Approved
August 12, 2020
June 08, 2022
November 09, 2022
June 14, 2023
November 08, 2023
Xxxxxx, 2026

ARTICLE I
NAME

The name of this organization shall be:
"THE PINE TREE RIFLE CLUB, INC."

ARTICLE II
OBJECT

The object and purpose of this organization is hereby defined as follows:

Section 1: Encouragement of rifle and pistol shooting, clay target shooting, and archery, among the residents of our community, with a view toward a better knowledge on the part of such citizens, of the safe handling and proper care of firearms as well as improved marksmanship.

Section 2: To propagate, protect and aid in the distribution of fish and game.

Section 3: To aid in reforestation and the prevention of forest fires.

Section 4: To work for the enactment of sound conservation measures, to promote the observance of such measures, and to oppose all measures detrimental to sound conservation.

Section 5: To instruct our members in the proper handling of firearms, and the true meaning of sportsmanship.

Section 6: To support sound legislation pertaining to ownership and use of firearms and oppose restrictive legislation which may be detrimental to the interest of this club in accordance with our 2nd amendment rights to keep and bear arms, as per the Constitution of the United States of America.

ARTICLE III
MEMBERSHIP

Section 1:

General Provisions

Any citizen of the United States, of suitable character, and who is at least 18 years of age, may, upon the recommendation of a sponsoring member file a written application for membership on an application form provided by the club.

After September 1, 2007, all applicants must demonstrate current membership in the NRA and maintain that membership to remain a member of Pine Tree Rifle Club, Inc. Any applicant who is not an NRA member must complete an NRA membership application coincident with their application for membership to Pine Tree Rifle Club, Inc. NRA membership requirements will not apply to junior members.

A non-refundable fee equal to an initiation fee plus one year's dues in an amount approved by the Board of Directors shall accompany all applications. If an applicant is not approved, the first year's dues will be refunded.

All new membership applicants shall also be required to pay a non-refundable club access card fee, in an amount established by the Board of Directors. The access card shall be issued upon approval of full membership.

New applicants to the club are required to present themselves in person, accompanied by their respective sponsor, before the membership committee at a special induction meeting. Upon completion of the induction meeting the applicant may be recommended for membership. If recommended by the membership committee, the applicant must then be voted into probationary membership at the next regular monthly membership meeting. If no membership opening exists, the applicant will be placed on a waiting list until such time as an opening becomes available. The prospective member must receive the favorable votes of at least 90% of those members present. If the applicant fails to receive 90% of the vote, those members voting no must appear at the next Board of Directors meeting to present their objections. When an applicant fails to receive the required 90% favorable vote, the Board of Directors should serve as the reviewing committee for that application. The members who voted against the applicant should present their objections directly to the Board of Directors. The Board should review those objections, consider the original Membership Committee recommendation, and make the final determination regarding membership. The Board of Directors will then make the final determination based on the recommendation of the membership committee.

New Member Orientation shall be scheduled once per quarter during the first three quarters of each calendar year. Each orientation shall be held approximately midway through its respective quarter.

The orientation schedule shall be:

* First Quarter: Mid-February.
* Second Quarter: Mid-May.
* Third Quarter: Mid-August.
* Fourth Quarter: No New Member Orientation shall be scheduled.

Or per Officers Discretion.

New members attending the third-quarter orientation shall be assessed fifty percent (50%) of the applicable annual membership dues established and approved by the club. The fifty percent (50%) reduction shall apply only to annual membership dues. All other fees, including initiation fees, club access card fees, and any other applicable charges, shall remain payable at their full established amounts. New members attending first- or second-quarter orientations shall pay the full annual membership dues. All existing probationary periods, work requirements, sponsor responsibilities, and membership approval requirements shall remain unchanged.

Upon request by the applicant, and at the discretion of the membership chairperson, attendance at the induction meeting may be waived if reason is found that attendance at the meeting will cause significant hardship to the applicant. The induction meeting must be rescheduled at a time agreed upon by the membership committee chairperson. Probationary period shall be 3 months minimum.

During the probationary period, the established sponsor of the applicant is responsible for their proper conduct in accordance with the club rules and by laws and any violation of either during the probationary period will mean immediate denial of membership to the probationer and may result in possible reprimand and/or revocation of membership to the probationer's sponsor at the discretion of the Board of Directors.

Probationary period also requires the applicant to complete 4 work periods of two hours each or its equivalent, or to pay a one-time optional work period waiver fee, the amount of which will be set forth annually by the Board of Directors. Payment of such fee must be made prior to the vote to full membership.

Pending satisfactory completion of their probationary period, an applicant may be voted into full membership by a vote of at least 90% of the members present at a regular monthly meeting. At this time, they will be furnished with a membership card, which signifies they have achieved full member status. Applicants may not be present during the vote, where memberships are being voted on.

All new probationary members shall be required to attend a New Member Orientation Meeting accompanied by their sponsoring member. The probationary member and their sponsor shall also attend the next regularly scheduled monthly membership meeting following orientation. Probationary members shall not have voting rights at this meeting. Completion of both required meetings shall count as one (1) of the four (4) required two-hour work periods toward full

membership. The probationary member shall be responsible for completing the remaining three (3) work periods or satisfying the applicable work period waiver requirements.

The minimum three-month probationary period shall remain unchanged.

Section 2:

Junior Membership

Junior membership is available to individuals from a starting age established by the Board of Directors in compliance with New York State laws and guidelines. Eligibility continues through age 18. Each junior applicant must be sponsored by an adult member in good standing who agrees to always assume full responsibility for the junior member's conduct while on club property or participating in club activities. Probationary period as set forth in Section 1 shall apply. Junior member dues and application fee shall be as set forth annually by the Board of Directors. Work periods will not be required of junior member applicants. Applicants for junior membership must attend an induction meeting. An applicant for junior membership must be voted on for membership as in Section 1 above. A junior member in good standing becomes eligible for full membership with no probationary requirements when: 1. He/she has graduated from high school (or equivalent) and reaches their 18th birthday or 2. A junior member in good standing who is enrolled in and actively attending an accredited college, university, or other institution of higher education may retain junior membership status until their 25th birthday, provided they maintain enrollment.

During this period, the member shall continue paying the annual junior membership dues established by the Board of Directors.

Proof of current enrollment must be submitted to the Membership Secretary at the time of each annual membership renewal, along with the applicable junior membership dues.

Upon reaching their 25th birthday, graduating, or discontinuing enrollment, whichever occurs first, the junior member shall transition to full adult membership without serving an additional probationary period and shall thereafter be responsible for adult membership dues.

Upon expiration/discontinuation of either of the above requirements the junior member must pay annual dues

Section 3:

Membership Dues

- **Dues:** Any change in dues shall be set forth by the Board of Directors and approved by an affirmative vote of at least two-thirds of the members present at the next membership meeting, provided a quorum is present. Dues will be due

on or before December 31st, of that year with a 31-day grace period through January 31st.

- **Dues Late Fee:** As of February 1st, a late fee shall be imposed. Non-payment of dues and late fees by March 1st will result in membership being automatically cancelled. The Board of Directors will determine late fees. Upon cancellation of membership, the member's club access card shall be immediately deactivated, and access to club facilities shall be revoked.

- **Reinstatement:** A past member can be reinstated as a full member, without serving the probationary period, if it can be proven that they were in fact a past member and their membership was terminated voluntarily or for lapse of payment of dues. If these requirements can be satisfied, and if there is an opening in the membership, the past member will be allowed to rejoin the club immediately by paying a reinstatement fee as deemed by the Board of Directors, and one year's dues. Those fees must be accompanied with a newly completed membership application. If a membership opening does not exist, the applicant for reinstatement will be placed on the top of the waiting list. Upon approval of reinstatement, receipt of the required reinstatement fee and annual dues, and completion of the membership application, the member's existing club access card shall be reactivated. All reinstated members shall be governed by the new member requirement of NRA membership after September 1, 2007. Members who have been removed or expelled from the club for cause shall not be eligible for reinstatement under any circumstances.

- **Board of Directors Dues:** Elected members of the Board of Directors will not be required to pay dues during their term of office.

- **Military Dues Exemption:** Any club member, who becomes a full-time member of the Armed Forces of the United States, shall be carried on the membership rolls as a paid-up member for the duration of their active service, at no charge.

- **Veterans and First Responders**: Any member who is a Veteran of the United States Armed Forces (As defined in 38 U.S.C §101 (2) "*The term "veteran" means a person who served in the active military, naval, air, or space service, and who was discharged or released therefrom under conditions other than dishonorable.")* Forces or an active First Responder (As defined in 6 U.S.C §101 (6) as "*Federal, State, and local governmental and nongovernmental emergency public safety, fire, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.)* shall be eligible, with proof of service (e.g. DD214, official ID, Badge, etc.) will be eligible for a 20% discount on yearly membership dues.

Section 4:

Out of State Membership

Any member in good standing for at least 20 years who establishes permanent residence in another state shall be eligible for out of state membership. Dues for out-of-state membership will be set annually by the Board of Directors.

Section 5:

Life Membership Status

The Board of Directors may nominate a club member in good standing for a "life membership" status by the membership at a regular meeting. The nomination will then be presented to the membership committee to verify that the guidelines for life membership are satisfied.

Guidelines for a life membership member nominee are as follows:

- Must be a member for a minimum of 20 years.
- Must have made significant contributions to the club throughout their membership.
- May still hold office in the club and does retain their voting rights. A life member shall have all rights and benefits of a full member.
- Does not have to pay the annual membership dues.
- Candidates for life membership may be recommended to the Board of Directors by another member in good standing.

If the Board of Directors has deemed that the guidelines have been satisfied, the nomination will be presented to the membership at the next regular membership meeting for approval by an affirmative vote of at least two-thirds of the members present, provided a quorum is present.

No more than three such life memberships will be awarded each calendar year.

Life membership status may be revoked for due cause by a vote of at least two-thirds of the members of the Board of Directors present at any meeting, provided a quorum is present. The affected life member shall be given written notice of the charges by certified mail and an opportunity to be heard before the Board prior to any vote on revocation. All such proceedings shall follow the due process requirements set forth in Article XI.

Section 6:

Total Membership Cap

Total membership shall be limited to 1,250 members, not counting junior, life, out of state and active military members.

Section 7:

Member Code of Conduct

All members shall conduct themselves in a manner consistent with the mission and purposes of this organization, including the encouragement of safe handling of firearms, improved

marksmanship, true sportsmanship, and the protection and stewardship of club resources as outlined in Article II. Members are expected to treat fellow members, guests, and club representatives with respect and dignity at all times while on club grounds or participating in club activities. This includes refraining from harassment, discrimination, verbal abuse, physical altercations, or any behavior that disrupts the harmonious environment of the club.
Prohibited conduct includes, but is not limited to:

- Stealing or unauthorized removal of club property, member property, or resources.
- Falsifying records, applications, or reports related to membership, finances, activities, or safety.
- Willfully destroying, damaging, or vandalizing club buildings, grounds, equipment, or facilities.
- Unauthorized use or misuse of club facilities, equipment, or resources.
- Engaging in illegal activities on club grounds, including violations of federal, state, or local laws pertaining to firearms, conservation, or public safety.
- Failing to uphold stewardship of the club grounds, buildings, and equipment, such as leaving trash or debris, failing to properly police brass, failing to report observed deficiencies (e.g., damaged targets, unsafe structures, or maintenance issues) to the Building & Grounds Committee chairperson or a Board member, or neglecting to clean up after use of ranges or facilities. Members are encouraged to actively contribute to the upkeep of the club by actions such as picking up litter if observed, properly storing equipment, and promoting a clean and safe environment for all.

Members shall also demonstrate good sportsmanship by adhering to fair play in competitions, respecting wildlife and conservation efforts, and supporting the club's mission to propagate fish and game, aid in reforestation, and prevent forest fires. Violations of this code may result in disciplinary action as outlined in Section 8 and Article XI.

Section 8:

Inquiries and Repercussions for Violations of Member Code of Conduct

Any allegation of a violation of the Member Code of Conduct (Article III, Section 7) shall be reported in writing to the President or a Board member, who shall forward it to the Board of Directors for investigation or appointment of an audit/investigatory committee (as per Article VII, Section 6). The Board or the audit/investigatory committee shall conduct a fair and impartial inquiry, providing the accused member an opportunity to be heard and to respond to the charges, consistent with the procedures in Article XI. If the allegations are found to be unsubstantiated, no further action shall be taken. If founded, the Board may impose repercussions by a two-thirds vote of the members present at a Board meeting.

Repercussions shall be progressive and reasonable, considering the severity of the violation, any prior history, and the members' overall standing:

- **First offense:**
  A written warning and a suspension of club privileges for up to 4 weeks, during which the member may not access club facilities or participate in activities.

- **Second offense (within 24 months of the first):**
  A suspension of club privileges for up to 12 weeks, with possible additional requirements such as mandatory participation in a club-approved ethics or stewardship workshop.
- **Third offense (within 24 months of the second) or any severe violation (e.g., involving theft, destruction of property, or endangerment of others):**
  Cancellation of membership, with no eligibility for reinstatement. The member shall forfeit all dues and fees paid, and any club property in their possession must be returned immediately.

The Board may recommend further suspension or expulsion to the membership at a regular meeting if deemed necessary, requiring an affirmative vote of at least two-thirds of the members present at a regular or special membership meeting, provided a quorum is present in accordance with Article XI procedures. All decisions shall be documented by the Recording Secretary and notified to the member in writing per the procedures in Article XI and Article V Section 2. Appeals may be made to the full membership at the next regular meeting, where a vote of at least two-thirds of the members present is required, provided a quorum is present

ARTICLE IV
OFFICERS

Section 1:
Officers/Board of Directors
The officers of this organization shall be President, Vice President, Recording Secretary, Membership Secretary, Treasurer and five Trustees. These ten people are to be known as the Board of Directors. The term of office for officers/Board of Directors shall be two years.

Section 2:
Office Eligibility
To be eligible for any office a person must be a member in good standing for a minimum of two years. The two-year minimum may be waived if in the opinion of the Board of Directors a member with less than two years' membership is qualified to fill the office for which they apply or are nominated.

Section 3:
Elections
The procedure for electing the officers of this organization shall be as follows: At a regular August monthly meeting there will be a naming of a nominating committee by the President.

The chairperson of the committee may appoint up to two committee persons as the chairman sees fit.

At the regular October monthly meeting, the nominating committee chairperson shall submit those names of members who have consented to run for office. Also, at this time, floor nominations will be accepted from the membership.

At the regular November meeting, those names submitted by the nominating committee and those of Members who have been submitted from the open floor nomination shall be put to a vote by the membership. Upon completion of such voting, and the establishment of a new slate of officers, the Recording Secretary shall cast one ballot for their acceptance.

ARTICLE V
DUTIES OF OFFICERS

Section 1:

President and Vice President

The President shall preside at all meetings of the organization, shall appoint all committee chairpersons, shall be an ex-officer member of all committees, and shall be responsible for the proper functioning of the committee chairpersons.

The President shall act as the executive head of the organization and shall transact such business for the organization as directed by the Board of Directors. The Vice-President, in the absence of the President, has the same duties and powers as the President.

The president may ask any board member or officer to resign if the president feels their performance of duties is not satisfactory or if there are more than two (2) consecutive absences from board meeting without prior notification. Such notification should be made at the earliest possible time, but well before the meeting. If the board member or officer chooses not to resign, both sides will present their cases to the full Board, which will make the final decision as to a course of action.

The president shall have at his disposal a discretionary donation fund of $500.00 per year.

Each year at the January Board Meeting, the board shall ratify the President or his designee as Keeper of the Firearms / Keeper of the Ammunition. The membership shall be notified of who has been designated as Keeper of the Firearms and Ammunition. Duties shall include but are not limited to firearms inventory, ammunition inventory and overseeing storage of firearms and ammunition.

Section 2:

Recording Secretary

The Recording Secretary shall record a full and complete record of all proceedings at meetings of the organization and the Board of Directors, and shall carefully preserve all records in bound Composition note books furnished by the organization and such records shall become the property of the organization, and shall keep an attendance record of the members and shall have charge of all records and papers, with the exception of those pertaining to the office of the Membership Secretary and the Treasurer, and shall present a summary of the previous months business meeting at the business meeting. The pages of the composition notebook shall be numbered and initialed accordingly. Minutes of Board meeting will be distributed to board members within one week of the meeting. If a Board member feels something is not stated as it happened, it will be discussed at the next board meeting. Copies of membership meetings with financial information deleted will be posted and/or distributed within 1 week of being approved at a membership meeting. Any falsification or dereliction of duty shall result in charges appropriate for the offence.

Section 3:

Membership Secretary

It shall be the duty of the Membership Secretary to collect members' dues and keep a separate account of each member's financial status with respect to the organization.

Section 4:

Treasurer

The Treasurer shall have charge of and be responsible for the funds of the organization, shall deposit in a bank, chosen by the Board of Directors, all money received from the Membership Secretary and from all committees and shall pay all bills charged to the organization upon approval of the Board of Directors, and shall submit a report at each regular meeting. Such report to show all money collected and the source thereof, all money paid out and the purpose for which it was paid, and the balance on hand.

Section 5:

Board of Directors

1. The Board of Directors of this club shall consist of the President, Vice-President, Recording Secretary, Membership Secretary, Treasurer, five Trustees, and the past President from the previous year.

2. The Board of Directors shall supervise the operation of the organization, see that the elected officers perform the duties of the respective offices, and provide a source for the auditing of the Treasurer's records.

3. The Board of Directors will see that a detailed record of all business transacted at the Board of Director's Meeting is secured by the Recording Secretary as defined in these By laws. The Treasurer will file the Federal and New York State Tax information and licensing returns. An Annual Financial Statement shall be submitted to the Board of Directors by the March Directors

meeting. Release of the Annual Financial Statement to the membership will be at the discretion of the Board of Directors.

4. The President, Vice-President, Membership Secretary, Recording Secretary, and Treasurer shall be elected by secret ballot of the membership and shall hold office for two years or until their successors are elected.

5. In the event of any vacancy in any office for any reason, the Board shall appoint a member in good standing to fill the unexpired term until the next general election is held.

6. As one of their duties, the Board of Directors shall prescribe and publish rules and regulations as to the use and occupancy of any room of the organization and all other functions and activities conducted in the buildings and on the grounds of this organization. They shall see to it that the club grounds are properly posted.

7. The Board of Directors shall meet on the Monday preceding the regularly scheduled monthly meeting unless otherwise agreed upon by an affirmative vote of at least two-thirds of the members of the Board of Directors.

8. In an effort to keep communication at the highest level, all Board members will respond to emails as soon as possible, but within 48 hours, even if the response is only a "received".

9. Any member of the Board of Directors who refuses to accept duties assigned by the president shall meet one on one with the president to give reason for the refusal. It will be the option of the president to reassign duties.

10. Removal of Board Members. Any member of the Board of Directors may be removed from office for due cause (as defined in Article III, Sections 7&8, and Article XI) by a vote of at least two-thirds vote of the members of the Board of Directors present at any meeting. The affected Board member shall receive written notice of the charges by certified mail and shall be given an opportunity to be heard before the Board prior to the vote per Article XI. This provision shall not apply to the Past President serving in an ex-officio capacity.

ARTICLE VI
MEETINGS

Section 1:

Annual Business Meeting

The annual business meeting of the club shall be held in March of the next calendar year at such place as the Board of Directors may designate.

Section 2:

Monthly Membership Meeting

A meeting of the membership shall take place each month except in extraordinary circumstances as deemed by the president.

Section 3:

Special Membership Meeting

A special meeting of the club may be called by the Board of Directors or by the President or whenever twenty-five (25) or more voting members of the club in good standing shall make a written request to the President and specifying the object of the meeting. Such special meeting shall deal only with that which was specified.

The membership shall be notified of all special meetings at least five days prior to the date of such meeting. This notification shall not be necessary for regularly scheduled meetings. Notifications shall be via signs posted at club facilities, emails and postings on the club web site.

Section 4:

Order of Business:

1. Call to order and Pledge of Allegiance to Flag
2. Reading of last meeting minutes and corrections if necessary
3. Treasurer's report
4. Report of standing committees
5. Report of special committees
6. Unfinished (old) business
7. New business
8. Member open comments
9. (a) Presenting resolutions
   (b) Appointing of committees
   (c) Business pertaining to future activities
10. Adjournment

Section 5:

Meeting Attendance Restrictions

No person will attend a meeting of the club unless they are a member of the club or invited by the President or the Board of Directors. The reason for their presence shall be made known to the membership.

Section 6:

Meeting Quorum and Voting

At regular membership meetings or special meetings, two-thirds of the officers, and twenty-five (25) members in good standing constitute a quorum to conduct business of the club. At meetings of the Board of Directors, two-thirds of the Board members shall constitute a quorum. All actions shall require the affirmative vote of at least two-thirds of the Board members present.

Section 7:

Membership Attendance of Board Meetings

Members in good standing may attend monthly Board of Directors meetings as observers. No comments or participation from non-Board members shall be permitted.

Section 8:

Executive Session

The Board of Directors may enter into executive session during any Board meeting for the sole purpose of discussing either personnel matters or Legal issues. Executive sessions shall be closed to the general membership and shall be attended only by the members of the Board of Directors and any individuals specifically invited by the Board. No other business shall be conducted during executive sessions.

Section 9:

Meeting Rules

"ROBERT'S RULES OF ORDER" shall be followed at meetings unless otherwise noted in these By Laws.

ARTICLE VII
COMMITTEES/DEPARTMENTS

The President may appoint the following standing committee chairpersons. The chairperson will be responsible for appointing at least one other committee member when possible. The standing committees are as follows:

1. House committee (bar & hall committee);
2. Building & Grounds committee;
3. Range committee;
4. Trap, Skeet & Clays committee;
5. Archery committee;
6. Audit / Investigatory Committee;
7. Finance Committee;
8. Membership Committee;
9. General Administration Committee:

Special committees may be appointed to carry out specific duties and to handle specific events when, in the opinion of the President, it is advisable to do so. Chairpersons who have been appointed by the President shall pick their own committee members.

The membership may direct the formation of an Audit / Investigatory Committee for any specific purpose by a resolution passed at an annual business meeting, a regular monthly meeting, or at a special meeting called in accordance with Article VI, Section 1-3 of these

Bylaws. The formation of the committee requires a membership affirmative vote of at least two-thirds of the members present at the meeting, provided a quorum is present. Any such resolution must clearly state the scope, purpose, and expected duration of the committee's work. Upon passage of the resolution, the Board of Directors shall appoint the committee within thirty (30) days in accordance with the qualifications and procedures set forth in Section 6 below. When formed by membership resolution, the committee's duties shall be strictly limited to the specific task or duty approved by the membership unless the Board of Directors subsequently expands the scope by an affirmative vote of at least two-thirds of the board members. The Board of Directors may appoint persons to the various committees consisting of members in good standing to assist the committee chairperson in the management of the various committees. The committee shall serve in an assisting capacity only and shall have no authority to approve expenditures or make financial commitments without specific approval of the Board of Directors.

Section 1:

House Committee

The house committee shall have the charge of all beverage sales, and incidentals sold over the bar, and are responsible for the care and maintenance of all equipment in the main clubhouse.

Section 2:

Building & Grounds Committee

The Building and Grounds committee shall have charge of and be responsible for all repairs, construction and alteration of the adjacent buildings and shall have supervisory powers over any construction, providing that one of the committee members is a qualified person, on the property of the organization in order that such construction be in keeping with the general appearance of the property as a whole. The Building and Grounds committee shall also have charge of, and be responsible for, all lands of the organization not specifically allotted to the other committees. They shall maintain the grounds and shall have charge of future development.

Section 3:

Range Committee

The range committee shall have charge of all rifle, pistol and archery activities both indoor and outdoor, and shall be responsible for keeping the indoor range in a neat and orderly condition and shall be responsible for the care of supplies and equipment used on the ranges. The Range committee shall be responsible for the safety of the members and spectators at any rifle or pistol match and bow competition and shall strictly enforce the various safety measures and rules enacted by the club pertaining to the shooting of rifles, pistols and bow.

Section 4:

Trap & Skeet Committee

The Trap and Skeet committee shall have charge of all construction, alteration, operation and maintenance of the trap, skeet and clay target facilities of the organization. The Trap and Skeet

committee and Board shall be responsible for strictly enforcing the various safety measures and rules enacted by the club pertaining to skeet and trap shooting.

Section 5:

Archery Committee

The Archery committee shall have charge of and be responsible for all equipment used in archery practice and shall make arrangements for and conduct all archery contests. The Archery committee and Board shall be responsible for the safety of the members and spectators at any archery match and shall strictly enforce the various safety measures and rules enacted by the club pertaining to archery.

Section 6:

Audit / Investigatory Committee

The President may appoint, or a two-thirds majority of the membership present may direct the formation of (as provided above), an Audit / Investigatory Committee. The committee shall be composed of no fewer than three (3) and no more than five (5) members in good standing. No member of this committee shall be an officer, executive board member, employee of, or recipient of any compensation from the organization.

The Audit / Investigatory Committee is authorized to examine and investigate any aspect of the club's financial records, operations, compliance with bylaws, policies, or any other matter within the scope approved by the Board of Directors or by membership resolution. Its role includes reviewing financial record-keeping and reporting practices, conducting audits or investigations, recommending improvements to bring the club to best practice standards, and reporting its findings and recommendations directly to the Board of Directors. When the committee is formed by membership resolution, its duties shall be limited to the specific purpose stated in that resolution unless the Board of Directors later authorizes a broader scope. The committee shall select an independent external auditor when appropriate, and said auditor shall report to the committee, which shall in turn present the results to the Board of Directors prior to acceptance of any final audit report.

The Audit / Investigatory Committee shall have the authority to request statements or evidence from any member in connection with any inquiry or investigation in accordance with Article XI. The committee shall also have unhindered access to any property, locations, records, and financial information owned or controlled by the Pine Tree Rifle Club, Inc. that falls within the scope of the approved audit or investigation.

Upon completion of its work, the committee shall submit a written report of its findings and recommendations to the Board of Directors. The Board of Directors shall make the report, or a clear summary thereof, available to the membership within thirty (30) days, either by posting it at the club facilities and on the club website, presenting it at the next regular membership meeting, or distributing it by email or other appropriate means. For committees formed by membership resolution, the full report (subject to reasonable redactions for legal or

confidentiality reasons) shall be provided to any member in good standing upon written request.

Section 7:
Finance Committee
The President may appoint a Finance Committee consisting of members in good standing to assist the Treasurer and the Board in the financial management of the club. The Finance Committee shall aid in budget preparation, financial planning, review of financial reports, and fundraising efforts. The committee shall serve in an advisory capacity only and shall have no authority to approve expenditures or make financial commitments without specific approval of the Board of Directors.

Section 8:
Membership Committee
The President may appoint a Membership Committee consisting of members in good standing to assist the Membership Secretary with all matters pertaining to club membership. The Membership Committee shall support the recruitment of new members, processing of applications, conducting induction meetings, and orienting new members in accordance with Article III of these Bylaws. The committee shall make recommendations to the Board and membership regarding applicants as required.

Section 9:
General Administration Committee
The President may appoint a General Administration Committee consisting of members in good standing to provide general administrative support to the officers, Board of Directors, and other committees as needed. The General Administration Committee may assist with club correspondence, record keeping, event coordination, policy implementation, volunteer coordination, and such other administrative tasks as may be assigned by the President or the Board of Directors.

Section 10:
General Committee Duties
In general, it shall be the duty of each committee chairperson:
1. To keep the members advised as to any pending legislation pertaining to firearms that may affect the use of rifles and pistols, and to report to the organization with recommendations with respect to such legislation.

2. To keep the membership informed of the various activities of this committee.

3. To keep an accurate accounting record of all monies received and to deliver said monies to the treasurer for deposit. The chairperson shall submit a complete statement of his committee at each regular meeting.

4. To deliver to the Recording Secretary upon the completion of the committee chair's term of office, all instruments, documents, duplicate copies of correspondence, etc., and an up-to-date inventory of the club's equipment and supplies on hand with their committee at the end of their term of office.

5. To keep the Board of Directors informed of all activities of their committee and to appoint any assistant as may be needed by them to make their committee as successful as possible.

Section 11:
Departments

Education Department: The President shall appoint the following but not limited to: Director of Education, Assistant to the Director, Finance Officer: (shall submit to Pine Tree Rifle Club, Inc. Treasurer a full report monthly of all finances of the Education Department), Chief Range Safety Officer (CRSO), Range Safety Office (RSO), Range Masters, and Senior Instructors/Instructors.

ARTICLE VIII
RANGE SAFETY RULES

In alignment with the club's commitment to the safe handling of firearms, improved marksmanship, and true sportsmanship as per Article II, Sections 1 and 5, all members, guests, and participants must adhere to the following range safety rules while using any rifle, pistol, archery, trap, skeet, or clay target facilities. These rules shall be enforced by the Range Committee, Trap, Skeet & Clays Committee, Archery Committee (as described in Article VII, Sections 3–5), and the Board of Directors, who are responsible for the safety of members and spectators.

Section 1:
Prohibited Actions
Prohibited actions on the range include, but are not limited to:

- Shooting or discharging a firearm while any person is downrange, forward of the firing line, or in an unsafe position (e.g., during target setup, retrieval, or maintenance).
- Poor muzzle discipline, such as pointing a firearm at anything other than the intended target or in an unsafe direction (e.g., sweeping the muzzle across people, sweeping upward without a safe backstop, or failing to keep the muzzle pointed downrange).
- Handling or loading a firearm during a ceasefire or when the range is declared "cold."
- Enabling or allowing unauthorized or illegal use of a firearm, such as permitting a non-member, prohibited person (e.g., felon or underage individual without supervision), or someone under the influence of alcohol/drugs to handle or discharge a firearm.
- Using prohibited ammunition, devices, or modifications (e.g., tracer rounds, explosive targets, or illegal suppressors) that pose a fire hazard or violate club, state, or federal regulations.

- Failing to wear required safety equipment, such as eye and ear protection, or ignoring posted range-specific rules (e.g., caliber restrictions, target types, or shooting positions).
- Using any indoor range, rifle, pistol, trap, skeet, clay target, or archery range outside of the posted operating hours, dates, or authorized scheduled times for that specific range.
- Failing to properly police up all spent brass from the ranges and place it in the designated brass collection bins, and failing to place any live rounds that failed to fire (misfires or duds) into the appropriate live-round containers provided on all ranges.
- Rapid or uncontrolled firing that endangers others, such as "bump firing" without proper control or shooting at unauthorized targets (e.g., ground, sky, or non-designated areas).
- Leaving a loaded firearm unattended or failing to ensure actions are open and chambers empty when not in use or failing to use chamber flags/ECI/removal of bolt when required.
- Engaging in horseplay, distractions, or reckless behavior that compromises safety (e.g., running on the range, using electronic devices that impair awareness).
- Operating, handling, loading, or discharging any firearm, bow, or other shooting equipment on club ranges or facilities while under the influence of alcohol, illegal drugs, or any prescription or over-the-counter medication/substance that impairs judgment, coordination, reaction time, or safe firearm handling (zero-tolerance policy; members are responsible for knowing their own limitations and impairment status).
- Failing to report observed safety violations, accidents, or near-misses to a Range Safety Officer or Board member immediately.

All members are responsible for knowing and following these range safety rules, as well as any additional guidelines posted at the ranges or communicated by the appropriate committee chairpersons. Violations of these rules shall be investigated by the Board of Directors in accordance with the procedures set forth in Article XI. The accused member shall be properly served with charges and given an opportunity to be heard as provided in that Article.

Section 2:

Range Violation Repercussions

Repercussions for any range safety rule violations shall be as follows:

- **First offense:** A 1-month suspension of all club privileges, during which the member must complete a club-approved firearm safety course (e.g., NRA Basic Firearm Safety or equivalent) at their own expense and provide proof of completion before reinstatement.
- **Second offense:** Immediate termination of membership, with no eligibility for reinstatement. The member shall forfeit all dues and fees paid, and any club property in their possession must be returned immediately.

Severe violations (e.g., those resulting in injury or near-injury) may result in immediate termination upon a two-thirds vote of the Board, regardless of prior history. The Board may also recommend expulsion to the membership for approval by an affirmative vote of at least two-thirds of the members present, provided a quorum. All decisions shall be documented and notified in writing, with appeals set forth in Article XI.

ARTICLE IX
FINANCES

Section 1:

Expenditures

All expenditures must be referred to the Board of Directors. Any expenditure not preapproved by the Board of Directors will not be honored. Any expenditure, other than normal operational expenses, exceeding $1000.00 shall be submitted to the membership at a regular meeting for approval. In the event that the Board of Directors determines that an occurrence requiring an expenditure of funds exceeding $1000.00 to continue the proper operation of the club and such expenditure must be made before a notification of the membership is possible, it will be empowered to make such expenditure but must notify the membership at the next regular meeting. Such emergency exception will only be made with an affirmative vote of at least two-thirds of the board members present, provided a quorum is present

In an emergency situation a Board member may spend up to $500.00 with the approval of another Board member. Such expenditure will be explained to the full Board at the next Board meeting.

A dated invoice for any expenditure made in the name of Pine Tree Rifle Club, Inc. must be submitted to the treasurer as soon as possible. As noted above, expenditures must be preapproved. Cash expenditures will not be reimbursed without a dated receipt.

All specific authorizations for expenditure of funds must be executed within 90 days of the approval or the authorization is rescinded, unless otherwise stated at the time of approval.

Section 2:

Donations

No donation shall be solicited in the name of the Pine Tree Rifle Club, Inc. without the prior approval of the Board of Directors. All donations received by the club shall be administered in accordance with Article X, Section 2 (Lost, Forgotten, Donated, or Abandoned Property) and the Donation Receipt procedures set forth in Appendix A of these Bylaws.

Section 3:

Sell, Lease or Transfer Property

In the event that it becomes necessary to sell, lease, dispose or transfer in title, property or a portion thereof, considered as owned by the Pine Tree Rifle Club, Inc; a two-thirds vote at the regular club membership meeting of the membership in good standing shall be required for its approval. Ballots will be mailed to the membership well in advance of such action for their approval or disapproval.

Section 4:

Club Contracts

No officer, committee chairperson, member, or other individual shall have the authority to enter into any contract, agreement, lease, or other legally binding obligation on behalf of the Pine

Tree Rifle Club, Inc. without the prior approval of the Board of Directors. All proposed contracts and agreements must be submitted to the Board of Directors for review and approval prior to execution. Such approval shall require an affirmative vote of at least two-thirds of the members of the Board of Directors present at any meeting, provided a quorum is present. Any contract or agreement entered into without the required Board approval shall constitute a violation of these Bylaws and may result in disciplinary action as outlined in Article III, Section 8 and Article XI.

Section 5:
Dissolution
In the event of dissolution of this club and sale of the building and grounds and properties take place, the net proceeds shall be divided equally among all members in good standing for at least 5 years immediately preceding the dissolution.

ARTICLE X
GENERAL PROVISIONS

Section 1:
Subsidiary Organizations
Any organization formed by members within the club shall be subject to the By Laws and all rules and regulations of the club. All such organizations using the club's facilities and property must have the approval of the Board of Directors. All permanent additions and monies realized become the property of the club.

Section 2:
Lost, Forgotten, Donated or Abandoned Property
Any items or articles (tangible personal property) left in the possession of, donated to, or on the premises of, the Pine Tree Rifle Club, Inc. (including but not limited to the clubhouse, ranges, parking areas, or other facilities) shall be considered lost, forgotten, donated, or abandoned and held by the club in a designated lost-and-found area for a period of ninety (90) days from the date the item is discovered or turned in.

During this 90-day holding period:

- The club will make reasonable efforts to identify and notify the apparent owner (e.g., via posted notices at the club, announcements at meetings, email to members if identifiable, or other practical means), if the item has identifying information or appears to belong to a member/guest.
- The apparent owner may reclaim the item by contacting the Board of Directors (or designated committee/officer) and providing proof of ownership (e.g., description, photos, or other evidence) and, if applicable, paying any reasonable storage or administrative fees set by the Board.

After the 90-day period expires without reclamation:

- The item shall automatically become the property of the Pine Tree Rifle Club, Inc.

- The Board of Directors (or its designee, such as the House Committee or Building & Grounds Committee) may dispose of, sell, donate, repurpose, or otherwise use the item at its discretion.
- Proceeds from any sale shall become club funds (deposited per Article IX: Finances).
- The club, its officers, directors, members, and employees shall not be liable for loss, damage, or theft of any such items during the holding period or thereafter.

Donated Items: Donated items are excluded from the 90-day holding period. Upon donation and execution of a Donation Receipt, ownership of the item(s) shall immediately and irrevocably transfer to the Pine Tree Rifle Club, Inc. The donating person(s) shall complete and sign a Donation Receipt in the form set forth in Appendix A of these Bylaws. The completed Donation Receipt shall be retained by the club as a permanent record of the donation.

This provision does not apply to firearms, ammunition, or other regulated items, which must be handled in accordance with applicable federal, state, and local laws, club firearms/ammunition storage policies (as designated by the Keeper of Firearms/Ammunition), and any immediate reporting requirements.

Section 3:

Reporting of Criminal Violations

If any violation of the Member Code of Conduct (Article III, Section 7), Range Safety Rules (Article VIII), or any other provision of these Bylaws is determined by the President or the Board of Directors to also constitute a violation of federal, state, or local law, the President shall promptly notify the appropriate law enforcement agency. This provision is intended to ensure compliance with legal requirements and to protect the safety and interests of the club and its members.

ARTICLE XI
DISCIPLINARY PROCEDURES AND DUE PROCESS

Any member who is found guilty by the Board of Directors or through the results of an official audit or investigation of any unsportsmanlike conduct, violation of club rules, or any other conduct detrimental to the welfare of the organization (including but not limited to violations addressed in Article III, Section 7 [Member Code of Conduct] and Article VIII [Range Safety Rules]) may be subject to disciplinary action in accordance with this Article.

Upon a determination that disciplinary action may be warranted, the President or his designee shall file formal charges. The Board of Directors or the Audit / Investigatory Committee shall serve written notice of the charges upon the accused member by certified mail, return receipt requested, to the member's last known address on file with the club. The accused member shall have thirty (30) calendar days from the date of mailing to submit a written response to the charges and/or to request an opportunity to be heard before the Board of Directors. If the

accused member fails to respond within the thirty (30) calendar day period, the Board may proceed with its determination and any vote in the absence of the member's response.

When the Board of Directors or the Audit / Investigatory Committee makes a written request for a statement or evidence from a member in connection with any inquiry or investigation, the member shall have fourteen (14) calendar days from the date of the request to provide the requested statement or evidence. Failure to respond within this timeframe shall constitute a failure to cooperate with the inquiry or investigation and shall be treated as a separate violation of the Member Code of Conduct (Article III, Section 7).

A member shall first be given an opportunity to be heard before any suspension, or expulsion action is taken by the organization.

After providing the required due process, the Board of Directors may, by a vote of at least two-thirds of the members of the Board of Directors present at any meeting, suspend a member from membership for a period not exceeding three (3) months. For any proposed suspension exceeding three (3) months or for expulsion, the Board may recommend such action to the membership. Any further suspension or expulsion shall require the affirmative vote of at least two-thirds of the members present at a regular or special membership meeting, provided a quorum is present.

Where more specific violations and progressive repercussions are detailed elsewhere in these Bylaws (e.g., Article III, Sections 7 and 8, or Article VIII), those provisions shall govern the specific penalties and timelines, provided they are consistent with the due process requirements set forth in this Article. The Board may apply the most appropriate disciplinary framework based on the nature and severity of the violation.

Any final decision by the Board of Directors or by the membership at a regular or special meeting regarding disciplinary action against a member, whether such decision results in suspension, expulsion, or a determination that no further action is warranted, shall be promptly communicated to the affected member in writing by certified mail, return receipt requested, to the member's last known address on file with the club.

Any member who is subject to disciplinary action shall have the right to appeal the decision to the full membership. The member must submit a written notice of appeal to the Recording Secretary within fourteen (14) calendar days after the date the decision was mailed by certified mail. Upon receipt of a timely appeal, the matter shall be placed on the agenda of the next regular membership meeting or at a special meeting called for that purpose. The decision shall remain in effect unless it is overturned or modified by an affirmative vote of at least two-thirds of the members present, provided a quorum is present. The decision of the membership on appeal shall be final.

ARTICLE XII
AMENDMENT TO THESE BY LAWS

These By Laws may be amended as needed in accordance with the following procedure:

1. A proposal will be made by the Board of Directors and shall be forwarded by them to the membership at a regular or special meeting.

2. At the regular or special meeting, the proposed By Law amendment will be discussed and if it is decided by the membership present to amend these By Laws, the wording of such an Amendment will be recorded by the Recording Secretary in the minutes of the meeting.

3. The Recording Secretary will see to it that all members in good standing will be advised of the proposed By Laws amendment and that a discussion and vote on the issue will take place at the next monthly membership meeting following the written notification of the membership. Such notification must be made at least ten days prior to the meeting at which the vote will be taken.

4. The By Law amendments will be accepted or rejected by the membership on an affirmative vote of at least two-thirds of the members present, provided a quorum is present.

5. If the By Law amendment is accepted, notification will be made to the membership as to the working and effective date of the amendment and that amendment will be made as part of these By Laws from that date forward. Notification may be made via signs at the club facilities, email, the club web site or normal mail.

ARTICLE XIII
COPIES OF THIS DOCUMENT

One copy of the By-Laws can be provided to any member in good standing who requests it at cost equal to printing and postage necessary to provide said copy.

A copy of the By Laws will be available at the club house. This copy may be viewed but cannot leave the club house and is kept in a secure area, such as the business office.

A copy of the By Laws will be published on the club public facing website.

Appendix A - Donated Items to Pine Tree Rifle Club, Inc

Date of Donation: _____

DONOR INFORMATION

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

DESCRIPTION OF DONATED PROPERTY

(Attach additional sheets and photographs if necessary)

Item Description:

_____

_____

Estimated Fair Market Value (optional): $ _____

DONOR ACKNOWLEDGMENT AND RELEASE

By signing below, I, the undersigned donor, voluntarily donate the above-described item(s) to the Pine Tree Rifle Club, Inc. I confirm that I am the lawful owner of the item(s) and have full authority to make this donation. I understand and agree that:

1. Ownership of the item(s) transfers immediately and irrevocably to the Pine Tree Rifle Club, Inc. upon execution of this receipt.
2. The Club may use, sell, donate, repurpose, or otherwise dispose of the item(s) at its sole discretion.
3. I waive any and all claims to the item(s), now and in the future.
4. This donation is made without any expectation of compensation, return, or future benefit to me.

SIGNATURES

DONOR:

Printed Name: _____

Signature: _____ Date: _____

CLUB REPRESENTATIVE (Receiving Donation):

Name / Title: _____

Signature: _____ Date: _____

CLUB USE ONLY

Receipt Number: _____ Date Filed: _____

Filed By: _____