

BYLAWS of the CAPITOL CITY RIFLE AND PISTOL CLUB

Augusta, Maine

Affiliated with the:

NATIONAL RIFLE ASSOCIATION OF AMERICA
11250 Waples Mill Road
Fairfax, VA 22030



Article I

NAME

The name of this organization shall be CAPITOL CITY RIFLE AND PISTOL CLUB.

Article II

OBJECT

The object of this organization shall be the encouragement of organized rifle and pistol shooting among citizens of the United States, resident in our community, with a view toward a better knowledge on the part of such citizens of the safe handling and proper care of firearms, as well as improved marksmanship, and, to provide training in the safe and responsible use of firearms to the youth of the community. It shall be our further object and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are essentials of good sportsmanship and the foundation of true Patriotism.

Article III

MEMBERSHIP

(A) Anyone 18 years of age or older who is not restricted from possessing a firearm, may become a member of this organization on vote of the membership after submitting an application for membership that includes, proof of membership in the National Rifle Association of America, payment of the application fees and dues, sponsorship by a current club member, and, after attending an orientation session with the club officer. The orientation session, a review of club rules and the authorized use and specific rules of each outdoor range, can occur prior to the vote of membership, but, prior orientation attendance does not guarantee membership acceptance.

(B) The club will search for members who can fulfill the role of sponsor for those applicants without one. The applicant will be required to meet with the member and convince them that they will support the objectives of the club: encouragement of organized/competitive rifle and pistol shooting, and, development of characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are essentials of good sportsmanship and the foundation of true patriotism.

(C) The Capital City Rifle and Pistol Club is a volunteer-based organization, relying upon its members to assist in assuring that the facilities are maintained, that new members will be knowledgeable of and follow the rules and regulations, and that trespassing non-members will be identified and asked to leave. All members are requested to volunteer in the operation of the club.

Article IV DUES

(A) The member's annual dues to the Club shall be payable on May 1st of each year.

(B) Dues shall be reduced or eliminated for members who meet the following conditions:

(1) Members of the National Guard and Reserves who are called to active duty outside the state of Maine shall not be required to pay dues while on active duty, and remain members in good standing until May 1st following their release from active duty outside the state of Maine.

(2) Members who are the spouse of a full dues paying member.

(3) Officers who have satisfactorily completed a full year of service shall not be required to pay dues for the year following the service year.

(4) Match directors who have satisfactorily completed a full year of service shall not be required to pay dues for the year following the service year.

(C) No member of the Club in arrears shall be eligible to vote or to enjoy any other privileges or benefits offered by this club.

(D) Members who have not paid their annual dues by July 1st shall cease to be a member of this organization and will be required to re-apply, and be accepted for membership before allowed to use the Club's facilities.

(E) There shall be an application fee assessed when applying, or reapplying for membership to the Club.

Article V MEETINGS

(A) Regular Meetings – The regular meetings of the Club members to transact Club business shall be held on the second Monday of each month, at such time and place as may be fixed by the Executive Committee.

(B) Annual Meeting – The regular meeting of the Club members held on the second Monday of May in each year shall be designated as the Annual Meeting.

(C) Special Meeting – A special meeting of the Club may be held any time upon the call of the President, or upon the call of the Executive Committee, or upon demand in writing, stating the

object of the proposed meeting and signed by not less than 20% of the members entitled to vote. Notice of the time, place and object of any special meeting shall be given all officers and members in good standing in writing by United States mail not less than seven (7) days prior to the date fixed for holding the meeting. The time and place of such special meeting shall be fixed by the Executive Committee.

(D) Quorum – Two percent (2%) of the paid up membership of the Club entitled to vote shall constitute a quorum at any meeting.

Article VI OFFICERS

(A) The officers of the Club shall be President, Vice President, Secretary, Treasurer, Chief Instructor, Executive Officer, Range Coordinator and Environmental Officer who, acting together shall constitute the Executive Committee. They shall be elected by a majority vote by ballot of the members in good standing present at the annual meeting of the Club. They shall hold office for one (1) year, or, until their successors are elected. The offices of Secretary and Treasurer may be combined. The offices of the Executive Officer and Range Coordinator may be combined. A three (3) year membership of good standing is required for nomination to any Executive Office. This can be waived by a majority vote of the current Executive Committee only if there are no other members, nominated and willing to run for the office, that meet the three (3) year membership requirement.

(B) The Executive Committee shall have general supervision and control of all activities of the Club.

(C) Meetings of the Executive Committee shall be held regularly at such time and place as the Committee may determine. Special meetings may be held at any time on the call of the President or on demand, in writing to the Secretary, by three (3) members of the Committee.

(D) Four (4) members of the Executive Committee shall constitute a quorum.

(E) Resignation of any officer may be accepted by the majority vote of the remaining members of the Executive Committee.

(F) A vacancy in the Executive Committee may be filled by a majority vote of the remaining members of the Committee. However, if more than one (1) vacancy exists, a special meeting of the Club shall be called and new officers shall be elected to fill the vacancies until the date of the next annual meeting as provided in paragraph (A) above.

Article VII DUTIES OF OFFICERS

(A) PRESIDENT – The President shall preside at all meetings of the Club and of the Executive Committee. The President shall be a member ex-officio of all regular and special committees and shall perform such other duties as usually pertain to this office.

(B) VICE-PRESIDENT – The Vice-President shall perform the duties of the President in the President's absence or at the President's request.

(C) SECRETARY – The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Club by the National Rifle Association and the Director of Civilian Marksmanship. The Secretary shall notify the members of the Executive Committee of all meetings and shall notify the members of special and annual meetings, as required by Article V. The Secretary shall keep a true record of all meetings of the Executive Committee and of the Club and have the custody of the books and papers of the Club, except for the Treasurer's books of account. All applications for membership in the Club shall be made to the Secretary. The Secretary shall be responsible for the collection of all fees and dues and shall remit the same to the Treasurer, taking proper receipt thereof. The Secretary shall be responsible for re-affiliating the Club annually with the National Rifle Association.

(D) TREASURER – The Treasurer shall have charge of all funds of the Club and place them in such bank as may be approved by the Executive Committee. Such money shall only be withdrawn by check signed by the Treasurer and one other Club Officer for routine operating expenses. The payment of special bills in excess of \$100.00 shall be approved by the Executive Committee. The Treasurer shall keep an accurate account of all transactions and render a detailed report with vouchers at any meeting of the Executive Committee when requested and an annual report to the organization at its annual meeting.

(E) CHIEF INSTRUCTOR – The Chief Instructor shall have charge of all small arms instruction with authority to appoint assistants. The Chief Instructor shall contract no bills without the authorization of the Executive Committee.

(F) EXECUTIVE OFFICER – The Executive Officer shall have charge of the ranges of the Club, printing of scorecards, the arranging of competitions, etc. The Executive Officer shall contract no bills without the authorization of the Executive Committee.

(G) RANGE COORDINATOR – The Range Coordinator shall have charge of any rental of Club facilities and is authorized by the Executive Committee to contract any and all bills pertaining to the above mentioned rentals. The Range Coordinator is responsible for forwarding all necessary billing information to the Club Secretary for appropriate action.

(H) ENVIRONMENTAL OFFICER – The Environmental officer is responsible for ensuring compliance with all applicable Local, State, and Federal environmental Laws and regulations. This shall include the monitoring of all environmental factors on the Club's property, maintaining appropriate records of the measurements and observations, managing the Club's lead remediation plan, and developing and maintaining the Club's Environmental Stewardship Plan. The Environmental Officer shall contract no bills without the permission of the Executive Committee.

Article VIII

SUSPENSION OR EXPULSION

(A) 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 (15) days notice in writing shall have been given the officer of the reasons for his/her removal 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.

(B) Any member may be suspended or expelled from the Club for any cause deemed sufficient by the Executive Committee by a two-thirds affirmative vote of the members of the Committee present at any regular or special meeting of the Committee. No vote on suspension or expulsion may be taken unless at least fifteen (15) days notice in writing shall have been given the member of the charges preferred and of the time and place of the meeting of the Executive Committee at which such charges will be accorded a full hearing.

(C) Charges against any officer or 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 their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Executive Committee to hear the charges. The Secretary will give at least fifteen (15) days notice of the meeting to each member of the Executive Committee and to the accuser 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.

(D) Any member suspended or expelled by the Executive Committee may appeal to the full membership of the Club. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the Club for the purpose of acting on the appeal. The Secretary shall give at least fifteen (15) days notice in writing to all members of the Club in good standing stating the date, time, place and reason for such 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 Executive Committee 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 of the members in good standing present and a two-thirds vote shall be required to reverse the action of the Executive Committee.

(E) Any official or member of the Club who has been suspended or expelled by the National Rifle Association of America shall automatically stand suspended or expelled from this Club immediately upon receipt of official notice by the Secretary of this Club from the Secretary of the National Rifle Association.

(F) The National Rifle Association shall be given a complete report whenever a member of the club is suspended or expelled, showing the charges and action taken

Article IX

MATCH RULES

All rifle and revolver or pistol competitions held by the Club will be governed by the rules and regulations laid down by the National Rifle Association of America, approved by the National Board for the Promotion of Rifle Practice and the Secretary of the Army, International Handgun Metallic Silhouette Association, International Benchrest Shooters, or other approved associations that may be applicable.

Article X
MATCH DIRECTORS

Match directors are appointed by, and serve at the discretion of, the Executive Committee. A match director shall be appointed for every scheduled shooting competition hosted by the club. Match directors may select their own assistants to facilitate the running of competitions.

Article XI
DUTIES OF MATCH DIRECTORS

Match Directors shall coordinate the scheduling of competitions with the Executive Officer. Match Directors shall ensure that all rules and regulations of the sanctioning body are observed for each competition. Match Directors shall file a copy of each match's results with the Secretary. Match Directors shall file an annual report with the Treasurer detailing the receipts and expenditures for all matches under the Director's control. Match Directors shall contract no bills that exceed match receipts without authorization of the Executive Committee.

Article XII
AMENDMENTS

Proposed amendments to these bylaws must be acted upon by the Club membership at the annual meeting, or a special meeting called for that specific purpose. Amendments must be submitted by the March regular meeting for consideration at the annual meeting. A two-thirds positive vote of the members present will be necessary to pass the amendments.

I hereby certify that these bylaws have been adopted, as amended by a super majority (2/3 of members present) vote of the membership of Capitol City Rifle and Pistol Club at the annual meeting held on May 13, 2024.

Clint Peebles
Secretary