

# **TRI-CITIES SHOOTING ASSOCIATION BY-LAWS**

## **ARTICLE I Organization and Purpose**

Tri-Cities Shooting Association (hereafter referred to in this document as "TCSA") is a state and federal non-profit corporation established for the purpose of operating, maintaining and promoting shooting sports and hunter safety at the Rattlesnake Mountain Shooting Facility. Hunter safety includes providing firearms instruction, training and education. TCSA was incorporated in August 1987 with a key objective to establish a social, educational and recreational organization. The TCSA was further established to promote public service opportunities to area non-profit organizations (e.g. the Boy Scouts of America, 4-H, etc.) interested in participating in shooting sports and hunter safety.

## **ARTICLE II TCSA Officers and Their Duties**

The policy making body of TCSA shall be the Board of Directors. The Board shall consist of the seven principal officers and six shooting discipline representatives [Cowboy Action Shooting, Practical Pistol, Primitive, Shotgun, High Power, and Hunter Education]. Board members shall represent TCSA in negotiations, contractual matters, and other capacities as may be determined by a majority of the TCSA Board of Directors. The principal officers of TCSA shall be President, Vice-President, Secretary, Treasurer, Operations Officer, the Chief Range Safety Officer, and one Member At Large Representative.

The TCSA President shall be the Chief Executive Officer and Chairman of the Board. He/she shall preside at executive meetings of the TCSA Board of Directors and general membership meetings. He/she shall implement policies established by the TCSA Board of Directors, appoint special committees, is an ex-officio member of all regular and special committees and shall perform all duties as required by this office. The President shall represent TCSA in all negotiations, contractual matters and in other capacities as required. The President shall be the Registered Agent of the Corporation. The address of the corporation shall be 93315 N. SR225, Benton City, Washington 99320 or PO Box 785, Richland Washington 99352-0785.

The TCSA Vice-President shall have all powers and perform all of the duties of President in the absence or disability of the President. From information provided by the TCSA Secretary, Membership Chairman and Discipline Representatives on range use, the Vice president will make periodic reports to the TCSA Board of Directors and General Membership. The Vice President shall also perform such other duties as the TCSA Board of Directors or President may from time to time determine.

The TCSA Secretary shall have all powers and perform all of the duties of Vice-President in the absence or disability of the Vice-President. Further, the Secretary shall attend and keep minutes of the Board of Directors and general membership meetings. When noting approval of previous meeting minutes, the dates of such previous meetings shall be included in the minutes. The Secretary shall prepare official notices and reports, including election meetings results and shall perform such other functions consistent with these By-Laws as the TCSA Board of Directors may determine. The Secretary shall maintain permanent files of minutes and files of official reports as required by the TCSA Board of Directors. The Secretary shall maintain an ongoing database of club policies and rules as created by the TCSA Board of

Directors and shall update the same as new policies and rules are added and old ones are rescinded or changed. The Secretary shall also maintain the official copy of all procedure manuals developed by Officers, Directors and various committees at the corporate office for review by any member of TCSA.

The TCSA Treasurer shall be the Chief Financial Officer in charge of finances and investments for the Corporation. The Treasurer or Treasurer's designee shall make payments through pre-numbered checks signed in a manner designated by the Board of Directors for expenditures approved by the Board of Directors, Officers, or others having TCSA Board of Director authority to make such approvals. The Treasurer or Treasurer's designee shall keep journals, ledgers and other books of account as required in accordance with generally accepted accounting principles and sound business practice. The Treasurer or Treasurer's designee shall prepare current financial statements monthly and distribute them to the TCSA Board of Directors members at each regular Board of Director's meetings. Such statements shall also be made available for inspection by any member upon request. All other TCSA bank accounts shall be federally insured, and no balance at any one bank shall exceed insured limits. A nominal petty cash fund may be maintained in an amount determined by the TCSA Board of Directors and the Treasurer.

The Treasurer shall document all disbursements by receipt. The Treasurer shall maintain accurate records of TCSA business transactions including inventories of assets costing of such dollar amounts as determined by the Board of Directors. Records retention periods shall be determined by the Board of Directors in accordance with applicable laws and as deemed necessary for proper management. All accounting documents shall be turned over to the President by the Treasurer within thirty (30) days of leaving office, for review and turnover to his/her successor. The Treasurer shall cooperate with any Board of Director audits in developing and maintaining accounting procedures and financial reporting. The Treasurer shall also collect on a periodic basis, the Rose-Iris Range documentation and monetary fees deposited daily in the RI Range House Safe. The Treasurer shall deposit money collected into the TCSA bank account and forward documentation information to the Chief Range Safety Officer and Membership Chairman as appropriate.

The TCSA Operations Officer shall oversee the operational affairs of the entire Rattlesnake Mountain Shooting Facility. He/she shall also oversee all TCSA facilities and equipment and shall notify the TCSA Board of Directors when any repair, replacement or relocation of such items is necessary. He/she shall ensure that TCSA equipment and vehicles are properly maintained and bring to the attention of the TCSA Board of Directors any range safety issues. He/she will serve as the board coordinator to insure quality, safety and range integrity for the planning and implementation of all range improvement and construction projects. The Operations Officer will also report the status of Range developments, along with TCSA Project Coordinators or discipline coordinators, to the Board of Directors.

The TCSA Chief Range Safety Officer is responsible for overseeing the range safety officer training, scheduling and ensuring that information about procedural changes made that affect shooting activities are promptly transmitted to all the Range Safety Officers. He/she will keep the TCSA Board of Directors informed about any Range Safety Officer problems or disciplinary actions that may need to be investigated by the Range Officer Safety Committee or that may

need TCSA Board of Directors intervention. The Range Officer Safety Committee reports directly to the Chief Range Safety Officer. The Range Officer Safety Committee shall investigate and recommend actions to the Chief Range Safety Officer for issues involving the actions of Range Safety Officers or any safety issues or questions at the TCSA.

The TCSA Member At Large Representative is responsible for performing functions assigned by the TCSA Board of Directors and is the point of contact for members who are not represented by one or more of the shooting discipline leads or other members who want to make the TCSA Board of Directors aware of issues they feel need some higher level of attention.

The principal officers of TCSA shall be elected by the TCSA Board of Directors to serve a term of at least two (2) years. Nominees for positions as a TCSA principal officer shall have been members in good standing continuously for at least two years at the time of their nomination for appointment to office.

The TCSA Board of Directors shall appoint or discharge any Principal Officer or Representative by at least a two-thirds (2/3) majority as they may deem necessary and in the best interest of TCSA.

The TCSA Board of Directors shall have the power to combine any two offices on the Board to be held by one person so long as the duties assigned to each office do not conflict. A Board member filling two or more positions can only cast one vote. Further, the duties assigned to Vice-President, Secretary, and Operations Officer may be reassigned to other officers, directors or the Member-at-large. Such changes shall be decided by a simple majority vote by the Board of Directors.

The TCSA Board of Directors shall appoint a Membership Chairman in a non-Board position who will be responsible for developing and maintaining the availability and distribution of TCSA membership forms, including the processing of submitted new/renewal membership forms. This individual shall assign new membership numbers, and be responsible for the issuance of TCSA membership cards and Range Safety Officer badges. The chairman shall also monthly notify the Vice President of the current TCSA membership numbers. The Chairman shall also be available at the scheduled Range Safety Officer classes to sign up and provide membership numbers to new Range Safety Officer candidates.

The TCSA Board of Directors shall also appoint a TCSA Range Use Scheduler in a non-Board position who will be responsible for the development and maintenance of the annual TCSA Range Calendar and tracking, scheduling, and coordination of all range use requests.

The TCSA six Discipline Lead Representatives shall be appointed and replaced solely by the respective shooting disciplines to serve a term of at least one (1) year and shall represent the interests of those members and will be responsible for keeping their discipline members informed of club business being conducted by the Board. Each discipline will identify a backup representative in writing to the Board President. If three consecutive Board meetings are missed by a Discipline Lead or their backup, the President will have the Discipline select a new Representative and backup.

## **ARTICLE III Membership Classifications**

### **A. Membership Criteria:**

1. Annual Adult membership shall be available to individuals who are 18 years of age or older. An individual who has a felony conviction can become a member of the TCSA but is not allowed to own, transport, or handle any type of firearm.
2. Annual Spousal membership is available to spousal units consisting of two adults who are 18 years of age or older claiming to be spouses.
3. Annual Junior membership shall be available to children who have not attained the age of eighteen (18) years. Junior members must be identified on the application or renewal form of a parent, or sponsoring adult over the age of 21 years.
4. After December 13, 2018 Lifetime Permanent Benefactor, Patron, Endowment and Life memberships are no longer available. Current Lifetime members will continue to receive the benefits of being a Life member until they are deceased. These lifetime member are entitled to bring one guest who will be able to shoot free of charge (except for required target fees) each time they visit the respective ranges.

Except for individuals covered under the Lifetime classification listed above, all other individual memberships shall be provided with an annual membership card when their membership has been renewed.

### **B. Rights and Responsibilities of Members:**

1. Only Adult, Spousal and Lifetime members shall be eligible to vote and to hold Board of Directors positions. Any member in good standing may serve on the TCSA committees.
2. Any member may voluntarily resign his or her membership by written communication so stating that intention delivered to the address of record for TCSA or presented in person to a scheduled Board meeting. No refund shall be granted of dues previously paid.
3. Other than Lifetime memberships, Adult, Spousal, and Junior memberships shall terminate on April 30<sup>th</sup> of each year if not renewed.
4. Adult members shall carry their membership cards at all times while on the range and present it to any Range Safety Officer when requested. Adult members without current membership cards in their possession will be required to pay the range's daily rate fee.

## **ARTICLE IV Suspension or Termination**

Members of TCSA who fail to comply with TCSA By-Laws, Range Rules, or who perform activities or allow activities to be performed that are not allowed by the TCSA/Benton County lease agreement, or that perform activities that results in physical damages to individuals, TCSA equipment, the ranges, or adjacent properties may be subject to disciplinary action by TCSA.

Before any member is suspended, the member shall be given a written thirty (30) days' notice of the possible potential action to be taken by the TCSA Board of Directors. The notice shall describe the activity violation, the possible disciplinary action being considered by the TCSA Board of Directors and the time and place of the meeting. The offending member shall be given the right to answer questions and present information supporting his/her case at such meeting.

A two-thirds (2/3) vote by the TCSA Board of Directors is required for removal of a member's Range Safety Officer certification or suspension of membership for any member. The period of the suspension shall be set by the President of TCSA and shall not to exceed one year.

## **ARTICLE V TCSA Meetings**

### **1. Meetings of the TCSA Board of Directors:**

The TCSA Board of Directors shall meet regularly at such time and place as they may determine. Special meetings may be held at any time on the call of the TCSA President or by demand in writing to the TCSA Secretary by any three members of the Board. A quorum of the TCSA Board of Directors shall consist of a minimum of fifty percent (50%) of the total number of TCSA Board members. A simple majority vote will be required for corporate business. In the case of tie votes, the TCSA President shall have the deciding authority.

A TCSA Board member filling two or more positions can only cast one vote. All TCSA members may attend the TCSA Board of Directors meetings but only members of the TCSA Board shall have voting privileges.

In some circumstances the Board of Directors may conduct an e-mail vote on items that require immediate Board attention or are of a cost value considered to be below the necessity of holding a formal meeting of all Board members in order to expedite an action. In those cases, the 50% quorum described above is required for passage of those types of requests.

### **2. General TCSA Meetings:**

General meeting for TCSA shall be held on a regular basis at such time and place as the TCSA Board of Directors may determine. Notification of the time and place of these meeting shall be transmitted to the membership by way of the TCSA website and the printed or electronic version of the monthly TCSA newsletter.

**3. Annual TCSA Meeting:**

The Annual Meeting for TCSA shall be held in February of each year at such time and place as the Board of Directors may determine. Membership dues shall be set at this meeting by a majority vote of those in attendance. Notification of the time and place of these meeting shall be transmitted to the membership by way of the TCSA website and the printed or electronic version of the TCSA newsletter.

**ARTICLE VI Dues and Voting Privileges**

As outlined in Article III above, there are four categories of membership: Adult, Spousal, Junior and Lifetime memberships. The dues and voting privileges for each category of membership for the year beginning in 2019 and forward are:

**Annual Membership Dues and Voting Privileges:**

<b>Member Class</b>	<b>Dues</b>	<b>Voting Privileges</b>
Annual Adult	\$50	One Vote for Each Member
Annual Spousal	\$75	One Vote for Each Spouse
Annual Junior	\$10	No Vote

**Lifetime Membership and Voting Privileges:**

<b>Member Class</b>	<b>Voting Privileges</b>
All Lifetime Memberships	One Vote for Each Member

**ARTICLE VII Use of Facilities**

Anyone using the range facilities for any reason must abide by the posted rules and regulations of the respective ranges. Non TCSA members using the range facilities are required to pay the posted daily rate fee. The amount of the usage fee shall be set by the TCSA Board of Directors but may be modified in special situations to include other considerations negotiated by the TCSA President.

**ARTICLE VIII Indemnification of Board Directors and Officers**

In the event any TCSA officer or Director should be sued for acts or omissions arising out of the performance of his or her duties or responsibilities on behalf of TCSA while acting within the authority vested by the membership or the By-Laws of TCSA, or by the statutes of the State of Washington or the United States of America, TCSA shall indemnify such officer or Director for all costs and awards made against him or her as a result of such litigation. However, if it is determined by a court of law that the officer or Director in so acting violated any gross misdemeanor or felony statute, then the right of indemnification recognized in this Article shall not apply.

**ARTICLE IX Committees**

The TCSA Board of Directors is allowed to form special and range committees to provide recommendations and guidance to the Board of Directors. The TCSA President or designee shall appoint all committees and such committees shall report to the President or designee. For special committees, at least one (1) member shall be from the TCSA Board of Directors. For range committees, the President, Vice-President or Range Operations Officer shall be an ex-officio member. Committees shall address range operation issues only. The operation of range equipment owned by a member or organization shall be under the supervision of the owner or organization.

**ARTICLE X Non-Discrimination Clause**

TCSA shall not discriminate on the basis of race, color, national or ethnic origin, religion, sex, handicap or marital status in the administration of its policies. TCSA shall operate in compliance with the RCW and WAC with regard to the age and legal requirements for possession of firearms.

**ARTICLE XI Amendment Procedure**

These TCSA Bylaws may only be amended by a two-thirds (2/3) majority vote by the Board of Directors.

**ARTICLE XII Dissolution**

In the event of a dissolution of TCSA, any remaining assets, not affected by existing agreements, shall be disposed of by merging with or donating to either a non-profit corporation(s) who agenda supports the Second Amendment to the Constitution of the United States or another shooting facility. Determination of the recipient(s) of TCSA assets will be made by a two-thirds (2/3) majority vote of the TCSA Board of Directors.

ADOPTED at the TCSA Board of Directors meeting on this 13th day of December 2018.

  
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TCSA President

Witnessed:

  
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TCSA Member at Large