



## **BLUE RIDGE CHERRY VALLEY ROD AND GUN CLUB, INC.**

### **By-Laws as Revised at The September 29, 2023 Annual Meeting**

#### **Purpose**

The purpose of the Blue Ridge Cherry Valley Rod and Gun Club, Inc. is to promote and conserve wildlife and to promote the shooting sport and better sportsmanship among its members and guests.

#### **Membership**

Membership shall be open to, and consist of, anyone interested in the principles for which the association was founded.

#### **Article A**

An applicant for membership must complete an application and submit it to the club. A member in good standing in the club must sponsor an applicant for membership and application for membership must be made at a regular meeting. All members must be a current member of the National Rifle Association. New member membership is contingent upon providing proof of membership in the NRA and must maintain consistent NRA membership for the duration of membership in the club.

An NRA Basic Course is a requirement for membership in the club and shall include NRA Basic Pistol, NRA Basic Rifle, NRA Basic Shotgun, or the NRA Home Firearms Safety, all of which include a hands-on, safe gun handling demonstration component. New members must complete one of these four NRA basic courses at the next available club offering and must additionally demonstrate hands-on, safe gun handling procedures to the satisfaction of the club NRA Chief Range Safety Officer, the Club NRA Chief Training Officer or their assigned delegate, but not to exceed ninety (90) days from date of membership and must show successful completion of that NRA Basic Course prior to enjoying range privileges. Any applicant for membership who has taken and successfully passed a qualifying NRA Basic Course at another location within the last three calendar years must additionally demonstrate safe gun handling procedures to the satisfaction of the Club NRA Chief Range Safety Officer, the Club NRA Chief Training Officer or their assigned delegate. Only after successful completion of one of these four NRA Basic Courses, and along with an acceptable hands-on demonstration of appropriate safe gun handling procedures to complete the club membership application process, shall the new member's electronic gate entry card be activated to permit access to and use of any club firearms range. Failure to successfully complete the NRA Basics Course, or failure to successfully demonstrate safe gun handling procedures as stated above, will result in loss of club membership.

Under the authority of the Board of Governors actions resulting in possible loss of membership will be determined on a case-by-case basis. Any infraction of Club Rules reported to the Board

of Governors will be investigated and the offending member shall have the opportunity to discuss the infraction directly with the Board of Governors. The decision of the Board of Governors is final. Any person discharged or denied membership by unanimous vote of the entire Board of Governors for any major By-laws infraction shall be denied any possibility of future re-admittance to the club.

#### Membership Types:

- Individual
  - An Individual membership shall entitle the member to the full benefits and privileges of the Club.
- Family
  - The Family membership will include member, spouse and children under the age of 18. This membership entitles the spouse access to club facilities under the direct supervision of the member. The spouse or child may not shoot at either range independent of the member. The member's spouse cannot hold office or vote in the annual elections or for any other subject motioned for vote. Member's spouse and children must be accompanied by the member in order to be on club grounds.
- Member and Spouse
  - A member's spouse is allowed to register and participate in any of the classes offered by BRCV. However, if they desire to enjoy the privilege of shooting without the presence of the lead family member, they must attend and successfully complete one of the Basics Classes at the member's discounted price. The member's spouse will then be provided an access card and will enjoy all the benefits and privileges as a Full Member. The member's spouse will be charged yearly dues as all other members, however, the initiation fee will be waived.

### Article B

Full payment of dues is required at the time of application. In addition to the regular dues, a member is required to pay a one-time initiation fee. (*Initiation fee is non- refundable.*)

### Article C

A member's anniversary date shall be considered the first day of the first month following acceptance into the club. *Dues payment must be accompanied with current NRA membership information. (New members to have their dues pro-rated at the fixed percentage noted at their time of joining: September - February meeting 100% dues; March - May meeting 50% dues; June - July meeting 25% dues; with all partial dues amounts rounded to the next whole dollar when necessary. Members joining at the August meeting will pay 100% dues which will carry over, gratis, until September of the following year).*

### Article D

For a period of one year, membership is on a probationary basis. A member may not hold an executive office during this period. However, after six (6) months, a member may apply for any open committee chair until the one-year probationary period has been filled. Any breach of conduct during this period will be cause for immediate dismissal from the club. No refund of any dues will be made.

## **Article E**

Upon reaching the age of 65, and after fifteen (15) years of consecutive membership, whichever occurs later, a member shall be eligible for life membership. Members achieving eligibility must submit a request to the Board of Governors.

## **Article F**

The annual meeting shall be held on the last Friday in September of each year, at which time all officers for the ensuing year shall be elected. A regular meeting shall be held on the last Friday of each month *except December when the regular meeting will be on the THIRD Friday*. All members may vote for officers using the official ballot.

Annual dues shall be collected at the annual meeting and announced in the newsletter.

## **Article G**

The yearly membership quota shall be set at FIVE HUNDRED (500) Paid Members including Life Members.

## **Article H**

If at any time charges of major violations of the rules or regulations of the club, or of any offense committed in detriment to the welfare of the club be brought against any member, the Board of Governors reserves the right to eject said member from the club by a unanimous vote of the entire Board of Governors provided the accused member is notified by Registered Letter to be present at the meeting and be given the opportunity to defend his/her case.

## **Article I**

As the Chief Executive Officer of the club, the duties of the President shall be, but not limited to:

- Implement Board of Governors policy in administering club events and activities.
- Be responsible for all daily operational activities of the club
- Preside over all BRCV Club, Board of Governor and Member meetings
- Preside over any and all prosecutions of club rules violations that have been brought to the attention of the Board of Governors
- Approve any and all expenses, including reimbursements for various Committee expenses
- Approve any and all postings to the Club web site as well as any Social, print, or television media or advertising
- Approve member activities on club property on an "as needed" basis
- Other duties assigned as needed for various club sponsored activities

The duties of the Vice-President shall be to preside at all meetings in the absence of the President and to handle all matters delegated to him by the President.

The duties of the recording secretary shall be to keep and distribute a record of all club minutes, and to handle the correspondence with reference to the club. This includes mailings such as the annual meeting notification, and any other special events as may

be practical. This position will oversee the IT Committee that maintains the club membership database and see that reports requested by the Board of Governors. The duties of this office include those additional duties as assigned by the BOG.

The duties of the Treasurer shall be to keep a record of all the financial activities of the Club and to pay all bills presented and approved by the Board of Governors at any of the meetings. The Treasurer and the President may approve all necessary and recurring expenses. The Club will maintain a minimum amount of funds in the club's savings account for, as determined by the Board of Governors, and in the event of, a catastrophic emergency. The Club's financials shall be audited by an outside professional accounting firm at the end of each fiscal year.

The Chief Range Safety Officer (CRSO) has overall responsibility to enforce BRCV Club rules for safe firearm handling and shooting activities everywhere on Club range premises, development of Club range SOP as directed by club President.

Chief Range Safety Officer (CRSO) additional responsibilities:

- a. Conducts NRA Range Safety Officer (RSO) training.
- b. Ensures that all club rules violations are properly documented and submitted to the Board of Governors for action.
- c. Scheduling and Coordination of Club Range Safety Officers assigned to sanctioned club events.
- d. Initial Certification and re-certification training of all BRCV Club Range Safety Officers (RSO).
- e. CRSO may delegate RSO training to qualified BRCV Club Certified Safety Directors.
- f. Ensure that all BRCV Range Safety Rules are current and prominently posted on all ranges.
- g. Ensure that current BRCV Club Range SOP's are available to Club Range Safety Officers and Match Directors.

No person may hold more than one office at any given time.

## **Article J**

The Board of Governors of the Blue Ridge Cherry Valley Rod and Gun Club, Inc. shall be comprised of the President, Vice-President, Recording Secretary, Treasurer and the Chief Range Safety Officer and shall be the voting members of the Board of Governors. The Board of Governors shall be responsible for conducting the day-to-day business of the club regarding matters of finance, matters of safety and the welfare of the club.

Business of the Board of Governors shall be conducted at a regular monthly board meeting and shall be accomplished by the Board of Governors. The Board of Governors shall not amend

club policy nor make any capital expenditure in excess of \$500.00 without the approval of the membership at a regular monthly meeting. If a quorum is not present at two consecutive monthly meetings, the decision of the Board of Governors shall stand.

## **Article K**

The Officers and the Board of Governors shall be elected at the annual meeting by the membership. The President shall select a three-member nominating committee at the regularly scheduled July meeting. The purpose of this committee shall be to seek out potential candidates and to nominate them at the August meeting. At the August monthly meeting, nominations may also be accepted from the floor. An absentee ballot for election of officers and proposed By-laws changes will be mailed to all eligible members in time to be returned by mail prior to the September annual Meeting. Ballots may be hand delivered. Eligible member is defined as a member in good standing. In the event an officer is unable to complete his term, the vacancy shall be filled by the appointment from the Board of Governors until the next regular meeting at which time a special election will be held.

## **Article L**

The By-laws of the Blue Ridge Cherry Valley Rod and Gun Club, Inc. may not be amended except by vote of the general membership at the annual meeting. Amendments to the By-laws shall require an affirmative vote by either of two thirds of the eligible membership present or by absentee ballot to pass an Amendment to the By-laws. All proposed changes must be submitted for vote the By-laws Committee.

A By-Laws Committee will be established at the June monthly meeting which will consist of three (3) members that are not on the current Board of Governors. The term of the By-Laws Committee shall be from June through the September Annual Meeting at which time the By-Laws Committee shall become automatically disbanded following the presentation of its report to the membership at the Annual Meeting, until reorganized at the following June monthly meeting. One member of this committee shall be designated the Chairperson. The committee will review all proposed By-Laws Changes received in writing for content and validity before presenting them to the membership at either the July or August monthly meeting. Any proposed changes submitted in writing must be sent to the Chairperson of the By-Laws Committee no later than the July monthly meeting. Verbally proposed By-Laws changes can be made at either the July or August monthly meetings in the form of a floor motion which will be discussed and voted on as to whether they will be included in the annual ballot.

## **Article M**

For a monthly general meeting, a quorum shall consist of Twenty members. For the Board of Governors' monthly meeting, a quorum shall consist of three members of the Board of Governors. In case of emergency, the President may poll the Board of Governors by telephone. The results of this meeting should be presented to the general membership at the earliest opportunity.

## **Article N**

There shall be standing committees. The chairperson of each standing committee shall be appointed by the Board of Governors.

The First Assistant of a standing committee shall act for the chairperson in his absence. In the absence of both the Chairperson and the First Assistant, the Second Assistant shall perform the duties of the Chairperson.

The Chairperson of each standing committee shall have the responsibility of notifying the Board of Governors of any proposed scheduled event. In the event of a chairperson being appointed to complete a term as a club officer, the First Assistant shall assume the duties of the chairperson for the remainder of his term. The Second Assistant shall assume the duties of the First Assistant.

Chief Training Officer (CTO) responsibilities:

- a. Planning, Scheduling and Coordination of all Club sponsored firearm training classes and related events.
- b. Ensure that all selected training classes are posted on the BRCV Club online Calendar/Events page.
- c. Ensure that all firearm training classes are properly staffed with current NRA Certified Lead Firearm instructors and supporting NRA Assistant instructors.

The Building Committee shall be responsible for the operation and maintenance of the club buildings, equipment, and grounds.

***Rental Coordinator shall inform the Calendar entry persons of all rental dates and renters. The Rental Coordinator shall be the club liaison with the rental clients. All club approved clients will be sent a yearly contract and cover letter each year in January by the Rental Coordinator. Rental Clients shall be limited to Law Enforcement organizations and First Responder Organizations.***

Membership Committee shall be responsible for intake process for new members, collect new members' monies dependent on membership type, introduce new member applicants to the membership for vote at the monthly meeting, enter new member information into the Club software, assign access cards to members and enter access card serial number into the Club software.

The IT Committee

A. Purpose: To Act & Serve as the Data & Informational LIFE-Line of the Organization

B. Objective:

1. To Obtain, Implement & Service Club Information and Equipment in such a way that the Executive Members of the Organization can perform their Duties.
2. To Obtain, Implement & Service Club Information and Equipment in such a way that the Board Members of the Organization can perform their Duties.
3. To Obtain, Implement & Service Club Information and Equipment in such a way that the Committee Members of the Organization can perform their Duties.
4. To Obtain, Implement & Service Club Information and Equipment in such a way that the Club Members of the Organization can Enjoy the Activities of the Club.

## **Article O**

The Chairperson of the Rules Committee shall serve as the Sergeant of Arms. The committee shall be responsible for the research of amendments to the club rules, as required.

## **Article P**

Any questions of procedures not covered by the By-laws of the club shall be considered according to *Robert's Rules of Order*, Latest Revision.

## **Article Q**

All correspondence to the club's U.S. mailbox, only the President or an appointed Board of Governors member will hold the keys.