

Rockford Skeet and Trap Club Bylaws March 2012

Article 1 - Name and Objective

The name of this organization shall be known as the Rockford Skeet Club, Inc. The Rockford Skeet Club is a not-for-profit club. The club's objectives are to encourage organized clay target shooting; 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.

Article 2 - Officers

- A. The officers of the club shall be President, Vice-President, Secretary, Treasurer and three (3) Directors, who acting together shall constitute the Board of Directors (BD).
- a. Effective with the 2012 election the term of office(s) of President and Secretary shall be for two (2) years.
 - b. Effective with the 2013 election the term of office(s) of Vice-President and Treasurer shall be for two (2) years.
 - c. The term for the three Directors shall be one year.
- B. The BD shall have the general supervision and control of all the activities of the club.
- C. Meetings of the BD shall be held regularly at such time and place as the BD may determine. Special BD meetings may be held at anytime at the call of the President or on demand, in writing to the Secretary, by any members of the BD.
- D. Four members of the BD shall constitute a quorum.
- E. Should a vacancy occur in the Presidency, the Vice-President shall fill the remainder of the term. Any other vacancy shall be filled by a majority vote of the Board of Directors. 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.

Article 3 - Duties of Officers

- A. President. The president is the Chief Executive Officer of the club and shall preside at all meetings of the club and of the BD. The President shall be a non-voting member of all regular and special committees, and shall perform all such duties as usually pertain to his office. The President shall appoint all committee chairmen.
- B. Vice-President. The Vice-President operates as the chief operating officer of the club and shall perform the duties of the President in his absence or at his request. The Vice-President shall succeed the President, in case the office of President becomes vacant, until the end of the elected term.
- C. Secretary. The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the club to any and all organizations. The Secretary shall notify the members of the BD of all meetings as required in Article 4. The Secretary shall keep a true record of all meetings of the BD and of the club and have custody of the books and papers of the club, except the Treasurer's books of account. The Secretary is charged with maintaining and interpreting the By-Laws of this association. The Secretary is also responsible for regular communications with the membership, e.g. newsletters.
- D. Treasurer. The Treasurer functions as the chief financial officer of the club and shall have charge of all funds of the club, including collection of dues, placing same in such bank or banks as may be approved by the BD. The Treasurer shall maintain records of all expenses and pay all bills, which are in the normal course of operations of the club. Such money shall only be withdrawn by check signed by the Treasurer or their designee. The Treasurer using "Generally Accepted Accounting Principles" shall keep the accounting records of the club. The Treasurer will provide financial statements at all regular BD meetings and a financial presentation at the annual club meeting.
- E. Directors. The directors shall serve as members of the BD, and shall be elected by the general membership as specified in Article 10. The BD shall establish, maintain and publish to the membership the club's operating policies and procedures.

Article 4: Membership Meetings and Definition of a Legal Meeting

A legal membership meeting shall be comprised of the lesser of ten percent (10%) or twenty five (25) of the members in good standing and shall constitute a quorum.

A. Annual Meeting. The annual meeting of the club shall be held on the last weekend of the month of March in each year. If the annual meeting does not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall holdover until their successors have been elected. The Secretary will notify all members in good standing at least 15 days prior to the annual meeting date.

B. Regular Meetings. The regular business meeting of the club for the transactions of ordinary business shall be as determined by the BD.

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 BD, or upon demand in writing by the lesser of 25 or 10% of members in good standing, stating the object of the proposed meeting. Notice of

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time, place and object of any special meeting shall be given all officers and members in good standing in writing by United States Mail, not less than 15 days prior to the date set for the special meeting. The place of the special meeting shall be determined by the BD.

Article 5 - Membership

Membership of the Club shall be open to any person 18 years of age or older. Membership shall be granted upon completion of the membership application requirements as determined by the Board of Directors. The applicant must comply with all applicable state and federal laws.

Article 6 - Fees, Membership Year, Dues, Assessments, and Payments of Rounds

A. Fees: As economic conditions warrant, the BD may adjust round fees and dues. A special meeting of the membership is required at least 60 days prior to the effective date of the fee change to explain the causes and reasons for the change and payment issues. A notice to the membership is required at least 60 days prior to the effective date of the fee change explaining the fee change and payment issues, e.g. prepaid rounds.

B. Membership Year. The membership year shall end on January 31 and commence on February 1 of each year.

C. Dues. Dues are payable to the Treasurer on or before February 1 of each year.

D. Assessments. Any special assessment may not exceed 100% of the current dues without membership approval by a majority vote at a membership meeting. In any twelve month period, there may not be more than one assessment without membership approval.

E. Payment of Rounds. Payment is on the honor system. Each time a members shoots they are to record their rounds. Payment of rounds is required monthly. Prepayment of rounds is encouraged.

Quarterly, the treasurer will notify members of their delinquency if they have not paid for their rounds as specified. If payment is not received within thirty (30) days, the treasurer shall refer the matter to the BD for possible disciplinary action, which may include termination of membership.

Any member terminated for non-payment of dues, assessments or rounds, on first offense, may regain their membership by paying all monies due within thirty days of notification. Should a member be terminated a second time, they must petition the BD for reinstatement, pay all due monies and an additional fee, which will be determined by the BD. The additional amount cannot exceed 50% of the current year's dues. Should the member be terminated a third time for non-payment, the member is barred from rejoining the club for one calendar year. After the year has expired they must petition the BD for reinstatement of their membership, pay all monies due, annual dues, and pay a new initiation fee.

Members who have voluntarily dropped their membership may request to rejoin and may do so if all money owed to the club is paid and the requirements of Article 5 are met. The BD may waive the initiation fee.

Article 7 - Suspension

A. Any officer may be removed by a two-thirds vote of the members in good standing present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless at least 15 days notice in writing is given to the officer stating the reasons for the actions and the time and place of the special meeting at which a vote on the action is to be taken. At such special meeting the officer shall be given a full hearing.

B. Any member may be suspended or expelled from the club for any cause deemed sufficient by the BD by a two-thirds affirmative vote of the members of the BD present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least 15 days notice in writing shall have been given to the member being charged, and of the time and place of the meeting 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 referred by any member in good standing. The charges 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. The President shall call a meeting of the BD to hear the charges. The Secretary will give at least 15 days notice of the meeting to each member of the BD and to the accuser and the accused. The notice shall be in writing and will include a copy of the charges and the supporting affidavits and exhibits.

D. Any member suspended or expelled by the BD may appeal to the full membership of the club. 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 upon the appeal. The Secretary shall give at least 15 days notice in writing to all members of the club in good standing the date, time, place and reason for such special meeting. At the meeting of the members, 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 BD at which the charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds vote shall be required to reverse the action of the BD.

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E. Any officer or member of the club who has been suspended or expelled by a national or state associations shall automatically stand suspended or expelled from this club immediately upon receipt of official notice from the Secretary of the respective association.

F. Failure to pay any special assessment shall be cause for suspension.

Article 8 - Amendments

Amendments to the By-Laws can be considered at the annual meeting or a special meeting called for the amendment of the by-laws. Any member in good standing desiring to make a proposal to the by-laws must submit a proposal in writing to the Secretary of the club 30 days in advance of the annual meeting or the special meeting called for the amendment of the bylaws. The Secretary will be required to notify the President of the submitted proposal. The President must provide time in the agenda of the annual/special meeting for this proposal to the by-laws. The Secretary, by U.S. Mail, will notify all members in good standing 15 days prior to the annual or special meeting of all proposed amendments to the by-laws. A two-thirds vote of the members returned original ballots will be necessary to pass or reject the proposed amendment. The Secretary of the club shall cause the revised bylaws to be posted on the club's official website within 15 days of acceptance.

Article 9: Committees.

The club shall maintain a standing Elections Committee. The committee shall be responsible for obtaining candidates for elections and conducting all elections. The President shall appoint the committee annually. The committee shall consist of at least three and not more than five members. No BD member or election candidate may be a committee member.

The club shall maintain a standing Safety Committee. This committee shall be responsible for the safety of the club and its members. The committee shall develop and qualify safety officers who shall enforce the safety rules, train new members, monitor all events and conduct safety classes as requested by the BD. The President shall appoint the committee annually. The committee shall consist of four to seven members.

The President shall appoint special committees to develop, review and change operating policies and procedures. These committees shall be responsible for developing club policies and procedures such as dues and rounds payment, conduct, etc., for approval by the BD.

The President shall appoint special committees as needed. The Chairmen of the special committees' shall appoint members to their respective committees. The term of any special committee shall not exceed the current term of the appointing President.

Article 10: ANNUAL/SPECIAL/ELECTIONS AND ELECTRONIC VOTING OPTION

A. Annual Elections:

1. Any member may declare their intent to run for an elected position by notifying the elections committee in writing by February 1st. Any member may nominate another member for an elected position by notifying the election committee in writing by February 1st.

2. The elections committee shall provide a slate of candidates by February 15th.

3. The election committee shall prepare a set of mailing labels of all club members. The election committee shall prepare secret ballots and sequentially number them such that there is one ballot for every club member. The ballots together with a preaddressed return envelope shall be placed randomly in envelopes and mailed by February 15th.

4. Members may mark their ballots and return to the elections committee in the envelope provided or submit the ballot to the election committee at the annual meeting. Mailed ballots must be received by the election committee prior to the annual meeting.

B. Special Elections to fill two or more Board vacancies:

1. A notification shall be issued announcing the vacancies. Any member may announce their candidacy, or nominate other members for a vacancy by notifying the elections committee in writing within 15 calendar days from the postmarked date of the notification.

2. The election committee shall prepare a set of mailing labels of all club members.

3. The election committee shall prepare secret ballots and sequentially number them such that there is one ballot for every club member. The ballots together with a preaddressed return envelope shall be placed randomly in envelopes and mailed within 15 days of the close of nominations.

4. Members may vote by either:

a. Marking their ballots and returning them to the elections committee in the envelope provided or:

b. Submitting their ballots by hand delivering them to the elections committee at the time and place specified on the ballot.

c. Mailed ballots must be received by the election committee prior to the date specified on the ballot.

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C. Optional Electronic Voting

1. Annual Elections - Any member may declare their intent to run for an elected position by notifying the elections committee in writing by February 1st. Any member may nominate another member for an elected position by notifying the election committee in writing by February 1st.

2. Special Elections to Fill Two or More Board Vacancies - A notification shall be issued announcing the vacancies. Any member may announce their candidacy, or nominate other members for a vacancy by notifying the elections committee in writing within 15 calendar days from the postmarked date of the published announcement.

3. The BOD shall cause to be supplied to the elections committee and webmaster:

- a. an up to date list of all members with an electronic address.
- b. a set of mailing labels for all members without an electronic address.

4. Ten (10) days prior to the election:

- a. the elections committee shall provide the official ballot to the webmaster.
- b. the webmaster shall send electronic notification to all members advising them of the up coming election and voting timelines.
- c. the elections committee shall prepare and send a ballot per Sections A and/or B, paragraphs 2,3,4 to all members without an electronic address.

5. Voting

- a. Members receiving electronic ballots may vote anytime within the specified voting period.
- b. Members voting with written ballots must mail their ballots so that they are received prior to the date specified on the ballot.
- c. Members choosing to hand deliver tier ballots must deliver them to the elections committee at the time and place specified on the ballot.

Article 11: Parliamentary Authority

The rules contained within the current edition of *Robert's Rules of Order Newly Revised* shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Amended Article 8 - 3 March 2010

Amended Articles 2 and 6 - 26 March 2011

Amended Article 10 - 31 March 2012