

BYLAWS
of the
SPOKANE RIFLE CLUB INC.
As amended July 17, 2023

ARTICLE I – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, latest revised edition, shall govern this club in all cases in which they are applicable, and in which they are not inconsistent with these Bylaws, Articles of Incorporation, or any other adopted rules of the SRC.

ARTICLE II – MEMBERSHIP AND DUES

- Section 1.** Any reputable citizen of the United States, 18 years of age or older may apply for membership to the Spokane Rifle Club, Inc. (herein called SRC).
- Section 2.** The fee for membership (herein called dues) shall accompany the application. The Board of Trustees (herein called the Board) shall have the authority to accept or reject any applications. When an application is accepted, a photo identification badge will be issued. A copy of these Bylaws shall be made available to the applicant. If an application is rejected, the fee shall be returned to the applicant. An applicant may use the SRC facilities from the time of payment of dues until either accepted or rejected for membership, but the applicant may not vote or hold office until such application is approved.
- Section 3.** There shall be three categories of membership: Annual, Life, and Junior Members.
- A. Annual members pay dues yearly. A membership card will be issued for the year dues are paid. The SRC has three types of annual members.
1. Adult Members - Pays dues annually. The amount shall be set by the vote of the general membership.
 2. Twenty-year Members – Pay ½ the amount of the annual dues. Members who reach twenty consecutive years of full annual membership shall qualify until the age of 66. A twenty-year member who is 66 years of age becomes eligible for life membership.
 3. (Over 65) Members over 65 years of age and who have five previous consecutive years of annual membership are eligible for ½ price annual dues.
 4. Membership shall be for a period of 12 months from time of acceptance of the completed application.
 - a. The new applicant's membership will be valid until the end of the 12 months when they become subject to full year's dues for the following year.
 - b. Applicant initiation dues are subject to full payment.
 - c. Current annual members must pay full year dues and have the privilege of paying at any time during the current year. After this grace period has expired, members have lost this annual membership privilege and will be considered as a new applicant and must pay dues and initiation fees as outlined in this paragraph.

- d. New members must complete at least 12 months of membership before he or she will be eligible for nomination for club officer position.
 5. Any previous member who has had a job transfer out of the area, such as Armed Forces or corporate move, and reapplies as a new member, may request in writing the matter of his or her initiation fee reviewed by the Board for possible variance.
 6. Dependents of current members and current individual junior members may apply for an adult annual membership through their 19th birthday without being subject to initiation fee.
- B. Life memberships are free from annual dues and can be achieved by one of the following methods:
1. Awarded for some specific act or contribution by 2/3's vote of the Board.
 2. Upon completion of 20 consecutive years of annual membership and attainment of age 66 years of age as of the January 1, current members shall be awarded life membership.
- C. Junior Membership shall be known as "Spokane Junior Rifle Club". Junior members may use the club facilities under the immediate supervision of an Advisor appointed by the Board. Certain junior members may be identified as eligible for unescorted use of SRC facilities. Such requirements shall be listed in the Standing Rules. Junior members cannot vote at annual or special meetings.
1. Junior member's age shall be consistent with current NRA rules for those activities in which the club schedules and participates in NRA sanctioned events.
 2. Junior member's dues shall be set by the Board.
 3. Members of this department may elect officers needed to conduct business pertaining to the junior club, submitting the names to the SRC Secretary.
- D. Family Members: All adult memberships are family memberships. The member's spouse or life partner and dependent children through age 18, natural or adopted and grandchildren through age 18 years of age are entitled to use SRC facilities without payment of non-member fee. All family members under the age of 18 shall be supervised by an adult family member at all times. The member shall be no farther than the closest adjacent firing point from the said children. Family members over 18 years of age, other than spouses must purchase separate memberships. Only the sponsoring member may vote or hold office, however, nothing in this section shall prevent any adult eligible for membership from applying for and being granted active membership.

Section 4. Dues shall be paid to the SRC Treasurer or Board Designee, who shall immediately issue a receipt for same.

Section 5. The period of annual membership is January 1 through December 31 for members joining prior to January 2020. Membership shall be for a period of 12 months from time of acceptance of the completed application for members joining after January 2020. Unpaid members shall be dropped from the rolls and denied use of the facilities until delinquent dues are paid (see Section 3.A.4.c)

- A. The Board shall set the fees for use of the range by non-members, and shall have the authority to limit and control, as required, the use of club facilities by non-members.
- B. All members of the Board shall be awarded full membership without payment of dues for the time they are serving.
- C. The Board may award annual membership without payment of dues or initiation fee to individuals as it deems appropriate.

Section 6. A grievance procedure is available to all current members as follows:

- A. A grievance is to be submitted in writing to the Executive Committee of the Board of Trustees (President, Vice-President, Secretary, Treasurer and Executive Officer).
- B. The Executive Committee will review the grievance and communicate its position in writing to the member filing the grievance within 15 days.
- C. That decision may be appealed in writing within 15 days to the full Board of Trustees composed of President, Vice- President, Secretary, Treasurer, Executive Office, representatives of High Power, Small Bore, Action Pistol, Cast Bullet, Muzzleloaders, Shotgun, Legislative, Hunter Education, Indoor Range Manager, Black Powder Cartridge, Bullseye Pistol, Women’s Division, and the Senior Instructor of the Junior Club. The full Board will within 7 days appoint a three-member fact-finding committee to report at an appeal hearing. This committee is to consist of one appropriate Board member and two current General members, one who is to act as chairman. This investigation will conclude within 30 days.
- D. The member filing the grievance appeal will appear at a hearing, which will be held at a mutually agreeable time and date within 15 days of the report of the fact-finding committee, where a decision will be rendered. This decision will be final.

ARTICLE III – OFFICERS AND ELECTIONS

Section 1. Officers of the club shall be the President, Vice – President, Secretary, Treasurer, and Executive Officer. These elected officers shall constitute the Executive Committee.

- A. There shall be a Registered Agent and a Registered Office as prescribed by State Law of Incorporation. Appointment shall take place annually by the Board.
 - 1. President
 - Shall preside at all meetings of the SRC.
 - Shall co-sign, with the Treasurer, all contracts that have been voted upon by the SRC
 - Shall be ex-officio member of all committees except the nominating committee.
 - May call special meetings (See Article V. Section 2).
 - Shall be the Registered Agent.
 - 2. Vice-President
 - Shall preside in the absence, resignation, or removal of the President.
 - Shall perform other duties as assigned by the President of the Board.

- Shall be in charge of advertising.
- Shall be a member of the membership committee.
- Shall be a member of the strategic planning committee.

3. Secretary

- Shall keep a record of transactions of business at all meetings.
- Shall maintain files and records of club business as required.
- Shall take a silent roll call of Board members present at meetings.
- Shall be in charge of all correspondence as ordered by the Board.
- Shall have on file all papers pertaining to past committee work.
- Shall send notices of meetings twenty (20) days in advance of said meetings.
- Shall have an up-to-date list of all members.
- Shall be in charge of SRC bulletin.
- Shall have copies of Bylaws and current Standing Rules for members requesting same.
- Shall have official ballots printed.

4. Treasurer

- Shall keep a record of all names and disbursements of the club and shall be responsible therefore, using double-entry books.
- Shall collect all dues and issue a receipt to members.
- Shall collect all other fees as may be required.
- Shall disperse money only as ordered by the club, or Board of Trustees.
- Shall be a member of the Finance Committee but shall not act as the chairman.
- Shall with a member of the Executive Committee, validate withdrawals from savings accounts. Two signatures by the Executive Committee shall validate checks.
- Shall deposit money in such banks as ordered by the Board of Trustees.
- Shall be bonded.
- Shall be responsible for having the books current and available for verification.
- Shall annually review all division books.

5. Executive Officer

- Shall be in charge of the upkeep of the range, grounds and the property.
- Shall hire, dismiss, and supervise employees with the direction of the Board.
- Is the overall safety officer and range supervisor.

Section 2. Elections

- A. The term of office for President, Vice-President, Secretary, Treasurer and Executive Officer shall be two years. The term of office of the President and Secretary shall commence on the first month following the annual meeting of even-numbered years. The term of office of the Vice-President, Treasurer, and Executive Officer shall

commence the first of the month following the annual meeting of odd-numbered years. The term of office for Division Representatives shall be one year.

- B. If the membership fails to elect any officer at the election meeting, it shall be the duty of the existing Board to fill that office with an appointee.
- C. Election of officers shall be by ballot; a majority vote shall elect. Each member must present their membership card in order to receive a ballot at the annual or special meeting, at which voting is to take place. Votes will be cast in a ballot box.
- D. Absentee ballots will be allowed at the annual or special meeting. A request for an absentee ballot must be made to the SRC Secretary 14 days prior to the election in order for the Secretary to validate membership status. The ballot will be counted only if the ballot is available at the annual or special meeting. Absentee ballots will not be affected by nominations from the floor at the meeting.
- E. Each candidate will be introduced and will be given a maximum of five minutes to state their qualifications for the office. If they so desire.

ARTICLE IV – JUNIOR DIVISION

Section 1. This membership shall be known as the “Spokane Junior Rifle Club”.

Section 2. Members of this division may elect officers needed to conduct the business of the Junior Club, submitting the names to the SRC Secretary.

Section 3. The Board shall appoint a Senior Instructor to act as Counselor and advisor.

Section 4. Dues for junior members shall be as prescribed by the Board.

ARTICLE V – BOARD OF TRUSTEES

Section 1. Shall have the authority as prescribed by these Bylaws, to conduct all SRC business, including but not limited to the following: financial business, range operation, official meetings, establish standing rules, disciplinary actions, i.e., suspension and/or revocations of membership.

A. Members of the Board shall be: President, Vice-President, Secretary, Treasurer, Executive Officer, and Representatives of Small Bore, Action Pistol, High Power, Muzzleloaders, Cast Bullet, Shotgun, Legislative, Hunter Education, Indoor Range Manager, Black Powder Cartridge, Bullseye Pistol, Women’s Division, and Senior Instructor of the Junior Club.

B. Each trustee shall have one vote, and there will be no proxy voting allowed.

C. Each trustee and Representative shall keep a set of active records to be review annually by the club Treasurer.

Section 2. Seven Trustees shall constitute a quorum for the transaction of the Board business.

Section 3. Compensation for officers or representatives shall be limited to receipted expenses incurred performing SRC duties.

Section 4. Vacancies in office shall be filled by the Board by appointment.

Section 5. Shall instruct the Treasurer to pay all bills as ordered by the Board. The Treasurer shall make a report thereof to the general assembly at a regularly called meeting. No indebtedness may be incurred by any officer or member, unless approved by the Board.

Section 6. The President or any seven Trustees may call a meeting of the Board.

Section 7. Selection of Division Representatives.

A. Participants of Small Bore, Action Pistol, High Power, Shotgun, Cast Bullet, Black Powder Cartridge, Bullseye Pistol, Women's Division, and Muzzleloading activities may select their respective representative to serve on the Board of Trustees. If the participants do not reach a consensus, the Executive Board may appoint a Division Representative.

B. The Senior Instructor of the Junior Club, Indoor Range Manager, Hunter Education Representative, and Legislative Chairman shall be selected by the Executive Committee. Duties as needed shall be listed in the Standing Rules. These divisions shall function as long as there is need and may be discontinued by a two-thirds vote of the Board.

C. At the first Board meeting after the annual meeting, the Executive Committee of the Board will ratify the consensus selection of the Division representatives in A, and will select the Division representatives in Sub-section B.

D. In the event that a division representative will not be able to attend a Board meeting, that Division representative may select a club member as a substitute. This selection must be communicated to and be approved by the Board prior to the period of absence.

Section 8. Shall revoke the membership of any club member whose conduct is unbecoming to the welfare of the club, by a two-thirds vote of the Board. Before any vote is taken, the accused shall have the option of attending the Board meeting and responding, the accuser must attend this meeting. The Board only has the authority to revoke the accused membership, not invoke other restrictions or punishment. Written notice of the Board action will be mailed by signature-request mail within 48 hours to the accused and accuser. The accused has the right to appeal using the following process. Within ten days of receiving written notice of termination, the accused will meet with the Executive Committee of the Board, set at a mutually agreed time and place. After this meeting the Board, excluding the accused and accuser, will have five days to reach a decision. A simple majority shall prevail. Failure to follow this procedure will terminate any further appeals. The accused may then appeal to the membership the decision of the Committee within ten days, at which time a membership meeting will be called at a mutually agreed time and place. A simple majority will prevail. This decision will be final.

Section 9. A member of the Board may be removed from office by the following procedure. If a member of the Board receives a formal written charge against any member of the Board, a fact-finding meeting will be held with a committee consisting of the Executive Board. Also included at this meeting will be the party initiating the charge and the party charged. After this meeting, the Board, excluding the member being challenged and the accuser will have five days to reach a decision. The Board's decision will become effective immediately. Written notice of the Board action will be mailed signature-requested mail within 48 hours to the accused and accuser. The accused or the accuser may then appeal to the membership the decision of the

Executive Board by filing written notice with the Executive Committee within ten days, at which time a membership meeting will be called at a mutually agreed time and place. A simple majority will prevail. This decision will be final.

Section 10. The books shall be examined annually by a qualified accountant selected by the Board. The books will close on October 31. The report of this examination will be completed and available for the annual membership meeting.

Section 11. Access to membership data will be restricted to use only by the Board.

Section 12. Committees, the Board shall create committees to assist in its duties. The committees will be either standing or ad hoc.

A. Standing committees will include: Finance, Membership, Nominating, and Strategic Planning. Each standing committee will have at least one Division representative on the committee and other Board members as appropriate.

1. The finance committee shall consist of the Treasurer and one Division representative. This committee will review each Division financial reports and annual budgets. This information, along with any finance committee recommendations will be given at the Board meeting following the annual meeting.
2. The membership committee shall consist of the Vice-President and one Division representative. This committee shall meet and review membership issues such as life memberships, annual memberships, and waivers for membership initiation fees. These recommendations shall be made to the full Board as events occur during the year.
3. The nomination committee shall consist of three active members appointed by the Board. This nominating committee will make their recommendations in October. The names of the candidates will be published in the November bulletin. This committee shall report at the election meeting, at which time there may be nominations from the floor.
4. The strategic planning committee shall consist of the Vice-President and two Division representatives. The function of this committee is to establish goals for the Club. The goals shall be divided into short (one year), medium (five year) and long-range time frames. Sources of funding will be researched with the finance committee. A report will be made at the annual meeting.

B. Ad hoc committees shall be created as needed.

ARTICLE VI – MEETINGS AND QUORUM FOR GENERAL ASSEMBLY

Section 1. The Annual Meeting shall be held in May.

Section 2. Special meetings shall require twenty-day notice and may be called by the President, or any thirty active members, or seven members of the Board. The notice shall contain the reason for the called meeting.

Section 3. A quorum for the transaction of business at general meetings shall be 5% of the membership in good standing.

ARTICLE VII – AFFILIATIONS

This club shall be affiliated with and the Treasurer shall pay membership dues for the following organizations: the National Rifle Association, the Washington State Rifle and Pistol Association, U.S.A. Shooting, and the Civilian Marksmanship Program.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any Annual or Special Meeting, provided the amendment has been proposed by the Board of Trustees, or by the Bylaws committee authorized by the membership. At least twenty days' notice to all members must be given.

STANDING RULES

The board will maintain a list of standing rules. The standing rules will be posted at each range. Any standing rule may be permanently suspended by a two-thirds vote of the members at any regularly called meeting without previous notice. The rules may be temporarily suspended by a majority vote at any regular meeting. Any approved motion of the Board that has future use is a Standing Rule.