

BYLAWS
OF
DOUGLAS RIDGE RIFLE CLUB

ARTICLE I
NAME

The name of this organization shall be "DOUGLAS RIDGE RIFLE CLUB".

ARTICLE II
OFFICES

The corporation shall maintain in the state of Oregon a registered office and a registered agent located at the registered office. The Board of Directors may, at any time, change the location of the registered office and the person designated as the registered agent. The corporation may also have other offices at such places as the Board of Directors may fix by resolution.

ARTICLE III
PURPOSE

Section 301. Purpose

This corporation shall be organized and operated exclusively for charitable and/or educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes and Section 501(c)(4) of the Internal Revenue Code of 1986 or their corresponding future statutes.

Section 302. Primary Purpose

The primary purpose of this organization shall be, as set forth in the Articles of Incorporation, the encouragement of organized rifle, pistol, shotgun shooting and archery among citizens of the United States residing in our community, the furtherance of their knowledge of the safe and proper handling and care of all firearms, and the improvement of their marksmanship. It shall be our further object and purpose to help 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.

ARTICLE IV
MEMBERSHIP

Section 401. Membership Requirements

Any citizen of the United States who has not been convicted of a felony may become a member of this organization upon payment of the current dues, fees, successfully completes an orientation class, and any other conditions set forth in this document and is a member in good standing of the National Rifle Association.

Section 402. Membership Classes

There shall be seven (7) classes of membership in this club.

1. Senior - Any citizen 18 years or more of age and meeting qualifications described herein.

2. Old Time - A person 65 years of age or older who has been a Senior member in good standing for a period of eight (8) consecutive years.

3. Life - The candidate must have been a member for a period of twenty (20) years or more and must have performed outstanding service to the Club. The current Life Members may pick no more than one candidate per year and this person will then be voted on by the general membership at the July Annual Meeting of the members.

4. Associate - A spouse or resident significant other of a Senior member, Old Time member, or Life member. For an associate to use the facilities of the club, a Senior member, Old Time member, or Life member must accompany them, unless a Family membership applies.

5. Junior - A person under 18 years of age, who is a dependent of or sponsored by a Senior member, Old Time member, or Life member. For a junior to use the facilities of the club, a Senior member, Old Time member, Life member, or Associate Family member must accompany them.

6. Family Membership - A Family membership may be used by a Senior, Old Time or Life member. With a Family membership, a second gate access card is issued to the Associate member. The Family Associate member must attend an orientation, and will not have rights as a voting member. The Family Associate member may then use the Club facilities on their own and bring guests in accordance with the policies in the Member Handbook.

7. Leave of Absence – A Senior, Old Time, or Life member may, in writing, request a leave of absence. Request for leaves of absence are subject to approval by the Board of Directors or their designee. A member on leave of absence may not use the facilities as a member until such time as they return from the leave of absence and their membership is reinstated. Their access card will be deactivated during their leave of absence. A member on an approved leave of absence may reinstate their membership without payment of any initiation fee, may credit any unused portion of their membership remaining at time of leave approval to their reinstatement cost, and are subject to any additional fees or assessments in place at time of reinstatement.

There shall be no discrimination by any officer, director, or member against anyone because of race, color, creed, sex or national origin.

Section 403. Limited Membership

The total Senior and Old Time membership of the Club shall be limited to a number commensurate with the safe and convenient use of Club facilities. Membership limits shall be determined by the Board of Directors and recommended to the General Membership. Changes in membership limits shall be proposed at two (2) consecutive general meetings before being voted on by the General Membership at the second meeting.

Section 404. Membership Chairman

The Vice President or designee shall act as Membership Chairman. His or her duties shall include processing all new membership applications and notifying such applicants of the time and place to appear for orientation. Orientations shall be conducted by the Vice President or designee. Any monies collected shall be delivered to the Treasurer as soon as practical.

Section 405. Right of Refusal

The Board of Directors reserves the right to refuse membership applications by a majority vote of the board.

ARTICLE V DUES

Section 501. Senior Membership Dues

Annual dues shall be determined by the Board of Directors and recommended to the General Membership. Changes in the dues shall be proposed at two (2) consecutive general meetings before being voted on by the General Membership at the second meeting.

Section 502. Membership Renewal

To renew membership, each member must have:

1. Paid the annual dues and fees in full; and
2. Fulfilled any work obligations; and
3. Paid any other debts owed the Club.

Dues are due by June 30th and are considered late after the annual meeting of the members. Upon fulfilling these requirements, he or she shall be a member in good standing, hereafter referred to as a "Member".

Section 503. Prorated Dues

Any applicant accepted for membership shall have the annual dues prorated on a quarterly basis based on the membership year.

Section 504. Associate and Junior Membership Dues

The dues for an Associate or Junior member shall be fixed by the Board of Directors, but shall not exceed 10% of the Senior membership dues.

Section 505. Old Time Membership Dues

The dues for an Old Time member shall be fixed by the Board of Directors, but shall not exceed 50% of the Senior membership dues.

Section 506. Life Members Dues Exemption

Life Members shall be exempt from payment of annual dues but are subject to other special fees or assessments as approved by the membership.

Section 507. Family Membership Dues

Family associate membership dues will not exceed 50% of the full senior member dues. Family associate membership dues will be prorated on the same scale as senior member dues for new memberships. Junior family members will not pay additional dues.

ARTICLE VI INITIATION FEES

Section 601. Senior Membership Fees

Initiation fees shall be determined by the Board of Directors. Changes in initiation fees shall be proposed at two (2) consecutive general meetings before being voted on by the General Membership at the second meeting.

Section 602. Junior and Associate Membership Fees

Junior and Associate memberships will not require payment of an initiation fee.

Section 603. Junior to Senior Membership Conversion

A Junior membership may be converted to a Senior membership without payment of an initiation fee, provided the Junior member makes application for Senior membership within one year of their 18th birthday. Junior members who leave the area to attend college or serve in the military may upon their return apply for senior membership and the initiation fee will be waived if they apply for senior membership within one year of their return.

Section 604. Associate to Senior Membership

An Associate or Family Associate of a Senior, Old Time, or Life Member may attain Senior Membership without payment of an initiation fee.

ARTICLE VII MEETINGS

Section 701. Annual Meeting

The July General Meeting shall be considered the Annual Meeting of the Members of this corporation.

Section 702. General Meetings

The general meetings of the Club shall be held on a once-monthly basis. Not less than ten (10) such meetings shall be held during a Club year. Meeting times and location shall be designated by the Board of Directors. All regular business of the Club will be transacted at these meetings.

Section 703. Special Club Meetings

A special meeting of the Members of this corporation may be held at any time upon the call of the President, upon the call of the Board of Directors, or upon demand in writing which states the object of the proposed meeting and is signed by not less than five (5) percent of the Members entitled to vote. Notice of meetings to be done in accordance with Section 705. Only matters within the purpose(s) described in the meeting notice may be conducted at special Club meetings.

Section 704. Board of Directors Meetings

Meetings of the Board of Directors shall be held regularly at such time and place as may be determined by the Board. Special meetings may be held at any time upon the call of the Board of Directors, Club President or upon demand, in writing to the Secretary, by three (3) or more members of the Board.

The Board of Directors may call an executive session board meeting to deal with personnel, disciplinary or legal issues of a sensitive nature. All non board members are excluded from executive sessions except by invitation. The Board of Directors may not conduct regular board business in executive sessions. Notice of meetings to be done in accordance with Section 705.

Section 705. Notice of Meetings

Notice of all meetings of the Members shall be given to each Member at the last address of record by regular mail at least 7 days before the meetings, or by means other than regular mail at least 30 but not more than 60 days before the meeting. The notice shall include the date, time, place and purpose of the meeting as required. Notice of meetings of the Board will be provided to Board members with at least two days notice unless all Board members waive said notice.

Section 706. Recording of Meetings

No unauthorized digital or electronic recording or transmitting devices shall be allowed at any Club meeting.

ARTICLE VIII QUORUM

Section 801. Requirement of Quorum

A quorum is required for the legal conduct of business at any meeting.

Section 802. Quorum for Members

A quorum shall consist of one-half of the average number of Members attending the previous six (6) meetings. The Secretary shall maintain a record of the number of Members attending each meeting.

Section 803. Quorum for Board of Directors

A quorum for the Board of Directors shall be six (6) members.

ARTICLE IX VOTING

Section 901. Eligibility to Vote

Only Senior, Old Time, and Life Members shall be eligible to make motions and vote at General Meetings and Special Meetings of the Members. Only Board members may make motions and vote at Board Meetings.

Section 902. Method of Voting

All voting shall be exercised individually and not by proxy. There shall be no cumulative voting.

ARTICLE X OFFICERS

Section 1001. Club Officers

The Officers of this Club shall be a President, Vice President, Secretary, Treasurer, Executive Officer and six (6) Directors who, acting together, shall constitute the Board of Directors. They shall be elected by a majority vote by ballot of the Members present at

the Annual Meeting of the Club. Each member of the Board of Directors must be a member in good standing of the Club.

Section 1002. Terms of Office

The term of office of all Officers and Directors shall be two (2) years. The terms of President, Secretary, Executive Officer and three (3) Directors shall commence following their election at the Annual Meeting in even-numbered years. The terms of Vice President, Treasurer and three (3) Directors shall commence following their election at the Annual Meeting in odd-numbered years. Officers shall not succeed themselves after completion of a full two-year term, unless re-elected by the Membership to serve a second term. An Officer/Director is limited to a maximum of two (2) consecutive terms per office, but is not precluded from serving in a different office/director position in future years. In the event that no qualified member is found to replace an Officer whose term limit has expired, the Board may appoint the term limited Officer to continue in their duties until such time as a replacement is appointed or elected.

Section 1003. Vacancy of Office

A vacancy of a single office of the Board of Directors may be filled by a majority vote of the remaining members of the Board for the remainder of the term of the vacated office. If more than one office is vacated, a notice shall be included in the next newsletter and new Officers shall be elected by a majority vote by ballot of the members present at the first regular member meeting after the published notice to fill the remainder of the terms of the vacant positions.

Section 1004. Immediate Past President

In addition to the Officers described in Section 1001, the immediate Past President of the Club will serve Ex-Officio on the Board of Directors for the term of the current President. The immediate Past President shall serve in an advisory capacity, without the right to vote on matters before the Board except in the case of a tie vote.

ARTICLE XI

DUTIES OF OFFICERS AND APPOINTED POSITIONS

Section 1101. President

The President shall preside at all meetings of the Club and Board of Directors meetings. He or she may appoint committees as needed, shall be a member ex-officio of all regular and special committees and shall perform all such duties as usually pertain to the office. The President shall retain one of the two keys to the Club's safe deposit box.

Section 1102. Vice President

The Vice President shall perform the duties of the President in his or her absence or at his or her request. The Vice President shall act as Membership Chairman as set forth in ARTICLE IV, Section 404.

Section 1103. Secretary

The Secretary shall conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of the Club by the National Rifle Association, the Civilian Marksmanship Program (CMP) and any other national sanctioning organizations as may be deemed appropriate. He or she shall notify all club

members of meetings of the Board of Directors as practical, and of special and general membership meetings. He or she shall keep a true record of all meetings of the Board of Directors and of the Club, including records of attendance of Board and Club Members. All minutes and attendance records shall be hard copy and kept in a book or binder in the club office. Further, the Secretary shall maintain the custody of all records of the Club, except those financial records maintained by the Treasurer. He or she is also charged with annual renewing of the Club's affiliation with the NRA and other appropriate organizations. The Secretary shall be responsible for the filing of the Annual Report with the Secretary of State, for the State of Oregon.

Section 1104. Treasurer

The Treasurer shall have charge of all the Club funds and shall place same in such bank or banks as may be approved by the Board of Directors. Such money shall be withdrawn only by the Treasurer for expenditures authorized by the Board of Directors and approved by the General Membership. The Treasurer shall oversee the preparation of an annual budget. The Treasurer shall keep an accurate account of all transactions, including supporting documents. All such records and supporting documents shall be surrendered to the Board of Directors for inspection at its request. Each month, he or she shall render a report to the Board of Directors and a detailed annual report to the Club within three (3) months following the annual meeting. At that time, an Audit Committee appointed by the President shall perform the annual audit and submit its findings to the Board of Directors. The Treasurer shall retain one of the two keys to the Club's safe deposit box.

Section 1105. Executive Officer

The Executive Officer shall have charge of the scheduling of activities, matches and other events. He or she will maintain the club calendar and prepare the calendar for publication as directed by the Board of Directors.

Section 1106. Authority of the Board of Directors

The powers of the Club shall be exercised, its properties controlled and its affairs managed by the Board of Directors, in conformance with these Bylaws.

Section 1107. Contracting of Bills

No single Director or Member of the Board of Directors may contract any bill against the Club without approval of the Board. The Board may appoint a Purchasing Agent who will be allowed to charge purchases with established merchants in order to maintain an adequate Club inventory. If no Purchasing Agent is appointed, the Board may authorize specific members to make purchases with constraints and limitations as set by the Board.

Section 1108. Chief Environmental Officer

The Board shall appoint a member to be the Chief Environmental Officer, responsible for managing the club's environmental issues and Environmental Stewardship Plan, and ensuring that the Club is in compliance with all environmental laws, regulations and reporting requirements. The Chief Environmental Officer shall make regular reports to the Board.

Section 1109. Project Coordinator

The Board may appoint a Project Coordinator to oversee the range maintenance and report monthly to the Board.

Section 1110. Chief Range Safety Officer

The position of DRRC Chief Range Safety Officer (CRSO) shall be appointed by the Board. The CRSO must have and retain NRA CRSO credentials. The CRSO has the overall responsibility for safe firearm handling and shooting safety on the Range. The CRSO develops range safety SOPs as directed by the Board. The CRSO may train members to become DRRC Range Safety Officers.

Section 1112. Range Safety Officers

A Range Safety Officer (RSO) supervises shooting activities as prescribed by the Standard Range Operating Procedures. RSOs must be approved by the DRRC CRSO prior to functioning as an RSO at DRRC. RSOs shall have NRA RSO training and wear club RSO identification when acting as an RSO at Range events.

ARTICLE XII SUSPENSION OR EXPULSION

Section 1201. Charges against Officer or Member

Charges against any Officer or Member may be preferred by any Member. Charges shall be in writing, clearly stating the allegations, and accompanied by all affidavits or 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 charges. The Secretary shall give at least fifteen (15) days notice of the meeting to each member of the Board of Directors and to the accuser and the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits. If the charges are found to have merit, the Board shall then act in accordance with Section 1202 or 1203 if the accused is not an Officer, or the Board shall convene a special meeting of the Club as provided in Article VII, Section 705 to consider suspension or removal from office in accordance with Section 1204 if the accused is an Officer. If the Board does not find merit in the charges against an Officer, the preferring Member retains the right to request a special meeting be convened and his charges be heard by the Membership in accordance with Section 1204.

Section 1202. Suspension of a Member

Any Member not an Officer may be suspended from the Club for reasons of safety or other cause that is fair and reasonable taking into consideration all of the relevant facts and circumstances by a two-thirds vote of the Members of the Board present at any regular or special Board meeting. The Member will be notified at least two days prior to the meeting of the Board where said meeting could result in a vote on a suspension and the Member shall have the right to appear before the Board at that time to present their case. Suspensions shall only be imposed for a fixed period of time, not to exceed the remaining portion of a membership year, or pending notification of intent to expel and the completion of expulsion proceedings. The Board reserves the right to impose an immediate suspension pending the next regular board meeting or special board meeting for situations of gross safety violations or gross negligence.

Section 1203. Expulsion of a Member

Any Member not an Officer may be expelled from the Club for any cause deemed sufficient by the Board of Directors by a two-thirds vote of the Members of the Board present at any regular or special Board meeting. No vote on suspension or expulsion may be taken unless the Member shall have been given at least fifteen (15) days written notice of the charges preferred and of the time and place of the meeting of the Board at which such charges shall be considered. At such meeting, the Member's case shall be accorded a full hearing whether or not he or she is present.

Section 1204. Suspension or Removal of an Officer from Office

Any Officer may be suspended or removed from his or her office by a two-thirds vote of the Members present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless the Officer has been given at least fifteen (15) days written notice of the alleged reasons for the proposed action and of the time and place of the special meeting at which such ballot on his or her suspension or removal is to be taken. At such special meeting, the Officer shall be given a full hearing. Notice of meeting to be done in accordance with Section 705.

Section 1205. Appeal of Suspension

Any Member suspended by the Board of Directors may appeal to the General Membership of the club at any regularly scheduled general meeting. The Member shall at least five (5) days prior to the General Meeting submit in writing to the Secretary their intent to appeal a suspension. The Secretary will then add the Member's appeal request to the meeting agenda. Suspensions shall remain in effect pending outcome of an appeal.

Section 1206. Appeal of Expulsion

Any Member expelled by the Board of Directors may appeal to the General Membership of the Club. Such appeal shall be made in writing to the Secretary, who shall notify the President. The President shall call a special meeting of the Club, as provided in ARTICLE VII, Section 705, for the purpose of acting on the appeal. At that special meeting of the General Membership, the Secretary shall read or display the accompanying exhibits and shall read the minutes of the special meeting of the Board of Directors at which charges were heard and action taken. A full hearing shall be given the accuser and the accused. A vote shall be taken by secret ballot of all the Members present, and a two-thirds vote shall be required to reverse the action of the Board.

Section 1207. Suspension or Expulsion from NRA

Any Member or Officer of the Club who has been suspended or expelled by the NRA shall automatically stand suspended or expelled from the Club immediately upon receipt of an official notice to an officer of this Club from the representative of the NRA.

ARTICLE XIII COMMITTEES OF THE BOARD OF DIRECTORS

Section 1301. General Authority

Subject to law, the provisions of the Articles of Incorporation and these Bylaws, the Board of Directors may appoint such committees as may be necessary from time to time, consisting of such number of its members and having such powers as it may

designate. Each committee will have two (2) or more members who serve at the pleasure of the Board of Directors.

Section 1302. Finding and Recommendations of Committees

All findings and recommendations of a committee will be reported to the Board of Directors at the next succeeding meeting. The provisions of ARTICLES VII, VIII and IX of these Bylaws governing meetings, notice, and quorum and voting requirements of the Board of Directors apply to committees and their members as well.

ARTICLE XIV INSURANCE

Section 1401. Responsibility

The Club shall provide and maintain such property, accident and public liability insurance as may be required in the opinion of the Board of Directors and approved by the Membership for the protection of the property and the interest of the Club.

ARTICLE XV CORPORATE INDEMNITY OF OFFICERS AND DIRECTORS

This corporation will indemnify its Officers and Directors to the fullest extent allowed by Oregon law.

ARTICLE XVI WORK REQUIREMENTS

Section 1601. Requirement of Members

Every Senior member must perform for the Club at least eight (8) hours of work each year for the duration of his/her status as a Senior member or be subject to the Alternate Assessment (Section 1602). The work hours earning year begins on the day after the annual work day of the prior membership year and ends on the date of the annual work day for the current membership year.

Section 1602. Alternate Assessment

Any member not fulfilling the work hour requirement shall be assessed an amount determined by the Board of Directors which is not less than one (1) times the annual dues nor greater than two (2) times the annual dues, and is payable with his or her annual dues in order to maintain continuous membership.

Section 1603. Appeal of Assessment

Appeal from provisions of ARTICLE XVI, Section 1602 may be made in writing or in person to the Board of Directors.

Section 1604. Work Hours Supervisor

Each year, the President shall appoint a Work Hours Supervisor to administer the terms of ARTICLE XVI, Section 1601 and 1602. The Work Hours Supervisor shall maintain an accurate and official record of hours and work performed. It shall be the responsibility of each member to ascertain that their own work hours and work performed are properly recorded. The Work Hours Supervisor will record and report earned work hours to the Vice President as requested.

ARTICLE XVII
STANDARD RANGE OPERATING PROCEDURES (SOP)

Section 1701. Purpose

The Board shall establish a set of Standard Range Operating Procedures (SOPs) for the safe and orderly operation of each range. A new procedure or change in existing procedures may be suggested by any Senior, Old Time, or Life Member but all safety suggestions shall go through the Chief Range Safety Officer. All changes must be approved by the Board.

Section 1702. SOP Content

The contents of the Standard Range Operating Procedures shall be determined by the Board, but shall include but not be limited to the following if not covered in these Bylaws:

- a. Organization Information
- b. Range Capabilities
- c. Range Operations
- d. Shooting Range Rules and Regulations
- e. Emergency Response Plans

The Range SOPs shall be published and distributed to each Club member in the form of a Member Handbook. The SOPs shall be periodically reviewed and amended as appropriate. Updates and revisions shall be communicated to the members through Board approved methods.

Section 1703. Compliance

Members who fail to abide by the contents of the SOPs, bylaws, and content of the member handbook may be subject to disciplinary action up to and including suspension or expulsion of membership.

ARTICLE XVIII
AMENDMENTS TO BYLAWS

Section 1801. Approval of the Bylaws or Amendments

Any Bylaws or amendments must be approved by the Club members at a regular meeting or a special meeting called for this purpose.

Section 1802. Introduction of Amendments

Amendments to the Bylaws may be introduced by any Member at a regular meeting or at any special meeting called for this purpose. The proposed changes shall be submitted to the Secretary, with copies provided to the General Membership. The Board may request that proposed amendments be deferred and the revisions made in a batch during the normal revision process, if the membership agrees.

Section 1803. Passage of Amendments

Passage of any amendment to the Bylaws requires a two-thirds vote of the Members present at a regular meeting or a special meeting called for this purpose.

Section 1804. Readings of the Bylaws or Amendments

All Bylaws or amendments must be read at two (2) consecutive meetings of the Club before being acted upon. However, if the Bylaws or amendments are published and delivered to each Member by U.S. Mail not less than ten (10) days prior to the meeting

in which action upon them is to be taken, then this will be considered as the first reading. The second reading will be conducted at the meeting prior to the voting.

Section 1805. Notice of Bylaws or Amendments

A copy of the bylaws will be provided to each new member at the time of their new member orientation. Notice of new bylaws and amendments will be made by appropriate means as determined by the Board of Directors.

I am the President of DOUGLAS RIDGE RIFLE CLUB, and I hereby certify these are the Bylaws of DOUGLAS RIDGE RIFLE CLUB, as adopted by the Club on the June 5, 2014.

President (Printed Name)

President (Signature)