

**CARLISLE GUN CLUB, INC.
101 PINE STREET
CARLISLE, PA 17013**

BY-LAWS

(Approved 6/26/2017)

ARTICLE I -- NAME

The organization shall be known as Carlisle Gun Club, Inc., and shall be incorporated in the Commonwealth of Pennsylvania. The organization shall hereinafter be referred to as the Club.

ARTICLE II -- PURPOSES AND OBJECTIVES

- A. The purposes and objectives of the Club shall be:
1. To encourage shooting sports among members of the Club and the general public.
 2. To enhance firearms safety through promotion of correct handling and proper care of firearms.
 3. To improve marksmanship through participation in shooting events on an individual basis and through teams.
 4. To provide shooting range facilities for use of Club members and team activities.
 5. To develop characteristics of honesty, good fellowship, self discipline, teamwork, and self reliance among Club members and others who participate in shooting sports.
 6. To provide training for Club members and the general public to advance knowledge, skills, and positive attitudes about firearm use and safe gun handling.
- B. The Club may take all reasonable and legal actions necessary and proper to further these purposes and objectives.
- C. This Club is formed and maintained as a nonprofit, nonpartisan, nondiscriminatory organization oriented to the advancement of the shooting sports.

ARTICLE III -- MEMBERSHIP

- A. Any citizen of the United States of America, of good repute, eighteen (18) years of age or older, may become a member of this Club on the vote of three-fourths of the members present (with the quorum requirement met), and upon submission of a completed application and payment of established dues and fees.
1. Each applicant shall be sponsored by a Club member in good standing.

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2. Applications for membership will be accepted even when the membership roster has been filled. All such applications are placed on a waiting list and will be considered in the order in which they are received.
 3. Application forms shall contain at least the following information: Name, Address, Citizenship, Age, Occupation, and any record of criminal convictions (Minor traffic violations need not be reported). Nolo contendere (not contested) pleas shall be considered conviction on any charges brought against the applicant.
 4. Applications shall be voted upon individually.
- B. In the event that any member expresses reservations about the fitness of an applicant for membership, a formal vote shall be postponed until the next regularly scheduled meeting to afford an opportunity to further review and consider the application.
1. Conviction of any felony shall be a disqualification for membership.
 2. Rejected applicants shall be notified by email or phone of such rejection.

ARTICLE IV -- FISCAL YEAR, DUES, AND FEES

- A. The fiscal year of the Club shall be from October 1 of one year to September 30 of the following year.
- B. Dues and fees (e.g., application or late fee) shall be established by majority vote of the members.
- C. Any proposal to change the amount of the dues or fees must be presented in writing to the full membership at least ten (10) days prior to a vote on the issue, at a regular meeting.
 1. Dues and fees are established for the Club's fiscal year. Any change voted for shall become effective on the first day of the subsequent fiscal year.
 2. The Officers of the Club reserve the right to add or modify the methods available (e.g., electronic, Internet or bank) for dues and fees payments at any time.
- D. Membership dues shall become payable no later than September 30 of each year, or October 31 while incurring a late fee.
 1. Dues of new members joining the Club between April 1 and September 30 shall be established at one-half of the full year's dues.
- E. Any member who fails to pay dues by September 30th shall have their key fob deactivated pending payment of their dues and associated late fee.
- F. Any member who fails to pay dues and any accrued late fee by October 31st shall be removed from membership and shall be so notified by the Recording Secretary.

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ARTICLE V -- NRA AFFILIATION

- A. The Club shall be affiliated with the National Rifle Association to which annual dues shall be submitted.
- B. Officers of the Club shall conduct the affairs of the affiliated organization in a fiscally responsible manner, including the development of an annual budget and the completion of an annual audit.
- C. It is the duty of affiliated Club members to maintain their shooting ranges in a state of adequate repair, to operate their ranges in a safe manner under qualified supervision, and to conduct a continuing program of small arms instruction and competition.

ARTICLE VI -- OFFICERS AND TRUSTEES

- A. The officers and trustees of this Club shall be:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Trustees (3)
- Parliamentarian (Optional)

- B. Terms of office for the President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer shall be for one year with their terms commencing October 1 following election. The President and Vice President shall be limited to two consecutive elected terms of one-year each.
- C. Terms of office for Trustees shall be three (3) years with terms staggered so as to end the term of one (1) Trustee each year. A Trustee whose term has expired may be elected for a second three-year term. The Club President shall designate the Chairman of the Trustees at the beginning of each fiscal year.
- D. In the event of a vacancy in the office of President, the Vice President shall succeed to that office automatically. Should the office of Vice President become vacant for any reason, members may elect a replacement at the next regular meeting. When a Vice President succeeds to the office of President for a partial term, that individual may stand for election to the office of President for two elected terms.
- E. If a Vice President succeeds to the office of President by virtue of a vacancy, the individual who is elected by special election to the office of Vice President for a partial term may also subsequently stand for election for two full elected terms.
- F. Vacancies in any other positions may be filled by special elections at the next regular meeting after the vacancy occurs.

ARTICLE VII -- DUTIES OF OFFICERS AND TRUSTEES

- A. President -- Shall preside at all meetings of the Club, may establish committees, shall be an ex-officio member of all committees (except the nominating committee), and shall perform such other duties normally pertaining to the office.

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- B. Vice President -- Shall perform all duties of the President in his/her absence, and shall perform such other duties normally pertaining to the office.
- C. Recording Secretary -- Shall make and maintain records of the Club's meetings, collect and record receipt of membership applications with dues and fees, remit funds to the Treasurer, issue membership cards and building keys, maintain a current roster of members, maintain meeting attendance rosters, maintain the Club's bulletin board, and such other duties normally pertaining to the office.
- D. Corresponding Secretary -- Shall prepare and transmit, as appropriate, the Club's correspondence internally and externally; shall prepare and disseminate newsletters to members; and shall notify members of regular and special meetings and events.
- E. Treasurer -- Shall receive and record all revenues received by the Club; shall maintain appropriate bank accounts to conduct Club business; shall pay bills and make Club-related expenditures in a timely manner and make and maintain records thereof; assist officers in preparing an annual budget; and furnish records upon request to duly appointed audit committees.
- F. Trustees -- Shall regularly inspect the Club's property, both real and personal, and make recommendations to the membership for alterations, additions, repairs, or replacement as deemed necessary. Such recommendations shall be presented in the form of motions which identify the reasons and specific means to carry out the Trustees' suggestions. Should any recommendation involve possible sale of real or personal property (other than snack items, lead, brass, or targets), a two-thirds (2/3) vote shall be required for such motion to pass.
- G. Parliamentarian (Optional Position) -- The President may at his/her option appoint an individual to serve in this position. The incumbent would serve at the pleasure of the appointing President. It shall be the duty of any appointed Parliamentarian to become knowledgeable regarding the Club's By-Laws and the Modified Roberts' Rules of Order. The purpose and function of the position is to provide advice and guidance to the officers and members concerning the proper and orderly conduct of the Club's business at its meetings.
- H. Any officer or trustee who fails to attend four (4) consecutive Club meetings or any eight (8) Club meetings in any fiscal year shall automatically vacate that office. On a monthly basis, the Recording Secretary shall review meeting attendance records, and, after notice to other officers, notify the delinquent officer that the office is then considered vacant. The officer so notified may appeal to the membership for reinstatement at the next regular meeting following such notice. Should the membership reject the appeal by majority vote, or if the officer (other than the President) did not appeal, a replacement shall be elected at that meeting. If such notice/appeal should relate to the Club's President, the Vice President shall automatically assume the vacant office.

ARTICLE VIII -- NOMINATIONS AND ELECTIONS

- A. All officer and trustee end-of-term vacancies shall be filled through nomination at the regular August meeting and election at the regular September meeting each year. Elected officers and trustees shall assume their offices on October 1 of that year.
- B. The President, at his/her discretion, may appoint a Nominating Committee to prepare and present a slate of nominees for the current vacancies. If so, the slate must be announced at least ten (10) days in advance of the August meeting, in writing, to the full membership.

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- C. Should a Nominating Committee be established and prepare a slate of nominees, it will require a motion, second, and majority vote to place the nominations on the floor. With or without a slate, nominations may be made from the floor for any office.
- D. No nomination for any office will be accepted as valid unless the person(s) making the nomination (or the nominee) shall affirm that the nominee has agreed to accept the position if nominated and elected.
- E. After nominations are completed at the August meeting, written notice shall be sent to all members of the names and prospective offices of the nominees with a reminder that election shall be conducted at the September meeting
- F. Votes during the September election of officers/trustees may be by voice or by written ballots. If written ballots are used, they shall be counted and certified as correct by at least two (2) members who are not candidates for office.
- G. The Recording Secretary shall make a record of the nominations and the results of elections, in the Club's minutes, after which a current roster of the officers shall be posted and retained on the Club's bulletin board.
- H. No proxy votes or absentee ballots are permitted for election of officers and trustees.

ARTICLE IX -- MEMBERSHIP MEETINGS

- A. Regular meetings of the membership shall be held once each month.
- B. Special meetings may be called by the President as needed and appropriate.
- C. A quorum shall consist of seven (7) members in good standing.
- D. Meetings and deliberations shall be governed by the Modified Roberts' Rules of Order.
- E. Unless specifically stated otherwise, and a quorum is present, a vote by a simple majority shall rule.
- F. Minutes shall be prepared to document all meeting proceedings.
- G. Order of Business at Meetings:
 - 1. Call to order.
 - 2. Determine, announce, and record whether a quorum is present.
 - 3. Secretary's minutes of previous meeting.
 - 4. Treasurer's report.
 - 5. Corresponding Secretary's report.
 - 6. Applications for membership.
 - 7. Committee reports.
 - 8. Team reports.
 - 9. Trustees' report.
 - 10. Old or unfinished business.
 - 11. New business.
 - 12. Information for the good of the club.
 - 13. Adjournment.

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H. General Rules for Meetings:

1. One subject on the floor at a time; one speaker at a time; motion and second required prior to vote; reasonable time for discussion to be allowed.
2. A motion to amend a motion on the floor must also have a second. Vote on the seconded amendment prior to vote on the main motion.
3. Majority rules, but minority has a right to be heard. Members may disagree with a speaker or proposal under consideration, but they must be respectful.
4. Consider and respect the views and rights of absent members, but no proxy votes are allowed. It is generally proper and appropriate that the business of the Club be conducted by those willing to attend its meetings.

ARTICLE X -- COMMITTEES

- A. The President may establish committees as deemed necessary to conduct business of the Club, may prescribe the duties thereof, and may appoint chairpersons.
- B. Committee chairpersons or other committee members may be called upon to make status reports at general meetings.
- C. The President shall serve as an ex-officio member of all committees (except a nominating committee) with the right to cast a vote on committee matters.

ARTICLE XI -- EXPULSION FROM MEMBERSHIP

- A. A member may be expelled from the Club by three-fourths (3/4) vote of members present at a regular or special meeting.
- B. Charges against the member must be presented in writing and signed by a member in good standing.
- C. The member charged shall be notified by the Corresponding Secretary to appear to give cause why he or she should not be expelled.
- D. Expulsion may be appropriate if the member is found to belong to an organization which has the purpose of overthrowing the US Government or any of its political subdivisions by force or violence; obtained membership by false or misleading information; disrupts the orderly operation of the Club; makes frivolous complaints; makes false statements about the Club or its representatives; commits any felony; knowingly violates the Club's By-Laws; or demonstrates conduct contrary to the By-Laws.
- E. A member who is expelled under this Article, for cause, may not be reinstated into membership.
- F. Expelled members are not entitled to any refund of dues or fees paid.

ARTICLE XII -- HONORARY MEMBERSHIPS

(Approved 6/26/2017)

- A. The Club may grant honorary memberships to deserving individuals at any regular meeting, with a quorum present, by an affirmative vote of three-fourths (3/4) of the members present.
- B. Honorary members are entitled to attend Club meetings as observers and may use the Club's facilities, but they are not required to pay dues. They may not make motions, vote, or hold office.

ARTICLE XIII -- AMENDMENTS

- A. Proposed amendments or alteration of the Club's By-Laws must be presented in writing. The proposal shall be read or presented at a regular meeting, entered into the minutes or incorporated as part of the minutes, and shall be held over for vote at the next regular meeting.
- B. When presented to members for vote, three-fourths (3/4) of the members present must vote affirmatively for adoption.

ARTICLE XIV -- DISSOLUTION

- A. While it is intended that the Club shall exist in perpetuity, there may come a time when the Club should cease to exist. Should such a proposal be made, a vote of two-thirds (2/3) of the Club's members would be required to initiate dissolution proceedings. Such vote may be made by mail or in person.
- B. Upon a vote to dissolve, the Club will gather and collect its assets and sell or otherwise dispose of them pursuant to a plan of dissolution formulated by the officers.
- C. All obligations and liabilities of the Club shall be paid, satisfied, and discharged, or provisions made therefor.
- D. Any remaining assets shall be transferred or conveyed to one or more organizations with similar or related non-profit activities as those of the Club, or to any charitable, religious, governmental, benevolent, or educational organization as determined by the Club's officers. As a non-profit organization, it is intended that no financial benefit shall inure to any individual member of the Club.
- E. When all liabilities and obligations have been paid or discharged, and all remaining assets have been conveyed or distributed, Articles of Dissolution (in whatever form as required by the Commonwealth of Pennsylvania), shall be prepared. Upon approval, a certificate of dissolution shall be issued by the Commonwealth, and the Club will cease to exist.