

Approved
August 12, 2020
June 08, 2022
November 09, 2022
June 14, 2023
November 08, 2023

ARTICLE I

Name

The name of this organization shall be:
“THE PINE TREE RIFLE CLUB, INC.”

ARTICLE II

OBJECT

The object and purpose of this organization is hereby defined as follows:

Section 1:

Encouragement of rifle and pistol shooting, clay target shooting, and archery, among the residents of our community, with a view toward a better knowledge on the part of such citizens, of the safe handling and proper care of firearms as well as improved marksmanship.

Section 2:

To propagate, protect and aid in the distribution of fish and game.

Section 3:

To aid in reforestation and the prevention of forest fires.

Section 4:

To work for the enactment of sound conservation measures, to promote the observance of such measures, and to oppose all measures detrimental to sound conservation.

Section 5:

To instruct our members in the proper handling of firearms, and the true meaning of sportsmanship.

Section 6:

To support sound legislation pertaining to ownership and use of firearms and oppose restrictive legislation which may be detrimental to the interest of this club in accordance with our 2nd amendment rights to keep and bear arms, as per the Constitution of the United States of America.

ARTICLE III
MEMBERSHIP

Section 1:

Any citizen of the United States, of suitable character, and who is at least 18 years of age, may, upon the recommendation of a sponsoring member file a written application for membership on an application form provided by the club.

After September 1, 2007, all applicants must demonstrate current membership in the NRA and maintain that membership to remain a member of Pine Tree Rifle Club. Any applicant who is not an NRA member, must complete an NRA membership application coincident with their application for membership to Pine Tree Rifle Club. NRA membership requirements will not apply to junior members.

A non-refundable fee equal to an initiation fee plus one year's dues in an amount approved by the Board of Directors shall accompany all applications. If an applicant is not approved, the first year's dues will be refunded.

New applicants to the club are required to present themselves in person, accompanied by their respective sponsor, before the membership committee at a special induction meeting. Upon completion of the induction meeting the applicant maybe recommended for membership. If recommended by the membership committee, the applicant must then be voted into probationary membership at the next regular monthly membership meeting. If no membership opening exists, the applicant will be placed on a waiting list until such time as an opening becomes available. The prospective member must receive the favorable votes of at least 90% of those members present. If the applicant fails to receive 90% of the vote, those members voting no, must appear at the next Board of Directors meeting to present their objections. The Board of Directors will then make the final determination based on the recommendation of the membership committee.

Upon request by the applicant, and at the discretion of the membership chairperson, attendance at the induction meeting may be waived if reason is found that attendance at the meeting will cause significant hardship to the applicant. The induction meeting must be rescheduled at a time agreed upon by the membership commit chairperson. Probationary period shall be 3 months minimum.

During the probationary period, the established sponsor of the applicant is responsible for their proper conduct in accordance with the club rules and by laws and any violation of either during the probationary period will mean immediate denial of membership to the probationer, and may result in possible reprimand and/or revocation of membership to the probationer's sponsor at the discretion of the Board of Directors.

Probationary period also requires the applicant to complete 4 work periods of two hours each or its equivalent, or to pay a one-time optional work period waiver fee, the amount of which will be set forth annually by the Board of Directors. Payment of such fee must be made prior to the vote to full membership.

Pending satisfactory completion of their probationary period, an applicant may be voted into full membership by a vote of at least 90% of the members present at a regular monthly meeting. At this time they will be

furnished with a membership card, which signifies they have achieved full member status. Applicants may not be present, during the vote, where memberships are being voted on.

Section 2:

Junior membership: The start age shall be set by the Board of Directors to comply with / be in line with the New York State Laws/guidelines and continue through 18 years of age are eligible for junior membership, provided an adult member sponsor's them and agrees to assume full responsibility for the conduct of such junior member. Probationary period as set forth, in Section 1 shall apply. Junior member dues and application fee shall be as set forth annually by the Board of Directors. Work periods will not be required of junior member applicants. Applicants for junior membership must attend an induction meeting. An applicant for junior membership must be voted on for membership as in Section 1 above. A junior member in good standing becomes eligible for full membership with no probationary requirements when:

1. He/she has graduated from high school (or equivalent) and reaches their 18th birthday or
2. May remain a junior member until they have reached their 25th birthday if he/she is enrolled in an accredited institution of higher education and maintains that enrollment.

Upon expiration/discontinuation of either of the above requirements the junior member must pay annual dues

Section 3:

- (a) Dues: Any change in dues shall be set forth by the Board of Directors and approved by a majority vote of the members present at the next membership meeting. Dues will be due on or before December 31st, of that year with a 31-day grace period through January 31st.
- (b) Dues Late Fee: As of February 1st, a late fee shall be imposed. Non-payment of dues and late fees by March 1st will result in membership being automatically cancelled. The Board of Directors will determine late fees.
- (c) Reinstatement: A past member can be reinstated as a full member, without serving the probationary period, if it can be proven that they were in fact a past member and their membership was terminated voluntarily or for lapse of payment of dues. If these requirements can be satisfied, and if there is an opening in the membership, the past member will be allowed to rejoin the club immediately by paying a reinstatement fee as deemed by the Board of Directors, and one year's dues. Those fees must be accompanied with a newly completed membership application. If a membership opening does not exist, the applicant for reinstatement will be placed on the top of the waiting list. All reinstated members shall be governed by the new member requirement of NRA membership after September 1, 2007.
- (d) Board of Directors Dues: Elected members of the Board of Directors will not be required to pay dues during their term of office.
- (e) Military Dues Exemption: Any club member, who becomes a full time member of the Armed Forces of the United States, shall be carried on the membership rolls as a paid up member for the duration of their active service, at no charge.

Section 4:

Any member who shall be found guilty by the Board of Directors of any unsportsmanlike conduct or any conduct detrimental to the welfare of the organization may, by a two-thirds vote of the members of the Board of Directors present at any meeting of the committee, be suspended from membership for a period not exceeding three months, and may be recommended to the members for further suspension or expulsion. A member shall first be given an opportunity to be heard before suspension or expulsion by the organization, and shall be given a copy of the charges when requested. The president or his designee shall file the charges.

Section 5:

Any member in good standing for at least 20 years who establishes permanent residence in another state shall be eligible for out of state membership. Dues for out of state membership will be set annually by the Board of Directors.

Section 6:

The Board of Directors may nominate a club member in good standing for a “life membership” by the membership at a regular meeting. The nomination will then be presented to the membership committee to verify that the guidelines for life membership are satisfied:

GUIDELINES FOR A LIFE MEMBER ARE AS FOLLOWS: MEMBER NOMINEE:

- (1) Must be a member for a minimum of 20 years. The twenty-year membership requirement may be waived by the Board of Directors.
- (2) Must have made significant contributions to the club throughout their membership.
- (3) May still hold office in the club and does retain their voting rights. A life member shall have all rights and benefits of a full member.
- (4) Does not have to pay the annual membership dues.
- (5) Candidates for life membership may be recommended to the Board of Directors by another member in good standing.

If the Board of Directors has deemed that the guidelines have been satisfied, the nomination will be presented to the membership at the next regular membership meeting for approval by a majority vote.

No more than three such life memberships will be awarded each calendar year.

Section 7:

Total membership shall be limited to 1250 members, not counting junior, life, out of state and active military members.

ARTICLE IV

OFFICERS

Section 1:

The officers of this organization shall be President, Vice President, Recording Secretary, Membership Secretary, Treasurer and five Trustees. These ten persons are to be known as the Board of Directors. The term of office for officers shall be two years and the term of office for trustees shall be two years.

Section 2:

To be eligible for any office a person must be a member in good standing for a minimum of two years. The two-year minimum may be waived if in the opinion of the Board of Directors a member with less than two years' membership is qualified to fill the office for which they apply or are nominated.

Section 3:

Elections

The procedure for electing the officers of this organization shall be as follows:

At a regular August monthly meeting there will be a naming of a nominating committee by the President.

The chairperson of the committee may appoint up to two committee persons as the chairman sees fit.

At the regular October monthly meeting, the nominating committee chairperson shall submit those names of members who have consented to run for office. Also, at this time, floor nominations will be accepted from the membership.

At the regular November meeting, those names submitted by the nominating committee and those of Members who have been submitted from the open floor nomination shall be put to a vote from the membership. Upon completion of such voting, and the establishment of a new slate of officers, the Recording Secretary shall cast one ballot for their acceptance.

ARTICLE V

DUTIES OF OFFICERS

Section 1:

PRESIDENT AND VICE-PRESIDENT

The President shall preside at all meetings of the organization, shall appoint all committee chairpersons, shall be an ex-officer member of all committees, and shall be responsible for the proper functioning of the committee chairpersons.

The President shall act as the executive head of the organization and shall transact such business for the organization as directed by the Board of Directors. The Vice-President, in the absence of the President, has the same duties and powers as the President.

The president may ask any board member or officer to resign if the president feels their performance of duties is not satisfactory or if there are more than two (2) consecutive absences from board meeting without prior notification. Such notification should be made at the earliest possible time, but well before the meeting. If the board member or officer chooses not to resign, both sides will present their cases to the full Board which will make the final decision as to a course of action.

The president shall have at his disposal a discretionary donation fund of \$500.00 per year.

Each year at the January Board Meeting, the board shall ratify the President or his designee as Keeper of the Firearms / Keeper of the Ammunition. The membership shall be notified of who has been designated as Keeper of the Firearms and Ammunition. Duties shall include but are not limited to firearms inventory, ammunition inventory and overseeing storage of firearms and ammunition.

Section 2:

RECORDING SECRETARY

The Recording Secretary shall record a full and complete record of all proceedings at meetings of the organization and the Board of Directors, and shall carefully preserve all records in suitable books furnished by the organization and such records shall become the property of the organization, and shall keep an attendance record of the members and shall have charge of all records and papers, with the exception of those pertaining to the office of the Membership Secretary and the Treasurer, and shall present a summary of the previous months business meeting at the business meeting. Minutes of Board meeting will be distributed to board members within one week of the meeting. If a Board member feels something is not stated as it happened, it will be discussed at the next board meeting. All board meeting minutes will be held strictly confidential. Copies of membership meetings with financial information deleted will be posted and/or distributed within 1 week of being approved at a membership meeting.

Section 3:

MEMBERSHIP SECRETARY

It shall be the duty of the Membership Secretary to collect members dues and keep a separate account of each member's financial status with respect to the organization.

Section 4:

TREASURER

The Treasurer shall have charge of and be responsible for the funds of the organization, shall deposit in a bank, chosen by the Board of Directors, all money received from the Membership Secretary and from all committees and shall pay all bills charged to the organization upon approval of the Board of Directors, and shall submit a report at each regular meeting. Such report to show all money collected and the source thereof, all money paid out and the purpose for which it was paid, and the balance on hand.

Section 5:

BOARD OF DIRECTORS

1. The Board of Directors of this club shall consist of the President, Vice-President, Recording Secretary, Membership Secretary, Treasurer, five Trustees, and the past President from the previous year.
2. The Board of Directors shall supervise the operation of the organization, see that the elected officers perform the duties of the respective offices, and provide a source for the auditing of the Treasurer's records.
3. The Board of Directors will see that a detailed record of all business transacted at the Board of Director's Meeting is secured by the Recording Secretary as defined in these By laws. The Treasurer will file the Federal and New York State Tax information and licensing returns. An Annual Financial Statement shall be submitted to the Board of Directors by the March Directors meeting. Release of the Annual Financial Statement to the membership will be at the discretion of the Board of Directors.
4. The President, Vice-President, Membership Secretary, Recording Secretary, and Treasurer shall be elected by secret ballot of the membership and shall hold office for two years or until their successors are elected.
5. In the event of any vacancy in any office for any reason, the Board shall appoint a member in good standing to fill the unexpired term until the next general election is held.
6. As one of their duties, the Board of Directors shall prescribe and publish rules and regulations as to the use and occupancy of any room of the organization and all other functions and activities conducted in the buildings and on the grounds of this organization. They shall see to it that the club grounds are properly posted.
7. The Board of Directors shall meet on the Monday preceding the regularly scheduled monthly meeting unless otherwise agreed upon by a majority of the members of the Board of Directors.
8. In an effort to keep communication at the highest level, all Board members will respond to emails as soon as possible, but within 48 hours, even if the response is only a "received".
9. Any member of the Board of Directors who refuses to accept duties assigned by the president shall meet one on one with the president to give reason for the refusal. It will be the option of the president to reassign duties.

ARTICLE VI MEETINGS

Section 1:

The annual business meeting of the club shall be held in March of the next calendar year at such place as the Board of Directors may designate.

Section 2:

A meeting of the membership shall take place each month except in extraordinary circumstances as deemed by the president.

Section 3:

A special meeting of the club may be called by the Board of Directors or by the President or whenever 25 or more voting members of the club in good standing shall make a written request to the President and specifying the object of the meeting. Such special meeting shall deal only with that which was specified.

Section 4:

Order of Business:

1. Call to order and Pledge of Allegiance to Flag
2. Reading of last meeting minutes and corrections if necessary
3. Treasurer's report
4. Report of standing committees
5. Report of special committees
6. Unfinished (old) business
7. New business
8. (a) Presenting resolutions
 (b) Appointing of committees
 (c) Business pertaining to future activities
9. Adjournment

Section 5:

No person will attend a meeting of the club unless they are a member of the club or invited by the President or the Board of Directors. The reason for their presence shall be made known to the membership.

Sections 6:

The membership shall be notified of all special meetings at least five days prior to the date of such meeting. This notification shall not be necessary for regularly scheduled meetings. Notification shall be via signs posted at club facilities, emails and postings on the club web site.

Section 7:

At regular membership meetings or special meetings, two officers, two trustees, and twenty-five members in good standing constitute a quorum to conduct business of the club. At meetings of the Board of Directors, a majority of the total members of the Board shall constitute a quorum and a majority vote of the director's present shall prevail.

“ROBERT’S RULES OF ORDER” shall be followed at meetings unless otherwise noted in these By Laws.

ARTICLE VII
COMMITTEES/DEPARTMENTS

COMMITTEES

The President shall appoint the following standing committee chairpersons. The chairperson will be responsible for appointing at least one other committee member when possible.

The standing committees are as follows:

1. House committee (bar & hall committee);
2. Building & Grounds committee;
3. Range committee;
4. Trap, Skeet & Clays committee;
5. Archery committee;
6. Audit committee;

Special committees may be appointed to carry out specific duties and to handle specific events when, in the opinion of the President, it is advisable to do so. Chairpersons who have been appointed by the President shall pick their own committee members.

Section 1: House committee:

The house committee shall have the charge of all beverage sales, and incidentals sold over the bar, and are responsible for the care and maintenance of all equipment in the main clubhouse.

Section 2: Building & Grounds Committee

The Building and Grounds committee shall have charge of and be responsible for all repairs, construction and alteration of the adjacent buildings and shall have supervisory powers over any construction, providing that one of the committee members is a qualified person, on the property of the organization in order that such construction be in keeping with the general appearance of the property as a whole. The Building and Grounds committee shall also have charge of, and be responsible for, all lands of the organization not specifically allotted to the other committees. They shall maintain the grounds and shall have charge of future development.

Section 3: Range Committee

The range committee shall have charge of all rifle, pistol and archery activities both indoor and outdoor, and shall be responsible for keeping the indoor range in a neat and orderly condition, and shall be responsible for the care of supplies and equipment used on the ranges. The Range committee shall be responsible for the safety of the members and spectators at any rifle or pistol match and bow competition and shall strictly enforce the various safety measures and rules enacted by the club pertaining to the shooting of rifles, pistols and bow.

Section 4: Trap & Skeet Committee

The Trap and Skeet committee shall have charge of any and all construction, alteration, operation and maintenance of the trap, skeet and clay target facilities of the organization. The Trap and Skeet committee and Board shall be responsible for strictly enforcing the various safety measures and rules enacted by the club pertaining to skeet and trap shooting.

Section 5: Archery Committee

The Archery committee shall have charge of and be responsible for all equipment used in archery practice and shall make arrangements for and conduct all archery contests. The Archery committee and Board shall be responsible for the safety of the members and spectators at any archery match and shall strictly enforce the various safety measures and rules enacted by the club pertaining to archery.

Section 6: Audit Committee

The Audit Committee shall be composed of no fewer than three (3) no more than five (5) members in good standing. No member of this committee shall be an officer/executive board member, employee of or recipient of any compensation from the organization. In general, (exact duties, reasonability's authority will be detailed in the board-approved Audit Committee Charter) the audit committee's role includes a particular focus on the qualitative aspects of financial record keeping, reporting, and recommending practices and procedures to bring the club up to best practice standards. Shall select an independent external auditor, said auditor will report to our audit committee and in turn the audit committee shall present the results to the Board of Directors to discuss the report before they accept the final audit report.

In general, it shall be the duty of each committee chairperson:

1. To keep the members advised as to any pending legislation pertaining to firearms that may affect the use of rifles and pistols, and to report to the organization with recommendations with respect to such legislation.
2. To keep the membership informed of the various activities of this committee.
3. To keep an accurate accounting record of all monies received and to deliver said monies to the treasurer for deposit. The chairperson shall submit a complete statement of his committee at each regular meeting.

4. To deliver to the Recording Secretary upon the completion of the committee chair's term of office, all instruments, documents, duplicate copies of correspondence, etc., and an up-to-date inventory of the clubs equipment and supplies on hand with their committee at the end of their term of office.
5. To keep the Board of Directors informed of all activities of their committee and to appoint any assistant as may be needed by them to make their committee as successful as possible.

DEPARTMENTS

Education Department:

The President shall appoint the following but not limited to:
Director of Education, Assistant to the Director, Finance Officer: (shall submit to PTRC Treasure a full report quarterly of all finances of the Education Department), CRSO, RSO, Range Masters, Senior Instructors/Instructors.

ARTICLE VIII

FINANCES

All expenditures must be referred to the Board of Directors. Any expenditure not preapproved by the Board of Directors will not be honored. Any expenditure, other than normal operational expenses, exceeding \$500.00 shall be submitted to the membership at a regular meeting for approval. In the event that the Board of Directors determines that an occurrence requiring an expenditure of funds exceeding \$500.00 to continue the proper operation of the club and such expenditure must be made before a notification of the membership is possible, it will be empowered to make such expenditure but must notify the membership at the next regular meeting. Such emergency exception will only be made with two-thirds majority of the members of the complete Board voting in approval.

No donation can be sought in the Pine Tree Rifle Club name without Board approval.

In an emergency situation a Board member may spend up to \$200.00 with the approval of another Board member. Such expenditure will be explained to the full Board at the next Board meeting.

A dated invoice for any expenditure made in the name of Pine Tree Rifle Club must be submitted as soon as possible to the treasurer. As noted above expenditures must be preapproved. Cash expenditures will not be reimbursed without a dated receipt.

All specific authorizations for expenditure of funds must be executed within 90 days of the approval or the authorization is rescinded, unless otherwise stated at the time of approval.

In the event that it becomes necessary to sell, lease or transfer in title, property or a portion thereof, considered as owned by the Pine Tree Rifle Club, Inc; a two-thirds vote of the membership in good standing shall be required for its approval. Ballots will be mailed to the membership well in advance of such action for their approval or disapproval.

In the event of dissolution of this club and sale of the building and grounds and properties take place, the net proceeds shall be divided equally among all members in good standing for at least 5 years immediately preceding the dissolution.

ARTICLE IX

Any organization formed by members within the club shall be subject to the By Laws and all rules and regulations of the club. All such organizations using the club's facilities and property must have the approval of the Board of Directors. All permanent additions and monies realized become the property of the club.

Any and all articles left in possession of the club shall be considered to be donated to and property of the club, unless the donor request its return from the Board of Directors.

ARTICLE X **AMENDMENT TO THESE BY LAWS**

These By Laws may be amended as needed in accordance with the following procedure:

1. A proposal will be made by the Board of Directors and shall be forwarded by them to the membership at a regular or special meeting.
2. At the regular or special meeting the proposed By Law amendment will be discussed and if it is decided by the membership present to amend these By Laws, the wording of such an Amendment will be recorded by the Recording Secretary in the minutes of the meeting.
3. The Recording Secretary will see to it that all members in good standing will be advised in writing of the proposed By Laws amendment and that a discussion and vote on the issue will take place at the next monthly membership meeting following the written notification of the membership. Such notification must be made at least ten days prior to the meeting at which the vote will be taken.
4. The By Law amendments will be accepted or rejected by the membership on a majority vote of the members present provided a quorum is present as per Article VI Section 7.
5. If the By Law amendment is accepted notification will be made to the membership as to the working and effective date of the amendment and that amendment will be made a part of these By Laws from that date forward. Notification may be made via signs at the club facilities, email, the club web site or normal mail.

ARTICLE XI **COPIES OF THIS DOCUMENT**

One copy of the By Laws will be provided without cost to any member in good standing who requests it.

A copy of the By Laws will be available on the club bulletin board.