MRPC By-Laws, version 12-15-2009

ARTICLE I
NAME

The name of this organization shall be:

MEADE RIFLE AND PISTOL CLUB, INC.

ARTICLE II
OBJECTIVES

The objectives of this organization are to instill and foster in the membership those habits of self-discipline, cooperation, and responsibility essential to the safe handling and care of firearms, and to provide the membership with organized educational and recreational marksmanship training programs.

ARTICLE III
MEMBERSHIP

SECTION 1. TYPES OF MEMBERSHIP

The membership shall consist of Regular, Associate, Honorary, and Life members. Their eligibility shall not be dependent on race, creed, color, sex, or national origin. Club activities are primarily conducted for the benefit of members of the DoD family (active and retired National Security Agency/Central Security Service (NSA/CSS); active and retired military personnel; active and retired Department of Defense (DoD) Civilians; dependents and surviving spouses of the foregoing, authorized civilians, their dependents and spouses as determined by DoD components; and those actively engaged in the reserve components). At least 50% of the total club membership must be from the DoD family.

A. Regular Membership - Regular membership will be limited to active and retired

NSA/CSS and other members of the DoD family as described above. Regular members are authorized to participate in the management of club affairs, i.e., to hold office and to vote upon any and all matters, subject to membership voting, in which the club has interest.

B. Associate Membership - This membership will be open to persons sponsored by a

Regular or Associate member to include DoD contractors and non-DoD-affiliated civilians. Associate members in good standing are authorized to participate in the conduct of club affairs,

i.e., to vote upon any and all matters, subject to membership voting, in which the club has interest, and to hold certain offices as stated in Article IV.

C. Family Membership - This membership is open to dependents under 21 years of age and

spouses of Regular and Associate members. Family members may use the facilities and have the privileges extended to active members, but may not hold office or vote upon any matters in the operation or management of the club.

D. Honorary Membership - Honorary membership may be awarded to persons who have

rendered exceptional service to the club. Honorary members shall have the same rights and privileges as Associate members with the exception of the right to vote. Honorary memberships may be recommended by any member of the club to the Executive Board for action. Approval will be subject to a majority affirmative vote by the membership at a regular club meeting.

E. Life Membership - Life membership may be awarded to any Regular or Associate

member who has rendered exceptional service to the club. Life members shall have the same rights and privileges as they had at the time of the award. The rights and privileges of Life members who were Regular members at the time of the award will change to those of Associate member when they retire or otherwise separate from the DoD. Life membership may be recommended by any member to the Executive Board for action. Approval will be subject to a majority affirmative vote by the membership at a regular club meeting.

SECTION 2. MEMBERSHIP REQUIREMENTS

All applications for membership are subject to the approval of the Membership Secretary. The membership requirements are:

A. Applicants, other than dependents of Regular or Associate members, must have reached

their seventeenth birthday by the time they are accepted in the club.

B. Applicants, except for Family members, must be members of the National Rifle Association

of America.

C. Applicants must complete a club-approved Range Safety Briefing.

D. Applicants must possess a MRPC Membership Card to be considered an active club member.

The Membership Card is issued upon completion of the Range Safety Briefing.

E. Applicants must not be a member of any subversive organization listed by the Federal Bureau

of Investigation.

SECTION 3. ACCEPTANCE OF APPLICANT

An applicant is accepted by the club and may participate in club activities when the membership requirements are met and the first year's membership fees have been paid.

SECTION 4. MEMBERSHIP YEAR

The membership year is I January through 31 December of each year.

SECTION 5. MEMBERSHIP RENEWAL

Club memberships are renewed annually. Applications will be mailed to active members on 1 December. Membership renewal applications and annual fees shall be submitted to the Membership Secretary by 31 December with a following grace period for renewal of 30 days. Members must possess a renewed membership card on 1 March to continue as an active member.

ARTICLE IV

OFFICERS AND EXECUTIVE BOARD

SECTION 1. ELECTED OFFICERS

The elected officers of this club shall be President, Vice-President, Executive Officer, Secretary, Membership Secretary, Treasurer, and Chief Range Officer, elected in this order. In the absence of the President and the

Vice-President, the next elected officer present shall preside. All elected officers must be members in good standing of the MRPC.

SECTION 2. QUALIFICATION REQUIREMENTS

The offices of President, Vice-President, and Treasurer must be held by current NSA/CSS employees. The offices of Executive Officer, Secretary, Membership Secretary, and Chief Range Officer may be held by any other active member of the club, unless excluded elsewhere in the By-Laws.

SECTION 3. EXECUTIVE BOARD

The Executive Board shall be composed of the officers set forth in Article IV, Section 1. This board shall meet from time to time as determined by the President to carry out the management of all club affairs.

ARTICLE V

MAIN DUTIES OF OFFICERS

SECTION I. PRESIDENT

The President shall be the chief officer and shall preside at all meetings of the club and of the Executive Board. He shall monitor and advise all elected officers of their duties. He shall

perform all other duties not expressed herein as usually pertain to the office of President to the best of his/her ability and for the best interests of the club.

SECTION 2. VICE-PRESIDENT

The Vice-President shall assist the President in the discharge of his duties and shall perform all of the duties and assume all of the responsibilities of the President during that officer's absence. Should the President's absence become permanent, the Vice-President will assume all duties and responsibilities of the President and may appoint a temporary Vice-President until such time as the change in the Executive Board can be voted upon by the membership. The Vice-President shall also act as the club expert in parliamentary procedures, rules, and debate.

SECTION 3. EXECUTIVE OFFICER

The Executive Officer shall oversee the various committee activities and the overall club shooting programs. The Executive Officer will coordinate club programs with the National Rifle Association and the Corporation For The Promotion Of Rifle Practice And Firearms Safety.

SECTION 4. SECRETARY

The Secretary shall conduct all official club correspondence, publish notices of all meetings, and prepare and maintain a complete record of all membership and Executive Board meetings. He/she shall maintain club files and records and information on club members as deemed necessary by the Executive Board.

SECTION 5. MEMBERSHIP SECRETARY

The Membership Secretary shall maintain all club membership records, shall provide membership applications to prospective members and current members for membership renewal, and shall provide membership cards to members upon their completion of both the application process and the Range Safety Briefing.

SECTION 6. TREASURER

The Treasurer shall be responsible for receiving and disbursing all club funds as approved by the membership or the Executive Board. He/she shall deposit and account for all funds in accordance with the guidelines set forth by the Executive Board. The Treasurer shall provide a report at membership meetings and at such times as the President may direct, of all receipts and disbursements and the current account balances.

SECTION 7. CHIEF RANGE OFFICER

The Chief Ranger Officer shall be the direct contact and liaison with Range Control and shall have the responsibility for preparing and maintaining the range schedule for all shooting programs and events. He/she shall also be responsible for maintaining a list of qualified Club

Range Officers and will assure that only qualified Club Range Officers are conducting club shooting events. Club Range Officers assigned to events will be shown on the range schedule.

ARTICLE VI
SPECIAL INTEREST POSITIONS

SECTION 1. CHIEF INSTRUCTOR

The Chief Instructor shall have the responsibility of training all club members in safety and/or firearms handling and marksmanship. He/she shall plan, register, conduct, and report upon all such courses and programs, shall maintain records on safety, marksmanship and NRA instructor qualification of all club members, and shall be responsible for issuing all training and qualification certificates. He/she will coordinate with the Vice-President for supplies and will not spend or commit club funds without prior approval of the Executive Board. The Chief Instructor may appoint any qualified club members as assistant instructors.

ARTICLE VII
AFFILIATIONS

This club will affiliate with the National Rifle Association of America. This club may also affiliate with local, state, and other national organizations which promote marksmanship and firearms safety programs.

ARTICLE VIII
DUES AND FEES

SECTION 1. ANNUAL MEMBERSHIP DUES

The Executive Board shall recommend the club dues for the following membership year at the September quarterly membership meeting. The dues shall be approved by a majority vote of voting members present. The membership dues are listed in Appendix A to the By-Laws.

SECTION . FEES

The Executive Board may recommend fees for specific purposes at any membership meeting. The membership shall be notified seven days in advance of any membership meeting when a new fee or change in existing fee(s) will be proposed. The notice shall contain a complete description of the fee or change in fee(s) to be proposed. Approval of the new or changed fee(s) shall require two-thirds approval of the voting members present. Pass through

fees (those set by an affiliated organization) are not subject to membership approval. The fee for Family members will be equal to the current individual insurance premium.

ARTICLE IX
SEPARATIONS AND REINSTATEMENTS

SECTION 1. FAILURE TO RENEW MEMBERSHIP

Any member dropped from the club rolls due to failure to renew his/her membership as specified in Article III, Section 5, must submit a new application for membership. As a new applicant, he/she is required to demonstrate he/she meets all membership requirements listed in Article III, Section 3, and pay the current year membership fees before being reinstated.

SECTION 2. LEAVE OF ABSENCE

Members in good standing, leaving the area for occupational reasons, may request inactive status, in writing, to the Executive Board. Inactive status may be granted for a period of up to three years. Members in this status are free from all club dues and club fees and may regain active membership upon written request and payment of current years dues and fees.

ARTICLE X
MEETINGS, NOTICES AND QUORUMS

SECTION 1. GENERAL MEMBERSHIP MEETINGS

The club shall have general membership meetings at least once per quarter of the membership year. Quarterly meetings will normally be held on the second Tuesday of the months of March, June, September, and December. An increased frequency of meetings may be approved by majority vote of active members present at any regular or special meeting without amendment of the By-Laws. Tentative meeting dates will be included on the MRPC Range Schedule, with instruction to members to call the Club Recorder for updated meeting dates, locations & times.

SECTION 2. SPECIAL MEETINGS

Special club meetings may be called by the President to consider urgent club business. The President shall also call for a special meeting upon receiving a written request of fifteen or more active Regular or Associate members. Notices for special meetings shall state the subject or subjects to be presented for action. No other matters shall be presented or acted upon at a special meeting.

SECTION 3. EXECUTIVE BOARD MEETINGS

The Executive Board shall meet at the call of the President or when deemed necessary by the Board.

SECTION 4. NOTICES

Notices of special meetings shall be sent to the last known address of each active member at least seven days before the meetings. Notice of general quarterly meetings shall have tentative dates documented on the MRPC Range Schedule with instructions to call the Club Recorder for updates as to meeting dates, locations and times.

SECTION 5. QUORUM

Twenty active voting members shall constitute a quorum at general and special membership meetings. All members attending regular or special meetings must sign the register. Four officers of the Executive Board shall constitute a quorum for Executive Board meetings.

In the event that a quorum can not be met during a quarterly meeting, the requirements for quorum for the next subsequent meeting shall be: two active Club Officers plus 5 active members.

ARTICLE XI
ORDER OF BUSINESS

SECTION 1. GENERAL MEMBERSHIP MEETINGS

The following order of business shall be observed:

1. Quorum verification
2. Roll call of officers
3. Welcome to new members and visitors
4. Reading of the minutes of the last meeting
5. Reports of the Officers

6. Reports of the Committees
7. Communications read and disposed of
8. Unfinished Business
9. New Business
10. Adjournment

ARTICLE XII
NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS

The Executive Board shall prepare a slate of submitted nominations for all elected positions. Nominations for any elected position may be submitted to the Executive Board for consideration prior to the elections. Nominations submitted to the Executive Board may include a short bio or brief statement regarding a members desire to run for office. The Club will mail out Election Meeting date notification and slate of nominees along with submitted bios/statements to a members address of record 30 days prior to Elections. In the absence of an adequate number of nominees, nominations may be made from the floor at the election meeting by any active voting member. Nominees must be present at the election meeting and must indicate their desire to serve. No individual can be nominated for more than one elected position.

SECTION 2. ELECTIONS

The election of officers shall occur at the general membership meeting in March. Newly elected officers shall assume their offices after the meeting adjourns. A secret ballot shall be used unless the sense of the meeting attendees is that secret ballots are not required. Nominees with a majority vote of voting members shall be elected. If no nominee for a specific office receives a majority vote, a second vote for the two nominees with the most votes in the first vote will be taken.

ARTICLE XIII
DISCIPLINE

SECTION 1. COMPLAINTS AGAINST MEMBERS

Any member or members having a complaint to make against any other member or members for any infraction of these By-Laws, Club Rules, Range Rules, or any conduct prejudicial to the best interest of the club shall make such complaint in writing, addressed to the Executive Board. The complaint must set forth the facts of the case including names and addresses of witnesses, if available.

SECTION 2. EXECUTIVE BOARD REVIEW

After receiving a complaint, the Executive Board shall meet as soon as is practical to investigate the complaint. This meeting must be held within one month after receiving the complaint. There shall be two separate meetings, one with the plaintiff and one with the defendant. Subsequent to the two meetings, the Executive Board shall prepare it's findings and recommendations in writing to be submitted to the general membership as a motion.

SECTION 3. EXPULSION

A member may be expelled or placed on probation, by a two-thirds vote by active voting members, at any general membership or special meeting, if found guilty of any offense listed in Article XIII, Section 1. Any member expelled from the club under this Article shall be barred from all club activities and properties. Any member who has been expelled may re-apply for membership by applying in writing to the Executive Board. Acceptance of the application will be voted on at the next quarterly meeting after a report and recommendation is heard from the Executive Board. Acceptance of the application will require a two-thirds majority vote.

SECTION 4. CLUB OFFICERS

Any club officer failing to perform his or her duties as outlined in Article V may be removed from office by a two-thirds vote of the voting club members present at any special meeting called specifically for this purpose. The involved officer shall be given at least 15 days notice of the special meeting and shall be advised of it's purpose, place and time. The officer will be given a full hearing before the vote.

ARTICLE XIV
AMENDMENTS

SECTION 1. PROCEDURE

These By-Laws may be amended or new By-Laws made by putting the same in writing to the Chairman of the By-Laws Committee. After being formulated by the committee and reviewed by the Executive Board, a notice of pending amendments or changes, with a brief description of change, shall be sent to all members prior to voting on same. The additions and amendments will be voted upon at a general membership meeting. At this meeting, the By-Laws committee shall submit the motion in writing.

ARTICLE XV
CLUB RULES OF ORDER

SECTION 1. REFERENCE

All questions of parliamentary practice not provided herein shall be determined in accordance with Robert's Rules of Order, Revised.

SECTION 2. MOTIONS AND RESOLUTIONS

No main motion or resolution shall be stated unless moved by two members nor be opened for consideration until stated by the President, and when a question is before the club, no motion shall be received except:

1. To lay on the table
2. Previous question
3. To postpone indefinitely
4. To postpone to a specified time
5. To amend
6. To refer to committee.

They shall have preference as here laid down and the first two shall be decided without debate.

SECTION 3. DIVISION OF QUESTION

Any voting member may call for a division of a question when the sense will admit it.

SECTION 4. RECONSIDERATION

After any main motion or resolution has been decided, any member who voted with the majority may, at the same time or at the next general membership meeting, move for reconsideration and have it entered in the minutes. Robert's Rules of Order, Revised, shall govern. When an original Main motion or an amendment has been adopted, or rejected, or a Main motion has been postponed indefinitely or an objection to its reconsideration has been sustained, it, or practically the same motion cannot be brought before the club during the same session, except by a motion to reconsider or to rescind the vote. It may, however, be introduced at any future session. A session shall run from 1 January to 31 December.

SECTION 5. VOTING

Voting shall be as follows:

a. Motions requiring a majority vote are:

1. Adjourn
2. Adoption of Charter, 13y-Laws or Rules of Order
3. Adopt standing rules
4. Amend a motion before the club
5. Refer to committee
6. Division of the question
7. Lay on the table
8. Main motion or resolution
9. Postpone definitely
10. Postpone indefinitely
11. Reconsider
12. Take from the table
13. To withdraw a motion
14. To take a recess
15. Elections

b. Motions requiring a two-thirds vote are:

1. Amendment of Charter, By-Laws or Rules of Order (previous notice also required)
2. Amend standing rules (previous notice also required)
3. To close, limit or extend debate
4. Previous question
5. Rescind or repeal
6. Suspend the rules
7. Expulsion of a member
8. Reinstatement of a member

c. Only the election of Officers and the vote to expel a member from the club shall be by secret vote.

SECTION 6. DISCUSSION

Every member of the club has the privilege of speaking only twice on any question under consideration, unless otherwise granted permission by a majority vote. When a member intends to speak on a question, he shall rise in his place and respectfully address his/her remarks to the President, confirming his remarks to the question and avoiding personalities. Should more than one member rise to speak at the same time, the President shall determine who is entitled to the floor.

SECTION 7. POINT OF ORDER

The President may call a member out of order while speaking and any member may do the same by rising and saying "I rise to a point of order". Then the debate shall be suspended and the member shall not speak until the point of order is determined, unless to appeal from the Chair, when he may use the following words and none other, "Mr. President, I respectfully appeal from the decision of the Chair, to the club", whereupon the club, without debate or remark, shall proceed to vote upon the question - 'Will the club sustain the decision of the Chair?".

SECTION 8. DEFINITIONS

1. A Main motion is one that is made to bring before the assembly any particular subject.

No Main motion can be made when another motion is pending.

2. A Subsidiary motion is one that may be applied to a main motion, and to certain other motions, for the purpose of modifying them, delaying action upon them or otherwise disposing of them.

3. A Privileged motion is such that, while having no relation to the pending question, is of such urgency or importance as to require it to take precedence over all other motions.

4. An Incidental motion is one that arises out of another question which is pending or has just been pending, and must be decided before the pending question, or before other business is taken up. Incidental motions have no fixed rank but take precedence over questions out of which they arise, whether those questions are main, subsidiary or privileged.

5. The Previous Question is the motion used to bring the assembly to an immediate vote on one or more pending questions. Adopting the previous question immediately closes debate on, and stops amendment of, the immediate pending question and such other pending questions as the motion may specify. If a motion for the previous question fails to gain the necessary two-thirds vote, debate continues as if this motion had not been made.

6. A Substitute is an amendment where the entire resolution, or section, or one or more paragraphs, is inserted in its place.

7. Plurality, Majority, and Two-Thirds Vote. In an election, a candidate has a plurality when he/she has a larger vote than any other candidate and a majority when he/she has more than half the votes case, ignoring blank votes. In an assembly, a plurality never elects except by virtue of a rule to that effect. A majority vote when used in these rules means a majority of the votes cast, ignoring blank votes, at a meeting, a quorum being present. A two-thirds vote is two-thirds of the majority vote just described.

ARTICLE XVI
COMMITTEES

SECTION 1. STANDING COMMITTEES

1. By-Laws - This committee shall have the responsibility of recommending updates and/or changes to the By-Laws as necessary. The club President shall preside over the committee. This committee shall be composed of the Executive Board plus any club members that wish to serve or are appointed by the President.

2. Membership - This committee shall assist the Membership Secretary with any matters concerning club membership in general and the acceptance of specific members as requested by the Membership Secretary. The Membership Secretary shall preside over this committee. This committee shall be composed of the Executive Board plus any club members that wish to serve and are appointed by the Membership Secretary.

SECTION 2. SPECIAL INTEREST COMMITTEES

All committees shall be responsible for all club equipment used and for safety during shooting events. They shall coordinate with the Chief Instructor for any firearms training and

with the Chief Range Officer for any requests for range access. The committee shall not spend or commit any club funds without Executive Board approval. The committee chairman may be selected by agreement of active committee participants. A list of special interest committees follows:

1. Weaponcraft
2. Club Pistol
3. Club Rifle
4. Practical Rifle and Pistol

5 Class III

6. Junior Division

SECTION 3. AD HOC COMMITTEES

Ad hoc committees may be established by the Executive Board for specific purposes as deemed necessary.

APPENDIX A

FEES AND DUES

1. Primary membership	As per the September Quarterly Meeting
2. Annual NRA membership (first time club members)	Half of annual dues charged by the NRA
3. Annual NRA membership (non-first-time club members)	Annual dues charged by the NRA
4. Each Family membership	As per the September Quarterly Meeting
5. Honorary and Life memberships	As per the September Quarterly Meeting
6. AGC Badge	Dues charged by the AGC