate members have all rights of full club members except the right to hold office in the club and vote on club matters.

(c) All members and associate members of this club shall maintain individual membership in the National Rifle Association for the duration of their club membership.

(d) In rare instances the Executive Committee may grant complimentary club memberships.

**ARTICLE IV-Dues**

(a) The fiscal year shall be a calendar year starting on January 1st. and ending on December 31st. of same year. Club dues are due on April 1 and delinquent after April 30th. The usual initiation fee and dues for club members and associate club members shall be an amount set by a vote of the members at a regular meeting or a special meeting called for that purpose. Any proposal to set or change the annual member or associate member dues must be approved by a majority of the members present at a regular meeting or a special meeting called for the purpose, provided the members have been notified of the proposal at least ten days prior to the meeting. Further, any change in annual dues will not become effective until the start of the following membership year.

(b) No member of the club in arrears (delinquent) shall be eligible to vote or enjoy any other of the privileges or benefits offered by this club.

(c) Members and associate members of this club are responsible for the renewal of their own NRA dues.

**ARTICLE V – Meetings**

(a) Annual Meeting. The annual meeting of the club shall be held in January at the regular scheduled meeting for that month. If the annual meeting shall not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

(b) Regular Meetings. The regular business meeting of the club for the transaction of ordinary business shall be held monthly on a day chosen by the members present at a regular meeting or a special meeting called for the purpose. Any proposal to set or change the meeting day must be approved by a majority of the members present at a regular or special meeting called for the purpose, provided the members have been notified at least ten days prior to the meeting.

(c) Special Meetings. A special meeting of the club may be held at any time upon the call of the President or upon the call of the Executive Committee, or upon demand in writing, stating the object of the proposed meeting, and signed by not less than 20% of the members entitled to vote. Notice of the time, place, and object of any special meeting shall be given all officers and members in good standing not less than seven days prior to the date fixed for the holding of the meeting. The place of such special meeting shall be fixed by the Executive Committee.

(d) Quorum. The members present at a regular meeting or a special meeting for which notice has been served to all members entitled to vote shall constitute a quorum.

#### **ARTICLE VI – Officers**

(a) The officers of this club shall be a President, Vice President, Secretary, Treasurer, Chief Instructor, Range and Membership Committee Chairman and the Executive Officer. They shall be elected by a majority vote by ballot of the members in good standing present at the annual meeting of the club. They shall hold office for one year or until their successors is elected, but the Chairman of the Range and Membership Committee will hold office for two years and will be elected in the even numbered years. The President, Vice President, and the Secretary-Treasurer shall also serve as directors of the corporation and are bound by the general members' consensus. The offices of secretary and treasurer may be combined. The Range and Membership Committee Chairman may also serve as one of the other club officers.

(c) Meetings of the Executive Committee shall be held at such time and place as the Committee may determine. Special meetings may be held at any time on the call of the President or on demand, in writing to the Secretary, by three members of the Committee.

(d) Fifty percent (50%) of the committee shall constitute a quorum.

(e) Resignation of any officer may be accepted by a majority vote of the remaining members of the Executive Committee.

(f) A vacancy in the Executive committee may be filled by a majority vote of the remaining members of the Executive Committee. However, if more than one vacancy exists, a special meeting of the club shall be called and new officers shall be elected to fill the vacancies until the date of the next annual meeting as provided in paragraph (a) above.

(g) The Range and Membership Committee shall be made up of the elected chairman and four other club members in good standing. The chairman will serve two years and will be elected in the even numbered years. The other four members will be appointed by the executive committee and serve one year terms. Officers of the club may also serve as members of the Range and Membership Committee.

(h) The Range and Membership committee shall be responsible for the scheduling of range activities, providing Regulations, Policies and Range Rules and a Range Schedule. They will also oversee maintenance and new construction and will be responsible for the club website. This committee shall be responsible for initial contact regarding membership grievances. This committee shall contract no bills without the authorization of the Executive Committee above the customary and usual expenses. Reports of said committee will be provided at general membership meetings.

#### **ARTICLE VII – Duties of Officers**

##### **(a) PRESIDENT**

The president shall preside over 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 such other duties as usually pertain to his office. The president shall also be the registered agent of record for the corporation.

##### **(b) VICE-PRESIDENT**

The Vice-President shall perform the duties of the President in his absence or at his request.

##### **(c) SECRETARY**

The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the club by the National Rifle Association and by the Director of Civilian Marksmanship. He shall notify all members of special and annual meetings, as required in Article V. He shall keep a true record of all meetings of the Executive Committee and of the club and have the custody of the books and papers of the club, except the Treasurer's books of account. He will

receive all applications for membership in the club and shall remit those fees to the Treasurer, taking his proper receipt therefore. He shall be responsible for renewing the club affiliation annually with the National Rifle Association and other affiliating organizations.

(d) TREASURER

The Treasurer shall have charge of all funds of the club and place the same in such bank or banks as may be approved by the Executive Committee. Such money shall only be withdrawn by check signed by the Treasurer and for the payment of such bills as shall have been approved by the Executive Committee, except for other payment method approved by the Executive committee. The Treasurer shall keep an accurate account of all his transactions and render a detailed report with vouchers at any meeting of the Executive Committee when requested and an annual report to the organization at its annual meeting. Records may be viewed by any member in good standing at any official meeting upon request.

(e) CHIEF INSTRUCTOR

The Chief Instructor shall create and maintain a list of certified instructors and range officers for all programs holding regularly scheduled club events. In the event that no certified instructors are available for a particular event, the Chief Instructor will arrange for proper certification for the event sanctioning body at the earliest convenience. He will be responsible for new member range safety orientation training. He shall contract no bills without the authorization of the Executive Committee above the customary match expenses.

(f) EXECUTIVE OFFICER

The Executive Officer shall have charge of the match results and of keeping records that will be used in the determination of club program champions. He shall also coordinate with the various program chairmen in determining the requirements necessary for programs to be included in determination of Club Champion.

g) CHAIRMAN, RANGE AND MEMBERSHIP COMMITTEE

The Range and Membership Committee Chairman will call meetings of the Range and Membership Committee and will chair said meetings and will be responsible for all reporting of the committee. He will be responsible for maintaining the rules, regulations and policies; maintenance and construction; a range schedule and website. He will call and chair a meeting of the Range and Membership Committee to review the charges against a member.

(h) PROGRAM CHAIRMAN

The various Program Chairmen shall be responsible for the operation of their respective programs. The chairmen shall meet all requirements set forth by the Executive Committee. They shall contract no bills without the authorization of the Executive Committee above the customary match expenses. Such programs are, but not limited to:

- The Shotgun Program
- Silhouette Program
- Black Powder Program
- Pistol Program
- Highpower Program
- Smallbore Program
- Sporter Rifle
- Youth Shooting Programs

## ARTICLE VIII – Suspension or Expulsion

### OFFICERS

(a) Any officer may be removed by a two-thirds vote of the members in good standing present at a special meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen days notice in writing shall have been given the officer of the reasons for his removal and of the time and place of the special meeting at which such ballot on his removal is to be taken. At such special meeting the officer shall be given a full hearing.

### MEMBERS

(b) Any member may be suspended or expelled from the club for any cause deemed sufficient by the Range and Membership Committee. Such cause shall be placed before the Executive Committee wherein a two-thirds affirmative vote of the members of that Committee present at any regular or special meeting is required for suspension or expulsion. No vote on suspension or expulsion may be taken unless at least fifteen days notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Executive committee at which such charges will be considered. At such meeting the member under charges will be accorded a full hearing.

(c) Charges against any officer or member may be preferred 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 used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President and the Membership Committee Chairman. The Range and Membership Committee Chairman will call a meeting of the Range and Membership Committee to review

