**BYLAWS: ITASCA GUN CLUB, INC., GRAND RAPIDS, MINNESOTA**

**MEMBER OF THE NATIONAL RIFLE ASSOCIATION OF AMERICA**

**ARTICLE 1—NAME**

The name of this organization is the Itasca Gun Club, Inc.

**ARTICLE II—PURPOSE**

The purpose of the Itasca Gun Club shall be to encourage organized rifle and pistol shooting among citizens of our community, improve marksmanship, teach firearms safety and use classes, and promote public understanding of firearms ownership and shooting in all their aspects.

**ARTICLE III—MEMBERSHIP**

Any U.S. citizen or legal resident alien in good standing aged 18 or older may become a member, subject to majority vote of the Executive Committee, after subscribing to the following pledge and paying the current year's dues:

*I certify that I am a citizen or resident of good repute of the United States of America; I am not a member of any group advocating forcible overthrow of the government of the United States or its subdivisions; I have never been convicted of a crime of violence as defined by Minnesota State Law; and I will fulfill the obligations of good sportsmanship and citizenship.*

There are three general categories of membership: Annual, Life and Organizational. Annual is split into two classes; up to 60 years old, and over 60 years old. Membership is defined as family membership. Upon joining and maintaining a membership, a member’s spouse and children under 18 are considered members. Members under 18 are admitted to all privileges of membership except voting.

Organizational membership shall be defined as membership not by individuals, but by organization, such as a Sheriff Department, Police Department or other large organizations. Organizations that apply for membership are subject to approval by the executive committee at a regular monthly meeting. Each organizational membership can be subject to special membership regulations as deemed appropriate by the executive committee.

**ARTICLE IV—DUES**

Members’ annual dues shall be payable at the first of each year. No member in arrears shall vote, use club facilities, or participate in club activities. The cost of dues shall be reviewed yearly by the Executive Committee. Proposals for changes in dues shall be brought before the Annual Meeting for approval by majority vote of members present.

**ARTICLE V—MEETINGS**

All Club meetings shall be conducted under Robert’s Rules of Order as appropriate. *Notice* to the club at large may consist of electronic or written methods and by posting notice on the club’s web site. Three members of the Executive Committee shall constitute a quorum unless otherwise specified.

An *Annual Meeting* shall be held early each year for the regular election of officers, bylaw changes or adjustment of dues. With exception to Bylaws Amendments (Article IX), all club business is passed by simple majority.

*Special Meetings* are called by the President or the Executive Committee or shall be called by the same upon receiving the written or electronic petition of one-fifth of all current members, stating the object of the proposed meeting.

Notice of the time and place of *Annual and Special Meetings*, and of the object of any *Special Meeting*, shall be given at least 10 days before the meeting.

*Regular Club Meetings* shall be held on a regular monthly schedule for conduct of all club business except elections, bylaw changes and adjustment of dues. Meeting dates will be posted on the club’s calendar, and all members may attend and propose motions for action.

*Executive Member Work Meetings* maybe called by the president to discuss and act on club business that requires expedient attention as needed. The action and results of said business shall be disclosed at the next *Regular Club Meeting.*

**ARTICLE VI—OFFICERS**

Club Officers shall be a President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Chief Instructor, Chief Range Officer, Youth Development Officer and Information Technology Officer, together constituting the Executive Committee. Officers shall be elected by majority vote of members present at the Annual Meeting, or at a Special Meeting called for the purpose. Officers shall hold office for one year or until their successors are elected. Two offices, excepting the Presidency, Vice Presidency and Treasurer, may be combined under one officer. The Executive Committee shall have general supervision and control of club activities.

Resignation of any officer may be accepted, or any single vacancy filled, by majority vote of the remaining officers. If more than one vacancy occurs, a Special Meeting shall be called, and new officers elected to serve until the next Annual Meeting. Officers shall maintain individual membership in the National Rifle Association during their tenure.

**ARTICLE VII—DUTIES OF OFFICERS**

**The President** shall preside at all Club and Executive Committee meetings. He/she shall be a member ex officio of all committees and perform all such other duties as usually pertain to this office. He/she may appoint and empower special duty committees to accomplish specific executive committee approved tasks within the club.

**The Vice President** shall perform the duties of the President in his/her absence or at his/her request.

**The Recording Secretary** shall keep a true record of all club and Executive Committee proceedings and have custody of all club books and papers except the Treasurer’s books of account. The Secretary shall be responsible for annual club reaffiliation with the National Rifle Association and for maintaining currency of the club’s registration with the Minnesota Secretary of State.

**The Membership Secretary** shall receive membership applications, collect dues and fees for remittance to the Treasurer, manage and keep membership records up to date in the membership database, distribute membership cards, and act as one of three administrators for the club’s web site.

**The Treasurer** shall have charge of all club funds, depositing them in banks/credit unions approved by the Executive Committee, from which they shall be withdrawn only by check signed by the Treasurer/or Assignee, for bills approved by the Executive Committee. He/she shall keep an accurate account of all transactions and render a detailed report whenever requested by the Executive Committee. He/she shall make all books, certificates, canceled checks and other financial records available for audit by the Executive Committee prior to the Annual Meeting, at which he/she shall render a full report. The Treasurer shall act as one of three administrators for the club’s web site.

**The Chief Instructor** shall have charge of all firearms instruction and instructor qualifications. He/she must hold a current National Rifle Association instructor certificate. He/she shall conduct all correspondence with the Civilian Marksmanship Program. He/she may appoint other qualified members to be organizers of specific events. He/she shall contract no bills without Executive Committee authorization.

**The Chief Range Officer** shall have the charge of the club ranges and scheduling of all shooting events. He/she shall be responsible for range maintenance, improvements and safety. He/she shall take charge or appoint a suitable club member(s) to take charge of Club equipment and various range duties. This includes event specific equipment, firearms and all range owned tools and maintenance items. He/she shall contract no bills without Executive Committee authorization.

**The Youth Development Officer** shall be responsible for the IGC Youth Marksmanship Training program. This officer shall recruit, train and coach youth in the principles of precision marksmanship, firearm safety and responsibility. This officer must hold NRA Range Safety Officer Rating and at least one coaching/youth instructor certificate from NRA, CMP, MN DNR, 4H or similar.

**The Information Technology Officer** shall maintain the IGC web site, maintain the IGC calendar of events and send out email notices to the membership. The IT Officer is responsible for continuing improvement of the web site and using the club’s web software to improve club business functions as needed. This officer is the primary administrator for the website / membership management software, the IGC domain account and one of the administrators for the IGC Facebook account.

**ARTICLE VIII—REMOVAL AND EXPULSION**

An officer may be removed by two-thirds vote of members present at any Special Meeting called for the purpose. No such vote may be taken without 10 days’ notice to the officer specifying the reasons for removal and the time and place of the Special Meeting. The officer is entitled to a full hearing at the Special Meeting.

A member may be expelled from the club for any cause deemed sufficient by two-thirds of the Executive Committee members present at any meeting of the Committee. No such vote may be taken without 10 days’ notice to the member specifying the reasons for expulsion and the time and place of the meeting. The member is entitled to a full hearing at the meeting.

Charges against any officer or member will be provided in writing or electronically to the affected officer or member. A statement of the facts alleged, and any affidavits or exhibits supporting the charges, shall be submitted to the Secretary, who shall notify the President to schedule an Executive Committee meeting to hear the charges prior to removal or expulsion.

A complete report shall be filed with the National Rifle Association whenever an officer or member is removed or expelled. Any member suspended or expelled by the National Rifle Association of America shall stand suspended or expelled from the club on receipt of notice from the secretary of the National Rifle Association.

**ARTICLE IX—AMENDMENTS**

Proposed amendments to these bylaws must be introduced in writing by any member prior to an Annual Meeting or any Special Meeting called for the purpose. Amendments will be finalized after approval by the National Rifle Association. Amendments must be provided to the membership via written or electronic copies of the proposed changes at least 10 days before the meeting. A two-thirds vote of members present is necessary to pass an amendment.

**I certify that these bylaws have been adopted:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recording Secretary**

**Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**