

**Lake Havasu City Sportsman Club Inc.  
An Arizona Nonprofit Corporation Bylaws**

These Articles supersede any prior enacted Bylaws or Amendments of the Lake Havasu City Sportsman's Club. The approved Bylaws dated 12/1/2009 will be considered the Club Bylaws unless amended at a later date.

**Article I - Name**

The name of this organization is the Lake Havasu City Sportsman Club, Inc., here after referred to as the Club. The Club was established and Incorporated as a non-profit Organization in 1971.

**Article II - Location**

The Club is located in Mohave County, Arizona, on Bureau of Land Management land, next to Sara Park, just south of the Lake Havasu City southern border & west of Arizona State Hwy 95. The Clubhouse GPS location is 34° 26' 17.74" N 114° 14' 49.61" W. The Club operates under a long term Use Agreement with Lake Havasu City. The City holds the Master Lease Agreement from the Bureau of Land Management.

The Club mailing address is Lake Havasu City Sportsman's Club Inc. P.O. Box 1303 Lake Havasu City, AZ 86405-1303

**Article III – Purpose**

The purpose of the Club is to foster the advancement and well being of the shooting sports with the goal of improving understanding and knowledge of the shooting skills, safe handling and proper care of firearms, as well as improved marksmanship.

In addition to pistol, rifle, and shotgun ranges, the Club has an Archery range.

The Club is an affiliate of the NRA (National Rifle Association), CMP (Civilian Marksmanship Program), A.T.A (Amateur Trapshooting Association), USPSA/IPSC (United States Practical Shooting Association) and SASS (Single Action Shooting Society).

**Article IV – Membership**

a. A voting membership, Annual or Life, is open to anyone who is 18 years of age or older and has the lawful right to have in their possession a legal firearm in the State of Arizona.

b. Membership includes the member's spouse and any children under the age of 18 years. The spouse, if they use the facility, is subject to the same firearm requirements as the voting member. A voting membership is entitled to one (1) vote.

c. A prospective member must complete and sign an application. He/she must agree to abide by the Club Bylaws and all Rules and Safety regulations. This includes being responsible for their spouse, children and their guests.

d. The prospective member must pay the current dues and any other charge or fee that is listed on the current application form. All new membership applications must be approved by the Membership Chairperson or by a member authorized by the Board. Any false statement on the membership application will be considered grounds for rejection of membership. The membership dues and fees will be returned if the application is rejected.

e. A new member will receive a membership card, copy of the current Safety Rules and Regulations, a copy of the current Bylaws and the combination to the front gate. Additional copies or updates will

be available on the club website. If requested an additional membership card will be given to the spouse.

f. If requested, a member must show his/her membership card to another member so they can verify membership status.

g. Non-members – The Board may establish a fee for use of the facilities or club property by non-members. The amount of the fee and method of collection will be determined by the Board of Directors.

#### **Article V - Membership Suspension and Termination**

a. At the request, in writing by any Club member, a voting member may be suspended or be given a written warning, by a majority vote of the Board, for any violation of the Bylaws, Rules and Safety regulations, or other just cause. This includes violations by the member's spouse, children or guest. The suspension shall remain in effect until a hearing by the Board. The vote may be by telephone, in person or e-mail.

b. A Suspended member will be notified of the hearing and reasons for the suspension 15 days prior to the hearing. Notification will be by registered mail.

c. The President will conduct the hearing at a regular monthly meeting within 31 days of the suspension. The reasons for the suspension will be presented to the Board. The suspended member may then give his/her reasons why their membership should not be terminated.

d. The Board will then vote on the membership termination. A two-thirds vote is required to terminate a member's Club membership. Termination includes the member's spouse and any children under the age of 18 years. The Board will determine if any fees or dues are returned.

e. The terminated voting member may appeal to the general membership for re-instatement at the December Annual meeting. A two-thirds vote of the members present is required for re-instatement. The vote will be by secret ballot.

#### **Article VI – Dues**

a. Dues are paid annually and are due January 1<sup>st</sup>. Membership will be terminated if the dues are not paid by Jan 31<sup>st</sup> of the year due.

b. The Board, at or before the November meeting, will set the annual dues for the coming year. A majority vote by the Board is required to change the amount of the annual dues.

c. Life Membership is also available for purchase from the Club. The amount of the Life Membership fee will be determined by a majority vote of the Board.

d. Life Membership may be awarded to someone for exceptional contributions to the club. This includes but not limited to a member who has served three years or more on the Board. The Board Member has to be a member of the Club for ten years before the Life Membership is effective. All awarded Life Memberships must be approved by a majority vote by the Board. The approval or disapproval of an award by the Board may be appealed to the Membership at the Annual December meeting. A two-thirds vote by the members present is needed to override the Boards decision.

#### **Article VII – Divisions, Funds and Property**

- a. The Club is established with three primary Divisions: Pistol, Rifle and Shotgun. Three Board Members will represent each Division of the Club. The Board may approve Sub-Divisions within the primary Divisions.
- b. Funds that are received from membership dues or fees shall be placed in the Club account maintained by the Treasurer. Membership funds only will be divided equally between the primary Divisions. Sub-Divisions may share only in funds, which are credited to its respective Primary Division. All other funds that are turned into the Treasurer by a Division or Sub-Division shall be shown as a credit to that Division or Sub-Division.
- c. The Treasurer will deduct from each Divisions funds the amount needed to pay for pre-approved items in common. Additional spending for items in common must be approved by a majority vote of the Board.
- d. The Board will set the amount of funds that each Division can keep as petty cash or spend without the approval of the Board.
- e. Additional property or equipment purchases from a Divisions funds, over the amount of each Divisions approved spending limit, must be approved by a majority vote of the Board.
- f. Any and all Club facilities and equipment purchased with Club funds, match fees or donated to the Club shall remain Club property.
- g. All targets, props and equipment that are paid for from a Divisions funds, match fees or donated to that Division are reserved for that Division. The Divisions, Board Members may authorize the use of these items for practice or for other approved matches. This authority may be over ridden by a two-thirds vote by the Board.
- h. The Board may approve the sale or donation of unused property.

#### **Article VIII – Meetings**

- a. A combined General Membership and Board Meetings will be held monthly at a place and time established by the Board.
- b. All General/Board Meetings will be conducted using the latest version of Robert's Rules of Order.
- c. Annual Meetings will be held in December of each year. The ballots for next years Board, Amendments to the Bylaws or other measures will be counted at the December meetings.
- d. A quorum of the Board is required to conduct a vote at any meeting. Five Board Members shall constitute a quorum.
- e. Special Board or General Membership meetings may be called at anytime by the President, or on demand, in writing by the Secretary.

#### **Article IX– Elections**

- a. Any voting member in good standing may run for the Board. Members seeking a seat on the Board of Directors must have their names placed on the ballot prior to the end of the Club meeting in November.
- b. A member must be active in the Division for which he/she is seeking a Board seat. The Division Board Members will decide if the member is active in their division. This may be appealed to the Board prior to ballots being printed for the December election. A two-thirds vote by the Board is required to place the members name on the ballot if it is disputed by the Division Board Members.

- c. Any member running for the Board may have a short statement included with the ballot. The candidate may also have a more detailed statement placed on the Club web site.**
- d. The membership shall elect, by secret ballot, a nine Member Board of Directors. The Ballots will be counted at the Annual Club Meeting in December of each year. After the vote count, the members in each division obtaining the highest number of votes will be considered elected.**
- e. The ballot may also contain amendments, and other measures requiring a vote by the Club members.**
- f. Board Members will serve for one year effective at the first meeting in Jan. of the following year. All other measures or amendments will be effective after the vote count.**

#### **Article X – Board of Directors**

- a. An elected Board of Directors will govern the Club. Directors will be referred to as Board Members.**
- b. A Board Member may resign at anytime by giving written notice to the Board.**
- c. In case of a vacancy on the Board, the Board Members will appoint a new Board Member. The person appointed must be an active member in the Division that has the vacancy. The appointed Board Member's term will expire at the end of the year.**
- d. A Board Member may be removed from office for just cause by a two-thirds vote of the Board. The removed Board member will be notified, via registered mail, within 15 days after the vote by the Board. The removed board member may appeal to the Board or request a hearing by the membership at the next regular monthly meeting. The membership will be notified of the hearing via e-mail, web site or posting of flyers at the range. If the suspension is contested, a two-thirds vote of the members present is required to remove the Board member from office. Removal from office does not constitute loss of club membership.**
- e. The Board may enter into contract(s) or leases to facilitate the operation of the Club. All contracts or leases must be approved to a two-thirds vote of the Board.**

#### **Article XI – Officers**

**The Board, at the January meeting, will select the following Officers who will be given the listed duties or other duties as prescribed by the Board President.**

##### **1. President**

- a. Shall conduct all Membership and Board Meetings.**
- b. Shall, with the approval of the Board, appoint Committees and Chairpersons.**
- c. Shall perform all such other duties as usually pertains to the office of President.**
- d. Shall serve no more than two consecutive terms.**

##### **2. Vice-President**

- a. Shall perform the duties of the President in the absence of the President.**
- b. Shall perform any other duties at the request of the President.**

##### **3. Secretary**

- a. Take minutes at all meetings and submit them for approval to the Board at the following meeting. If the Secretary is absent the President may delegate a member to keep the minutes.**

**b. Shall prepare or have prepared all ballots for upcoming elections. The ballots will be sent out by USPS mail. The Secretary will collect the ballots and have them counted at a regular or special Club meeting. The Club will use locked ballot boxes.**

**c. Shall make notifications in case of a discipline hearing, written warnings or special club meeting.**

**d. Shall keep custody of the books and papers of the Club except the Treasurer's records.**

**e. Shall prepare and distribute all correspondence including reports required by the NRA and CMP.**

**f. Keep or delegate to the Membership Chairperson the official membership role.**

**g. A person approved by the Board may aid the Secretary in the recording and preparation of the minutes.**

#### **4. Treasurer**

**a. Shall have charge of the Club funds. Funds will be deposited in an FDIC regulated bank or in interest bearing FDIC insured saving certificates, approved by the Board of Directors.**

**b. Shall establish a petty cash account for each Division. The Board will set the amount of funds that each Division can spend without approval of the Board.**

**c. Shall keep accurate account of all transactions and render a detailed report at the monthly Board meeting.**

**d. Shall be responsible for or may delegate collection of all fees and dues.**

**e. Shall be authorized to expend funds necessary to meet recurring expenses including, but not limited to utilities, insurance and contracts, provided such expenditures are approved and reported to the Board as part of the Treasurer's monthly report. Payments will be made by check or use of an electronic bill pay. The President or the Treasurer will sign all checks.**

**f. Shall be responsible for filing all required tax reports.**

**g. Shall present the financial records to the Board for a yearly audit. The Board or a Committee shall audit the financial records if a new Treasurer is appointed.**

**h. The Treasurer maybe aided in keeping the financial records by a person approved by the Board.**

#### **Article XII – Rangemaster**

**a. The Board will appoint the Rangemaster at the January meeting.**

**b. Appointment will be for one (1) year unless replaced by a vote of the Board.**

**c. The Rangemaster must meet all qualifications as established by the Board.**

**d. The Rangemaster will not be a member of the Board.**

**e. Main duty of the Rangemaster will be the safety of the members & guests.**

**f. May be assigned additional duties by the President or Board.**

**Article XIII – Amendments**

- a. Any Member may submit an Amendment(s) to the Board.**
- b. The Board by a simple majority may reject the Amendment(s) if it is not pertinent to the operation of the club. The rejection may be appealed and voted on at the next monthly meeting. A two-thirds vote of members present must approve placing the disputed Amendment on the next ballot.**
- c. The Board may call for a Special Election to make an amendment to the Bylaws.**
- d. Amendment(s) will be voted on, by secret ballot. Ballots will sent by USPS mail. Ballots will be counted at the next regular meeting. A two-thirds vote of the members voting is needed to make an amendment a permanent part of the Bylaws.**
- e. All Amendments to the above Bylaws must, after approval, be dated and signed by a majority of the current Office holders. The new amendment must show the added or deleted portion to the original Bylaws or older Amendments.**
- f. The Club secretary will keep a signed copy of the Bylaws and Amendments. An additional signed copy will be placed in the club safe or other secure location.**

**These Bylaw Amendments of the Lake Havasu City Sportsman’s Club are hereby adopted and approved this date 12/1/2009 as attested to by current Club office holders whose signatures appear below.**

\_\_\_\_\_, (Roy Hubert) President \_\_\_\_\_, (Doug Whittaker) Vice-President

\_\_\_\_\_, (Robert Young) Secretary \_\_\_\_\_, (Dennis Walker) Treasurer