

**BY-LAWS  
WOMEN'S SHOOTING CONNECTION  
OF NEW MEXICO**

**Article I. Name and Purpose**

Section 1. The name of this organization shall be the Women's Shooting Connection of New Mexico (the Club).

Section 2. The Purpose of the Club is defined in the Mission Statement as follows below.

**Mission Statement**

To provide a safe, supportive, and encouraging environment for women shooters of New Mexico, and to:

1. Provide information on shooting resources for women in the state of New Mexico;
2. Increase shooting opportunities for female shooters meeting membership requirements;
3. Help women locate training resources for sport and self-protection;
4. Help women identify opportunities to improve their shooting skills;
5. Provide social opportunities for women interested in the shooting sports.

**Article II. Membership**

**Section 1. Members**

- a. A member is defined as a citizen of good repute, who has completed a membership application, and is current on yearly dues.
- b. Only members are allowed to vote on business of the Club.
- c. Guests may only attend one meeting as a guest before joining the Club.

**Section 2. Dues and Expenditures**

- a. Dues are \$36 per year for those over age 21. -Dues will be collected each March. Those joining after March will pay a prorated amount of \$3 per month remaining until the upcoming March. Anyone between the ages of 10 and 21 may become a member, provided a parent or guardian is also an active member and present during events. One or more females under the age of 21 from the same family may be members for \$25 per year. Dues will cover the basic operating costs of the club, including yearly insurance, equipment, marketing, costs of special events, and other incidental expenses. The amount of yearly dues will be re-evaluated every January by the Board, and voted on by the membership.

b. Expenditures up to \$50 may be made at the discretion of the Treasurer and the President. The general membership must authorize expenditures of more than \$50. All checks require any two of the following four signatures: President, Vice President, Secretary, or Treasurer. Any member who makes expenditures for the Club must have authorization beforehand and have a receipt to be reimbursed.

### **Article III. Officers**

**Section 1.** The Club Officers shall consist of President, Vice President, Secretary, and Treasurer. This group shall be referred to as the Board.

**Section 2.** Nominations for the next calendar year will be made at the October general meeting. Officers will be elected at the December general meeting and installed at the January meeting. This process may be changed due to extenuating circumstances by a simple majority vote of the members present at a general meeting.

#### **Section 3. Duties of the Officers**

a. The President is responsible for conducting all meetings-and organizing events with the input and assistance of the Board. She will ensure general membership is kept aware of all Club activities by sending out a monthly report within seven days of each monthly meeting or event. The general membership will assist by volunteering to take attendance and notes during the meetings. The monthly reports will be kept in a binder for reference. She will oversee the preparation of all media regarding the Club and its activities.

b. The Vice President will assume the duties of the President when she is unable to perform them. In addition, the Vice President will maintain the member database, including member applications, renewals, and payment of dues. She will update the application form and send out welcome letters with membership cards as needed.

c. The Treasurer will keep a record of the Club's budget, maintain the checking account, make deposits and write checks, and prepare financial reports each month to be presented at the general meeting. Financial records will be open for inspection by any member, within 30 days of a request made to the President. An annual audit will be conducted, if possible, by a non-club member, and a report will be prepared by the Treasurer and signed by the Treasurer, President, and a general member, and presented at the January general and Board meetings.

d. The Secretary is responsible for keeping the minutes of all meetings, keeping said minutes in a minutes book, and sending out copies of the minutes to members no later than seven days before the next meeting for review and corrections. She will prepare any correspondence or special mailings for the Club as directed by the President or Vice-President.

e. Non-Board Positions. The Board may appoint standing and/or Ad Hoc Committees as needed. Committees will schedule their own meetings as needed and keep notes of their findings to be passed on to the Board and membership. No recommendations will be made to the general membership without being submitted through the Board.

#### **Article IV. Meetings**

**Section 1.** General membership meetings will be held monthly on the second Sunday at 1:00 pm for shooting if held at a range and 2:00 pm for the general meeting. Any deviation from that day and time will be announced at meetings and a notice sent via email. Agendas and reminders for meetings will be provided by email the week before the meeting. The January meeting will include a review of the prior year's reports from the Board and the installation of new officers.

**Section 2.** Board meetings will be held when necessary, on a date to be determined by the Board. Agendas for all meetings will be provided at least seven days in advance. The President will notify the membership by email of the time and place. Any member can attend the Board meetings if they so desire.

**Section 3.** Members of the Board who have a financial, personal, or official interest in, or conflict of interest (or appearance of a conflict) with any matter pending before the Board, of such a nature it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse herself from discussion and voting on said matter.

**Section 4.** For the general membership meetings, a quorum will consist of the members present. A Board meeting quorum will consist of a simple majority of existing Board members, which is two. In the absence of a quorum, no action will be taken until a subsequent vote with a quorum is present.

#### **Article V. Expulsions and Vacating Positions**

**Section 1.** A request for expulsion of any member will be made in writing, presented, and voted on during the next Board meeting.

**Section 2.** If a member of the Board vacates her position during the year, the Board will convene to appoint a member to fill in until nominations can be made and an election can be held at the next general or special election.

#### **Article VI. Liability Insurance**

**Section 1.** Liability insurance must be purchased yearly in February before the previous policy expires in March. The retiring Board must ensure sufficient funds are in the bank account to renew the policy in the following year.

**Section 2.** A General Release Form must be signed by all members and guests each year, and at all special events. -These forms will be kept in the Club files with the membership applications.

## **Article VII. Safety**

All firearm safety rules and range etiquette rules are to be observed at ALL times. If a member or guest is planning on shooting at a range event, she MUST sign the General Release form before shooting. If a participant demonstrates any unsafe behavior that is not corrected, the Range Safety Officer for the event will ask participant to leave. If serious, the member or guest could be barred from future shooting events by board decision at an emergency board meeting.

## **Article VIII. Amendments to the By-Laws**

**Section 1.** Any member may propose amendments to these By-Laws at any regular meeting or special meeting called for the purpose of amending the By-Laws. The President must give the membership a minimum of 14 days notice by email of the proposal before members can vote on changes.

**Section 2.** The President will publish the approved By-Laws changes to the membership within seven days of such approval.

## **Article IX. Dissolution of the Club**

If the current members of the Club decide there is no longer sufficient interest to maintain the Club, it shall dissolve.

**Section 1.** The Board members will ensure that all outstanding debts have been paid. Any monies left in the Club bank account will be donated to another 501(c)(3) organization, to be determined by the members attending the final meeting. The Board must follow the state's guidelines for dissolving the club.

**Section 2.** All equipment and supplies remaining from any NRA Foundation Grants shall be transferred to another 501(c)(3) involved in the shooting sports with a similar mission to the Club, if possible.

**Section 3.** The Board must inform the IRS how the Club is going to dispose of its funds. When it files its final annual return, Form 990, it must enclose a completed Schedule N detailing how the assets of the organization were distributed. Schedule N describes all the assets disposed, including cash, as well as detailing any transaction fees and when distribution occurred. The IRS must receive the completed Form 990 and Schedule N within 4 months and 15 days of the dissolution of the Club.

Amended 01/02/2020

Submitted to and approved by the general membership 01/12/2020