



**Poulsbo Sportsman Club Inc
Bylaws revised August 2, 2011**

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ARTICLE I - NAME

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This organization shall be known as the "Poulsbo Sportsman Club, Inc." hereinafter specified as the "Club". The Club is incorporated under the laws of the State of Washington as a nonprofit organization.

ARTICLE II - PURPOSE AND OBJECTIVES

The following shall be the purpose and objectives of the Club.

1. To promote the shooting sports and the education of the community in the safe, proper, ethical, and sportsmanlike conduct in the shooting sports.
2. To maintain the lands owned by the Club as a safe target shooting area open to the public and as a wildlife refuge.
3. To support and defend the right to keep and bear arms as guaranteed by the Second Amendment to the Constitution of the United States of America and by the Constitution of the State of Washington.
4. To encourage the development of the characteristics of honesty, self-reliance, self-discipline, and good fellowship which are the essentials of good sportsmanship, good citizenship, and are the foundation of true patriotism.
5. To support and defend existing laws and to seek enactment of additional legislation, local, state, and national, that will promote and support wildlife management and enforcement of wildlife laws including hunting as a wildlife management tool.
6. In order to further the purposes and objectives of the Club, the 15 and 50 yard pistol ranges and the 100 and 200 yard rifle ranges shall be made available to the public. The trap and black powder ranges are available to the public during sponsored events. A range fee, set by the Board of Directors, shall be charged for the use of these facilities. Such fee shall not be greater than that necessary to help maintain the facilities in a safe and functional condition and to offset expenses incurred in their operation.
7. As a community service, the trap, rifle, and pistol ranges shall be made available, free of charge and upon application, to all local law enforcement agencies for organized qualification and training programs. Private security organizations may reserve the ranges for training and qualification of their personnel but will be subject to the range fees.

ARTICLE III - MEMBERSHIP

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Membership in the Poulsbo Sportsman Club as set forth in this article shall be open to all citizens of the United States of America regardless of race, religion, color, sex, or age, provided they are not legally restricted in their ownership or use of firearms and upon complying with Sections A 2. And A 3. of this Article. The Board of Directors may limit the total number of memberships.

Section A - Classifications

- 1. Membership in the Club is for a period of one year (except life membership) and shall be comprised of the following classifications:**
 - a. Regular Membership: Any person 18 years of age or older may become a regular member of the Club upon application and payment of dues.**
 - b. Family Membership: Any domestic partner and/or dependent children under the age of 21 of a regular member may join with the regular member to form a Family membership upon application and payment of dues. All family members over 18 years of age must sign the membership application and liability release form. Family memberships in which there is a "vested" member shall have one vote.**
 - c. Vested Membership: Any Regular Member who has been a member in good standing for a minimum of one (1) full year (12 consecutive months) and who has not for any reason or at any time interrupted continuous membership in the Poulsbo Sportsman Club. To maintain continuous membership the membership must be renewed before the end of the membership year in which the renewal is due. Any interruption will cause the loss of "Vested Membership." Vested membership may be extended to any club member upon that member receiving both the unanimous recommendation of the Board of Directors and the unanimous vote of members present at the next regular meeting following publication of such intention in the club newsletter. Only Vested Members are eligible to vote in Club elections for Officers and/or Board Members; only Vested Members are eligible to hold office; and only Vested Members are eligible to propose and/or vote on changes to the Club By-laws.**
 - d. Honorary Membership: Honorary nonvoting membership may be extended for the duration proposed to any person the Club shall elect to honor by majority vote of those members present at a regular or special meeting. The Article III, Section A, 3 requirement may be waived for Honorary Membership**
 - e. 1) Award Life Membership: Award Life membership may be extended to any individual club member (including family members as honorary members if appropriate during the life of the life member) upon that member receiving both the three-fourth (3/4) affirmative vote of members of the Board of Directors and the three-fourth (3/4) affirmative vote of members present at the next regular meeting**

following publication of such intention in the club newsletter and Posted on the club web page. Award Life members shall have all of the privileges of a vested member except that payment of annual dues shall be waived. The Article III, Section A. 3 requirement is not waived. 3

- 2) **Regular Life Membership:** Any vested member that has a Life Membership with the National Rifle Association may purchase a Regular Life Membership based on their age at time of application. The BOD will set the fees for such membership.
- f. **Junior Membership:** Junior members shall be any person under the age of 18. They shall be allowed all club privileges except voting privileges and must be accompanied by a parent, guardian or supervising adult over the age of 21.
- g. **Group Memberships:** Any memberships sold to a group such as Bangor Armory are non-voting memberships
2. Each person becoming a member must sign and comply with the following pledge:
"I certify that I am not a member of any organization or group which has as any part of its program the intent or advocating of any attempt to overthrow the Government of the United States or any of its political subdivisions by force or violence; that I have never been convicted of a crime or am subject to any law that would restrict my right of ownership of a firearm; that if I am admitted to membership I will fulfill the obligations of good citizenship and good sportsmanship and abide by the rules and regulations of the Poulsbo Sportsman Club, including my understanding and acceptance of the Liability Release and Disclaimer."
3. All members of the Club (minimum of one member per family unit) shall be required to be members in good standing of the National Rifle Association. Proof of NRA membership must be provided joining or renewing the membership in the Club. NRA Life members will only be required to provide proof of membership once.
4. Any person not a citizen of the United States may become a member of the Club as set forth in this article upon petition to the Board of Directors under the sponsorship of a Regular or "Vested" member.

Section B. Privileges and Responsibilities

Privileges enjoyed by all members shall include: (a) Access to all ranges without paying range fees. Each membership will be issued, upon request, one gate card at a nominal fee established by the Board of Directors; and (b) Vote in elections and on all motions made at regular or special meetings except as restricted by Section A 1 above. All members have the responsibility to conduct their activities in a safe manner in compliance with all range safety rules and to see that others around them do the same.

Section C. Suspension and Termination

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1. **The Board of Directors, upon receiving evidence of a member having committed acts inconsistent with these By-Laws and/or the objectives of the Club, may suspend that member for a period not less than sixty (60) days and not to exceed ninety (90) days. If the Board deems the act serious enough to require further disciplinary action, the Board will direct the President to present the evidence-at the next General Membership meeting to be acted upon as set forth in Section C. Subsection 2 of this article.**

2. **The membership, upon receiving the evidence presented by the President of a member having committed acts or acts inconsistent with these By-Laws or the objectives of the Club, may vote to increase the suspension period up to a maximum of one (1) year or or expel that member by a two-thirds (2/3) majority vote of the members present. IF the vote is affirmative, the action will be held in abeyance until the next General Membership meeting. The member under threat of additional suspension or expulsion, shall be given due notice of the charge and potential penalty in writing and will be provided with an opportunity for rebuttal at the next general membership meeting after the one in which the evidence was presented and the vote recorded. After hearing the accused member's rebuttal of the accusations, the members will again vote on the motion to suspend or expel the member. A two thirds (2/3) majority vote of the members present to reaffirm the previous vote (no amendments to the motion will be allowed) will carry the previous motion and confirm the suspension (a fixed period of time) and /or expulsion (an indefinite period of time).**

3. **Any member whose membership has been suspended in accordance with these By-Laws shall not have use of the Club, nor participate in any activities on Club property nor the use it's facilities during the term of the suspension. Upon termination of the suspension period, the member must come to the Board and request re-instatement of his/her privileges. Any member who is expelled in accordance with these By-Laws shall not have use of the Club, nor participate in any activities on Club property nor use its' facilities unless or until the expulsion is reversed by two thirds (2/3) majority vote of the members present at a General Membership meeting.**

4. **The membership of any member shall be terminated by death, resignation, nonpayment of dues, or except as otherwise provided in this Article, failure to maintain current membership in the National Rifle Association. National Rifle Association membership is considered current when proof of membership is provide in accordance with Section A 3. above.**

ARTICLE IV DUES AND ASSESSMENTS

Section A - Dues

1. **The annual dues for Regular members shall be periodically reviewed by the Board of Directors. Except for the annual dues for Group Membership which shall be established by the Board of Directors, any increase or decrease in the dues structure decided on by the Board of Directors shall be submitted to the membership. The change will require a two-thirds (2/3) majority vote of the members present at each of two (2) consecutive regular meetings to be ratified, provided that notice of such amendments was published in the newsletter immediately prior to the first meeting and in the next consecutive newsletter. Changes to the dues structure shall become effective with the membership year next following approval.**
2. **The annual dues for Family membership shall be the amount of a regular membership plus twenty-five (25) percent.**
3. **The annual dues for Junior members shall be twenty-five (25) percent of the annual dues of regular members.**
4. **The membership year begins on 1 April and ends on 31 March of the following year. Annual dues are due and are delinquent on April 1 at which time all previous year memberships expire. New members joining in January, February, or March shall pay a full years dues good through April 1 of the following calendar year.**
5. **In addition to the above dues, each new member shall be charged a one time initiation fee equal to the amount of a regular one year membership. The initiation fee shall be waived if the applicant has proof of previous membership. The initiation fee will be waived for all active duty military and local law enforcement personnel. The initiation fee will be waived for all Junior or Family members applying for a regular membership upon reaching 18 or 21 years of age if the dues are paid before the end of the membership year in which they turn 18 or 21, respectively.**
6. **To encourage the participation of the membership in the operation of the Club, and to insure the Club's continued existence, the annual dues of all elected Officers and Directors shall be waived while in office, provided they have attended 75% of the scheduled meetings during their term of office. Attendance records and performance will be reviewed yearly by the Board of Directors who shall at that time make the proper determinations.**

Section B. Assessments

1. **The Board of Directors may call for a special assessment upon the Membership after a two-thirds (2/3) majority vote of the Board. The special assessment must then be presented to the Members for an approval vote before it is implemented. The Membership will be notified by U S first class mail postmarked at least 10 days prior to the next Membership meeting in order to provide members an opportunity**

to attend and vote on the proposed special assessment. The notification shall include the manner, time and place for voting on the special assessment, the reason for it and the amount and method of payment which each member will be required to pay. The notice will also be posted on the Club website. A simple majority of the Members present at the defined Membership meeting may approve or disapprove the special assessment.

2. Family memberships shall be responsible for one assessment only. Members Joining the club after a special assessment has been levied shall not have to participate in the assessment.
3. Members failing to pay any assessment by the end of the membership year (or some other time frame which is identified in the special assessment) in which they are levied shall be denied membership for the following years until such assessments are paid.
4. Any member suffering financial hardship may apply to the Board of Directors for a waiver of assessment. and/or a payment plan.

ARTICLE V MEETINGS

1. Regular meetings of the Club Membership shall be on the first Tuesday of each month at the Clubhouse. Special meetings may be called by the President upon written request of six or more vested members or upon the request of a majority of the Board of Directors. Such special meetings will be called at such a time and place so as to insure the attendance of the maximum number of members. Notice of any special meeting shall be given at least ten days prior to the date fixed for such meeting by written notice sent by email to the last known address of each Member. Members will also be notified prior to a special meeting by posting notification on the Club's Web Page. The regular Membership meeting in December is designated as the Annual Membership Meeting .
2. Regular meetings of the Board of Directors shall be on the last Tuesday of each month at the Clubhouse, or at such time and place as the Board of Directors shall designate. A special meeting of the Board of Directors may be called by, or at the request of the President of the corporation, or by any two or more Directors. The President shall fix the time and place of such special meeting, taking into consideration the proximity and convenience to all such affected Board Members. Notice of any special meeting shall be given at least ten days prior to the date fixed for such meeting by written notice or sent by email to the last known address of each Board Member. Any director may waive notice of any meeting by personally attending. A special Board Meeting may be held without notice if all of Board Members are in attendance and all consent to a meeting without notification.
3. Ten (10) or more vested members of the Club including three (3) officers shall constitute a quorum for the transaction of business at any regular or special

4. A simple majority of the Board of Directors shall constitute a quorum at any scheduled meeting. The President of the Club may be included in the number, necessary to form a quorum.
5. All meetings and business shall be conducted in accordance with Robert's Rules of Order. In case of a conflict between Robert's Rules of Order and these By-Laws, the By-Laws take precedence.
6. Posting meeting notification on the Club web page and Internet email constitutes acceptable notification for purposes of these bylaws, except notification of special assessments.
7. A Vested member at any general membership meeting may make a motion which if seconded and passed by a two thirds (2/3) majority of the vested members present may impact the Club's day-to-day activities and/or finances. The action on which the motion is made shall be held in abeyance until the next successive general membership meeting at which it must again pass by a two thirds 2/3 majority vote of the vested members present. Notice of the second vote shall be posted on the Club's web page. If the motion fails it may not be re-introduced for a period of 12 months. The hold and publication requirements will not apply to any motion where a simple majority of the entire Board of Directors is present at the meeting and votes to approve the motion.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section A. Nominations

1. The President will appoint an election committee comprised of a chairperson, who is a member of the board of Directors, and two vested members from the general membership. These appointments shall be made at the September General Membership meeting. This committee shall have sole authority to conduct the election according to these By-Laws.
2. The election committee shall have a slate of candidates ready to present to the membership at the October meeting.
3. Further nominations may be made from the floor by a vested member during the October General Membership meeting. At the end of this meeting all nominations will be closed. Anyone wishing to run for an open position will do so as a "write-in" candidate. Write-in Candidates may publish information in the Club Newsletter in

the same manner as nominated candidates.

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4. Immediately following the October meeting, the election committee will prepare the ballots. The ballots will be handed over to the Secretary at the general membership meeting in November.
5. All candidates will be allowed to publish in the Club newsletter and/or the Club web page any information they wish to reach the membership regarding their candidacy. The information to be published is restricted in length to one half page, typewritten, single spaced and must be submitted to the Secretary by the November meeting.

Section B. Elections

1. Absentee Ballots

- a. Absentee ballots will be available to vested members by applying in person or by mail or e-mail to the Secretary after the October meeting. The Secretary will determine eligibility of the applicant and, when confirmed, return a ballot to the applicant.
- b. Absentee ballots must be received by the Secretary no later than 15 minutes prior to the meeting start time the day of the scheduled election, which shall be held at the general membership meeting in December.
- c. The Secretary shall turn the absentee ballots over to the election committee which shall verify each absentee ballot is an official ballot issued by the Secretary and place the ballots into the ballot box.
- d. Instructions on the procedure of voting an absentee ballot shall be included with each ballot.

2. Regular Ballots

- a. All regular ballots shall be cast on site at the clubhouse on the day of the December meeting. Voting hours are 12:00 noon to 15 minutes prior to the meeting start time.
- b. There will be no electioneering on Club property the day of the elections.
- c. Eligible voters shall sign the membership attendance roster prior to receiving a blank ballot. The ballot must be voted immediately and placed in the ballot box.
- d. After the polls are closed, the election committee will open the ballot box and count the ballots.
- e. The night of the election, three election judges acceptable to the candidates may be appointed by the president to observe the election process and ballot counting. This group of judges will in no way be allowed to interfere with the process, but if any questionable activity is noted, it will be immediately brought to the attention of the election committee. The election committee will then take appropriate action.

- f. The election results shall be handed to the Secretary by the chairperson of the election committee. The results shall also contain a signed statement from the election committee affirming their belief that the election was conducted in a correct and fair manner. The complete election results and ballots shall be given to the Club Archivist to maintain and preserve for a period of not less than three (3) years.**
- g. The last order of business at the December meeting will be the announcement of the election results, including the tally, by the Secretary. All elected officers will assume their duties on 1 January.**
- h. The election results, including the tally, will be published in the December newsletter and a list of the elected officers will be posted on the bulletin board in the clubhouse and the Pistol/Rifle Range Office.**

ARTICLE VII OFFICERS

- 1. The officers of this organization shall be a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Archivist. All officers must be vested members in good standing.**
- 2. The term of office for all officers will be one year except for the President and Archivist whose terms will be two years.**
- 3. If any office except President becomes vacant during the year, a successor will be named by the Board of Directors to serve the un-expired portion of the term. A vacancy of the office of President will be filled by the 1st Vice President for the un-expired portion of the term. If the 1st Vice President is unable to serve, the 2nd Vice President will assume the duties of the office. Any Officer not appearing at three consecutive meetings without acceptable reason for absence is assumed to have abandoned office and a replacement will be appointed.**
- 4. All officers shall serve without pay or salary, but shall upon presentation of receipts be reimbursed for any reasonable expenses incurred in the course of Club business as approved by the Board of Directors.**

ARTICLE VIII DUTIES OF OFFICERS

- 1. The President will preside at all meetings of the Club and of the Board of Directors and will cast the deciding vote in case of a tie. The President will appoint all committee chairmen except the chairpersons of the various shooting groups. At the end of the term of office, the Past-President shall serve on the Board of Directors until replaced by the succeeding Past-President.**
- 2. The 1st Vice President in the absence of the President will preside at all meetings of**

the Club and of the Board of Directors and will cast the deciding vote in case of a tie. The 1st Vice President will be the Club parliamentarian and will rule on questions of parliamentary procedure. The 1st Vice President will be responsible for the publication and mailing of the printed Club newsletter. The newsletter duty and ruling on parliamentary procedure may be delegated but the ultimate responsibility lies with the 1st Vice President. The 1st Vice President will be a nonvoting participant in all Board of Directors meetings.

- 3. The 2nd Vice President in the absence of the President and 1st Vice President will preside at all meetings of the Club and of the Board of Directors and will cast the deciding vote in case of a tie. The 2nd Vice President will be the membership chairperson and may appoint one or more members to be responsible for the processing of membership applications and the issuing of membership cards. All monies collected shall be forwarded to the Treasurer. Complete and accurate membership records are to be compiled and maintained. At the end of each year, these records will be forwarded to the Archivist- for preservation. The 2nd Vice President will be a non-voting participant in all Board of Directors meetings.**
- 4. The Secretary shall keep full and complete minutes of all meetings of the Club and of the Board of Directors. Upon request, vested members shall receive copies of the minutes. The Secretary will prepare any correspondence as directed by the President and keep a record of attendance at the Club meetings. At the completion of a term of office, the Secretary will turn all records over to the Archivist for preservation. The Secretary shall be the custodian of the Club seal.**
- 5. The Treasurer shall have custody of all monies for the Club and shall pay all bills approved by the Board of Directors. The Treasurer shall keep an accurate account of all receipts and disbursements and shall exhibit a full statement of the financial affairs of the Club at each meeting or to the Board of Directors at its request. Members who make purchases which are approved by the designated authority for a Designated Group or Activity account shall provide receipts for those expenses to the Treasurer who shall then issue the Member a reimbursement from the appropriate Club account. The Board of Directors may require the Treasurer to furnish a bond as security for the faithful performance of his/her duties. The expense of such bond shall be paid by the Club. The Treasurer shall relinquish all books and records within 30 days of the election of his/her successor along with a complete and accurate financial statement of the Club finances. The Treasurer will secure an audit by an independent accountant and/or a review, as directed by the Board of Directors of all Club financial records at the end of each year and prior to leaving office. Audit results will be forwarded to the Board of Directors. The Treasure shall also serve as liaison to the Registered Agent for the Club and insure that all filings and fees required to properly maintain the corporate status are made. The Treasurer is responsible to ensure that Section 7 of this Article is current and maintained.**

6. **The Archivist will preserve all records, receipts, financial reports, newsletters, membership, lists, Deeds, and other important documents as directed by the Board of Directors. The Club will provide a safe deposit box for storage of important documents and the Archivist is responsible for the keys. The Secretary and a member to be named by the Archivist will have access to the safe deposit box. A locking file cabinet and space in the Clubhouse will be provided for use by the Archivist.**
7. **The Club shall maintain an Officers and Directors liability/indemnification insurance policy in amount deemed sufficient by the Board of Directors to hold harmless any Officer, Member of the Board, agent or member volunteer from any litigation, claim, or award arising from their duties to the Club. In the absence of such policy, or if said policy fails to hold harmless, all Club assets and resources will be used in their defense and for this end.**

ARTICLE IX BOARD OF DIRECTORS

1. **The Board of Directors of the Club shall consist of the current President, the immediate past President, and three trustees elected by the vested membership. The trustee term of office shall be three years. The trustee terms shall be such that only one position shall be voted on each year. In addition, each active shooting group meeting the qualifications of Article XII may elect a vested member to serve as a member of the Board of Directors for a term of one year. The term of office shall be the calendar year. If a shooting group director is named, the shooting group chairperson shall provide the name of the person to the Secretary not later than 31 December. If the immediate past President is not available to serve on the Board of Directors, the Board of Directors may appoint the next preceding Past President to serve the un-expired term; otherwise, a fourth trustee shall be elected by the membership. The current President will be chairperson of the Board of Directors, but will vote only in case of a tie.**
2. **The Board of Directors shall have control and management of all property and affairs of this organization. Such property owned by the club shall be represented on an inventory list maintained by the Archivist. All groups or committees that have been assigned responsibility for maintaining any club property shall update the inventory list annually by the General Membership meeting in February. Property on temporary loan by members to the club shall not be included in the inventory. All property purchased or donated to the club will be added to the inventory as soon as practical excluding consumables and limited to items of \$50 or greater value.**
3. **The Board of Directors shall appoint a committee made up of current vested members and/or past Board members and the Treasurer to review and update annually during February the Articles of Incorporation, all documents, licenses, permits, renewals, etc. required for maintenance of the Club's lawful status as a Washington non-profit corporation. Results of the review will be reported to the**

4. **The Board of Directors is responsible for all financial matters of the Club. The Board may authorize a petty cash account, with a fixed limit and monitored by the Treasurer, that can be used to fund day-to-day expenses. Designated Officers or Appointees who have duties requiring numerous expenditures between Board Meetings may be authorized by the Board to use the account for Club expenditures. Expense receipts accumulated over the period must be turned in to the Treasurer on or before the next Board meeting and the expenses reported to the Board.**
5. **The Club has several “ Designated Groups” and “Sponsored Activities” that charge fees to cover expenses and may generate income. These funds are deposited into their respective Club's account and maintained separately for each group/activity by the Treasurer. Each Designated Group or Sponsored Activity shall have access to the funds to conduct day-to-day operations of each entity. The Board of Directors at the February meeting shall approve each group as a “Designated” Group or Sponsored Activity for the coming year.**
6. **Any member of the Board of Directors not appearing at three consecutive meetings without requesting an excused absence from any officer or member of the board is assumed to have abandoned office. A replacement for a 3 year trustee position will be appointed by the remaining members of the board to serve until the next regularly scheduled election, whereupon a new trustee will be elected to serve for the remainder of the vacated term. A replacement for a shooting group board member shall be selected by the shooting group. Substitution for an absent Trustee Board or Past President is not permitted.**
7. **Any action or decision by the Board of Directors may be challenged by a motion made by any vested member in accordance with Article V sec.7.**

ARTICLE X COMMITTEES

1. **The President shall appoint chairpersons and/or co-chairpersons of the following committees which will serve as standing committees for the Club year: (a) Range Safety Committee; (b) Pistol/Rifle Range Operation Committee; (c) Pistol/Rifle Range Maintenance Committee; (d) By-Laws Review Committee; (e) Facility Maintenance Committee. Chairperson appointments shall be announced at and included in the minutes of the January general membership meeting. Special committees may be appointed by the President as deemed necessary. Committees' chairpersons may solicit the assistance of any willing Club member to assist with committee responsibilities. The names and contact information for standing committee chairs/co-chairs shall be posted on the Club web page.**
2. **The Range Safety Committee shall be made up of the committee chairperson appointed by the President, the representatives of each recognized shooting group,**

3. All committee chairpersons or their designees will be asked to give a report at the monthly meetings. At the end of the year, a written report of all committee activities shall be presented to the Board of Directors at the following February General Membership meeting during their committee report and submitted to the Archivist for preservation.

ARTICLE XI DUTIES OF COMMITTEES

1. The Ranges Safety Committee shall meet not less than annually to review and revise if required the posted safety rules for all ranges. The committee chairperson will report on the meeting at the next following Board of Directors meeting.
2. Pistol/Rifle Range Operations Committee The committee chairperson shall be responsible for recruiting volunteers from the membership to be certified as range safety officers for the pistol and rifle ranges. The chairperson will also keep a record of the hours served by the range officers as well as a record of all persons using the ranges. In addition, the chairperson will be responsible for the Range Office, making sure it is stocked with all necessary supplies. The chairperson shall inform all range safety officers of the range rules and regulations as well as the procedure for collection of range fees. This committee will make sure that all range rules of safety and good sportsmanship are uniformly posted, followed and consistently enforced on the range.
3. Maintenance Committees -
 - a) The Pistol/Rifle Range Maintenance Committee shall be responsible for conducting all work parties and general maintenance of the rifle and pistol ranges. The Board may grant a monthly amount of Club funds to defray Committee expenses for maintenance without the need for approval of individual items.
 - b) The Facilities Maintenance Committees shall be responsible for conducting all work and general maintenance of the facilities and in conjunction with the designated chairpersons of the trap and black powder shooting groups and the Treasurer shall keep a record of all funds approved by the Board of Directors for maintenance of the facilities and the trap and black powder ranges.
4. The By-Laws Review Committee shall meet in April to review the By-Laws of the Club and to make recommendations for changes/clarifications as needed and, excluding housekeeping and clerical changes/clarifications, shall submit same to the membership to be voted upon in accordance with Article XIX - Amendments. Any clerical changes/clarifications recommended by the By-Laws Committee must be approved by the Board of Directors. The By-Laws Review Committee shall consist of

the Chair person appointed by the President and a minimum of three (3) other members. At least one member of the committee must be a Trustee Member of the Board of Directors and all members must be Vested Members of the Club. The By-Laws Review Committee will review in April and any subsequent meetings

deemed necessary by the Bylaws Committee all proposed changes to the By-Laws that are submitted by any vested Member in good standing prior to being posted on the club website. The committee will specify the form of any such submission. The Committee will offer its' concerns, advice and/or recommendations to the party that has submitted a By-Law change in order to ensure the proposed change is clear, concise and to be aware of what effect it may have on other Articles. The party submitting the proposed change is not required to accept any of the Committee's recommendations and the Committee shall have no power to withhold any proposed change from being submitted in accordance with Article XIX - Amendments. The Committee may appoint a member to discuss its' views regarding any proposed amendment at the time it is presented to the membership to be voted upon.

5. The Club Webmaster shall be responsible for maintaining the Club Web Page which shall act as the official Club Newsletter.

ARTICLE XII Designated GROUPS

A. Active Shooting Groups

1. The Club currently has the following active shooting groups: (a) Black Powder, (b) Shotgun, (c) Pistol, (d) Cowboy Action (e) Archery, and (f) Black Powder Cartridge/Silhouette. A shooting group will be considered defunct if there are less than six (6) scheduled entrance fee matches or activities for 12 consecutive months. Any funds assigned to a defunct shooting group shall revert to the general fund. The Board of Directors may recognize a new or reinstate a defunct shooting group at any time after the shooting group has met these qualifications and annually in December will certify the active shooting groups for the following calendar year.
2. A chairperson from each group shall be selected by members of their respective group. The chairperson of the individual groups shall be responsible for scheduling all organized events conducted by their group and for coordination with regularly scheduled club functions such as black powder rendezvous, sighting in days, and hunter safety classes. Each group shall have a Club range safety officer to ensure all activities are conducted in a safe and sportsmanlike manner.
3. Club shooting groups utilizing Club premises shall contribute a uniform percentage of their net profits to the general fund as determined by the Board of Directors.
4. All shooting group and sponsored activities chairperson will be asked to give a report at the monthly meetings. At the end of the year, a written report of all group activities shall be presented at the following February General Membership meeting during

5. Failure to turnover funds to the treasure for two consecutive meeting may result in suspension of that group's activities until the funds are turned over.

B Sponsored Activities

1. The Club sponsors throughout the year various shooting activities of interest to its members and the community. Current examples include: hunter education classes, 4-H activities, law enforcement range access, military rifle shoots, youth shooting programs, (Boy Scouts, CMP Youth) endorsed events, silhouette shoots, prospective shooting groups, etc. Requests and permission to conduct Club Sponsored Activities are made through the Board at a regularly scheduled meeting of the Board of Directors. Any approved activity shall be conducted according to the Standard Operating Procedures for each venue of the Club
2. Each Sponsored Activity shall have a group "Leader" who is responsible to the Board and will ensure activities are conducted safely and according to the appropriate SOP. The Leader will be responsible for coordinating the activity with regularly scheduled Club functions.
3. The Leader will file a written report on the activity and participants. In the case of recurring Sponsored Activities, the written report will be made at the February Board Meeting; others shall be made at the next Board Meeting after the event occurred. Verbal reports may be made at a subsequent General Membership Meeting

ARTICLE XIII CARETAKER

A caretaker shall be assigned and will be expected to live on the club premises and perform those duties in accordance with a written agreement maintained separately from these bylaws. The caretaker may not hold any elected office while serving in that position, however, may maintain membership and participate in all Club activities. The caretaker shall be responsible to the President and the Board of Directors.

ARTICLE XIV REGISTERED AGENT

A qualified member in good standing shall be appointed by the Board of Directors to serve as "Registered Agent" for the Club.

ARTICLE XV CLUB OPERATIONS MANUAL

1. All rules will be published in the Club's Operations Manual. The Club's Web-site shall serve as the Operations Manual.
2. The Operations Manual governs the day-to-day operations. An example is operation of the ranges or how membership applications and renewals are processed. A copy of the current Operations Manual's applicable rules will be maintained at the

3. **The Board of Directors is responsible for establishing, maintaining and publishing the OPERATIONS MANUAL. Any change to the Operations Manual initiated by the Board of Directors may be challenged in accordance with Article IX, paragraph 6. Any member may propose an addition or change to the manual. The proposed addition or change must be made and passed as a motion at a Board of Directors meeting. The change will be published in the next club news letter and approved by a simple majority at the following regular membership meeting. During the discussion phase at either meeting the wording of the rule may be changed by a vote of two-thirds of the membership present.**

4. **SAFETY RULES: The Range Safety Committee Chair may implement a new safety rule or modify an existing safety rule to prevent injury or property damage. This rule must be ratified at the next general membership meeting. The requirements of paragraph 3 to pass a motion and publish the change are waived for safety rules.**

ARTICLE XVI COMMERCIAL ACTIVITY

No Commercial activity may be conducted on club property except by state licensed businesses that have prior approval by the BOD.

ARTICLE XVII POLITICAL ACTIVITY

Club resources shall not be used to advocate support of any individual for elected office.

ARTICLE XVIII PROHIBITED ACTIVITIES.

1. **The consumption of alcoholic beverages on Club property is strictly forbidden at any time when any range is active. The illegal use of controlled substances on Club property at any time is prohibited.**

2. **Violation of this article will result in immediate and permanent revocation of membership and denial of access to club property.**

ARTICLE XIX AMENDMENTS

The By-Laws of the Club may be amended by a two-thirds (2/3) majority vote of the vested members present at each of two (2) consecutive regular meetings. Notice of such proposed amendments shall be submitted to the First Vice-President and, after review by the By-Laws Review Committee in accordance with Article XI - 5, shall be published in the next scheduled Newsletter prior to the next regular meeting and in the next consecutive Newsletter after the one in which it was first published. Text of the proposed change shall be posted at the Clubhouse, Range, and on the Club Website. No proposed amendment will be acted upon (neither published nor posted) during the last three (3) months of the year to avoid conflict with Club elections. Pending amendments (those having been published in the Newsletter and/or having

been approved by the first vote) will carry over until the January meeting or publication and will be considered the next consecutive meeting or publication for purposes of this article. The proposed change will be read to the membership at the first meeting after publication and the floor will be open for discussion. During the discussion, the party that submitted the proposed change may accept "friendly amendments" to the original proposed amendment which may alter the form and/or content of same. If accepted, the amendment will be re-read as amended and voted upon. If the proposed amendment (including changes per a "friendly amendment") fails the two thirds majority vote no further action is required. If it passes the two thirds majority vote (as amended by "friendly amendment" if applicable) it will be published in the next consecutive Newsletter (as amended if applicable) for the second vote of the membership at the next regular meeting. The proposed amendment will be re-read to the membership at the second consecutive meeting and the floor will be open for discussion. There will be no further amendments to the proposed amendment at this meeting. The vote will be only to approve or disapprove as read. If the amendment passes the second vote it will become effective immediately and published in the next publication of the By-Laws. The Club Secretary will be responsible to see to its publication and to post a notice of its passage only in the next Newsletter. If the amendment fails the second vote no further action is required.

ARTICLE XX DISSOLUTION OR RELOCATION

1. In the event that the Club is forced into dissolution for any reason, the Board of Directors, Secretary, and Treasurer shall proceed to liquidate all holdings of the organization. The proceeds of such liquidation shall be collected into one amount under the care of the Treasurer in the club bank account. The account shall be such that at least three signatures shall be necessary to release the funds.
2. The President and the Board of Directors shall appoint a committee to seek other land suitable for re-establishment of the Club.
3. If such land cannot be acquired within two (2) years of the beginning of the dissolution procedure, all assets of the Club will be given to an organization with similar purposes and objectives organized under sections 501 (c) (3) or (c) (4) of the Internal Revenue Service Code.
4. In the event of (3.) above, as his last official act, the President shall instruct the Secretary to notify the Secretary of State of the State of Washington the corporation known as the Poulsbo Sportsman Club has been dissolved.
5. Assuming the events outlined above are unnecessary, the Poulsbo Sportsman Club will continue in perpetuity

Liability Release and Disclaimer

As a condition of membership in the Poulsbo Sportsman Club, Inc., hereinafter referred to as PSC, I hereby release, discharge and agree to hold harmless PSC., its directors, officers, agents and servants, and any sponsors, donors, and contributors of PSC from all liability, claims, demands or actions that might arise out of: 1., any damage, loss, injury, or death which I might sustain; and/or 2., and any theft, unexplained disappearance or damage that might befall any property belonging to me or in my possession while on PSC property.

I acknowledge that I am aware of the hazards and risks inherent both to the use of firearms and to the physical proximity of any shooting activity, including but not limited to the accidental discharge of firearms and resultant personal injury or damage to property.

I voluntarily and freely assume all such risks and accept and understand what is expected of me as a member of PSC. Further, I voluntarily and freely assume personal responsibility for my safety and the safety of my guests.

I have read, fully understand and agree to all the terms of this liability and disclaimer statement. I understand that the terms herein are absolute and not mere recital. I have signed this statement after reading it and of my own free act.

Signature of PSC member: _____ Date: _____