

# Escambia River Muzzle Loaders, Incorporated doing business as (dba) Escambia River Gun Club

## By-Laws

February 2016

### Article I

**Name:** The official name of this organization shall be known as the Escambia River Muzzle Loaders, Incorporated (aka ERML). The official organization performs day-to-day business operations as the Escambia River Gun Club (aka ERGC). Throughout these by-laws, the corporation shall be referred to as "ERML", the gun range and club as "ERGC".

### Article II

**Purpose:** The Escambia River Muzzle Loaders, Inc. is formed exclusively for the purpose for which an Educational Corporation may be formed under the Not-for-Profit Corporation Law of the State of Florida, and not for pecuniary profit or financial gain.

The specific purposes for which this Corporation is organized are:

- (1) To promote community interest and welfare by educating the citizenry in the safe handling of firearms,
- (2) To maintain a range to conduct and promote safe muzzle loading and other shooting activities for recreation and competition,
- (3) To maintain our rights as guaranteed to us by the Second Amendment to the Constitution.

### Article III

**Membership:** Membership in this club shall be available to a person who is at least 18 years of age upon payment of dues, who has not been convicted of a felonious act.

#### Section A:

1. Membership: both unlimited and limited memberships shall be available. Specific terms of membership shall be defined in the ERGC Standard Operating Procedures (SOP).
2. Guest: All guests must be accompanied on the ERGC range by an active card-carrying, non-limited, member. An ERGC Liability Waiver Form, completed and signed by the guest, must be presented to the ERGC Range Safety Officer (RSO).
3. Minors. All minors (individuals under the age of 18) shall be accompanied on the ERGC range by an active card-carrying parent, legal guardian, or adult who presents an ERGC Liability Waiver Form signed by the minor's parent or legal guardian to the ERGC Range Safety Officer (RSO).

**Section B:** Each current 12-month unlimited membership shall be entitled to one vote in ERGC and ERML elections.

**Section C:** No member of the club in arrears will be eligible to vote or enjoy other privileges of the club.

**Section D:** ERGC shall make available Honorary Memberships to persons anxious to express support for ERGC and its goals. Said memberships (1) shall be made available for \$25.00 each and for twelve (12) months duration; (2) shall not have range privileges or voting rights in ERGC elections; and (3) shall be provided a membership card identifying the holder as an Honorary Member.

**Section E:** All Funds from Honorary Membership Fees shall be used for ERML Educational College Scholarship Fund or for ERML's Education Fund.

**Section F:** Before receiving a permanent membership card or shooting on the ERGC range, each new member must attend and successfully complete a BOD-authorized Orientation Class.

## **Article IV**

### **Meetings:**

**Section A** – Regular meetings of the Board of Directors (BOD) and the general membership will be held on a routine basis, at a place and time agreed upon by the BOD, as outlined in the ERGC Standard Operating Procedures (SOP).

**Section B** – Members present at general membership meetings shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting unless specified elsewhere in the By-Laws.

**Section C** –When the Board of Directors hold meetings outside of regularly scheduled meetings, they will give an accurate description of these meetings and when they were held at the next scheduled business meeting.

**Section D** – Board of Directors meetings shall have two-thirds of the Board of Directors present to constitute a quorum. Issues voted upon shall be decided by a simple majority vote.

**Section E** – The April meeting of each year will be designated the Annual Meeting for the purpose of electing officers and voting on proposed changes to the by-laws. The annual election shall be held following the process outlined in the ERGC Policies and Procedures Manual.

**Section F** – Newly elected officers will take office on May 1.

## **Article V**

### **Board of Directors:**

**Section A** – Board members must be a member of the ERGC.

**Section B** – Board members will be elected for a one year term.

**Section C** – The Board of Directors shall consist of the following elected officers: President, Vice-President, Secretary, Membership Secretary, Treasurer, Range Master, Registered Agent, Web Master, Public Relations Director, and Members-at-Large (2).

### **Section D – Board of Directors Responsibilities:**

1. Handle the day-to-day activities of the ERGC including supervision of committees, public relations, and setting of dues/assessments.

2. Approval of and funding for special projects deemed necessary by the BOD must be voted upon and approved at a regularly scheduled membership business meeting.

3. Create and distribute a Policies and Procedures Manual for the ERGC no later than August 31<sup>st</sup> of each year.

4. Duties of all members of the Board of Directors will be established on a yearly basis and included in the Policies and Procedures Manual.

5. The Board of Directors will conduct an annual financial review as outlined in the Policies and Procedures Manual.

**Section E:** In the event that an uneven number of members are seated on the ERGC Board of Directors, the Board of Directors may appoint, by a majority vote, another Member-at -Large at the first BOD meeting following the annual election so that the Board of Directors shall have an even number of members.

## **Article VI**

**Section A:** A list of Range Safety Rules will be made part of the ERGC Standard Operating Procedures and will be made available to all members of the Organization.

**Section B:** An NRA-certified Range Safety Officer (RSO) shall be present at the range at all times during operating hours. The RSO shall be tasked with opening and closing the range at the appointed times.

**Section C:** All members and their guests shall abide by the RSO's instruction and direction as it pertains to safety and any range closure due to inclement weather. If members disagree with any RSO decision, instruction, or direction, they will need to address their concerns in writing to the Range Master and club President.

## **Article VII**

**Termination of Membership** – Any club member breaking the Range Safety Rules or engaging in activities that discredit ERML or ERGC receive one warning in the form of a certified letter notifying him/her to appear before the Board of Directors. If this member does not respond within fifteen days after receipt of said letter, he/she will be dismissed with no possibility of appeal, reinstatement or reimbursement. The names of all terminated members and persons barred from the range are to be kept on-file with the Membership Secretary and on-file with the Range Safety Officer to ensure there is no future application for membership or admittance to the range.

## **Article VIII**

**Amendments** – Any regular member may petition in writing any time during the year, but not later than the end of the February membership business meeting to have a by-law deleted, added or modified. The Board of Directors can make necessary by-law changes. A two-thirds majority of the Board of Directors must vote to approve any necessary changes. Any necessary changes to the by-laws made by the Board of Directors must be reviewed and voted upon at the next annual election.

## **Article IX**

**Dissolution of Organization** – At such time as a two-thirds majority of the Board of Directors deems it appropriate to dissolve the Organization, said action will be presented at the next regularly scheduled membership meeting along with Board of Directors proposals to Membership regarding retirement of club assets. Any action item agreed upon by a simple majority of members present at the membership meeting involving retirement of club assets will be forwarded to all active members of this Organization by ballot. A two-thirds majority of returned ballots will be required to dissolve the Organization. Dissolution process will be outlined in the Policy and Procedures Manual.

## **Article X**

**Committees** – All Committees of the Organization shall be established as directed in the Policy and Procedures Manual.

## **Article XI**

**Signing of Checks for Organization** – Signing of checks for the Organization shall follow the financial procedures outlined in the Policy and Procedures Manual.

## **Article XII**

**Governing Entity** – All business meetings of this Organization shall be conducted under ROBERT'S RULES OF ORDER, NEWLY REVISED, 10th EDITION unless specified otherwise in the Policy and Procedures Manual. A Parliamentarian is to be elected by a majority vote of the Board of Directors at its first meeting following the annual election. Preferably, Parliamentarian should be a volunteer. Parliamentarian will be a nonvoting participant at Board of Directors and membership business meetings.