

Constitution and By-Laws
Of
The Old Fort Gun Club, Inc.
P O Box 2833, Fort Smith, Arkansas 72913
NRA-22-R-0841 / CMP-41023
Revised on June 18, 2008

ARTICLE I: NAME

The name of the organization shall be "OLD FORT GUN CLUB, INC.", a non-profit corporation in the State of Arkansas. Referred as "Club" in this document

ARTICLE II: OBJECTIVES

The objectives of this organization are to establish and maintain a permanent organization, for the benefit of its membership and the general public to promote the elements of the shooting sports, hunter education, promote youth training and development, marksmanship training, safe handling of all firearms, enforcement of game laws, the values of sportsmanship, and sportsmanlike conduct. In order to further these objectives, the organization will operate and maintain rifle, pistol, and shotgun firing ranges(s), owned, rented, or constructed, for the use and benefit of the Club's members.

ARTICLE III: CLUB GOVERNMENT POLICY

Section 1: The government of this club is vested in the body of the members who compose it and shall be and remain a democratic body governed only by its members.

Section 2: The duly elected Board of Directors shall determine all questions of policy and shall in all respects be the delegated governing authority of the Club, reporting only to the general membership.

Section 3: The Club is subject to the control of no other body, but it recognizes the benefit of mutual counsel and cooperation with other organizations. Insofar as is practical and consistent with the goals of the Club, this Club will cooperate with and support the National Rifle Association of America and the Civilian Marksmanship Program.

ARTICLE IV: MEETINGS

Section 1: Monthly Meetings. The Club shall hold a meeting of the general membership once each month, at a regular location, day of the month, and time to conduct the business of the Club and to discuss and share activities of interest to all. Guests are encouraged to attend, but shall not participate or vote on items of official business.

Section 2: Annual Election Meeting. The regular monthly meeting held in December of each year will be designated as the annual election meeting at which time all Officers, Match

Directors, Directors at Large for the next year will be elected. The duly appointed Nominating Committee will nominate a slate of candidates for the open positions, and nominations from the floor will be solicited for additional candidates. Elections will be a simple majority of the members present.

Section 3: Quorum. A quorum for the regular and election meeting shall be a simple majority of those members present in good standing.

Section 4: Rules of Order. The rules contained in “Robert’s Rules of Order, Revised” shall govern the meetings of the Club in all cases where they are applicable and do not conflict with these By-Laws or the special rules of the Club.

ARTICLE V: MEMBERSHIP

Section 1: Regular Membership Admission. Applicants for regular membership must be a United States citizen, eighteen (18) years of age or older, provide proof of their membership in NRA, be free from any felony criminal conviction, fill out and sign a standard membership application form, pay all currently applicable fees and dues, present themselves in person at a monthly business meeting of the club. Any applicant who cannot attend a meeting for good reason must be interviewed by a club officer. The application will be approved or disapproved by a majority of the members present during any regular Club meeting. Upon approval, will be given a temporary membership card to be used until receipt of the official membership card and will be added to the official Club roll.

Section 2: Dues.

A. Each member shall pay dues for each year from January 1st to December 31st following, payable on January 1st of each year. Yearly dues are defined on current Membership and renewal forms.

B. A LIFE membership fee is currently in effect for a member to prepay the “normal membership dues” for their lifetime.

C. A prospective member shall pay fees and dues as directed by the Club prior to membership acceptance.

D. An additional Range Maintenance Fee may be levied by the Board of Directors as needs are determined. This fee will apply to all regular members under the age of 65 as a requirement for membership (except 1st year), Life, Charter. However, the fee may be waived in lieu of work done for the Club by the respective member. Such policy will be determined by the Board of Directors and duly recorded in the official minutes.

E. No person shall be in good standing or be qualified to exercise or be entitled to receive any privilege of membership who is in default of the payment of the annual dues for one month.

Section 3. Termination of Membership.

A. Non-payment of dues. If any member is in default of the payment of their annual fees for a period of one month, after the same shall be due and payable (January 1st), the

Secretary shall notify, such member(s) that unless such fees are paid by the regular February Club Meeting, all rights in respect thereto of such membership shall cease.

B. Suspension or Expulsion.

1. Any member may be suspended or expelled from the Club for any cause deemed sufficient by the Board of Directors. No vote on suspension or expulsion may be taken unless FIFTEEN days notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Board of Directors at which such charges will be considered. At such meeting, the member under charges will be accorded a full hearing.

2. Charges against any 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 support of such charges. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Board of Directors to hear the charges. The Secretary will give at least FIFTEEN days written notice of the meeting to each member of the Board of Directors, the accuser, and the accused, which notice will include a true copy of the charges with supporting affidavits and exhibits.

3. Any member suspended or expelled by the Board of Directors may, within thirty days, appeal to the full membership for reinstatement. Such appeal shall be made to the Secretary, in writing, and the Secretary will notify the President. Final action on an appeal must be taken not later than the next regular meeting following the appeal. At the meeting where the appeal is considered, 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 Board of Directors at which charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a TWO-THIRDS vote will be required to reverse the action of the Board of Directors.

Section 4: Duties of Members.

Each member of this Club is expected to uphold the oath he signed on the membership application form at the time of their acceptance to membership, and will:

A. Uphold and abide by these By-Laws of the Club.

B. Protect and maintain Club property and abide by the rules posted and otherwise approved for the use of such property.

C. Do their part to promote the shooting sports, hunter education, marksmanship training, the safe handling of all firearms, and to adhere to the game laws and to conduct themselves in a sportsman-like manner.

D. Maintain membership with The National Rifle Association which is a requirement for club membership. The member must report their NRA membership number and expiration date to the Club Secretary.

E. When not engaged in a Club event, display upon their person their personal identification badge (membership card) at all times while on club property, insist that others do the same, and ask any non-member using the facilities, excluding valid guests, to cease such use until he becomes a club member and has their own personal badge.

Section 5: Associate Membership will be extended to the immediate family of the regular member, immediate family being defined as the spouse and all single children through age 20 living in the member's home or away attending school. Associate members have all the

rights of a regular member except the right to vote on official Club business. At age 21, individual membership is required.

Section 6: Membership Privileges: All members are entitled to the use of Club range(s) and other facilities for their personal enjoyment and shooting activities, realizing that they must share the facilities with other members. Formal, scheduled events may, at times, prevent the member's personal activities.

Section 7: Use of Club Facilities:

Regular Club Events:

A. Guests: Members are allowed to bring a LOCAL guest to the range to introduce him to the Club and facilities, on a One-time basis only. If the guest desires to further use the facilities, he is expected to join the Club and bear their share of the expense. Out-of-Town guests (individuals residing outside a 50 mile radius from the River Range) may be brought to the range at the members discretion.

B. Youth: Members may bring visitors, age 17 and under, to the range with no more than two minors on the firing line per adult supervisor. These youth must be under direct supervision of the adult member at all times.

C. Scheduled Events: During the course of any normally scheduled event sponsored by the Club, the general public is welcomed to attend and participate.

Special Events:

A. Private Commercial or Non-Profit use of the Range(s)

The use of Club facilities by other organizations may be approved by the Board of Directors if it is deemed in the best interest of the Club.

1. Any member or organization may request permission of the Board of Directors to utilize a Club Range. The Board of Directors may set such additional reasonable requirements for the conduct of such event as they deem to be in the best interest of the Club.

2. An application form for range use as supplied in the Policy section will be required with such a request to provide information about the event.

B. Concealed Carry Instructors (CCI)

1. Any instructor who teaches a Concealed Carry Class at any Old Fort Gun Club range must be a current NRA personal protection instructor or instructor rating above this NRA certification and must comply with Arkansas State CCI Act Standards and present such certification to the Firearms Training Director, OFGC President or Vice-President.

2. The Concealed Carry Instructor must provide proof of personal liability insurance of no less than \$100,000 dollars. This must be provided with the request for use.

3. The Concealed Carry Instructor must be a member in good standing and be a member of the OFGC training committee.

4. To become an OFGC Concealed Carry Instructor, the person must observed by the Firearms Training Director (or their designate) conducting the live fire portion of the class to insure all safety rules and club rules are followed.

5. The instructor must utilize an NRA personal protection course as defined in the OFGC policy section.

Article VI: Officers

All Officers of the Club will be elected per Article IV, Section 2, of these By-Laws. The officers and duties required are contained in the sections to follow: These are all volunteer positions. However, all membership fees are waived for Officers, Board members, Directors at Large and Match Directors. Assistant Directors membership fees may be waived at the discretion of the respective Match Director. In addition to the above, Match Directors are not required to pay entry fees if they participate in their own events.

Section 1: Offices and Duties

A. President

1. The President is the chief officer and official spokesman of the Club.
2. He/she will preside over all Board and Regular meetings of the Club.
3. He/she directs the overall function of the Club, and ensures that all decisions of the Board of Directors and Club Membership are carried out.
4. He/she may call special meetings when the need arises.
5. He/she will resolve questions concerning Club functions, policies, and activities.
6. The President will be extensively involved with the future planning of Club goals and activities.
7. He/she will appoint committees as needed for various Club activities, including the Nominating Committee. See Article VIII.

B. Vice-President

1. The Vice-President will preside over meetings in the absence of the President.
2. He/she will coordinate all aspects of Range Work Day. This would include the advising of the Board of Directors of the need for work, setting the day and time, as well as coordinating with Range Maintenance Director, personnel, material, and tools needed to do the work.
3. He/she will assist the President in any Club activity or program as may be requested by the President.
4. He/she will maintain all approved insurance policies and ensure that all premiums are paid up-to-date.

C. Secretary

1. The Secretary will take the official minutes of all Regular and Board of Director meetings and maintain a permanent file of all minutes.
2. He/she will maintain all the official records of the Club except for financial and Match/Event records. He/she will maintain permanent files for a) minutes of meetings, b) correspondence, c) monthly newsletter, d) approved membership applications, and c) any others as may be directed in the future.
3. He/she will maintain active member roster for the Club. This should consist of a computer list as well as a printed copy. Also, an inactive member list will be kept as Club data for future use.
4. He/she will issue membership cards to all members in good standing and will have the range lock(s) combination(s) changed on the 1st of February each year.
5. He/she will handle all Club correspondence not taken care of by other officers if needed.
6. He/she should check the Club post office box regularly for Club mail or designate another

officer to do so.

7. He/she will generate and maintain special forms needed for Club operation, and will keep adequate copies on-hand. Such as Membership form, Renewal forms, Club Safety Rules and Club By-Laws.

D. Treasurer

1. The Treasurer will maintain all club financial records of the Cub in accordance with good record keeping procedure.

2. He/she will handle all deposits and payments of Club funds, in a timely manner.

3. He/she will handle all checking account transactions. Other banking transactions must be approved by the Board of Directors

4. He/she will submit financial records for audit as directed by the Board of Directors.

5. He/she will prepare, or have prepared, a monthly financial statement for presentation at the regular monthly meetings. Also prepare a receipt and disbursement statement quarterly to the Board of Directors.

6. He/she will also prepare/or have prepared by outside source any income tax or other reports as may be required of the Club by Federal or State laws.

E. Directors at Large

1. A Director-at-Large cannot hold any other position on the board.

2. Duties will include taking special jobs as requested by the Board of Directors.

F. Match Directors

1. The official Club Match Directors, one for each regularly scheduled Club match/shooting event, are elected by the Club each year and will also serve as members of the Board of Directors.

2. The Match Directors will report directly to the Board of Directors and charged with the total operation and execution of their respective match/event.

3. He/she will organize, plan, schedule, and otherwise hold regularly scheduled and special events for the club members and others to ensure their continued interest and their proper training in the safe handling of firearms and marksmanship ability for each given shooting discipline.

4. He/she will ensure that all materials and supplies needed for the efficient and smooth operation of their event are on hand. This will include items such as targets, scorecards, record sheets, special forms, communications, equipment, etc.

5. Each match director will be required to submit a financial plan for the year showing expected shooting revenue, expenses and required capital to allow club budgeting.

6. He/she will inform the Board of Directors, of any changes in schedule, location, time, etc., for their event to allow inclusion of these changes in the club newsletter and other advertising.

7. He/she will recruit, range officers, statisticians, and other range personnel needed for the orderly and efficient operation of the event.

8. He/she is responsible for the procurement and disposition of all awards and trophies for the events, within a timely matter at the conclusion of the match.

9. He/she will collect all proceeds for the event and give the proceeds and expense receipts to the Treasurer.

10. Any NRA or other classification cards or records are to be maintained by the Director,

who may pay the fees required or have the treasurer pay the fees to the governing body.

11. The Match Directors will periodically meet with the Board of Directors to troubleshoot any problems and plan improvements or additions to the club programs.

G. Firearms Training Director

1. The Firearms Training Director is charged with the organization and management of the club Firearm and Safety Training Program. He/she will report directly to the Board of Directors.

2. He/she will recruit Assistant Firearm Directors as needed.

H. Youth Firearms Training Director

1. The Youth Firearms Training Director is charged with the organization and management of the club youth activities. He will report directly to the Board of Directors.

2. He/she may recruit an Assistant Youth Director (as needed) and other regular Club members as needed to assist for the organization and operation of Youth Division.

3. He/she will handle all correspondence with NRA and other organizations as required to obtain assistance in the operation and planning of Youth Activities.

4. He/she will handle all publicity and advertising as may be necessary to make Club members and the general public aware of the activities of the Youth Program with the primary intent being the recruitment of new youth and their families and participants.

5. He/she will organize, plan, schedule, and otherwise hold regularly scheduled and special events for the Youth to ensure their continued interest and their proper training in the safe handling of firearms and marksmanship ability.

I. Range Maintenance Director

1. The Range Maintenance Directors will report directly to the Board of Directors and charged with the total operation of range upkeep and maintenance.

2. He/she will recruit assistants for the orderly and efficient operation of the ranges and equipment.

3. He/she will inform the Board of Directors of any work that needs to be done outside the normal maintenance.

4. He/she will contact the Vice President to set up a Work Day, advising date and times, as well as arranging materials and tools to do the work.

5. Capital expenses required by the range maintenance must be approved by the Board of Directors.

J. Club Editor

1. He/she will handle publication, and distribution of the Club newsletter, "*Old Fort Shootist*" by U.S. Mail, on the Club Website and by e-mail .

2. He/she will collect articles from Match Directors, President and other sources.

K. Webmaster

1. The Webmaster is charged with the organization the club's web site www.ofgc.org .

2. He/she will report directly to the Board of Directors.

3. He/she will update the website as needed.

L. Public Affairs Coordinator

1. The Public Affairs Coordinator must have a long term relationship with Club.
2. He/She must have an established business storefront.
3. He/She shall be able to take Club calls during normal working hours.

Section 2: Filling Unexpired Officer Terms.

If for any reason an officer cannot fulfill the term of their office their position shall be filled for the remainder of the current year by a Club member elected by the Board of Directors.

Section 3: Suspension or Termination from Office

Any officer may be removed by a TWO THIRDS vote of the members in good standing present at any Special Meeting called for this purpose. No vote on suspension or removal may be taken unless at least FIFTEEN DAYS written notice shall have been given to the Officer of the reasons for their removal and of the time and place of the Special Meeting at which such ballot on their removal is to be taken. At such Special Meeting, the Officer shall be given a full hearing.

Charges against any Officer 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 support of such charges. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Board of Directors who will hear the charges and set a date for the Special Meeting of the general membership. The Secretary will give at least FIFTEEN DAYS written notice to all members, the accuser, and the accused of the date, time, and location of the Special Meeting, and will include a true copy of the charges filed.

Section 4: Expenses. Officers may collect expenses of (use current Federal and State rules) per mile for the use of personal vehicles when used in the performance of their assigned duties. All travel expenses must be approved by the Board of Directors prior to such expenditures.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Members of the Board of Directors shall be composed of all elected officers (Article VI), the immediate past President, and three (3) Club members not holding any other office.(Known as Directors at Large) The actual number of Board members is flexible as some members may hold combined positions or offices.

Section 2: Authority. See Article III, Section 2. The Board shall meet on the call of the President or upon the call of the majority of the Board Members.

Section 3: Quorum. For the purposes of an official meeting of the Board of Directors, a quorum (simple majority) of the members in office or with proxy appointed by the officer or director at the time is required to conduct the official business of the Club

Section 4: Filling of Unexpired Offices. If for any reason a Director cannot fulfill the term of

their office, their position shall be filled for the remainder of the year by a Club member elected by the remaining members of the Board.

ARTICLE VIII: PUBLICATIONS

Section 1: Official Club Newsletter

The Club will publish an official newsletter “**OLD FORT SHOOTIST**” to be distributed to each member in good standing by US Mail or by e-mail. The purpose of the Newsletter is to inform the membership of the activities of the Club, to disseminate information and news of general interest to all members.

ARTICLE IX: MISCELLANEOUS

Section 1: Safety Rules

See Page 2 on Current Membership or Renewal Form

Section 2: Enforcement of Safety Rules.

A. All members of the club are empowered to practice and enforce proper range safety rules and may order any violating member or other person to immediately remove himself from the range.

B. Such violation shall be reported to the Board of Directors who may declare the individual, if a member, in suspension of their membership, or if a non-member, bar him from any future activities of the Club.

C. Any member or other person who has been barred or suspended may appeal to the President, who shall consider the matter in conjunction with the Board of Directors, and either remove the suspension or disbarment or sustain such penalties. The decision of the President and the Board of Directors shall be final in all such matters.

ARTICLE X: AMENDMENTS

Amendments to these Constitution and By-Laws may be initiated by any member in good standing and must be presented in writing to the Board of Directors at least thirty (30) days prior to the Regular Meeting where a vote will be conducted on the proposed amendment. The Board of Directors will provide a copy of the proposed amendment along with the date time and place of the meeting where the vote will be held to be sent to each voting member of the Club by regular mail or email at least two (2) weeks prior to such meeting. To be adopted, the proposed amendment must be approved by a two-thirds (2/3) of the members present at the Regular Meeting of the Club.

This Constitution and By-Laws was approved by a majority vote of the members of Old Fort

Gun Club, in present at the Regular Monthly meeting of the Club held on August 7, 2008.

Signed (Club's Secretary)

A handwritten signature in cursive script that reads "John Malmowski".

Signed (Club President)