

BYLAWS of the MANZANO MOUNTAIN GUN CLUB

Affiliated with The National Rifle Association of America

ARTICLE I – NAME & INCORPORATION

The name of this organization shall be the Manzano Mountain Gun Club, a non-profit New Mexico Corporation which shall herein be referred to as “the club.”

The club shall be constituted and shall conduct its affairs as a non-profit corporation and shall comply with all laws and regulations promulgated by the New Mexico State Corporation Commission as may pertain to non-profit organizations.

ARTICLE II – PURPOSE

The purpose for which the club is organized is the encouragement of organized shooting sports, safe gun handling, care of firearms, and improved marksmanship among the citizens and commissioned law enforcement officers of our community and Torrance County. The club shall promote the shooting sports with youth and women through specialized events and activities designed to promote youth and women’s shooting. The club’s further purpose is to promote the development of those characteristics of honesty, fellowship, self-discipline, team plan, and self-reliance, which are the essentials of good sportsmanship and the foundation of true patriotism. This club is not and shall not be affiliated with any paramilitary group or militia.

ARTICLE III – MEMBERSHIP

Any citizen of the United States wishing to become a regular member or renew a current regular membership in the club must:

- a. Have attended one regular club meeting or other accepted activity as determined by the Board of Directors,
- b. Have successfully completed a club approved range orientation course, once it is developed,
- c. Be a current NRA member in good standing and agree to maintain his or her individual membership in the NRA,
- d. Have submitted a club membership application to the Secretary yearly, and
- e. Have submitted payment of dues to the Secretary or Treasurer upon approval of their membership application by a majority vote of the Board of Directors.

Termination of Membership:

- a. Any member may terminate their membership at any time by resignation in writing to the Club Secretary. Such member will not be entitled to any refund of dues already paid.
- b. Membership is not transferable and shall cease upon the death of the member.
- c. Any member in default in payment of dues may be suspended from the privileges of membership and any member in arrears for sixty days shall be dropped from the membership rolls and membership shall be terminated.

Categories of membership are as follows:

Regular Membership – Adult members who have met all of the requirements for membership and have been accepted for membership by the club’s Board of Directors.

Junior Membership – Minor children of regular club members may be accepted as Junior Club Members. Junior members must be under the age of eighteen. Junior members, regardless of age, may only live-fire at the club range while under the direct supervision of a regular club member. Junior members must have successfully completed the club’s range orientation course, once it is developed. Junior members do not pay dues and not allowed to vote.

The privacy of members shall be respected. Any requests or solicitations from commercial enterprises, political parties, or other organizations for the list or roster of the membership of the club for their own purposes shall be denied, and no officer or other member of the club shall knowingly make such a distribution.

ARTICLE IV – DUES

1. The club membership year is from January 1st to December 31st of the same year.
2. Member's dues shall be fixed by the Board of Directors for the subsequent membership year at the regular November meeting.
3. No refunds shall be made for dues paid.

ARTICLE V – MEMBERSHIP MEETINGS

1. Quorum – One-tenth of the regular members plus any two officers shall constitute a quorum.
2. Regular Meetings – Regular business meetings of the club, for the transaction of ordinary business, shall be held at such times and places as may be fixed by the Board of Directors.
3. Annual Meetings – The annual meeting of the club shall be the monthly meeting conducted in March. If the annual meeting shall not take place at the time fixed, it shall be held within a reasonable time thereafter, and the club's officers shall hold over until their successors have been elected. The time and place for the annual meetings shall be fixed by the Board of Directors.
4. Special Meetings – A special meeting of the club may be held at any time upon the call of the President, upon call of a two-thirds affirmative vote of the Board of Directors, or upon demand in writing stating the object of the proposed meeting and signed by not less than 20% of the club's regular members. The time and place for special meetings shall be fixed by the Board of Directors.
5. Notice – The Secretary shall notify all officers and regular members by email or in writing by the United States mail postmarked no later than seven days prior to the date fixed for all special meetings. Notice for special meetings shall contain the time, place, and the objective of such meetings.

ARTICLE VI – OFFICERS (ELECTED)

1. The officers of the club shall be the President, Vice-President, Secretary, Treasurer, Range Project Manager, and four directors-at-large.
 - a. The Chairperson of the Board of Directors shall be the elected Club President and in their absence the elected Vice President, Secretary and the Treasurer in that order.
 - b. Each member of the Board shall have one vote in the Board's decisions, except the Board Chairperson who may vote only to break a tie vote.
2. The officers shall be elected by a majority affirmative vote of the regular members present at the club's annual meeting.
3. The officers shall hold office for one year, until their successors are elected, until they are removed for just cause, or they resign.
4. The Board of Directors shall have general supervision and control of all club activities.
5. The Board of Directors shall appoint all appointed club officials.
6. Meetings of the Board of Directors shall be held regularly at such times and places as the Board of Directors may determine.
7. Resignation of any officer may be accepted by any of the remaining members of the Board.
8. A majority of the Board of Directors constitutes a quorum for the Board of Directors.
9. A vacancy in the Board of Directors may be filled by a majority vote of the remaining members of the Board. However, if more than one vacancy exists, a special meeting of the club shall be called as provided in Article V, section (4), and new officers shall be elected to fill the vacancies until the date of the next annual meeting as provided in Article VI, section (2).
10. All elected officers and appointed officials of the club shall be regular members.
11. A person may not serve in more than one capacity on the Board of Directors.

ARTICLE VII – DUTIES OF OFFICERS

1. President – The President of the club shall preside over all meetings of the club and Executive Sessions. The President shall be a member ex-officio of all regular and special committees and shall perform all other duties as usually pertain to the office of President.
2. Vice-President – The Vice-President shall perform all duties of the President in the absence of the President or at the request of the President.
3. 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 and by the Director of Civilian Marksmanship. The secretary shall be responsible for renewing the club's annual affiliation with the National Rifle Association, renewing the club's annual NRA insurance policy, and maintaining the club's non-profit status with the state of New Mexico.
4. The Secretary shall notify the members of the Board of Directors and all regular members of special meetings as required by Article V, section (5). The Secretary shall keep an accurate and complete record of all club and Board of Director Meetings and shall have custody of all of the club's written and computer records with the exception of the Treasurer's books of accounts.
5. Applications for membership shall be made to the Secretary as per Article III or a delegated representative, and the Secretary will keep all membership applications on file.
6. Treasurer – The Treasurer shall be in charge of all funds of the club and place such funds in the club bank account(s) approved by the Board of Directors. The Treasurer shall be responsible for collecting all fees and dues. Payment of bills that have been approved by a majority vote of the Board of Directors or by a majority vote of the club membership present at any regular club meeting shall be paid only by a dual signature check signed by the Treasurer and one other club officer.
7. The Treasurer shall keep an accurate account of all club financial transactions and render detailed reports, complete with vouchers/receipts, when requested by the Board of Directors and for all annual club meetings.
8. Range Project Manager – The Range Project Manager shall be responsible for all aspects of the range, i.e., finding property, determining range size, safety requirements, fencing, etc.
9. Four Directors at Large – Perform general duties as required by the Board of Directors and vote on matters concerning the club.

ARTICLE VIII – SUSPENSION OR EXPULSION

1. Any officer may be removed by a two-thirds affirmative vote of the membership present at any regular or special meeting called for this purpose.
2. No vote on suspension or expulsion of officers or regular members may be taken unless notice is given in writing, including the charged preferred, is given per Article V, section (5).
3. At a meeting for suspension or expulsion, the officer or member charged shall be accorded a full hearing.
4. Any member may be suspended or expelled from the club for any cause deemed sufficient by a majority affirmative vote of the Board of Directors present at any regular or special meeting.
5. Charges against any officer or member may be preferred by any regular member.
6. Charges against any officer or member shall be in writing, accurately state the facts, and include all affidavits and exhibits that will be used to support the charges preferred.
7. The Secretary shall give each member of the Board of Directors, the accused, and the accuser, a copy of the charges preferred along with all affidavits and exhibits that will be used to support the charges preferred.
8. Appeals – Any member of the club who is suspended or expelled from the club by the Board of Directors may appeal to the full membership of the club.

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- a. Appeals for members who have been suspended or expelled shall be made in writing to the Secretary, who will immediately notify the President.
 - b. The president shall place all appeals on the agenda for the next regular meeting.
 - c. At the appeals hearing, the Secretary shall read or display the charges preferred, including all affidavits and exhibits that pertain to the charges, and read the minutes of the special meeting of the Board of Directors at which the charges were heard and action by the Board of Directors was taken. At the appeals hearing, reasonable time shall be given to both the accused and the accuser.
 - d. After both the accused and the accuser have presented their case, the membership shall vote, and it shall require a two-thirds affirmative vote to reverse the action taken by the Board of Directors.
9. Any member of the club who has been expelled from the National Rifle Association shall automatically stand suspended or expelled from the club immediately upon receipt of official notice to the Secretary of the club from the Secretary of the National Rifle Association.

ARTICLE IX – AMENDMENTS

- 1. Proposed amendments to these Bylaws may be introduced by any member of the club at any regular or special meeting called for the purpose of amending the Bylaws when proper notice has been given to the club’s membership by the club’s Secretary per Article V, section (5).
- 2. A two-thirds vote of the membership at such regular or special meetings shall be required to pass any proposed Bylaw or Policies and Procedures amendments.
- 3. The Secretary shall publish the approved Bylaw changes to the club’s membership within sixty days of such approval.

ARTICLE X – ELECTIONS

- 1. Nominations for elected club officers shall commence at the January General Meeting and shall cease at noon on February 28th. Nominations may be submitted by email to the Secretary.
- 2. Elections are to be held at the March Meeting.
- 3. Club Officers’ terms run April 1 to March 31 of each year.
- 4. No other members shall be considered running for elected club office except those persons nominated under Article X, section (1).
- 5. Only regular members are allowed to vote.

I hereby certify that these Bylaws were adopted by the club at the regular meeting held on February 18, 2009, and were revised at the regular meetings held on February 16, 2012, and on February 20, 2021. The Amendment “Conflict of Interest” was adopted by email vote effective October 25, 2012.

President’s Signature James Greene	Date
Secretary’s Signature Karen Conant	Date