

# BY-LAWS OF THE EAST TEXAS RIFLE AND PISTOL CLUB, INC.

Longview, Texas

## Article I: Name

The name of the organization shall be the East Texas Rifle and Pistol Club, Inc. (ETRPC).

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## Article II: Purpose

The purpose of this organization shall be to encourage safe and responsible gun ownership and shooting among citizens of the United States, particularly those residing in our community. This purpose includes fostering a better understanding of firearm handling and care, as well as improving marksmanship.

Furthermore, ETRPC aims to promote the development of honesty, good fellowship, self-discipline, teamwork, and self-reliance—qualities essential to good sportsmanship and the foundation of true patriotism. At all times, the corporation will comply with the provisions and regulations of the Texas Non-Profit Corporation Act and its successor statutes.

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## Article III: Membership

Any citizen of the United States who is 21 years of age or older may become a member of this organization in accordance with the rules set forth in the Standard Operating Procedures (SOP).

ETRPC will be an affiliate of the NRA and strongly encourages all members to consider joining organizations that support the Second Amendment.

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## Article IV: Dues and Fees

### Section 1: Annual Dues

Annual dues for members shall be determined by the Executive Committee and are payable within 12 months of the last payment date. The fee schedule will be recorded in the SOP.

### Section 2: Initial Membership Fee

ETRPC will collect an orientation membership fee from all new members. And each applicant will be required to complete the ETRPC Range Safety Course in order to receive access to the facilities. This fee also applies to any member whose dues are delinquent for over one year.

### Section 3: Late Fees

The Executive Committee may establish rules for the collection of late fees for annual dues not paid on time. These rules shall be outlined in the SOP.

### Section 4: SOP Consistency

No rule or regulation in the SOP shall conflict with these by-laws.

### Section 5: Membership Termination

Members may terminate their membership at any time. However, no refunds will be issued for dues or contributions already paid.

## Article V: Meetings

### Annual Meeting

ETRPC shall hold an annual meeting in April of each year. All active members shall receive a 10-day notice of this meeting via email.

### Regular Meetings

The regular meetings of the club, for the purpose of conducting ordinary business, shall be held as outlined in the Standard Operating Procedures (SOP) or as announced by the executive committee. The executive committee is authorized to secure meeting facilities at a convenient time and location.

Election of officers shall take place at the annual meeting.

## Special Meetings

A special meeting may be called at any time by the executive committee, with a minimum of 10 days notice provided to all active members.

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## Article VI: Officers

### Officer Positions

The officers of this club shall include the following positions:

- President
- Vice President
- Secretary/Treasurer
- Range Master

### Term of Office

Officers shall serve a term of two years.

- The President and Range Master shall be elected in even-numbered years.
- The Vice President and Secretary/Treasurer shall be elected in odd-numbered years.

### Election Process

Officers shall be elected by a majority vote of members in good standing who are present at the annual meeting.

### Responsibilities

As prescribed in the standard operation procedures, the officers shall have general supervision and control over the club, its employees, facilities, and activities.

### Board of Directors

All current and past officers elected after January 1, 2012, shall constitute the Board of Directors. No club officer, past or present shall be held accountable or liable for any accident or injury occurring on club property.

## Article [VII]: Duties of Officers

### Section 1: President

- Meeting Leadership: The President shall preside overall meetings of the club and the executive committee, ensuring orderly and productive discussions.
- Advisory Role: Serves as an advisory member on designated committees, providing guidance to align committee activities with club goals and values.
- Strategic Oversight: Provides direction for financial, operational, and functional decisions for the club, establishing both short-term and long-term goals.
- Employment Oversight: Holds advisory input on employment decisions and staffing related to club operations, whether individuals are directly or indirectly associated with the club, ensuring hires align with club standards and values.
- Additional Duties: Further responsibilities may be defined in the Standard Operating Procedure (SOP).

### Section 2: Vice President

- Executive Support: As a member of the executive committee, the Vice President plays an active role in shaping financial, operational, and functional directions for the club.
- Employment Input: May participate in employment and staffing decisions as required, in coordination with the President and the executive committee.
- Presidential Stand-In: Assumes all duties and responsibilities of the President in their absence or upon request, ensuring continuity in club leadership.
- Additional Duties: Further responsibilities may be defined in the Standard Operating Procedure (SOP).

### Section 3: Secretary/Treasurer

- Executive Contribution: As a member of the executive committee, contributes to decisions on financial, operational, and functional matters affecting the club.
- Financial Stewardship: Manages all aspects of the club's finances, including accurate reporting of income, expenditures, and overall financial health.

- Meeting Documentation: Maintains accurate minutes of all club and executive committee meetings, providing members with timely and accurate records.
- Communication and Notifications: Ensures members are notified of upcoming meetings, events, and any significant club updates, using approved communication methods.
- Additional Duties: Further responsibilities may be defined in the Standard Operating Procedure (SOP).

#### Section 4: Range Master

- Executive Contribution: As a member of the executive committee, contributes to financial, operational, and functional decisions that impact club activities and safety.
- Event Coordination: Aids in the planning and organization of competitions, ensuring that all events follow club safety protocols and provide a positive experience for participants.
- SafetyProgram Oversight: Manages the Range Safety Programs, ensuring that all members and guests follow club rules and firearms safety standards.
- Range Maintenance: Coordinates the maintenance of the shooting range and facilities, ensuring a safe and clean environment for all users.
- Additional Duties: Further responsibilities may be defined in the Standard Operating Procedure (SOP).

#### Executive Committee

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##### Section I: Composition and Responsibilities

- Committee Composition: Includes the President, Vice President, Secretary/Treasurer, and Range Master. Additional members maybe added as specified in SOP.
- Collective Oversight: Holds responsibility for the club's financial, operational, and functional decision-making, in line with the club's mission and objectives.
- Policy Implementation: Ensures the effective application of club policies and procedures, with emphasis on safety, financial transparency, and member satisfaction.

- Strategic and Operational Planning: Engages in both short-term and long-term planning, covering aspects such as membership growth, facility improvements, and training programs.
- Member Relations: Manages the process for member applications, renewals, and disciplinary actions, ensuring a fair and consistent approach that upholds club standard.
- Regular Reporting: Provides periodic updates to the membership on club activities, financial health, and any major decisions made by the executive committee.

## Article VIII, Officer and Member Conduct

### Use of Credit Cards

The executive committee is authorized to use club-issued credit cards with limits set in accordance with the Standard Operating Procedures (SOP). These credit cards are strictly for club-related purchases. All transactions must be documented and accounted for.

### Removal of Officers

Any officer may be removed for cause by a two-thirds vote of members in good standing who are present at a special meeting called for this purpose. The following conditions must be met:

- A written notice of the charges, along with the time and location of the special meeting, must be delivered to the officer and club members at least ten days prior to the meeting.
- The officer in question shall be given an opportunity to present their case at the meeting.

### Expulsion of Members

Any member may be expelled from the club for cause deemed sufficient by a two-thirds affirmative vote of the executive committee. The following conditions apply:

- A written notice of the charges, along with the time and location of the meeting, must be delivered to the member in question at least ten days prior to the meeting. Delivery may be accomplished by registered letter.
- The member in question shall be given an opportunity to present their case at the meeting.

## Filing Charges

Charges may be filed by any member in good standing. These charges must:

- Be in writing and clearly state all relevant facts.
- Be accompanied by supporting evidence.
- Be submitted to any member of the executive committee for consideration and investigation.

## Appeals

A member may appeal an executive committee decision regarding expulsion to the full membership of the club. The process is as follows:

- The appeal must be submitted in writing to the secretary.
  - The secretary shall notify the president, who will then call a special meeting of the club to address the appeal.
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## Article IX: Shooting Matches and Range Use

### Shooting Matches

All shooting matches held at the club must comply with the safety rules and regulations outlined in the range safety rules.

### Organized Shooting Events

Individuals or groups wishing to use the range for organized shooting events must submit a request to the executive committee. The request should include:

- Proposed date and type of event.
- Number of ranges requested.
- Estimated number of participants and spectators.

The executive committee will evaluate potential adverse effects on club property and may impose an appropriate fee for range use. Approval or denial of the request will be determined by a majority vote of the executive committee members present at the meeting.

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## Article X: Amendments to the Bylaws

### Proposal Process

- All proposed amendments to the bylaws must be submitted in writing to the executive committee at least ten days prior to the next general membership meeting.

### Review and Voting

1. The proposed amendment will be read at the next general membership meeting without discussion.
2. The amendment will then be referred to the executive committee for further research.
3. At the subsequent general membership meeting:
  - The proposed amendment will be reread.
  - The executive committee's findings will be presented.
  - A discussion on the proposed changes will take place.
  - Members present will vote on the amendment.

## Article XI: Use of ETRPC Property for Commercial Purposes

### General Guidelines

1. Only members in good standing with the ETRPC are permitted to use the club facilities for commercial purposes.
2. Members seeking to use club property for commercial purposes must submit a written request to the Board of Directors.
  - Definition of Commercial Purpose: Conducting any activity where the individual or group charges a fee and/or expects to make a profit from the activity.
  - Exemption: ETRPC member gun smiths, gun dealers, and similar professionals may use the club shooting range for purposes such as testing, sighting, adjusting, or demonstrating a firearm or cartridge without requiring prior approval.



3. The Executive Board will evaluate each request and may approve or deny it based on the intended use.
  - o Approval will be granted only for activities that align with the purposes and goals of the ETRPC.
  - o Written permission will be provided, signed by the Range Master.
  - o Permission may be revoked at any time by a majority vote of the Executive Board if continued use is deemed contrary to the best interests of the ETRPC.
4. The Executive Board reserves the right to impose a use fee, based on the intended activity and the fee charged to participants.
5. Requests for range use will be handled on a "first come, first served" basis. Scheduling will be managed by the Range Manager as outlined in the SOP.
6. Priority will be given to events considered as public service activities.

#### Firearms Courses and Concealed Carry Qualification Courses

7. Instructors and students participating in firearms or concealed carry courses must adhere to the following:
  - o All participants must sign a statement agreeing to abide by ETRPC range safety rules and acknowledging the inherent dangers associated with firearms and shooting sports.
  - o Trainers and participants must follow all range rules as described in the SOP.
  - o During live-fire training sessions, the instructor will serve as the Range Officer and bear full responsibility for the safety of the range.
8. Any violation of range safety rules by instructors or students will result in the termination of permission to use the range.
  - o A written termination notice will be issued, signed by the Club Range Master.