

BY-LAWS

Keystone Sportsmen Association

ABSTRACT

By-Laws to govern Keystone Sportsmen Association, Inc.

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Club Secretary

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By-Laws of the Keystone Sportsmen Association, Incorporated

Affiliated with

The National Rifle Association of America.

.....
Chartered as a non-profit association under the corporate laws of the state of
Pennsylvania
.....

Article I: Name

The name of this organization shall be Keystone Sportsmen Association, Inc.

Article II: Object

The object of this Association shall be to own, purchase, lease in whole or in part, acquire, operate, or use, mortgage, pledge, sell, assign, transfer or otherwise dispose of real estate in buildings necessary, expedient or proper to main clubhouses, recreational facilities, rifle, pistol and shotgun ranges, and to promote and encourage the sports of shooting and to provide a safe and convenient place for shooting of and marksmanship practice with all manner of legal sporting firearms, and to teach, foster, and promote the proper care and safe use of all types of legal sporting firearms, as well as to promote good fellowship and to advance sportsmen's activities and wholesome competitive shooting sports among its members.

Article III: Membership

- a) Any citizen of the United States may become a member of the Association on vote of the Executive Committee after subscribing to the following pledge and on payment of the current initiation fees and dues.
- b) Membership Types
 - (1) Junior
 - (2) Associate
 - (3) Voting
 - (4) Family
 - (5) Life
 - (6) Honorary Life
- c) Keystone Sportsmen Association Membership Pledge
 - (1) I, _____, certify that I am a citizen of good repute of the United States of America: that I am not a member of the any organization or group having as its purpose or one of its purposes the overthrow by force and violence of the Government of the United States or any of its political subdivisions; that I have never been convicted of a crime of violence; and that, if admitted to membership, I will fulfill the obligations of good sportsmanship and good citizenship.

(National Rifle Association Pledge adopted for the Association)
- d) The Association membership consisted of 13 charter members as of March 31st, 1968, when the Association was organized.
- e) The Association membership shall remain open until such a time as the members vote to close it.
- f) Every member must also maintain a current individual membership in the National Rifle Association.

Article IV: Membership Requirements

a) Junior

- i) At least Fifteen (15) up to and including Seventeen (17) years of age.
- ii) Current NRA Junior Membership; or will join immediately.
- iii) Fifty percent (50%) annual Associate Membership fee.
- iv) Must be accompanied by an Associate Member.
- v) No Shares or Voting options.

b) Associate

- i) At least Eighteen (18) years of age.
- ii) Current NRA Membership; or will join immediately.
- iii) Annual dues paid by January 1st, payable in advance.

c) Voting

- i) Current Associate Membership.
- ii) Must hold at least fifty (\$50) dollars in shares; purchasable any time during the year.

d) Family

- i) Current Associate Membership, plus fifty percent (50%) annual dues.
- ii) Current NRA Membership; or will join immediately.
- iii) Includes, Member + Spouse, and all legal dependents under the age of eighteen (18) years of age.

e) Life

- i) One Time Cost of Ten Times (10x) Current Annual Fee
- ii) Current NRA Membership; or will renew immediately.
- iii) Must be associate member for at least five (5) years.
- iv) Must hold at least one-hundred (\$100) dollars in shares.

f) Honorary Life

- i) Any member recommended by a voting member and approved by at least two-thirds (2/3) of the Executive Board; and voted on by at least two-thirds (2/3) voting members in attendance at any general meeting.

Article V: Meetings

a) Regular Meetings:

- i) The regular monthly business meeting of the Association for the transaction of ordinary business shall be held at such time and place as may be fixed by the Executive Committee. All voting to be done by Voting Members in good standing. Candidates for the Association officers for the ensuing year shall be nominated from the eligible members at the January and February meetings.

b) Annual Meeting:

- i) The annual meeting shall be held in February of each year, at such time and place as may be fixed by the Executive Committee. The election of Association officers for the year shall take place at the February meeting.

c) Special Meetings:

- i) 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 twenty percent (20%) of the members entitled to vote.

d) Quorum: A quorum shall consist of three (3) of the five (5) elected officers.

e) All members shall be notified of all meetings.

Article VI: Officers

- a) The officers of this Association shall be a President, Vice-President, Secretary, Treasurer, and Range Officer who acting together shall constitute the Executive Committee.
- b) They shall be elected by a majority vote by ballot of the Voting Members.
- c) They shall hold office for one (1) year or until their successors are elected.
- d) The nominees for officer shall be required to possess five (5) shares of stock unless otherwise approved by the voting membership.
- e) The Executive Committee shall be responsible for general supervision of all the activities of the Association. Three (3) members of the Committee shall constitute a Quorum.
- f) Resignation of any officer may be accepted in writing at any time to the Executive Committee.
- g) A vacancy in the Executive Committee may be filled by majority vote of the remaining members of the Executive Committee. However, if more than one (1) vacancy exists a special meeting of the Association shall be called and new officers shall be appointed by the Board of Directors to fill the vacancies until the date of the next annual meeting as provided in Article V, Paragraph B.

Article VII: Duties of Officers

- a) President – The President shall preside at all meetings of the Association. 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.
- b) Vice-President – The Vice-President shall perform the duties of the President in his absence or at his request. He, shall also serve as chairman of the Executive Committee meetings.

Article VII: Duties of Officers cont.

- c) Secretary – The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required by the Association, by the National Rifle Association and by the Director of the Civilian Marksmanship. He shall notify all members of special and annual meetings, as required by Article V, He shall keep a true record of all meetings of the Executive Committee and of the Association and have the custody of the books and papers of the Association, except the Treasurer's books of account, He shall maintain a current inventory of all Association property. All applications for membership in the Association shall be made to the Secretary. He shall be responsible for re-affiliating the Association annually with the National Rifle Association. The Secretary shall have the authority to appoint assistants as needed.
- d) Treasurer – The Treasurer shall have charge of all funds of the Association, to include all checking and investment accounts and place the same in such bank or savings institutions as may be approved by the Board of Directors. 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 Board of Directors. He shall also be responsible for the collection of all fees and dues of the Association, when requested. He shall keep an accurate account of all his transactions, render a detailed report with vouchers at any meeting of the Association, when requested. He shall also maintain these records in readiness for an audit at any time as well as a mandatory audit at the expiration of his term. He shall, at the end of his term of office, deliver to his successor, when duly appointed, all books, papers or other property in his possession belonging to the Association. At the Annual Meeting, the Treasurer shall give a yearly Financial Report.
- e) Range Officer – The Range Officer shall oversee the ranges and property of the Association, have the authority to appoint his assistants.

Article VIII: Board of Directors

- a) The Board of Directors shall be the governing body of the Association in all phases of the operation.
- b) All shareholding members of the Association who possess a minimum of five (5) shares of stock shall comprise the Board of Directors.
- c) All members of the board shall retain their positions until such time as they resign from the Association; or sell their stock.
- d) The Chairman of the Board shall be elected by two-thirds (2/3) vote by the shareholders of the Association. Only board members shall be eligible for the position. He shall be elected at the annual meeting of the Association and hold office for a one (1) year term.
- e) The Board of Directors shall be responsible for approving or disapproving all sales of stock within the Association.

Article IX: Stock Program

- a) Purpose of the program:
 - (1) To raise capital for the development of an outdoor shooting facility.
 - (2) To further principles of the National Rifle Association.
- b) Type of stock to be offered: Common.
- c) The Corporation shall authorize 2500 shares, with a par value of \$25.00 per share. The Executive Committee shall be responsible for regulating the total number of shares made available by the Association.
- d) The total investment per shareholder shall be limited to no more than fifty (50) shares. Any member can purchase any number of club shares until his/her total does not exceed fifty (50) shares at any one time.
- e) The Corporation requires that no investor shall offer his holdings for sale for a period of two (2) years from date of purchase, but he may withdraw their holdings immediately upon approval by the Board of Directors in cases of emergency.
- f) All capital raised through the sale of stock shall be placed in an interest paying account.

Article IX: Stock Program Cont.

- g) As a non-profit Corporation, no dividends will be paid to its members. All profits of any form will be re-invested in the Corporation.
- h) Any investor selling stock to the Corporation shall be paid the original per value per share. In the event the seller is in debt to the Corporation, the liability shall be satisfied before payment is made.
- i) Proxy votes are acceptable. They must be submitted in writing.
- j) All shareholders of the Corporation shall be entitled to one vote per share up to fifty (50) shares of their holdings and providing the member is in good standing for one (1) year or more.
- k) In the event the Corporation votes to dissolve, all outstanding liabilities shall first be satisfied and then the balance of assets of the Corporation shall be divided among the shareholders in proportion to his holdings.
- l) All out-standing stocks must be sold back to the Association.

Article X: Suspension or Expulsion

- a) Any officer may be removed by two-thirds (2/3) vote by the Board of Director present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen (15) day notice in writing has been given to the officer of the reasons for his removal; 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.
- b) Any member may be suspended or expelled from the club for any cause deemed sufficient by the Executive Committee with a two-thirds (2/3) vote. No expulsion may be taken unless at least a fifteen (15) day notice in writing has been given to the member with the charges and of the time and place of the meeting of the Executive Committee. Charged member 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. The President will call a meeting of the Executive Committee to hear the charges.
- d) The Secretary will give at least fifteen (15) day notice of the meeting to each member of the Executive Committee and to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

Article X: Suspension or Expulsion cont.

- e) Any member suspended or expelled by the Executive Committee may appeal to the full membership of the club. Such appeal shall be in writing to the Secretary who will notify the President. The President will call a special meeting of the club for purpose of acting on the appeal. The Secretary shall give at least fifteen (15) day notice in writing to all members of the club in good standing stating the date, time, place, and reason for such special meeting. At the meeting of the full club 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 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 two-third (2/3) vote shall be required to reverse the action of the Executive Committee.
- f) Any official or member of the club who has been suspended or expelled by the National Rifle Association of America shall automatically stand suspended or expelled from this club immediately upon receipt of official notice by the Secretary of this club from the Secretary of the National Rifle Association.
- g) The National Rifle Association shall be given a complete report whenever a member of the club is suspended or expelled showing charges and action taken.

Article XI: Committees

a) Membership Committee

- i) The membership committee shall be comprised of the Executive Committee. They shall be responsible for the screening of all membership applications.

b) Nominating Committee

- i) To Make suggestions for the nomination of officers after checking to see if present officers are not interested in being returned to their respective office.

c) Ways and Means Committee

- i) Suggesting ideas on money making projects for the club.

d) Legislative Representative

- i) Shall be appointed by the President.

e) Sport Committees

- i) Trap, skeet, pistol, high power rifle, small bore rifle, black powder, pellet gun shooting will elect their necessary officers from members in good standings within the Association as approved by the Executive Committee. These committees will be responsible to administer all functions relative to league shooting.
- ii) They will make a monthly league and financial report to Club Treasurer who will make monthly report to the Association at the monthly Association meeting. Limit to \$250.00 the amount any Committee Chair can spend of club's money without prior approval of the membership. This would exclude normal operating expenses.

f) Other

- i) All other special committees and officers shall be appointed by the Executive Committee.

Article XII: Match Rules

- a) All rifle, revolver, or pistol competitions held by the club will be governed by the rules and regulations laid down by organizations affiliated with the Association.
- b) All registered shotgun competition shall follow the rules of the Amateur Trapshooter's Association.

Article XIII: Parliamentary Authority

- a) The Association shall use Roberts Rules of Order as its parliamentary authority.

Article XIV: Amendments

- a) Any proposed amendments to these by-laws may be introduced by any member of the Association at any regular meeting or special meeting called for the purpose. They must be acted upon by the Association voting membership at a regular meeting or special meeting called for the purpose, provided a copy of the approved amendments has been made available to Association members via email, and clubhouse posting. A notification will also be posted on the website. The voting membership has been notified in writing that by-law changes are occurring at least fifteen (15) days previous to the meeting. A two-thirds (2/3) vote of the voting membership present will be necessary to pass or reject it.
- b) Amendments cannot be amended; new amendments shall be issued to repeal existing amendments.