

Two crossed rifles, likely Garand rifles, are positioned in the background, crossing at the center. The rifles are rendered in a light, semi-transparent style.

By-Laws of the
Down East
Garand Shooters

Amended December 2012

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Summary of Changes

Terms for President and Vice President changed to two years with President and Vice President elected in alternating years.

Positions of Statistician and Inventory Manager created and granted seats on Board of Directors, duties defined and term limits established.

Appointed positions of Juniors Director and Rifle/Match Director formalized, duties defined and term limits established.

Defined the responsibility of the finance committee.

Period for nominating club officers extended into December, provision made to turn down nominations.

ARTICLE I – Membership

1. Section 1 – Membership in the Down East Garand Shooters (DEGS) shall be of three classes:

- a. Charter Membership
- b. Annual Membership
- c. Life Membership

2. Section 2 – Qualifications for membership shall be as follows:

a. Charter Membership was afforded to any member who joined prior to July 1, 2009.

b. Annual Membership shall be open to any person who is of good character and reputation, agrees to abide by the Constitution and By-Laws of the DEGS, and submits a membership application with the appropriate fee.

c. Life Membership shall be open to any qualified person who pays the Life Membership fee.

3. Section 3 – Application for membership in the DEGS shall be made to any DEGS Officer by filling out the membership application and submitting it along with the designated fee.

4. Section 4 – Annual Dues Payment shall be accomplished in the following manner:

a. Any Annual Member whose dues are not paid in full by January 1 of the current calendar year shall not be issued a DEGS membership card until the dues are paid in full.

5. Section 5 – Annual Banquet and DEGS Membership Meeting shall be as follows:

a. A meeting of DEGS membership shall be held at the annual banquet for the purpose of reviewing current Officers' reports and electing new Officers in addition to regular banquet functions.

b. Special meetings of the DEGS membership may be called at any time by the President or Officers with a minimum of 1 week notification to the membership.

ARTICLE II - Dues

1. Section 1 – Membership dues shall be annual and paid in advance by the beginning of the fiscal year on January 1. The annual fees shall be determined by the Officers.

ARTICLE III - Membership Card

1. Section 1 – Each member shall receive a membership card annually upon payment of dues for the current year, in such form as the Officers may determine.

ARTICLE IV - Officers

1. Section 1 – Officers

A board of directors shall be elected by the Membership and consist of the following:

- A. President, elected by the membership for a two-year term in even numbered years.
- B. Vice President, elected by the membership for a two-year term in odd numbered years.
- C. Secretary, elected by the membership for a one-year term.
- D. Treasurer, elected by the membership for a one-year term.

2. Section 2 – All members of the board of directors shall have full voting powers, except the president, who casts votes solely to break ties as per Robert’s Rules of Order.

3. Section 3 – The president shall be chairman for the Officers and shall preside over the meetings.

4. Section 4 – Two additional officers shall be elected by the Membership to act as principal assistants to the Rifle/Match Director and Treasurer.

A. Statistician – elected to a two year term in even numbered years to serve as the principal assistant to the Rifle/Match Director.

B. Inventory Manager – elected to a two year term in odd numbered years to serve as the principal assistant to the Treasurer.

5. Section 5 – The president shall, as soon as possible after being elected, appoint a Rifle/Match Director and Juniors Director. These appointees are subject to the

approval of the board of directors, serve at the will of the president and have full voting privileges on the board of directors.

6. Section 6 – A vacancy of an Officer position shall be filled by appointment of the president with the Officers approval, and the person so appointed shall serve until the following December 31 or until a successor is elected. The president shall also appoint other such directors and principal assistants as may be necessary. The appointments of such individuals shall expire December 31 of the year in which they were appointed.

7. Section 7 – In addition to the powers expressly conferred upon them, the Officers of the DEGS may exercise such powers and do such lawful acts and things as are required to be exercised by the members or officers and not prohibited by statute or by By-Laws.

8. Section 8 – The DEGS agrees to indemnify the Officers from all legal actions or claims arising from an action of the Officers.

9. Section 9 – Meetings of the Officers shall be held as follows:

A. Regular meetings of the Officers shall be held as needed. The president shall determine the day and time of the meetings.

B. Special meetings of the Officers may be called by the President or the Officers at any time.

ARTICLE V - Officers Duties

1. Section 1 – The president, vice president, treasurer, and secretary shall be elected at the Annual Membership Meeting in January of each year and shall hold office from election to the time of the annual banquet in subsequent years based upon the individual term of office. Duties pertaining to these offices shall be as follows:

A. President

1. shall be the chief officer of the DEGS.
2. shall preside at its meetings and those of the Officers.
3. shall be the official spokesman of the DEGS in matters of public policy.
4. shall see that the DEGS functions smoothly under its Constitution and By-Laws.
5. shall appoint qualified people to all committees and, along with the vice president who shall be given specific committee assignments, ensure that each committee is organized properly with members fully informed of their purpose and functions.
6. shall maintain a working relationship between the Officers and DEGS members so that the whole is a working unit, with each responsibility being handled to the utmost efficiency without duplication of effort.
7. shall give emergency issues to appropriate committees for study and action, or create a new committee if necessary.
8. shall instill confidence in the membership for the good of the DEGS.
9. will, commensurate with time and budget limitations, attend regional and state meetings of affiliates and present a current report of problems and accomplishments.

10. shall make public appearances calculated to add prestige and public favor with a wide segment of the county's citizens in the name of the DEGS.
11. shall seek to develop leaders by delegating authority, and obtaining the attention and services of new people with special knowledge and ability to eventually become officers of the corporation.
12. shall insist that proper records of all activities be handed down to the next administration so each has the history and basis for further improvement. He shall leave his office in good order with assurance of a strong continuing program.
13. shall perform any other duties so prescribed by the Officers.
14. shall appoint all committees, be an ex-officio member of all committees, and perform all other duties usual to such office.
15. Outgoing President shall act as Board Member at Large for one year after leaving his preceding year of active service to the club. Former presidents shall forever act as mentors to the club and act in a manner that is supportive of the incumbent president.

B. Vice President:

1. shall in the absence of the president, if so directed by the president, or the Officers, perform all of the duties of the president.
2. will, commensurate with time and budget limitations, attend local and state meetings of affiliates and present a current report of problems and accomplishments.
3. shall make public appearances calculated to add prestige and public favor in the name of the DEGS.

4. shall assist the president to ensure that the purposes of the DEGS receive the attention they deserve according to the priorities established by the Officers.
5. shall, for liability reasons, maintain notarized affidavits for each competitor competing in DEGS/CMP sanctioned matches.

C. Treasurer

1. shall be responsible to the DEGS for an accounting of all the monies collected and disbursed by the DEGS reported monthly.
2. shall render a monthly report to the Officers and an annual report to the membership as soon as possible after the close of the fiscal year.
3. shall serve as chairman of the Finance Committee when active.
4. shall maintain an accurate inventory of all DEGS real property including, but not limited to, DEGS merchandise and emblematics, ammunition, targets, weapons and other such items as directed by the president and board of directors.

D. Secretary

1. shall keep a record of all of the official proceedings of the DEGS and its Officers including the reports of special committees.
2. shall be responsible for the preparation and mailing of any newsletters, announcements, and range schedules as directed by the president.

E. Rifle/Match Director

1. shall annually register the club with the Civilian Marksmanship Program to maintain CMP sanctioning of DEGS matches.

2. shall maintain a record of all club members who are range officer qualified.
3. shall canvas among qualified members for volunteers to serve as range officers at each match.
4. shall order ammunition for matches from CMP in a timely manner, submitting invoices to the treasurer for payment.
5. shall certify the results of each match and submit to CMP within 7 days upon completion of the match.
6. shall determine club awards based upon results of each match.
7. shall determine end of year awards for high shooter and most improved shooter.
8. shall maintain targets, target backs and related materials in good order ensuring that they are ready for use at each match.
9. shall coordinate with the treasurer to purchase targets and other such materials as may be necessary for matches.
10. shall prepare and maintain such match bulletins and sign in logs as may be necessary for each match.
11. shall make any necessary changes to the match and firing conditions as shown by the program provided a Match Director's Bulletin is posted for the information of all competitors, and that such changes are not contrary to current CMP rules.

F. Juniors Director

1. shall be responsible for the smooth and efficient running of DEGS' Juniors Division.
2. shall submit to the treasurer annually, a budget for the Juniors Division and any requests for funds and materials which may be necessary for the Juniors Division.
3. shall annually, prepare requests for grants of monies or equipment from such organizations as have been designated by the board of directors.
4. shall be present, in so far as practicable, at all Juniors Division matches serving as match director and statistician for the Juniors Division and awarding match prizes as appropriate.

G. Statistician

1. shall be the principal assistant to the Rifle/Match Director.
2. shall be responsible to the Rifle/Match Director for the accurate maintenance of club statistical records.
3. shall collect score cards from each match, verify the accuracy of the scores making any such corrections as necessary and submit match results including appropriate awards to the Rifle/Match Director for approval.
4. shall register competitors and check their eligibility and classification.
5. shall prepare, post and keep current a list of competitors showing name, competitor number and classification.

6. shall squad competitors.
7. shall report to the Rifle/Match Director and President for appropriate disciplinary action any irregularities in firing or scoring which may be indicated by score cards.

H. Inventory Manager

1. shall be the principal assistant to the treasurer.
2. shall maintain an accurate inventory of real property belonging to DEGS, including, but not limited to ammunition, targets, rifles, shooting mats, spotting scopes, targets and other such items as may be designated by the Board of Directors.
3. shall formally report the inventory of real property periodically, at least annually and at other times as may be directed. The ammo inventory shall be reported monthly and included with the monthly revenue report.

ARTICLE VI - Committees

1. Section 1 – Committees. The DEGS may have the following committees:

A. The Audit Committee: shall be appointed by the president from the general membership prior to the annual meeting, at which time the committee's report will be presented to the general membership. The Audit Committee shall consist of at least two DEGS members in good standing.

B. The Program Committee: shall be composed of two (2) or more members and shall have the responsibility of securing programs that will be of benefit and of interest to all members.

C. The Range Committee: shall be composed of three (3) or more members and shall be responsible for maintenance and regulations concerning the range(s) used by DEGS.

D. Finance Committee: shall be composed of three (3) or more members and shall be responsible for all matters relating to club revenue and debt. The committee shall make recommendations to the board of directors regarding club dues, match fees, special assessments and other issues relating to the generation of revenue.

E. Other Committees: There shall be such other committees as may be deemed necessary for the successful operation of the DEGS by the president and the Officers. The president shall appoint all committees and committee chairs.

2. Section 2 – Committee Personnel:

A. Where the president does not appoint complete committee personnel, each committee chair shall appoint the members to the committee at his/her discretion.

B. Committee chairs shall personally report as needed to the Officers on the activities of their committee.

C. Each committee shall meet as needed.

ARTICLE VII - Notices

1. Section 1- Members shall furnish their official address and email address, including any change of address, to the secretary or such person as the Officers shall designate and the mailing of any notice to this address shall be deemed service of such notice or notices upon them as of the date of mailing of the same notice.

2. Section 2 – Membership meeting notices detailing the time, date, and place shall be mailed or posted at least five (5) days in advance, whenever possible.

3. Section 3 – Notice of Officers meeting detailing the time, date, and place shall be mailed or posted at least five (5) days in advance, whenever possible.

ARTICLE VIII - Rules of Procedures

1. Section 1 – Rules Governing Meetings. Robert’s Rules of Order shall govern the procedure of regular membership meetings as well as Officers meetings. The president will have the responsibility to appoint a parliamentarian to govern order of meetings, if necessary.

ARTICLE IX - Elections

1. Section 1 –Nominations shall be called for in December via email and from the floor at the General Annual Meeting. Any nominations of qualified candidates must be accepted by the candidate prior to being placed on the ballot. A motion

to close the nominations shall be made, seconded, and voted upon prior to nominations being considered closed.

2. Section 2 – A vote shall be taken by secret ballot at the Annual Meeting and the candidate receiving the most votes for one office shall be considered elected. In the event that a candidate is elected to two offices to which he was nominated, the senior office will be the one to which he is elected and the candidate with the second highest votes for an office will be considered elected to that office.

ARTICLE X - Voting and Quorums

1. Section 1 – The voting privileges shall be limited as follows:

A. At meetings of the membership only members in good standing shall have the right to vote.

B. At meetings of the Officers, only full members of the board of directors shall have the right to vote, except the president, who casts votes solely to break ties.

2. Section 2 – A majority vote on any measure will be determined as follows:

A. A majority vote of the members present at any meeting of the membership shall carry any measure, provided the number of members in attendance at the meeting constitute a quorum as defined in Section 3 (below), provided further that a copy, a summary, or the substance of the proposed measure shall have been distributed to DEGS members by the secretary not less than thirty (30) days prior to the meeting at which action is to be taken.

B. A majority vote of Officers present at any meeting of the Officers shall carry any measure provided the number of directors and officers in attendance at the meeting constitutes a quorum as defined in Section 3 (below).

3. Section 3 – A quorum at any meeting shall be determined as follows:

A. The presence of not less ten (10) members entitled to vote is required and shall constitute a quorum at all meetings of members for the election of officers or for the transaction of other business except as otherwise provided. If such number of members shall not be present, those present shall adjourn the meeting without notice other than announcement at the meeting, until a quorum shall be present. Any action by a majority of members where a quorum is present shall be the action of the membership of DEGS.

B. A quorum of Officers shall consist of not less than one-half (1/2) of the Officers, not including the president.

ARTICLE XI - Fiscal Year

1. Section 1 – Fiscal Year. The fiscal year of the DEGS shall be January 1 to December 31.

ARTICLE XII - Finance

1. Section 1 – Dues and other monies collected by the DEGS shall be placed in a depository selected by the Officers. All payments from the funds of this club shall be made on the signatures of the president or the treasurer. All debits and credits to the depository shall be reviewed at every meeting of the Officers (except the treasurer) for appropriate documentation and signatures. The president shall randomly choose a member of the Officers on a monthly basis (except the

treasurer) to review all debits and credits to the depository for appropriate documentation and signatures.

2. Section 2 – The Officers shall adopt a budget for each fiscal calendar year, and the DEGS shall function within the totals of such budget. The Officers must authorize any expenditure in excess of such budget.

ARTICLE XIII - Amendments

1. Section 1 – The By-Laws may be adopted or amended by a vote of two-thirds (2/3) of the Officers at any meeting provided the number of each in attendance at such meeting constitutes a quorum. A copy, a summary, or the substance of the proposed amendments shall have been provided to each member of the DEGS not less than thirty (30) days prior to the meeting at which action is to be taken, thereon.

2. Section 2 – These By-Laws may also be amended by a majority vote of the membership at any properly called meeting provided that a quorum is present and that the notice of such meeting shall have been mailed to each member of the DEGS not less than thirty (30) days prior to the meeting at which action is to be taken thereon and stating that the purpose of the meeting will be to amend the By-Laws.

ARTICLE XIV - Dissolution

1. Section 1 – In the event of the dissolution of the DEGS, the Officers shall, after paying or making provision for the payment of all of the liabilities of the DEGS, dispose of all of the assets of the DEGS exclusively for the purposes for which the DEGS was formed. No assets shall disposed to the personal use of any Officer or member.

Adopted, August 26th, 2009

Clint Randles President

Amended, 2012

Chris Kurek, President