



Bylaws Of The Schofield Rod & Gun Club

As ammended on 11 August 2010

Article I

Duties Of Officers

Section 1: Duties and responsibilities of elected officers.

A) **General.** The elected officers of the Schofield Rod & Gun Club, hereafter referred to as the "Club", shall:

- 1) Be the Executive Committee, which shall have the responsibility to direct the operations and activities of the Club in conformity with the purposes stated in the Constitution and in compliance with military regulations and laws.
- 2) Be authorized to use the Club name in all matters concerning business and in conjunction with discharging their assigned duties.
- 3) Determine Club operating policies and procedures and
- 4) Decide all matters of membership revocation and reinstatement not otherwise specified in these Bylaws.

B) **President.** The President shall:

- 1) Subscribe to the duties and responsibilities delineated in the subsection (A) of this section,
- 2) Preside at all business meetings of the Club.
- 3) Chair the Executive Committee.
- 4) Report to the general membership items of significant interest concerning leadership, status, and good order of the Club.
- 5) Call special membership meetings in accordance with the provisions of the Club Constitution and Bylaws.
- 6) Appoint all other committees not established by the Constitution or Bylaws.
- 7) Enforce all rules and regulations of the Constitution and Bylaws.
- 8) In general, oversee the operation of all Club facilities and activities.
- 9) Ensure that Club activities are promoted among the membership.
- 10) Represent the Club at all functions, meetings, and gatherings within the local community.
- 11) Authorize expenditures which do not exceed fifty dollars to further Club activities, maintain its facilities, fund social events, or for any other purpose deemed appropriate and consistent with the Constitutional purpose of the Club.
- 12) Perform all other duties and assume all other responsibilities associated by custom with the office of President.
- 13) Receipt for all property owned by or entrusted to the control or supervision of the Club.
- 14) Assign responsibility to Club property as specified herein or as necessary for the good of the Club or its membership, and

- 15) Have authority, subject to the approval of the Executive Committee, to revoke or reinstate membership in the Club.

C) **Vice President.** The Vice President shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this Article.
- 2) Preside in the absence of the President.
- 3) Assist in the execution of the President's duties or otherwise assume those duties in the President's absence, and
- 4) Ensure the maintenance and good order of the Club house facilities and its surrounding grounds.

D) **Secretary.** The Secretary shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this Article.
- 2) Record and maintain the proceedings or minutes of all formal Club business meetings.
- 3) Report on and administer to all Club correspondence at the Executive Committee meetings.
- 4) Prepare and conduct all correspondence as directed by the Club President.
- 5) Maintain the official copy of the Club Constitution and these Bylaws, and
- 6) Chair the Membership Committee.

E) **Treasurer.** The Treasurer shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this Article.
- 2) Collect all such fees and dues as are authorized by the Executive Committee.
- 3) Receive all other moneys as are due or payable to the Club.
- 4) Account for all Club revenues and financial transactions.
- 5) Report the current Club financial status at general membership meetings.
- 6) Pay the Club financial obligations as they become due.
- 7) Oversee the financial accountability of the Directorships and all committees so as to ensure adequate control of Club funds.
- 8) Prepare the annual Club budget and present it to the membership for acceptance during the fourth quarter of the calendar year.
- 9) Arrange for an annual Club financial audit, and
- 10) Excepting store merchandise and members special orders, obtain Executive Committee approval for any routine payment or financial obligation in excess of fifty dollars, significant new expenditures being subject to the approval of the general membership.

Section 2: Duties and responsibilities of Activity Directors.

A) General. All Activity Directors are appointed by the Executive Committee as officers of the Club, and as such, each Director shall:

- 1) Share the responsibilities of governing, operating, administering, or otherwise managing the Club, as specified in this section.
- 2) Appoint a Deputy Director from the general membership who is not already a Director or Deputy Director for any other activity.
- 3) Represent that segment of the general membership having an expressed interest in their particular activity at meetings and all other proceedings.
- 4) Ensure the safe operation of all activities under the purview of the Directorship, including the use and handling of firearms, the prudent removal of all safety hazards in the activity area, and the regulation of any object or person deemed by the Director to be detrimental to the safety of participants, bystanders, or property.
- 5) Oversee the maintenance, appearance, operation, and good order of all Club property, facilities, areas, and grounds assigned to the activity.
- 6) Report to the membership on all regularly held and special activity events.
- 7) Account to the Club Treasurer for all expendable items purchased with Club funds which are used in discharging assigned duties or in conducting activity events.
- 8) With the exception of the Store Activity Director, form any number of Committees, of any size, to assist in discharging assigned duties and in conducting activity events, and
- 9) Delegate to the respective Activity Deputy Directors, all authority commensurate with assigned tasks which is not otherwise specified in section 3 of this Article.

B) **Trap Shooting Activities Director.** The Trap Director (short title) shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this section, as they pertain to Trap Shooting activities.
- 2) Provide instruction in the techniques of trap shooting.
- 3) Organize trap shooting teams to represent the Club in state, local, and national competitions.
- 4) Promote intramural trap shooting competition among the Club membership.
- 5) Be authorized to use the Club name in conjunction with arranging trap shooting competition and events, and
- 6) Inform the membership on current trap shooting matters.

C) **Skeet Shooting Activities Director.** The Skeet Director (short title) shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this section, as they pertain to Skeet Shooting activities.
- 2) Provide instruction in the techniques of skeet shooting.
- 3) Organize skeet shooting teams to represent the Club in state, local, and national competitions.
- 4) Promote intramural skeet shooting competition among the Club membership.
- 5) Be authorized to use the Club name in conjunction with arranging skeet shooting competition and events, and
- 6) Inform the membership on current skeet shooting matters.

D) Range Activities Director. The Range Director (short title) shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this section, as they pertain to all Club activities involving the firing of rifles and handguns on any range of Schofield Barracks or other military, public, or private range.
- 2) Act as primary liaison between the Club and the managing authorities of all rifle and handgun ranges used by the Club.
- 3) Coordinate range scheduling on behalf of the Club.
- 4) Certify qualified Club members for duty as Range Officers-In-Charge for the purpose of opening ranges and conducting range activities.
- 5) Assign Club OICs to all scheduled firing dates on not less than a monthly basis, making the schedule available in time for inclusion in the monthly newsletter and announcement at the monthly meeting.
- 6) Provide for instruction in the techniques of rifle and handgun shooting, including black powder weapons, and air rifles and pistols.
- 7) Organize shooting teams to represent the Club at local, state, and national competitions.
- 8) Promote intramural shooting competition among the Club members.
- 9) Be authorized to use the Club name in conjunction with arranging respective marksmanship competition and events, and
- 10) Inform the membership on all range activities and events not specifically assigned to other Activity Directors elsewhere in this article.

E) Practical Handgun Activities Director. The Combat Pistol Director (short title) shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this Section, as they pertain to the Club Practical Handgun Program.
- 2) Develop courses of fire, both for competitive events, and as appropriate, for practice sessions attended by Club combat shooters.
- 3) Establish competition classification levels so that Club members of all degrees of skill may compete on a non-discriminatory basis.
- 4) Encourage participation in the Practical Handgun Program by all interested Club members.

- 5) Retain absolute authority during combat activities to enforce established rules of safety, including if appropriate, the removal of offenders from the firing line.
- 6) Be authorized to use the Club name in conjunction with events and competitions on the local, state, or national level.
- 7) Organize combat pistol teams to represent the Club.
- 8) Ensure that the Club Range Activities Director is informed of the desired scheduling for practical pistol activities, and
- 9) Inform the membership of all activities and events involving practical handgun matters.

F) **Hunting And Fishing Activities Director.** The Hunting And Fishing Director (short title) shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this section, as they pertain to hunting and fishing matters.
- 2) Ensure the safe operation of any fishing and hunting equipment which may be assigned to our become property of the Club.
- 3) Provide the membership with current information concerning hunting and fishing licensing, hunting and fishing season dates, fish and game management regulations of the State Of Hawaii and of the Federal Government regarding hunting on Federal property, and all appropriate information bearing upon hunting and fishing in Hawaii.
- 4) Solicit approval for Club members to hunt on private lands in the State.
- 5) Organize hunting and fishing trips which are official Club functions, and
- 6) Be authorized to use the Club name in conjunction with all of these duties which involve communication with persons or agencies in the Federal, State, or local Government or in the civilian community.

G) **Store Activities Director.** The Store Manager (short title) shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (A) of this section, as they pertain to Store Activities.
- 2) Report to the Executive Committee on all purchases made and all funds obligated.
- 3) Account to the Treasurer for all purchases and all financial obligations which involve Club funds.
- 4) Nominate for the Executive Committee's approval, a judiciously limited number of deputies to assist in operating the Club Store.
- 5) Act as the principal Club Purchasing agent to procure special order items for Club members, needed Store merchandise for sale to the membership at large, Club property-maintenance equipment and supplies, and, with the approval of the general membership, special activity supplies.
- 6) Be the principal signatory of the Club Federal Firearms License (FFL), the other signatory being, by custom, the Club President under the provisions of Article I, section 1, subsection b (12), and

- 7) Be authorized to use the Club name in conjunction with all official business of the store.

H) **Legislative Affairs Director.** The Legislative Affairs Director shall:

- 1) Subscribe to the duties and responsibilities delineated in subsection (a) of this section, as they pertain to legislative matters.
- 2) Keep the membership informed of current State Of Hawaii laws affecting the possession and use of firearms.
- 3) Bring to membership attention significant information concerning firearms laws at the Federal level and in other states.
- 4) Inform the membership at the earliest practicable opportunity of significant legislative proposals at all levels of government, which could bear upon the possession of and use of firearms, and
- 5) Be authorized to use the Club name in all communications with agencies and individuals in the Federal, State, and local governments and with private agencies and individuals, provided that such communications are related to the duties and responsibilities set forth in this subsection, above.

Section 3: Duties and responsibilities of Activity Deputy Directors.

A) **General.** All Deputy Directors shall:

- 1) Act on behalf of their respective Activity Directors in the latter's absence for all matters concerning their respective activities and as set forth in section 2 of this Article, and
- 2) Perform assigned duties and exercise assigned authority as so delegated by their respective activity directors.

Article II

Elections, Voting, And Tenure

Section 1: The general membership shall be called together for the annual election of officers.

Section 2: A nominating committee shall be formed and shall present its list of candidates at the annual election meeting, but additional candidates may be nominated from the floor during the election meeting, provided such nominations are made prior to the commencement of voting for the respective office.

Section 3: Election shall be written by secret ballot, a simple majority of the voting membership present being required to elect.

Section 4: The tenure of office for elected officers shall be one year and shall be effective immediately after the close of the session in which they are elected.

Section 5: The tenure of office for Activity Directors shall be indefinite but subject to the approval of the Executive Committee, which shall reaffirm all Directorship appointments at the first Executive Committee meeting following the annual elections and announce the reaffirmations at the next general membership meeting.

Section 6: Offices vacated prior to the expiration of their terms shall be filled as follows:

A) Elected Offices.

- 1) The Vice President shall assume the office of President. In this case, the person filling the President's office shall continue in office for the rest of the term, and the office of Vice President will be filled through a normal election held at the next general membership meeting.
- 2) All other vacated offices shall be filled by election at the next general membership meeting.

B) Activity Directorships and Appointed Offices.

- 1) Deputy Directors shall assumed their respective vacated Directorships until the next meeting of the Executive Committee.
- 2) Deputy Directors assuming vacated Directorships must be confirmed by the Executive Committee or replaced with new Activity Directors, who must be approved by the general membership in accordance with Article III, section 3, of the Club Constitution.

Article III **Dues, Fees, And Service Charges**

Section 1: All regular and associate members shall pay membership dues.

Section 2: Club membership dues shall be determined by the Executive Committee, subject to the approval of the general membership, provided that projected annual income from membership dues must be equal to the cost of maintaining the Club's liability insurance policy and the Club's affiliation with National Rifle Association Of America, as well as any other membership or affiliation for which the Club is obligated by the consent of the membership.

Section 3: The membership year shall be from July 1 through June 30, and dues shall be prorated in the case of persons joining the Club after the month of July, except that persons whose memberships have lapsed shall be liable for the payment

of a full membership years dues when reinstating themselves as members, subject to appeal to the Executive Committee.

Section 4: A service charge set by the Executive Committee shall be levied on all purchases and special orders at the Club Store, and revenue thus accrued shall be used to defray Club operating expenses.

Section 5: Trap and skeet shooting target fees shall not exceed Club cost plus ten percent.

Section 6: Fees to cover trophies, rifle and handgun targets, competition costs, and any other activity expenses, shall be determined by the respective Activity Directors.

Section 7: An amount equal to the prevailing excise tax in the State Of Hawaii shall be added to all fees and charges in sections 1 through 6 of this Article, provided that the Club is liable for the payment of State taxes.

Section 8: The Club shall not regularly operate a food or beverage concession, although any food or beverages made available at Club expense shall be permitted, and members may make donations of food or beverages or of money to defray the expense thereof.

Article IV **Standing Committees**

Section 1: The following standing committees shall be maintained:

- A) Membership committee.
- B) Any other committees as shall be deemed by the Executive Committee to be necessary to the functioning of the Club or beneficial to its activities.

Section 2: The Membership committee shall:

- A) Be under the supervision of the Club Secretary.
- B) Maintain a current membership file, including reference to the category of each person's membership as defined in Article IV, sections 2 through 4, of the Club Constitution.
- C) Be responsible for the administration of all applications, documentation, and correspondence relating to membership status in the Club, and
- D) Report at each membership meeting, the number of members in each membership category who are in good standing with the Club.

Article V **Awards, Gifts, And Privileges**

Section 1: Members of the Executive Committee and the Store Director shall be exempt from paying service charges at the Club Store, but not from any excise tax for which the Club might be liable.

Section 2: Members of the Executive Committee and Activity Directors shall be eligible for the award of lifetime membership upon the completion of a successful term of office, subject to approval of the general membership.

Article VI

Membership Revocation And Reinstatement Process

Section 1: Membership in the Club shall be summarily and permanently revoked, with forfeiture of dues paid, under either of the following conditions:

- A) There is just and sufficient cause to believe that the person has no intention to make reparations when committing violations under subsection (b) of section 6, Article IV of the Club Constitution.
- B) The person has been witnessed to have physically or violently assaulted another member or person, without just provocation, while on the Club premises, in any Club Activity area, or while participating in any Club event.

Section 2: There shall be no redress or grievance offered to the person whose membership in the Club has been revoked under section 1 of this Article.

Section 3: Subject to the determination of the Executive Committee, membership in the Club may be revoked or dues forfeited, under any of the following conditions:

- A) The person committed less serious violations under subsection (b) of section 5, Article IV of the Club Constitution.
- B) There is evidence that an elected or appointed Club Officer has misused the office for material or monetary gain or has misused the authority entrusted to the respective position.

Section 4: A person may be reinstated to membership in the Club, subject to the approval of the Executive Committee, as follows:

- A) After personal resignation.
 - 1) The person submits a written request for reinstatement to the Executive Committee.
 - 2) The person repays annual dues, if remitted on resignation or if membership would normally have expired, within fifteen days of reinstatement approval.
- B) After not less than one year membership revocation:

- 1) The person submits a written request for reinstatement to the Executive Committee.
- 2) The person shows evidence that all reparations have been satisfied for the violation(s) which caused the membership revocation, and
- 3) The person pays annual dues within fifteen days of reinstatement approval.

Article VII

General Policies And Procedures

Section 1: The Executive Committee shall establish operating hours of all Club activities not restricted to operations within times established by other controlling authorities, such as Range Control at Schofield Barracks.

Section 2: The Executive Committee shall set all rental and service rates, not otherwise specified in these Bylaws, for the use of Club facilities and services. Minimum fees shall be charged consistent with good management practices.

Section 3: All services shall be on a cash basis, there shall be no charge account system.

Section 4: At the request of the Installation Commander, the Club shall assist in the preservation of the local environment and participate in activities enhancing conservation.

Section 5: The Club shall obtain adequate insurance as protection against public and private liability claims which might arise from Club activities.

Section 6: Proportion of Military and DoD- affiliated members to Associate Members.

- A) The proportion of military and DoD affiliated members to associate members shall be maintained at a level such that the majority of the members are military or DoD affiliated, as outlined in Article IV, Membership, Section 2 of the Constitution.
- B) If, due to departure of military or DoD affiliated members, the percentage of associate members exceeds 50%, no new associate members will be allowed to join the club. If the percentage remains over 50% at the time of membership renewal in July of that year, only a number of associate members equaling 49% or less of the total membership shall be allowed to renew their membership, based on "last in, first out." The executive committee will use best judgment to allow for fluctuations in military membership due to annual summer permanent change of station rotations before disallowing an associate member in good standing's renewal application.

- C) The executive committee will have the authority to set a target percentage of associate members (for example 40%) in order to achieve the aforementioned policy with minimal disruption to the club.

Approved as amended by majority vote: August 11th, 2010.

//Signed//
Thomas C. Johnson
COL USA (ret)
Club President