

South Haven Rod & Gun Club, Inc

68611 8th Avenue

South Haven, MI 49090

269-637-8001

www.shrgc.org

Handbook for Members



Founded February 24, 1916

Over 90 Years in Service

NAMES/TELEPHONE NUMBERS

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Director: _____

Director: _____

Past-President: _____

Manager: _____

Clubhouse: 269-637-8001

SCHEDULED EVENTS

EVENT

DAY/DATE

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About Us

The club you have joined is a collection of sportsmen united to enjoy shooting and fishing sports. We have a facility in Geneva Township that is convenient to South Haven. This property has a 50 ft. indoor range, two trap ranges, up to 270 yards on outdoor ranges, sporting clays, and 3-D archery layouts.

The facilities and activities are generally open to the public during organized events. However, only members and their invited guests may use the grounds or, equipment unattended. Members doing so must have had an orientation session, and must see that safety rules are obeyed.

The Club is affiliated with the National Rifle Association as a 100% club. This requires all of our members belong to the NRA as individuals. We do this to slow down the erosion of rights, so that our children may enjoy some of the activities that we now have.

The Club has affiliated with Michigan United Conservation Clubs. MUCC has helped us with tax exempt status. Membership in MUCC is available through the Club at a substantially reduced rate. The Club is also affiliated with the Michigan Coalition of Responsible Gun Owners, MCRGO. MCRGO is a very effective organization that was formed to lobby for gun law reform. They have done so most effectively.

The Club is closely tied to Pheasants Forever, Ducks Unlimited, National Wild Turkey Federation, and the Fraternal Order of Police. These organizations have much in common with our Club. We work well together for mutual benefit.

The Club also supports other outdoor and local organizations such as; 4H, Camp Wilderness, Moose Lodge #697, Al-Van Humane society and others.

History

Founded: February 24, 1916

On February 7, 1916 the Fishermen's Union met with other local sportsmen to discuss combining the Gunmen and Fisherman of the city into one organization.

Devotees of line and shell got together on Thursday February 24, 1916 to form the South Haven Rod & Gun Club and elect the following officers; President-Herbert Parker, Vice-President-John Sweet, Secretary-Ed Kagel, and Treasurer-James Chandler.

The club entered into its first lease on November 1, 1930. The lease was for 3.1 acres of land owned by Charles and Emma Skinner.

Charter Member MUCC 1937

On November 9, 1937, Ninety-two conservationists representing 35 outdoor clubs held a historic meeting at the Shiawassee Conservation Association. To protect Michigan's out-of-doors, they formed a united front for conservation and created the Michigan United Conservation Clubs.

Incorporated as a 501c4

On November 18, 1948, the South Haven Rod and Gun Association incorporated into what is known as the South Haven Rod and Gun Club, Inc. Shortly after incorporation the club purchased land in 1950 and built our very own club house. Located at the corner of 2nd Ave (East Wells St.) and 73rd St. (Wal-Mart Road & just west of Stone's Meat Packing) the club thrived for the next 12 years.

1961 sold property to State of Michigan for I-196 project.

The club owned 14 acres at the corner of 2nd Ave and 73rd St. Fortunately for us the State of Michigan wanted to put a Highway through our front door. The club sold the property for \$25,000 and moved to the current location on 8th Ave. Yes it really was through the front door. The old club house once sat at Mile Marker 21 on the northbound lane of I-196.

Current Location:

1968 built East Trap field

1985 built West Trap Field

1997 Honored by MUCC for being one of the 6 Charter Members still in existence on the 60th anniversary

1998 built pole barn

1999 started New Rifle range

2001 completed Rifle Range

2003 started Range Improvement / Berm project

2006 Celebrate 90 years Serving the Community

NRA SAFETY RULES

1. Always keep the gun pointed in a safe direction (down range not up)
2. Always keep your finger off the trigger until ready to shoot
3. Always keep the gun unloaded until ready to use

NRA Rules for Using and Storing a Gun

1. Know your target and what is beyond
2. Know how to use the gun safely
3. Be sure the gun is safe to operate
4. Use only the correct ammunition for your gun
5. Wear eye and ear protection
6. Never use alcohol or drugs before or while shooting
7. Store guns so they are inaccessible to unauthorized persons
8. Be aware that certain types of guns and many shooting activities require additional safety precautions

CLUB SAFETY RULES

1. Firearm Actions must be open when not in use. Do not tell me your firearm is unloaded "SHOW ME"
2. Know where others are at all times.
3. When loading and unloading a firearm, point the firearm toward the backstop.
4. Announce when loading and unloading your firearm – This is so others know what you are doing.
5. Shoot only at authorized targets. Shoot only straight in to backstop.
6. Stop shooting immediately if you think you have experienced an ammunition malfunction
7. Use common sense when in doubt ASK!

Disciplinary

Violation of any of these rules will lead to disciplinary action including expulsion from the club.

INDOOR RANGE

Facility

Hours of Operation: Firearm: 9am to 9pm Archery: no restriction

Do not turn heat up higher than 65

Use fans for ventilation (open windows as necessary)

Bales are for Archery use only

Close door to range.

If you move it, use it or get it out, PUT IT BACK when you are done.

If someone leaves IT out, put it away for the SLOB.

Firearms and Ammo

Conventional Handguns Only

NO HIGH POWER HANDGUNS (.500 S&W, .460 S&W, .480 Ruger Pistols)

Rifles chambered in **.22LR only** - NO .17 HMR or .17 HM2

NO handguns chambered in rifle caliber

NO rifles chambered in handgun caliber (exception: barrel length less than 10")

NO muzzle loading handguns or rifles

No black powder type cartridges

No wildcat loads

Use of full metal jacketed ammo is a bounce back hazard

Targets

Hang targets at designated stations ONLY

Paper, Cardboard or Rubber reaction targets only

No Steel, Glass, Clay targets, or Bowling Pins

Cleanup

Put away any tables and chairs that you have setup

Sweep floor entirely

Only brass in brass bucket (Large Brass in Large brass bucket - .22 in .22 bucket)

Place all misfire or damaged live ammo in misfire bucket

CLOSE ANY OPEN WINDOW (winter)

OUTDOOR RANGES

Facility

Hours of Operation: Firearm: 9am to 9pm

Leave range keys in building (unlock the gate and return keys to building)

Leave gate open when the range is in use

No Rifles on Pistol Range

Rifle shooters use only the Rifle Range

DO NOT MOVE TARGET STANDS

If you move it, use it or get it out, PUT IT BACK when you are done.

If someone leaves IT out, put it away for the SLOB.

Firearms and Ammo

No Restrictions on Firearms

NO TRACER type Ammunition

Targets

No Glass targets

Hang targets at designated stations **ONLY**

DO NOT PLACE ITEMS ON TARGET STANDS

DO NOT STAPLE or PLACE TARGETS ON LEGS OF STANDS

Burning barrels are not targets **DO NOT SHOOT** them

Cleanup

This is not a dump clean up your mess!

Put away chairs that you have setup

Place all trash in burning barrels (if weather permits, light burning barrel if it is full)

Only brass in brass bucket

Place all misfire or damaged live ammo in misfire bucket

TRAP RANGES

Facility

Hours of Operation: 9am to 9pm

Do not shoot trap house

When done shooting TRAP RANGE turn off lights and trap machine

Make sure trap machine is un-cocked.

Lock trap houses and electrical boxes

Firearms and Ammo

Any conventional or muzzle loading shotgun

Recommended shot size 7 ½

Targets

Do not reload used clay birds in automatic trap machine

Use only authorized targets in trap machines

Cleanup

This is not a dump clean up your mess!

Place all trash in burning barrels or trashcans

Pick up all spent hulls and place in trash

Place all misfire or damaged live ammo in misfire bucket

EMERGENCY INFORMATION

Location: South Haven Rod & Gun Club
68611 8th Ave South Haven
Phone: 269-637-8001

.3 miles west of intersection of 68th St and 8th Ave on south side of 8th Ave

EMERGENCY PHONE NUMBERS

Police / Fire / Ambulance: **911**
South Haven Dispatch: **269-637-5151**
Van Buren County Sheriff Dispatch: **269-657-3101**
Michigan State Police (South Haven): **269-637-2126**

Property / Facility



- Section 1: To promote the interest of all legitimate shooting sports and the sport of the rod.
- Section 2: To promote conservation education, hunter safety education, and firearms safety education.
- Section 3: To encourage, enactment, and the enforcement of the laws for the protection and preservation of fish, game, and all non-game wildlife.
- Section 4: To foster better understanding and relations between the Club and the community.
- Section 5: This organization shall operate without profit.

Article III
MEMBERSHIP AND DUES

- Section 1: Eligibility
 - a: Any person, legally in the United States, who is also a member of the National Rifle Association of America and while he or she remains of good repute shall be eligible to be a member of the South Haven Rod & Gun Club.
 - b: Eligibility requirements shall not in any manner be based on a person's race, color, religion, sex or national origin, and no such discriminatory records shall be maintained by the South Haven Rod & Gun Club.
- Section 2: The Board of Directors shall act as an investigating committee for all perspective and renewing members. The investigating committee shall make its report on all perspective and renewing members at any regular club meeting. The investigating committee has the right to refuse any membership the reason need not be stated.
- Section 3: All memberships are family memberships (with a designated PRIMARY Member) and pertain to spouse / all immediate family members under the age of eighteen (18). The organization shall have the following types of membership,
 - a: Regular membership – Age 18 – 64, All Rights and Privileges of the club
 - b: Senior membership – Age 65 and over, All Rights and Privileges of the club.
 - c: Junior membership – Age 17 and under, NO voting rights, NO key privilege.
 - d: Special Membership – Active Duty Law Enforcement Officers and Active Duty / Reserve Military Personal, All Rights and Privileges of the club
 - e: Life Memberships – Available to members in good standing, All Rights and Privileges of the club
- Section 4: All memberships shall run from January 1st to December 31st. Club membership shall be limited to two hundred twenty-five (225) members.

- Section 5: Membership dues
- a: The annual membership dues shall be fifty dollars (\$50.00) payable by January first each year. Prompt renewal by remitting dues at or before the regular club meeting in February entitles members to incentives and/or discounts set forth by the Board of Officers. Members joining after September first may have the year's dues pro-rated at 1/12th of Regular Memberships dues (rounded to the dollar) per month provided they remit next years dues at the time of application.
 - b: Senior membership shall be 50% of Regular Membership
 - c: Junior membership shall be 20% of Regular Membership
 - d: Special Membership shall be 50% of Regular Membership
 - e: Life Membership shall be assessed at twenty (20) times the current Regular Membership. Life Membership may be paid in 3 annual installments or 36 monthly installments. Missing an installment will revert the membership to a Regular membership and all monies collected applied on a yearly basis.
- Section 6: Life members must prove annual membership in the N.R.A. or be a Life member of the NRA to maintain their voting rights.
- Section 7: No dues shall be remitted for any reason and no member in arrears for dues or other indebtedness shall be permitted to enjoy the privileges of the Club membership.
- Section 8: A member in good standing is defined as a member that is current with their dues, meets the requirement of section 1, and has been a member of the Club for at least one (1) year.
- Section 9: Initiation fees may be instituted as necessary to discourage delinquent dues. Any initiation fees so prescribed may not exceed twice the amount of annual dues.
- Section 10: The Board of Directors shall act as a disciplinary committee and may revoke any person's membership for violations of the Clubs rules or violations of Federal / State laws. Said person shall be entitled to a fair hearing at the regular club meeting or any special meeting so called for this purpose.
- Section 11: Applications for membership shall be taken year round and voted on at the monthly meeting. Once the membership limit set forth in Section 4 is met, all new applications will be placed on a list in a first come - first served order. As openings in the membership become available they will be filled from the list.
- Section 12: Members failing to renew by the close of the February meeting will be dropped from the Clubs rolls. Any member dropped from the Club's rolls wishing to renew their membership will be treated as a new member as set forth in Section 11.

- Section 13: RIGHTS OF MEMBERS (PRIMARY Member)
- a: Members have the right to hold office.
 - b: Members have the right to vote at Regular Club meetings or Special Meetings.
 - c: Each such member has one vote to be cast in person and not by proxy.
 - d: These rights shall be limited to the members in good standing as defined in Section 8.

- Section 14: Privileges of Members.
- a: Members shall have reasonable use of the South Haven Rod & Gun Club facility and be issued a key to the facilities after attending a Club Orientation meeting and paying any fees for the key.
 - b: All privileges granted to a member in good standing are also extended to the member's spouse and children through the age of eighteen (18). All persons under the age of 17 must have direct supervision of an adult (Parent / Guardian or Range Safety Officer).
 - c: Members may bring guests to the facility. Members are responsible for the conduct and safety of their guests. Members must be at the facilities with their guest. Guests may not use the facilities alone. Members are encouraged to sign their guests up for membership.
 - d: All members in good standing who comply with the regulations and meet the conditions specified for any particular match shall have the privilege of competing in such match and of qualifying for such awards as may be established.
 - e: Members may borrow Club property. This can be done by requesting use of the item and obtaining permission from the Club Manager or President. Items are loaned on a first come first serve basis. Items are to be returned in a timely manner. Because of previous commitments some items may not be available for loan.
 - f: A member may proffer charges against another member. The charges are to be in writing and be presented to the club Secretary with all supporting affidavits and evidence. A member who is charged is entitled to a hearing before the Board of Directors. The member is entitled to know the accuser, know the charges and have a true copy of the charges, supporting affidavits, and evidence.

- Section 15: Duties & Responsibilities of Members
- a: It is the duty of each member to assist in every feasible manner in promoting the objects of the South Haven Rod & Gun Club as set forth in Article 2 of these by laws and to act at all times and in every matter in a manner befitting a sportsman and a good citizen.

- b: It is the duty of each member to bring before the Board of Directors any matter pertaining to the South Haven Rod & Gun Club.
- c: It is the duty of each member to stop / report any violation of Safety / Range Rules, or theft and vandalism of club property or another member's property.
- d: It is the duty of the officers of organization members to conduct the affairs of their organization in an effective manner, in accordance with their organization bylaws, and such program and regulations as may, from time to time be adopted by the South Haven Rod & Gun Club. Officers shall maintain proper records and shall promptly render such reports concerning membership, finances, facilities and activities as may be requested from time to time by the South Haven Rod & Gun Club.
- e: It shall be a Members responsibility to attend Club meetings, participate in Club activities, and volunteer time and/or services to the care and maintenance of this Club and its property.
- f: A Member may not represent the Club without proper authorization. A Member may state the position of the Club on matters voted on by Members at Club meetings.
- g: A Member may not solicit funds, goods, or services on behalf of the Club without proper authorization.

Section 16:

MEMBERSHIP OBLIGATIONS

- a: All members are responsible to keep their dues current, to pay in a timely manner all fees, fines or any other charges assessed to them.
- b: All members are to maintain a membership in the National Rifle Association. Members not maintaining a membership in the National Rifle Association will be expelled from the Club.
- c: All Members are to abide by the By-laws, Range Rules, and Standard Operating Procedures of the Club. Failure to do so could result in disciplinary action up to and including expulsion from the Club.
- d: All members are requested to do one workday for the club each year. Official work days will be announced in the club newsletter. Other activities that qualify as a work day are any organized event (i.e. breakfast, Youth shooting activates, Fun shoots, Picnics, Sight-in Day, etc.).
- e: All members are to protect, preserve and use wisely the property and resources of the Club. Theft and vandalism of Club property or another member's property will not be tolerated. To prevent any misuse; All members must have permission from the Board or Club Manger or General Membership to remove, modify, enhance, or work on any Club property. Lost and found property should be reported to any Club Officer or the Club Manager.
- f: All members of the Club shall conduct themselves in a cordial or

business-like manner, practicing good sportsmanship at all times, while doing the business of the Club or using the Club facilities.

- g: The use of alcoholic beverages or illegal drugs or being under the influence of such a mind-altering substance while at the range, shall be grounds for disciplinary action, up to and including expulsion from the Club. The moderate consumption of alcoholic beverages while representing the Club 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.
- h: Any Member who fails to uphold a good standing within our community may be expelled from the Club by action of the Board of Directors, as described in the Bylaws.
- i: All Members will practice firearms safety at all times. They will abide by the safety rules established by the Board of Officers or Club Manager and report willful violators to the Board of Directors or Club Manager. Additionally, they will follow the instructions of the Club Range Officer while using the range facility and the Match Director or Match Range Officer while participating in organized shooting events.
- j: All members are to abide by all Federal, State and local laws while using the range facility.
- k: All Members are required to demonstrate their knowledge of the South Haven Rod & Gun Club Range Rules and safe gun handling procedures to the Club Range Officer, Match Director or Match Range Officer, if requested by that Officer or Director. Members who will not or cannot successfully demonstrate such knowledge and ability may be restricted from using the range until the Member receives adequate training and can demonstrate their ability to safely use the range.

Section 17: Release of Liability

- a: All new members or renewing members shall sign a Release from Liability form as provided to them from the South Haven Rod & Gun Club. Not signing the Release from Liability form is grounds for refusal of membership.
- b: In consideration of being permitted the use of facilities and to participate in the shooting sports at the South Haven Rod & Gun Club, Members shall release any and all liability for any and all loss or damage, and from any and every claim, demand, action or right of action, of whatever kind of nature, either in law or equity, arising from or by reason or death, or any bodily injury or personal injuries known or unknown, or property damage resulting or to result from any incident which may occur during participation in the South Haven Rod & Gun Club or any activities in connection with the South Haven Rod & Gun Club, whether caused in whole or in part by the Releases or otherwise.

- c: Members shall assume all responsibilities and liabilities for any Guest that they bring to the South Haven Rod & Gun Club facilities.
- d: As permitted by law a Parent or Guardian must sign the Release from Liability for any Junior Member.

Section 18: Compensation - The directors, officers of the corporation and all members of committees shall serve without compensation.

Section 19: All new members or renewing members shall fill out a membership form as provided to them from the South Haven Rod & Gun Club. This form shall be forwarded to the Investigation Committee for recommendation to the Membership. Not submitting a signed membership form may be grounds for refusal of membership.

Section 20: All new members shall have a one (1) year probationary period from date of membership.

During this period any violation of any Club Rules or By-Laws shall be grounds for dismissal.

At any Regular Club meeting, by a vote of the Membership for the "Good of the Club" a Member in their probationary period can be expelled from the Club. The Member in question has a right to appeal at the next Regular Club meeting.

Article IV

OFFICERS

Section 1: The officers shall be a President, Vice-president, Secretary, Treasurer, and three (3) Directors. The President, Vice-president, Secretary, Treasurer and two (2) Directors shall be elected by ballot at the regular meeting held in December. The outgoing President shall be the third Director. Only members in good standing are eligible to be elected officers.

Section 2: The term of office shall be for one (1) year and run concurrent with the membership year.

Section 3: All vacancies among the officers shall be filled by the directors with the exception of the President; the vice-president shall fill the vacancy of the president. Vacancies among directors shall be filled by appointment by the Board of Directors, said appointment to hold until the next annual election.

Section 4: Any officer may be recalled by a three-quarter (3/4) vote of the general membership. This recall vote shall be held at a special meeting held for this purpose. Said special meeting shall be called by a petition of at least one-third (1/3) of the general membership. All members will be notified at least thirty (30) days in advance of the special meeting.

Section 5: Any member of the Club may become an Officer through the election process, but only after being a member of the Club

for a minimum of one membership year, the previous year of the election.

Section 6: ELECTION OF OFFICERS

- a: Requirements to qualify for a nomination:
- 1: Must be age 21 or older.
 - 2: Must have been a member of the club for a minimum of one year and a current paid member.
 - 3: Meet eligibility requirements in Article III section 1
 - 4: Be a resident of the State of Michigan for one year.
 - 5: No previous felony convictions.
 - 6: Should possess a Michigan Hunter Education Certificate.
 - 7: Should possess a Michigan Concealed Pistol License.
 - 8: Able to attend all required meetings of the Board of Directors.
 - 9: Able to perform all necessary duties required of the office. (see requirements)
 - 10: Must have knowledge and aptitude needed for office.
 - 11: No person can be an Officer or Director if he/she was ever terminated from the Club for conduct detrimental to the club.
- b: Nominations for Officers are taken by the Nominating Committee at the Regular Membership meetings held in October and November each year. The nominations come from the floor of the General Membership and must be seconded from the floor. Nominations are taken from the floor for the positions of President, Vice President, Secretary, Treasurer and two (2) Directors. The voting will take place at the December Regular Membership meeting.
- c: Voting for the offices of President, Vice President, Secretary, Treasurer and two (2) Directors is done at the December Regular Membership meeting. Voting is done by "secret ballot" only. Ballots are only given to those who display a valid membership card. Write in ballots will not be allowed or counted. The "secret ballot" vote may be waived if there are no opposing candidates.

Article V
MANAGEMENT

- Section 1: There shall be a Board of Directors totaling in number seven (7), consisting of the President, vice-president, Secretary, Treasurer, and three (3) Directors.

- Section 2: The Board of Directors shall have control and direction of the business of the Club, of all matters relating to its interest and advancement, audit the books of the Treasurer and all bills against the Club. The Board of Directors, by a majority vote, may authorize the President to borrow money in order to advance the interests of the Club and may mortgage Club property to secure any such loans.
- a: To the extent permitted by law, a volunteer director shall not be personally liable to the corporation or its members for monetary damages for breach of director's fiduciary duty.
 - b: The corporation assumes all liability to any person other than the corporation or its members for all acts or occurring of a volunteer director occurring after January 1, 1988.
- Section 3: There shall be a Club Manager as appointed by the Board of Directors. The Club Manager has the power to make rules and enforce compliance at the direction of the membership and the Board of Directors.

Article VI

DUTIES OF OFFICERS

- Section 1: The President
- a: shall preside at all meetings of the Club or Board of Directors. He shall call all special meetings and appoint all committees. He is to maintain order, put questions, announce business and conduct meetings in a business like fashion.
 - b: main responsibility is to delegate authority and to ensure that the other Officers and Directors are fulfilling their responsibilities.
 - c: serves as a general manager, overseeing all functions and operations.
 - d: shall be authorized to borrow money in the name of the club and sign all needed loan documents upon the vote of a majority of the Board of Directors.
 - e: is authorized to appoint any member of the Club to a special committee for the purpose of conducting Club business. The term of such an appointment shall not exceed a one year period, except by voluntary acceptance.
 - f: shall present a "State of the Club" address at the Annual Membership meeting. Items to be included in the address shall be but not limited to a financial statement for previous year, membership status (loses / gains from previous year), goals for the up coming year.
 - g: has the authority to sign all legal documents.
 - h: shall represent the Club to the local communities when needed.
 - i: has the authority to attend any meeting held by any committee or group within the Club.

- Section 2: The vice-President
- a: shall have the power to act in the absence of the President.
 - b: in the absence of the President, shall preside and perform the duties of the President.
 - c: is second in command to the President.
 - d: has the responsibility to lead the Opening Ceremony at all meetings.
 - e: shall be responsible for the maintenance of all Club owned property and equipment. The Vice President has the authority to appoint members to work duties for the maintenance of Club property and equipment.
- Section 3: The Secretary
- a: shall keep a record of the proceedings of all meetings of the Club and the Board of Directors, notify members of meetings and look after correspondence of the Club.
 - b: shall maintain the minutes along with all club records for safekeeping.
 - c: is responsible for all correspondence, press releases, public relations, mailings, membership list controls and computer controls
 - d: in absence of the Vice President or President, the Secretary is next in command and will perform their duties.
 - e: can sign legal documents in concert with the President or Treasurer.
- Section 4: The Treasurer
- a: shall have charge of all the finances of the Club, pay all bills against the Club, act as the collector of all dues and other moneys owing to the Club, and make reports at the monthly meeting. The report shall consist of but not limited to accounts balances, moneys collected, bills paid, and upcoming expenses.
 - b: shall maintain all financial records in standard bookkeeping practices in an orderly and timely fashion.
 - c: shall work in concert with outside accounting or bookkeeping firms that the Club employs.
 - d: may sign in concert legal documents with other Officers of the Club.
 - e: is responsible for making all payments in a timely fashion to avoid any penalties, to all required government agencies.
 - f: is responsible for presenting to the Club a “financial status” at the annual meeting of the General Membership.
 - g: If the position of TREASURER becomes vacant, the club, under emergency rule, may hire a qualified outside firm or person to take care of the Treasurers duties, as these functions are vital to the clubs existence.

- Section 5: The Directors
- a: shall act as advisors to the Club.
 - b: shall fill vacancies among the officers as appointed by the Board of Officers.
- Section 6: The Board of Directors shall;
- a: act as an investigating committee of all perspective members,
 - b: act as a disciplinary committee to handle all rule infractions,
 - c: act as an investigating committee for the consideration of buying, selling, or encumbering Club property. They shall report their findings and give recommendations at any regular meeting or special meeting called for these purposes.
- Section 7: All Officers & Directors must keep a log, a “how to” list of all their duties so a job description can be given to the next person to fill the office, to aid in a smooth transition. It is also advised that all chairpersons also do the same.
- Article VII
MEETINGS
- Section 1: That there will be one meeting a month held on the second Monday of each month at 7:00pm. This meeting will be known as the Regular Club Meeting.
- Section 2: Meeting Structure
- a: Roberts Rules of Order will be followed at all club meetings.
 - b: The Chairperson may appoint a Sergeant At Arms at any meeting.
 - c: Guest Speakers / Entertainment may be provided by non-members when invited to do so.
 - d: Members of the local community may address the membership with concerns of the Clubs operation.
 - e: Notice must be given to the general membership of all Regular Membership meetings. The Board of Officers will decide on the method of notice to the general membership.
- Section 3: The order of business at all meetings of the Club shall be as follows:
- 1: Call to order
 - 2: Opening Ceremony (Pledge of Allegiance)
 - 3: Roll Call of Officers & Directors and counting of total present
 - 4: Reading of the minutes of the previous meeting
 - 5: Report of officers
 - a: Secretary report

- b: Treasurer report
- c: vice- President report
- d: President
- 6. Report of committees
 - a: Standing committees:
 - 1: Membership
 - 2: Education
 - 3: Youth Programs
 - 4: Breakfast
 - 5: Banquet
 - 6: Youth Day
 - 7: Picnic
 - 8: Budget
 - b: Special committees
- 7. Old business
- 8. New business
- 9. Guest Speaker / Entertainment (May be moved up in order of sequence)
- 10: Announce the next meeting date.
- 11: Adjournment

Section 4: Five members in good standing, including no less than four (4) officers, present in person, shall constitute a quorum for the transaction of any normal business that does not change the basic purpose of the Club.

Section 5: The Board of Directors shall meet at any such time and place designated by the President

- a: Robert's Rules of Order must be followed.
- b: Only Officers and Directors may attend these meetings unless permission is granted by the Chair.
- c: Only Officers or Directors may speak or vote at these meetings unless permission is given by the Chair.

Section 6: Five members shall constitute a quorum of the Board of Directors.

Section 7: Special Meetings.

- a: The President of the Club may call a SPECIAL MEETING to conduct business matters of extreme importance to the club.
- b: A SPECIAL MEETING may be requested by no less than 10 members in good standing.
- c: Notice must be given to all members of the club via US MAIL and timed so that the notices arrive a minimum of 7 days before the meeting date.

- d: The agenda at the meeting shall be kept to business at hand, the reason for calling the special meeting. No other business should be discussed or handled.
- e: If the meeting is a result of a petition, the Officers must inform the club who initiated the petition, and if they are not members of the club, they may be invited to attend the meeting. Otherwise, only club members may attend a Special Meeting.

Section 8: Committee Meetings.

- a: The Chairman in concert with his members will set meeting dates and times.
- b: Robert's Rules of Order must be followed.
- c: Minutes must be taken and given to the Club Secretary of all meetings.

Section 9: Annual Meeting.

- a: The Regular Membership meeting held in April shall be known as the Annual Meeting
- b: The President of the Club shall give a "State of the Club" address. The address should include the membership totals, and the financial status of the club.

Section 10: Meetings where elections are held.

- a: The President may turn the meeting over to a Nominating Chairperson.
- b: The December Regular Membership meeting is when the elections are held for the offices of President, Vice President, Secretary, Treasurer and Directors.
- c: The Nominating Committee will tally the ballots and give the results as soon as possible to the Club Secretary.

Section 11: Any member of the Board of Directors may attend any meeting held by any committee or group within the Club.

Article VIII

Finances

Section 1: Budget

- a: The club shall operate on a balanced budget.
- b: The Budget Committee shall submit a budget for the upcoming year to the general membership for approval at the September Regular Meeting. If the budget is not approved it will be amended and resubmitted at the next Regular Meeting.

- c: If a budget is not approved by the December meeting then the Club shall operate under emergency authority requiring ALL expenditures to be approved by the Membership until the budget is approved.
- d: The Yearly Budget shall have provisions for the following:
 - 1: Facilities
 - a: Utilities
 - b: Maintenance
 - c: Repairs
 - d: Improvements
 - 2: Equipment
 - a: Operation
 - b: Maintenance / Repair
 - 3: Programs
 - 4. Activates

Section 2: Expenditures

- a: All checks must have the signature of the treasurer or authorized Board Member.
- b: Upon approval of the budget, the Treasurer is authorized to make disbursements on accounts for expenses provided for in the budget.
- c: The treasurer shall make emergency expenditures as are approved by the Board of Officers. Emergency expenditures are expenditures required for continued operation of the Club between special or regular meetings. Approval shall require a majority vote of the Board of Officers at a regular or special meeting of the Board of Officers. . The Board of Officers can approve Emergency Expenditures up to \$500.00.
- d: Any Club member may present a request for expenditure to a member of the Board of Officers for consideration by the Board of Officers.
- e: The treasurer shall keep a true and accurate record of income and expenditures of the Club. The treasurer shall present a detail of the previous months income and expenses at the monthly meeting. The treasurer's statement shall be available for examination by all Club members at regular meetings. Within 30 days of the end of each quarter, the treasurer will submit a financial statement on the activities of that quarter to the Board of Officers. Each fiscal year, during the month of December, the treasurer shall compile a financial statement on the activities of the previous year. The Board of Officers shall verify the financial statement. The financial statement shall be presented to the membership at the January Regular Meeting.

- f: All expenditures outside of the Approved Yearly Fiscal Budget must be approved. The Board of Officers can approve expenditures outside the budget up to \$100.00. All other expenditures must be approved by the Membership.

Section 3: Funds

- a: The Treasurer shall maintain only one (1) Bank Account in the Clubs' Name. All Funds / Revenue shall be place into this account.
- b: The Treasurer shall maintain a BOOK account separate for the General Fund and all Programs / Activities.
- c: All Membership Dues shall be placed into the General Fund.
- d: Revenue from any Activity or Program shall be placed into the account for that Activity or Program in order to fund said Activity or Program. With the exception of 30%, this will be placed equally into the General Fund and the Building Improvement Fund.
- e: Funds can be transferred from any account to the General Fund to cover the expenditures of the Club with Membership approval at any Regular Meeting. Transfer shall be spread equally among the accounts so not to affect any one account solely.
- f: Donations can be made from any person for a sole purpose or activity. These funds shall be place in to a BOOK account for that purpose or activity. Any General donation will be placed into the General Fund with the exception of 25% to be placed into the Building Improvement Fund.

ARTICLE IX

DISBANDMENT OR DISSOLVEMENT

Section 1: In the event this Club is disbanded or dissolved all assets and debts of the Club shall be liquidated and title to any surplus shall be vested in the Michigan Friends of the National Rifle Association and / or any other organization that has similar objectives as stated in Article 2

Article X

AMENDING BYLAWS

Section 1: These Bylaws may be amended at any regular meeting of the Club or any special meeting called for that purpose. Provided that the general membership has been advised of said amendments at least thirty days in advance of the amendments being voted in.

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MAP to the SOUTH HAVEN ROD & GUN CLUB

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