



**Tonto Rim Sports Club, Inc  
By-Laws**

**Established 1979**

**Affiliated with the:  
National Rifle Association, Civilian Marksmanship Program  
And  
Arizona State Rifle & Pistol Association**

## Article I - Name

The name of this organization shall be the Tonto Rim Sports Club, Inc.; here-in referred to as the Club.

## Article II - Purpose

The Club is a Not-for-Profit Corporation operated under IRC Section 501(C) (4) of the United States Code. The purpose of this organization shall be to educate and encourage organized shooting among United States citizens of this area, with a view toward better knowledge on the part of such citizens of the safe handling and proper care of firearms, as well as improved marksmanship. It shall be a further purpose of the Club to foster the development of those characteristics of honesty, good fellowship, self discipline, team play and self reliance. These are the essentials of good sportsmanship and the foundation of patriotism.

## Article III - Membership

Any citizen of the United States may become a member of the Club by; a) completing an application for membership and subscribing to the NRA pledge (below); b) completing a signed range orientation *form under the supervision of a Range Safety Officer* and; c) payment of annual dues. Upon receipt of the above the Membership Secretary shall verify the application and range orientation form for completeness and then send a membership card and Range Gate card to the applicant.

It is the policy of the Tonto Rim Sports Club, Inc. that discrimination against any individual(s) for reasons of sex, age, race, color, national origin, creed, religion, handicap or sexual orientation is specifically prohibited.

### The NRA Pledge

I certify that I am a citizen of good repute of the United States of America; that I am not a member of any organization or group having as its purpose or one of its purposes the overthrow by force and violence of the Government of the United States or of any of its political subdivisions; that I have never been convicted of a crime of violence; and that, if admitted to membership, I will fulfill the obligations of good sportsmanship and good citizenship.

## Article IV - Dues

a) The Board of Directors shall review the financial condition of the Club on at least an annual basis. Should changes in the dues be proposed, such changes shall be submitted for approval by a Quorum of the Board of Directors. Members will be notified of the purposed increase in the Newsletter and informed of the General Meeting Date when a vote on the increase will be taken. Increase approval will require a majority of the members present.

b) Membership Renewal statements shall be sent to each member in early **December.**  
**Payment by January 1<sup>st</sup> is expected for membership renew.**

c) No member of the Club who is in arrears shall be eligible to vote or enjoy the privileges or benefits offered by this Club.

## **Article V - Meetings**

a) All meeting of the Club shall be held in Payson, Arizona.

b) Annual meeting.

The annual meeting of the Club shall be held in March each year at a location decided by the Board of Directors. If the annual meeting cannot take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall continue in office until his/her successors have been elected.

c) Regular meetings.

The regular meeting of the Club for the transaction of ordinary business shall be held on the third Thursday of each month at such time and place as may be fixed by the Board of Directors.

d) Special meeting.

A special meeting of the Club may be held at any time upon the call of the President, or upon the call of the Board of Directors or upon demand in writing, signed by not less than 10% of the membership entitled to vote and stating the object of the requested meeting. The Club shall send notice of the time, place and objective of any special meeting to all officers and members in good standing by United States mail not less than seven (7) days prior to the date fixed for such meeting. The place of such meeting shall be fixed by the Board of Directors. Discussion and action by the Club shall be limited to the issue raised as the object of the special meeting.

## **Article VI - Officers**

a) The elected officers of the Club shall be the President, Vice-President, Recording Secretary, Membership Secretary, Treasurer, Range Manager, Chief Range Safety Officer, and two Trustees. These officers, acting together, shall constitute the Board of Directors of the Tonto Rim Sports Club Inc.

b) The Board of Directors shall have general supervision and responsibility for all activities of the Club and be responsible for maintaining the Club's affiliation with the National Rifle Association and other organizations.

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

d) Five members of the Board of Directors shall constitute a quorum.

e) Resignation of any officer shall be submitted in writing to the Board of Directors for their consideration and acceptance.

f) A vacancy on the Board of Directors may be filled by a majority vote of the remaining members of the Board of Directors, so long as there is a Quorum. Vacancies filled by the Board, will complete the term of the vacancy.

g) Eligible Club officers shall be bonded for his/her fiduciary liability. Such bond shall be paid by the Club.

h) In addition to the duties assigned to each officer they shall perform such other duties as the Club or President may from time to time direct.

## **Article VII - Duties of Officers**

### **a) President.**

The President shall: preside at all meetings of the Club; preserve order; approve all warrants ordered by the Club to be drawn on the Treasury; have general supervisory power over the Club; see that officers perform his/her duties, enforce the By-Laws, rules and regulations of the Club; appoint all committees not otherwise provided for; be a member ex-officio of all regular and special committees; make the deciding vote when a tie occurs; examine and announce the result of all balloting and other votes. At the end of his/her term of office, the President shall make a report showing the progress and condition of the Club. The President with the approval of the majority of the Board of Directors shall have the authority to employ legal counsel and other experts when necessary. . At the end of his/her term the President shall deliver to his/her successor in office all Club property and records in his/her possession

### **b) Vice-President.**

The Vice President shall preside in the absence of the President and in the case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office. The Vice President shall then perform all duties incumbent upon the President for the remainder of the term of office. . At the end of his/her term the Vice President shall deliver to his/her successor in office all Club property and records in his/her possession

### **c) Recording Secretary.**

The Recording Secretary shall: keep a true record of the proceedings of the Club; attend to the correspondence of the Club; have charge of the official documents and records of the Club except the Treasurer's books of accounts; prepare all reports required of the Club by the National Rifle Association and other affiliates; and notify members as required by these By-Laws. At the end of his/her term the Recording Secretary shall deliver to his/her successor in office all Club property and records in his/her possession.

### **d) Membership Secretary**

the Membership Secretary shall: maintain a record of all Club members and their current addresses and be responsible for processing all applications for membership in the Club. The Membership Secretary shall also be responsible for the collection of dues and remit same to the Treasurer. Membership Secretary will be responsible for the assignment and update of all active membership and Range Gate Cards. All monies for club membership dues shall be given to the Membership Secretary for processing. At the end of his/her term the Membership Secretary shall deliver to his/her successor in office all Club property, records and funds in his/her possession.

### **e) Treasurer.**

The Treasurer shall receive and disburse all monies of the Club and place the same in such bank or banks as may be approved by the Board of Directors. All Club expenses must be submitted to the Treasurer Pursuant to the Expense Reporting Procedure.

The Treasurer shall keep an accurate account of all transactions and shall, whenever requested by the President and at the end of his/her term, make a report showing the

receipt, disbursement and amount of funds on hand. Such report shall be provided to the membership at the annual meeting. At the end of his/her term the Treasurer shall deliver to his/her successor in office all Club property, records and funds in his/her possession.

**f) Chief Range Safety Officer.**

Chief Range Safety Officer shall: have charge of the ranges of the Club; have charge of all Range Event Safety instructions; have authority to appoint (subject to confirmation by the Board of Directors) personnel to conduct competitions in various disciplines; schedule and record the use of such ranges for competition in the various shooting disciplines and schedule the use of the ranges for training by the various law enforcement groups; prepare such reports as required by the Director of the Civilian Marksmanship Program; and provide league reports to the National Rifle Association. The Chief Range Safety Officer shall be responsible for the recruitment, training, performance evaluation and scheduling of Range Safety Officers. At the end of his/her term the Chief Range Safety Officer shall deliver to his/her successor in office all Club property, records and funds in his/her possession.

**g) Trustee:**

The Trustees shall complete an annual audit of the Clubs financial records, with the President and Treasure, prior to annual meeting, maintain a record of all Club property recording all acquisitions and dispositions; verify possession and condition of Club property with minimum values as defined by the Board of Directors for the year of audit, and perform such duties the Club or the President may direct. At the end of his/her term the Trustee shall deliver to his/her successor in office all Club property, records and funds in his/her possession.

**h) Range Manager:**

The Range Manger will have the responsibility for the overall maintenance of the Shooting Range facilities. Keep records of all equipment maintenance, range and storage keys, authorized equipment operators, boundary reports and facilities condition. Interface with sanitation vendors for necessary services. Interface with any contractors on maintenance problems related to Range Gate, facilities and equipment maintenance. Enlist and schedule club members for specific range duties. At the end of his/her term the Range Manager shall deliver to his/her successor in office all Club property, records and funds in his/her possession.

## Article VIII - Elections

### **The provisions of this Article shall govern the elections for all Club offices and positions.**

- a) All eligible regular members in good standing may be nominated to hold any office or position in the Club.
- b) Election of Officers shall be held at the Yearly Annual Meeting.
- c) A Nomination Committee shall be established consisting of two members from the Board of Directors and two members selected from volunteers from the Club's membership. The duties of the committee will be to solicit and receive nominations for Club officers. Upon receiving a nomination the committee shall contact the nominee and verify his/her acceptance of the nomination. Every regular member shall have the right to nominate a candidate for any office or position to be filled. Nominations may be submitted in writing if they are received by the Nominating Committee before January 1<sup>st</sup> of the election year. The results of the committee's proceedings shall be presented to the membership at the Club's February meeting.
- d) In the interest of maintaining diversity and to ensure equal representation of the general membership, there will be no more than two (2) members of any special interest group or discipline elected to the Board of Directors. Exceptions will be allowed by a (2/3) vote of the Board of Directors.
- e) All regular members shall be entitled to one vote for each office or position to be filled.
- f) When there are two or more candidates for any office, the election shall be by ballot and a majority of all votes cast for such office shall be necessary to elect.
- g) Write in Votes will be accepted up to the Ballot Closure at Annual Meeting.
- h) Ballots shall be mailed out to all active members by January 15<sup>th</sup> of the election year. All ballots mailed to the Club must be received on or before February 15<sup>th</sup> of the election year. Ballots that are not mailed in to the Club may be presented and collected at the annual meeting.
- i) When there is but one candidate for any office, the President may declare that such person has been elected. Adequate safeguards to ensure a fair election shall be provided, including the right of any candidate to have an observer at the counting of the ballots.
- j) The installation of Club officers shall take place immediately following the reading of the election results.
- k) The term of office shall be for (2) years or until his/her successor is elected.
- l) No member may hold more than one office on the Board of Directors.
- m) No elected officer may hold an office position for more than (4) years. Any elected officer that has held an office for (4) years may be nominated/elected for any other office position not presently held or has been absent from the elected office position for (2) years.

n) Officers shall be elected by a rotation process; the President, Recording Secretary, Treasure and Trustee #1 during a single election year; the Vice President, Membership Secretary, Chief Range Safety Officer, Range Manager and Trustee #2 during a single election year.

#### **Article IX - Amendments**

a) These By-Laws shall not be suspended, but may be altered or amended by a two-thirds (2/3) vote of members present and voting at a regular Club meeting or a special meeting called for that purpose. All proposed changes shall be in writing and: 1) signed by at least twenty (20) members in good standing or 2) submitted by a majority vote of the Board of Directors. Such proposals shall be presented at least two (2) regular meetings previous to the one in which final action is taken.

b) All proposed amendments shall be posted in the Club newsletter following the meeting when they were first read.

#### **Revision History**

<b>Revision</b>	<b>Change</b>	<b>Date</b>
2.0	Article VIII, item b) modified to define election committee	November 2005
3.0	Language edits and changes, major modification to Article VIII	December 2006
4.0	Article IV (b) changed membership dues to \$50 annually	March 2008
5.0	Article VII, h) Range Manager, Article VIII,N added Range Manager	February 2012
6.0	Article IX removed, no longer fits TRSC Goals; Article IV a & b , Article VI f & g; Article VII d,e,f,g,h; Article VIII b,f,g: corrected and improved for clarity and definition.	January 2016