

**Suggested submittal for approval with all changes including separating  
the Constitution from the Bylaws**

**Constitution of the Tulpehoken Rifle and Pistol Club**

**PREAMBLE**

In order to promote interest in the shooting sports; by holding competitive shoots; and by providing and maintaining suitable facilities.

AND

In order to lawfully secure and use arms and ammunition for practice; **by promoting the responsible and competent use of firearms through study, practice and competition.**

AND

In order to cooperate with all lawfully constituted organizations for the promotion and preservation of the shooting sport.

AND

In order to protect and defend the second amendment of the Constitution of the United States **as well as observe all conservation laws of the United States of America and the Commonwealth of Pennsylvania,** and to assist in punishing all who violate said laws,

**The Tulpehoken Rifle and Pistol Club declares this to be its PURPOSE, PRINCIPLES AND POLICIES.**

## ARTICLE I

- Section 1.* The name of the organization shall be the Tulpehocken Rifle and Pistol Club.
- Section 2.* The Tulpehocken Rifle and Pistol Club (TRCP) shall be located at 2 Walter Street PO Box 253, Pine Grove, PA 17963

## ARTICLE II

- Section 1.* The active membership of the Club shall consist of any person not prohibited legally from possessing and/or owning a firearm, so long as they are in good standing during the membership year.

## ARTICLE III

- Section 1.* The officers of the club shall be: President, Vice President, Secretary and Treasurer.
- Section 2.* There shall be a board of directors consisting of four (4) officers set forth in Section 1, together with seven (7) duly elected directors.
- Section 3.* It shall be the duty of the President to preside at all meetings of the Club and to enforce a due observance of the Constitution and By-laws. He/she shall be a member ex officio of all committees. The President shall perform the duties associated with their office, as well as such other duties that may be imposed upon them from time to time by the Board of Directors.
- Section 4.* It shall be the duty of the Vice-President to perform all the duties of the President, in the absence of the President, and at all times, he/she shall assist the President when and as requested.
- Section 5.* It shall be the duty of the Secretary to keep an accurate and complete record of the proceedings of all meetings of the Club; to keep records of the reports of the Treasurer, the Auditors, the Committees and all else deemed to be of interest of importance to the Club.
- Section 6.* It shall be the duty of the Treasurer to do all banking, and when approved by a majority vote of the members present and voting at any regular meeting, to make all investments of the Club in the name of and for the account of the Club. To enter into the minutes a written and complete and itemized record of all income, expenses, and financial account (including all cash accounts) balances at each regular meeting. To accept and deposit, in a banking institution approved by the Board of Directors, all receipts of funds. To pay all bills upon approval by the majority vote of the members present. To submit a statement of receipts and expenditures, receipted bills, vouchers, bills payable, account books and financial records to the auditing committee at least once a year or at any time upon demand of the Club. To forecast monthly and annual income and expenses, and to inform the membership about any proposed expenditures that jeopardize the Club finances. The Treasurer shall be duty bound to see that all funds are expended within the provisions of the Constitution & Bylaws.

It shall be the duty of the Treasurer to verify the assertions associated with any transaction made in the name of the Club that could affect the asset value of the Club. The Treasurer shall report the results of such inquiry to the membership at a regular monthly meeting and prepare a written report.

Three (3) members will be appointed by majority vote of the Board to have access and be signers on all financial accounts of the Club.

**Section 7.** The Board of Directors shall have general charge of the officers, funds and property of the club, with the power to take action, from time to time, as may be necessary to carry out the purposes of the club. It shall exercise general supervision of employees and property of the club and of the club's quarters and make such house rules and regulations as it may deem necessary; and, in general, transact the business of the club, and shall appoint such other agents and employees or assistant officers from time to time as, in its discretion, may deem necessary. No expenditures in excess of one hundred dollars (\$100), for any purpose, during that period between two (2) consecutive meetings, shall be made by the Board of Directors without the approval of the membership at a prior meeting.

**Section 7A.** Unresolved differences between Officers and/or Directors shall be brought to a roll call vote of all officers and directors, with a tie breaker being performed by the President.

**OR**

Differences between Officers and/or the Board of Directors that cannot be resolved shall be brought before the membership for an amicable resolution.

**Section 7B.** The Board of Directors shall have the authority to suspend or expel from the club any member for violation of the by-laws or any other rule or regulation promulgated by the Board. Any member suspended or expelled, shall have the right to appeal the suspension or expulsion within fifteen (15) days of such suspension or expulsion, by giving notice, in writing, to the Recording Secretary of his or her intention and desire to appeal, and such appeal shall be heard at the second meeting of the members following the date of the appeal. Pending the hearing of the appeal, the member expelled or suspended shall have no privileges, except those permitted by the Board of Directors.

**Section 7C.** The Board of Directors shall have an audit of the books of the club made annually and have a report of such audit submitted to the membership at the second meeting of the following year.

**Section 7D.** Unless a voting member of the Board objects, any action required to be taken at a meeting of the Board, or any action that may be taken at a

meeting of the Board, may be taken by electronic vote without a meeting. The President or Vice-President shall be Vote Administrator (“VA”) for such an electronic vote. The VA is responsible for posting a call for a vote to the Directors and Officers in the form of a motion to be considered, along with a time limit, not less than seven (7) days, during which electronic votes will be accepted. All electronic votes must be sent to all Directors and Officers in order to be counted. Any voting Director or Officer may veto an electronic vote for any reason by sending an email indicating such a veto to all Directors and Officers before the voting time limit has passed. The VA is responsible for tracing the vote and announcing the result to all members of the Board and to the Secretary after the time limit has passed. Any electronic vote that is deemed to pass by the VA has no binding force until it is confirmed by a vote at a duly constituted meeting of the Board unless unanimously confirmed with written signatures.

- Section 8.** The premiums of any bonds required by the Board of Directors or any Officers shall be paid by the Club.
- Section 9.** Outgoing Officers and Directors must either return Club property or transfer it to their successor at or before the end of their term. This will include keys, all TRPC property in their care, and any information and records necessary for their successors to assume their duties.

### ARTICLE III

- Section 1.** The fiscal year shall be the same as the calendar year from: January 1 to December 31<sup>st</sup>.
- Section 2.** Regular meetings, first Thursday of month, 7 pm. See annually published schedule for exceptions and special events (ie. holidays).
- Section 3.** A special meeting may be called by the President whenever, in his opinion, same may be necessary for the welfare of the club. The President shall call a special meeting upon written request of ten (10) or more members in good standing. The secretary shall notify all members of the time and place of any special meeting and of the business to be transacted. The secretary may enlist the aid of other officers and committees to help with this task. Such notice shall be delivered at least forty-eight (48) hours in advance of the time set for the special meeting. No business shall be transacted at any special meeting, except that for which the meeting was called.
- Section 4.** At least eight (8) active members in good standing shall be in attendance at a regular monthly member meeting to constitute a quorum for the transaction of business.
- Section 5.** At least six (6) board members shall be in attendance at the monthly board meeting to constitute a quorum for the transaction of business. Attendance can be in person, via phone or video.

- Section 6.** The requirement for written notice of the regular meetings of the Club shall be satisfied by announcement on the Club’s website. Dates of meetings, meeting minutes, proposed Constitutional Amendments, and other important business affecting the organization shall also be posted on the Club website or other suitable media.
- Section 7.** “Roberts Rules of Order” shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the Club’s Bylaws.
- Section 8.** After the President raps the gavel to call the meeting to order, and just before the call to order, the President shall ask if any non-members are present. If none are present, the meeting shall be called to order. Non-members are not permitted to attend meetings. They will be permitted to attend until the meeting is called to order. If the visitor(s) have a presentation or wish to discuss a matter with the Club, the President can suspend the regular order of business to allow the visitor(s) to conduct their business with the membership. After their presentation, or at any time during the presentation, the President can end the visitor’s presentation and call the meeting to order. At this time, all non-members must leave the meeting room. The meeting shall continue as prescribed in the Constitution.

#### ARTICLE IV

Order of Business for Regular Meetings after all attending members have signed in.

- Section I.** Call to Order
- Section IA.** Nomination and vote of new members.
  - Section IB.** Signing in of new members.
  - Section IC.** Reading of minutes from previous regular meeting.
  - Section ID.** Reading of Treasurer’s report.
  - Section IE.** Reading of correspondence.
  - Section IF.** Reports of Committees.
  - Section IG.** Old Business.
  - Section IH.** New Business.
  - Section II.** Members Comments.
  - Section IJ.** Adjournment.

#### ARTICLE V

- Section 1.** Except in cases of emergency, the Club’s Constitution and bylaws may be amended or repealed or altered. Any submissions shall be read at three (3) consecutive meetings. Approval will be made by majority vote of the membership present at the third meeting.
- Section IA.** Emergencies are characterized as a national or state emergency that would pre-empt the normal operations of the Club, such as a natural or man-made disaster, there is a need for emergency provisions to be enacted for the good and welfare of the club and events that would be suspended until such emergency has terminated and normal motions and membership

voting procedures cannot occur. Should such an event arise, the Officers and Board of Directors by majority vote make essential decisions amongst themselves to maintain the efficient operation of the club via telephone, email and/or video.

***Section 1B.*** Should such an emergency occur which prevents nominations and elections, the Board shall maintain their positions until the emergency is terminated and general membership meetings can reconvene to determine nominations and election of officers by the membership. The Board shall also provide documentation to the membership for all transactions that have occurred during the suspension of operations.

***Section 2.*** The Constitution and Bylaws Committee shall review all submissions prior to the second reading meeting to give any recommendations as to the feasibility and/or legalities involving the submissions prior to the voting process.

***Section 3.*** All submissions for Constitution and Bylaw amendments shall be presented at the September meeting each year for approval in November. Should the need arise that a Constitution and/or Bylaw amendment be submitted outside the normal period due to an unseen circumstance, a majority vote of the membership present may suspend the normal submission date for that bylaw amendment only.

***Section 4.*** The Constitution and Bylaws of the Club shall be reviewed every five (5) years.

## **ARTICLE VI**

***Section 1.*** Dissolution of the Club: In the event that the Tulpehoken Rifle and Pistol Club, Incorporated, should at any time be dissolved either voluntarily or involuntarily, all remaining assets, after payment of all debts and liabilities, shall be done as follows:

***Section 1A.*** All shall be done with respect to conservation of assets' values by transfer for fair market value.

***Section 1B.*** Transfer of liquid assets shall be accomplished with minimum tax consequences respective of the then applicable chapters of the IRS.

***Section 1C.*** Entities to receive the liquid shall be selected by the Directors and affirmed by simple majority vote.

# Bylaws of the Tulpehoken Rifle and Pistol Club

## ARTICLE I ELECTION OF OFFICERS

**Section 1.** The nomination and election of Officers and Directors listed in Article II, Section I and II of the Constitution shall be held respectively at the October and November regular meetings. Each officer and director are to be elected for a term of one (1) year, and, beginning with the January meeting following the election and continuing in office until their successors are duly elected and qualified. A vacancy in an Officer or Board of Directors shall be filled by the club membership at the next regular meeting.

**Section 1A.** No elected officer may hold the same office for more than three (3) consecutive terms; after a third term in the same office, the officer must step down. Said officer may hold another office other than the office he/she has served for three (3) terms; after a period of one (1) year, January 1st to December 31st, the former three (3) term officer of a particular office may again be elected to three (3) consecutive terms of the office in which he/she previously held three (3) consecutive terms.

**Section 1B.** At the end of a third consecutive term, the current office holder can be nominated, and hold successive terms, in the event an office cannot be filled because of unwillingness of members present at a nominating meeting to accept said office. The current officer, if willing, may be nominated, and if elected, hold another term.

**Section 2.** No member shall be elected to office who has not been in good standing for at least one (1) year prior to the date of election.

**Section 3.** The President shall appoint three (3) members to serve as tellers, none of whom shall be a nominee, to tally the ballots and announce the results of the election.

**Section 4.** The nominee who received more votes for an office than any other nominee, for the same office, shall be declared to be the Director/Officer-elect.

**Section 4A.** Ballots shall contain the names of all nominees for the Officers positions. Members shall vote for one (1) of each position. Any ballot containing more than one (1) vote per position shall be invalid.

**Section 4B.** Ballots shall contain the name of all nominees for the Directors positions. Members shall vote for seven (7). Any ballot containing more than seven (7) votes shall be invalid.

## ARTICLE II MEMBERSHIP

**Section 1.** New members will be required to submit an initiation fee plus annual dues. The application fee can be set by a majority of the Board of Directors at the May meeting and

approved by the membership present at the June meeting. Thereafter their dues will be the annual dues set by the club. New members shall only be recommended for membership by a member in good standing who has completed his/her probation. The recommending member shall be present at the regular meeting when said application for membership is proposed. The applicant for membership must also be present before the start of the meeting and introduce themselves to the members present. The applicant(s) must leave the meeting room before the start of the meeting. Any applicants approved for membership during the meeting shall be welcomed back into the meeting room, **sign in** and join the meeting as a member.

**Section 1A.** The **four (4)** classes will be **Senior, Junior, family and lifetime.**

**Section 1B.** New members shall be on probation for a period of one (1) year. The year of probation starts from the date being accepted as a member at a meeting by majority vote. Probationary members may have their membership revoked if they violate range or other club rules or do not conduct themselves in a manner that would represent the club in a favorable or moral manner. Probation can only be revoked at a regular meeting by a majority vote of the members present. A member must present allegations of misconduct or rule violation or unsafe acts at a regular meeting and the action to revoke membership must be in the form of a motion, properly 2nd and voted on. The board of directors can also decide to conduct an investigation into the allegations prior to the vote.

**Section 2.** Senior members shall be those 18 years of age or older; Juniors will be 17 years of age and under, **family's will be up to 2 adults living in the same household with or without children up to the age of 17,** Lifetime shall be 65 years of age or older.

**Section 2A.** To be eligible to become a lifetime member at no cost, a member must have been a member prior to January 1, 2018 and must have at least five (5) continual years in good standing with the TULPEHOCKEN Rifle and Pistol Club and must be sixty-five (65) years of age or older. After January 1, 2018 there will not be lifetime memberships for members accepted into membership after January 1, 2018. After January 1, 2018 members whose dues lapse and must rejoin the club will not be eligible for lifetime membership.

**Section 3.** Members on Active Military Service, assigned or deployed outside of the continental U.S. (CONUS) will be carried in their present membership status until their return to the U.S. The payment of dues shall be waived, said members shall be reinstated without paying back dues; there shall be a sixty (60) day grace period in which to reapply, without an initiation fee. A copy of the members orders will be required for this status.

**Section 4.** Only members in good standing shall be entitled to vote or hold office in the club.



- Section 5.** All applications for membership must be voted upon by the membership to be accepted or rejected by a majority.
- Section 6.** Each member shall be allowed to bring the same guest for three (3) visits to use the range facilities; thereafter, said guest must become a member if he or she wishes to use the range, excluding events open to the public.
- Section 6A.** When all shooting spaces are occupied, guests must yield to members.
- Section 7.** Use of the range privileges are for members or their guests only, excluding events open to the public.
- Section 7A.** Fees for use of the range for qualification, etc., will be set by the Range Committee.
- Section 7B.** By the start of the 2014 membership year, all existing club members must submit a signed copy of the club “range waiver form” to be able to enter upon and/or use any club range or facility, either as a spectator or participant. Failure of a member to submit the required signed waiver, the member shall be suspended from membership until the signed waiver is received by the club. If the member fails to submit the waiver, he/she shall not be eligible to renew his/her dues for the following year, and, be subject to all penalties provided for in the by-laws for failing to renew membership. New applicants for membership must submit a signed waiver form with their application for membership to be considered eligible for membership.
- Section 8.** In order to help defray the extra cost of target and berm repair occurring from the use of fully automatic weapons and other destructive devices, club members who wish to use our ranges to fire fully automatic firearms, or other destructive devices as specified by a plural majority of the Board of Directors and approved at a regular meeting by the membership, shall be assessed a fee, in addition, and equal to the annual membership dues. Guests will not be permitted to fire automatic weapons or other destructive devices. Membership cards issued under this provision will be appropriately marked, stamped or color coded and must be displayed openly by the member. Any member found firing fully automatic firearms, or other destructive devices prohibited by the club, without the authorization on their card, will be subject to having their membership revoked.

### **ARTICLE III COMMITTEES**

- Section 1.** The President shall appoint all committees subject to the approval of the Boards of Directors. The first named to a committee shall be its chairperson. Each committee shall consist of an odd number of members, not less than three (3) nor more than nine (9).

**Section 2.** Each committee shall hold meetings on call by the chairperson to enable it to adequately and fully perform its duties and responsibilities. Each committee shall act independently, except as otherwise directed by the President or the Club, to perform all of the functions normally expected and required of the committee and to meet its physical, material and financial needs. The chairperson shall make periodic detailed reports to the Secretary of the activities of the committee and shall submit periodic detailed statement of its progress, receipts, expenditures, and pay its net proceeds to the Club.

#### **ARTICLE IV DUES**

**Section 1.** Annual dues for all membership shall be fixed by a **roll call vote** of the Board of Directors **and Officers** at the May **Board** meeting and approved by the membership present at the June meeting **for** the preceding year and be payable from October 1st to December 31st prior to the new year.

**Section 1A.** All members having not paid their annual dues, for the coming year, by December 31st of the prior year, shall have their memberships revoked and will have to rejoin the club and re-apply for a new membership.

#### **ARTICLE V FINANCIAL CONTROL**

**Section 1.** All outstanding indebtedness of the Club will be read to the membership at any regular or special meeting and paid as set forth in Article III, section 6, of the Constitution, upon approval of a majority of the members present and voting.

**Section 2.** No Officer or combination of Officers of the Club shall expend more than One Thousand Dollars (\$1,000) of Club assets during any month for general and operating expenses, except in an extreme emergency, without prior approval of a majority of the members present at any regular or special meeting of the Club.

**Section 3.** A separate account or accounts shall be maintained by the Club and known as the "Range Improvements". The purpose of the Range Improvements fund shall be to set aside funds for the maintaining and improving of each range. The Range Improvement funds may be used for expenses directly related to the maintaining or improvement of the ranges if approved by a majority of members present and voting at any regular meeting. Any other use of the range improvement funds requires a majority vote of any members present and voting at any regular meeting and may only be so used in the event of extreme emergency that, if left unaddressed, would do irreparable harm to the Club or threaten its ability to remain in operation. The Range Improvement fund shall be increased by will of the membership as expressed by majority vote.

**ARTICLE V  
ANNUAL BUDGET**

- Section 1.** The Board of Directors shall review Club finances on a regular basis and make any required recommendations to the membership. The Budget Committee shall prepare an annual budget for the Club to be presented to the Board of Directors for acceptance, reject or revise.
- Section 2.** The Board of Directors shall present the budget to the membership at the last regular meeting of the year. A majority vote of those present shall approve the annual budget for the club.
- Section 3.** When unforeseen situations occur, amendments to the budget expenditures may occur when approved by majority vote of the members present at a meeting.

**ARTICLE VI  
ANNUAL AUDIT**

- Section 1.** The Auditing Committee appointed by the President, shall consist of one (1) Director and two (2) members of the Club who are not Officers.
- Section 2.** This Committee shall audit the books of the Treasurer at least one each calendar year or at any time upon demand of the Club. When possible, the audit should be conducted during the first month following the close of the calendar year.
- Section 3.** The Treasurer will submit to the Auditing Committee all receivables, bills payable, vouchers, account books and financial records

**ARTICLE VII  
RANGE RULES**

The Club's Bylaws were amended to include Range Rules in February 1990, introduced and adopted as Article XI (11). In the interest of allowing for necessary and urgent changes as may be needed to preserve safety, promote study, and protect the spirit of sportsmanship at the Club, we do hereby declare that the Range Rules be removed from the Bylaws, and placed under the stewardship of a permanent Range Rules Committee.

- Section 1.** The Range Rules Committee shall consist of one Representative from:
- Section 1A.** One (1) Committee Chair selected by the President with the approval of the Board of Directors.
- Section 1B.** Two (2) or three (3) representatives from the membership at large, selected by the President with the approval of the Board of Directors.

**Section 1C.** Sitting members of the Board of Directors shall be prohibited from holding a position on the Range Rules Committee, with the exception of the President who is a member, ex officio, of all committees – TRPC Constitution, Article III, *Section 3*. Should a sitting member of the Range Rules Committee be selected or appointed to the Board of Directors, that member is considered to no longer be a member of the Range Rules Committee as of the date that member takes office. Such member should be replaced in accordance with the Constitution and Bylaws.

**Section 2.** Range rule policy for the Club shall originate in the Committee. All range rules previously approved and adopted into the Bylaws of the Club as of February 1990 are preserved and transferred into the Committee, unaltered, as existing range rule policy.

**Section 3.** The Committee may move to alter range rule policy from time to time as necessary, under the following provisions:

**Section 4.** Urgent Changes – Upon majority vote of the Committee it may enact an immediate policy to address any circumstances that demonstrates objective evidence of hazardous condition. Urgent changes are temporary and only enforceable until the next regular meeting of the Club.

**Section 4A.** Any urgent change shall be reported at one to the President. In his absence the Committee shall report it to the Vice-President or Secretary. Should any one Board member object to the change, the President shall convene an executive meeting of the Board within 72 hours. Should such objection be sustained by half of the Board of Directors, the urgent change is rejected. Any urgent change shall be enforceable immediately once the Board approves of such change.

**Section 4B.** The Committee shall deliver an urgent change in writing to the Secretary at the next meeting of the Club, including the circumstances surrounding the decision and record of the vote. The Committee shall also deliver recommendations to rectify the condition.

**Section 4C.** The President shall then present the issue before the Membership for action at that regular meeting. Actions including either: plans for rectifying the conditions such that the policy may be repealed; or move to adopt the temporary policy as permanent, as detailed under Section 4. In the absence of either action, the urgent change expires after that meeting.

**Section 5.** Permanent Changes – Upon majority vote of the Committee, it may recommend a range rule policy for approval by the Board of Directors. Proposed range rule policies shall be submitted in writing to the Secretary before any regular meeting of the Club.

**Section 5A.** The Board of Directors shall review the proposed policy, and upon majority vote by half of the Board, the proposed shall be presented before the membership at the next regular meeting of the Club.

**Section 5B.** Upon approval by a majority of the membership present and voting at any regular meeting of the Club, the permanent change to the range rules are adopted.

**Section 5C.** Changes to the range rules must be posted on the Clubs website and ranges at least ten (10) days prior to the meeting when the changes will be brought up for a vote.

**Section 6.** Every effort shall be made to ensure that any change in range rule polity is not arbitrary, capricious, or malicious in nature. In considering changes to policy, the Range Rule Committee is duty bound to evaluate any adverse impact to current activities at the Club. The Committee shall also consider standard, industry accepted practices and guidance for determining policy governing activities at the Club. Nothing in the Club's policies shall be construed to prevent a Club shooting event from voluntarily holding themselves to more restrictive rules for their event, but they may not extend those rules to other members not participating in their event.

These Constitution and By-Laws were voted upon and approved by the Officers, Board of Directors and General Membership present at the regular meeting of said organization on the 1st day of February in the year 1990.

Amended 5th October 2006

Amended 6th September 2007

Amended 3rd June 2010

Amended 5th May 2011

Amended 4th October 2012

Amended 6th June 2013

Amended 6th November 2014

Amended 8th January 2015

Amended 6th August 2015

Amended 7th January 2016

Amended 11th November 2017