

**RED BRUSH RIFLE RANGE INC.  
BY-LAWS**

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**BY-LAWS OF  
THE RED BRUSH RIFLE RANGE INCORPORATED**

**P. O. Box 422 Newburgh, In. 47629-0422**

**An Indiana not for profit corporation**

**ARTICLE 1: IDENTIFICATION**

**SECTION 1. NAME**

The name of the corporation is Red Brush Rifle Range Incorporated.

Note: Throughout these By-laws the terms Corporation and Club are synonymous with the true name of the corporation.

**SECTION 2. ADDRESS**

This is a corporation organized and existing under and by virtue of the State of Indiana with its principle office and post office address at post office box 422, Newburgh, Indiana, 47629-0422. The range property is located 7 tenths of a mile East of Highway 61, on the South side Eble Road in Warrick county Indiana. For the purpose of 911 Emergency calls, a street address has been assigned to the range property. It is : 3299 West Eble Road in Warrick county, Indiana.

**SECTION 3. SEAL**

This corporation shall have a seal, which shall be, circular in form and shall have embossed about the periphery, thereof the words "Red Brush Rifle Range Inc." and in the center shall appear the word, "Seal".

**SECTION 4. PURPOSE**

The purposes for which the corporation is organized and for which it shall exist are set in its articles of incorporation and are included in these by-laws, as fully and as completely as if they were written herein in their entirety.

## **ARTICLE 2: MEMBERSHIPS**

### **SECTION 1. CLASSIFICATION OF MEMBERS**

There shall be Two (2) classes of members of the corporation. They are Regular Members and Associate Members. All members of the corporation shall be designated as one or the other, by action of the Board of Directors of this corporation. Every regular member shall receive a certificate from the corporation, assigned by the Secretary or Assistant Secretary, stating that they are a member of the corporation. The membership certificate shall not be transferable.

Directors and Regular Members of the corporation authorized by the Board of Directors to do so may issue a Temporary Associate Membership to a non-member. The corporation reserves the right to deny anyone at any time a Temporary Membership and to limit the number of days any particular person may receive one. A Temporary Membership may be revoked prior to the expiration date by action of any person authorized to issue one.

A Temporary Associate Member will be allowed to participate in formal range activities, such as shooting matches and training sessions with recreational shooting. Temporary memberships shall be limited to the dates of those events. Except for needs of the corporation a Temporary Associate member shall not have access to the combination of the lock on the range gate.

A non member shall sign a Corporation release of liability agreement and be considered a Temporary Associate Member.

### **SECTION 2. VOTING RIGHTS OF MEMBERS**

All regular members of this corporation shall be entitled to receive notices of meetings and will have the right to vote at said meetings. Every regular member shall have the right to one (1) vote on any issue, which is the business of the members and is properly submitted for a vote. All votes must be cast in person. No absentee or proxy voting is allowed and shall not be recognized or included in a vote count.

Associate Members shall have no voting privileges.

### **SECTION 3. NATIONAL RIFLE ASSOCIATION AFFILIATION**

All regular members of the corporation shall also maintain in good standing a membership in the National Rifle Association Of America.

Should any regular member of the corporation be expelled by the National Rifle Association, such member shall automatically stand suspended or expelled from the corporation, immediately upon receipt of notice by the Secretary of the corporation from said National Rifle Association.

If any regular member of the corporation is suspended or expelled from the Red Brush Rifle Range Corporation, a complete report shall be furnished to the said National Rifle Association.

## **SECTION 4. MEMBERSHIP SUSPENSION or EXPULSION**

### **AUTOMATIC EXPULSION**

Members subject to automatic expulsions From the Corporation shall have no right to appeal. The following shall be the only reasons for Automatic Expulsion: 1. Dues, fines or fees in arrears 2. No membership in the National Rifle Association

### **OTHER EXPULSIONS**

Any member may be suspended or expelled from the corporation by action of the Board of Directors, whenever in the judgment of the Board of Directors the best interest of the corporation would be served, thereby.

Associate members have no rights of membership except use of the range facility. Associate members have no rights to appeal their membership suspension..

No vote on a suspension or expulsion of a regular member may be taken unless a minimum Fifteen (15) day notice, in writing, shall have been given to the member of which the charges are preferred. The written notice shall contain the Charges preferred, The possible disciplinary action, the date, time of day and place of the meeting of the Board of Directors. At such meeting the member shall be accorded a full hearing.

The delivery of the notice may be by the customary method of communicating with the membership such as an E-mail but that shall require verification of receipt, otherwise by U.S. mail to the Member's address.

At said meeting the member shall be accorded a full hearing. Should the Member being properly notified not appear at the scheduled meeting, regardless the Board may act on the matter. The Member affected shall be notified in writing of the action taken by the Board.

No member suspended or expelled shall have a claim to a refund of dues paid or a workday fine (fee) levied and paid for any past years. A member who is expelled in the month of January or February that has paid the current years dues, may be refunded the current year dues paid. A member who is given a disciplinary suspension with temporary loss of all rights shall not be entitled to a dues refund.

The Board of Directors can assess whatever punishment it deems fit for a violation, up to and including expulsion.

## **SECTION 5. CHARGES**

Charges against any member may be preferred by any regular member of the corporation, in good standing. The charges 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 shall refer the matter to the Board of Directors within Thirty (30) days and the Board shall consider the charges.

The Secretary will give a written, minimum, Fifteen (15) day, notice of the hearing to be conducted by the Directors, to all members of the board, to the accuser and the accused member. The notice shall include a true copy of the charges with all supporting affidavits and exhibits.

## **SECTION 6. RIGHTS TO APPEAL**

Any regular member subjected to disciplinary action from the Corporation by action of the Board of Directors may appeal to the regular membership of the Corporation. The affected Member shall have thirty (30) days after a notification of the disciplinary action taken is made or mailed to the Member's address, to notify the Board of a desire to appeal the action.

Such appeal shall be in writing to the Secretary, who will notify the President. The President shall call a special meeting of the membership or prepare a regular meeting of the members for the purpose of acting on the appeal. The Secretary shall give a Fifteen (15) day written notice to all regular members of the club in good standing, stating the reason, the date, time of day and place of the meeting. The notice shall be made using the customary method of communicating with the membership.

At the meeting the Secretary shall read the original charges, the supporting affidavits, will read or display the accompanying exhibits and will read the minutes of the meeting of the Board of Directors at which the charges were heard and the action taken.

A ballot vote will be taken by a quorum of the regular members in good standing, as to support the action of the Board or not to support the action. A majority vote against supporting the Board's action is required to reverse the action of the Board.

*definition:* QUORUM of members Fifty percent (50%) of the regular members at that point of time.

*definition:* MAJORITY VOTE Two Thirds (2/3) of the voting members

## **SECTION 7. QUALIFICATION**

### **A. ASSOCIATE MEMBERS**

Special provisions relating to the number of Associate Members and qualifications for such membership status may be established and changed from time to time by the Board of Directors by resolution. Reference article 14: section 3.

### **B. REGULAR MEMBERS**

Any citizen or legal resident of the United States, who is Eighteen (18) years old or over may become a Regular Member of the Corporation, by an affirmative vote of the Board of Directors of the corporation, after the applicant complies with all the other requirements.

The Board of Directors may refuse membership in the Corporation to any person whom the Directors believes, that to do so, would be in the best interest to the Corporation.

**ARTICLE 2: SECTION 7** *continued*

**C. LIFE MEMBERS**

A life-time regular membership in the corporation may be made available to any person who qualifies for a regular membership in the corporation and is a Life Member of the National Rifle Association.

A life member who has paid the designated life membership dues shall not be required to pay additional dues in the future. However, in the event the Directors were to assess all members a special fee sometime in the future, this would also apply to life members as well.

Life members are subject to all the provisions of the By-laws. A life member is subject to the Workday rule and or penalty. Life members can be expelled for just cause, by the provisions of the By-laws. Such a suspension would not result in any refund of dues.

The offer and acceptance of a life membership in the corporation provides no guarantee of the future existence of the corporation or it's ability to provide future services.

**D. REQUIREMENTS OF APPLICANTS INDUCTION**

A prospective new regular member shall submit to the Secretary, a satisfactorily completed and truthful, current application.

The applicant should attend at least One of Two meetings, of the members, following the submission of application, for the reason of personal introduction to the membership. The applicant's sponsor may represent the applicant at the meetings. If the applicant fails to appear the Board of Directors may consider if the absence is justified and act accordingly. However, the Directors have no obligation to act upon the application.

The applicant shall show evidence of membership in the National Rifle Association or application for membership.

The applicant has submitted payment for the first year dues and any initiation fee required.

The applicant has satisfied any past debt the applicant owes to the corporation.

The applicant truthfully takes the corporation pledge and continues to abide by it.

Admitting this applicant will not exceed the Club's limit on the number of members permitted at that point in time. Reference appendix 3: item #1

The Board of Directors gives the applicant an affirmative vote.



**ARTICLE 2: SECTION: 7** *continued*

**E. Corporation Pledge**

I certify that I am a citizen or legal resident of the United States of America of good repute;

That I am Eighteen (18) years of age or older;

That I am not a member of any organization or group having as its purpose or one of its purposes to overthrow, by force and violence, the Constitutional Government of the United States or any of its political subdivisions;

That I have truthfully disclosed on my application any and all convictions for crimes, both felony and misdemeanor; That I am not a fugitive from justice:

That, if admitted to membership I will abide by the rules of the club and will fulfill the obligations of good sportsmanship and good citizenship.

**F. APPLICATION FORM REVISION**

The Board of Directors shall review the membership application annually and make changes as they deem necessary.

**G. NUMBER OF MEMBERS**

The total allowable membership shall be limited to a number which is within a capacity of the range facilities. This number shall be determined by the Board of Directors. Reference appendix 3, item # 1.

**H. MEMBERSHIP DUES, INITIATION FEES and FINES**

The Board of Directors shall have the sole power and authority to determine and set the membership dues amount and the amount of any initiation fee, or other said charges associated with the corporation. Reference appendage A. schedule of dues, fines , fees

The annual dues to the club shall be payable not later than the close of the December regular meeting of the members, each year.

After the close of the December regular meeting of the members, the member who's dues are in arrears, shall be required to make a new application for membership in this corporation as required by these By-laws.

Life membership dues are determined by the Board of Directors and may be changed from time to time. Any dues changes shall not effect current Life Members.

## **I. MEMBERSHIP CONDUCT**

All members of the corporation shall conduct themselves in a cordial or business like manner, practicing good sportsmanship at all times, while doing the business of the corporation or using the range facilities.

The use of alcoholic beverages or illegal drugs or being under the influence of such while at the range, shall be grounds for disciplinary action.

The moderate consumption of alcoholic beverages while representing the corporation or conducting official business is acceptable provided the place and time is not inappropriate and provided it is not disruptive to the purpose of the event. Being in a drunken state is not acceptable conduct.

All members are to abide by the rules, regulations and By-laws of this corporation at all times and to protect, preserve and to use wisely, the corporate property. Ref. Article 10: section 8

Any member who fails to uphold a good standing within our community, may be expelled from the corporation by action of the Board of Directors, as described in these By-laws.

## **ARTICLE 3. DIRECTORS**

### **SECTION 1. NUMBER**

The exact number of Directors may from time to time be specified by the By-laws at not less than Eighteen (18) nor more than Twenty-one (21).

### **SECTION 2. TERMS OF DIRECTORS**

The term of a director shall be three (3) years. Directors may succeed themselves in unlimited terms of service. The terms of the directors shall be divided into three (3) groups, of which their terms will expire in sequential years. One Third of the Directors shall be elected each year at the corporation annual meeting, in the month of November.

Directors are elected by the regular members of the corporation. The candidates receiving the highest number of votes shall be elected and serve as a director.

Regular Members age twenty (20) and older and in good standing for Thirteen (13) months may run for Director on the Board.

### **SECTION 3. DIRECTOR RESIGNATION**

A director may resign at any time by filing his written resignation with the corporation Secretary.

#### **SECTION 4. DIRECTOR REMOVAL**

Any Director may be removed from corporation Board of Directors by action of the Board of Directors, whenever in their judgment the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

#### **SECTION 5. DIRECTOR VACANCIES**

Any vacancy occurring in the number of Directors caused by death, resignation or removal shall be filled by the Board of Directors. The Directors shall offer the vacated position first, to the losing candidates in the last election, by order of the most votes received and then to any other regular member.

The person elected by the board of directors to fill the vacancy shall serve until the next corporation annual meeting, at which time the membership will elect new directors.

#### **SECTION 6. ATTENDANCE REQUIREMENTS**

Directors are expected to attend all meeting of the directors. Any Director who fails to attend at least Seventy Five percent (75%) of the total number of the scheduled meetings of the Directors, in any year, will have their position reviewed and may be removed from the Board of Directors, by action of the Directors, at their discretion. A majority vote of a quorum of the directors is required.

### **ARTICLE 4: OFFICERS**

#### **SECTION 1. ELECTION OF OFFICERS**

The annual meeting of the Directors shall occur after the election of the new Directors.

The officers of the corporation shall be a President, Vice President, Secretary, Treasurer and Range Officer, who shall be named by the new Board of Directors of the corporation, at the annual meeting of the directors.

No one person may hold more than one officer position at a time.

The Directors may by resolution, create such additional offices as they deem necessary and define the duties of such offices and may elect or appoint persons to fill such offices for terms not to exceed one (1) year.

The election of officers shall require an affirmative vote of the directors.

## **ARTICLE 4: OFFICERS** *continued*

### **SECTION 2. TERM OF OFFICERS**

The term of all Officers shall be one year. Officers may succeed themselves for unlimited terms.

### **SECTION 3. REMOVAL**

Any Officer or Agent elected or appointed by the Board of Directors may be removed by action of the Board of Directors, whenever in their judgment the best interest of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

### **SECTION 4. VACANCIES**

Whenever any vacancy shall occur in any office by death, resignation or removal, the directors shall elect or appoint the person to fill the remaining term of such office. The Officer so elected or appointed, shall hold such office until a successor is elected and qualified. Such election shall require an affirmative vote of the directors.

### **SECTION 5. PRESIDENT**

The President shall be the principle executive officer of the corporation. The President shall in general supervise and control all of the business and affairs of the corporation. The President is subject to the control of the Board of Directors.

The President when present, shall preside at all meetings of the Members and Directors.

The President may sign, with the Secretary or other proper Officer of the corporation, thereunto authorized by the Directors, deeds, mortgages, bonds, contracts or other instruments which the Directors have authorized to be executed, except in the cases where the signing and execution shall be expressly delegated by the Directors or by these By-laws to some other Officer or Agent of the corporation or shall be required by law to be otherwise signed or executed.

The President shall in general perform all duties as may be described by the Directors from time to time.

The President shall, each year, appoint Three (3) regular members in good standing, to be Auditors of the corporation financial books. This is called our Annual Audit. The Auditors shall be appointed in December for the current year audit.

## **ARTICLE 4: OFFICERS** *continued*

### **SECTION 6. VICE PRESIDENT**

In the absence of the President, due to death, inability or refusal to act, the Vice President shall perform the duties of the President and when so acting shall have all of the powers and be subject to all the restrictions upon the President.

The Vice President shall, from time to time, perform other duties assigned to that office by the President or Directors.

### **SECTION 7. SECRETARY**

The Secretary shall keep the minutes of the meetings of the Members and Directors , in one or more books for that purpose. See that Notices are duly given in accordance with the provisions of these By-laws or as otherwise required. Be custodian of the corporate records and the Seal of the Corporation.

The Secretary shall keep a register of the post office address of each member of the corporation, which shall be furnished to him by each member.

The Secretary shall have general charge of the books of the Corporation and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to that office by the President or the Directors.

### **SECTION 8. TREASURER**

If required by the Directors the Treasurer shall give a Bond for the faithful discharge of his duties, in such SUM and with such Surety or securities as the Directors shall determine.

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation. Receive and give receipts for moneys due and payable from any source whatsoever and deposit all such moneys in the name of the Corporation, in such banks, trust companies or other depositories as shall be selected in accordance with the By-laws.

In general, the Treasurer shall perform all duties incident to the office of treasurer and such other duties as may be assigned, from time to time by the President or the Board of Directors.

### **SECTION 9. RANGE OFFICER**

The Range Officer shall have charge of Range Safety, with the authority to appoint assistants.

The Range Officer shall have complete charge of the shooting ranges of the Corporation, including the scheduling of the range time and management of Range Safety.

In general, the Range Officer shall perform all duties incident to the office of Range Officer and such other duties as may be assigned, from time to time by the President or the Board of Directors.

## **SECTION 10. EXECUTIVE COMMITTEE**

The executive committee shall consist of the: President, Vice president, Secretary, Treasurer, Range Officer and the Grounds Chairman.

The duties of this committee are determined by President and or the Board of Directors.

## **ARTICLE 5: MEETINGS**

### **SECTION 1. PLACE OF MEETINGS**

Any and all meetings of the Members or Directors of the Corporation shall be held within the state of Indiana, except pursuant to a resolution adopted by the Directors.

### **SECTION 2. ANNUAL MEETINGS**

#### **A. MEMBERS**

The annual meeting of the Members shall be in the month of November. The election of the Board of Directors by the regular members will be done at that time. If for any reason the annual meeting cannot be held in November, the same may be held any time thereafter and the business to be transacted at the annual meeting, may be transacted at a special meeting called for that purpose.

#### **B. DIRECTORS**

The annual meeting of the directors shall be held after the memberships meeting in which the new Board of Directors were elected. This meeting is scheduled in the month of December. If for any reason the annual meeting cannot be held in December, the same may be held any time thereafter and the business to be transacted at the annual meeting, may be transacted at a special meeting called for that purpose or any regular meeting of the directors.

### **SECTION 3. REGULAR MEETINGS**

The regular business meetings of the corporation, for the transaction of Corporate business, shall be held on the first Thursday of each month, at a place and time as may be fixed by the Board of Directors.

If for any reason the regular meeting cannot take place as scheduled, the Secretary will inform the regular membership of the date, place and time of the rescheduled meeting.

## **ARTICLE 5: MEETINGS** *continued*

### **SECTION 4. SPECIAL MEETINGS**

#### **A. BOARD OF DIRECTORS**

Special meetings of the Board of Directors may be called by the President as often as necessary to conduct the business of the corporation.

The President will make an effort to schedule meetings with enough advance notice to help avoid causing undue schedule conflicts and inconveniences for the Board Members. The Board may not require more than a Ten (10) Day Notice from the President for non-emergency business meetings.

Furthermore, special meetings for Corporation business of an urgent or emergency nature may be scheduled on as short a notice as is deemed necessary by the President.

Special meetings of the Directors may be called by the Directors when the President refuses to or neglects to call a meeting requested by any of the Directors.

The Director requesting the special meeting shall offer a motion for a special meeting, obtain a second to the motion and if a quorum of the directors vote affirmative, the motion carries and the special meeting shall be held. This can be done during a regular Director's meeting or done by a written petition signed by Two Thirds (2/3) of the Directors.

A Ten (10) day notice will be given. The notice will contain the reason for the meeting, the date, the time of day and the place the meeting is to be held. The Ten day notice may be waved by a unanimous agreement of the Directors and The President.

#### **B. SPECIAL MEETINGS of the MEMBERSHIP**

Special meetings of the regular membership may be called by the President or by order of an affirmative vote of a quorum of the Directors. A minimum, Ten (10) Day Notice shall be given to all regular members and the Directors. The notice will contain the reason for the meeting, the date, the time of day and the place of the meeting.

Special meetings of the Directors and or the regular membership may be called by the regular membership, after the following requirements have been met. The Membership submits a Written Petition to the President or Secretary, stating the reason for the meeting, the date, time of day and place of the meeting, that has been signed by at least One Tenth (1/10th) of the regular members. A minimum, Ten (10) day notice shall be given to all regular members and the Directors.

## **ARTICLE 5: MEETINGS** *continued*

### **SECTION 5. QUORUM**

#### **A. MEETINGS OF MEMBERS**

There shall be two (2) types of membership quorums required to conduct business. They are: Simple Quorum and True Representative Quorum.

A Simple Quorum of the regular membership is Ten Percent (10%) of the total regular members in good standing at that point in time. This shall be a sufficient quorum to conduct all membership business, except those subject matters requiring a True Representative Quorum.

A True Representative Quorum of the regular members is Fifty (50%) percent of the total regular members in good standing at that point in time. A True Representative Quorum shall be required for Members to conduct business on the following subject matters: The overturning of a resolution of the Board of Directors, The removal of a Director at any time or place other than at the Club Annual Meeting. A Director who's term is not expired may nevertheless be removed by a majority vote of a Simple Quorum of members at a annual meeting for the election of the Directors.

Two Thirds (2/3) vote of the voting members is a majority vote. A majority vote can cause business to be acted on.

#### **B. MEETINGS OF DIRECTORS**

A quorum of the Directors is One (1) more than One Half (50%) of the total number of board members in office at that point in time.

A quorum of the Directors is sufficient to carry on business of the Corporation.

A majority vote of a quorum is sufficient to cause business to be acted on. There shall be two types of majority votes. They are: a Simple Majority and a True Majority.

A Simple Majority is one vote more than One Half (1/2) of the Directors voting. This shall be sufficient to act upon all business of the Corporation considered by the quorum to be routine or of a trivial nature and not a subject matter required to have a True majority vote, as listed below.

A True Majority vote is Two Thirds (2/3) of the Directors voting. A True Majority vote shall be required when acting on the following subject matters: altering the By-laws, altering the Articles of Incorporation, Increasing the membership dues, fines and fees, expelling a member, removal of a Director or Officer, bestowing a high value award, expenditures of more than Twenty Five Hundred Dollars (\$2500.00), dissolving a Branch Committee, and as noted elsewhere in these By-laws.



## **ARTICLE 5: MEETINGS** *continued*

### **SECTION 6. PROXIES**

No proxy representation or voting shall be permitted by regular Members or Directors.

### **SECTION 7. VOTING**

Each regular Member or Director shall be entitled to one (1) vote upon each subject, properly submitted to a vote.

### **SECTION 8. PARLIAMENTARY PROCEDURE**

Robert's' Rules Of Order will be followed in the operation and conduct of all meetings.

## **ARTICLE 6: TRANSACTION OF BUSINESS**

### **SECTION 1. ORGANIZATION**

The President and in his absence the Vice President and in their absence, any regular member chosen by the Directors present, shall call to order, the meeting of the members or of the directors and shall act as Chairman of such meeting. In the absence of the Secretary the Presiding Officer may appoint any Director to act as Secretary at the meeting.

### **SECTION 2. ORDER OF BUSINESS**

1. Roll call / pledge of allegiance
2. Reading of minutes of the preceding meeting and action thereof.
3. Reports of officers.
4. Reports of committees
5. Unfinished business.
6. New business
7. Election of directors
8. Election of officers
9. Appointment of committees

## **ARTICLE 7: AMENDMENTS TO THE ARTICLES OF INCORPORATION**

The Articles Of Incorporation may be amended, altered, changed, added to, or repealed by the affirmative vote of a quorum of the Board of Directors, present at any regular, special or annual meeting of the members, if notice of the proposed amendment, alteration, change, addition or repeal, be contained in the notice of the meeting or be proposed at a regular or special meeting of the Directors preceding the meeting at which said Amendment is voted upon.

*Definition:* QUORUM of DIRECTORS, Two Thirds (2/3) of the Directors in office.

*Definition:* AFFIRMATIVE VOTE , Two Thirds (2/3) of the voting Directors

*Definition:* ARTICLES OF INCORPORATION

A document, filed with the State of Indiana, to apply for a Not for Profit, Incorporation. It contained among other things, our name, address, names of the original Directors, our principles of operation (which are basically our original By-laws), legal restrictions, rules of terminating the Corporation and etc.  
Ref. appendix 5.

*Definition:* CERTIFICATE OF INCORPORATION

Official papers the Corporation received, bearing a seal of the State of Indiana, declaring Red Brush Rifle Range a "Not for Profit" corporation.

## **ARTICLE 8: CORPORATE ACCOUNTING AND RECORDS**

### **SECTION 1. TAXABLE YEAR**

The Corporation shall operate on a calendar year ending on December 31, of each year.

### **SECTION 2. CORPORATE RECORDS**

The Corporation shall keep it books and records at such a place as the Board of Directors may from time to time determine.

### **SECTION 3. MEMBERSHIP ROLL**

The current membership roll of the Corporation shall be kept at such a place as the Board of Directors may from time to time determine. Such membership roll shall at all times be open for inspection by any regular member of the Corporation.

## **ARTICLE 9: GENERAL PROVISIONS**

### **SECTION 1. AMENDMENT OF THE BY-LAWS**

The Board of Directors of the Corporation shall have the sole power to make, alter, amend or repeal the code of the By-laws of the Corporation, provided however, that such action be done by an affirmative vote, of a quorum of the duly elected and constituted Directors.

*Definition:* QUORUM of DIRECTORS, Two Thirds (2/3) of the Directors.

*Definition:* AFFIRMATIVE VOTE , Two Thirds (2/3) of the voting directors

### **SECTION 2. INTEREST OF THE DIRECTORS IN CONTRACTS**

Any contracts or other transactions between the Corporation and one or more of its Directors or between the Corporation and any firm of which one or more of its Directors are members or employees, or in which they are interested or between the Corporation and any other corporation or association, of which one or more of its Directors are shareholders, members, directors, officers are employees or are interested, shall be valid for all purposes.

All such Directors with an interest in a contract or transaction as described above shall disclose any and all interests to the Board of Directors. If the fact of such interest shall be disclosed or known to the Board of Directors, they may nevertheless, authorize, approve and ratify such contract or transaction by an affirmative vote of a quorum of the Directors, provided the interested Director or Directors are only included in the count to determine a quorum present but not included in the count to determine a affirmative vote of the of the quorum.

Upon a motion being made to enter a transaction involving a Director with interest, the Director shall make the disclosure and then may speak on his behalf, afterwards the interested Director(s) shall at the request of the Board, leave the presence of the Board, to a place isolated from the remaining discussion and vote on the subject.

This section shall not be construed to invalidate any contract or other transaction which would otherwise be valid under the common and statutory law applicable thereto.

*Definition:* QUORUM of DIRECTORS, Two Thirds (2/3) of the Directors in office.

*Definition:* AFFIRMATIVE VOTE , Two Thirds (2/3) of the voting Directors vote "yes or for", however in this vote no interested Directors, as described above, may vote.

**ARTICLE: 9: GENERAL PROVISION** *continued*

**SECTION 3. LOANS TO OFFICERS OR DIRECTORS and MEMBERS**

No Officer, Director or Member of this Corporation shall receive any advancement for services to be performed in the future. Nor shall the Corporation make any loan of money or property to any Officer, Director or Member.

**SECTION 4. COMPENSATION TO MEMBERS, OFFICERS OR DIRECTORS**

The Board of Directors may from time to time make provisions for the reasonable compensation to the Members, Officers and Directors for their service and to fix the basis and conditions upon which compensation shall be paid. Any Director of this Corporation may also serve the Corporation in any other capacity and receive compensation thereof.

**SECTION 5. ADDITIONAL POWERS**

In addition to the powers and authorities herein above or by the statutes expressly conferred, the Board of Directors of the Corporation is hereby authorized to exercise all such powers and to do all such acts and things as may be exercised or done by a corporation organized and pursuant to the provisions of the Indiana, Not For Profit, Corporation Act.

**ARTICLE 10: COMMITTEES**

**SECTION 1. GENERAL COMMITTEES**

General committees shall be formed from regular members of the Corporation.

The President or Board of Directors may establish as many committees as deemed necessary by either, to conduct the business of the Corporation and may dissolve said committees when in their judgment it would serve the interest of the Corporation, thereby.

The President or the Board of Directors shall appoint regular members to all general committees and such appointments shall be for a period of time not to exceed one (1) year. The term of the committee is to expire at the annual meeting, unless there is a resolution of the Board of Directors to extend the time of the said committee.

Note: For the Executive committee, see Article 4, section 10 on page #10.

**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 2. BRANCH COMMITTEES**

**A. CONCEPTION**

Branch committees may be created by the club Board of Directors to promote and conduct long term shooting programs.

Branch committees may exist that cover a broad spectrum of shooting disciplines within a particular field such as but not limited to, all shotgun sports, all pistol sports, all rifle sports or all black powder sports.

When enough interest exist in one particular shooting discipline of a sport a separate Branch Committee may exist for that one sport alone. Examples are but not limited to Practical pistol, High power rifle, Shotgun trap, Silhouette rifle and pistol.

**B. CREATION of new branch committees**

Red Brush Rifle Range members interested in organizing, promoting and conducting long term shooting programs may request the Board of Directors to create a new Branch Committee.

The board will vote provided the following conditions are met:

1. A minimum of three club regular members have volunteered to serve on the committee.
2. All Committees must have a representative attend Board Meetings each month and shall maintain the same attendance at the Board meetings as required for the Board Members.
3. The new committee will not duplicate the efforts of another existing branch committee.

**C. BRANCH NAMES**

If desired each committee may adopt a shooting team name which will be synonymous to their identity. Any such name shall include the phrase " A branch of Red Brush Rifle Range Inc. ". This will appear on all written materials including checking accounts, advertising flyers and letters.

**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 2. BRANCH COMMITTEES**

**D. PRINCIPLES OF OPERATION**

A Branch Committee is created to provide Red Brush Rifle Range Inc. members the means of financing and managing top quality shooting programs.

All committee activities will be a reflection of the total club. Any success of the committee is a success for the Red Brush Rifle Range.

**E. FINANCING**

Branch Committee programs are expected to be self supportive by means of proceeds generated from match fees and other activities. Financial assistance from the club treasury is possible by request to the board of directors and subject to their approval.

A Branch Committee will establish its own committee treasury. The Branch Committee treasury is solely owned by the Red Brush Rifle Range Inc..

The Branch treasury will be managed by the branch committee. The Committee Treasurer will keep accurate records of these funds and report monthly to the Board of Directors on the status of the account.

The Branch Treasurer will submit all records and receipts to auditors appointed by the Board of Directors on an annual basis.

Special audits may be requested by the board if a need arises, such as when new members accept the responsibility of the branch committee.

Branch Committee bank accounts shall be established so both the branch committee treasurer and club treasurer can access the committee funds. The club treasurer shall be permitted to enter the Branch Committee bank accounts only after being so ordered in writing by the Branch Committee Chairman and Treasurer or by a written order signed by Two Thirds (2/3) of the Board of Directors.

Funds generated by the Branch Committee are to be used to finance its programs. Funds may and should be used to purchase items such as targets, timers, chronographs, target stands, Range bags, trophies and awards.

In addition operating cost for printed materials, postage and miscellaneous supplies may be purchased with these funds.

No Branch Committee may obtain a Federal Firearms License or maintain an inventory for resale in the committee or club name.

**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 2. BRANCH COMMITTEES**

**F. FISCAL YEAR**

Branch Committees will operate on a fiscal year ending each October 31.

**G. YEAR END ASSESSMENT**

A percentage of all net proceeds of the branch committee at the fiscal year end shall be transferred to the club treasury for general club use, no later than the regular December membership meeting. The assessment shall be determined and set, by the Board of Directors. Reference Appendage A.

The Club Board of Directors may be asked to waive this payment or a portion of it, by special request. However the board should not risk financial problems for the total club to benefit only one segment of it.

Branch Committees are permitted to turn over to the club treasury more than the required annual assessment.

The Board of Directors may review and change the percentage of annual net assessment for the next fiscal year but not the current year.

**H. REGISTRATION OF SHOOTERS and FEES**

Branch Committees shall maintain a shooter registration list for all events. This list shall contain the date, the bay(s) used, the shooter's proper names, status of Red Brush membership, the fee collected and if a "Release From Liability" form has been signed by the shooter, as well as any other information the committee desires.

All Red Brush Rifle Range members will indiscriminately receive the lowest possible entry fee charge. Branch committees may charge non club members higher entry fees to encourage club membership.

**I. TREASURY LIMITATIONS**

No dollar limit shall be placed on the branch treasury or its operating budget for the sake of limitations only. The Branch is permitted to be as successful as possible. In principle the more successful the branch is the more successful the club is.

**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 2. BRANCH COMMITTEES**

**J. USE OF FUNDS**

Excess funds controlled by Branch Committees may be used for range improvements which will benefit their program and the club as a whole.

Branch Committees may not use funds to purchase real estate, highway vehicles or permanent building structures.

No individual shall be permitted to borrow or use club funds for personal gain. No club member shall be paid for work or services which is normally expected to be voluntary by all club members.

All work and services contracted out to individuals or companies involving more than a current dollar limit established by the Board of Directors, shall first be approved by the board. For the current amount allowed reference the By-law appendix B, approved spending.

Branch Committee funds are to be used prudently and reasonably for the benefit of the club. Match awards shall be reasonable when compared to the match fee and expenses to the contestant.

**K. CONDITION OF OPERATION**

All Branch Committee activities are subject to Red Brush Rifle Range rules and regulations and controlled by the board of directors.

**L. TERMINATION of a Branch Committee**

In the event of a need to terminate a Branch Committee due to a lack of program interest or no volunteers for the committee management, a request for termination may be made to the Board of Directors by the Branch committee. The Board of Directors will vote. If the board votes Two Thirds (2/3) affirmative to eliminate the committee, then the general membership will be asked to decide by a Two Thirds (2/3) affirmative vote of a quorum of regular members present at the next regular club meeting. The membership shall be notified of this issue by mail before the meeting at which the vote will be taken.

In the event the membership votes to not disband the Branch Committee as the Board of Directors has recommended, three new branch committee members may be elected from existing Red Brush Rifle Range members, by the club membership for an attempt to restructure and save the branch committee program.

If three volunteers are not found to run the committee during this meeting a call for volunteers will be made at the next regular club meeting. If three volunteers are not found by the second meeting the board's vote to eliminate the committee will stand.



**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 2. BRANCH COMMITTEES**

If the existing Branch Committee Members resign immediately all funds and records of the committee will be turned over to Club Treasurer until the final fate of the committee is determined.

The Board of Directors may initiate action to eliminate or restructure a branch committee that it feels is being miss-managed or is inactive.

In the event Two Thirds (2/3) of the voting Directors votes to eliminate the branch committee a notice will be mailed to each active member of the club Thirty (30) days in advance of a meeting date for which the membership in attendance will decide the fate of the committee.

This notice will state the membership will decide the committees fate and that a Two Thirds (2/3) affirmative vote of the voting members of a quorum present will eliminate the committee.

Branch Committee officers must be Red Brush Rifle Range regular members.

All Red Brush members are eligible to serve on Branch Committees. Associate members cannot hold the office position of Chairman or Treasurer.

The branch committee Chairman and Treasurer may be elected by the members of the branch committee. The committee Chairman may appoint other officers as is necessary. No one person may serve as both the committee Chairman and Treasurer at the same time.

The club Board of Directors may remove from office a Committee Chairman or Treasurer who it feels is not fulfilling the office responsibilities or acting within the club's rules and regulations or promoting the clubs best interest.

**M. TERMS OF OPERATION**

Branch Committees may be created and operate indefinitely. The existing rules and regulations governing the principles of operation and financial assessments may be changed by the club Board of Directors for the next fiscal year but not for the current year. Branch Committees which are created to operate for a predetermined period of time shall be allowed to expire as originally determined without applying the "rules of termination" which are detailed in this document.

**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 3. PLANNING COMMITTEE**

**A. MISSION**

To provide the Club Board of Directors with a long term plan of objectives, organized by priorities, established through consideration of safety, basic maintenance, and upgrade of the shooting range, legal requirements, the desires of the general membership, the desires of the shooting committees and other driving forces.

The planning committee will assist in financial planning ideas.

**B. ORGANIZATIONAL STRUCTURE**

The Planning Committee shall have a Chairman elected by the Board of Directors. The chairman will select a committee, staff of a number of members who are qualified and willing to develop and update the plan.

The committee duties shall be for One (1) year term. The Committeemen and Chairman may succeed themselves, for unlimited terms.

**C. INFORMATION RESOURCES**

The Planning Committee may and is encouraged to access information from the general membership, shooting committee Chairman, the grounds keeper Chairman, the club Board of Directors, the club Treasurer and others as is practical and beneficial.

**D. SCOPE OF PLAN**

The scope of the plan is to be all encompassing of the necessities for the current operation and maintenance of the shooting range and the short term and long term goals and desires of the overall Club.

One objective is to provide a reference list of future plans, so as to eliminate duplicate efforts, wasted resources and spending that is not consistent with the stated objectives of the club Members and or the Directors.

**ARTICLE 10: COMMITTEES** *Continued*

**SECTION 3. PLANNING COMMITTEE** *continued*

**E. ENDORSEMENT**

The Planning Committee Chairman shall present a proposed plan for a period of Five (5) years, with some goals out to Ten (10) years. The plan shall be updated Annually.

The Board of Directors shall act upon the plan. After the plan has been approved by an affirmative vote of a quorum of Directors, the plan shall serve as a reference guide for the Board of Directors, Grounds Committee and the Membership.

The Long Term Plan is to serve as a guide. The Board of Director are not bound to the plan because conditions may change and circumstance may arise that require some deviation. For the plan to be beneficial, it should be followed as closely as possible and updated Annually.

**F. PUBLICATION**

The Board of Directors shall make up to four (4) copies of the Long Term Plan available, for use by the regular members, by means of an annual publication, upon request. A list of objectives for the current year shall be published and posted at the regular meetings of the membership, no later than the April meeting of the members.

**G. COMMITTEE FUNDING**

The committee Chairman shall have a financial operating fund, of an amount to be established by the Board of Directors. The fund is to be used for expenses occurred in developing and publishing the Plan. Reference Appendage B, schedule of spending.

The Chairman may draw from the fund held by the Club Treasurer. Additional funding must be approved by the Board of Directors. Ref. appendix B schedule of spending.

#### SECTION 4. **GROUNDS COMMITTEE**

The Grounds Committee Chairman shall have charge of the maintenance and upkeep of the range facility. The Chairman of the grounds committee may select a staff of assistants. They are under the charge and are the responsibility of the Chairman.

The Grounds Chairman shall have a miscellaneous expense budget of an amount established by the Board of Directors. Reference appendix B. approved spending. This fund is to be used for the normal maintenance and upkeep of the range facility. The Grounds Chairman may plan and schedule new projects that involve other cash expenditures after they have been approved by the board of directors.

The Grounds Chairman shall schedule and announce work days for the general membership and keep an accurate list of the members who have participated in a work day.

In general, the Grounds Chairman shall perform all duties incident to the office of Grounds Committee and such other duties as may be assigned, from time to time by the President or the Board of Directors.

## ARTICLE 11:LEAGUES

### **A. PRINCIPLE OF OPERATION**

Shooting leagues may be established by the Board of Directors to provide the Red Brush Rifle Range Inc. members with a means of financing and managing top quality shooting programs that are of less magnitude than a Branch Committee.

Unlike Branch Committees, Leagues will not maintain a continuous treasury, even though the program may be continuous all year.

A League will operate a shooting program on a cycle of time.

### **B. LEAGUE CYCLE TIME DEFINED**

The period of time in which the shooting program begins and the scores are grand totaled and or the contestant awards are given.

The League Chairman will declare the League's cycle of time. For example 4, 6, 8, 10 or Twelve (12) weeks. A league cycle of time shall not exceed a Twelve (12) week period of time.

### **C. FINANCING**

League programs are expected to be self supporting by means of match fees and other activities. Financial assistance from the club treasury is possible by request to the Board of Directors and subject to their approval.

### **D. STRUCTURAL ORGANIZATION**

A league shall have a Chairman and a Treasurer. Both the league Chairman and Treasurer must be regular members of the Corporation.

No one person may hold the office of both Chairman and Treasurer at the same time. Unlike the Branch committee Chairman, a League Chairman is not required to run for the Board of Directors or attend Board meeting.

A league may operate with only a Chairman who also oversees the financial matters, provided the Chairman at each event, has a another regular member of the corporation in attendance, count the gross proceeds and signs the financial statement for that event.

The Chairman or Treasurer shall maintain accurate records of the League's business.

The Treasurer or Chairman of the league is required to give a financial report to the Board of Directors at the end of each league cycle time. The report shall include a detailed list of the receipts and expenditures for the reporting period and the current total of the fund.

**ARTICLE 11:** LEAGUES *Continued*

League records are subject to an audit. Upon a request by the Directors a League Treasurer shall submit all records and receipts to auditors appointed by the President or Directors.

**E. LEAGUE REGISTRATION FEE**

League entry fees are not required to include a Club Registration Fee per shooter, per day. However, a League Registration Fee for each cycle time period may be required by the Board of Directors. If required, the contestants cost to enter the league should contain money designated to cover the League Registration Fee.

The Board may assess a percentage of the entry fees collected for a League registration fee. For example: A Five Percent (5%) Registration Fee. This means that Five Cents of every dollar collected be designated as a Registration Fee and the remaining Ninety Five Cents can be used to finance the League activities. Ref. appendage A Schedule of Fees and Appendix 2E.

The League Treasurer shall turn over to the Club Treasurer: The designated League Registration Fee and all net proceeds within Thirty (30) days after a league cycle time period ends.

**F. USE OF FUNDS**

All funds generated by the league are the property of the Red Brush Rifle Range Inc. League funds are to be used prudently and reasonably for the benefit of the Club. Match awards shall be reasonable and fair when compared to the match fee and expenses to the contestant.

Funds generated by the league are to be used to finance it's programs. Funds may be used to purchase supplies such as disposable targets, tape, spray paint, lath sticks, prop materials as necessary. Additionally, awards such as patches, plaques, trophies and prizes may and should be purchased and given to the contestants, if the entry fee warrants it. Cash pay-back awards from the entry fees are permissible. However, the Club League Registration Fee is not to be used as part of the awards given back to the contestants.

Funds generated by a League shall not be used to purchase expensive targets, target stands, timers, chronographs, finance range improvements or finance non-shooting events such as social events without the prior approval of the Board of Directors.

**G. TERMINATION OF A LEAGUE**

A League Chairman may discontinue a league by notifying the Board of Directors. If a league is to be discontinued all remaining funds shall be turned over to the Club Treasurer with a final financial report within Thirty (30) days.

**ARTICLE 11: LEAGUES** *Continued*

**H. CONDITIONS OF OPERATION**

All Leagues and their activities are subject to the approval and direction of the Board of Directors.

The Board of Directors may remove any League Chairman or Treasurer who they believe is not fulfilling the office responsibilities or acting within the Clubs rules and regulations or promoting the Club's best interest.

The Board of Directors may change the rule governing leagues at any time. The Board of Directors may change the League Registration Fee at the end of any current league cycle time period.

## **ARTICLE 12: EVENTS**

### **SECTION 1. FORMAL EVENT DEFINITION:**

An organized shooting program, conducted routinely or infrequently or only one time, in which the scores are tallied and awards given at the end of the event.

#### **A. PRINCIPLE OF OPERATION:**

Shooting events may be organized to provide the Red Brush Rifle Range Inc. members with opportunities to participate in various shooting sports for fellowship, fun and improving their skills without the structural organization required Branch Committees and Leagues.

#### **B. STRUCTURAL ORGANIZATION**

A shooting event will have a Event Chairman who is a regular member of the Corporation. The Chairman will organize the event, collect the shooter entry fee, decide and distribute awards, keep accurate records, turn in funds to the Club Treasurer and report to the Board of Directors.

#### **C. FINANCING**

Event programs are expected to be self supporting by means of match fees and other activities. Financial assistance from the Club treasury is possible by request to the Board of Directors and subject to their approval.

The Chairman of the event is required to give a financial report to the Club Treasurer within Thirty (30) days of the event and turn in all net proceeds. The report shall include a detailed list of receipts and expenditures for the event, detailing the number of Club Registration Fees collected and the total net balance. Upon a request by the Directors, the Chairman will submit all records and receipts for an audit.

#### **D. REGISTRATION FEE**

The Board of Directors may require that shooting event fees include a Club Registration Fee per shooter. This fee will be turned over to the Club Treasurer for deposit in the Club general treasury. Only one Club Registration fee per shooter per event may be required. Ref. Appendage A: Schedule of Fees

If a shooting event is a multiple day event that runs concurrently within the same week only one registration fee per shooter is required for that one event, otherwise, the club registration fee must be collected each time the event is held.



## **ARTICLE 12: EVENTS**

### **SECTION 1. FORMAL EVENT** *continued*

The event Chairman shall turn over to the Club Treasurer, all net proceeds, within Thirty (30) days after the shooting event.

#### **E. USE OF FUNDS**

All funds generated by the shooting event are the property of the Red Brush Rifle Range Incorporated. Event funds are to be used prudently and reasonably for the benefit of the club. Match awards shall be reasonable and fair when compared to the match fee and cost to the contestant.

Funds generated by the Event are to be used to finance it's programs. Funds may be used to purchase supplies such as disposable targets, tape, spray paint, lath sticks, prop materials as necessary. Additionally, awards such as patches, plaques, trophies and prizes may and should be purchased and given to the contestants, if the entry fee warrants it. Cash pay-back awards from the entry fees are permissible. However, the Club Registration Fee is not to be used as part of the awards given back to the contestants.

Funds generated by a Event shall not be used to purchase expensive targets, target stands, timers, chronographs, finance range improvements or finance non-shooting events such as social events without the prior approval of the Board of Directors.

#### **F. TERMINATION OF AN EVENT**

The Event Chairman may discontinue the program anytime. Communication of such to the Board of Directors is requested.

#### **G. CONDITIONS OF OPERATION**

All Formal Event Shoots and their activities are subject to the approval and direction of the Board of Directors.

The Board of Directors may remove any Event Chairman who they believe is not fulfilling the office responsibilities or acting within the Club's rules and regulations or promoting the Club's best interest.

The Board of Directors may change the rule governing Formal Events at any time. The Board of Directors may change the Formal Event Shoot Registration Fee at any time.

## **SECTION 2. INFORMAL EVENT *DEFINITION:***

One or more club members gather together to shoot an organized or unorganized course of fire for fun, fellowship and or developing shooting skills, or for other reasons, without collecting entry fees for any purpose such as awarding a winner of the shooting event a prize of cash pay-back or financing a social event.

### **A. PRINCIPLE OF OPERATION:**

Informal shooting events may be subject to the approval and direction of the Board of Directors.

Club members may use the range for informal shooting events without organizing a formal structure and collecting or paying Club registration fees.

The Board of Directors will try to always provide members with unscheduled range space. The Directors may occasionally close the entire range or restrict parts of the range for informal shooting events, for a special scheduled events.

Informal shooting events will not interfere with Formal Shooting programs, approved by the Board of Directors, that are properly scheduled.

## **ARTICLE 13: PROPERTY**

### **SECTION 1. RED BRUSH RIFLE RANGE INC. PROPERTY**

The Red Brush Rifle Range Incorporated will own a variety of assets, here after called property. The variety and amount of property may be constantly changing.

### **SECTION 2. INVENTORY LIST**

The Corporation will establish a list of the Corporation's property beginning in 1997. The list will be generated by the member who controls or maintains the club property.

The purpose is to identify property owned by the Corporation, where it is, who has control of it and its value. The list is to be used for future needs to establish or prove ownership, determine the value for insurance claims, theft and vandalism reports or other circumstances as needed.

### **SECTION 3. INVENTORY RESPONSIBILITY and ITEMS**

The Range Officer will inventory the range for permanent or semi-permanent fixtures, such as buildings, shelters, fixed steel targets, target stands, vending machines, telephones and such.

The Grounds Chairman will inventory work day labor, equipment, supplies and building materials used in the up-keep of the range.

Branch committee members will inventory items such as steel targets, chronographs, timers, supplies, shooter bags and such, used by the committee.

The Club Treasurer, and the Branch Committee Treasurer's books and reports will serve as their monetary list.

The Club Secretary will account for the historical and legal documents and other property as directed.

Other Members will maintain a list as necessary and instructed by the Board of Directors.

**ARTICLE 13: PROPERTY** *continued*

**SECTION 4. EXEMPTIONS FROM INVENTORY**

Office supplies, fuel, batteries, light bulbs and such that are constantly turning over are not required to be on a list, unless the quantity value of inventory of any one item exceeds a value of Fifty (\$50.00) Dollars. Other items valued at less than Ten Dollars (\$10.00) are not required to be on an inventory list.

**SECTION 5. FILING LIST**

The inventory list will be duplicated. The copy will remain with the originator and the original will be given to the club Secretary.

The Secretary will file the copy and keep it for a minimum period of Five (5) Years, unless directed otherwise by a resolution of the Board of Directors.

**SECTION 6. FREQUENCY**

All Corporation property inventory lists will be updated and turned over to the Club Secretary in the month of September, of each year. Items broken, worn out or used up property should be documented as such. Any new replacements should be documented. Any item lost, stolen or vandalized shall be reported to the Board of Directors as soon as possible.

**SECTION 7. MARKING FOR IDENTIFICATION**

Whenever possible and practical, any and all Corporation property should be marked as such. The use of engravers, label maker (tape), stencils, tags and permanent marker pins is encouraged. Additionally, any item having a model number or serial number shall also be identified by such on the inventory list.

**SECTION 8. EXAMPLES OF PROPERTY**

Examples of Corporation property are not limited to this list:

- A. The Corporation name, Corporation stamp, Corporation leases, Corporation contracts, deeds and other legal documents.
- B. Club insignias, Club logo, Club motto, Branch Committee insignias, logos, motto's and other such symbols, designed by club members or by others and offered to the club and adopted by the club.
- C. Monetary funds, include all monetary funds collected or otherwise received for the benefit of the Corporation by the Treasurer and or any member. Additionally, any money owed to the club and not received.

Examples of Corporation Monetary Funds are not limited to the following list:

The club general treasury, all branch committee treasuries, all Petty Cash funds, interest received on accounts, money collected from dues, fines, fees, sales and donations.

Additionally, all money owed to the Club and not received, such as but not limited to: Future interest on accounts, insurance benefits, and refunds.

**ARTICLE 13:           PROPERTY** *Continued*

**SECTION 8.   Examples of Property** *continued*

D. Real estate owned and titled to the Corporation, real estate leased to the Corporation.

E. Other tangible property includes but not limited to the following list:

All things purchased with Club funds, all things donated and willed to the Club.

All things built on or off the club property by members and non-members, in which one or more of the following was used: Workday labor, donated labor, purchased labor, Club purchased materials or materials donated to the Club.

**SECTION 9.   DONATIONS**

*DEFINITION OF DONATE:* TO GIVE OWNERSHIP OF ANYTHING TO THE CLUB.

Examples of Donations:       A Donation to the Corporation has been made when:

A person notifies a member of such,

A member participates in a documented workday,

A member or non-member states they have provided something at no cost,

A Member willingly leaves something on Club property for general use and as follows:

All things built or purchased by a member or non-member for use by that member or a group of members or non-members, which was delivered to Club property and left for a period of Thirty (30) continuous days, shall become the property of the Corporation. After Thirty days there shall be no claim to the Item or the value of it, by the Original Owner.

Exception: By order of the Board of Directors.

Exception: Firearms and other lost or misplaced personal property that can be traced to the original owner will be returned to the owner, if possible.

Exception: Members or non-members personal property brought to the range for work on Grounds Keeping and borrowed or leased equipment.

Exception: Members who bring personal property to the range and want to leave it there without the intention to donating it to the club, shall notify the Board of Directors in writing. The owner of the property shall tag it with their name for identification.

Things that mysteriously appears on club property may be assumed to be donated. The Board of Directors may use or dispose of it as the Board wills.

**ARTICLE 13:           PROPERTY** *continued*

**SECTION 10.           MEMBERSHIP LABOR**

Some labor for the Club by its members is required. The requirements, exceptions and consequences are defined elsewhere in the Corporation By-laws.

All labor for the Club by its members is to be considered voluntary whether solicited or unsolicited.

The result of all such labor shall be the property of the Corporation and its general membership. The individual member who labored shall have no claim to it.

Labor expended by club members shall not be assessed a monetary or other value except to be counted as a workday credit for that year.

Members who provide a service or product to the Club, may be paid for such services or products. The Board of Directors must approve all such purchases and payments. The Board of directors may decline to pay for any service or product that was not solicited and pre-approved.

**SECTION 11.           MEMBER'S OBLIGATIONS REGARDING CLUB PROPERTY**

Property of the Corporation is to be used and maintained for the operation of the Corporation. Every member is required to protect, use wisely and preserve Club property, for the betterment of the Corporation, only.

Any member who is judged negligent in their responsibility, by the Board of Director, may be expelled from the Club or receive other discipline, by action of the Board of Directors and or recommended for legal prosecution.

Any member who willingly, maliciously vandalizes Club property shall be judged negligent in their responsibility.

Any Member negligently causes a great loss of property or loss of value or loss of use of property, may be judged negligent by the Board of Directors. .

Any Member who repeatedly fails to meet the requirements of the Corporation property obligations, regardless of the loss, may be judged negligent.

Members are obligated to cooperate in an investigation of the loss of any Club property. Failure to do so could result in disciplinary action.

No member or non-member may reclaim previously donated labor, materials, money or other things because they became the property of the Corporation after the donation.

Exception: By order of the Board of Directors.

**ARTICLE 13:PROPERTY** *continued*

**SECTION 12. FUND RAISING**

No member or non-member shall manufacturer or purchase any thing bearing the name or a symbol of the Corporation for the purpose of selling or otherwise distributing such to the general public, without the prior approval of the Board of Directors.

Members and non-members may manufacture or have manufactured items bearing the corporation name or symbol for the purpose of official club use. Such examples could be trophies, awards and signs.

Members and non-members conducting a business, may manufacturer or have manufactured and sell items, bearing the name or symbol of the Corporation, for a gain of personnel or business profit provided: The Corporation Board of Directors has knowledge of and approves each such activity; That all sales are made to the Corporation or it's members only; That no Corporation funds are invested or at risk in this venture; That the seller fully discloses that the proceeds are not for the Corporation

No member or non-member shall conduct a sale of anything, while advertising or otherwise declaring the Corporation as the sponsor or beneficiary, without the prior knowledge and approval of the Directors.

All funds raised by members or non-members, in the name of the Corporation or through one of it's programs, is the property of the Corporation.

**SECTION 13.ENFORCEMENT AND REVISIONS**

The Board of Directors may interpret and enforce this policy for corporation property.

The Board of Directors may revise the requirements for the property inventory list without amending this By-law. Ref. Appendix 9, Inventory list form.

## **ARTICLE 14: AWARDS**

### **SECTION 1. PURPOSE**

The purpose is to provide a method to recognize and or honor both members and non-members who have contributed to the operation and prosperity of the Corporation in a manner determined by the Board of Directors to be worthy of a said honor.

### **SECTION 2. NOMINATION and DETERMINATION**

The Board of Directors will determine to whom and when and for what reason an award is deserved. The Board of Directors shall determine what type of award is appropriate.

Any Regular Member or Director may nominate another member or non-Member for an honorary award.

### **SECTION 3. TYPES OF AWARDS**

In all cases the awards will be non-monetary. However the cost of any honorary awards may be paid for from the corporation general treasury.

Awards given shall not cause a detriment to the Corporation and must be of an honorary nature and in no way equitable to an economic payment for services rendered.

Awards may include such things as plaque, trophies, patches, stick-pins, letters of commendation, gifts, other tokens of appreciation and may include a limited term, annual associate membership.

Awards to persons for service to the Corporation which can only be judged as extremely meritorious or valuable may be recognized by a higher value award. Such an award shall not cause a detriment to the Corporation and shall be approved first by the Board of Directors and then by the general membership.

High value awards may include a free, lifetime associate or regular membership with all applicable privileges.

### **SECTION 4. HONORARY MEMBERSHIP LOSS**

Honorary life memberships could be revoked and the honorary member expelled for just cause, as applicable to all members, by a affirmative vote of a quorum of directors as prescribed in the By-laws, elsewhere.



## **ARTICLE 15: CORPORATION DOCUMENTS**

### **SECTION A. THE BY-LAWS**

The By-laws of the Corporation may be stored on a computer disk for the purpose of expedient copying and revision when necessary. The Secretary or another person as determined by the Directors shall keep in a safe location, known to the secretary, the disk, which is to be labeled as the property of the Corporation. To protect the integrity of the true By-law document, the Secretary shall have and keep a hard copy of the By-laws which includes a list signed by each of the Directors who ratified the document and the date of such action.

### **SECTION B. OTHER CORPORATION DOCUMENTS**

From time to time, the Board of Directors may and shall, make and distribute various forms and or documents, such as a list of club rules and regulations, club privileges, range rules, committee guidelines, schedules of charges, schedules of funding and so fourth.

These shall be appendages of the By-laws and all such official documents shall be a part of these By-laws, as sure as if they are written here in their entirety, with the exception that any typographical error or variance from the procedures and rules of this By-law document, which has been read any ratified by a duly elected Board of Directors and also the varying from any actual legal binding contacts.

*DEFINITION: APPENDAGE,* An extension and part of the main By-law document.

*DEFINITION: APPENDIX,* Not an extension or part of the By-law document, but is:

A document added to the end of the By-law document, intended to complement and to enhance the understanding of the By-laws and to provide organized reference information useful for this intent. The following is a partial list of such documents:

By-laws, appendage A: Schedule of dues, fines, fees, and other charges  
By-laws, appendage B: Schedule of approved spending  
By-laws, appendage C: Aims, Purposes, Member's Privileges and Obligations  
By-laws, appendage D: Range Facility Rules and Regulations

By-laws, appendix 1: Club's Visions and Values  
By-laws, appendix 2: Sanctioned events  
By-laws, appendix 3: Club and Range facts  
By-laws, appendix 4: Property Lease and overview  
By-laws, appendix 5: Articles of Incorporation  
By-laws, appendix 6: Membership Application Form  
By-laws, appendix 7: Membership Renewal form  
By-laws, appendix 8: Membership List  
By-laws, appendix 9: Property inventory list  
By-laws, appendix 10: Range schedule

## **Article 16 Firearms Trainers**

### **Section A Dedication to training.**

It is the policy of Red Brush Rifle Range to promote firearms safety and proficiency among its members and the general public.

Agencies such as Police and Military training professional personnel and organizations such as the Boy Scouts and 4H may be allowed range time from time to time at the discretion of the Board of Directors.

### **Section B Overview**

The Board of directors has the authority to overview, control and to regulate the activities of all firearms training conducted on our property.

### **Section C Category of Trainers and Requirements**

Training is considered to be in one of three categories of which the requirements to conduct training varies.

#### **Category 1:**

Members of Red Brush teaching family, friends or other guests for reasons other than a business. This includes Members who are coincidentally a certified or licensed instructor.

Normally there is no guarantee of range space. Range space and time are on a first come basis. Members, who have a special need, may request the Board of Directors to grant a reserved space and time for that.

Category one, training rules consists of the By-laws and Range Rules.

The Member is responsible for the safety and control of their guests. Guests always need to be taught the basic range rules, understand the range commands and have the proper personal protection equipment prior to entering the firing line.

#### **Category 2:**

A. Members or non-members teaching as a business that may or may not require reserved range space. Category two training requires the business to register with the club and receive approval prior to conducting any training.

B. Category two trainers shall submit to Red Brush a "Release From Liability" form in the business name and others for each of the Instructors, signed by them, prior to conducting training. The trainer shall require each Student to provide Red Brush a "Release From Liability" form prior to using the range facility.

## **Category 2: continued**

- C. Red Brush Rifle Range Inc. requires category two trainers to be covered with active liability insurance. The insurance must name Red Brush Rifle Range Inc. as an additional insured and proof of such will be provided to Red Brush before the range facility is used.
- D. All instructors are required to read and understand the Red Brush Range Rules prior to utilizing the shooting range. Instructors are required to review the range rules at least once a year. The latest issue is available on the redbrush.org web site. The date of revision appears at the bottom of the pages.
- E. Category two training may be conducted without reserving range space. Such training shall not displace scheduled events or greatly displace the general membership. Range space conflicts between the various trainers needs to be avoided as well.
- F. Bay consumption is defined as four students or more at the same time or any other action that makes a bay unavailable to the general membership or a scheduled event. Sharing a shooting bay with the general membership prohibits the instructor or student from using a different firing line than the others using that bay. Doing so constitutes bay consumption.
- G. Red brush may designate a bay or standard place on the range for category two training. The purpose is to offer a place most often available without conflicting with other events or displacing the general membership. Even that place may not always be available. Instructors need to reference the range schedule to avoid scheduling conflicts with sanctioned and scheduled shooting events. Shooting Committees are required to leave a minimum of two pistol bays open for the general membership. Category two trainers are prohibited from consuming either of those two bays during a scheduled event.
- H. Trainers that wish to reserve a range space and time for a special need may request it by contacting the Board. Instructors who have scheduled a training session with Red Brush shall not be unduly cancelled or postponed in a manner that causes havoc and creditability issues between the business and its students. Such action by the Board of Directors shall be for unavoidable reasons, safety concerns and misconduct by the business or its trainer, legal reasons or by mutual agreement.
- I. Instructors are not prohibited from using other bays than a designated one provided; the designated bay does not meet the needs of the class and a more suitable bay is not being used and by occupying it the general membership would not be greatly displace.
- J. Instructors are permitted to use the range facility target stands, lathes, cardboard and mounted steel plate targets. These are offered in small quantities and at times the membership will not be deprived of their use. All other supplies are the responsibility of the instructor.
- K. Category two instructors are required to become members of Red Brush at the earliest opportunity if the business intends to conduct training on a continuing basis.

- L. Trainers are allowed only to conduct firearms training. Any other activity such as a social event is prohibited without authorization from the Board of Directors. Unusually large classes that are disruptive to daily use of the range by the general membership should be avoided. Such classes need to be approved by the Board.
- M. Trainers shall maintain range security by escorting non-member trainers and students to and from the range gate. No non-members shall have unauthorized access to or use of the range beyond the training session except events opened to the public.
- N. Trainers or their business are prohibited from advertising their business in a manner that it could be construed their business is a subsidiary or an affiliate of Red Brush Rifle Range Incorporated.
- O. Red Brush at the Director's discretion may offer a web page link to the instructor's web page and post contact information on redbrush.org under Firearms Training.
- P. Red Brush appreciates donations to the club from instructors utilizing the range for business purposes. A mandatory range maintenance fee for each non-member trained on our range is required and payable to the club Treasurer within 30 days of the class. The current fee amount is found in Appendage "A" of the By-laws.
- Q. Red Brush shall not subsidize category two trainers from the club treasury. Range improvements recommended by a trainer that will benefit the general membership will be considered.

**Category 3:** Organizations not affiliated with Red Brush requesting range use.

The Board of Directors shall oversee category three training on a case by case basis. All such events shall be conducted utilizing the Range Rules.