

Constitution of the Tulpehocken 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 Tulpehocken 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 (TRPC) shall be located at 2 Leonard Street Pine Grove, PA 17963. The club mailing address is 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, and Treasurer.
- Section 2.** There shall be a board of directors consisting of three (3) officers set forth in Section 1, together with eight (8) duly elected board 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 5A.** In the event the position of Secretary remains unfilled at elections, the Board shall make every attempt to find a member to fill the position by the next regular meeting. If no member is willing to fill the position, the Board will be allowed to search outside the club to fill the Secretary position.
- Section 5B.** Secretary (Independent Contractor) Agreement
The Club will engage an individual to serve as the Secretary under an independent contractor agreement. This role will be contract based and the individual will not be considered an employee of the club. The Secretary will receive a monthly stipend not to exceed \$200, as compensation for services rendered. The Secretary is responsible for managing their own schedule and methods of completing assigned tasks with the expectation that key administrative duties will be fulfilled in a timely manner. As an independent contractor the Secretary will not be required to pay membership fees and will be designated as an Administrative member for the sole purpose of fulfilling their

contractual duties. The individual will not receive employee benefits, including but not limited to range access, insurance or tax withholdings. The Secretary will be granted limited clubhouse access as necessary to perform their contracted services. This contract is subject to termination by either party with reasonable notice, based on the terms outlined in the independent contractor agreement.

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.

In addition to the Treasurer, the President and Vice-President shall 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), not deemed for general or extreme emergencies, 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. 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. The Secretary shall be responsible for obtaining the purpose and the results of the vote. The vote is to be read aloud at the next regularly scheduled membership meeting to be recorded into minutes.

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 IV

Section 1. The fiscal year shall be the same as the calendar year from: January 1 to December 31.

Section 2. Regular meetings, first Thursday of the month, 7 pm, except May & September will be held the second Saturday of the month, 10 am. See the 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 President, Vice President or elected Secretary shall notify all members of the time and place of any special meeting and of the business to be transacted. 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) sitting Officers and Directors 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 V

Order of business for regular meetings after all attending members have signed in.

- Section 1.** Call to order.
- Section 1A.** Recognize NON members.
- Section 1B.** Nomination and vote of new members.
- Section 1C.** Singing in of new members.
- Section 1D.** Reading of minutes of previous regular meeting.
- Section 1E.** Reading of treasures report.
- Section 1F.** Reading of correspondence.
- Section 1G.** Reports of committees.
- Section 1H.** Old business.
- Section 1I.** New business.
- Section 1J.** Members comments.
- Section 1K.** Adjournment.

Order for business at special meetings shall be as follows.

Section 2A. Call to order

Section 2B. Recognize any non- members related to special meeting.

Section 2C. Explanation and reading of any information related to calling of the meeting.

Section 2D. Allow any information and/or explanations from members and non-members that may be involved in the special meeting.

Section 2E. Thank the non- members for attending and ask them to leave the meeting.

Section 2F. Discussion and members comments.

Section 2G. If applicable, call for a motion and second of members present to proceed as discussed.

Section 2H. Adjournment

ARTICLE VI

Section 1. Except in cases of emergency, the Club's Constitution and bylaws may be amended, repealed or altered. Approval to adopt these changes will be made by a majority vote of the active Board membership present at the next board meeting. These changes will be posted on the website for 10 days prior to the next members meeting. The amendments will be read and approval to adopt amendments will be made by a 2/3 vote of the active membership present.

Section 1A. 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 meeting to give any recommendations as to the feasibility and/or legalities involving the submissions prior to the voting process.

Section 3. The Constitution and Bylaws of the Club shall be reviewed every five (5) years.

ARTICLE VII

Section 1. Dissolution of the Club: In the event that the Tulpehocken 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 assets shall be liquidated 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.** Nonprofit entities that share similar values of the club to receive any liquid assets shall be selected by the Officers and Directors and affirmed by simple majority vote of members present at final meeting.

Bylaws of the Tulpehocken Rifle and Pistol Club

ARTICLE I ELECTION OF OFFICERS

- Section 1.** The nomination and election of Officers and Directors listed in Article III, 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 January 1st 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 voted on by the Board of Directors to meet the special circumstances at the next board 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. The Directors can hold a vote to elect or deny an officer as well as a vote to extend or terminate a term for an officer.
- 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, to hold another term.
- Section 2.** No member shall be elected to office who has not been in good standing prior to the date of election. Pending a probationary period and special circumstances at the Board's discretion.
- Section 2A.** Any club member nominated for an Officer or Board position must accept the nomination and be present at either the October or November regular members meeting.

- 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 receives 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) vote for each position. Any ballot containing more than one (1) vote for a position shall be invalid.
- Section 4B.*** Ballots shall contain the names of all nominees for the Directors positions. Members shall vote for eight (8). Any ballot containing more than eight (8) votes shall be invalid.
- Section 5.*** All incoming and outgoing Officers and Board Members shall attend the December Board meeting to transfer club information, property and materials. Exceptions will be made for those Board Members and/or Officers that left their position due to extenuating circumstances.

ARTICLE II MEMBERSHIP

- Section 1.*** New members will be required to submit an application fee plus annual dues. The application fee can be set by a majority vote of the Board of Directors. 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 of 1 year. 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 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 be revoked at a special board meeting by a majority vote of the board 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 1C. The period for membership renewals shall be from October 1st through December 31st of each year. The club will allow for a grace period of 15 days to January 15th to allow for mail in renewals that did not meet the deadline. During this grace period, those members will not have access to the ranges until fees have been collected. Any member that does not complete their renewals during this 15 day grace period will have to reapply to the club as a new member.

Section 2. Senior members shall be those 18 years of age or older; Juniors will be 17 years of age and under, families 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, a member must submit a request, have been a member as of January 1, 2018 and must have at least ten (10) continual years in good standing with the TULPEHOCKEN Rifle and Pistol Club and must be sixty-five (65) years of age or older. Lifetime members will be responsible for an annual administration fee.

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 member will be reinstated without paying back dues; there shall be a sixty day grace period 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. Any membership application presented at the November meeting, if accepted, will not be eligible to vote for the election of officers.

Section 6. A guest can apply for a guest pass at a cost determined by the board, a guest must be accompanied by a member to use the range facilities. All guests must apply for a pass in advance. The guest and member must fill out and sign the waiver form, return it to the club and the board will approve the guest (s) access. See SOP's for instructions on obtaining a guest pass.

Section 6A. Excluding sanctioned events open to the public.

Section 6B. When all shooting spaces are occupied, guests must yield to members.

Section 6C. Exceptions to this section will only be approved by a majority of the Board for valid circumstances.

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. 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 majority of the Board of Directors, shall be assessed a fee, in addition, and equal to the annual membership dues. 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. Guests of full auto members are only permitted to fire members fully automatic weapons. Full Auto members are required to know TRPC Range Safety and Standard Operating Procedure's and all Federal, State, and Local laws regarding fully automatic weapons.

Section 9. It is the responsibility of each member to know TRPC Range Standard Operating Procedures and obey all Federal, State, and Local laws. Failing to obey Federal, State, and Local laws is ground for immediate expulsion.

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.

Section 3. Standing Committees:

1. **Building & Grounds Committee-** to include building and grounds maintenance.
2. **Range Committee-** to include all things shoot related.
3. **Membership Committee-** all member related issues, concerns and suggestions.
4. **Administrative Committee-** to include public relations, internal affairs

and

Legislative.

5. **Audit Committee-** to include budget and finance.
6. **Special Committee-** Special Committee's will be appointed as needed to assign responsibilities for any event not covered by Standing Committees. A Chairperson for the committee shall be appointed by the President and he/she shall report to the Board of Directors at their monthly meeting. After that committee's event has ended, that

committee will cease to exist, unless otherwise directed by the President.

ARTICLE IV DUES & MEMBERSHIP

Section 1. Annual dues for all membership and lifetime administration fees 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 upcoming year and be payable from October 1st to December 31st prior to the new year.

Section 1A. Members serving as Officers or Board of Directors are exempt from paying dues while in office. If an Officer or member of the Board of Directors resigns or is removed from office without being suspended or expelled, they have 15 days after the date of resignation to pay the current dues amount. If the dues are not paid within 15 days, the member forfeits their membership. If the Officer or Director is part of a family membership the current cost of a senior members' dues will be deducted from the total cost of the membership.

ARTICLE V FINANCIAL CONTROL

Section 1. All unbudgeted 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 unbudgeted 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 budget 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. All Range repair or improvement projects will be offered to the membership to do the project if they are capable of doing the required work. If no members are willing to do the project the Board members will then advertise for at least three quotes prior to work beginning. The winning quote will be determined by the Board of Directors based on price and quality of work.

ARTICLE VI 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, rejected or revised.
- 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. A list of expenses for the year shall be created and attached to the budget for approval. Any expenses above and beyond the list must be approved at a regular members' meeting.
- 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 VII 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 once 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 VIII RANGE SAFETY & STANDARD OPERATING PROCEDURES

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 Safety & Standard Operating Procedure's (SOP) Committee. As of March 2, 2023 the range rules will be incorporated into the SOP's.

- Section 1.** The Range Safety & Standard Operating Procedure's Committee shall consist of representatives from the Board or members elected by the Board. Members of the Club can approach the Board about recommended changes, proposals or new SOP's.

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
Amended 3rd December 2020
Amended 1st September 2022
Amended 1st February 2024
Amended 20th February 2025
Amended 10th May 2025