

MILL CREEK RIFLE CLUB BY-LAWS

Article I - Name

The name of this organization will be: The Mill Creek Rifle Club, Inc. (herein called the Club).

Article II – Purpose and Affiliated Foundation

The purpose of the organization is to: provide facilities for the safe, lawful and Club approved use of small arms by members and their guests; provide facilities for law enforcement personnel training and practice; provide small arms competitive shooting events; provide facilities for NRA approved safety and hunter training; and generally, promote shooting sports and related fellowship. The Club was founded to promote precision rifle shooting; therefore, the Club will continue to promote all forms of precision shooting, including benchrest competition.

The mission statement of the Club shall be:

The Mill Creek Rifle Club is a unique, member-governed volunteer organization dedicated to safely maintaining and growing the traditions of the shooting sports, safe marksmanship, hunting skills, and defensive capabilities; to preserving and indulging the passion for the inalienable freedoms guaranteed in the Kansas and United States Constitutions, including the Second Amendment; to fostering wholesome youth development, member and shooting community fellowship, and knowledge sharing; and to setting an example for all to follow.

All dues, fees, assessments, match proceeds, and other revenues derived from the use of Club facilities shall be used for the maintenance and improvement of the Club facilities and promotion and preservation of all small arms sports.

The Mill Creek Rifle Club Shooting Sports and Educational Charitable Foundation is an affiliated 501(c)(3) private foundation. Its purpose is to collect money and equipment donations and provide such donations to other organizations that promote the small

arms shooting sports, firearms safety, education, and related lawful activities and fellowship.

Article III - By-laws

These by-laws are effective when ratified by the membership (~~June 6, 2023~~ DATE TBD) and supersede all previous by-laws and practices. Motions to amend these by-laws may be made by any member present at a regular monthly meeting. If approved by a majority of the members present and the board of directors, the proposed amendment, including notice of the time and place for considering the amendment, shall be sent to all members not less than 10 days prior to the meeting for the members' consideration. Adoption of the amendment will require a favorable vote by two thirds of the members present and voting.

At an interval of no less than every three years, the president shall appoint a committee to review these bylaws and recommend to the board any amendments.

Article IV - Board

1. The governing organization (herein called the Board) shall consist of three elected officers, each serving a two-year term, eight elected directors, each serving a three-year term, a Board appointed secretary, and a director emeritus, serving a two-year term. All except the secretary have equal voting rights on board affairs. The officers will be president, vice president, and treasurer. Officer elections shall be staggered so that all three officer positions are not up for election in the same year. Single or double vacancies shall be filled by majority vote of the Board for the balance of the term or terms. More than two Multiple vacancies shall be filled by membership election. The removal of any Board members (except secretary) will require a majority vote of members present at a monthly meeting. Upon Board recommendation of removal, notice shall be sent to the membership 10 days prior to the next membership meeting, advising of the Board's recommendation and the need for a member vote on the

recommendation. Responsibilities and authorizations of the Board, Officers and Directors are defined elsewhere herein.

2. At the start of each even year or when the position is vacant, the Board will nominate a member of the Club to be director emeritus no later than January 31 or 45 days after the position has been vacated. The Hodgdon family, at its discretion, will either accept or reject the nomination. If the nomination is accepted, the candidate will become the director emeritus. If the nomination is rejected, the Board will have 45 days to choose another candidate for Hodgdon family confirmation.

Article V – Membership

All members of this organization must be:

- 18 years of age or older
- Eligible to legally own a firearm under all federal laws and any applicable state laws
- A member of the National Rifle Association
- Current in payment of all dues, initiation fees, and assessments.

Applicants for membership must meet the above criteria and be sponsored by an active member capable of vouching for the candidate's safety with firearms, character, and integrity. Applicants must successfully complete and pass the required firearms safety and range orientation class and then be approved by the majority of members present at a regular monthly meeting.

Article VI - Affiliations

The organization will maintain active affiliations with:

- The National Rifle Association
- The National Benchrest Shooters Association
- The Kansas State Rifle Association
- The Civilian Marksmanship Program

- Other organizations the Board deems appropriate.

Article VII – Board, Officer, and Director Responsibilities

Board: The Board is responsible to the membership for conducting the affairs of the Club within the authorizations defined elsewhere herein. This responsibility includes preparing an annual Club budget, advising the membership of the Club's financial status, and maintaining communication to members of the Club.

President: The president's responsibilities include conduct of all membership, Board, annual, and special meetings as defined elsewhere herein; and assignment of tasks to other Board members, including coordination of such tasks as needed to manage the affairs of the Club. The President or his designate shall also be the Club's official spokesperson to all entities outside the Club.

Vice President: The vice president shall assume the responsibilities of the president in his absence and may also assume the authorities of the president in cases of extended absence. In addition, the vice president will be responsible for the scheduling, coordinating, and obtaining Board approval for all scheduled range events, except those on the Law Enforcement ranges. This includes preparation and maintenance of the current schedule to be published on the Club website. [The vice president is also responsible for advising the Board yearly on any needed updates to the club's Standard Operating Procedures \(SOP\). The vice president shall have wide discretion to consult with other board members, clubs, affiliated organizations, experts, and membership on such updates.](#)

Secretary: The secretary's responsibilities include recording of all board and general membership meeting minutes, distributing minutes to Board members, and amending and finalizing the minutes as directed by the Board; issuing all membership documentation; collecting and depositing all dues, fees, assessments, and match proceeds; and billing and collecting all law enforcement revenues billed by the law

enforcement liaison. In addition, the secretary will maintain all membership records, Club legal records, and a current Club address (P.O. box). The office of secretary is an appointed position and will be compensated as determined by the Board.

Treasurer: The treasurer is responsible for securing and maintaining Club banking arrangements; paying Club expenses within the authorizations shown herein; maintaining and reporting current bank balances; preparing and maintaining Club statements showing budget and year-to-date expenditures; preparing and filing tax returns, including related financial reports; and securing Club insurance as set forth herein. In addition, the Treasurer will maintain all Club affiliations as determined by the Board.

Law Enforcement Liaison: The law enforcement liaison will be responsible for executing and maintaining contracts for use of ~~the Law Enforcement ranges~~ **contracted club facilities** consistent with arrangements determined by the Board. This includes overseeing range scheduling by the various law enforcement agencies under contract; billing those agencies for range use; providing copies of said bills to the secretary; and keeping the Board informed regarding ~~Law Enforcement~~ **contracted** range schedule and usage.

Membership Director: The membership director is responsible for all applicant screening and processing of candidates for membership. The director will also be responsible for arranging or conducting all new member orientation classes and for collecting new member dues and fees.

Public Relations Director: The public relations director is responsible for oversight of the Club website and distribution of electronic communications following the president's approval and such other public relation tasks as may be recommended by the Board. This position is not the Club's spokesperson unless so designated by the president.

Range Maintenance Director: The maintenance director is responsible for securing and

supervising the routine maintenance and repair of Club grounds, buildings, target frames, and other major property items. This includes securing maintenance personnel and/or hiring specialty vendors within the authorizations set forth herein.

Range Construction Director: The construction director is responsible for securing the necessary labor and materials for range construction projects as approved by the Board and the membership. This includes obtaining bids as needed to price such projects and assuring that work is done at the best value. This position is also responsible for evaluating such work prior to payment.

Safety Director: The safety director is responsible for reviewing range rules and the steel use permitting process, and for developing recommendations for revision to both, to be presented to the Board annually for final approval no later than the October monthly board meeting. The safety director will receive, review, and approve steel use permit applications. The safety director is also responsible for making recommendations to the Board regarding applications for exemptions from members, match directors, law enforcement, and others. In addition, the safety director, or designee, is responsible for investigating all safety incidents and/or rule violations and for making appropriate recommendations to the Board regarding member discipline.

Legislative Director: The legislative director will guide Club efforts in all legislative matters. This includes, but is not limited to, advising the Board and membership of current legislative activities, recommending and initiating related Club measures, and maintaining relationships and coordinating activities with other groups with similar interests.

Technology Director: The technology director is responsible for oversight of the Club's information technologies (IT) including the Club's computers, networks, internet access, wireless fidelity, and security systems. The technology director will advise the board regarding all IT issues and work directly with outside IT providers and other

technology vendors on Club IT and security matters.

Other: At the discretion of the president and with approval of the board, the individual responsibilities of all offices and directors ~~for vice president, law enforcement liaison, membership director, and public relations director~~ may be delegated to other Board members, to take advantage of the time and talent of the individuals involved.

Article VIII – Authorizations

Board: The Board is authorized to prepare and approve by no later than its October monthly board meeting an annual budget that will be distributed to the membership not less than 10 days before the annual March meeting. At the annual March meeting, the budget will be presented for discussion, modified if needed, and ratified by a majority vote of the members present. The Board will always ensure that at least one year's operational expenses are maintained for emergency use. In addition, the Board is authorized to spend up to ~~\$10,000~~ \$20,000 per occasion for major repair to Club facilities, such as building, roads, and machinery; up to ~~\$20,000~~ \$40,000 annually for Club improvements, such as building or range additions; up to ~~\$20,000~~ \$40,000 per occasion for restoration of Club facilities due to natural or manmade disasters; and up to ~~\$10,000~~ \$20,000 annually for professional services. Additional expenditure exceeding these specific limits will be presented to the membership and approved by majority vote of the members present.

President: The president is authorized to sign all formal Club records, including contracts, legal documents, and official correspondence. In addition, the president is authorized to approve up to ~~\$10,000~~ \$20,000 of emergency expenses for initial response to natural or manmade disasters.

Secretary: The secretary is authorized to approve up to ~~\$5,000~~ \$7,500 annually for administrative supplies, including postage, printing, stationery, membership cards, decals, keys, computer supplies, etc.

Treasurer: The treasurer is authorized to pay all tax, utility, insurance, and affiliation costs when due and to reimburse all receipted Board, officer, director, or membership approved expense within the authorizations defined herein.

Range Maintenance Director: The range maintenance director is authorized to approve up to ~~\$3,000~~ \$5,000 monthly for the material and labor needed for routine maintenance of target frames, land, and buildings.

Officers and Directors: All officers and directors are authorized to incur limited administrative expenses, including reimbursement at the current Internal Revenue Service standard mileage rate for business travel for their actual monthly mileage to and from all regularly scheduled member and board meetings and such other travel as may be necessary in the performance of their duties. All submissions for reimbursable expenses shall be reviewed by the Club treasurer.

Other: Expenditures not specifically authorized above, including additions or expenses to Club facilities more than amounts previously specified, will require membership approval. Motions for such expenditure may be made by any member present at a regular monthly meeting. If approved by a majority of those present and the Board, the proposed expenditure, including notice of the time and place for consideration, shall be distributed to all members not less than 10 days prior to the meeting at which it shall be considered. Adoption of the proposal will require a majority vote by the members present at the meeting. In addition to the foregoing financial authorizations, the Board is the sole authority controlling routine matters necessary for the conduct of the Club, including membership applications and limits, maintenance personnel selection, insurance arrangements, range rules, discipline, meeting agendas and schedules, nomination committees, and lease arrangements.

Article IX - Dues, Fees, and Assessments

The Board shall have the authority to change annual dues in any given year. Dues changes more than ~~\$10~~ \$25 will require membership approval at a regular meeting following ten-day advance notice of the meeting in which dues will be considered. Dues changes in excess of ~~\$10~~ \$25 will require favorable vote by the majority of the members present at the meeting. Senior citizens (65 and over) may receive a discount on annual dues following the first year of membership. A dues notice will be published on the website and by email notice to all Club members not later than ~~December 15 of April 1st~~ each year. Written notice will only be provided to those members who have opted out of email notification by written communication to the Board. Annual dues are due and payable ~~by May 1st~~ on or before the due date as determined by the Board and communicated via the annual dues notice. Members who are not paid ~~by June 1st~~ on or before the published due date will be considered delinquent. Members may be placed on an inactive status for up to two years by applying in writing to the Board prior to the published due date ~~June 1st~~ and may subsequently be reinstated by paying current year dues and attending and passing the monthly orientation class for new members as a refresher. Inactive members may not vote, may not use the range except as a guest of another member, and may not exercise any other membership privileges.

Fees

The initiation fee to this organization shall be set by the Board. ~~for new members and a \$100 fee for members reinstated on or before July 1st~~ A reinstatement fee for members considered delinquent under the previous section who have not been placed on inactive status, not to exceed 100 percent of the regular annual dues, shall be set by the Board. Delinquent members who have not been placed on inactive status may renew their membership by paying their annual dues plus the reinstatement fee on or before 30 calendar days following the published due date. Members applying for

reinstatement after ~~July 1st~~ 30 calendar days following the published due date will be considered as new applicants.

Assessments

Special assessments to all members may be made following Board recommendation and subsequent notice to all members in writing at least 10 days prior to the meeting in which the special assessment will be considered. Adoption of a special assessment will require a favorable vote by a majority of the members present at the meeting for consideration. Assessments will be due and payable with annual dues. Failure to pay assessments consistent with the above dues schedule will result in the termination of membership.

Other

Officers and directors will be exempt from dues payment (but, not special assessments) as long as the responsibilities as outlined in Article VII are not substantially diluted.

Fiscal Year

The dues year for the organization starts ~~May 1st~~ January 1. The fiscal year for budgets and taxes will be January through December.

Article X – Meetings Annual Meeting

The annual meeting of the organization for the review of the previous year's expenditures, presentation of the current year's budget for approval, the election of officers and directors, and any other business as called for the Board shall be on the first Tuesday of March at a time and place designated in writing by February 10th. Should the meeting be postponed, membership must be advised no later than February 20th. The Board shall appoint a nominating committee of three Board members at its regular October meeting during an election year. ~~The~~ ~~N~~-nominating committees shall be composed only of Board members not up for election in the

coming year. The Nominating Committee's responsibility is to determine the most qualified candidates to be recommended to voting members for election to the Club's Board of Officers and Directors. Membership will be notified of the names of the members who comprise the nominating committee in a timely matter. The committee shall present a slate of not less than one candidate for each office to be filled, along with ballots for recording the election. Any Club member wishing to run for any of the Board positions up for election at the annual meeting must contact one of the designated nominating committee members by the date of the January Board meeting prior to the annual meeting. No nominations will be accepted from the floor on the night of the annual meeting. Officers and directors shall be elected by a majority of the members present. Officers and directors elected at the annual meeting shall begin their term of office on the first day of the month following their election. New member inductions shall not occur at the March annual member meeting.

Regular Meetings

The regular meetings of the organization for transaction of routine business shall be held the first Tuesday of each month, except January, at such time and place as fixed by the Board. Any change of date, time, or meeting place will be brought to the attention of the membership by written notice.

Special Meetings

A special meeting of the membership may be held at any time upon: (1) call of the president, (2) call of a quorum of the Board, or (3) call in writing by at least 20% of the members. Written notice of special meeting time, place, and matters to be considered shall be made to the membership at least 10 days prior to the date fixed. Any special meetings called by the membership shall be scheduled within 45 days of receipt of notice.

Board Meetings

The Board shall hold regular meetings at such time and place as the Board shall determine.

Meeting Conduct

All meetings shall be conducted under the authority of the president. If the president is absent, the vice president shall preside. If both are absent, the president shall designate a temporary chair. Meetings shall be conducted in accordance with Roberts Rules of Order, current edition. Quorums for regular and special member meetings shall be defined as 10 or more active members. A quorum for regular and special Board meetings shall be seven voting Board members. Any meetings, special and regular, may be held in person or virtually. All voting participants in any meeting must make themselves identifiable as members.

Article XI - Suspension and Expulsion

A member may be suspended by any member of the Board for violation of the range rules. In addition, any member may prefer charges in writing outlining problems with another member's conduct. In either case, the Board must meet to consider the matter, if possible, within 60 days of the incident: but in no case any later than 120 days from the date of the incident or incidents in question. The president will notify ~~by certified mail,~~ the person or persons accused of the incident or incidents in question, as well as the witness or witnesses to those actions. Both parties will be summoned to appear before the Board to determine whether any punitive actions need to be taken on the part of the Board. Failure to appear before the Board, when summoned, may by itself constitute grounds for expulsion. After hearing all witnesses and information regarding an incident, by a vote of a simple majority of Board members present, the Board may decide to drop all charges, reprimand, suspend, **impose monetary penalties**, or expel the accused member or members in question. The Board also has the discretion to require the member to undergo Board-approved firearms safety training as a condition

of continued membership. Suspended members will be reinstated following the period of suspension. Expelled members shall not be permitted on Club property. Any person who is not a Club member may be permanently banned from Club premises as a result of the process described above. [The board shall have the discretion to readmit an expelled member upon full application no sooner than 12 months after the original expulsion. If a majority of the board votes to deny readmittance the expulsion becomes permanent.](#)

Article XII - Matches and Group Events

All match and group events shall comply with all club rules, unless specifically exempted. Match directors of organized match and group events are directly responsible for the actions and behavior of all their participants and guests. An organized group that does not properly monitor and control its participants may itself be banned from the use of Club facilities.

Article XIII – Insurance

This Club shall secure and maintain liability, property, and directors' and officers' insurance in amounts to be determined by the Board. The Board is also authorized to purchase such other insurance as is economically feasible to protect the assets of the Club from natural or manmade damage.

Article XIV – Assets

All property and assets are to be held in the Club's name.

Article XV – Electronic Communications

Members shall receive notices of Club activities and dues statements via electronic transfer methods, including email and text messages, Club website postings, or other accepted electronic formats.

Article XVI – Member Meeting Minutes

Any member in good standing may request review of previous member or board meeting minutes at any regularly scheduled member or board meeting.

Article XVII – Approval

We the undersigned hereby certify that these by-laws have been properly approved by the members of this organization on June 6, 2023, and become effective upon such approval.

We, the undersigned, consent to, and hereby do adopt the preceding bylaws, consisting of the 12 preceding pages, as the bylaws of this corporation.

Approved by the Board of Directors on 00/00/0000

Approved by the General Membership on 00/00/0000

Michael Borkon
Name of the President

The Mill Creek Rifle Club
Name of the organization

Lisa A. Castellon-Smith
Name of the Secretary

The Mill Creek Rifle Club
Name of the organization