

# MILL CREEK RIFLE CLUB BY-LAWS

## Article I - Name

The name of this organization will be: The Mill Creek Rifle Club, Inc. (herein called the Club).

## Article II – Purpose

The purpose of the organization is to: provide facilities for the safe, lawful and Club-approved use of small arms by members and their guests; provide facilities for law enforcement personnel training and practice; provide small arms competitive shooting events; provide facilities for NRA approved safety and hunter training; and generally promote shooting sports and related fellowship. The Club was founded to promote precision rifle shooting. ~~T; t~~ therefore, the Club will continue to promote all forms of precision shooting, including benchrest competition. ~~All dues, fees, assessments, match proceeds, and other revenues derived from the use of Club facilities shall be used for the maintenance and improvement of the Club facilities and promotion and preservation of all small arms sports.~~

The mission statement of the Club shall be:

*The Mill Creek Rifle Club is a unique, member-governed volunteer organization dedicated to safely maintaining and growing the traditions of the shooting sports, safe marksmanship, hunting skills, and defensive capabilities; to preserving and indulging the passion for the inalienable freedoms guaranteed in the Kansas and United States Constitutions, including the Second Amendment; to fostering wholesome youth development, member and shooting community*

fellowship, and knowledge sharing; and to setting an example for all to follow.

All dues, fees, assessments, match proceeds, and other revenues derived from the use of Club facilities shall be used for the maintenance and improvement of the Club facilities and promotion and preservation of all small arms sports.

### **Article III - By-laws**

These by-laws are effective when ratified by the membership (date shown on last page) and supersede all previous by-laws and practices. Motions to amend these by-laws may be made by any member present at a regular monthly meeting. If approved by a majority of the members present and the ~~Board~~board of directors, the proposed amendment, including notice of the time and place for considering the amendment, shall be ~~mailed sent~~ to all members ~~postmarked~~ not less than 10 days prior to the meeting for the members' consideration. Adoption of the amendment will require a favorable vote by two thirds of the members present and voting.

At an interval of no less than every three years, the president shall appoint a committee to review these bylaws and recommend to the board any amendments.

### **Article IV - Board**

1. The governing organization (herein called the Board) shall consist of ~~four~~three ~~annually~~ elected officers, each serving a two-year term, ~~six seven eight~~ ~~biannually~~ elected directors, each serving a three-year term, ~~and a including~~ a Board appointed ~~Secretary~~secretary, and a ~~Director~~ ~~director~~ ~~Emeritus~~emeritus, serving a two-year term. All except the ~~Secretary~~ ~~secretary~~ shall have equal voting rights on board affairs. The officers will be: ~~President~~president, ~~Vice vice~~ ~~President~~president, ~~Secretary and (non-voting)~~, ~~Treasurer~~treasurer, and ~~Range~~

~~law enforcement liaison range Officer officer.~~ Single vacancies shall be filled by majority vote of the Board for the balance of the term. Multiple vacancies shall ~~he~~ be filled by membership election. The removal of any Board members (except ~~Secretary secretary~~) will require a majority vote of members present at a monthly meeting. Upon Board recommendation of removal, ~~a written~~ notice shall ~~be be~~ sent mailed to the membership 10 days prior to the next membership meeting, advising of the Board's recommendation and the need for a member vote on the recommendation discussion at upcoming meeting. Responsibilities and authorizations of the Board, Officers, and Directors are defined elsewhere herein. ~~Responsibilities and authorizations of the Board, Officers and Directors are defined elsewhere herein.~~

-At the start of each even year or when the position is vacant, the ~~Mill Creek~~ Board of Directors will nominate a member of the ~~gun e~~ Club to be director emeritus no later than January 31 or 45 days after the position has been vacated.

—The Hodgdon family, ~~at their~~ its discretion, ~~will~~ either accept or reject the nomination. If the nomination is accepted, ~~the~~ candidate will become the ~~Director~~ director Emeritus emeritus. If the nomination is rejected, ~~the board~~ Board of directors will have 45 days to choose another candidate for Hodgdon family confirmation.

2.

## Article V – Membership

All members of this organization must be ~~;~~:

- 18 years of age or older, ~~a~~
- Eligible to legally own a firearm under all federal laws and any applicable state laws

~~A legal firearm owner,~~

- ~~• A members of the National Rifle Association,~~f

~~Free of any criminal, controlled substance or other convictions citing mental deficiencies and e~~

- ~~• Currently paid in payment~~ of all dues, initiation fees, and assessments.

-Applicants for membership must meet the above criteria and be sponsored by an active member capable of vouching for the candidate's safety with firearms, character, and integrity. Applicants must successfully complete and pass the required firearms safety and range orientation class, ~~approved by two Board members (approval can be through personal knowledge of the applicant or as the result of an interview)~~ and then be approved by the majority of members present at a regular monthly meeting.

## Article VI - Affiliations

The organization will maintain active affiliations with:

- ~~• The National Rifle Association,~~
- ~~• The National Benchrest Shooters Association,~~t
- ~~• The Kansas State Rifle Association,~~t
- ~~• The Civilian Marksmanship Program,~~and e
- ~~—Other organizations the Board deems appropriate.~~

~~•~~

## **Article VII — Board, Officer, and Director Responsibilities**

*Board:* The Board is responsible to the membership for conducting the affairs of the Club within the authorizations defined elsewhere herein. This responsibility includes ~~preparation of~~ing an annual Club budget, ~~tracking that budget tracking,~~ advising the membership of the Club's financial status, and ~~maintenance of electronic aining~~ communication to members of the ~~club~~Club.

*President:* The ~~President's~~president's responsibilities include: ~~C~~conduct of all membership, Board, annual, and special meetings as defined elsewhere herein; and assignment of tasks to other Board members, including coordination of such tasks as needed to manage the affairs of the Club. The President or his designate shall also be the Club's official spokesperson to all entities outside the Club.

*Vice President:* The ~~Vice-vice~~President~~president~~ shall assume the responsibilities of the ~~President~~president in his absence and may also assume the authorities of the ~~President~~president in cases of extended absence. In addition, the ~~Vice-vice~~p~~President~~ will be responsible for the scheduling, ~~coordination~~coordinating, and obtaining Board approval for all scheduled range events, except those on the Law Enforcement ~~Ranger~~ranges. This includes preparation and maintenance of a current schedule to be published on the ~~club~~Club website.

*Secretary:* The ~~Secretary's~~ secretary's responsibilities include recording of all board and general membership meeting minutes ~~and posting meeting minutes to the board google group within 7 days, distributing minutes to Board members, and amending and finalizing the minutes as directed by the Board;~~; ~~issuance of~~ ing all membership documentation; ~~collection~~ collecting and ~~depositing of~~ all dues, fees, assessments, and match proceeds; and ~~collection of~~ all law enforcement revenues billed by the ~~Range~~ aw enforcement liaison ~~range Officer~~ officer. In addition, the ~~Secretary~~ secretary will maintain all membership records, ~~and Club legal records as well as, and~~ a current Club address (P.O. ~~Box~~ box). The office of secretary is an appointed position and will be compensated as determined by the Board. ~~If not a Club member, the Secretary may not vote.~~

*Treasurer:* The ~~Treasurer~~ treasurer is responsible for securing and maintaining Club banking arrangements; ~~payment of~~ ing Club expenses within the authorizations shown herein; ~~maintenance~~ maintaining and ~~monthly advice of reporting~~ current bank balances; ~~preparation~~ preparing and ~~maintenance~~ maintaining of Club statements showing budget and ~~year-year-to-to~~ to-date expenditures; ~~preparation~~ preparing and filing ~~of~~ tax returns, including related financial reports; and securing Club insurance as set forth herein. In addition, the Treasurer will maintain all Club affiliations as determined by the Board.

*Law Enforcement Liaison* ~~Range Officer:~~ The ~~Range~~ law enforcement liaison ~~range Officer~~ officer will be responsible for ~~execution~~ executing and ~~maintenance~~ maintaining

~~of~~ contracts for use of the Law Enforcement ~~Range~~ ranges consistent with arrangements determined by the Board. This includes: ~~the oversight of overseeing~~ range scheduling by the various ~~Law~~ law ~~Enforcement~~ enforcement ~~Agencies~~ agencies under contract; ~~rendering~~ billing ~~to~~ those agencies for range use; providing copies of said bills to the ~~Secretary~~ secretary; and keeping the Board informed regarding Law Enforcement range schedule and usage ~~and maintaining a current posted schedule of use at the Law Enforcement Ranges~~ ranges.

*Membership Director:* The membership director is ~~r~~Responsible for all applicant screening, ~~interviewing, dues and fee collections~~ and processing of candidates for membership. The director will also be ~~and be~~ responsible for arranging or conducting all new member ~~safety briefings~~ orientation classes and for collecting new member dues and fees.

*Public Relations Director:* The public relations director is ~~r~~Responsible for oversight of the ~~club~~ Club website and distribution of electronic communications following the ~~President's~~ president's approval and such other public relation tasks as may be recommended by the Board. This position is not the Club's spokesperson unless so designated by the ~~President~~ president.

*Range Maintenance Director:* ~~The maintenance director is r~~Responsible for securing and supervising the routine maintenance and repair of Club grounds, buildings, target frames, and other major property items. This includes securing maintenance personnel and/or hiring specialty vendors within the authorizations set forth herein.

*Range Construction Director:* ~~The construction director is r~~Responsible for securing the necessary labor and materials for ~~Range-range Construction-construction~~ projects as approved by the Board and the ~~Membershipmembership~~. This includes obtaining bids as needed to price such projects and ~~assure-assuring~~ that work ~~is done is-at lowest cost-consistent with good qualitythe best value~~. This position is also responsible for ~~evaluation-ofng~~ such work prior to payment ~~for same~~.

~~*Safety Director:* The safety director is responsible for reviewing range rules and the steel use permitting process, and for developing recommendations for revision to both, to be presented to the Board annually for final approval no later than the October monthly board meeting. The safety director will receive, review, and approve steel use permit applications. The safety director is also responsible for making recommendations to the Board regarding applications for exemptions from members, match directors, law enforcement, and others. In addition, the safety director, or designee, is responsible for investigating all safety incidents and/or rule violations and for making appropriate recommendations to the Board regarding member discipline..~~*Safety Director:* This position ~~The safety director is responsible for reviewing range rules and the steel target permitting process, and for developing~~

~~recommendations for revision to both, to be presented to the Board annually for final approval no later than the October monthly board meeting. The safety director will receive, review, and approve steel target license applications. In addition, the safety director is responsible for investigating all safety incidents and/or rule violations and for making appropriate recommendations to the Board regarding member discipline. is responsible for establishing Range safety measures: This includes but is not limited to update and maintenance of Club Range Rules; posting of same; preparation and posting of signs defining individual range limitations; and other measures deemed appropriate to insure a safe environment for members and guests. In addition, this position is responsible to see that incidents are thoroughly investigated and recommendations where appropriate.~~

*Legislative Director:* ~~This position~~ The legislative director will guide Club efforts in all legislative matters. This includes, but is not limited to, advising the Board and ~~Membership~~ membership of current legislative activities; recommending and initiating related Club measures; and maintaining relationships and coordinating activities with other groups with similar interests.

*Technology Director:* ~~The technology director is responsible for~~ Responsible for oversight of the Club's information technologies (IT) including the Club's computers, networks, internet access, wireless fidelity, and security systems. The technology director will advise the board regarding all IT issues and work directly with outside IT providers and other technology vendors on Club IT and security matters. ~~evaluating and maintaining technologies owned and utilized by Millcreek Rifle used by the Club, including but not limited to secure databases, computer networks, digital storage~~

~~devices, security systems and technologies, gate and building access systems, wired and wireless communications systems, and the proper functioning and integration of other existing and emerging technologies. The Technology technology Director director will be responsible for evaluating technological upgrades or additions, and for obtaining bids as needed to price such projects and will work with other , advising the Board on technology improvements, and ensuring members to ensure that any contracted work is performed at the lowest cost and with good quality best value. This position is also responsible for evaluation of such work prior to payment for the same.~~

*Other:* At the discretion of the President president, the above individual responsibilities for vice president, ~~range officer~~ law enforcement liaison, membership director, and public relations director may be delegated to other Board members , to take advantage of the time and talent of the individuals involved.

## **Article VIII – Authorizations**

*Board:* The Board is authorized to prepare and approve by no later than its October monthly board meeting an annual budget that will be distributed to the membership not less than 10 days before the annual March meeting. At the annual March meeting , the budget will be presented for discussion, modified, if needed, and ratified by a majority vote of the members present. The Board will at all times ensure that at least one year's operational expenses are maintained for emergency use. In addition, the Board is authorized to spend up to \$10,000 per occasion for major repair to Club facilities, such as building, roads, and machinery; up to \$20,000 annually for Club improvements.

such as building or range additions; up to \$20,000 per occasion for restoration of Club ~~Facilities~~ facilities due to natural or man-made disasters; and up to \$~~510~~,000 annually for professional services. Additional expenditures exceeding these specific limits will be presented to the membership and approved by majority vote of the members present.

*President:* The ~~President~~ president is authorized to sign all formal Club records, including contracts, legal documents, and official ~~Correspondence~~ correspondence, ~~etc.~~ In addition, the ~~President~~ president is authorized to approve up to \$10,000 of emergency expenses for initial response to natural or manmade disasters, ~~i.e., fire, flood, wind, hail, theft, or malicious damage.~~

*Secretary:* The ~~Secretary~~ secretary is authorized to approve up to \$5,000 annually for administrative supplies, including postage, printing, stationery, membership cards, decals, keys, computer supplies, etc.

*Treasurer:* The ~~Treasurer~~ treasurer is authorized to pay all tax, utility, insurance, and affiliation costs when due and to reimburse all receipted Board, ~~Officer~~ officer, ~~Director~~ director, or ~~Membership~~ membership approved expense within the authorizations defined herein. ~~This includes the Board approved portion of shared farming expenses for Club land. Also, the Treasurer treasurer is authorized to reimburse receipted match expenses for which there is a Board approved estimate.~~

*Range Maintenance Director:* The range maintenance director is authorized to approve up to \$~~23~~,000 monthly for the material and labor needed for routine maintenance of target frames, land, and buildings.

*Officers and Directors:* All officers and directors are authorized to incur limited ~~administrative sundry expenses for postage, stenographic work and duplicating, and such other Board approved expense as may be necessary for specifically assigned tasks including publication of the newsletter.~~ including reimbursement at the current Internal Revenue Service standard mileage rate for business travel for their actual monthly mileage to and from all regularly scheduled member and board meetings and such other travel as may be necessary in the performance of their duties. All submissions for reimbursable expenses shall be reviewed by the Club treasurer.

*Other:* Expenditures not specifically authorized above, including additions or expenses to Club facilities in excess of amounts previously specified, will require membership approval. Motions for such expenditures may be made by any member present at a regular monthly meeting. If approved by a majority of those present and the Board, the proposed expenditure, including notice of the time and place for consideration, shall be distributed to all members not less than 10 days prior to the meeting at which it shall be considered. Adoption of the proposal will require a majority vote by the members

present at the meeting. In addition to the foregoing financial authorizations, the Board is the sole authority controlling routine matters necessary for the conduct of the Club, including membership applications and limits; maintenance personnel selection; insurance arrangements; range rules; discipline; meeting agendas and schedules; nomination committees; and lease arrangements.

## **Article IX - Dues, Fees, and Assessments**

### **Dues**

The Board shall have the authority to change annual dues in any given year. Dues changes in excess of \$10 will require membership approval at a regular meeting following ten-day advance notice of the meeting in which dues will be considered. Dues changes in excess of \$10 will require favorable vote by the majority of the members present at the meeting. Senior citizens (65 and over) may receive a discount on annual dues following the first year of membership. A dues notice will be published on the website and by email notice to all ~~club~~Club members not later than April 1st each year. Written notice will only be provided to those members who have opted out of email notification by written communication to the Board. Annual dues are due and payable by May 1st. Members not paid by June 1st will be considered delinquent. Members may be placed on an inactive status for up to two years by applying in writing to the Board prior to June 1st and may subsequently be reinstated by paying current year dues and attending and passing the monthly orientation class for new members as a refresher. Inactive members may not vote, may not use the range except as a guest of another member, and may not exercise any other membership privileges.

**Fees:**

The initiation fee to this organization shall be set by the Board for new members and a \$100 fee for members reinstated on or before July 1st who have not been placed on inactive status. Members applying for reinstatement after ~~July~~ July 1st will be considered as new applicants.

**Assessments:**

Special assessments to all members may be made following Board recommendation and subsequent notice to all members in writing at least 10 days prior to the meeting in which the special assessment will be considered. Adoption of a special assessment will require a favorable vote by the majority of the members present at the meeting for consideration. Assessments will be due and payable with annual dues. Failure to pay assessments consistent with the above dues schedule will result in the termination of membership.

**Other:**

Officers and ~~Directors~~ directors will be exempt from dues payment (but, not special assessments) as long as the responsibilities as outlined in Article VII are not substantially diluted.

## **Fiscal Year:**

The dues year for the organization starts May 1st. The fiscal year for budgets and taxes will be January through December.

## **Article X – Meetings**

### **Annual Meeting**

The ~~Annual~~annual meeting of the organization for the review of the previous year,~~'s~~ expenditures, presentation of the current year's budget for approval ~~and~~, the election of officers and directors, and any other business as called for the Board shall be on the first Tuesday of March at a time and place designated in writing by February 10th. Should the meeting be postponed, the membership must be advised no later than February 20th. The Board shall appoint a nominating committee of three Board members at its regular October meeting during an election year. Nominating committees shall be composed only of Board members not up for election in the coming year. Membership will be notified of the ~~The Winter/Spring newsletter will identify names of the three members who comprise the nominating committee in a timely matter.~~ The committee who shall present a slate of not less than one candidate for each office to be filled, along with ballots for recording the election. ~~The Winter/Spring newsletter will identify the three members who comprise the nominating committee.~~ Any Club member wishing to run for any of the Board positions up for election at the annual ~~election~~ meeting, must contact one of the designated nominating committee members, by the date of the ~~February~~January Board meeting, prior to the annual ~~election~~ meeting. No nominations will be accepted from the floor, on the night of the annual ~~election~~ meeting. ~~The majority of the members present will elect all officers and three of the six seven elected directors annually~~Officers and directors shall be elected by a majority of the members present. Officers and directors elected at the

annual meeting shall begin their term of office on—\_the first day of the month following their election. New member inductions shall not occur at the March annual member meeting.

### **Regular Meetings**

The regular meetings of the organization for transaction of routine business shall be held the first Tuesday of each month, except January, at such time and place as fixed by the Board. Any change of date, time, or meeting place will be brought to the attention of the membership by written notice.

### **Special Meetings**

A special meeting of the membership may be held at any time upon: (1) call of the President-president, (2) call of the-a quorum of the Board, or (3) call in writing by at least 20% of the members. Written notice of ~~S~~ special Meeting-meeting time, place, and matters to be considered shall be made to the membership at least 10 days prior to the date fixed. Any special Meetings-meetings called by the membership shall be scheduled within 45 days of receipt of notice.

### **Board Meetings**

The Board shall hold regular meetings at such time and place as the Board shall determine.

## Meeting Conduct

All meetings shall be conducted under the authority of the ~~President~~president. ~~If the president is~~ absent, the vice president ~~shall preside. If~~ both ~~are~~ absent, ~~the president shall a~~ designated a temporary chair officer or director. Meetings shall ~~otherwise~~ be conducted in accordance with Roberts Rules of ~~order~~Order, current edition. Quorums for ~~Regular~~regular and ~~Special~~special Meetings ~~member meetings~~ shall be ~~defined as 15-10~~ or more active members. A quorum for regular and special Board meetings shall be ~~six~~ seven voting Board members. Any meetings, special and regular, may be held in person or virtually. All voting participants in any meeting must make themselves identifiable as members.

## Article XI - Suspension and Expulsion

A member may be temporarily suspended by any member of the Board for violation of the ~~Range~~range ~~Rules~~rules. In addition, any member may prefer charges in writing outlining problems with another member's conduct. In either case, the Board must meet to consider the matter, if possible, within ~~31-60~~ days of the incident; but in no case later than ~~60-120~~ days from the date of the incident or incidents in question. The ~~Board~~president will notify, by certified mail, the persons ~~s~~ or persons accused of the incident or incidents in question, as well as ~~the~~ witness or witnesses to those actions. Both parties will be summoned to appear before the Board in order to determine whether or not any punitive actions need to be taken on the part of the Board. Failure to appear before the Board, when summoned, may by itself constitute grounds for expulsion ~~from MCRG~~. After hearing all witnesses and information regarding an

incident, by a vote of ~~at least seven concurring~~ a simple majority of Board members present, the Board may decide to drop all charges, ~~or~~ reprimand, suspend, or expel the accused member or members in question. The Board also has the discretion to require the member to undergo Board-approved firearms safety training as a condition of continued membership. Suspended members will be reinstated following the period of suspension. Expelled members shall not be permitted on MCRG Club property. Any person who is not ~~an MCRG~~ a Club member may be permanently banned from Club premises as a result of the process described above.

## **Article XII - Match ~~Ruleses~~ and Group Events**

~~All competitive matches held by this organization shall be governed by the rules sanctioned by: The NRA, Civilian Marksmanship Program, the National Benchrest Shooters Association, or other organizations sanctioning shooting events subject to Board approval. All match and group events shall comply with all club rules, unless specifically exempted. Match directors of organized match and group events are considered to be directly responsible for the actions and behavior of all their participants and guests. Any organized group that does not properly monitor and control its participants may itself be banned from the use of Club facilities. Organized matches and group events are considered to be directly responsible for the actions and behavior of all of their participants and guests. Any organized match group that does not properly monitor and control its participants may itself be banned for from the use of MCRG Club facilities.~~

### **Article XIII – Insurance**

This ~~organization-Club~~ shall secure and maintain liability, property, and directors' and officers' insurance in amounts to be determined by the Board. The Board is also authorized to purchase such other insurance as is economically feasible to protect the assets of the Club from natural or man-made damage.

### **Article XIV – Assets**

All properties and assets are to be held in the Club's name.

### **Article XV – Electronic Communications**

~~Members, unless they opt out by written notice to the Board, will~~ shall receive notices of ~~club~~Club activities and dues statements via electronic transfer methods, to include email and text messages, ~~club~~Club website postings, or other accepted electronic formats.

### **Article XVI – Member Meeting Minutes**

~~Any member in good standing may request review of previous member or board meeting minutes at any regularly scheduled member or board meeting. Member meeting minutes shall be posted on the member-only side of the Mill Creek Rifle Club website within a reasonable amount of time after each member meeting. Minutes will~~

~~be redacted to protect and make private any member names and any sensitive club information.~~

**Article XVII – Approval**

We the undersigned hereby certify that these by-laws have been properly approved by the members of this organization on, **2016**INSERT DATE, and become effective upon such approval.

We, the undersigned, consent to, and here by do adopt the preceding bylaws, consisting of the \_\_\_\_ preceding pages, as the bylaws of this corporation.

Approved by the Board of Directors ~~on~~on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved by the General Membership on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Name of the President

\_\_\_\_\_  
Name of the organization

\_\_\_\_\_  
Name of the Secretary

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Name of the organization