

4 December 2010

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BYLAWS
Quantico Shooting Club, Incorporated

ARTICLE I

NAME

1. The name of this organization is the Quantico Shooting Club, Incorporated (QSC, Inc).

ARTICLE II

OBJECTIVES

1. The QSC, Inc exists to:

a. Promote marksmanship among Marines, military members and their families, Club members, eligible and potential members, and authorized guests/shooters.

b. Disseminate small arms firing techniques and marksmanship training methods [Personal defense (for public safety), such as the National Rifle Association (NRA) Personal Protection Course, is included, but offensive and law enforcement tactics are not included.]

c. Encourage small arms competition among Marines, other military organizations, and civilian competitors in cooperation with the Virginia Shooting Sports Association, USA Shooting, The National Rifle Association of America (NRA), The National Skeet Shooting Association, and the Civilian Marksmanship Program.

d. Advance competitive shooting programs among Marines and U. S. citizens, contributing to national defense and public safety.

e. Encourage and ensure safe small arms handling and storage practices and good sportsmanship.

ARTICLE III

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MEMBERSHIP

1. The Board of Directors may approve Quantico Shooting Club, Inc membership for U. S. citizens, and those who are legally eligible to possess or use firearms (individually or with adult supervision), in the following categories:

a. Regular Member. Any member of the Armed Forces, Regular, Reserve or Retired, or any dependent family member of the same, or any DOD employee or retiree.

b. Associate Member. Any person who is not eligible for regular membership that is approved by the Board of Directors and has paid the prescribed dues. Associate members cannot equal more than (exceed) 1/3 of the total Club membership.

c. Archery Range Members. An "archery range only" membership is available for a nominal fee to individuals otherwise eligible for membership.

2. Membership once granted in any category may be maintained by payment of prescribed annual dues, unless revoked for cause by the Board of Directors (BOD) or if the civilian membership limitations are exceeded.

3. All members of the Club shall enjoy all benefits and privileges offered by the Club, to include holding elected office and voting.

4. Guest recreational shooters are eligible to participate in QSC activities when accompanied at all times by a QSC member/sponsor. A guest is an individual (not an organization) who is a relative, friend, or acquaintance of a member of QSC. Non-QSC members (guests) may be permitted to participate in authorized QSC shooting matches, tournaments or events. Members who sponsor a guest or guests are limited to a maximum of three guests per day. Guests must register on the activity sign-in sheet and complete a Waiver of Liability prior to participating in any range activities. Guests will not engage in any commercial activity or solicitation while on

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MCB Quantico, and may be required to pay a fee to participate in shooting activities.

5. The BOD has the authority to place on probation, expel or suspend any officer, member, or Range Safety Officer (RSO) of the Club for cause.

ARTICLE IV

DUES

1. Annual regular membership dues are determined by the Board of Directors and published not later than 1 March each year for the forthcoming membership year. Membership dues are due and payable on **1 April** each year.

2. Dues must be current for members to participate in shooting, Club activities, and voting. RSOs will not permit members to shoot unless their dues are current, as indicated by possession of a current membership card.

3. Membership dues may be paid up to two (2) years in advance.

4. Dues shall be prorated semi-annually for the periods 1 April - 30 September and 1 October - 31 March.

5. Members that move from the area are eligible for a refund of unused membership dues upon written request.

6. Associate members are granted 15 days "grace period" from the end of the membership year to renew. If they fail to do so, they maybe required to be placed on a waiting list in order to comply with the required membership ratio.

ARTICLE V

MEETINGS

1. Annual elections are held in January each year and a new BOD installed. If the annual meeting does not take place as prescribed,

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the meeting will be rescheduled within a reasonable time thereafter, and the officers will hold office until their successors have been elected.

2. Regular Club meetings are normally held bi-monthly on the third Saturday of every other month (Jan, Mar, May, Sep, & Nov) at such time and place as may be determined by the Board of Directors. Club meetings may be suspended during the summer months. A majority of the Board of Directors with any members present will constitute a quorum at a regular Club meeting.

3. A special Club meeting may be held at any time upon call of the President, the Board of Directors, or upon request of any member in writing, stating the object of the proposed meeting, and signed by not less than two-thirds of the members entitled to vote. Notice of the meeting time and place shall be given to all officers and members in good standing, in writing by mail or e-mail, not less than seven days prior to the date fixed for holding of the meeting. The Board of Directors will select the time and place for special meeting.

4. A majority of the Board of Directors with any members present will constitute a quorum at a special meeting.

5. A current listing of Club members will be made available at each Club meeting to determine who is eligible to participate, vote, and hold office.

6. All QSC, Inc meetings will be conducted in accordance with Roberts Rules of Order.

ARTICLE VI

OFFICERS

1. Club officers include the President, Vice President, Secretary, Treasurer, and Member-At-Large who, acting together, shall constitute the Board of Directors (BOD). The officers, shall be elected from the members by a majority vote of the members in good standing present at the annual meeting of the Club. Elected Board members shall hold office for one year or until successors are elected, but not to exceed three consecutive years in the same

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office. BOD members serve in a volunteer position, and will not be compensated for their time, commuting or other incidental expenses.

2. The BOD shall have general supervision and control of all activities and employees (volunteer or paid) of the Club.

3. Meetings of the BOD shall be held regularly at any time on the call of the President or by request of any member of the BOD. The Secretary shall notify all BOD members of meetings.

4. Three members of the BOD shall constitute a quorum.

5. Resignation of any officer may be accepted by the remaining members of the BOD.

6. A vacancy in the Board of Directors may be filled by a majority vote of the remaining members of the BOD. However, if more than one vacancy exists, election of new officers will be conducted at the next regular Club meeting to fill the vacancies until the annual meeting.

7. The BOD has the authority to and may appoint an Operations Officer(s)/Assistant(s) (OO/OA) and to supervise, provide guidance to and terminate these individuals, as appropriate. The BOD will determine the compensation, schedule, and hours to be worked by the OO/OA. The OO/OA will strictly follow, implement, and enforce all guidance and decisions of the BOD and will not change the same without approval of the BOD. The OO/OA may and will be encouraged to attend BOD meetings but will not be eligible to vote.

8. The Operations Officer(s)/Assistant(s) will be employed in full compliance with all Federal and State laws, statutes, and local ordinances. The OO/OA shall not hold office in the Club. The OO/OA will be encouraged to become a certified MCB Quantico Range Safety Officer and a NRA Certified Chief Range Safety Officer. The QSC, Inc will reimburse the OO for any associated costs.

9. The President or Board of Directors may appoint a Match Director to perform such duties in connection with competitions. He/She has authority to appoint assistants from the regular membership to assist in his/her duties.

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10. Any expense exceeding \$100.00 incurred by a Club member who expects to be reimbursed must have prior written approval by the BOD.

11. The BOD may appoint an adjutant or parliamentarian to function as the parliamentary authority for meetings.

12. The Commanding Officer, Weapons Training Battalion, at his or her discretion, may serve as an ex officio member and special advisor or consultant to the BOD, QSC, Inc.

ARTICLE VII

DUTIES OF OFFICERS

1. The President shall preside over meetings of the Club and of the BOD, and shall perform all such other duties pertaining to his office. The President may designate the VP or other members of the BOD to preside over meetings of the Club and BOD.

2. The Vice President (VP) shall perform the duties of the President in his absence, and any other duties the President directs.

3. The Secretary shall author all official correspondence, including preparing and forwarding all reports required by the Commanding Officer, Marine Corps Base, Quantico. The Secretary shall notify all members of special and annual meetings, shall keep a true record of all Board of Directors and regular Club meetings and will retain custody of the club books and papers, except the Treasurer's books and accounts. Applications for Club membership may be made to any member of the BOD, who is also authorized to collect any fees or dues and remit the same to the Treasurer.

4. The Treasurer shall retain all Club funds and ensure placement of the funds in the financial institution of QSC, Inc. Such money shall be withdrawn by check signed by at least two of the members of the BOD (?) Club employee authorized check signature authority. The Treasurer shall maintain all funds and accounts in accordance with MCBO 7010 series. He shall submit his accounts for audit as directed by the Commanding Officer, Marine Corps Base, Quantico .

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5. The Member-At Large will assist all Club officers, as necessary.

6. The OO/OA will perform the day to day operations of the Club, oversee the facilities and act in and protect the best interests of the Club. The OO/OA will fully support and enforce the Bylaws, Base Orders and SOPs and all guidance, procedures, inputs, and regulations issued by the Board of Directors governing the use of these facilities, competitions and other Club activities. The OO/OA may perform duties as Match Director, unless that position is otherwise filled. The OO/OA shall assist the Treasurer and Secretary in their duties and may be authorized, by the BOD, to sign as one of the two required signatures on Club checks. The OO/OA shall not sign Club checks made out to themselves. The OO/OA shall not enter into contracts without the authorization and approval of the BOD and shall not serve or run for election as a Director/Officer of the Club.

ARTICLE VIII

COMMITTEES

1. Club committees may be appointed to support the various QSC programs and functional areas. They are responsible to the BOD for their assigned duties.

2. Committees for the ranges may be established to guide and assist in the safe operations of the respective range (i.e., rifle, pistol, shotgun).

3. Committees will be appointed by the BOD or membership, to meet the needs of the Club, such as open house, fund raising, range committees, etc. Requests for funds for use by the various committees will be submitted to the BOD for approval.

ARTICLE IX

AUDIT COMMITTEE

1. A three member Audit Committee (AC) shall be appointed by the

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newly elected BOD at the annual meeting for Club officer elections. All members will be appointed from active Club members in good standing, but shall not include members of the current or previous BOD. The AC Chairperson shall be an ex officio and non-voting member of the Board of Directors. The term of the AC shall be for twelve months. Volunteers or a special appointment will be conducted to replace AC member(s) who are unable to perform their duties or who transferred or who will be away from Marine Corps Base, Quantico for longer than three months.

2. The Audit Committee (AC) will audit the QSC financial accounting system and bank account(s) semi-annually, on or about 1 April and 1 November, and upon relief of the Treasurer in accordance with the Marine Corps Manual and MCBO 7010.1A series. The AC will draft a written report on the financial standing of the Club to the President within 10 days after the audit and will submit copies, thru the BOD, of all financial reports to the Commanding Officer, Marine Corps Base, Quantico, VA for review and approval.

ARTICLE X

CONDUCT OF MEMBERS

1. Club members and their guests are subject to the rules of good order and discipline imposed on all personnel within the jurisdiction of the Commanding General, Marine Corps Base, Quantico. The BOD has the authority to suspend or expel officers, members, guests and Range Safety Officers from the Club for cause. Any Club member pending disciplinary action may be suspended from membership, until the matter is adjudicated by the Board of Directors. Any Club member engaging in the unsafe handling, storage, or use of firearms or ammunition, may be suspended from the Club temporarily (with required remedial safety training, prior to reinstatement) or expelled by the BOD for repeated safety violations. Any Club member convicted of a felony, domestic violence, or any other crime or misdemeanor which prohibits the possession or use of a firearm will be expelled from the Club. Club members indicted or charged with a felony, domestic violence, or other charges, which could prohibit the possession or use of a firearm may have their membership suspended until adjudication of these matters. Members are responsible for their guest's actions, conduct, and full compliance with all Club Bylaws, procedures, and

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guidance.

ARTICLE XI

SUSPENSION, EXPULSION, or PROBATION

1. Any officer of the Club may be removed or suspended or placed on probation by approval of the remaining members of the BOD. No vote on suspension or removal may be taken unless at least fifteen days notice in writing shall have been given to the officer of the charge and of the time and place of the special meeting at which such ballot on his/her removal is to be taken. At such special meeting the officer shall be given a full hearing with the President or VP presiding.

2. Any member may be suspended or expelled from the Club or from duties, such as Range Safety Officer, Committee Chair/Member, etc. for any cause deemed sufficient by the Board of Directors by a majority affirmative vote of the members of the Committee present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least 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 given a full hearing with the President or VP presiding.

3. Charges against any officer or member may be preferred by any regular member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Board of Directors to hear the charges. The Secretary will give at least fifteen days notice of the meeting to each member of the Board of Directors and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

4. Any member suspended or expelled by the Board of Directors may appeal to the full membership of the Club. Such appeal shall be made in writing within fifteen days of such action to the Secretary

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who will notify the President. The President will call a special meeting of the Club in a timely manner for the purpose of acting on the appeal or the appeal may be addressed at a regular meeting. The Secretary shall give at least fifteen days notice in writing to all regular members of the Club in good standing stating the date, time, and reason for such special meeting. The member requesting the special meeting will be responsible for all costs in notifying members of the special meeting. At the meeting of the full club, the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Board of Directors at which the charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot from the regular members in good standing present and a two-thirds vote shall be required to reverse the action of the Board of Directors.

ARTICLE XII

MATCH RULES

1. In the absence of instructions from the Board of Directors, all competitions held by the Club will be governed by the rules and regulations Of the National Rifle Association of America, USA Shooting, National Skeet Shooting Association, or appropriate national governing body for type of competition involved.

ARTICLE XIII

SAFETY

1. Safety is of paramount importance to QSC, Inc and is our top priority. All members shall adhere to the safe storage, handling, and use of firearms and ammunition.

2. All members prior to participating in recreational firing/shooting, shall complete and show evidence of firearms safety training consisting of: military, NRA, law enforcement, hunter safety, and/or other commensurate training/experience. Club Standing Operating Procedures (SOPs) will outline the specific procedures and processes involved in receiving and documenting the

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required safety training, and receiving QSC, Inc approval, prior to participation in recreational fire.

3. All Club Members desiring to become Range Safety Officers (RSOs), shall complete all MCB Quantico and Quantico Shooting Club prescribed RSO training, testing, and certification. NRA certification, after completion of RSO training, is optional and not mandatory for RSOs, but is encouraged. All RSOs are encouraged to open/close a range at least two times per year to maintain proficiency.

4. All RSOs will strictly follow and utilize the WTBN Standing Operating Procedures (SOPs) for the ranges, all WTBN guidance and all NRA safety rules and guidelines.

5. QSC, Inc RSOs shall be regular and associate members only. No individuals under the age of 18 shall be RSOs.

6. All shooters under eighteen years of age will shoot/fire only under the direct supervision of parent or guardian.

ARTICLE XIV

AMENDMENTS

1. Amendments to these bylaws may be introduced by any Club member by:

a. Providing written input to the BOD, including the recommended change and rationale for the same, prior to presentation at a Club meeting;

b. After review by the BOD, the amendment may be presented for vote at any regular Club meeting or Club special meeting convened for that purpose. A majority vote of the regular members present is required to pass an amendment.

c. The Club President and/or the BOD have authority to veto or modify any changes or amendments to the bylaws, which could compromise safety or could result in injury or death.

d. Amendments to the Bylaws must be submitted to the

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Commanding Officer, Marine Corps Base, Quantico, Virginia
for approval before implementation.

ARTICLE XV

LIABILITY

1. Any person made a party to any action, suit, or proceeding by reason of the fact that he/she, his/her testator, or intestate, is or was an Officer of the Quantico Shooting Club, Inc, shall be indemnified by the Club against the reasonable expenses, including attorneys fees, actually and necessarily incurred by him/her in connection with any defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding that such Officer is liable for misconduct in the performance of his her duties.

2. The Club will maintain liability insurance to protect the Club, members, and officers.

ARTICLE XVI

EQUAL OPPORTUNITY

1. The QSC, Inc is an equal opportunity organization and employer and will not practice, permit nor condone discrimination of any type based on race, color, religion, sex, national origin, age, disability, marital status.

2. Any member, applicant, or employee who believes that they have been discriminated against should contact a member of the BOD. Any such complaints will receive immediate attention, investigation, and every attempt will be made to resolve the issue(s).

ARTICLE XVII

DEACTIVATION

1. Deactivation of the Club may be accomplished by the vote of two-thirds of the regular membership present at a regular or special meeting.

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2. Upon deactivation, after all bills and valid debts are paid, any residual funds, assets, or property shall be contributed to another shooting club, charitable or educational organizations. The disposition of all assets shall be determined by a majority vote of the BOD.

3. In the event of deactivation, members could be held liable, if assets are insufficient to meet all debts (MCCDCO 7010.1A).

These Bylaws were approved by the Board of Directors of the Quantico Shooting Club, Inc on day/month year.

President

Vice President

Secretary

Treasurer

Member-At-Large

Bylaws Approved: day/month/year by vote of regular members at QSC, Inc meeting.