

**BYLAWS**

**OF THE**

**OTERO PRACTICAL SHOOTING ASSOCIATION, INC.**

**ALAMOGORDO, NEW MEXICO**

AFFILIATED WITH

THE NATIONAL RIFLE ASSOCIATION OF AMERICA (NRA)

THE UNITED STATES PRACTICAL SHOOTING ASSOCIATION (USPSA)

THE SINGLE ACTION SHOOTING SOCIETY (SASS)

CIVILIAN MARKSMANSHIP PROGRAM (CMP)

NEW MEXICO SHOOTING SPORTS ASSOCIATION (NMSSA)

**Revised this 16th Day of February 2010**

## **ARTICLE I - NAME**

The name of this organization shall be the **OTERO PRACTICAL SHOOTING ASSOCIATION, INC.**, hereinafter abbreviated as **OPSA** and referred to as the **CLUB**.

## **ARTICLE II - PURPOSE**

The purpose of this organization shall be to encourage and promote safe and responsible use of firearms through participation in **CLUB** sponsored matches and events in order to increase the members' knowledge and skills in: safe firearm handling, range safety and etiquette, firearms maintenance, and improved marksmanship, by offering instructional and practical assistance. Furthermore, the **CLUB** promotes the fundamental characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship.

## **ARTICLE III - MEMBERSHIP**

- A. An individual may become a Probationary Member of this organization after completing the **CLUB'S "APPLICATION FOR MEMBERSHIP"** form and payment of the **CLUB** dues, as detailed in the **CLUB's** Standard Operating Procedures, hereinafter referred to as **SOP**. Any individual who is legally allowed to own, possess, or handle a firearm is eligible for membership.

- B. Probationary Membership is for a period of six (6) months. Thereafter, unless otherwise determined by vote of the Executive Committee, status will automatically upgrade to Member in Good Standing.
- Note: The Executive Committee may, at any time during the probationary period, vote to exclude said Probationary Member from further CLUB membership and refund the pro-rated balance of his or her dues.
- C. Current membership in the NATIONAL RIFLE ASSOCIATION is strongly encouraged for members of the CLUB.
- D. Membership in other affiliated organizations will be addressed in the CLUB's SOP.

#### **ARTICLE IV - OFFICERS**

- A. The officers of this CLUB shall be PRESIDENT, VICE-PRESIDENT, SECRETARY, and TREASURER. Terms of all offices shall be for one year commencing on the first day of January and terminating on the thirty-first day of the following December. All Officers must be at least twenty-one (21) years of age.
1. Elected Officers shall hold office for a period of one year, as detailed above, or until their successors are elected/appointed.

## ARTICLE V - DUTIES OF OFFICERS

### A. The PRESIDENT shall:

1. Preside, as chair, at all meetings of the CLUB and Executive Committee and serve as the official representative of the CLUB.
2. Ensure conformity between Bylaws, SOP and any standing rules.
3. Form an Audit Committee whose purpose shall be to conduct, at minimum, an annual audit of the CLUB's financial records.
4. Establish committees and appoint committee chairs and members as required.
5. Request assistance from CLUB members as may become necessary.

### B. The VICE-PRESIDENT shall:

1. Perform duties as President in the absence of the President.
2. Perform other duties as may be requested by the President.

### C. The SECRETARY shall:

1. Record the minutes of all CLUB meetings and maintain them within a book. Assure copies of the minutes and organizational documents are available, upon request, to membership for review.
2. Maintain accurate and up-to-date copies of all organizational documents, including, but not limited to, Bylaws, SOP and standing rules.
3. File reports and issue written notices of meeting occurrences and schedules

as directed.

4. Prepare and submit a meeting agenda for the President's or Presiding Officer's approval five days prior to each scheduled meeting.
5. Maintain membership roster (unless otherwise assigned) and meeting attendance records.
6. Provide copies of organizational documents as directed by the President or Executive Committee for his/her/their signature(s).
7. Call the roll as directed.
8. Maintain an up-to-date list of all past and present committees with their respective composition (chairs and members.)

**D. The TREASURER shall:**

1. Maintain CLUB bank and fund accounts utilizing, at minimum, an Accounts Receivable Ledger and a Disbursement Journal.
2. The Accounts Receivable Ledger will detail, at minimum, all income received by the CLUB, including, but not limited to, records detailing payments of all membership dues, match fees, and donations.
3. The Disbursement Journal will detail, at minimum, all receipts and vouchers for payments made (as required or directed by the Executive Committee) from CLUB funds/accounts as well as any other records required by the

Audit Committee.

4. Maintain a separate “CLUB Membership - Dues Report”, detailing up-to-date status of membership and dues payments per member. Provide a copy of this report to the CLUB Secretary and or Executive Committee as directed.
5. Present written Monthly Financial Reports as directed for each account and maintain such reports within a book (so as to assure availability to any member upon his/her request) consisting of, but not limited, to:
  - a. The cash amount on hand at beginning of reporting period.
  - b. The sources and amounts of income during the reporting period.
  - c. The amounts, payees and purpose of each disbursement made during the reporting period.
  - d. The ending account balance for each account for the reporting period.
6. Make all records available to the Auditing Committee as directed.

## **ARTICLE VI - COMMITTEES**

A. An EXECUTIVE COMMITTEE (voting members) shall be composed of the CLUB Officers Shooting Coordinators.

1. The Executive Committee shall:

- a. Have general supervision and control of all activities of the CLUB.
- b. Create and maintain an SOP for the CLUB. Make the SOP available to

all CLUB members in a separate manual or booklet.

- c. Make agreements with other organizations and individuals to carry out the objectives of the CLUB as needed or required.
  - d. Establish the amount for annual CLUB dues.
1. Special Meetings of the Executive Committee (in addition to those detailed in Article VII, section A) may be held at any time, on the call of the President or on demand in writing or by telephone to the Secretary by two members of the Executive Committee.
  2. Vacancies in the Executive Committee:
    - a. Single vacancies may be filled by a simple majority vote of the remaining members of the Executive Committee.
    - b. Multiple vacancies shall require the convening of a Special Meeting of the CLUB, where new officials will be elected to fill the vacancies until the date of the next Annual Meeting.
- B. An **AUDIT COMMITTEE** shall be formed by the President. Conflict of interest concerns shall preclude appointment of CLUB Treasurer to this committee.
1. The Audit Committee shall:
    - a. Perform an audit of the CLUB's books and monetary records, as

maintained by the Treasurer, at the close of each fiscal year.

- b. Report the annual audit findings to the Executive Committee by March thirty-first of each year for the preceding fiscal year.
- Note: The fiscal year for the CLUB shall be the standard calendar year (commencing the first of January and ending on the thirty-first of December of the same year.)

## **ARTICLE VII - MEETINGS**

A. **Executive Committee Meetings**: Executive Committee Meetings are meetings of the CLUB Officers and their advisers (see Article VI, Section B.) for the purpose of transaction of ordinary CLUB business. The date, time and place will be set by the Executive Committee.

1. These meetings are open to all members; however, only attendance by CLUB Officers and Advisory Committee members is expected.
2. Voting is restricted to the Executive Committee and a simple majority will carry.
3. A simple majority of members of the Executive Committee shall constitute a quorum.

B. **Annual Meeting**: The Annual Meeting of all Members will be held on the first Thursday in December for the purpose of electing officers and



conducting other appropriate Annual Meeting business that may come before the CLUB. The December Executive Committee meeting will conduct normal CLUB business.

1. The Executive Committee will set the place and time of the Annual Meeting and notify the Membership of same in accordance with the OPSA SOP.
2. Officer nominations may be made by Members in Good Standing at the October Executive Committee meeting from the floor or by prior submission in writing.
  - a. Nominees shall convey acceptance to an Executive Committee Member as soon as possible to facilitate preparation of the ballot.
3. Officer and Shooting Coordinator elections shall be held at the CLUB's Annual Meeting, and shall be by written ballot. Elections will be determined by a majority vote of the attending Members in Good Standing.
  - Note: Write-In candidates will be allowed on the ballots; however such candidates must indicate their willingness to serve, prior to such votes being validated.
4. Lists of nominees will be sent to club Members in Good Standing (as of the Annual Meeting date) in November. Write in candidates will be allowed.

This list of nominees will be included in the Annual Meeting notification.

- a. Officers and Discipline Coordinators will be elected IAW OPSA By-Laws.
  - b. An officer and Discipline Coordinator may be the same person. In this case the individual will have only one(1) vote on any issue before the Executive Committee.
  - c. Members in Good Standing who cannot attend the Annual Meeting may vote for officers/discipline coordinators by sending in a written ballot with their choices indicated and signed.
  - d. Proxy votes will be accepted. Individuals wishing to vote by proxy will send written (signed) notification to the Executive Committee indicating the individual authorized the proxy vote and I which positions the proxy may vote. An individual may be a Proxy for a maximum of one member.
5. Attendance by twenty percent (20%) of all Members in Good Standing will constitute a quorum .
6. This meeting will be in addition to the Executive Committee Meeting for the month of December.
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- C. Special Meetings of the CLUB: (not to be confused with Executive Committee Special Meetings) may be held at any time by either: 1) a call of the President,

2) a call of the Executive Committee, or 3) upon a written call signed by not less than twenty percent (20%) of all Members in Good Standing and presented to the Executive Committee.

1. The purpose, date, time and location of the Special Meeting shall be in the call and all CLUB Members in Good Standing will be notified by United States Mail or by telephone (by the Executive Committee) not less than seven days prior to the selected date.
2. All attending Members in Good Standing may vote. A simple majority will carry the vote.
3. Attendance by twenty percent (20%) of all Members in Good Standing will constitute a quorum.

## **ARTICLE VIII - MATCH RULES**

- A. All sanctioned competitions hosted by the CLUB shall be governed by the appropriate and pertinent rules and regulations as defined and or delineated by the NRA and or the sanctioning body of the particular shooting sport.
- B. Unless an event is officially sanctioned as a match or is a qualifying match, the Match Director may revise, add, or suspend any match rules (except safety rules) in the interest of sportsmanship, fair play and general spirit of

the match.

## **ARTICLE IX - REMOVAL OF MEMBERS**

A. Officer Removal - Any Executive Committee member may be removed from office by a two-thirds vote of the Members in Good Standing present at any Special Meeting of the CLUB (see Article VII, Section C.) that has been called for such purpose. Furthermore:

1. No vote on removal may be taken unless a minimum of fourteen (14) days advance written notice is given to the subject Officer. The written notice shall include: 1) the reason(s) for the removal vote request and, 2) the date, time and place of the Special Meeting at which such ballot for removal is to be taken.
2. In accordance with the SOP, the subject Officer shall be afforded a full hearing at such Special Meeting of the CLUB. However; the presence of the Officer in question is not mandatory to proceed with the vote for removal.

B. Member Removal - Any Member In Good Standing may be expelled from the CLUB for any cause deemed sufficient by the Executive Committee. A three-fifths affirmative vote of the CLUB's Officers at any Executive Committee Special Meeting (see Article VI, Section 2.) is required. Furthermore:

1. No vote on expulsion or removal may be taken unless at least fourteen days (14) advance notice in writing is given to the subject Member. The written notice shall include; 1) the reason(s) for his/her proposed expulsion and, 2) the date, time and place of the Executive Committee Special Meeting at which such action will be considered.
2. In accordance with the SOP, the subject Member shall be afforded a full hearing at such Executive Committee Special Meeting. However; the presence of the Member in question is not mandatory to proceed with the vote.
3. Appeal requests will be accepted for a period of thirty (30) days from date of expulsion. Such requests may be submitted by a CLUB Member In Good Standing or by the former Member. All requests shall be directed to the Executive Committee and follow the Executive Committee Special Meeting rules as detailed in Article VI, Section 2. of this document.

## **ARTICLE X - AMENDMENTS**

- A. Any proposed amendments to these Bylaws may be introduced by any Member in Good Standing of the CLUB at an Annual or Special Meeting of the CLUB (see Article VII. Section C.) called for such purpose.

- B. Amendment proposals shall be acted upon by the CLUB membership, following review by the Executive Committee and or review by an appointed Bylaws Committee, at the next Annual Meeting or at a Special Meeting of the Club that has been called for such purpose, provided members have been notified of the proposed amendments at least two weeks prior to the meeting in accordance with the OPSA SOP.
- C. Meeting quorum will be dictated by meeting type (see Article VII). A two-thirds vote of the Members in Good Standing present will be necessary to pass or reject any such proposed amendments.

As the duly elected Officers of the CLUB, we certify by our signatures below that these Bylaws were adopted by the CLUB Membership on the 16<sup>th</sup> day of February, 2010 and supersede all preceding bylaw documents.

\_\_\_\_\_  
President Date

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Vice-President Date

\_\_\_\_\_  
Secretary Date

\_\_\_\_\_  
Treasurer Date