



RULES AND BY-LAWS

Article I

1. Call meeting to order.
2. Reading of minutes of previous meeting.
3. Report of Treasurer.
4. Report of Membership Secretary,
5. Report of Committee.
6. Unfinished business.
7. New business or correspondence.
8. Good or Welfare for the Club.
9. Adjourn.

Article II

Duties of Officers

Section 1 - President. – It shall be the duty of the President to preside at all meetings of the Corporation, as well as the Board of Directors, call special meetings when necessary, appoint and be a member of all committees, have general supervision over all matters pertaining to the Corporation, and see that harmony prevails and that the “Rules and By-Laws” and the Constitution of the Corporation are enforced.

Section 2 - Vice President – The Vice President will conduct meetings in the absence of the President. He or she shall assist the President whenever possible.

Section 3 - Recording Secretary. – It shall be the duty of the Recording Secretary to keep accurate minutes of proceedings of the Corporation, and the Board of Directors, and



to keep a true and just account with the Treasurer and with each member of the Corporation, to carefully preserve and file his or her records of all monies received and paid out by the Treasurer. All correspondence shall be conducted by the Secretary.

Section 4 - Membership Secretary – Keep a list of all members with address and age, occupation, etc., have necessary forms and cards printed as required. Collect dues and keep record of dues collected and turn receipts over to the Treasurer at monthly meeting.

Section 5 - Treasurer – a) It shall be the duty of the Treasurer to keep a just and accurate account of all monies received by him or her and to deposit the same immediately after the receipt thereof in the name of the Corporation.
b) He or she shall pay out such monies as authorized by the Corporation.
c) He or she shall keep an accurate account of all his or her disbursements.

Section 6 - Steward – a) He or she shall be responsible for supplies used on the range, such as targets, ammunition and other expendable items.
b) He or she shall look after the scopes, rifle rests, sand bags, rifles and other equipment used by our members. This shall be accomplished by active inventory and hand receipts for all equipment loaned out. He or she should notify the President of the condition and need for this equipment as required.
c) He or she collect when necessary cash from the containers provided,



for items sold on our honor system, and keep a record thereof. The funds with a record thereof shall be turned over to the Treasurer at the monthly meetings.

Section 7 - Board of Directors – The Directors shall hold title to all property real and real estate in the name of the Corporation. The approval or disapproval of any bills except replacement bills.

Section 8 - Junior Members – A Junior Member is to be given safety instruction by a qualified Senior Member before using the Range. He or she is in the company of a responsible Senior Member when using the range at all times. He or she does not receive a key to the Range and Club House and is not allowed shooting guests.

Article III

Section 1 - The York Rifle Range Association, Inc. will use Roberts Rules of Order in all matters not covered by the Constitution or the “Rules and By-Laws”.

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