

**Bylaws**  
**Quantico Shooting Club, Incorporated**

**Article I**  
**Name**

1. The name of this organization is the Quantico Shooting Club, Incorporated. Herein after may be referred to as QSC.

**Article II**  
**Objectives**

2. The Quantico Shooting Club, Incorporated exists to
  - 2.1 Promote marksmanship among Marines, military members and their families, club members, eligible and potential members, and authorized guests/shooters.
  - 2.2 Disseminate small arms firing techniques and marksmanship training methods. Personal defense (for public safety), such as the National Rifle Association Personal Protection Course, is included, but offensive and law enforcement tactics are not included.
  - 2.3 Encourage small arms competition among Marines, other military organizations, and civilian competitors in cooperation with entities such as Virginia Shooting Sports Association, USA Shooting, the National Rifle Association of America, the National Skeet Shooting Association, Amateur Trapshooting Association (ATA) and the Civilians Marksmanship Program.
  - 2.4 Advance competitive shooting programs among eligible participants such as Marines, and U.S. citizens, contributing to National Defense and public safety.
  - 2.5 Encourage and ensure safe small arms handling and storage practices and good sportsmanship.

**Article III**  
**Membership**

3. The Board of Directors may approve Quantico Shooting Club, Incorporated membership for U.S. citizens, and those who are legally eligible to possess or use firearms

(individually or with adult supervision), in the following categories.

- 3.1 Regular member. Any member of the armed forces, active, reserve, or retired, or any dependent family member of the same, or any Department of Defense employee or retiree.
- 3.2 Associate member. Any person who is not eligible for the regular membership that is approved by the Board of Directors and has paid the prescribed dues.
  - a. Associate members cannot equal or exceed 1/3 of the total Club membership. If associate membership equals or exceeds 1/3 of the total membership, new applications will be held in queue until regular memberships increase so as to have associate memberships below or equal to 1/3 total memberships.
  - b. Associate Membership once granted in any category may be maintained by the payment of prescribed annual dues, unless revoked for cause by the Board of Directors or if the civilian membership limitations are exceeded.
- 3.3 All members of the club shall enjoy all benefits and privileges offered by the club to include holding elected office if nominated and voted into office and voting.
- 3.4 Guest recreational shooters are eligible to participate in Quantico Shooting Club activities when accompanied at all times by a Quantico Shooting Club member/sponsor. A guest is an individual (not an organization) who is a relative, friend, or acquaintance of a member of Quantico Shooting Club. Non-Quantico Shooting Club members (guests) may be permitted to participate in authorized Quantico Shooting Club shooting matches, tournaments or events. Members who sponsor a guest or guests are limited to a maximum three guests per day. Guests must register on the activity sign-in sheet and complete a Waiver of Liability prior to participating in any range activities. Guests will not engage in any commercial activity or solicitation while on MCB Quantico, and may be required to pay a fee to participate in

shooting activities. No more than three guest visits per individual will be allowed per year, after three visits the guest must become a member.

- 3.5 Nonmembers may participate in club matches without being guests of a specific member so long as they meet all requirements and complete all documentation set by the Board of the Directors.
- 3.6 The Board of Directors has the authority to place on probation, expel, or suspend any officer, member, or Range Safety Officer of the Club for cause.

#### **Article IV** **Dues**

4. Annual regular membership dues are determined by the Board of Directors and published no later than 1 March each year for the forthcoming membership year. Memberships are valid until the following year on the end of the month dues were paid.
  - 4.1 Dues must be current for members to participate in shooting, club activities, and voting. RSOs will not permit members to shoot unless their dues are current, as indicated by possession of a valid membership card.
  - 4.2 Membership dues may be paid up to two (2) years in advance.
    - a. Active duty members upon transfer to another duty station will receive a full refund within 60 days of payment. After 60 days dues will be prorated on a monthly basis.
    - b. Non Military members will receive a full refund if within 90 days written notification with reason is received by Board of Directors. After 90 days no refund will be processed.
    - c. Associate members are granted 15 days "grace period" from the end of the membership year to renew. If they fail to do so, they may be required to be placed on a waiting list in order to comply with the required membership ratio.

- 4.3 Dues may include monetary, mandatory volunteer, and/or other requirements as set by the BOD.

**Article V**  
**Meetings**

5. Annual elections are held in January each year and a new Board of Directors installed. If the annual meeting does not take place as prescribed, the meeting will be rescheduled within a reasonable time thereafter, and the officers will hold office until their successors have been elected.
- 5.1 Regular club meetings are normally held on a quarterly basis, on the third Saturday of every third month (Jan , April, Jul, Oct) at such time as may be determined by the board of directors. Members present will constitute a quorum at a regular club meeting.
- 5.2 A special Club meeting may be held at any time upon call of the President, the Board of Directors, or upon request of any member in writing, stating the purpose of the proposed meeting, and signed by not less than two thirds of the members entitled to a vote. Notice of the meeting time and place shall be given to all officers and members in good standing, in writing by mail or e-mail, not less than seven days prior to the date proposed for holding of the meeting. The Board of Directors will select the time and place for any special meeting.
- 5.3 A majority of the Board of Directors with any members present will constitute a quorum at a special meeting.
- 5.4 A current listing of Club members will be made available at each Club meeting to determine who is eligible to participate, vote, and hold office.
- 5.5 All Quantico Shooting Club, Incorporated meetings will be conducted in accordance with Roberts Rules of Order.

**Article VI**  
**Officers**

6. Club officers include the President, Vice President, Secretary, Treasurer, and Member-At-Large who, acting together, shall constitute the Board of Directors. The officers, shall be elected from the members by a majority vote of the members in good standing present at the annual meeting of the Club. Elected Board members shall hold office for one year or until successors are elected, but not to exceed three consecutive years in the same office. Board of Directors members serve in a volunteer position, and will not be compensated for their time, commuting, or other incidental expenses.
- 6.1 The Board of Directors shall have general supervision and control of all activities and employees (volunteer or paid) of the Club.
- 6.2 Meetings of the Board of Directors shall be held regularly at any time on the call of the President or by request of any member of the Board of Directors. The Secretary shall notify all Board of Directors members of meetings.
- 6.3 Three members of the Board of Directors shall constitute quorum.
- 6.4 Resignation of any officer may be accepted by the remaining members of the Board of Directors.
- 6.5 A vacancy in the Board of Directors may be filled by a majority vote of the remaining members of the Board of Directors. However, if more than one vacancy exists, election of new officers will be conducted at the next regular club meeting or special election meeting to fill the vacancies until the annual meeting.
- 6.6 The Board of Directors has the authority to and may appoint an Operations Officer(s)/Assistant(s) and to supervise, provide guidance to and terminate these individuals as appropriate. The Board of Directors will determine the compensation, schedule, and hours to be worked by the Operations Officer(s)/Assistant(s). The Operations Officer(s)/Assistant(s) will strictly follow, implement, and enforce all directives, guidance and decisions of the Board of

Directors and will not change the same without approval of the Board of Directors. The Operations Officer(s)/Assistant(s) will be encouraged to attend Board of Directors meetings but will not be eligible to vote. Unless they are a club member.

- 6.7 The operations Officer(s)/Assistant(s) will be employed in full compliance with all Federal and State laws, statues, and local ordinances. The Operations Officer(s)/Assistant(s) shall not hold office in the Club. The Operations Officer(s)/Assistant(s) will be encouraged to become a certified MCB Quantico Range Safety Officer and a NRA Certified Chief Range Safety Officer.

**Article VII**  
**Duties of officers**

7. The board of directors has the power to and may enter into an agreement with an individual or business entity to represent the club as a club coordinator. The Club Coordinator shall be an independent contractor in full compliance with all Federal and State laws, statues, and local ordinances. The Club Coordinator shall not hold office in the Club. Said contractor shall not be an employee of QSC and as such the Contractor will be responsible for any withholding or taxes as may be required by taxing authorities. The Club Coordinator will be encouraged to become a certified MCB Quantico Range Safety Officer and a NRA Certified Chief Range Safety Officer.
- 7.1 The President or Board of Directors may appoint a Match Director to perform such duties in connection with competitions. He/She has authority to appoint assistants from the regular membership to assist in his/her duties.
- 7.2 Any expense exceeding \$500.00 incurred by a Club member who expects to be reimbursed must have prior written approval by the Board of Directors. This excludes office supplies used by the Operations Officer(s)/Assistant(s) and any Match costs that are paid for exclusively by match funds.
- 7.3 The Board of Directors may appoint an adjutant or parliamentarian to function as the parliamentary authority for meetings.

**Article VIII**  
**Duties of Officers**

- 8 The President shall preside over meetings of the Club and of the Board of Directors, and shall perform all such other duties pertaining to his office. The President may designate the VP or other members of the Board of Directors to preside over meeting of the Club and Board of Directors.
- 8.1 The Vice President shall perform the duties of the President in his absence, and any other duties the President directs.
- 8.2 The secretary shall author all official correspondence, including preparing and forwarding all reports required by the Commanding Officer, Marine Corp Base, Quantico. The Secretary shall notify all members of special and annual meetings, shall keep a true record of all Board of Directors and regular Club meetings and will retain custody of the club books and papers, except the Treasurer's books and accounts.
- 8.3 The Treasurer shall retain all Club funds and ensure placement of the funds in the financial institution of Quantico Shooting Club Inc. Such money shall be withdrawn by check or online bill pay service and signed or approved by at least two members of the Board of Directors Club employee authorized check signature authority. The Treasurer shall maintain all funds and accounts in accordance with MCBO 7010 series. He shall submit his accounts for audit as directed by the Commanding Officer, Marine Corp Base, Quantico.
- 8.4 The Member-At-Large will assist all Club officers as necessary.
- 8.5 The Operations Officer(s)/Assistant(s) will perform the day to day operations of the Club, oversee the facilities and act in and protect the best interested of the Club. The Operations Officer(s)/Assistant(s) will fully support and enforce the Bylaws, Base Orders, and SOPs and all guidance, procedures, inputs, and regulations issues by the Board of Directors governing the use of these facilities, competitions and other Club activities. The Operations

Officer(s)/Assistant(s) shall assist the Treasurer and Secretary in their duties and may be authorized, by the Board of Directors, to sign as one of the two required signatures on the Club checks. The Operations Officer(s)/Assistant(s) shall not sign the Club checks made out to themselves. The Operations Officer(s)/Assistant(s) shall not enter into contracts without the authorization and approval of the Board of Directors and shall not serve or run for election as a Director/Officer of the Club.

- 8.6 Quantico Shooting Club, Club Coordinator position will make liaison with Marine Corps Base Quantico (MCBQ) leadership and agencies as required and will attend all necessary meetings to represent the best interests of QSC. The QSC Club Coordinator will plan and coordinate issues and events with the QSC Board of Directors (BOD) and MCBQ leadership to mitigate existing conflicts that may arise between QSC and Weapons Training Battalion (WTBN). The QSC Club Coordinator shall not enter into any contracts without the authorization and approval of the BOD, and shall not serve or run for election in any capacity as an officer of QSC. The QSC Club Coordinator will fully support and enforce all Marine Corps orders, MCBQ orders, MCBQ range standard operating procedures (SOP), and QSC Bylaws. Additionally, the QSC Club Coordinator shall also be guided in his duties by standing policies, procedures, and other assignments as promulgated by the BOD governing the use of WTBN facilities, matches, competitions, and other activities hosted by QSC.

#### **Article VIX** **Committees**

9. Club committees may be appointed to support the various Quantico Shooting Club programs and functional areas. They are responsible to the Board of Directors for their assigned duties.
- 9.1 Committees will be appointed by the Board of Directors or membership, to meet the needs of the Club, such as open house, fund raising, range committees, etc. Requests for funds for use by the various committees



will be submitted to the Board of Directors for approval.

**Article X**  
**Audit Committee**

10. A three member Audit Committee (AC) shall be appointed by the newly elected Board of Directors at the annual meeting for Club officer elections. All members will be appointed from active Club members in good standing, but shall not include members of the current or previous Board of Directors. The AC Chairperson shall be an ex officio and non-voting member of the Board of Directors. The term of the AC shall be for twelve months. Volunteers or a special appointment will be conducted to replace AC member(s) who are unable to perform their duties or who transferred or who will be away from Marine Corp Base, Quantico for longer than three months.

10.1 The Audit Committee will audit the Quantico Shooting Club financial accounting system and bank account(s) on or about the 1<sup>st</sup> of November, and upon relief of the Treasurer in accordance with the Marine Corp Manual and MCBO 7010.1A series. The Audit Committee will draft a written report on the financial standing of the Club to the president within 10 days after the audit and will submit copies, thru the Board of Directors, of all financial reports to the Commanding officer, Marine Corp Base, Quantico, VA for review and approval.

**Article XI**  
**Conduct of Members**

11. Club members and their guests are subject to the rules of good order and discipline imposed on all personnel within the jurisdiction of the Commanding General, Marine Corp Base, Quantico. The BOD has the authority to suspend or expel officers, members, guests, and Range Safety Officers from the Club for cause.

11.1 Any Club member engaging in the unsafe handling, storage, or use of firearms or ammunition, may be suspended from the Club temporarily (with required remedial safety training, prior to reinstatement) or

expelled by the Board of Directors for repeated safety violations.

- 11.2 Any Club member convicted of a felony, domestic violence, or other charges, which could prohibit the possession or use of a firearm will have their membership suspended until the adjudication of these matters is complete.
- 11.3 Members are responsible for their guests' actions, conduct, and full compliance with all Club Bylaws, procedures, and guidance.

**Article XII**  
**Suspension, Expulsion, or Probation**

12. Any officer of the Club may be removed or suspended or placed on probation by approval of the remaining members of the Board of Directors. No vote on suspension or removal may be taken unless at least fifteen days' notice in writing shall have been given to the officer of the charge and of the time and place of the special meeting at which such ballot on his/her removal is to be taken. At such special meeting the officer shall be given a full hearing with the President or VP presiding.

12.1 Any member may be suspended or expelled from the Club or from duties, such as Range Safety Officer, Committee Chair/Member, etc. for any cause deemed sufficient by the Board of Directors or by a majority affirmed vote of members of the Committee present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least fifteen days' notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Board of Directors at which such charges will be considered. At such meeting the member under charges will be given a full hearing with the President or VP presiding.

12.2 Charges against any officer or member may be preferred by any regular member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the

President. The President will call a meeting of the board of Directors to hear the charges. The Secretary will give at least fifteen days' notice of the meeting to each member of the Board of Directors and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

- 12.3 Any member suspended or expelled by the Board of Directors may appeal to the full membership of the Club. Such appeal shall be made in writing within fifteen days of such action to the Secretary who will notify the President. The President will call a special meeting of the Club in a timely manner for the purpose of acting on the appeal or the appeal may be addressed at a regular meeting. The Secretary shall give at least fifteen days' notice in writing to all regular members of the Club in good standing stating the date, time, and reason for such special meeting. The member requesting the special meeting will be responsible for all costs in notifying members of the special meeting. At the meeting of the full club, the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Board of Directors at which the charges were heard and action taken. A vote will be taken by ballot from the regular members in good standing present and a two-thirds vote shall be required to reverse the action of the Board of Directors.

**Article XIII**  
**Match Rules**

13. In the absence of instructions from the Board of Directors, all competitions held by the Club will be governed by the rules and regulations of the National Rifle Association of America, USA Shooting, National Skeet Shooting Association, Amateur TrapShooting Association (ATA) or appropriate governing Board of Directors for type of competition involved.

**Article XIV**  
**Safety**

14. Safety is of paramount importance to Quantico Shooting Club, Incorporated and is our top priority. All members shall adhere to the safe storage, handling, and use of firearms and ammunition.

14.1 All Club Members desiring to become Range Safety Officers (RSOs), shall complete all the Marine Corp Range safety basic distance learning course, MCBQ local range safety certification program. MCB Quantico and Quantico Shooting Club prescribed RSO training, testing, and certification. NRA certification, after completion of RSO training, is optional and not mandatory for RSOs, but is encouraged. All RSOs are encouraged to open/close a range at least five full times per year to maintain proficiency.

14.2 All RSOs will strictly follow and utilize the WTBN Standing Operating Procedures (SOPs) for the ranges, all WTBN guidance, and all NRA safety rules and guidelines.

14.3 Quantico Shooting Club, Incorporated RSOs shall be regular and associate members only. No individuals under the age of 18 shall be RSOs.

14.4 All Shooters under eighteen years of age will shoot/fire only under the direct supervision of a parent or guardian.

**Article XV**  
**Amendments**

15. Amendments to these bylaws may be introduced by any Club member by:

15.1 Providing written input to the Board of Directors, including the recommended change and rationale for the same, prior to presentation at a Club meeting.

15.2 After review by the Board of Directors, the amendment may be presented for vote at any regular Club meeting or Club special meeting convened for that purpose. A majority vote of the regular members present is required to pass an amendment.

15.3 The Club President and/or the Board of Directors have the authority to veto or modify any changes or amendments to the bylaws, which could compromise safety or could result in injury or death.

15.4 Amendments to the Bylaws must be submitted to the Commanding Officer, Marine Corp Base, Quantico, Virginia, for approval before implementation.

**Article XVI**  
**Liability**

16. Any person made a party to any action, suit, or proceeding by reason of fact that he/she, his/her testator, or intestate, is or was an Officer of the Quantico Shooting Club, Inc, shall be indemnified by the Club against the reasonable expenses, including attorney fees, actually and necessarily incurred by him/her in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding that such Officer is liable for misconduct in the performance of his/her duties.

16.1 The Club will maintain liability insurance to protect the Club, members, and officers.

**Article XVII**  
**Equal Opportunity**

17. The Quantico Shooting Club, Incorporated is an equal opportunity organization and employer and will not practice, permit, or condone discrimination of any type based on race, color, religion, gender, sexual orientation, national origin, age, disability, or marital status.

17.1 Any member, applicant, or employee who believes that they have been discriminated against should contact a member of the Board of Directors. Any such complaints will receive immediate attention, investigation, and every attempt will be made to resolve the issue(s).

**Article XVIII**  
**Deactivation**

18. Deactivation of the Club may be accomplished by the vote of two-thirds of the regular membership present at a regular or special meeting.

18.1 Upon deactivation, after all bills and valid debts are paid, any residual funds, assets, or property shall be contributed to another shooting club, charitable, or educational organization. The disposition of all assets shall be determined by a majority vote of the Board of Directors.

18.2 In the event of deactivation, members could be held liable, if assets are insufficient to meet all debts (MCCDCO 7010.1A).

These Bylaws were approved by:

Full Name	Position	Date
<i>Mark R. Jimkwater</i>	President	<i>15 Aug 18</i>
<i>Joe Tall</i>	Vice-President	<i>15 AUG 18</i>
<i>Dean Purb</i>	Secretary	<i>15 AUG 18</i>
<i>[Signature]</i>	Treasurer	<i>15 AUG 18</i>
<i>[Signature]</i>	Member-At-Large	<i>10 Aug 18</i>
Not Applicable	Regular Members	
	CO of MCB Quantico	

