



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

Article I – Name

The name of the organization shall be **Grand Rapids Rifle & Pistol Club, Inc.** (“GRRPC”). GRRPC is organized as a Domestic Nonprofit Corporation under the laws of the State of Michigan.

Article II – Mission

The mission of Grand Rapids Rifle & Pistol Club is to provide a safe, welcoming, and well-maintained environment where members can enjoy recreational shooting, develop marksmanship skills, and participate in social and competitive activities that promote fellowship and responsible firearm use.

GRRPC shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, or any other status protected by applicable law. All Members and participants are entitled to equal access to Club activities and facilities, subject to safety regulations and membership requirements.

Article III – Purpose and Objectives

A. Primary Purpose

The primary purpose of GRRPC is to provide recreational, social, and sporting opportunities for its members through organized rifle, pistol, and air gun activities conducted in a safe and responsible manner.

B. Recreational and Social Activities

GRRPC shall offer opportunities for members to participate in recreational shooting, competitive leagues, matches, social events, club gatherings, and other activities that promote fellowship, enjoyment, and camaraderie among members.

C. Safety and Skill Development

GRRPC shall foster safe firearm handling, responsible use, and marksmanship skills among its members. Safety instruction, orientation sessions, and training programs may be offered to ensure safe participation in club activities.

D. Youth Programming

The Junior Club is the youth shooting organization operating under the auspices of GRRPC for the purpose of providing training, education, competition, and supervised



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

recreational shooting opportunities for minors. The Junior Club functions as a program of GRRPC, maintains its own internal leadership structure for program administration, and selects a Junior Club Trustee to represent its interests before the Executive Board. All Junior Club activities shall comply with GRRPC bylaws, range rules, youth-safety policies, and applicable state and federal firearm laws.

E. Facilities and Equipment

GRRPC may acquire, lease, maintain, improve, and operate indoor shooting ranges, clubrooms, classrooms, storage areas, and related facilities necessary to support recreational and social activities for its members.

F. Community Interaction

GRRPC may interact with community groups, host public events, or participate in outreach activities, provided such activities remain incidental and do not detract from the club's primary purpose of serving its members.

G. Nonprofit Operation

No part of the net earnings of GRRPC shall inure to the benefit of any private individual except for reasonable compensation for services rendered. GRRPC shall operate exclusively for the pleasure, recreation, and social benefit of its members.

H. General Authority

GRRPC may engage in any lawful activity consistent with its nonprofit social club status and these bylaws, including fundraising, sponsorships, and partnerships that support member activities and club operations.

Article IV – Membership

A. Eligibility for Membership

a. Age Requirement

- i. Any individual 18 years of age or older may apply for membership in GRRPC.
- ii. Individuals under 18 years of age may be admitted as Junior Members for participation in GRRPC approved youth shooting programs, training, leagues, or competitions.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

1. Parental/Guardian Consent

A Junior Member must have written consent from a parent or legal guardian authorizing participation in GRRPC activities, including supervised handling and discharge of firearms. Consent must be renewed annually or as required by the Executive Board.

2. Supervision Requirements

Junior Members must be supervised at all times while on GRRPC property by:

- A parent or legal guardian, or
- A GRRPC approved coach, instructor, or Range Safety Officer (RSO) designated for the Junior Program.

No Junior Member shall use the range without approved supervision.

3. Compliance With Michigan Law

Junior Members and their parent/guardian must comply with all applicable Michigan firearm laws, including but not limited to:

- MCL 28.422 and 28.432a (firearm possession by minors)
- MCL 750.234f (minor in possession of a firearm)
- All federal laws governing supervised youth firearm use

GRRPC may require proof of compliance when necessary.

4. Parent/Guardian Responsibility

The parent or legal guardian of a Junior Member:

- Accepts full responsibility for the Junior Member's conduct and safety
- Must ensure the Junior Member follows all range rules and RSO instructions
- May be subject to disciplinary action for violations committed by the Junior Member
- Must remain reachable during all junior activities

5. Range Privileges

Junior Members may only use firearms, ammunition, and equipment approved by the Executive Officer – Junior Programs. The Executive Board may restrict certain calibers, actions, or activities for junior use.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

b. Legal Firearm Possession

Applicants must be legally permitted under Michigan and federal law to own, possess, transport, and use firearms and ammunition. Individuals prohibited under MCL 750.224f, 18 U.S.C. § 922(g), or any other applicable law may not become members or use GRRPC facilities.

c. Compliance With Law

Members must comply with all federal, state, and local laws governing firearm ownership, transportation, and use while participating in GRRPC activities.

d. Prohibited Extremist or Criminal Activities

No individual shall be eligible for membership, nor permitted to retain membership, if they engage in, support, or advocate activities involving terrorism, violent extremism, or the unlawful overthrow of the government.

e. Notification Requirement

Any member who becomes legally prohibited from possessing firearms shall immediately notify the Executive Board. Range privileges shall be suspended until eligibility is restored.

f. Application Process

Membership is granted upon submission of a completed application, payment of dues, and approval by the Executive Board or its designee.

g. Non-Transferability

Membership in GRRPC is non-transferable.

h. Non-Discrimination in Membership Decisions

Membership decisions shall comply with the nondiscrimination requirements stated in Article II.

B. Membership Categories

The Executive Board may establish membership categories including, but not limited to:

a. Annual Memberships

An annual membership begins on the date the applicant's membership application is approved by the Executive Board or its designee and continues through December 31 of the same calendar year, regardless of the approval date.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

All annual memberships expire on December 31, and dues for renewal must be paid by January 15 to maintain active membership status.

- i. **Individual Membership** - Individual Membership is open to any person eighteen (18) years of age or over who applies on the prescribed form, pays the required dues, and otherwise meets all criteria for such membership.

Individual membership includes voting rights.

- ii. **Family Membership** - Family Membership is open to any person eighteen (18) years of age or over, their spouse, and dependents (under age 21) who applies on the prescribed form, pays the required dues, and otherwise meets all criteria for such membership.

Family Membership includes voting rights. Family Membership shall carry one (1) vote total, regardless of the number of individuals included within the membership. The primary member listed on the Family Membership application shall be designated as the voting member unless the Executive Board receives written notice designating another adult member of the same household as the voting representative.

- iii. **Junior Membership** - Junior Membership is open to any person under the age of eighteen (18) whose parent or guardian applies on the prescribed form, pays the required dues, and otherwise meets all criteria for such membership.

Junior Membership does not include voting rights.

- iv. **Collegiate Membership** - Collegiate Membership is open to any individual enrolled in an accredited post-secondary educational institution, including two-year colleges, four-year colleges, universities, and vocational or technical programs. Eligible individuals must be under the age of twenty-six (26) at the time of application, submit the prescribed form, pay the required dues, and meet all other criteria for membership.

Collegiate Membership does not include voting rights.

- v. **Young Adult Membership** – Young Adult Membership is open to any person between the ages of eighteen (18) and twenty (20) who applies on



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

the prescribed form, pays the required dues, and otherwise meets all criteria for such membership.

Young Adult Membership does not include voting rights.

b. **Daily Memberships**

Daily Membership is open to any person 18 years of age or over who applies on the prescribed form, pays the required dues, and otherwise meets all criteria for such membership. Daily Membership is temporary and is valid only for the specific calendar day on which it is issued and approved. Daily Membership privileges begin upon approval of the daily membership application or waiver by the Executive Board or its designee and automatically expire at the end of the calendar day. Daily Memberships do not confer voting rights. Daily Members must comply with all Club rules, safety policies, and range regulations while on Club property or be subject to immediate removal.

Daily Members shall not:

- Attend Membership Meetings,
- Serve on committees,
- Hold office or trustee positions,
- Sponsor new members, or
- Be counted toward membership totals for quorum, voting, or petition requirements.

c. **Special Memberships**

- i. **Life Membership** - Life Membership may be granted by majority vote of the Executive Board to individuals who have provided exceptional service to GRRPC. Life Members retain all rights and privileges of individual membership and are exempt from annual dues.

Life membership includes voting rights.

- ii. **Sponsored Membership** – Sponsored Membership may be granted by majority vote of the Executive Board to individuals who obtain a membership through a certificate, voucher, or authorization donated by GRRPC to a nonprofit organization, charity, community group, or similar entity for purposes such as fundraising, auctions, raffles, awards, or recognition events. The duration of a sponsored membership will be determined by the Executive Board. Sponsored Members are exempt



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

from annual dues. Sponsored Members may convert to regular memberships after the sponsored period.

Sponsored membership does not include voting rights.

C. Conduct and Discipline

- a. Members must conduct themselves in a manner that supports the safety, integrity, and social purpose of GRRPC.
- b. Harassment, discrimination, abusive behavior, unsafe conduct, violation of range rules, or any action detrimental to the reputation or purposes of the Club is prohibited. Such conduct may result in disciplinary action, including suspension or termination of membership.
- c. Members subject to disciplinary action shall receive written notice of the charges and shall be afforded an opportunity to be heard before the Executive Board.
- d. Suspension or termination of membership shall require a two-thirds (2/3) vote of the Executive Board.
- e. The Executive Board shall possess final and exclusive authority over all disciplinary matters involving Members of GRRPC. The Executive Board shall investigate allegations, conduct hearings, determine findings, and impose disciplinary actions, including suspension or termination of membership. All decisions of the Executive Board regarding member discipline shall be final and binding, and no further appeal shall be permitted beyond the Executive Board's determination.

D. Member Benefits

Membership in GRRPC provides access to club facilities, programs, leagues, social events, and recreational shooting activities. All benefits are subject to compliance with these bylaws, range rules, and safety policies.

E. Membership Dues

a. Requirement to Pay Dues

All members, except Life Members and Sponsored Members, shall pay annual dues in an amount established according to these bylaws.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

b. Payment Deadline

Membership dues for the upcoming year must be paid in full by January 15. Any member who has not paid dues by January 15 shall have their membership terminated, subject to reinstatement upon payment and approval by the Executive Board.

c. Determination of Dues

Annual dues, assessments, and fee structures for all membership categories shall be established by the Membership at the Annual Meeting, based on recommendations from the Executive Board. The Executive Board shall present proposed dues for the upcoming year no later than the Annual Meeting date to allow adequate review by the Membership.

d. Implementation of Dues Changes

Any change in dues or assessments approved at the Annual Meeting shall take effect beginning January 1 of the following year, unless otherwise specified in the approved motion.

e. Proration of Dues for New Members

New members joining after January 1 may have their dues prorated based on the remaining portion of the calendar year according to a schedule established by the Executive Board.

f. Special Assessments

Special assessments may be proposed by the Executive Board for extraordinary expenses such as capital improvements or emergency needs. Special assessments must be approved by the Membership at a Membership Meeting.

g. Refunds

Dues and fees are non-refundable except as specifically authorized by the Executive Board.

F. Cancellation

Members of the GRRPC may cancel their membership by providing written notice to the President and Secretary.

Members who do not renew their membership annually by January 15th shall be deemed to have cancelled their membership. Non-renewal constitutes voluntary cancellation, and all rights, privileges, and access to GRRPC facilities and activities shall terminate accordingly.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

G. Good Standing Requirement

Members must remain in good standing. A member is considered in good standing if:

- All dues and fees are paid,
- The member is not under suspension, and
- The member is legally eligible to possess firearms under Michigan and federal law.

Article V – Meetings of the Membership

A. Annual Membership Meeting

The Annual Membership Meeting shall be held each September for elections, reports, and major business.

B. Special Membership Meetings

Special Membership Meetings may be called by the President, the Executive Board, or by petition of 10% of all voting members in good standing.

C. Notice of Membership Meetings

Notice of Membership Meetings shall be provided at least 14 days in advance by email, website posting, or other reliable electronic means.

D. Rules of Order

All meetings shall be conducted according to Robert's Rules of Order (Newly Revised) unless suspended by majority vote.

E. Voting Procedure

a. Eligibility

Only members in good standing are entitled to vote on matters brought before the Membership, including elections, amendments, and motions requiring member approval.

b. One Vote Per Member

Each voting member is entitled to one vote. Family Membership has *one* vote, exercised only by the designated voting adult.

c. Proxy Voting

Proxy voting is not permitted, unless specifically authorized by the Executive Board and approved by the Membership.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

d. Voting Method

The Executive Board shall determine the method for each election or vote. Voting may be conducted by:

- Voice vote
- Show of hands
- Written ballot
- Electronic ballot

e. Majority Requirement

Unless otherwise specified in these bylaws, actions requiring member approval shall be decided by a simple majority of voting members present.

f. Conflict of Interest

No Officer, Trustee, committee member, or Member of GRRPC shall participate in, vote upon, or attempt to influence any matter in which they have a direct financial or personal interest. Any individual with such a conflict shall disclose the interest to the Executive Board and shall refrain from participating in discussions, deliberations, or decisions related to the matter. The Executive Board shall determine whether a conflict exists and what restrictions are necessary to preserve the integrity of Club governance.

Article VI – Officers/Trustees

A. Officer Positions

- President** - The President shall serve as the Chief Executive Officer of GRRPC and shall possess general supervisory authority over the affairs and operations of the Club. The President shall schedule and preside over all Membership Meetings; enforce these Bylaws, the rules of the Club, and all policies and directives duly adopted by the Executive Board or the Membership; preserve order during meetings and Club activities; and execute all actions and business matters as authorized by the Executive Board or the Membership. The President shall serve as an ex-officio member of all committees of the Club and may attend any committee meeting, with voting rights limited solely to instances in which a committee vote results in a tie. The President, or a duly designated representative, shall serve as Chair of any delegation representing the Club at conventions, meetings, or functions of affiliated organizations, except where disqualified under the governing rules of such organizations.
- Vice President** - The Vice President shall perform all duties of the President in the event of the President's absence, incapacity, or inability to act, and shall



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

assist the President in the execution of the President's duties whenever requested. The Vice President shall execute such additional duties as may be assigned by the President or the Executive Board. In the event of the death, resignation, or removal of the President, the Vice President shall assume the office of President and its attendant duties for the remainder of the term.

- c. **Secretary** - The Secretary shall be responsible for the preparation, retention, and management of all official correspondence and records of the Club. The Secretary shall provide written notice to the Membership and the Executive Board of all meetings at least fourteen (14) days prior to the Annual Meeting, and shall maintain custody of all books, papers, and archival materials of the Club. The Secretary shall perform such additional duties as may be assigned by the President, the Executive Board, or the Membership.
- d. **Treasurer** - The Treasurer shall have custody of all funds, financial records, and financial documents of the Club, and shall disburse Club funds as authorized by the Executive Board. The Treasurer shall maintain accurate accounts of all transactions and present financial reports, with supporting vouchers, upon request or at the Annual Meeting. In the event the Treasurer is unable or unavailable to fulfill these duties, the President, with concurrence of the Executive Board, may draw checks or authorize disbursements. The Treasurer shall perform such additional duties as may be assigned by the President, the Executive Board, or the Membership.
- e. **Executive Officer – Rifle** - The Executive Officer – Rifle shall exercise supervisory authority over all Club ranges and activities pertaining to rifle shooting. This Officer shall manage the printing of scorecards, coordinate rifle competitions, and administer rifle programs and events conducted under the authority of the Club. Additional duties may be assigned by the President or the Executive Board.
- f. **Executive Officer – Pistol** - The Executive Officer – Pistol shall exercise supervisory authority over all Club ranges and activities pertaining to pistol shooting. This Officer shall manage the printing of scorecards, coordinate pistol competitions, and administer pistol programs and events conducted under the authority of the Club. Additional duties may be assigned by the President or the Executive Board.
- g. **Executive Officer – Air Gun** - The Executive Officer – Air Gun shall exercise supervisory authority over all Club ranges and activities pertaining to air gun shooting. This Officer shall manage the printing of scorecards, coordinate air gun competitions, and administer air gun programs and events conducted under the



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

authority of the Club. Additional duties may be assigned by the President or the Executive Board.

- h. Executive Officer – Junior Programs** - The Executive Officer – Junior Programs shall oversee all activities of the Junior Program, including youth training, education, instruction, competitions, and safety programs conducted at Club facilities. This Officer shall appoint assistants as necessary and may expend funds allocated by the Executive Board for Junior Program activities. The Executive Officer – Junior Programs shall consult with the Executive Board on all policy matters concerning the Junior Program and shall administer all youth safety and educational requirements. Additional duties may be assigned by the President or the Executive Board.
- i. Executive Officer – Buildings & Grounds** - The Executive Officer – Buildings & Grounds shall be responsible for the maintenance, repair, upkeep, and improvement of all real property and facilities utilized by the Club. This Officer shall oversee housekeeping, ensure the proper functioning of Club infrastructure, and manage expenditures within the annual or monthly budget allocated by the Executive Board. Additional duties may be assigned by the President or the Executive Board.
- j. Executive Officer – Membership & Promotions** - The Executive Officer – Membership & Promotions shall administer all activities directed at increasing Club membership, managing recruitment and retention efforts, and coordinating promotional activities on behalf of the Club, except that promotional activities conducted by the Junior Club for Junior Program purposes shall remain separate. Additional duties may be assigned by the President or the Executive Board.

B. Trustee Positions

- a. Junior Club Trustee** - The Junior Club Trustee shall be a member selected by the Junior Club to serve as its representative on the Executive Board. The Trustee shall be elected by the Junior Club prior to the Annual Meeting each year, and the appointment shall be subject to approval by the Membership at the Annual Meeting. The Junior Club Trustee shall perform such additional duties as may be assigned by the Executive Board, provided such duties remain consistent with the Trustee's representative and advisory purposes.

If the Membership does not approve the Junior Club's nominee, the position shall be considered vacant. The Junior Club shall select a new nominee according to its internal procedures and submit that nominee to the Executive Board for



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

interim confirmation. The interim Trustee shall serve with full authority until the next Annual Meeting, at which time the Membership shall vote on approval of the nominee. This process shall repeat as necessary until a nominee is approved by the Membership.

- b. GVSU Rifle & Pistol Club Trustee** - The GVSU Rifle & Pistol Club Trustee shall be a member selected by the GVSU Rifle & Pistol Club to serve as its representative on the Executive Board. The Trustee shall be elected by the GVSU Rifle & Pistol Club prior to the Annual Meeting each year, and such election shall be subject to approval by the Membership at the Annual Meeting. The GVSU Rifle & Pistol Club Trustee shall perform such additional duties as may be assigned by the Executive Board, provided such duties remain consistent with the Trustee's representative and advisory purposes.

If the Membership does not approve the GVSU Rifle & Pistol Club nominee, the position shall be considered vacant. The GVSU Rifle & Pistol Club shall select a new nominee according to its internal procedures and submit that nominee to the Executive Board for interim confirmation. The interim Trustee shall serve with full authority until the next Annual Meeting, at which time the Membership shall vote on approval of the nominee. This process shall repeat as necessary until a nominee is approved by the Membership.

C. Term

- a. Officer Term**

The term of each Officer shall begin at the conclusion of the Annual Meeting at which the Officer is elected and shall continue for a period of three (3) years, ending at the conclusion of the Annual Meeting held three years later. Officer positions shall be elected on a staggered cycle to ensure continuity of leadership and organizational stability.

- i. Year 1:**

- President
 - Executive Officer – Pistol
 - Executive Officer – Junior Programs

- ii. Year 2:**

- Vice President
 - Secretary
 - Executive Officer – Rifle
 - Executive Officer – Air Gun



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

iii. **Year 3:**

Treasurer

Executive Officer – Buildings & Grounds

Executive Officer – Membership & Promotions

b. **Trustee Term**

The term of a Trustee shall commence at the conclusion of the Annual Meeting at which the Trustee is approved and shall continue for a period of one (1) year, ending at the next Annual Meeting.

D. Term Limit

Officers and Trustees may be re-elected and serve consecutive terms, subject to approval by the Membership at the Annual Meeting.

E. Eligibility

To be eligible for election or appointment as an Officer or Trustee, an individual must be a member in good standing at the time of nomination and must maintain good standing throughout their term of office. Good standing requires that all dues and fees be paid, the member not be under suspension, and the member remains legally eligible to possess firearms under applicable law.

F. Election Procedure

At the Annual Membership Meeting, nominations will be solicited to fill all expiring positions on the Executive Board.

After nominations have been made and closed, the election of Board members shall be by majority vote of those present at the meeting.

If there is only one nominee, a vote must still occur to confirm the candidate.

If there are two candidates, the candidate with the most votes will be elected.

If there are two or more candidates, the candidate with the lowest vote total will be eliminated. This process will continue until there are two candidates remaining. At that point, the process described above will apply.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

The Secretary shall maintain a complete written list of the number of votes cast, in total and for each office or position.

G. Resignation

An Officer or Trustee may resign from their position at any time by submitting a written notice of resignation to the President and Secretary. The resignation becomes effective on the date specified in the notice, or immediately upon receipt if no effective date is provided. Once the resignation is effective, the office shall be considered vacant and filled according to the procedures established for mid-term vacancies.

If the resigning Officer is the President, the written notice shall be delivered to the Vice President and Secretary.

If an Officer or Trustee is unable or unwilling to submit a written notice due to sudden incapacity or other circumstances, the Executive Board may acknowledge the vacancy by majority vote.

Resigning Officers shall promptly transfer all Club property, records, keys, passwords, documents, and materials associated with the office to the President or to the individual appointed to fill the vacancy.

H. Removal

An Officer or Trustee may be removed from office for cause, including but not limited to:

- Willful violation of these Bylaws.
- Conduct materially detrimental to the interests, reputation, or purposes of the Club.
- Willful misfeasance, malfeasance, or nonfeasance in the performance of official duties.

Charges seeking the removal of an Officer or Trustee shall be initiated either by:

- Written affidavit executed by not fewer than five (5) members of the Club, at least one of whom shall possess personal knowledge of the facts underlying the allegations.
- A majority vote of the Executive Board.

Upon initiation of charges, the Executive Board shall cause written notice of the allegations to be served upon, or mailed to, the accused Officer or Trustee. The



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

Executive Board shall schedule a formal hearing to adjudicate the charges, which shall occur not fewer than fifteen (15) days and not more than thirty (30) days after the accused Officer has been served with, or mailed, such notice.

The accused Officer or Trustee shall possess the rights to:

- Confront the accuser(s).
- Be represented by counsel.
- Examine and cross-examine witnesses
- Present evidence.
- Call witnesses on their own behalf.

Following the hearing, the Executive Board shall deliberate in closed session. A two-thirds (2/3) vote of the remaining Executive Board members shall be required to remove the Officer or Trustee from office. Removal shall be effective immediately upon such vote. The office vacated by removal shall be deemed a mid-term vacancy and shall be filled in accordance with the Club's established procedures governing mid-term vacancies.

I. Mid-Term Vacancies

a. Officer

A mid-term vacancy in any elected Officer position shall be filled promptly by the Executive Board. The Executive Board shall appoint a qualified member to fill the vacant office by a majority vote of the standing Board. The individual appointed to fill a vacancy shall serve for the remainder of the original term and shall assume all duties and responsibilities associated with the office upon appointment.

b. Trustee

A mid-term vacancy in any Trustee position shall be filled promptly by the Executive Board. For a vacancy in the Junior Club Trustee or GVSU Rifle & Pistol Club Trustee position, the Executive Board shall request that the respective organization select a replacement Trustee according to its internal procedures. The individual selected shall be submitted to the Executive Board for confirmation by a majority vote of the Board. Upon confirmation, the replacement Trustee shall serve for the remainder of the original term and shall assume all duties and responsibilities associated with the position immediately upon approval.

Article VII – Executive Board



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

a. Members of Executive Board

The Executive Board is composed of Officers (voting members) and Trustees (non-voting advisory members). Officers and Trustees shall be entitled and expected to attend all meetings of the Executive Board and to participate fully in its deliberations, discussions, and proceedings.

b. Board Meetings

The Executive Board shall convene regularly for the purpose of conducting the business and affairs of GRRPC. Regular meetings of the Executive Board shall occur at intervals established by the Board, which shall be sufficient to ensure the continuous and effective management, operation, and supervision of all GRRPC activities and responsibilities.

Any member of the Club in good standing shall be permitted to attend meetings of the Executive Board as an observer. Members attending Executive Board meetings shall not possess voting rights, shall not be counted toward a quorum, and shall not participate in Executive Board deliberations unless expressly invited to do so by the President or by majority vote of the Executive Board. The Executive Board may enter closed session to address personnel matters, disciplinary proceedings, or other confidential business, during which attendance may be limited to voting Officers and individuals specifically authorized by the Board.

c. Notice of Meetings

Notice of Executive Board meetings shall be provided to all Officers and Trustees no fewer than ten (10) days prior to the meeting, unless urgent circumstances require a shorter notice period.

d. Rules of Order

All meetings shall be conducted according to Robert's Rules of Order (Newly Revised) unless suspended by majority vote.

e. Voting Rights

Only Officers shall possess voting rights on matters brought before the Executive Board. Trustees shall serve in an advisory capacity and shall not be counted toward a quorum nor permitted to vote on Executive Board actions or resolutions. Trustees may provide input, guidance, and representation on behalf of their respective constituencies but shall not exercise any authority reserved to voting members of the Executive Board.

f. Quorum

A quorum for the transaction of business by the Executive Board shall consist of no fewer than fifty-one percent (51%) of the duly elected Officers then serving on the



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

Executive Board. No action of the Executive Board shall be valid unless a quorum is present, except where otherwise provided in these Bylaws. Once a meeting is convened with a quorum, the departure of one or more Officers shall not invalidate actions taken, provided that no fewer than a majority of the remaining Officers continue to participate in the meeting.

g. Conflict of Interest

No Officer or Trustee shall participate in, vote upon, or attempt to influence any matter in which they have a direct financial or personal interest. Any individual with such a conflict shall disclose the interest to the Executive Board and shall refrain from participating in discussions, deliberations, or decisions related to the matter. The Executive Board shall determine whether a conflict exists and what restrictions are necessary to preserve the integrity of Club governance.

h. Records Retention & Access

The Club shall maintain accurate and complete records of its financial transactions, minutes of meetings, membership roster, property inventory, and other official documents. Records shall be retained for periods of at least ten (10) years and shall be made available for inspection by Members in good standing upon reasonable request, subject to privacy limitations and operational needs.

i. Emergency Powers

In circumstances involving emergencies, safety concerns, natural disasters, or other situations that significantly affect Club operations, the Executive Board may temporarily suspend regular activities, close ranges or facilities, authorize electronic or remote meetings, or take other reasonable measures necessary to protect Members and preserve Club property.

j. Committee Authority of the Executive Board

- a. The Executive Board shall possess full authority to create, appoint, and dissolve committees as necessary to support the operations, purposes, and activities of the Club. The Executive Board may establish standing committees, special committees, or ad hoc committees and shall determine each committee's scope, duties, responsibilities, and reporting requirements. All committees shall operate under the direction and authority of the Executive Board.
- b. The Executive Board shall appoint the chairperson of each committee and may appoint additional members as appropriate. At least one Officer of the Club shall serve on each committee to ensure Executive Board oversight and accountability. Committees shall report their recommendations and actions to the Executive Board for review, approval, or further direction.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

- c. No committee shall obligate the Club financially or contractually without the express prior approval of the Executive Board.

Article VIII - Authority to Establish Policies and Procedures

A. General Authority

Policies and Procedures are administrative directives adopted by the Executive Board. The Executive Board shall possess full authority to develop, adopt, amend, and rescind policies, procedures, rules, and administrative directives necessary for the effective operation, safety, and management of GRRPC. Such policies and procedures shall carry the full force and effect of Club governance, provided they do not conflict with these Bylaws or applicable law.

B. Scope and Policy Authority

Policies and procedures established by the Executive Board may address, without limitation:

- Range operations, safety standards, and emergency protocols.
- Membership administration, dues processing, and eligibility verification.
- Facility use, maintenance requirements, and equipment management.
- Program administration.
- Financial controls, record-keeping practices, and internal accountability.
- Conduct expectations, disciplinary processes, and enforcement guidelines.
- Administrative workflows necessary to support Club operations.

C. Financial Authority

The Executive Board retains full authority to establish, adjust, or eliminate operational fees related to Club activities and services, including but not limited to range use fees, match fees, league fees, rental fees, and program-specific charges.

D. Implementation and Publication



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

All policies and procedures adopted by the Executive Board shall be documented in writing and made reasonably available to the Membership through electronic posting, distribution, or other reliable means. Policies shall take effect immediately upon adoption unless the Executive Board specifies a later effective date.

E. Consistency With Bylaws

In the event of a conflict between any policy or procedure and these Bylaws, the Bylaws shall control. The Executive Board may revise policies at any time to ensure consistency with amendments to the Bylaws or changes in applicable law.

F. Member Compliance

All Members, guests, and participants are required to comply with policies and procedures duly adopted by the Executive Board. Failure to comply may result in disciplinary action as provided in these Bylaws.

Article IX – Club Property

A. Acquisition of Property and Assets

- a. The Executive Board shall possess exclusive authority to approve the purchase, lease, or acquisition of any real property, equipment, supplies, or other items on behalf of the Club.
- b. No Officer, Trustee, member, or other representative of the Club may obligate the Club to any purchase, expenditure, or financial commitment without the express prior approval of the Executive Board, except as otherwise provided in these Bylaws.
- c. All acquisitions shall be made in a manner that supports the objectives, activities, and operational needs of the Club.
- d. Notwithstanding any other provision of these Bylaws, Officers are authorized to make minor expenditure on behalf of the Club, not to exceed two hundred dollars (\$200) per month, without prior approval of the Executive Board, provided that such expenditures are reasonably necessary for routine operations, maintenance, or administration of Club activities. Such expenditure shall be reported at the next Executive Board meeting. Any expenditure exceeding \$200 shall require prior approval of the Executive Board.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

- e. Officers who make such authorized minor expenditures shall submit a completed reimbursement form, together with receipts or other appropriate documentation, within thirty (30) days following the expenditure. Reimbursements shall be issued in accordance with financial procedures established by the Executive Board. Failure to comply with documentation or reporting requirements may result in denial of reimbursement or limitation of future purchasing authority.

B. Disposal of Property and Assets

- a. The Executive Board shall possess exclusive authority to approve the disposal, sale, transfer, or other conveyance of any Club property or asset valued at one-thousand dollars (\$1,000) or more. No Officer, Trustee, member, or representative of the Club may dispose of, transfer, or obligate the Club's property without the express prior approval of the Executive Board.
- b. Prior to any disposal of property or assets valued at \$1,000 or more, the Executive Board shall publish by email, website posting, or other reliable electronic means, notice of the proposed disposal to all members not less than twenty-eight (28) days before the next annual or special Membership Meeting at which the matter is to be decided. Such notice shall describe the property involved, the nature of the proposed disposal, and any material terms or conditions.
- c. The proposed disposal shall be presented to the Membership at the designated meeting for approval or disapproval. The Membership may overrule the Executive Board's proposed action only by an affirmative vote of no fewer than fifty percent (50%) of all voting members in good standing present.
- d. The Executive Board may establish procedures governing the disposal of property or assets valued at less than \$1,000, provided such procedures are consistent with these Bylaws and ensure proper stewardship of Club resources.

C. Storage of Property and Assets

- a. The Club shall maintain secure storage areas for equipment, supplies, records, and other property owned or controlled by the Club.
- b. The Executive Board shall establish procedures governing the storage, safeguarding, and authorized access to all Club property. Officers, Trustees, committee members, and other authorized individuals shall store Club property only in designated storage areas or in locations approved by the Executive Board.



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

D. Removal of Property and Assets

- a. No member shall remove, relocate, or store Club property outside of approved storage locations without prior authorization from the Executive Board or a designated Officer acting within delegated authority. All Club property temporarily removed for official use must be returned promptly and in good condition, and any loss or damage shall be reported immediately to the Executive Board.
- b. The Executive Board may adopt additional rules to ensure the security, maintenance, inventory control, and accountability of all stored Club property.

Article X – Affiliations and Delegates

The Executive Board shall possess the authority to establish, maintain, or discontinue affiliations, memberships, or partnerships with national, state, or local organizations whose purposes align with the mission, objectives, and activities of GRRPC. Such organizations may include, but are not limited to, the National Rifle Association (NRA), Civilian Marksmanship Program (CMP), USA Shooting (USAS), Michigan Rifle & Pistol Association (MRPA), and other recognized shooting sports, training, safety, or competitive bodies.

The Executive Board may take any action necessary to secure or maintain such affiliations, including submitting applications, paying reasonable dues or fees, appointing representatives, complying with organizational requirements, and participating in programs or competitions offered through affiliated organizations.

Affiliations shall not alter the governance or autonomy of GRRPC and shall remain subject to these Bylaws. The Executive Board may discontinue any affiliation by majority vote if the relationship no longer serves the interests of the Club or conflicts with Club policies, operations, or values.

The President shall serve as the primary delegate and official representative of GRRPC to all affiliated organizations, unless the Executive Board designates another qualified member to serve in that capacity for a specific organization, event, or purpose. The President, or the designated representative, shall act on behalf of the Club in matters involving affiliation requirements, reporting, compliance, communication, and participation in programs or competitions.

Article XI – Publication

The Club shall maintain official electronic communication channels, including an email account and a website, for the purpose of informing the Membership of Club activities, plans, actions,



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

decisions, and other matters relevant to the operation and mission of the Club. The Executive Board may, and shall whenever feasible, utilize these electronic platforms as methods for issuing official publications of the Club, complementing or replacing printed publications as appropriate.

All content published through the Club's email communications or website shall advance the objects, interests, purposes, activities, and ideals of the Club as set forth in these Bylaws. The form, content, and frequency of such communications shall be governed by the Executive Board, which shall ensure accuracy, compliance with Club policy, and consistency with the Club's official positions.

The Executive Board shall establish policies governing the Club's email account, website, and other electronic communication platforms. Only individuals authorized by the Executive Board may distribute official communications or publish content on behalf of the Club. Electronic notices and publications shall carry the same force as printed communications unless otherwise restricted by these Bylaws.

Article XII – Liability and Indemnification

To the fullest extent permitted by law, no Officer, Trustee, Executive Board member, committee member, or authorized representative of GRRPC shall be personally liable to the Club or its Membership for monetary damages arising from any act or omission performed in good faith within the scope of their official duties. GRRPC shall indemnify and hold harmless all such individuals from and against any claims, liabilities, judgments, settlements, fines, penalties, or expenses, including reasonable attorney fees, incurred as a result of actions taken in the good-faith performance of their official responsibilities.

Indemnification shall apply only to the extent that applicable insurance coverage has been exhausted, and only for acts or omissions that do not constitute gross negligence, willful misconduct, bad faith, or intentional violation of these Bylaws or applicable law. Nothing in this provision shall be construed to indemnify any individual for acts outside the scope of Club-authorized duties or for conduct not performed on behalf of GRRPC.

The Executive Board may authorize the purchase of insurance, including directors and officers liability insurance, to supplement or implement the indemnification provided for in this Article.

Article XIII - Range Rules & Range Authority

Range Rules are operational safety regulations governing conduct on GRRPC ranges. They shall be adopted, amended, and enforced by the Executive Board and are mandatory for all



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

Members, Daily Members, guests, and participants. The Executive Board may modify Range Rules at any time to address safety concerns, operational needs, or legal requirements.

Range Safety Officers (RSOs) possess full authority to enforce Range Rules, halt unsafe activity, and require immediate corrective action. Failure to comply with Range Rules or RSO instructions may result in temporary or permanent suspension of range privileges.

The Executive Board shall establish and maintain standards for RSO qualification, which may include nationally recognized firearms-safety training, demonstrated proficiency in safe range operation, and any additional instruction or evaluation deemed appropriate by the Executive Board.

Article XIV - Fiscal Year and Financial Review

A. Fiscal Year

The fiscal year of GRRPC shall begin on January 1 and end on December 31 of each calendar year. All financial reporting, budgeting, dues assessments, and annual financial obligations of the Club shall be based on this fiscal year.

B. Annual Financial Review

The Treasurer shall prepare an annual financial report summarizing all income, expenditures, assets, liabilities, and financial activities of the Club for the preceding fiscal year. This report shall be presented to the Membership at the Annual Membership Meeting and made available for inspection by Members in good standing upon reasonable request.

C. Financial Oversight

The Executive Board may authorize an independent financial review or audit at its discretion or when required by law, significant financial activity, or major capital projects. The purpose of such review is to verify the accuracy of financial records, ensure compliance with Club policies, and promote transparency and accountability in the management of Club funds.

D. Record Retention

All financial records, including receipts, invoices, bank statements, budgets, and annual reports, shall be retained for a minimum of ten (10) years in accordance with the Club's records retention policy.

Article XV - Amendments



GRAND RAPIDS RIFLE & PISTOL CLUB BYLAWS

These Bylaws may be amended only by a two-thirds (2/3) vote of the Members in good standing present at a Membership Meeting, provided that the text of the proposed amendment has been delivered to all Members with voting rights at least fourteen (14) days prior to the meeting.

These Bylaws shall be reviewed at least once every three (3) years by a committee appointed by the Executive Board. The reviewing committee shall examine the Bylaws for clarity, consistency, compliance with applicable law, and alignment with the Club's operational needs, and shall report any recommended amendments or revisions to the Executive Board for further action.

Article XVI – Dissolution

Upon the dissolution of GRRPC, or the discontinuation of its activities as a nonprofit social club, all debts, obligations, and lawful liabilities of the Club shall be satisfied or otherwise resolved. After all financial obligations have been met, all remaining assets, property, equipment, and funds of GRRPC shall be distributed exclusively to one or more nonprofit shooting organizations, youth marksmanship programs, or educational firearm-safety organizations that qualify as tax-exempt under Section 501(c)(3) or 501(c)(7) of the Internal Revenue Code, as determined by the Executive Board. Preference shall be given to organizations that support youth shooting sports, marksmanship education, or community firearm-safety initiatives consistent with the mission and purposes of GRRPC. No part of the assets or earnings of the Club shall inure to the benefit of any private individual.

Article XVII – Severability

If any provision of these bylaws is held invalid, the remaining provisions shall remain in full force and effect.