



**By-LAWS  
PROSPECT GUN CLUB, INC.  
PROSPECT, CT 06712  
Revision C**

**October 1<sup>st</sup> 2016**

**AFFILIATED with the NATIONAL RIFLE ASSOCIATION OF AMERICA**

**ARTICLE I - Name**

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

**ARTICLE II - Mission**

The goal of this organization is the encouragement of recreational and competitive rifle, shotgun, and pistol shooting among citizens of the United States, with a view toward improving the knowledge of the safe handling and proper care of firearms as well as the development of those characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance which are the essentials of good sportsmanship.

This organization will keep abreast of State and Federal laws pertaining to the ownership and use of firearms. As an organization we shall use our influence wherever possible to protect the rights of our members to own and legally use firearms in this State.

**ARTICLE III - Membership <sup>1</sup>**

- A. Membership.** Any citizen of the United States, 18 years of age or older, may become a member of this organization on vote of the Membership

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Committee and payment of the usual initiation fee (\$50.00) and membership dues (\$50.00) after following this procedure: The Applicant may be voted in by the membership at the monthly meeting at which the application is announced, or at a subsequent meeting. Two-thirds of the members present must vote for acceptance. **The Applicant must have a current and valid Connecticut pistol permit or long gun eligibility certificate to join the Prospect Gun Club. If the applicant has neither, the applicant will be responsible to supply a background check obtained through a local police department along with the application.**

- B. Junior Membership. Any citizen of the United States, 10 to 18 years of age may become a Junior Member of this organization if his/her parent or legal guardian is an active member. A Junior Member Applicant is to follow the procedure outlined above, with the parent or Legal Guardian as the Sponsor. Junior Members are permitted to attend all Club functions. Junior Membership differs from Membership in the following ways:
- Junior Members have Range privileges only when supervised by their Parent or Legal Guardian.
  - Junior Members have no voting rights.
  - Junior Members are excused from the Labor Assessment, although they are encouraged to volunteer.
  - Junior Members' dues are \$15.00 per year; initiation fee is \$25.00.
- C. Prospect residents and non-Prospect Connecticut residents are permitted to join as Members or Junior Members. Applicants shall show proof of residence address when receiving membership card. Non-resident Members are limited to 30 percent of the current membership. If a Resident Member resigns, Non-residents do not need to be expelled; but new Non-resident members cannot be accepted until the number of Resident members' increases to 70 percent of the membership. Non-resident applications exceeding the 30 percent Non-resident limit will be put on a waiting list in order of application date.
- D. A resident member who moves out of town will become a non-resident member without re-application and without regard to the 30 percent non-resident limit.
- E. Membership is limited to 300 Members. An immediate family member (such as sibling, parent, child) of an existing member in good standing who becomes 18 years of age or spouse of a member who wishes to join may become a Member, without delay and without restriction regarding the 300 Member limit, the 30 percent non-resident limit, or the Resident

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and/or non-resident Application list. They will follow the regular application process and pay the customary fees.

- F. A new Member must participate in Range Safety instruction given by the Chief Instructor. Each new member(s) must read and sign the following documents prior to using the range.
- Prospect Gun Club By-Laws
  - Prospect Gun Club Range Rules
  - Set activities or obligations voted on by the membership throughout the year
- G. Current law enforcement officers employed by the Town of Prospect are invited to use the range during normal hours and subject to the Range Rules.
- H. Silver Membership- Members having achieved 25 consecutive years as a member are eligible for Silver Membership status pending executive board approval. **Silver Membership qualifies members for the following benefits:**
- Silver membership is exempts from yearly dues.
  - Silver membership is exempt from yearly work hour's requirements.
  - Silver membership is exempt from set activities or obligations voted on by the membership throughout the year

#### **ARTICLE IV - NRA Membership - Prospect Gun Club Dues**

- A. Prospect Gun Club's affiliation with the National Rifle Association entitles the Club too many benefits above and beyond those of an individual NRA membership. To maintain this affiliation, we require that all Prospect Gun Club members be NRA members. The members must have a valid membership in the National Rifle Association at the time of dues payment and must present same to the Membership Officer for recording the member's NRA number. **NRA membership must extend a minimum of April 1<sup>st</sup> of the following year to ensure that all members NRA membership is valid.**
- B. New applicants' who are not current NRA members must apply and pay for NRA membership through the Prospect Gun Club at the time of application for membership. Current NRA members must submit proof of NRA membership upon acceptance to the Membership Officer.
- C. The member's annual Prospect Gun Club dues are \$50.00, plus 4 hours of labor contributed to the Club. Members not working 4 hours must

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contribute an additional (\$25.00) for each hour not worked, up to (\$100.00). Membership dues are payable on **March 31<sup>st</sup>** for the current year dues and for the prior year labor assessment. The Membership Officer will mail renewal notices at least sixty (60) days prior to **March 31<sup>st</sup>** of each year. All members (except Silver and junior members) of the club are required to attend at least three membership meetings during the year. Members that do not fulfill the requirement by the end of the Prospect Gun Club calendar term **may** be considered for change of status to "Member Not in Good Standing". Any member status changed to "Member Not in Good Standing" for this reason shall forfeit his/her membership. The individual will have to reapply for a new membership for the next calendar term. All prior membership history will be dissolved. The application process noted in Article III will apply. The Executive Board has the right to waive this requirement due to prior known conditions that may prevent the requirement from being fulfilled. (Example work constraints, health illness, health restrictions, etc..) Appeals for this requirement may be submitted via email or mail to the Executive Board for review.

- D. No member of the Club in arrears will be eligible to vote or to enjoy any other of the privileges or benefits offered by the Club.
1. Members who miss the March 31<sup>st</sup> dues deadline may appeal to the Executive Board to maintain their membership. All such appeals must be received by April 30<sup>th</sup>. If the Executive Board grants the appeal, the member will be reinstated upon filling out an application, paying the initiation fee, the yearly dues, and any work assessment and fines owed to the Club. Members restored by this process are not subject to being placed on the "hold" list.
- E. The Prospect Gun Club will pay NRA Individual Membership and Prospect Gun Club dues for the following Officers: President, Vice President, Treasurer, Secretary, Executive Range Officer, Membership Officer, IT Officer, and Chief Instructor. Payment for NRA dues is limited to the amount of the current standard annual NRA membership dues.
- F. Members of the Prospect Gun Club who enter into active service in any branch of the United States Military will be maintained as active members and will be exempt from annual dues and the annual labor assessment until the completion of their active service.
- G. New members that are voted into the club at various times throughout the 1<sup>st</sup> year will have a pro-rated work hour requirement. See paragraph C for work hours. The pro-rated work hour requirement will vary based which month the new member was voted in. Any new members voted into the

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Prospect Gun Club during the following months will be required to complete the following minimum hours.

January – March: 4hrs

April- June: 3hrs

July- September: 2hrs

October-November: 1hr

December: 0 hrs

## ARTICLE V - Meetings

- A. No alcoholic beverages are to be consumed at any meeting. Disruptive behavior will not be tolerated at the meetings. Disruptive members will be asked to leave and may be subject to disciplinary actions.
- B. **Annual Meeting.** The Annual Meeting of the Club will be held on the first Saturday of April each year. The election of Officers will be the sole business at the Annual Meeting. If an Annual Meeting cannot take place at that time, it must be held within a reasonable time thereafter, and the officers must hold over until their successors have been elected. Notice of the time and place of the Annual Meeting will be given to all members in good standing, in writing via United States mail, not less than seven days prior to the date fixed for the holding of the meeting. The place of such Annual Meeting will be fixed by the Executive Board. Only members in good standing are eligible to vote. The Annual Member's Dinner will be free to members. Spouses and guests will be charged a fee, announced in the Newsletter.
- C. **Regular Meetings.** The regular business meetings of the Club for the transaction of ordinary business will be held on the **second** Monday of each month at 7:00 PM. If the time or place of the meeting must be changed, such change must be approved by the membership, except in emergency situation, when it can be decided by the Executive Board.
- D. **Special Meetings.** A special meeting of the Club may be held at any time upon the call of the President or upon the call of the Executive Board or upon demand in writing, stating the purpose of the proposed meeting and signed by no fewer than 11 members who are entitled to vote. Notice of the time, place, and purpose of any special meeting must be given in writing to all members in good standing via United States mail not less than seven (7) days prior to the date fixed for the holding of the meeting. The place of such special meeting will be fixed by the Executive Board.

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- E. **Quorum.** Eleven members (including Executive Board members) will constitute a quorum at any meeting.

## **ARTICLE VI - Election and Resignation of Officers**

- A. A candidate must have been a member of the Prospect Gun Club for at least six months before the date of the annual election in order to run for office. All officers must be 21 years of age or older.
- B. Candidates for office must declare their candidacy no later than the January meeting. Incumbent officers not wishing to stand for re-election should announce this intention no later than the December meeting. No candidate may run for more than one office at a time. A candidate must be in attendance at the meeting where he is nominated. In extenuating circumstances a written acceptance letter will be accepted instead.
- C. Resignation of officers will be accepted at any time during the year. A replacement for the position will be elected at the next regular meeting. NRA and Prospect Gun Club dues for the officer elected in such manner will be paid by the Club.
- D. The election of Executive Board members will be held at the annual Member's Dinner in April. Time and place will be announced in a Newsletter.
- E. Absentee ballots will be available under extenuating circumstances, on written request to the Secretary, after the January meeting. The Secretary must receive the request at least seven (7) days prior to the election. Absentee ballots must be received at the Prospect Gun Club Post Office Box before noon on Election Day. The form of the ballot will ensure anonymity of the ballot while identifying the voter.
- F. All attending voting members and absentee ballots must be checked against a current membership list. The Membership Officer will supply a current list of Members in Good Standing. Two members who are not running for any office are to check the membership list and count and tally the ballots. These volunteers must be identified at the January meeting.
- G. Eleven members must cast ballots for an election to be valid. If not enough ballots are cast, the election will be rescheduled as a Special Meeting.

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- H. In the event of a tie vote for any position, a re-vote for that position will be taken at the next regular meeting.

## **ARTICLE VII - Officers**

- A. The officers of this Club are to be a President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Membership Officer, IT Officer, Chief Instructor, and Executive Range Officer, who, acting together, will constitute the Executive Board. They are to be elected by a majority vote by ballot of the members in good standing at the annual meeting of the Club. They will hold office for one year or until their successors is elected.
- B. The Executive Board will have general supervision and control of all activities of the Club.
- C. Meetings of the Executive Board will be held regularly at such time and place as the Board may determine. Special meetings may be held at any time on the call of the President or on demand, in writing to the Secretary, by three members of the Board.
- D. Four members of the Board will constitute a quorum.
- E. Any Officer may resign by notifying the remaining members of the Executive Board. An Officer may request up to a two-month leave of absence by notifying the remaining members of the Executive Board.
- F. Any Officer missing three consecutive Executive Board or regular meetings without an excuse accepted by the Executive Board may be removed from office.
- G. If a vacancy or vacancies occur on the Executive Board, the remaining Board members must select a temporary replacement(s) from among the membership to carry out the duties of the resigned Officer in the interim until a special meeting to elect a replacement can be arranged, such interim not to exceed two months.

## **ARTICLE VIII - Duties of Officers**

- A. President. The President is to preside at all meetings of the Club and of the Executive Board. He is a member ex-officio of all committees. The

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President appoints Standing and Special Committees as deemed necessary to run the Club and will perform all such other duties as usually pertain to this office. The President will be the official representative of the Club to the Town of Prospect and other outside agencies. The President may delegate this duty as necessary.

- B. Executive Vice President. The Executive Vice President is to perform the duties of the President in his absence or at his request. The Vice President is to oversee all fund-raising committees other than range events. He will function as the Quartermaster except for range equipment.
- C. Second Vice President. The Second Vice President is an optional position. If no candidate is available, the Prospect Gun Club is not required to hold this position to run the club. The Second Vice President is to perform the duties of the Executive Vice President if absent or per request. The Second Vice President is to oversee all fund-raising committees other than range events. The Second Vice President will function as the Quartermaster in place of the Executive Vice President when called upon.
- D. Secretary. The Secretary is to conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Club by the National Rifle Association and by the Director of Civilian Marksmanship. The Secretary will notify all Members of special and annual meetings, as required in ARTICLE V. The Secretary will notify Executive Board members of Executive Board meetings. The Secretary will keep a true record of all meetings of the Executive Board and of the Club and have the custody of the books and papers of the Club, except the Treasurer's books of account. The Secretary will be responsible for re-affiliating the Club annually with the National Rifle Association.
- E. Treasurer. The Treasurer will have charge of all funds of the Club and place the same in such bank or banks as may be approved by the Executive Board. Such money is to be withdrawn only by check signed by the Treasurer and President, Vice President or Secretary for the payment of such bills as approved by the Executive Board. The Treasurer is to keep an accurate account of all transactions and, when requested, render a detailed report with vouchers at any meeting of the Executive Board, and monthly reports and an annual report to the organization at its January meeting. The dollar amount and type of any investment of funds should be determined by the Club membership and will be carried out by the Treasurer. The Treasurer is responsible for preparing or providing information necessary to file State and Federal tax forms.

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- F. The Chief Instructor is to have charge of all small arms instruction and range safety instruction, with authority to appoint his assistants. He will act as the spokesman for the Executive Board for all safety violations. The Chief Instructor must have at least an NRA Firearms Instructor classification.
- G. Executive Range Officer. The Executive Range Officer will have charge of the ranges of the Club, including the maintenance thereof, the printing of scoreboards, and the arranging of competitions. He will function as the Quartermaster for range equipment.
- H. Membership Officer. The Membership Officer will have charge of the membership of the Club. He will maintain membership records. All Applications for Membership into the Club are to be made through the Membership Officer. He will be responsible for the collection of all dues and fees and will remit the same to the Treasurer, taking receipt therefore. He will provide a Membership List for elections and will provide Membership Lists on request to the Executive Board officers.
- I. The "IT" or Information Technology Officer is responsible for maintaining the Prospect Gun Club official website.
- J. Club Expenditures. The Executive Board may approve Club expenditures up to \$1,000. Any expenditure over \$1,000 must be approved at a meeting by the membership, with the following exceptions: a) Payment of insurance premiums and NRA affiliation fees are exempt from this limit. B) An estimated budget for a fund-raising event must be proposed to and approved by the Executive Board and is not subject to this limit. A simple majority of members present is necessary for approval.

#### **ARTICLE IX - Suspension or Expulsion**

- A. Any officer may be removed from office by a two-thirds vote of the members in good standing, present at any special or regular meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen (15) days notice in writing is submitted to the Officer of the reasons for his removal and of the time and place of the special meeting at which such ballot on his removal is to be taken. At such special meeting, the officer in question is to be given a full hearing.
- B. Any member may be suspended or expelled from the Club for any cause deemed sufficient by the Executive Board. A suspension or expulsion may be requested by any member by submitting a written complaint to the

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- Executive Board, who will investigate the charges. A two-thirds affirmative vote of the members of the Board present at any Executive Board meeting is needed for suspension or expulsion. No vote on suspension or expulsion may be taken unless at least fifteen (15) days notice in writing is given to the member of the charges preferred and of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meeting the member under charges will be given a full hearing.
- C. Any member suspended or expelled by the Executive Board may appeal to the full membership of the Club. Such appeal must be made in writing to the Secretary, who will notify the President. The President will call a special meeting of the Club for the purpose of acting on the appeal. The Secretary is to give at least fifteen (15) days notice in writing to all members for the Club in good standing, stating the date, time, place, and reason for such special meeting. At the meeting of the full Club, the Secretary will read the original charges and the supporting affidavits, and will read and display the accompanying exhibits, and will read the minutes of the special meeting of the Executive Board at which the charges were heard and action taken. A full hearing will be given to the accuser and to the accused. A vote will be taken by ballot of the members in good standing present. A two-thirds vote will be required to reverse the action of the Executive Board.
- D. Any official or member of the Club who has been suspended or expelled by the National Rifle Association of America will automatically stand suspended or expelled from this Club immediately upon receipt of official notice by the Secretary of the Club from the Secretary of the National Association.

#### **ARTICLE X - Match Rules**

All sanctioned rifle and revolver or pistol competitions held by the Club will be governed by the rules and regulations laid down by the National Rifle Association of America, approved by the National Board for the Promotion of Rifle Practice, and the Secretary of the Army.

#### **ARTICLE XI - Amendments**

Any proposed amendments to these By-Laws may be introduced by any member of the Club at any regular meeting or special meeting called for this purpose. Amendments must be acted upon by the Club membership at a regular meeting,

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or at a special meeting called for the purpose, provided a copy of the proposed amendments has been publicly posted on the PGC website, at least ten days previous to the meeting. A two-thirds vote of the members present will be necessary to pass or reject it.

I hereby certify that these By-Laws have been adopted by this Club.

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary's signature

\_\_\_\_\_  
Date

Proposal

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Rev	Reason for Rev	Date
<b>A</b>	<ol style="list-style-type: none"> <li>1) Added Revision page 11.</li> <li>2) Article III Para A, <b>added</b> "membership dues (\$50.00)"</li> <li>3) Article III Para C, <b>was</b> "Residents and non-residents of the town of Prospect" <b>now</b> "Town of Prospect residents and non-Prospect residents of Connecticut"</li> <li>4) Article III Para C, <b>was</b> "Proof of residence address is required." <b>now</b> "Applicants shall show proof of residence address when receiving membership card."</li> <li>5) Article III Para E, <b>added</b> "(such as sibling, parent, child)"</li> <li>6) Article III Para F, <b>added</b> "Each new member(s) must read and sign the following documents prior to using the range. <ul style="list-style-type: none"> <li>• Prospect Gun Club By-Laws</li> <li>• Prospect Gun Club Range Rules</li> <li>• Set activities or obligations voted on by the membership throughout the year</li> </ul> </li> <li>7) Article IV Para B, <b>was</b> "New members" <b>now</b> " New Applicants"</li> <li>8) Article IV Para B, <b>was</b> "Upon acceptance, the new member must submit proof of NRA application to the Membership Officer." <b>now</b> "Current NRA members must submit proof of NRA membership upon acceptance"</li> <li>9) Article IV Para C, <b>was</b> "The member's annual Prospect Gun Club dues are \$50.00, plus 5 hours of labor contributed to the Club. Members not working 5 hours must contribute an additional (\$10.00) for each hour not worked, up to (\$50.00)." <b>now</b> "The member's annual Prospect Gun Club dues are \$50.00, plus 4 hours of labor contributed to the Club. Members not working 4 hours must contribute an additional (\$25.00) for each hour not worked, up to (\$100.00)."</li> <li>10) <b>added</b> All members (except Silver and junior members) of the club are required to attend at least three membership meetings during the year. Members that do not fulfill the requirement by the end of the Prospect Gun Club calendar term may be considered for change of status to "Member Not in Good Standing". Any member status changed to "Member Not in Good Standing" for this reason shall forfeit his/her membership. The individual will have to reapply for a new membership for the next calendar term. All prior</li> </ol>	12-1-14

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	<p>membership history will be dissolved. The application process noted in Article III will apply. Any new member that is voted into the club in January, February or March of the Prospect Gun Club calendar term shall be exempt from the requirement. Upon completion of the calendar term the new member shall be required to meet the three meeting requirement. The Executive Board has the right to waive this requirement due to prior known conditions that may prevent the requirement from being fulfilled. (Example work constraints, health illness, health restrictions, etc..) Appeals for this requirement may be submitted via email or mail to the Executive Board for review..</p>	
<p><b>B</b></p>	<ol style="list-style-type: none"> <li>1) Article IV para C, <b>Removed</b> “Any new member that is voted into the club in January, February or March of the Prospect Gun Club calendar term shall be exempt from the requirement. Upon completion of the calendar term the new member shall be required to meet the three meeting requirement.” This sentence was written in error based on calendar term.</li> <li>2) Article IV Para G, <b>Added</b> “New members that are voted into the club at various times throughout the 1<sup>st</sup> year will have a pro-rated work hour requirement. See paragraph C for work hours. The pro-rated work hour requirement will vary based which month the new member was voted in. Any new members voted into the Prospect Gun Club during the following months will be required to complete the following minimum hours.  January – March: 4hrs  April- June: 3hrs  July- September: 2hrs  October-November: 1hr  December: 0 hrs “</li> <li>3) Article IV Para D1, <b>was</b> “Members who missed both the <b>March 31<sup>st</sup></b> dues deadline and the <b>April 30<sup>th</sup></b> appeal date may appeal the decision to the Executive Board. If the Executive Board grants the appeal, the member will be reinstated upon filling out an application, paying the initiation fee, the yearly dues, and any work assessment and fines owed to the Club. Members restored by this process are not subject to being placed on the “hold” list. All such appeals must be made by <b>September 30<sup>th</sup>.</b>”  <b>Now</b> “Members who miss the March 31<sup>st</sup> dues deadline may appeal to the Executive Board to maintain their</li> </ol>	

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	<p>membership. All such appeals must be received by April 30<sup>th</sup>. If the Executive Board grants the appeal, the member will be reinstated upon filling out an application, paying the initiation fee, the yearly dues, and any work assessment and fines owed to the Club. Members restored by this process are not subject to being placed on the “hold” list.”</p> <p>4) Article VIII Para C, <b>Added</b> “Second Vice President. The Second Vice President is an optional position. If no candidate is available, the Prospect Gun Club is not required to hold this position to run the club. The Second Vice President is to perform the duties of the Executive Vice President if absent or per request. The Second Vice President is to oversee all fund-raising committees other than range events. The Second Vice President will function as the Quartermaster in place of the Executive Vice President when called upon.”</p>	
<b>C</b>	<p>Article III paragraph A- Added “The Applicant must have a current and valid Connecticut pistol permit or long gun eligibility certificate to join the Prospect Gun Club. If the applicant has neither, the applicant will be responsible to supply a background check obtained through a local police department along with the application.”</p>	
	<p>Article III paragraph H- Added “Silver Membership qualifies members for the following benefits:</p> <ul style="list-style-type: none"> <li>• Silver membership is exempts from yearly dues.</li> <li>• Silver membership is exempt from yearly work hour’s requirements.</li> <li>• Silver membership is exempt from set activities or obligations voted on by the membership throughout the year”</li> </ul>	
	<p>Article IV paragraph A- Added “. NRA membership must extend a minimum of April 1<sup>st</sup> of the following year to ensure that all members NRA membership is valid.”</p>	
	<p>Article V paragraph C- Second Monday was first Monday</p>	

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