

CONSTITUTION AND BYLAWS  
UNITED SPORTSMEN'S CLUB

July 13, 2020

ARTICLE I

NAME

This Club shall be incorporated as a not-for-profit corporation under the laws of the State of Missouri, appertaining thereto, as the UNITED SPORTSMEN'S CLUB.

ARTICLE II

PURPOSE

It shall be the primary purpose of this Club to provide recreational facilities for its members and their families, to sponsor and promote good sportsmanship through proficiency in marksmanship of all forms and kinds, and to advocate and instruct safety in the practice of same. It shall be our further object and purpose to forward the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.

ARTICLES III

MEMBERSHIP

Membership to the United Sportsmen's Club may be obtained by one of the following:

ANNUAL MEMBERSHIP

Membership applications can be obtained from the Secretary or downloaded and printed from the USC web site. Completed membership applications are to be submitted to the Secretary along with the membership fee, the first year dues and a deposit for a gate key. All applicants must attend an orientation meeting scheduled by the Secretary before receiving a membership card and gate key. The Secretary shall notify applicants of the date, time, and location of the next orientation meeting.

When a person has obtained membership and accorded membership rights, such rights, excluding voting privileges, shall also be accorded members of his/her immediate family, which is considered to be the spouse and children under twenty-one (21) years of age, but not including children over twenty-one (21) years of age. Minors under sixteen (16) years of age may not exercise membership rights unless accompanied by an adult accepting responsibility of direct supervision of such minor, in accordance with the Standard Operating Procedures.

The spouse of a deceased member may continue membership upon attending an orientation meeting.

## HONORARY LIFE MEMBERSHIP

An Honorary Life Membership is a special category of membership which can only be designated by the full Board of Directors to be recognized at the annual meeting in April of each year. It is special recognition of a member of the United Sportsmen's Club, who, by example, has been exemplary in carrying out of duties for the purpose of the USC. Factors that may be considered are tenure as a member, services as an officer, service on a committee, participation in activities and relationships to others.

It is not necessary to have a candidate every year, but the number chosen each year should not exceed two.

Once chosen and voted on by the Board of Directors, this person should be properly recognized at the Annual Meeting and henceforth required to pay no further dues.

## ARTICLE IV

### OFFICERS AND THEIR DUTIES

Members of the Club in good standing and eligible to vote shall elect officers by a majority vote by ballot at the annual meeting. Additional methods of balloting and vote collection such as absentee voting or electronic voting may be implemented upon approval of the Board of Directors. The President and Vice-president shall have served at least one (1) year on the Board of Directors. The Secretary and Treasurer may be elected from the membership at large.

- (a) President. The President shall preside at all meetings of the Club and of the Board of Directors. He/she shall be a member ex-officio of all regular and special committees and shall perform all such duties as usually pertain to the office.
- (b) Vice-President: The Vice-President shall perform the duties of the President in his absence or at his/her request.
- (c) Secretary: The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports and notices required of the Club by any group with which the Club is affiliated or may become affiliated. He shall notify the members of the Board of Directors of all meetings and shall notify all voting members of special and annual meetings. He shall keep a true record of all meetings of the Board of Directors and of the Club and have custody of the books and papers of the Club, except the Treasurer's book of account. He shall be responsible for affiliation of the Club annually with the National Rifle Association.
- (d) Treasurer: The Treasurer shall have charge of all funds of the club including Range Accounts. The Treasurer shall establish appropriate guide lines for the reporting of all receipts and disbursements of these approved accounts. The funds of the Club shall be placed in a financial institution as may be approved by the Board of Directors and noted in the board minutes. Money of the main USC account shall only be withdrawn by check co-signed by the Treasurer and the President for the payment of such bills as have been approved and reported to the Board of Directors. The Treasurer shall keep an accurate account of all transactions and render a detailed report at each monthly meeting of the Board of Directors. The Treasurer shall give an annual financial report of all receipts and disbursements and statement of account balances at the Club's annual meeting. The Treasurer is responsible for USC compliance for all applicable federal, state and county laws as applied to its status as a 501 c 7 organization. The Treasurer may use the professional services of a qualified CPA with the advise and

consent of the Board of Directors where there is a defined scope of service, length of service and an understanding of the professional fee's that will be incurred.

The offices of the Secretary and Treasurer may be combined. The Board of Directors may authorize a payment to the combined offices for their services to the Club.

## ARTICLE V

### DIRECTORS

The business of the Club shall be transacted by a Board of Directors.

There shall be elected from the membership by annual members in good standing a Board of Directors which shall consist of the Club officers and the immediate past President, in addition to twelve (12) other Directors for a total of sixteen (16) members. Such election shall be made by majority vote by ballot at the annual meeting. Of the twelve (12) initial directors to be elected from the club membership, four (4) shall be elected for a term of three (3) years, four (4) for a term of two (2) years, and four (4) for a term of one (1) year. A total of four (4) directors shall be elected each year thereafter to serve for a term of three (3) years. A quorum of the Board of Directors shall consist of nine (9) members.

Directors and officers of the club are expected to attend all regularly scheduled Board of Directors meetings. A board member or officer not fulfilling these duties by missing more than three scheduled meetings in a 12 month period, may be removed by majority vote of board members. A person may be appointed by majority vote of the board to serve the remainder of the term of office of the removed director or officer.

## ARTICLE VI

### COMMITTEES AND APPOINTIVE OFFICERS

**Vacancies:** A vacancy in the Board of Directors, President, Vice-President, Secretary, or Treasurer because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of the Board of Directors for the unexpired portion of the term.

**Standing Committees:** The president shall have the authority to appoint standing committees as he sees necessary. The responsibilities assigned to the committee shall relate to particular activities or special areas or endeavors of the club. No special or standing committee shall exercise more authority than the Board of Directors.

**Range Chairmen:** Range Chairmen may be appointed or removed as are, within the judgment of the President, required, subject to the approval of the Board of Directors.

A Range Chairman who fails for three consecutive months to provide the appropriate monthly financial and statistical information to the Secretary and Treasurer may be removed as range chairman as determined by the Board of Directors. The Board of Directors will be empowered to replace a Range Chairman by a simple majority vote of members present at the meeting.

## ARTICLE VII

### CLUB RULES

The club shall establish Standard Operating Procedures issued and approved by the Board of Directors that govern safety standards for club activities. Rules are established within the Standard Operating Procedures to ensure all members and guests are aware of expectations for participating in club activities and use of club facilities. Specific range rules shall be prominently displayed at each range.

Changes to United Sportsmen's Club bylaws or Standard Operating Procedures can be petitioned by any club member to the Board of Directors. Petitions declined by the Board of Directors can be challenged by the petitioner(s) at the annual meeting or at a special meeting of club members. Changes approved by a two-thirds (2/3) majority of members in attendance shall be implemented as requested.

## ARTICLE VIII

### MEETINGS

The Board of Directors shall meet at least every sixty (60) days upon notice by the President, by mail or other means, a reasonable time prior to the time of the meeting.

The order of business of all Board of Director meetings should include: roll call of officers, approval of previous meeting minutes, review/approval of financial report, range/committee reports, unfinished business, new business, adjournment.

The rules contained in Roberts Rules of Order (current edition) shall govern all meetings of the USC where they are not inconsistent with these by-laws.

Voting – Each member in good standing shall have one vote to be cast in person and not by proxy.

A special ballot by telephone of the Board of Directors may be made by the President. Any Officer or Director may request a special meeting of the Board of Directors in lieu of the telephone ballot. Minutes of the balloting shall be included in the minutes of the next regularly scheduled meeting of the Board of Directors.

The annual meeting of the Club shall be held in April of each year.

A special meeting of the Club membership may be held at any time upon call of the President or upon the call of the Board of Directors, or upon demand in writing, stating the object of the proposed meeting, and signed by not less than twenty percent (20%) of the members entitled to vote.

A quorum shall consist of any number of members attending a regular or special meeting after due notice has been given. Due notice of a regular or special meeting shall consist of a postcard or letter setting forth, in the case of the annual meeting, the date, the time and place of such annual meeting, and in the case of special meetings, the date, time, place and purpose of such special meeting, mailed to each member at his address of record not less than seven (7) days prior to the date fixed for the holding of the meeting.

## ARTICLE IX

### FEES AND DUES

The initiation fee for Annual Membership shall be \$60.00. The Annual Membership dues shall be no more than \$96.00. The actual amount of dues, up to \$96.00, will be determined by the Board of Directors. The due date for annual dues is April 1 for the coming year. The dues for a new Annual Member accepted after October 1 shall be one half of current dues rounded up to the nearest 5 dollars and will carry forward to March 31.

If dues have not been received from a member by the due date, a second notice will be mailed. If dues are not received from the member within sixty (60) days past the due date, such membership may be forfeited. Special dispensation may be granted by the Secretary.

## ARTICLE X

### SUSPENSION OR EXPULSION

Any officer may be removed by a two-thirds (2/3) vote of the members in good standing present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen (15) days notice in writing shall have been given to the officer of the reasons for their removal and of the time and place of the special meeting at which such ballot and their removal is to be taken. At such meeting, the officer shall be given a full hearing.

Any member may be suspended or expelled from the Club for any cause deemed sufficient by the Board of Directors by a two-thirds (2/3) affirmative vote of the members of the Board present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least fifteen (15) days notice in writing shall have been given to the member of the charges preferred and of this time and place of the meeting of the Board of Directors at which such charges will be considered. At such meeting, the member under charges will be accorded a full hearing.

Charges against any officer or member may be brought forward by any member in good standing. They shall be in writing, clearly stating the facts relied upon, and accompanied by all affidavits and exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Board of Directors to hear the charge. The Secretary will give at least fifteen (15) days notice of the meeting to each member of the Board of Directors and to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

Any member suspended or expelled by the Board of Directors may appeal to the full membership of the Club. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the Club for the purpose of acting on the appeal. The Secretary shall give at least fifteen (15) days notice in writing to all members of the Club in good standing stating the date, time, place, and reason for such special meeting. At the meeting of the full Club, the Secretary will read the original charge, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Board of Directors at which the charges were heard and action taken. A full hearing shall be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present, a two-thirds (2/3) vote shall be required to reverse the action of the Board of Directors.