

Lower Providence Rod and Gun Club, Inc.

Club By-laws

Lower Providence Rod and Gun Club, Inc.
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ARTICLE I

Section 1. The name of this club shall be LOWER PROVIDENCE ROD & GUN CLUB, INCORPORATED, AUDUBON, MONTGOMERY COUNTY, PENNSYLVANIA.

Section 2. The Charter of this club shall not be voluntarily surrendered so long as 7 (seven) voting members are willing to continue it.

ARTICLE II. OBJECTIVES

Section 1. The objectives of this Club are:

1. To promote the interests of men and women in the development of opportunities for the greater enjoyment of outdoor recreation, particularly hunting, fishing and recreational shooting.
2. To increase youth participation in the shooting sports.
3. To promote safety in the shooting sports
4. To encourage true sportsmanship by obeying the game and fish laws and regulations and support the enforcement of same.
5. To encourage conservation of the forests, streams, and wildlife of our community and the Commonwealth of Pennsylvania.

ARTICLE III. MEETINGS

Section 1. The monthly general meeting shall be the 1st Tuesday of each month. Should the date be a holiday, the President shall announce, at the previous general meeting, the new meeting date. The annual meeting or election meeting shall be held the 1st Tuesday of October. The new Board of Directors will preside at the November General Meeting.

Section 2. 40 (forty) voting members in good standing shall constitute a quorum for a general or special meeting.

Section 3. If 20 (twenty) voting members in good standing request the President to call a special meeting, it shall be his/her duty to do so. A date shall be set for that meeting to fall within 15 (fifteen) business days of said request, provided the request is in writing and the purpose of the meeting so stated. The President will advertise said meeting for 3 (three) consecutive days, during that 7 (seven) day period immediately prior to said date, in the local newspaper(s). The President will notify the Board of Directors of the special meeting.

Section 4. The Board of Directors will regularly meet on at least a quarterly basis. The Chairman shall notify the membership and the Board of Directors of the dates of meetings via Club Website Calendar a minimum of 7 days prior to the Board of Directors meeting. To conduct the business of the Club, there must be present at least a simple majority of all current board members, not including the Chairman of the Board. At least 2 (two) executive board members must be present in the simple majority. The Chairman presides over the board meeting. If the Chairman cannot be present, the sequence of presiding board members shall be President, Vice President and Treasurer, followed by the executive board member with the longest tenure. The Recording Secretary or a substitute chosen by the presiding board members shall record all minutes of the board meeting. Club members may attend but not participate in the regular board meeting unless recognized by the Chair. Non-board members may be asked to leave the meeting when a sensitive matter is being discussed. Should the date be a holiday, impractical or if an emergency arises wherein at least two executive board members cannot attend the board meeting, the chairman shall announce, as soon as practical, the new meeting of the board of directors. The chairman shall notify the membership and the board of directors of this change via electronic means and shall notify the membership via the club's website and electronic means.

Section 5. A special board meeting, i.e., other than the regularly scheduled board meeting, may be requested by: (1) the Chairman of the Board; or (2) the President; or (3) by written, signed request of a majority of the current Board of Directors. The request, in writing, must be submitted to the Chairman or the President. The special board meeting must take place within 10 (ten) business days after receipt of the written request. Notification of the special board meeting must be given to the Board of Directors within 5 (five) business days of receipt of the request. Notification may be done by phone, mail, or electronic notification. The special board meeting must be presided over by the Chairman or President. Attendees must include at least two (2) executive board members. Minutes of the special board meeting must be recorded and entered into the Club's Book of Minutes.

Section 6. All regular General Meetings and Board Meetings are to be governed by Robert's Rules of Order and the PA Code.

ARTICLE IV. MEMBERSHIP

Section 1. Any reputable law-abiding person, who is legally allowed to possess a firearm, is a resident of the United States or one of its Territorial Possessions and who is recommended by a voting member in good standing shall be eligible for membership.

Section 2. There shall be 9 (nine) classes of membership: Regular, Provisional Senior Citizen, Life, Spouse and/or Partner, Enhanced Spouse and/or Partner, Junior, Honorary and Group Industry.

The Board of Directors will establish the rules and procedures by which membership approval will be granted.

Section 3. REGULAR members shall be those members who have reached their eighteenth birthday prior to November 1st of the membership year and have met all the requirements for admission into the club listed under Provisional members. They can hold office, vote in general meetings or elections, be issued the means of private admission to club facilities and recommend candidates for membership. Beginning November 1, 2004, Regular members who join after this date must also perform 4 (four) hours of work annually, within the limits of their physical ability, for the first 4 (four) years of their membership. The 4 (four) hours worked as a Provisional member counts towards this requirement. Members may opt out of the work requirement, excluding the Provisional requirement, for an additional fee as last set by the board of directors.

Section 4. PROVISIONAL members are those applicants for membership who have not yet fulfilled the following prerequisites:

1. Attended 2 (two) General Meetings
2. Attended 1 (one) Orientation Meeting
3. Performed at least 4 (four) hours of work, within the limits of their physical ability.
4. Received the approval of the membership

A Committee Chairman, Board Officer or Director must verify completion of the first three prerequisites. If necessary, a waiver of the second General Meeting may be requested. The request must be made in writing and submitted to the Board of Directors for approval.

Provisional members cannot hold office, vote in general membership meetings or elections or be issued the means of private admission to Club facilities.

Section 5. SENIOR CITIZEN membership is open to any Regular member who is 60 (sixty) years of age or older and has been a member in good standing for at least 10 (ten) consecutive years. A Senior Citizen member can hold office, vote in general meetings or elections, be issued the means of private admission to club facilities, and recommend candidates for membership.

Section 6. LIFE MEMBER. The Board of Directors, with approval of the general membership may grant Life membership. Life members are included as Regular members in all references to Regular

members in these By-laws except that they do not pay annual dues.

Section 7. SPOUSE and/or PARTNER membership may be purchased by a Regular or Senior Citizen member in good standing. Spouse and/or Partner membership shall run concurrent with that of the Regular or Senior Citizen membership. A Spouse and/or Partner member cannot hold office, vote in general meetings or elections, be issued the means of private admission to club facilities or recommend candidates for membership.

Section 8. ENHANCED SPOUSE and/or PARTNER members shall be those members who are married to and not separated from a Regular member on November 1. An Enhanced Spouse and/or Partner member shall have all privileges of a Regular member and must satisfy all requirements of a Regular member as set forth in Article IV, Section 3. Enhanced Spouse and/or Partner membership shall run concurrent with that of the Regular member. (1) If a regular member is subject to discipline that results in suspension or expulsion from the club, the Enhanced Spouse and or Partner must become a regular member within fifteen days of the regular member's discipline. (2) If a Spouse and/or Partner, Enhanced Spouse and/or partner, or Junior member are subject to discipline, the penalty imposed shall also apply to the Regular member.

Section 9. GROUP INDUSTRY members shall be those members who are employed on a full or part time basis, not including sponsored shooters, by an employer who is regularly engaged in the firearms/archery industry. In order for a member to be eligible as a Group Industry member, the employer must certify they employ a minimum of ten (10) members, all of whom are regular members.

Section 10. JUNIOR members shall be those who have not reached their eighteenth birth anniversary prior to the first day of the membership year and who are assumed to be the responsibility of a voting member in good standing. They cannot hold office, vote in general meetings or elections, be issued the means of private admission to club facilities, or recommend candidates for membership. Existing junior members in good standing may retain their junior member status until the last day of the membership year after their twenty-third birth anniversary or opt to convert to the next higher level of membership, subject to current club rules. All existing junior members will be required to convert to the next higher level of membership no later than the first day of the membership year after their twenty-third birth anniversary. Junior members converting to Regular membership will not be required to pay an initiation fee but shall fulfill all other membership prerequisites.

Section 11. HONORARY membership may be granted, for a period of twelve months, to those who have performed for the Club a service worthy of honorary membership (e.g., local police department(s), County Detectives). Requests for Honorary membership must be submitted to the Board of Directors for approval. Anyone who has been granted Honorary membership cannot hold office, vote in general meetings or elections, or recommend candidates for membership.

Section 12. Members of the Armed Forces, while on active duty, shall be considered in continuous good standing without payment of yearly dues until separation from said armed forces. Such extension of membership shall only be honored upon proper notification to the Club. This provision shall not apply to those who have reenlisted or are pursuing a career in the armed forces.

ARTICLE V. DUES AND FEES

Section 1. Annual dues and initiation fees for Regular members shall be as last approved by a 2/3 (two-thirds) majority of the members voting at a general or special meeting. The initiation fee and the first year's dues (as determined by Section 8 of Article V) will accompany a Regular membership application. If the applicant is denied membership, only the initiation fee will be returned. A subsequent application will not be accepted for a period of 1 (one) year after denial of membership.

Members Joining after April 5 2016 are subject to a separate rate structure. Rates for all additional membership options (spouse, junior, senior citizen, enhanced spouse) shall be based off this rate.

Section 2. Dues for Senior Citizen members shall be 25% (twenty-five percent) of the current year's Regular membership fee. Any member who qualified for Senior Citizen status before September 3, 2002 shall retain that status but their annual dues will be 25% (twenty-five percent) of the current year's Regular membership fee.

Section 3. Annual dues for Spouse members shall be 15% (fifteen percent) of the current year's Regular membership fee. Spouse members may convert to Regular membership by payment of the balance of Regular member dues and without payment of initiation fees, but shall be required to fulfill all other Regular member prerequisites, including the 4 (four) hours of work for the first 4 (four) years of Regular membership. The member may opt out of the last 3 (three) years of the work requirement by payment of an additional fee as last set by the board of directors.

Section 3(a) Annual Dues for Enhanced Spouse and/or Partner members shall be 33 1/3% percent of the current year's regular membership fee. Upon reaching the age of 60 (sixty), the enhanced spouse of a Senior Citizen member shall pay a fee equal to that of the Senior Citizen member.

Section 4. Group Industry members shall be seventy-five (75%) percent of the current year's regular membership fee. The regular member must be employed on the renewal date by an employer engaged in the firearms/archery industry. The employer shall each year certify that they continue to employ a minimum of ten (10) regular members at the time of membership renewal.

Section 5. Annual dues for Junior members shall be 10% (ten percent) of the current Regular membership fee. Junior members may convert to Senior membership by payment of the balance of the Regular member dues and without payment of initiation fees, but shall be required to fulfill all other Regular member prerequisites, including the 4 hours of work for the first 4 (four) years of Regular membership. The member may opt out of the last 3 (three) years of the work requirement by payment of an additional fee as last set by the board of directors.

Section 6. All dues for the year are payable beginning September 1st. Dues must be paid by the November General Membership meeting or the member shall be considered delinquent and suspended. Membership at this point may be regained only upon payment of all dues in arrears in addition to a late fee as last approved by a two-thirds majority of the members voting. A member

who is delinquent beyond October 31st of the current year may regain membership only by submitting a new membership application, unless an amnesty program is in effect. Amnesty programs must be approved at a general membership meeting by a two-thirds majority vote.

Section 7. Dues for new members joining the Club will be accepted on a prorated basis throughout the year according to the following schedule:

November 1st through January 31st	100%
February 1st through April 30th	75%
May 1st through July 31st	50%
August 1st through October 31st	25%

This schedule applies only to Club dues and not to the initiation fee to join the Club.

Members who joined before April 2016 have the following rate structure:

Annual Dues	\$150.00
Senior Rate	\$37.50
Spouse	\$22.50
Enhanced Spouse	\$50.00
Junior	\$15.00
Guest Stamp	\$50.00

Members who join after April 2016 have the following rate structure:

Annual Dues	\$200.00
Senior Rate	\$50.00
Spouse	\$30.00
Enhanced Spouse	\$66.66
Junior	\$20.00
Guest Stamp	\$50.00

Section 8. The Board may grant, on an individual basis, a temporary 1 (one) year leave of absence that is to run concurrent with the membership year. A member seeking a leave must make the request in writing to the club Recording Secretary. Dues and work requirements are waived during the leave of absence. At the end of the leave, the member must resume paying the appropriate dues and fulfill any work requirements missed during the leave. A member on leave has no rights or privileges of club membership. A leave of absence does not constitute a break in membership for the purposes of any clause in the By-laws., but any time spent on leave will be deducted in any computation of years of membership. A leave may be extended annually, at the Board's discretion. The member must make a written request for each annual extension.

ARTICLE VI. OFFICERS

Section 1. The officers of this Club shall be:

President
Vice President
Recording Secretary
Membership Secretary
Treasurer

Successful candidates shall take office after all other business has been transacted at the Board meeting prior to the November General Meeting.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. **PRESIDENT.** The President shall be elected for a term of 12 (twelve) months at the annual (October) meeting. It shall be the duty of the President to preside at all meetings of the Club and to see that all rules and regulations are strictly enforced. He/she shall cast the deciding vote in the case of a tie and perform such other duties that pertain to the office. The President, or their designee, will be the liaison and spokesperson for the Club with Lower Providence Township and all other governmental and regulatory agencies. The President, or their designee, will lead all capital improvement initiatives and major equipment purchases. He/she shall be an ex officio member of all committees not herein provided. All presidential appointments of committee chairmen so stated in Article IX, Section 2, shall be approved by the Board of Directors.

Section 2. **VICE PRESIDENT.** The Vice President shall be elected for a term of 12 (twelve) months at the annual (October) meeting. The Vice President shall assist the President and, in his/her absence, perform the duties of the President as herein defined. Should neither the President nor the Vice President be present at any regular meeting, the Chairman of the Board shall preside. Should it be required, another Board Member will preside. The Vice President is responsible for supervising and/ or conducting the orientation meeting.

Section 3. **RECORDING SECRETARY.** The Recording Secretary shall be elected for a term of 12 (twelve) months at the annual (October) meeting. The Recording Secretary shall keep accurate minutes of all regular and special business meetings and Board of Director meetings. He/she shall have custody of all papers and documents of the Club. He/she shall conduct and keep records of all correspondence relating to the Club.

Section 4. **TREASURER.** The Treasurer shall be elected for a term of 13 (thirteen) months at the annual (October) meeting, serving as an ex-officio/advisor for the thirteenth month. The Treasurer is responsible for maintaining all financial records of the club, issuing all checks drawn on the club accounts and developing the club's annual budget. The Treasurer shall serve as the Chairman of the Finance Committee. The Treasurer's books shall be audited as deemed necessary by the Board of Directors or its appointed representative. All checks drawn on the treasury must bear the signature of any two of the following board members: Chairman of the Board, President,

Vice President, Membership Secretary and Recording Secretary.

Section 5. MEMBERSHIP SECRETARY The Membership Secretary shall be elected for a term of 12 (twelve) months at the annual (October) meeting. The Membership Secretary shall be responsible for the collection of all monies associated with membership. An accurate accounting of all monies collected by the Membership Secretary shall be turned over to the Treasurer. These records shall be audited yearly by the Board or their appointed representative. The Membership Secretary shall be responsible for the issuance of all memberships. He/she shall keep accurate records of it and make same available as directed by the President.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. The Chairman of the Board, or designee will preside at all Board Meetings.

Section 2. The Board of Directors shall consist of 5 (five) elected executive officers (President, Vice President, Treasurer, Recording Secretary and Membership Secretary), 4 (four) Committee chairs (Archery, Pistol, Rifle, Trap and 5 directors (Director of Ways & Means, Director of Safety, 2 Directors of House and Property and Chairman of the Board) with role descriptions outlined in Appendix A as defined by a majority of the Board of Directors.

The Archery Committee, the Pistol Committee, the Rifle Committee and the Trap Committee are recognized by the Club as operating committees. So long as the Club continues this recognition and these committees continue to function with 7 (seven) or more Regular members each, they shall elect a chairman prior to the November general meeting to serve as head of that activity. These chairmen shall automatically become members of the Board for a 12 (twelve) month period.

All non-discipline board positions will be elected by the membership for a term of 12 months at the annual (October) general membership meeting.

Successful candidates shall take office after all other business has been transacted at the Board meeting immediately prior to the November General Meeting.

Section 3. DUTIES OF THE BOARD OF DIRECTORS: They shall be charged with the general supervision and care of all real and personal Club property. They shall consider and/or investigate subjects or matters of consequence and prepare recommendations of action to the general body. The Board of Directors shall have the authority to expend an amount as last determined by a two-third majority of members voting at a general or special meeting, on extraordinary matters, when the occasion so demands between meetings of the general body. The Board of Directors meeting minutes shall be read at each General Meeting. The Board of Directors shall provide for Directors and Officers Insurance for the Board of Directors. The Board of Directors or its appointed representative shall examine all bills against the Club, and, if correct, recommend their payment. They shall hear cases concerning the conduct of members and determine a course of action as indicated in Article XII.

ARTICLE IX. COMMITTEES

Section 1. There shall be 4 (four) operating Committees: Archery, Pistol, Rifle and Trap. These committees shall have their books reviewed periodically, as determined by the Treasurer.

Section 2. There shall be standing committees of this Club as follows:

Conservation	Construction
Fishing	Investment
Publicity/Social Media	Real Estate
Hunter Safety	Women's Group

Section 3. The President shall have the authority to create ad-hoc committees, as needed, with Board notification.

Section 4. All youth related programs (Junior Trap, Junior Rifle, Junior Pistol, Junior Archery) are subject to the supervision of their respective operating committees.

ARTICLE X. ELECTIONS

Section 1. **Appointment of the Nominating/Election Committee** – At or before the August general membership meeting, the President shall appoint a chairman and a minimum of 2 (two) members of a nominating/election committee. The committee may be larger in number, as determined by the chairman in consultation with the President, to accomplish its purpose.

Section 2. **Tenure of the Nominating/Election Committee** – To avoid any appearance of undue influence by the sitting Board of Directors (some of which may be candidates in the current election), once appointed by the President, the tenure of the nominating/election committee shall remain in place until the completion of the current election cycle (typically 30 days after the October election or 30 days after any runoff elections needed to settle tie vote tallies). The only exception to this section would be a flagrant violation of the election by-laws by a member of the nominating/election committee, which would be cause for removal from the committee by the President.

Section 3. **Duties of the Nominating/Election Committee** – The nominating/election committee is charged with the following duties:

- The nominating/election committee shall equitably and impartially consider all potential candidates and select a slate of eligible members available for office.
- The nominating/election committee shall serve as Judge of Elections, Machine Operator and Clerk of the Election.
- The nominating/election committee shall confirm the eligibility of the nominees with the Membership Secretary, prepare ballots, certify credentials, tally votes, and perform any other duties which might be required for the orderly and fair election of officers and directors.
- The committee shall, upon demand of any eligible voter, produce for examination the tabulations of the ballot. Ballots, or the tally printout in the case of voting machines, shall be retained for a period of 30 (thirty) days after the election is held.

Section 4. **Information Provided to the Nominating/Election Committee** – To perform its duties, certain information must be provided to the nominating/election committee.

- The Membership Secretary shall provide the nominating/election committee with a current list of the Club membership prior to the election so that a voter's membership status can be verified.
- The nominating/election committee shall be provided with the means to examine the general membership meeting attendance log as currently recorded (i.e. in book form, electronic record, etc.) to determine the eligibility of the nominees.

Section 5. **The Nomination Process** – It is the responsibility of all Club members desiring to hold office to make their wishes known to the committee prior to the September General Membership meeting. The committee shall attempt to place at least two (2) candidates, with experience as outlined in the board approved job descriptions, for each office on the slate. The committee shall give its report at the September general membership meeting, at which time additional nominations from the floor will be accepted. A motion to close the nominations is not in order until a reasonable time has been given for making nominations, as determined by the chairman in concurrence with those voting members present at the September general membership meeting. No additional nominations shall occur or be accepted after the adjournment of the September General Membership meeting. .

Section 6. Eligibility to Stand for Election – No member shall be eligible to accept nomination or be elected to any office unless

1. the member has been a voting member in continuous good standing for a minimum period of 12 (twelve) months, and
2. the member shall have attended at least 4 (four) of the regular monthly meetings in the 12 months prior to the election. Note that if a regular monthly meeting was canceled for any reason during the year preceding the election, the attendance requirement remains the same (attendance at a minimum of 4 meetings). Attendance shall be determined by the general membership meeting attendance log as currently recorded (see Section 4 above).

No waiver will be permitted concerning requirements 1) or 2) above for eligibility to stand for election.

Section 7. Construction of the Ballot – The names of the nominees for a given office shall be placed on the ballot in an order determined by random lots. Voters have the right of writing in names on the ballot. Therefore, the ballot will make provisions for a write in candidate for each office. Write-in candidates must meet all eligibility requirements as stated in Section 6.

Section 8. Campaign Regulations – All nominees have the option of writing a short statement of qualifications and/or a campaign platform. The length of the statement is to be determined by the nominating/election committee. A combined email of Statements will be sent to the members on the club email distribution list, prior to the election. Candidate statements shall not be demeaning to other nominees. Campaign posters, limited to 8.5 x 11 inches, may be posted on the bulletin board in the clubhouse foyer. Posters should detail the nominee's qualifications, and not be demeaning to other nominees. No other written material may be distributed or posted on Club grounds prior to elections or on election night. Candidates will also be permitted time to address the membership at the October General Membership meeting, prior to the election. The period of time allotted to address the membership is to be determined and strictly enforced by the Nominating Committee.

Section 9. Eligibility to Vote in Elections – Each voting member in good standing, upon satisfactory proof of qualifications, shall be entitled to vote for each candidate on the ballot. If a Club member is not known personally to a majority of the nominating election committee, that member must present either a valid membership card or a current driver's license or other state or federal identification in order to be allowed to vote.

Section 10. Conduct of Elections – Elections shall be held by secret ballot at the October General Membership meeting. The October meeting shall begin at 7:00 PM and the polls shall open immediately following any required preliminary activities of the election committee.

Polls shall close promptly at 8:30 PM or when all eligible voters present at the meeting have voted. Anyone in line at 8:30 PM shall be accorded the right to consummate the voting process, but no additional members may vote who were not in line to vote at poll closing time. No vote may be cast once the polls close other than as specified herein with regard to persons waiting in line to vote at poll closing time.

No proxy votes or absentee ballots shall be allowed.

The winning candidates shall be determined by a plurality vote. In the event of a tie, a runoff election for the tied office shall take place at the next regularly scheduled general membership meeting and notice promptly shall be posted on the Club web site. Any runoff election shall be conducted in full compliance with the rules for a regular election

ARTICLE XI. VACANCY AND RESIGNATION

Section 1. In case of a vacancy in the position of an officer, director, or the Chairman, nominations shall be made and the election held at the first general membership meeting after such a vacancy occurs. A vacancy in the position of Archery, Rifle, Pistol, or Trap committee chairman will be filled by election by that committee at their earliest regular meeting after such a vacancy occurs.

Section 2. Voluntary resignation of an officer or director must be tendered in writing to the Board of Directors at their regular or special meeting and will be effective upon receipt of such written intention. Should any board member be absent and unexcused from two (2) consecutive board meetings, an inquiry shall be made into the absences. The Recording Secretary shall be responsible for contacting the missing board member. The Recording Secretary shall report his/her findings at the next board meeting. Based on the Recording Secretary's report, or if a third board meeting is missed, involuntary resignation will be voted on and accepted if a simple majority of the board members concur.

ARTICLE XII. DISCIPLINARY ACTION

All alleged violations of Club Rules & Regulations which bear upon a safety issue shall be reported to the Safety Director who initially shall review the same and determine if the matter should be handled by the Safety Director or referred to either The Safety Committee or directly to The Board of Directors for further consideration. Incidences handled directly by the safety Director are Board notify only and are not subject to the remainder of ARTICLE XII.

The following rules will govern a "Safety Committee":

The Safety Committee shall consist of 5 (five) members. The Chairman shall be the Club Safety Director; Each Club Operating Committee (Archery, Pistol, Rifle and Trap) shall appoint 1 member to the Committee who shall not be the Chairman of that Operating Committee.

The alleged offender must be given the opportunity to be heard in his/her own defense and confront all witnesses. Prior to the Safety Committee meeting the alleged offender must be given 2(two) week notice. The notice is issued by the Recording, by any means which provides signature confirmation of delivery, of the charges against him/her. The notice also includes the date, time, and location of the meeting. Should the alleged offender decline to attend, or neglect to show up at the meeting, the Committee may proceed with the meeting.

Results of the Safety Committee review shall be forwarded The Recording Secretary who will report the recommendation to the Board. If any 3 (three) Board members object to the recommendation within 24 (twenty-four) hours of receipt by them of the recommendation, the Club Recording Secretary shall so note and schedule a de novo hearing before the Board. If timely objections are not raised by 3 (three) Board members, the Secretary shall mark the recommendation final and send it to the member.

The Club member, who is the subject of disciplinary action by the Safety Committee shall have 14 (fourteen) days from the sending of the Committee's decision within which to file an appeal to the Board of Directors, otherwise such decision shall be final and enforceable by the Board of Directors. Where such an appeal is filed duly, the Board of Directors shall schedule a hearing to review the matter, observing all requirements under this ARTICLE XII, which would be applicable had the matter come before the Board directly. In hearing the appeal, the Board of Directors shall be appraised of and may consider the decision of the Safety Committee and basis therefore, from which the appeal has been taken

The Board of Directors have the right to directly investigate any member's alleged activities that are considered to be injurious to the interest or welfare of the Club or any of its members. In cases involving allegations of violations of Club Rules and Regulations which are inherently unsafe (i.e., which present an actual danger of personal injury or property damage, and are not merely technical violations), the Board, by majority vote, summarily may issue an interim suspension of Club privileges pending a hearing before the Board, action may be taken by the Board of Directors only after the following procedures have been accomplished:

1. The alleged offender must be given the opportunity to be heard in his/her own defense and confront all witnesses. Prior to the Board of Directors meeting (or a special meeting called for the purpose of reviewing charges), the alleged offender must be given 2 (two) weeks' notice, in writing, by any means which provides signature confirmation of delivery, of the charges against him/her. The notice issued by the Recording Secretary shall also include the date, time, and location of the meeting. Should the alleged offender decline to attend, or neglect to show up at the meeting, the Board may proceed with the meeting.
2. At the conclusion of the meeting, the majority of board members present must agree that the alleged activities have been injurious to the interest or welfare of the Club. Upon a majority agreement of the Board of Directors, the individual may be required to forfeit membership (expulsion) or rights in the Club for a period to be determined by the Board of Directors. This period must be determined and approved by a majority vote of the Board of Directors. If necessary, the Board shall have the right to levy fines against any member found guilty of malicious destruction of club property. If practical, verbal notification of the Board's decisions must be made immediately. Written notification of the Board's disciplinary decision must be mailed to the individual by certified/return receipt mail, within 48 (forty- eight) hours of the meeting.
3. Disciplinary expulsion of any member will be subject to review at a General Membership meeting if the accused and 20 (twenty) voting members in good standing sign a petition requesting such a review. The Board reserves the right to review the petition for a period of 30 (thirty) days and must act at the General Meeting immediately after the 30 (thirty) day period.

ARTICLE XIII. DISSOLUTION

Should a decision be made to substantially change the nature or location of this organization, two years shall be allowed to effect that change. This period may be extended by one additional year by a simple majority of members voting. If no substantial or permanent change has occurred in that time, a vote to recommend dissolution may be called for.

Section 1. The following examples might be considered sufficient reason for calling for a vote to dissolve:

- (a) Prohibition of the use of firearms on the property
- (b) Inability to obtain insurance
- (c) Condemnation of the property
- (d) Lack of interest and/or participation
- (e) Receipt of an unusually financially attractive offer for the organization's assets, i.e., real and/or personal
- (f) Unforeseen circumstances

Section 2. In the event that a vote is taken to recommend dissolution, the Board of Directors shall designate a committee for this purpose that shall obtain an attorney disinterested in the transaction to advise this committee. An impartial ballot judge shall be appointed by this committee.

Section 3. In the event that a vote is taken to recommend dissolution, the membership will be closed at that time, unless or until this vote is subsequently reversed. However, dues will continue to be collected during this period.

Section 4. The announcement for the meeting at which the dissolution vote shall be conducted, shall include a return envelope and a ballot, including, but not limited to the member's name, current card number, and total number of shares held by the member, as fully set forth below; all proposals to be voted on at the announced meeting set forth in detail, each followed by the words "yes" and "no". Members may choose to attend the meeting personally and vote their shares, or complete the ballot form as aforesaid, sign and date his/her signature and return the ballot in the pre-addressed envelope to the ballot judge to be held by him/her until the time of the dissolution meeting.

COMPUTATION AND DETERMINATION OF SHARES

Section 5. For the purpose of this vote, (computation and assignment of shares) a qualified voting member shall be one who has been a voting member for at least 4 (four) continuous years immediately prior to the decision to recommend dissolution, with the exception of a break in membership due to active military duty.

Section 6. Qualified voting members will receive one share for each year of continuing active membership immediately prior to the dissolution vote, calculated from the anniversary date of membership.

Section 7. Any voting member with less than 4 (four) complete years of membership shall receive a refund of the dues paid for the year of dissolution.

Section 8. The determination of years of membership for shares will be made by the Membership Secretary and will be included in the announcement sent to all voting members. A five person committee will be set up to research Club records and arbitrate any disputes. These procedures will include a personal contact with the person replying and a study of evidence supporting the member's response.

Section 9. No value shall be assigned to the shares until after the provision for payment of all outstanding obligations. The value to be assigned to each share shall be the Net Proceeds of all Club property divided by the total number of shares as calculated under paragraph 6. of this section. The Net Proceeds is defined as the value of all Club property after the provision for payment of all outstanding obligations including payment of all local, state and federal taxes and penalties.

Section 10. Should a member entitled to a share or shares die between the vote to recommend dissolution and the actual payment, that member's shares shall continue in effect to be paid to his/her legal heirs.

Section 11. 7 (seven) or more members may retain the organization's corporate charter, records, and memorabilia, but not its assets.

Section 12. All distributions made under this Article must comply with all applicable local, state and federal laws and regulations, including tax codes.

ARTICLE XIV. AMENDMENTS

These By-Laws can be amended, altered, suspended, repealed or annulled only by a vote of 2/3 (two-thirds) of the members present and voting at any General Membership meeting or at a special meeting called for the purpose. Notice of the intent to amend, alter, suspend, repeal or annul these By-Laws must be given to all members of the Club by announcement at one General Meeting and by posting to the Club web site at least 10 (ten) days prior to such meeting for a vote.

APPENDIX A: DIRECTOR ROLE DESCRIPTIONS

Board Role: Chairman of the Board

Recommended Experience:

- Prior board leadership role at LPRGC or other organizations

Primary Duties:

- Call and conduct board meetings in accordance with the by-laws and Roberts rules of order
- Authorized signatory for expenditures
- Any other duties and/or responsibilities, permanently or temporarily assigned by the Board of Directors

Board Role: House and Property (Facilities) 2 positions

Recommended Experience:

- Hiring and managing contractors
- Soliciting bids from contractors
- Good organizational, documentation and communication skills

Primary Duties:

- Maintenance and cleanliness of clubhouse and bathrooms
- Maintain supplies for clubhouse
- Maintenance of the property
 - Snow removal, Tree maintenance, Grass cutting, etc.
 - Equipment maintenance
- Coordinate Work Party activities
- Recommendations to President for purchase of equipment (>\$1,000)
- Exercising preventative maintenance for club electrical and mechanical equipment
- Maintain club equipment preventative maintenance schedule
- Manage the board approved contractors for routine and emergency maintenance
- Establish a committee of volunteers to support their responsibilities
- Any other duties and/or responsibilities, permanently or temporarily assigned by the Board of Directors

Board Role: Safety

Recommended Experience:

- NRA CRSO, RSO or equivalent (IDPA SO, USPSA RO, etc.)
- First Aid training
- Instructor credentials in an NRA discipline or equivalent (CMP, etc.)

Primary Duties:

- Lead Safety Committee
- Support monthly club orientation events
- Maintain club safety equipment
- Perform required preventative maintenance on club safety equipment according to the manufacturers' recommended schedule
- Occasional observation of public and club activities and reporting to appropriate committees of observations and recommendations
- Regarding alleged violations of Club Rules and Regulations, investigate such violations and recommend appropriate discipline to the Board.
- Establish a committee of volunteers to support their responsibilities
- Any other duties and/or responsibilities, permanently or temporarily assigned by the Board of Directors

Board Role: Ways and Means

Recommended Experience:

- Good organizational and communication skills

Primary Duties:

- Conduct fundraising activities (raffles, etc.)
- Provide the meals at general meetings within scope of funds raised
- Contract with caterer for the annual Past Presidents dinner
- Maintenance of the kitchen and kitchen equipment
- Exercising preventative maintenance for club kitchen equipment
- Perform required preventative maintenance on kitchen equipment according to the manufacturers recommended schedule
- Recommendations to President for purchase of equipment (>\$1,000)
- Establish a committee of volunteers to support their responsibilities
- Any other duties and/or responsibilities, permanently or temporarily assigned by the Board of Directors

APPENDIX B: CHANGE LOG

- July 7, 2026 - Restructure of Committees - Article IX
- March 3, 2026 - Clarified Disciplinary Action – Article XII
- January 12, 2026 - Removed club phone number, updated with latest changes from master copy
- July 7, 2020 - Election procedure rewrite
- September 6, 2019 - Board of Directors elected directly by membership, eliminating the "At Large" pool of directors.