

**CUMBERLAND RIFLRMEN  
CONSTITUTION**

**And**

**BYLAWS**

**2007**

**Accepted and approved by popular vote of the club on March 15, 2007**

Amended certain sections of the Bylaws by Board Approval

on June 20, 2013

Attest to: \_\_\_\_\_

Paul L. Adamowski, President

*All references to "Club" shall mean Cumberland Riflemen, Inc.*

*All references to him or to his shall not mean solely the Male gender but shall be inclusive of male and female.*

**Change date: June 20, 2013**

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## HISTORY

In about 1964, several area shooters were looking for a place to shoot rifles and hold matches. They frequented several gravel pits only to be chased out.

One of the shooters happened upon a large sand and gravel pit owned by the Smith family. After securing permission from Mr. Smith, the group was granted permission to use the pit. Those "Pioneers" cleared and surveyed the property and found the property to encompass about 108 acres.

The area that was cleared was developed into a six hundred yard rifle range. The "Pioneers" even hand dug a well to have fresh water to drink. Shooters came from miles around to shoot on the range and conduct matches. Some shooters thought the water so good that they brought empty jugs to fill with the cold fresh water from the well. Unfortunately, the ravages of time and vandalism have caused the well to be abandoned.

The group founded the club and incorporated it as "Cumberland Riflemen". Initially, the meetings were held at the Navy Club and then the Elks Club until that building was torn down.

In order to have shooting benches, the club members brought ironing boards and old canvas beach chairs to sit on.

At this writing, Fred Rosi, John Courter, and Jack Taylor are the only living charter member. Fred was instrumental in developing a youth program. They were able to secure through the NRA some Model 1903 Springfield Rifles, M1 Garands and some 1911 Pistols. The club was also able to receive thousands of rounds of ammunition through the NRA and the Director of Civilian Marksmanship. The Club developed a Rifle and a Pistol Team. Unfortunately, the rifles and pistols had to be returned. A twenty position pistol range was created with turning targets and a fifty yard line. NRA sanctioned matches were regularly held on both the Rifle and Pistol Ranges.

The rifle shooters remained together but the pistol team and the pistol range were ultimately disbanded.

The continuing rifle activity was huge and matches had so many participants that parking was hard to find. Cars would fill the area that is currently the pistol range and cars would line the road from the highway to the 600 yard firing line. Shooter's wives sold hot dogs, hamburgers and other refreshments.

The pistol program was restarted in 1991 by the Club Secretary, Tom Wnorowski. In the early days of the restarted program, the pistol matches would draw between fifteen and twenty shooters. Initially those matches were 2700 Bullseye Matches but due to a lack of support, Tom had to drop the length of the matches back to an eighteen hundred.

With the decision of long time President Fred Brown not to seek reelection in January of 2006, the functioning of the Club was realigned by its Board of Trustees and the newly elected officers to conform to legal requirements of the times. Several programs to decrease liability of the Officers and members were put into operation, and the Articles of Incorporation were amended to reflect several changes of law that had been enacted since the original incorporation. A new Constitution, Bylaws and a Manual of Operation were drafted to run the club according to present day corporate rules.

In 2009, the club negotiated with the Smith Family and purchased the 100 acres of land that now makeup the Cumberland Riflemen Range Complex. The Club then embarked upon a rebuilding program which is currently on-going. The near future will see the addition of more ranges in an effort to provide shooting programs and environments for all our members.

*April 14, 2013*

**CONSTITUTION AND BY-LAWS COMMITTEES**

**DATE OF ADOPTION: April 10, 1963**

Angelo R. Masilotti, Chairman

John Taylor

J. Robert Courter

Fred Rosi

M. Joseph Martolli, Jr.

**REVISED AND REPRINTED, March 15, 2007**

Paul L Adamowski, Chairman

Alan Weinerman

Thomas Wnorowski

Anthony Magolda

James McGarry

Kenneth Hignutt, Sr.

Charles Fry

**REVISED AND REPRINTED, June, 2013.**

**January 15, 2015**

Paul L Adamowski, Chairman

Frank Hignutt

Thomas Wnorowski

Peter Romanik

James McGarry

Kenneth Hignutt, Sr.

Frank Karwowski

John Patten

Kim Quigley

Michael Berezin

Robert Warzbok

**Committee, April 2, 2020**

James McGarry, President

Frank Hignutt, vice president

Thomas Wnorowski, Secretary

Kirk Hewitt, Treasurer

John Patten, Executive Officer

Michael Berezin, Rifle Chair

Frank Karwowski, Smallbore Chair

Greg Warde, Pistol Chair

Robert Warzbok, Steward

**x**

## **LIST of Presidents by Year**

1964- 1970 Robert Masilotti

1970-2006- Frederick Brown

2006- 2020 Paul L. Adamowski

resignation for health reasons, April 2, 2020

2020- James McGarry

appointed to Adamowski's unexpired term

**CUMBERLAND RIFLEMEN, INC.**  
**CONSTITUTION**

**Article 1** **Name**

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The name of this organization shall be Cumberland Riflemen, Inc., to be operated as a non-profit organization.

**Article 2**

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**Objectives**

The purpose for which this corporation is organized is to educate the public and club membership in the promotion of rifle and pistol marksmanship, target shooting, firearms safety, the conservation of wildlife, good sportsmanship, civic responsibilities, the foundations of true patriotism and all other lawful purposes.

Cumberland Riflemen, Inc. is organized exclusively for educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Article 3** **Organization**

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The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Executive Officer, and a Board of Trustees.

The Board of Trustees shall serve as and constitute a Board of Directors, also known as Executive Board.

The Board of Trustees shall consist of the President, Vice President, Secretary, Treasurer, Executive Officer, Membership Chairman and one member appointed by the President with Board approval from each of the operating committees and facilities.

**Article 4** **Officers and their Duties**

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**Section 1-President**

- a) It shall be the duty of the President to preside at all meetings of the organization and the Board of Trustees.

- b) The President shall appoint all committees.
- c) The President shall, at the end of his term, see that all committee records made during his term of office are filed with the Secretary.
- d) The President shall make an annual report at the annual election meeting regarding the activities and accomplishments during his term.
- e) The President shall schedule and chair the meetings of the Board of Trustees.
- f) The President may sign checks in the absence or in cases of unavailability of the Treasurer.
- g) The President shall serve as the Chief Executive Officer of the Club and shall have the power to implement all decisions of the Board of Trustees.

### **Section 2-Vice President**

The Vice President shall, in the absence of the President, preside and perform all the duties of the President. The Vice President shall perform all duties assigned by the President.

### **Section 3- Secretary**

- a) It shall be the duty of the Secretary to keep a complete record of the proceedings of the organization; to issue notices of special meetings: to conduct Club correspondence and to retain copies, and make them available to the club officers.
- b) He shall receive and distribute all incoming mail.
- c) He shall attend all regular meetings of the Board of Trustees with all records available.
- d) He shall maintain a record of attendance for Officers and the members of the Board of Trustees.
- e) He shall be responsible for the submission of annual reports to the Superintendent of State Police.

### **Section 4 –Treasurer**

- a) The Treasurer shall have overall responsibility for all funds and securities of the organization, keeping accounts in the manner prescribed by the Board of Trustees. The Operational duties shall be shared between the Treasurer and an Assistant Treasurer (appointed) and the Membership Chairman.
- b) He shall maintain all negotiable securities and documents such as insurance policies, deed bonds, bills of sale, tax records, licenses,

tax payments, permits or any legal documents regarding Section 4, a (above). He shall file these items in a safe place so approved by the Board of Trustees. These records and documents shall be subject at all times to inspection by the Board of Trustees.

- c) He shall insure that at each regular meeting of the Board of Trustees, a statement of the financial condition of the organization is presented showing all receipts and disbursements during the intervening period of time since the last meeting of the Board.
- d) He shall compile and submit a yearly budget and track expenditures against that budget. He will report the same to the Board Quarterly.
- e) deleted
- f) All monies collected for the organization shall be deposited in a bank designated and approved by the Board of Directors. All disbursements will be paid by check.
- g) The Treasurer will be responsible for the preparation of checks for items and expenses as approved and forwarded to him by the President. The President will also have the authority to prepare and sign checks.

#### **Section 5 –Assistant Treasurer (President’s appointment/Board approval)**

- a) It shall be the duties of the Assistant Treasurer to assist the Treasurer in the performance of his duties and to assist in reviews of club expenditures and audits.
- b) He shall also perform any other duties assigned by the Treasurer.
- c) deleted

#### **Section 6 –Executive Officer**

- b) The Executive Officer shall be responsible of all the ranges, their maintenance and usage, including safety and he shall insure that all activities conducted thereon will be done so in a safe and orderly manner.
- c) He shall have the authority to appoint and supervise Range Officers who are his assistants and who will have the authority to check personnel using the ranges for current club identification the safe operation of the ranges.
- d) He and his assistants will have the authority to remove personnel from the facility.

- e) He shall have a Steward who will oversee the ranges and maintenance. The Steward may be paid a stipend as determined by the Board.

**Section 7 – Membership Chairman** (Presidential appointment with Board Approval)

- a) It shall be the duties of the Membership Chairman to collect all applications for membership and retain those until the membership books are declared open by the board.
- b) The total membership shall be set by the Board and opened yearly or/at the direction and discretion of the Board.
- c) At the time when the applications for membership are to be opened, the Chairman will compile a list and report to the Board the identity of the prospective applicants.
- d) The Membership Chairman will announce the identity of the applicants who are to be approved by the Board at a monthly meeting. Barring any objections from the membership (Board or General), the Membership Chairman will then be directed by the President to process those prospective applicants for membership.
- e) Upon direction the Chairman will process the request for membership, to include the collection of the initiation fees, workday fees and membership fees then in force. Dues will be collected and deposited in the banking institution selected and approved by the board. The Treasurer will report to the Board in the meeting following intake a report of new members and amounts collected.
- f) Those new prospective members against whom there is lodged a complaint will have those allegations examined by the Board to insure the veracity of the allegation. Under no circumstance will membership be denied to any person as a result of race, gender or on religious grounds. Any allegations against a prospective member will be adjudicated in a swift manner and every attempt will be made to insure that the allegations are adjudicated promptly and judiciously
- g) The Membership Chairman will maintain an accurate, permanent record of each member's proper name, address, phone number, date of birth, date of application, dates of termination of membership and reason, and any other information so prescribed by the Board of Trustees.

- h) The membership Chairman will oversee the orientation meeting for newly approved members, issuance of the appropriate keys and key cards, and membership identification.
- i) Orientation will include a tour of the range, with explanation of the rules governing each activity, range etiquette, a safety briefing and rules of operation regarding the various ranges.
- j) He shall perform additional duties as assigned by the President.

## **Section 8 – Left vacant in the original**

### **Section 9 –Attendance**

- a) All officers must attend one half of the regular meetings in each fiscal year. Failure to attend the stipulated amount of meetings in any calendar year may result in a termination of the office and a replacement shall be appointed by the President subject to Board approval to be followed by a nomination and election by the membership at the next position election.
- b. All officers must attend one half of the regular Board Directors meetings of the fiscal year or may be dropped from the office and a replacement shall be elected as specified in the Manual of Operations.
- d) If any officer is absent two consecutive regular Board of Trustees meetings, he may be dropped from office and a replacement shall be appointed followed by nomination and election at the next position election.
- e) Decision regarding status or implementation of any action against any officer under any provision of this section will be at the discretion of the President.

### **Section 10 –Board of Trustees**

- a) The Board of Trustees shall consist of the following members – President, Vice President, Treasurer, Secretary, Executive Officer, Steward, one member of the rifle committee, one member of each activity committee and/or a representative of each range and the Chairman of the Membership Committee. The committee representative shall either be nominated by that committee or appointed by the President.
- b) The Board shall be chaired by the President and will meet at his call.
- c) The Board of Trustees shall authorize and approve the annual operating budget.

- d) The Board of Trustees shall review all expenditures of the Club monthly. They shall approve all expenditures over \$300.
- e) The Board shall have the power to terminate or suspend any member or members for conduct which in their judgment may endanger the welfare, interest, good order or character of the organization. This action will take place provided that such member or members be notified to appear and be given the opportunity of a hearing before a Disciplinary Committee to be composed of at least three members, including the Vice President or in his absence an officer appointed by the President who shall serve as committee chairman and will ensure that the disciplinary committee meets, hears evidence and determines culpability and recommends a suitable consequence that might be as drastic as suspension or forfeiture of membership. A finding and recommendation does not require that the member or members actually appear. Failure to appear forfeits the right of hearing and permits the Board to act at their discretion. The finding and recommendation is reported to the President who can concur and forward that information to the Board for its approval or he may send it back to the Disciplinary Committee for further investigation or review.
- f) The Board of Trustees shall make all rules and regulations, not in conflict with the Constitution and Bylaws of the Club, and will have the power to amend or change the Bylaws for the management and regulation of the Club and the maintenance of good order therein and provide and enforce all penalties for their infraction.
- g) A quorum of the Board of Trustees shall consist of four members of the board. In the event a quorum is not present at the regular meeting of the board, the meeting cannot be official.
- h) The Board shall be regulated in its operation and powers by the Manual of Operations.

### **Section 11- Term of Office**

The term of office for all officers will be as delineated in the Bylaws.

### **Definitions**

Calendar years start January 1<sup>st</sup>.

Fiscal year starts July 1<sup>st</sup>

**CUMBERLAND RIFLEMEN, INC**  
**Bylaws**

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# BYLAWS

## Purposes

To educate the public and club membership in the promotion of rifle and pistol marksmanship, target shooting, firearms safety, the conservation of wildlife, hunting , good sportsmanship and civic responsibilities;

Cumberland Riflemen, Inc. is organized exclusively for educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code;

To take and hold by bequest, devise, gift, grant, purchase, lease or otherwise any property, real personal, tangible or intangible, or any undivided interest therein, without limitation as to amount or value, to sell, convey or otherwise dispose of any such property and to invest, reinvest or deal with the principal or the income thereof in such manner as, in the judgment of the Trustees, will best promote the purposes of the corporation;

To cooperate with individuals, groups (public or private) and governmental organizations to the aforesaid ends and in the foregoing activities;

To collect, solicit and otherwise raise money from private and public, domestic and foreign sources and distribute and expend it for the furtherance of the purposes contained herein;

To do any other act or thing incidental to or connected with the foregoing or in advancement thereof, but not for the pecuniary profit or the financial gain of its directors, trustees or officers, except as may be permitted by law;

The corporation shall have all the powers provided for nonprofit corporations by the laws of the State of New Jersey, but such powers shall be used only in furtherance of the purposes set forth herein;

The enumeration of the aforesaid purposes and powers shall not be deemed to limit or restrict the general powers of the corporation and the enjoyment and exercise thereof, as conferred by the laws of the State of New Jersey upon nonprofit corporations.

### **Pecuniary Profit**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Dissolution**

Any merger or dissolution shall be according to the laws of the State of New Jersey. Upon the dissolution of the organization, assets shall be distributed for one of more exempt purposes within the meaning of sections 501(c)(4) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Cumberland County, New Jersey, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Trustees**

**Number:** The authorized number of Trustees of this corporation shall be ten (10).

**Qualifications of Trustees:** Trustees must be citizens of the United States and members in good standing of the Club,

**Composition of the Board:** The President, Vice President, Secretary, Treasurer and Executive Officer shall be elected by virtue of the terms of their office. Rifle, Pistol, Youth, and 100 Yard Range Committee representatives shall be selected from their respective committees and/or be appointed by the President. The Steward will sit on the Board by virtue of his position.

**Elections of Officers/Trustees:** The President and Secretary will stand for election on even numbered years. The Vice President, Treasurer, and Executive Officer will stand for election on odd numbered years. Elections shall be timed to coincide with the turn of the fiscal year. Terms of office for each position are two years. At a point of time prior to the elections, an announcement should be placed in the Club Newsletter preceding the election or by email blast and by publishing in the Club Website announcing that a nominating committee appointed by the President will accept nominations for the office to be under election. Part of this announcement will be a statement as to whether the incumbent wishes to run for his office. Nominations may be self-nominated. Nominations will close not earlier than two weeks following the published announcement. If there are no challengers for the office, the election will not be held and the incumbents shall stay in office as if elected. If the office is contested, the ballot shall be a part of the June newsletter. Elections shall close and votes be counted by officers not under election not later than August 15. Results will be announced by email blast and bulletin board postings.

Appointed trustees will serve at the discretion of the President and may be removed for cause and such action shall be approved by the remaining trustees.

**Replacement of Trustees:** Whenever a vacancy exists in the Board of Trustees, whether by death, resignation or otherwise, the vacancy shall be filled by Presidential appointment subject to Board approval. The appointee will serve out the term of office remaining until the next

election whereat the procedure outlined in Election of Officers/Trustees is to be followed. Any person appointed or elected to fill the vacancy of a trustee must have the same qualifications as were required of the trustee whose office was vacated.

Any trustee may be removed, with or without cause by a majority of the members at a regular or special meeting called for that purpose. At any such meeting, any vacancy caused by the removal may be filled as outlined above.

**Compensation:** No member of the Board of Trustees shall receive any compensation from the corporation. This provision shall not prohibit the reimbursement of reasonable expenses appropriately sustained by any Trustee on behalf of the Corporation, as may be approved by the Board of Trustees.

**Liability of Trustees:** The Trustees of this corporation shall not be personally liable for its debts, liabilities or other obligations, and additionally, shall have such limited liability as is specified in the certificate of incorporation, as it may be amended and /or N.J.S. Title 15A.

### **Trustee Powers**

Except as otherwise provided in the certificate of incorporation, as it may be amended, or by law, the powers of this corporation shall be exercised, its properties controlled and its affairs conducted by the Board of Trustees, which may, however, delegate the performance of any duties or the exercise

of any powers to such officers and agents as the Board may from time to time, by resolution, designate.

### **Qualifications of Officers:**

Officers, other than candidates for President and Vice President, must be eighteen years of age, citizens of the United States, members in good standing, and having more than two years membership in the club and have not been indicted or arrested for any crime involving violence.

A member, in order to be considered as President or Vice President, shall have demonstrated his interest in the club: (a) by some notable action – i.e., membership on some committee; contributing presence at club activities or work parties; and (b) have been a member for a period of not less than three (3) years prior to his nomination; and (c) have been a

member in good standing for his entire term of membership; and (d) shall have not been convicted of an indictable crime, level one through four, commonly known as a felony, and have not been arrested for any crime involving violence.

**Removal:** Any officer may be removed with cause by a majority vote of the members at any regular or special meeting. However, the authority to act as an officer may be suspended by the Trustees for cause. The removal of an officer without cause shall be without prejudice to that officer's contract rights, if any. Election or appointment of an officer shall not of itself create contract rights. An officer may resign with written notice to the corporation. Resignation will be effective upon receipt thereof or at a subsequent time as shall be specified in the notice of resignation.

## **Members:**

**Qualifications of Regular Members:** (1) Members must be 18 year of age or older. (2) Members must be sponsored by a current member in good standing or furnish letters of reference to their good character. (3) A new member must be approved by the Board of Trustees. (4) Members must hold a valid New Jersey Firearms Identification Card, (5) Members must also be members of the National Rifle Association (NRA). (6) Members pledge to abide by the Rules of Safety and the code of Ethics.

**Membership Cards:** Membership Cards shall be signed by the President and are to be prominently displayed at all times when on Club Facilities. Membership Cards and Gate Entry Cards are the property of the Club and shall be surrendered upon resignation, dismissal, revocation or request by the Board of Trustees. Membership Cards or receipts (at the discretion of the Board) shall contain the following statement on the back:

New Jersey Statutes Title 2C:39-6f;

Nothing in subsection b, c, and d, of N.J.S. 2C:39-5 shall be construed to prevent: (1) A member of any rifle or pistol club organized in accordance with the rules prescribed by the National Board for the Promotion of Rifle Practice in going to or from a place of target practice, provided that the club has filed a copy of its charter with the superintendent and annually submits a list of its

members to the superintendent and provided further that the firearms are carried in the manner specified in subsection g of this section.

**Complaint Hearings:** Any member may file a written complaint against any other member with the Board of Trustees. All complaints should first be submitted to the President or Vice President who shall investigate and then, if necessary, convene the Disciplinary Board. The investigator shall file a report with the Board of Trustees. Upon concluding the investigation, the Disciplinary Board will submit a report to the President or Vice President who will either concur or not. The finding and the President's recommendations will be submitted to the Board of Trustees. The Board will approve the recommendations or send the issue back to the Disciplinary Committee for further consideration.

**Liability to Members:** The Members of this corporation shall not be personally liable for its debts, liabilities or other obligations and additionally shall have such limited liability as is specified in the certificate of incorporation as it may be amended and or N.J.S Title 15A.

**Removal of member by Trustees:** Any member may be removed, with or without cause by a majority of the Trustees at a regular or special meeting called for that purpose. At any such meeting, any vacancy caused by the removal may be filled by temporary Presidential appointment outlined above.

**List of members and Club Authorization Requirements:** The list of club members shall be submitted annually to the Superintendent of State Police pursuant to N.J.S.2C:39-6f(1) and N.J.S. 2C:58-3.1 in order to qualify as an "authorized" target range. A copy of the Club's charter shall also be submitted annually to the Superintendent of State Police in conformance with N.J.S.2C:39-g(1) and N.J.S. 2C:58-3.1. A list of the Club's Officer's shall also be submitted annually to the Superintendent of State Police in conformance with N.J.S.2C:58-12. This submission will be the responsibility of the Secretary and shall be accomplished by September 30 following the closing of the dues payment.

## **Amendments**

**POWER OF TRUSTEES TO AMEND BYLAWS:** Subject to the limitation of the Certificate of Incorporation, as it may be amended, these bylaws, and N.J.S. Title 15A, concerning corporate action that must be authorized or approved by the members of that corporation, the bylaws

of this corporation, may be amended, repealed or added to, or new bylaws may be adopted by a resolution of the Board of Trustees.

**EFFECT:** Unless otherwise stated, amendments shall take effect at the close of the meeting at which they were adopted.

### **Proxy Voting**

Proxy voting will not be allowed for Trustees or members.

### **Order of Business**

Roberts Rules of Order (most recently revised edition) shall be the parliamentary authority at all meetings of members and at all meetings of the Board of Trustees. Other procedures are established through the Club's Manual of Operations. The Club shall be organized in accordance with the rules prescribed by the National Board for the Promotion of Rifle Practice. The corporation shall also be in conformance with any rules and regulations promulgated by the National Rifle Association of America.

### **Quorum**

**TRUSTEES:** A quorum of Trustees shall consist of four or more Trustees in order to conduct trustee business.

**MEMBERS:** A quorum of Members shall be 10 or more members in good standing in order to conduct member business.

### **Manual of Operations**

The Manual of Operations is designed to develop a procedure to implement these Bylaws. The Manual maybe modified and changed by vote of the Board of Trustees. It is made a part of these Bylaws by this inclusion.

### **Code of Ethics**

I will obey the rules of safe gun handling and will courteously, but firmly, insist that others with and around me do the same.

I will obey all game laws and regulations and will insist that my companions do likewise.

I will do my best to acquire those marksmanship and hunting skills, which demonstrate responsibility and good sportsmanship.

I will support efforts to promote firearm safety and responsible firearms ownership, which can assure continued ownership of firearms for future generations of Americans.

### **Rules of Safety**

The Range Rules and Regulations, Safety Rules, and Rules of Range Etiquette. as enumerated in the Safety Section of the Manual of Operations are hereby made a part of these bylaws.

**Cumberland Riflemen, Inc.**

**MANUAL OF OPERATIONS**

# MANUAL OF OPERATIONS

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# MANUAL OF OPERATIONS

## **ARTICLE 1**

## **Membership**

Any citizen of the United States, 18 years of age or over, may apply for application to membership to the Cumberland Riflemen, under the following conditions:

(a) Application shall be initially made in person, by mail, email or fax to the Membership Chairman (MC). The MC shall keep a list of applicants and, at the appointed time, or at a time determined by the Board, the MC shall contact the applicant and instruct the applicant to continue the application process by attending a meeting of the Membership Committee at a time designated by the MC. The applicant shall be accompanied by at least one sponsor, who is a member in good standing. The sponsors shall submit statements regarding their personal knowledge of the activities of the applicant. Sponsors may submit a letter instead of an appearance. If an applicant cannot secure a sponsor, he may at the discretion of the MC submit a letter from a person of influence in his community attesting to his good character.

(a) Required for membership to this organization shall be the following:

- A. Citizenship of the United States, 18 years or older
- B. Membership in the National Rifle Association
- C. Be a person of good character, with no arrests for violence or crimes against the person.
- D. Be in possession of a valid Firearms Identification Card, issued by the State of New Jersey (or equivalent from State of Residence). For those residents of

states not issuing a Firearms Identification Card, the applicant must furnish a letter from a Police Official, in the rank of Captain or above, attesting to his character and lack of any felony conviction and lack of a record of any arrests for crimes involving violence against life or property on the part of or by the applicant.

- (b) The MC shall post before the Board of Trustees the names of the prospective members and the identities of their sponsors. The Board shall discuss the applicants with attention given to character, any arrest information, or any derogatory information which could be used to preclude membership. Where problems are uncovered, the Board will vote on the suitability and acceptance of the prospective members.
- (c) Derogatory information may not consist of information regarding race, political affiliation, creed or religion.
- (d) omitted
- (e) Derogatory information raised at any membership meeting will be immediately discussed by the Board in a closed session and a decision rendered by the entire Board.
- (f) Any applicant denied membership as a result of a Board action shall be notified in writing and be given an opportunity to appear before the Board and present matters and facts in explanation or mitigation. If an applicant fails to request a meeting or fails to appear, the vote of the Board will be final and binding for the duration of the existence of the club and that member will not be considered for future membership.
- (g) Following any meeting with the applicant, the Board shall vote again and this vote will be final and binding regarding membership status of that prospective member. In the case of a presentation by the prospective member, the Board may stipulate that the member may reapply at the conclusion of a set amount of time pending demonstration of a change in behavior which originally precluded membership, or the Board may determine that that an application will not be accepted from that member at any time in the future.

- (h) In the absence of any information sufficiently of value to preclude further processing, the MC, upon direction of the Board, shall direct the member to present themselves at the club at a time to be determined by the MC for processing, and orientation.
- (i) All applicants shall be interviewed by a committee appointed by the President. The committee shall consist of a minimum of three members. This committee shall be chaired by the MC and the committee known by the name of the Membership Committee.
- (j) The Membership Committee shall report the results of their interview to the Board of Trustees.
- (k) At the interview meeting, the applicants will be interviewed and processed for club membership. They will be present two color passport sized photos and have the applicable fees for initiation and dues. Upon payment of dues and initiation fees, they will be scheduled for an orientation meeting. The orientation will include instruction as to the club, its history, expectations, communication methods, operation, rules and regulations, range etiquette, and a safety discussion. These items will be covered in accordance with a lesson plan approved by the President. New members will also each receive a copy of the rules and regulations and the safety rules. New members will also receive a safety class and a site orientation by means of a tour of the facility.
- (l) An applicant, upon being accepted to membership, shall be required to subscribe to the following pledge:  
“I-----do hereby certify that I am a citizen of the United States of America and that I am not a member of any organization of group which has as any part of its program, the attempt to overthrow the Government of the United States by force or violence: that I have never been convicted of a crime of violence and upon admission to membership, I will faithfully endeavor to fulfill the obligations of good sportsmanship and good citizenship.”

Following a verbal reading of the Code of Ethics, the prospective members will be asked by the President

whether they affirm that code and will attempt to abide by it.

If affirmations are positive, processing will continue and the prospective members will be welcomed into the club. Members will receive appropriate cards, keys and other items to be determined by the MC and Executive Officer.

Processing will be the responsibility of the MC, while the orientation will be conducted by the Executive Officer. Induction will be the responsibility of the President.

- (m) The newly inducted member shall be on probation for a period of one year. During that time, the new member cannot sponsor an applicant of membership. The membership Committee shall monitor the new member's conduct during the probation period. Removal from membership, during this period can be accomplished by a majority vote of the Membership Committee for cause. Removal from membership by the Membership Committee will not jeopardize future applications by the removed member.
- (n) All members shall be responsible for keeping an up to date information card. Correct addresses and telephone numbers must be on file with the MC and the Club Secretary.
- (o) To remain as members of the Club, an individual must pay dues on time; retain his citizenship of the United States; retain membership in the National Rifle Association; be a person of good character, with no arrests for violence or crimes against the person; be in possession of a valid Firearms Identification Card, issued by the State of New Jersey or equivalent – Sec.1 c.(4) and not have any derogatory decision made against him by the Board of Trustees limiting or cancelling his or her membership.

## **ARTICLE 2**

## ***Election Procedure***

### **Section 1**

The President, Vice President, Secretary, Treasurer and Executive officer shall be elected on dates as specified in the Bylaws.

- a) The President and Secretary will stand for election on even numbered years.
- b) The Vice President, Treasurer and Executive Officer will stand for election on odd numbered years.
- c) Elections shall be timed to coincide with the turn of the fiscal year. Terms of office are for two years.
- d) At six months prior to the election, an announcement will be placed in the club newsletter announcing that a committee appointed by the President will accept nominations for the office to be under election. This announcement may also be by email and/or announcement on the website. Part of this announcement will be a statement as to whether the incumbent desires to run for his office.
- e) Nominations may be self nominating.
- f) Nominations will close not earlier than two weeks following the published announcement.
- g) If there are no challengers for the office and the incumbent wished to stay in office the election will not be held and the incumbents shall stay in office as if elected. If the office is contested, the ballot shall be a part of the June newsletter.
- h) Elections shall close and votes be counted by the elected officers not under election not later than August 15. Results will be announced by email blast and published on the club web site. New Officers will be installed in the September Regular meeting.
- i) Appointed trustees will serve at the discretion of the President and may be removed for cause and such action shall be approved by the remaining trustees.
- j) If for any reason it becomes necessary to hold an election other than the regular election, there shall be an announcement at a regular meeting/email/website notice

that nominations shall be made at the next regular meeting and that an election shall

- k) be conducted at the regular meeting following the nomination.

## **Section 2**

A member, in order to be nominated to an office of the club, except for President, or Vice President shall have been a member of the club for a period of not less than two years prior to his nomination. He shall have been a member in good standing for his entire term of membership and shall not have been convicted of an indictable crime, commonly known as a felony.

## **Section 3**

A member, in order to be nominated as President or Vice President, shall have demonstrated his interest in the club: (a) by some notable action – i.e., membership on some committee; contributing presence at club activities or work parties; and (b) have been a member for a period of not less than three (3) years prior to his nomination; and (c) have been a member in good standing for his entire term of membership; and (d) shall have not been convicted of an indictable crime, level one through four, commonly known as a felony. {See Article 5, Section 4 for a definition of member in good standing.}

## **Section 4**

Any officer or member of the Board of Trustees, with an uncompleted term, who desires to run for another office, shall resign from his present office or position on the Board at the Board meeting prior to nomination.

## **Section 5**

Any member who resigns as noted in Section 4 above, shall not be eligible to run for the office that he vacated until the next regular election.

## **Section 6**

An election committee of at least one member shall be appointed by the President not less than three weeks prior to nominations. No candidate shall be a member of the Election Committee.

## **Section 7**

The Election Committee must have the assurance that anyone nominated will accept the office he is nominated to, if elected.

## **Section 8**

Election may be by either secret ballot or by show of hands, at the discretion of the President.

## **Section 9**

No member shall hold more than one elective office at the same time.

## **Section 10**

Installation of Officers and Board Members shall be held at the next regular meeting after the election, at which time, the newly elected officers and Board Members shall be sworn by a past President or senior Board member with the following charge:

“I \_\_\_\_\_, do solemnly promise that I will, to the best of my ability, perform the duties of my office as laid down in the Constitution and Bylaws of Cumberland Riflemen, Inc., until my successor is duly elected and installed.

That I will faithfully attend all meets of this Club and or Board of Trustees, sacredly guard and turn over to my successor all property of the Club committed to my charge, and further, that all my official acts while holding office, shall be just and honorable , working for the triumph of its principles.”

## **ARTICLE 3**

### ***Meetings***

### **Section 1**

The regular meetings of this organization shall be held the third Thursday of the month in the last month of the quarter (March, June, September, December). In the event that holidays or external factors would prevent a regular meeting being held on that Thursday, the Board of Trustees shall either designate another night or cancel that meeting.

### **Section 2**

During the meeting of the Executive Board in June , the Treasurer will present fiscal reports for the past year as related to the budget. The budget for the coming year will also be presented for approval during the June Executive Board meeting. A final budget status update will be presented the Executive Board in September.

### **Section 3**

The Board of Trustees shall meet the second Thursday of the month. If for reason, the President may designate another night within the same month. The President will prescribe the time and place of the meeting. The President may also, at his discretion, cancel the meeting. The President shall be allowed to make motions at Board meetings.

#### **Section 4**

A special meeting of the Board of Trustees may be called by the President, or any three members of the Board. Only such business as may be designated in the call shall be considered at any special board meeting.

#### **Section 5**

A special meeting of the Club may be called by the President upon the written request to the Board by any five members of the Club in good standing. Only such business as may be designated in the call shall be considered at any special board meeting.

#### **Section 6**

No member of this organization shall hold any meeting whether formal or informal, professing to have a public objective unless it is called in conformity with the Bylaws and the consent of the Board of Trustees.

#### **Section 7**

Ten members in good standing present at any regular or special meeting shall constitute a quorum.

#### **Section 8**

At the first regular meeting of the Board following the installation of new officers, the Board of Directors shall review and evaluate all Club property and liabilities -to include those of the Board, and protect same with necessary insurance.

#### **Section 9**

No parties, social gatherings, matches or like events shall be held on the Club property unless sponsored by the Club with the approval of the Board and shall be open to all members in good standing – with the exception of those dates and times specified in a published decision of the Board of Trustees.

#### **Section 10**

The fiscal accounting of the organization shall be conducted by a qualified committee of not less than three members appointed and scheduled by

the President and approved by the Board of Trustees. The committee should have at least one member who is not an officer. This committee shall be responsible to check records submitted by the Treasurer and the committee chairpersons; they should re-check all inventories and property of the Club, in accordance with fiscal accounting procedures and guidelines established and approved by the Board of Trustees. The committee should be appointed and conduct an audit at least once every five years or upon the change of President or Treasurer. Results are to be presented to the Board.

## **ARTICLE 4** ***Dues and Capital Fees***

### **Section 1**

The amount of dues and initiation fees will be prescribed by the Board.

### **Section 2**

Dues notices shall be included in May using the mid-year Newsletter. There will be only one notification.

1. Dues shall be payable yearly in June. Dues mailed must be post marked not later than the last day of June in order to be considered as timely. Dues received via any medium, on or after July 1, will be in arrears and the member will be charged a late fee.
2. At the time of dues payment, members must show proof of NRA membership by including an address label from any recent NRA publication or NRA Membership Card.
3. Omitted.
4. If a member submits a check which fails to clear due to insufficient funds, that member will be contacted and given one opportunity to remit payment. Additionally, that member will be assessed a fine of \$50.00 to cover bank processing costs.
5. Annual dues are set forth by decree of the Board of Trustees. Dues are collected usually in the period April-June. Failure to pay dues before the deadline of June 30 will result in that member being dropped from membership. In order to be reinstated by July 31, a member must pay an additional late fee of \$10.00. Following July 31<sup>st</sup>, in order to be reinstated within the first year of nonpayment of dues, all back dues and any assessments must be

paid along with an additional \$50.00 fine. Following the next years dues period, the member must repay the current initiation fee and attend an orientation session.

6. Members are requested to attend one work day a year.
7. Work days intentionally omitted with the formulation of the maintenance committee
8. If any member is experiencing financial difficulty and cannot afford to pay dues, that member should discuss the matter with the President. The President has the power to suspend or delay payment.
9. A new member is required to pay a non-refundable capital improvement fee of an amount to be determined by the Board upon application.
10. Dues of those members who are exceeding the established budget amount are to be placed into the capital account.

### **Section 3**

Any member leaving the area (250 miles minimum) or entering into military service, may apply in writing to the Board and upon approval by the Board, be granted a one year leave of absence. Military members may be granted a leave of absence commensurate with their time of military service away from the area. National Guard or Military Reserve members, called to active duty, may, upon application in writing, be continued as members on the rolls of the club without having to pay dues or any charges for the duration of their activation. Any members having been granted a leave of absence, will, at the conclusion of that leave, not be required to pay any initiation fees.

## **ARTICLE 5 *Suspension or Forfeiture of Membership***

### **Section 1**

Any member violating the Bylaws or Rules and Regulations proscribed by the Board of Trustees, or a member convicted of an indictable crime, level one through four, commonly known as a felony, or a serious game violation shall be subject to be called before the Disciplinary Committee and shall be given the opportunity of a full hearing before the Disciplinary Committee. Such a call shall be by Registered Letter, return receipt requested. This letter will, in addition to providing the member with a date to appear before the Committee, give the member the information as to the specifics of the charge against him. The member shall also be

informed that the Committee will hear facts regarding the incident or charge and facts in extenuation and/or mitigation. The member shall be given thirty days from the date of the letter in which to appear. At the member's request, the meeting may be postponed once. If the member indicates an unwillingness to appear or fails to appear, the committee may vote to terminate indefinitely that person's membership. If upon hearing the member respond to the charges listed in his letter of notice, the committee finds that the member is in fact guilty, they shall vote first on the guilt or innocence and then upon a remedy. The findings of the committee shall be referred to the President, who may approve the findings and remedy or who may lessen the remedy. The President may not change the findings of fact. All remedies must be referred to and approved by the Board of Trustees. The Committee may recommend suspension of membership, termination of membership for a particular number of years or may recommend termination with no reinstatement as the worst of remedies and termination for a lesser period or a number of work days or projects as a lesser of remedies. Special minutes of all meetings regarding Disciplinary action will be kept and maintained in the custody of the Secretary for an indefinite time.

## **Section 2**

The Disciplinary Committee shall consist of the Vice President and board members not to exceed four members appointed by the President. The Committee chairman will appoint one member to act as the secretary.

## **Section 3**

Any member, who fails to pay his dues by July 31, shall be automatically dropped from the rolls.

## **Section 4**

A member summoned to appear before the Disciplinary Committee under Article 5, Section 1 may have his membership suspended by the President until a decision is rendered by the Committee.

## **Section 5**

The Club Constitution and Bylaws specify that for a member to hold an office in the Club, his entire prior membership must have been as a "Member in Good Standing." This means that the member's membership has never been suspended or terminated by a Board of Trustees action for an infraction of Club rules. This does not pertain to being dropped for non-payment of dues.

Any suspension or termination of membership shall cause the reinstated member to acquire the status of “Not in Good Standing”. When the Board of Trustees takes an action that results in a member’s status becoming “Not in good standing”, the Board shall specify the length of time that the member must wait after being reinstated to “Good Standing” before applying to a then current Board for expungement of the “Not in Good Standing” record. The Membership Chairman will maintain records of the above actions in the member’s permanent file.

## **ARTICLE 6     *Impeachment - Removal from Executive Office***

### **Section 1**

Any elected officer or member of the Board of Trustees may be removed from the office upon presentation of charges and a finding of fact by a minimum of 12 members. Charges shall be in writing and filed with the Secretary and read before the general membership at the next regular meeting. Upon acceptance of the charges by a majority vote of the general membership, the charges shall then be referred to the full Board of Trustees. The officer charged shall vacate his office upon the vote of the Board until final decision by the general membership. The Board of Trustees shall conduct a hearing at the earliest possible moment. Upon completion of their findings, notice shall be made to the general membership at a regular meeting at which time the Board of Trustees shall present their findings. The general membership at this meeting shall vote by secret ballot to decide by a majority vote whether or not the officer or member of the Board so charged shall be removed from office and whether or not his membership shall be forfeited, or both. Replacement will be in accordance with Article 8, Section 9.

### **Section 2**

Any officer or member of the Board of Trustees failing to attend the prescribed number of meetings shall be dealt with as specified in the Bylaws.

## **ARTICLE 7**

## ***Voting***

### **Section 1**

- a. Each member shall have one vote on any specified subject or election.
- b. A motion before the Board of Trustees must receive a majority vote of the members of the Board present unless otherwise specified in particular articles of the Constitution or Bylaws.
- c. Applicants for membership must receive a unanimous vote at a Executive Board meeting. Any dissenting comment by a Club member must be addressed and justified with the Board of Trustees as soon as possible. The Board must be unanimous in confirming the dissenting vote or the dissent does not stand.
- d. The granting of a leave of absence by the Board of Trustees shall be approved by at least three quarters of the board members in attendance.
- e. Expenditures of moneys in excess of \$300.00 must receive an affirmative majority vote of the Board of Trustees.

## **ARTICLE 8**

## ***Miscellaneous***

### **Section 1**

The purchase, lease, or mortgage of any real estate to be acquired by Cumberland Riflemen, Inc. shall not be made unless a resolution is drawn and voted upon by not less than 65% of the members voting and said vote receiving not less than 50% in the positive. The sale, grant or conveyance of any of the real estate of Cumberland Riflemen, Inc, shall not be made unless a resolution is drawn and voted upon by not less than 75% of the members voting and no less than 55 % of the total membership responding in the positive. All members shall be notified by regular mail. Voting may be done by mail. If so done, the letter of explanation shall list all factors involved in the vote and be approved by the Board prior to mailing. Such votes must give members a minimum of thirty days to respond. Information may also be given by newsletter and if so, full explanation must be furnished therein.

## **Section 2**

Article 8, Section 1 shall be the only article in this Manual which cannot be changed or amended by the Board of Trustees. Changes or amendments involving real property must be made following the procedure outlined in Article 8, Section 1 above.

## **Section 3**

There shall be no gambling in or upon the properties of Cumberland Riflemen, Inc.

## **Section 4**

In order to maintain the upkeep of the Club, its buildings, grounds and other property of the Club, it shall be necessary that the members perform this work. Therefore, days designated as "work days" shall be called from time to time to care for the maintenance and upkeep of the Club property.

## **Section 5**

All officers at the expiration of their term of office shall turn over to their successors all papers, books, records, equipment, pertaining to their office.

## **Section 6**

No member or officer shall receive any profit or salary from the funds of the Club, except when their expenses call for reimbursement for material, and or labor. Said Reimbursement shall be made at the discretion of the Board of Trustees.

## **Section 7**

Officers, by virtue of the demands of office shall be credited for a work day.

## **Section 8**

The Board of Trustees is empowered to use the services of a Steward to care for the property and monitor the actions and demeanor of persons using the range. The Steward may be paid an amount in a manner deemed appropriate for the time spent on his assigned duties. The Steward is not an employee of the Club. The Steward will be a Range Officer and in that capacity, shall report to the Executive Officer. The Steward shall have the powers necessary to remove for cause any person not conforming to the rules and for the good order of the Club. The Steward is empowered to remove by force if necessary or authorize Police to come onto the property and remove any person deemed by the

Steward to be a danger to the safety and good order of the Club and its operations.

### **Section 9**

The official signatures of the organization to bona fide documents or papers of any nature which would commit or bind the Club or constitute any business of the Club shall be the signatures of the President, and Treasurer or Secretary combined.

### **Section 10**

Any elected office which is vacated due to resignation, death, impeachment, violation of regulations, or any other cause, shall be filled by conducting nominations and elections as specified above. In the interim during which the office vacated and the office is normally filled by an election, the President shall appoint a club member to fill the office until the office is occupied by election.

### **Section 11**

All members must be properly identified at all times with their badge conspicuously displayed when on Club premises.

### **Section 12**

All training and organized activity such as schools, matches, trips involving club members and or club facilities must be pre-approved by the Executive Board in order to comply with the provisions of liability and insurance.

## **ARTICLE 9**

## **Amendments**

### **Section 1**

Amendments by General Membership and/or additions may be made to the Constitution or Bylaws of the Club and shall be presented in a resolution and signed by not less than twelve club members in good standing to the Board of Trustees. Upon the Board of Trustees' approval of the amendment the amendment will be codified as part of the bylaws.

### **Section 2**

No amendment and/or addition to the Bylaws of this organization shall be contrary to the Constitution of this organization, or the local, state, or federal laws.

### **Section 3**

The Board of Trustees is empowered under the Bylaws to change or to add to these Bylaws by a majority favorable vote of that Board. Failure to achieve that degree of acceptance by the Board may result in the proposed change or amendment being tabled for a minimum of two months; or, the amendment or change may be presented to the club using the mechanism of Article 9, Section 1. The only article which may not be empowered or changed under this Article is Article 8, Section 1 dealing with the purchase or sale of club property and the Bylaw titled Dissolution wherein remaining assets of the club are to be forwarded to the National Rifle Association.

### **Section 4**

A majority vote of the Trustees is required to vacate or terminate any Fiduciary Investment held by the club and secured with Club Assets.

## **ARTICLE 10**

### ***Communications***

Communications between the Officers and Members is paramount to good order and morale. The official means of announcements and information flow will be through a website maintained by the Club. A newsletter is authorized for semi-annual printing and will include information deemed of value to club members. Advertisements may be sold to underwrite the costs of this newsletter. Email may also be used to notify members of ongoing activities.

## **ARTICLE 11**

### ***Income and Expenditure***

### **Section 1**

1. All expenditures of Club funds require the notification of the Board of Trustees and be done by check. No expenditures from the Treasury made be made by cash. The President may pre-approve an officer to pay recurring expenses such as postage, Electric, Waste Removal, and Gas bills monthly without prior approval provided that these expenditures do not in total exceed \$300.00. Reimbursement of that officer or person will be made upon presentation of documentation and approval by the President. The Board may also authorize certain officers to maintain a petty cash fund for these type recurrent

expenditures. Petty Cash funds may not exist for longer than one year and be closed at the end of the fiscal year with an accounting rendered by the officer as to the nature of the expenditures. Existence of petty cash funds will be only upon prior approval of the Board of Trustees.

2. The President is authorized to approve encumber and expenditures up to \$750. Those approved expenditures must be reported to the Board monthly and if approved by the Board, they will stand. If not approved, the President may forfeit the authorization of any further bill payment until the funds are returned or Board approval is secured by presentment of facts explaining the need for the expenditure.

3. The President may authorize certain Officers and the Steward to make expenditures for the good of the club, providing that these expenditures do not total \$300.00 per officer per month.

4. Any expenditure greater than seven hundred fifty dollars (\$750.00) will require approval by the Board.

5. The mechanism for expenditures for minor items, necessary for maintenance, good order of the Club or safety will be as follows:

- a. Only personnel approved by the President or the Board will be allowed to incur expenditures.
- b. Only the Treasurer or President may write checks in the name of the club. The President and/or Treasurer may sign club checks. This power is not transferable.
- c. All club expenditures are to be made by check.
- d. Those expenditures for persons other than the President and/or Treasurer will not be authorized for expenses greater than \$300 without Board approval.
- e. Omitted
- f. The previously approved person incurring the expense will submit to the President, on a preprinted form, a request for reimbursement. All receipts must be attached to this form
- g. In an emergency or critical situation, the President may approve the reimbursement, if deemed as essential to the good order, maintenance or safety of the club. This approval will be in the form of his signature and date of signature on the form.
- h. The approved form will then be forwarded to for payment. The Treasurer or President will not pay any amount to any individual other than the President, Official Taxation Offices,

Banks, or Professional Services, that exceeds the \$300.00 maximum without Board approval.

- i. In an emergency, the President and or the Treasure may approve expenditures up to \$1000.00 without prior Board approval for items judged by the President to be in the best interests of or for the good of the Club. An emergency is a situation where exigent circumstances exist and time does not exist for Board approval.
- j. The Treasurer will present monthly, in report form to the Board, a synopsis of the moneys expended via Presidential and Board approval.
- k. The Treasurer will have at the time of presentation the forms approved by the President for Payment.
- l. Items approved in the yearly budget or items funded in said budget, once approved by the Board may be paid for without additional Board approval but said expenditures must be promptly reported to the Board

## **Section 2**

Expenditures greater than \$1000.00 for one item or service will require a majority vote by the Board of Trustees. Once authorized, the expenditure will be made and the President will sign the expense form and make comment in the notes section of the form regarding the authorization for that expense. That expenditure will be reported in the month incurred. The Treasurer will also report the status of club funds on a monthly basis. All expense information, including but not limited to expense forms, reports, tax filings, and all bank statements including but not limited to monthly statements, CD Reports, accounting reports, will be archived by the Treasurer for subsequent review by an audit committee to be appointed by the President.

## **Section 3**

The Treasurer will produce yearly, not later than the June meeting a budget for the coming year which allocates monies for the payment of foreseeable expenses. The budget will be categorized into categories such as Utilities, Maintenance, and Miscellaneous and others determined by the Treasurer to be pertinent. That Budget will run from July 1 through June 30 of the next year. That budget must be approved by the Board. On a six month basis, beginning in June the Treasurer will notify the Board of the status of expenditures by category relating to the approved Budget. If the Budget is expected to be overspent, a resolution by the Board is

necessary to make the category in question solvent. If the resolution is not passed, there can be no expenses paid in the endangered category by the Treasurer,

#### **Section 4**

Omitted – Stated in Section 6.

#### **Section 5**

Records retention for all club documents is five years. Documents will be disposed of after that period in a safe manor protecting the club from any unauthorized exposure of the contents. Historical documents may be retained on a longer basis by committee chairpersons.

#### **Section 6**

**Any committee or individual who is responsible for running matches or any event for which entrance fees or money is paid for participation or presence (exempting NRA Training Courses), will be responsible for accounting for such money and remitting any excess after expenses to the Treasurer by the first meeting of the new year. No person is allowed to earn any wages or compensation through the promulgation or conduct of matches at the Cumberland Riflemen. Statements furnished to the Treasurer will include at the minimum, entry costs, number of entrants, itemized expenses incurred in the activity, prizes awarded and excess. Those records will be maintained by the Treasurer for not less than five years. This excess after expenses generated through use of the facilities will be turned into the club or with written permission of the President, be retained by the appropriate committee to be used for promulgation of the education mission of the club.**

#### **Section 7**

**Incoming funds from activities will be deposited in the Capital Account. One half of the dues income will be deposited in the operating account and the remainder will be deposited in the Capital Account. Capital Improvement money collected from incoming members will be deposited in the Capital Account.**

### **ARTICLE 12**

### ***Order of Business***

- 1. Call meeting to order, Pledge to the flag.**
- 2. Reading of minutes of previous meeting.**
- 3. Report of minutes of the Board of Trustees.**

- 4. Correspondence.**
- 5. Treasurer's Report.**
- 6. Reports of Committees.**
- 7. Membership matters.**
- 8. Unfinished, old business/New Business**
- 9. Good and Welfare of the Club.**
- 10. Adjournment.**

# CUMBERLAND RIFLEMEN, INC

## Rules and Regulations

# RANGE RULES AND REGULATIONS REVISED 2019

1.

### 1. General Rules

- It shall be the responsibility of all members to have knowledge of any and all range rules and abide by all range rules.
- Range activity is to be conducted in daylight hours only - sunup to sundown unless authorized by the Executive Board.
- The range facility is open fifty-one weeks of the year. The range facility is closed for the week of the shotgun Deer hunting season.
- Gate access cards are not to be ***loaned*** or ***given*** to anyone.
- Members will cease fire and leave the range if told to do so by any range or executive officer for violation of the rules and regulations. All Executive Officers and members have full authority to enforce these range rules and regulations. Range Officer commands and directions must be obeyed immediately.
- Violations of range safety rules could be grounds for revocation of club membership if so determined by the Disciplinary Board.
- It is mandatory that all shooters and Pit Personnel use hearing and eye protection while on the ranges.
- With the exception of organized tournaments or special club activities, the range is restricted to members holding valid range ID badges.
- Members must wear their ID badges in plain view at all times.
- Certain maintenance functions may require that the entire complex or specific ranges be closed with little or no warning. However, the Club President and or Executive Officer will make every attempt to provide as much warning of such closure by website or email publication as is possible.
- ***Alcoholic beverages are not permitted on club property at any time.***
- Parking of vehicles shall be in designated areas.
- Observe all NO PARKING, speed regulation, and other signs.
- Members are responsible to insure that the automatic gate is closed

- upon entering and leaving the range or padlocked if not operational.
- Pets should be controlled, leashed, and not allowed to run at large.
- Pets are not allowed on the firing line.

## **2. Guests:**

- Guests are permitted to shoot and handle firearms on the range if accompanied by a club member.
- Guests must be signed in and out and while on the property, must wear a guest pass.
- Guests must be accompanied by a member at all times
- Members are allowed to bring not more than **two** guests at a time to the club.
- If bringing immediate family members, i.e., wife and or children, the member is allowed not more than **four** family members.
- Junior members or family members under age 18 are not allowed to fire on the range unless closely supervised in a one on one manner by an adult club member

## **3. Firearms and Ammunitions Restrictions:**

- Only New Jersey legal firearms, magazines and ammunition are permitted to be used on the ranges.
- Fully automatic firearms or guns modified to fire with a Bump Stock are not New Jersey legal firearms and are not permitted for use on the ranges under any circumstances.
- Any gun which cannot be fired from the shoulder or held at arm's length is prohibited.
- No firearms with the exception of muzzle loaders, are allowed in which the action cannot be locked open.
- The use of tracer, incendiary or armor-piercing ammunition is prohibited.
- Specific types of firearms and ammunition allowed on each range are defined in the rules for that range. \

## **Safety Rules applicable to all ranges:**

- Muzzles of firearms must be kept pointing down range at all times.
- On all ranges, firing should be conducted and targets placed so that all rounds fired strike the impact berm.
- Care must be exercised as to target height and placement so that ricocheting rounds are kept within the confines of the range
- The use of Empty Chamber Indicators (ECI) is required at all times when the firearm is not in the process of being fired or loaded or being cased except on the Practical Range.
- Firearms are to be loaded on the firing line only

- Treat every firearm as if it were loaded at all times.
- Never aim a firearm unless you intend to shoot. Never shoot a firearm unless you can hit the target.
- Targets may be taken down or put up only with approval of all shooters at the firing line.
- No firearm will be handled when anyone is down range. This includes sight adjustment, casing, or moving the firearm to or from the line.
- Be familiar with your firearm and its proper ammunition. Read the instruction manual or seek instruction if you are not sure.

**NO PAINT CONTAINERS, OIL CANS OR GLASS ARE TO BE USED AS TARGETS.**

## **2. Rifle Ranges**

### **600 Yard Range:**

- The only firearms permitted are centerfire rifles, black powder rifles, .22 caliber rim fire rifles.
- Only paper targets are allowed on this range.
- Only personnel allowed down range during a course of fire will be personnel working in the pits.
- When personnel are in the pits, a communication system must be operational wherein shooters on the line are in contact with personnel in the pits.
- No movement to or from the pits is allowed until the line is declared safe.
- In those cases wherein a member wishes to shoot at distances other than that which is being fired at by other members, it is anticipated that after a normal period of time has expired, those shooters at the other distance would compromise and all shooting to be done at the distance requested by the late arriving member. Forty-five minutes is defined as a minimal "normal" time period.

### **100 Yard Range:**

- On the 100 Yard Range the only firearms permitted are: 22 caliber, Black Powder or Centerfire Rifles firing conventional cartridges, Shotguns firing slug rounds only, and Thompson Contender Pistols or like styled pistols designed to and capable of firing at distances of 100 yards and beyond chambered in conventional pistol or rifle calibers. Additionally, scoped handguns, to include red dot or holographic sights firing conventional pistol cartridges will be allowed provided these guns are being sited at distances of 100 yards.
- No pistol will be allowed on this range to fire at a distance of less than 100 yards. No wildcat cartridges are permitted.
- Centerfire rifles firing .50 caliber are not allowed on this range.

- The President or the Executive Officer may authorize on a time to time basis the use of this range by the Junior Marksmanship Program.
- Paper targets only on this range..
- On all ranges no open black powder or percussion cap containers are permitted on the firing line. These items placed in a covered container are allowed.
- All club members are responsible for immediately challenging violations of these rules and regulations and for reporting an infraction of these rules to any Executive Officer.

### **3. Plinking Range**

- On the plinking range, targets placed on the ground must be at least 25 yards from the firing line except in the area where the berm has been constructed at the 25 yard line. All fired rounds, including ricochets MUST impact the downrange berm. Should a shooter be the only firer and desire to shoot closer to his target, he may do so, provided no one else is shooting or desires to shoot. In that case, he may move his grounded target closer to the berm and may fire from a position in front of the firing line, closer to his target. Should another shooter desire to use the same range, then all shooting forward of the firing line must cease. At that time, all shooting will then be conducted from the established firing line. The shooter with a grounded target must return to the 25 yard rule.
- The only firearms permitted are pistols up to .50 caliber, rim fire and center fire rifles and Shotguns and Thompson Contender Pistols chambered for pistol cartridges. No wildcat cartridges are permitted.
- Only authorized targets and backers are permitted on the range. Shooters are responsible for policing target refuse.
- No glass, televisions, refrigerators, computer parts or hardware, or steel items is allowed.. Members may use aluminum, paper, plastic advertisement signage, clay pigeons or similar items on this range.
- Use of political signage is not considered a violation of the political discussion rule.
- Targets may not be placed higher than four (4) feet on the downrange berm.
- Shooters are responsible for policing the range and removal of targets to the designated areas.
- All fired shots must impact the downrange or the 25yd berm.

## **4. Pistol Ranges**

### **Pistol Range:**

- The only firearm permitted on this range are ***pistols and revolvers*** up to .50 caliber and Thompson Contender Pistols chambered for pistol caliber cartridges.
- No wildcat cartridges, magnum or rifle cartridges are allowed. These cartridges damage the equipment.
- Only paper targets are permitted. Cardboard backers 24x24 allowed in the target frames.
- There are two sections to this range. On the left is the competition range which is used for our league and NRA matches. There are target frames at 50yds and 25yds. The 25yd targets are only used for competition. On the left side are stationary target frames set at 25yds. These are to be used for general use. The bench is the established fire line. Do not shoot forward of the bench. If it is necessary to shoot at a distance closer than 25yds, please use the plinking range.

### **Practical Range:**

- Eye and ear protection
- Club members using this range must have a "H" endorsement sticker on their ID to utilize this range.
- No guests allowed other than RPO or LEO for training and supervised by club approved trainers.
- Only outside the waist band hip mounted hard shell holsters are authorized on this range.
- Holster mounted on strong side only. No cross draw.
- Firing line is established by the shooters location.
- Firearms not in use must be holstered.
- During any movement, firearms must be holstered.
- To acquire the "H" endorsement, the member must be vetted by the club president or executive officer.

### **Steel Target Range:**

On the Pistol **Plinking Range** steel targets are provided. **Shooters using other material as targets should use non- frangible targets such as paper or plastic, aluminum, advertisement signage, clay pigeons or signage or similar items.**

- **No glass or electronic material, computers, televisions or non-club provided steel is to be used on this range.**
- Targets placed on the ground must be not more than 25 yards from the berm line. All fired rounds, including ricochets **MUST** impact the downrange berm. Should a shooter be the only firer and desire to shoot

closer to his **non-steel target**, they may do so, provided no one else is shooting or desires to shoot. In that case, they may move his grounded target closer to the berm and may fire from a position in front of the firing line, closer to his target.

- Shooters firing forward of the firing line must have an **"H"** endorsement on their club ID Card.

In no case should shots fired that hit the ground impact any further than 25 yards from the berm. Should another shooter desire to use the same range, then all shooting forward of the firing line must cease. At that time, all shooting will then be conducted from the established firing line. The shooter with a grounded target must return to the established firing line and reposition his target..

**The following rules apply to shooters firing on Steel Targets:**

- The only firearms permitted are pistols of .22 rimfire, .38, 9mm, 40 S&W, 10 mm, .38 special, .45 caliber – no wildcat or magnum cartridges, pistols firing a rifle cartridge, or steel core or bi-metal jacketed bullets (copper jacket over steel jacket) (bullet not case attracted to magnet). No rifles of any caliber, shotguns or Thompson Contender style pistols are allowed on this range.
- Since this range contains steel targets, it must be understood that all shooters using this range do at their own risk and accept any and all liability which comes from the usage of steel targets
- Eye and ear protection is **mandatory** for any person, shooters or observers on this range.
- On this range and on any range where the club allows steel targets, the minimum distance between the shooter and the targets is to be 20 yards or 60 feet. The targets are set at 60 feet in front of the tables which establishes the firing line for this range. No shooter should be shooting from in front of the firing lines.
- For those targets marked as .22 caliber rimfire only, no other caliber can be used.
- For those targets marked as conventional pistol only, those targets may be shot using the calibers listed in one above.

***No rifles of any caliber, shotguns or Thompson Contender style pistols are allowed on this range.***

## 5 Safety Rules

Firearms Safety begins with each of us individually.

1. Always treat every gun as it is loaded.
2. Never point the muzzle of any gun at anything you do not wish to kill or destroy.
3. Be aware of your environment, including the target area, and beyond.
4. Keep your finger off the trigger until you have made the conscious decision to shoot.
5. Keep the gun unloaded until ready to shoot.
6. Clear the line before going downrange.
7. Always wear adequate eye and ear protection.
8. Know your firearm and ammunition and how to use it safely. Be sure your gun is safe to operate.
9. Never use alcohol or drugs before or while shooting.
10. Be aware of your physical conditions, fatigue, and limitations.
11. Keep your guns secure, when not in use.
12. After shooting, unload your firearm before returning to your vehicle.

**SAFETY FIRST, LAST, AND ALWAYS.**

## Section C– Range Etiquette

These rules of Range Etiquette are incorporated into the Bylaws as range rules.

1. Foul or abusive language is not permitted on the Club premises at any time.
2. Each member is personally responsible for the good order of themselves, their families and their guests at all times when on Club facilities. The guest of a member must leave when that member leaves, unless another member agrees to assume responsibility.
3. Personal property left on the Club premises is left at the owner's risk.
4. The Club will not be responsible for any accidents occurring to Club Members, except on designated workdays.
5. Club hours are Sun up to Sun down. No activities are permitted on the ranges outside of those hours without express written permission of the Board of Trustees. Club meetings and Board meetings are authorized usage of the Club facilities after Sun down
6. All ranges are under the control and direction of the Executive Officer who can delegate that responsibility to the proper Committee Chairmen, or in their absence, the Club Steward.
7. Club Members bringing children to the Club must bear in mind that they alone are responsible for the child's conduct, and it is up to each parent to see that the child is kept under control.
8. No political or religious discussions are permitted on the Club Facilities that are not directly related to hunting, sporting activities or gun control.
9. Club property cannot be removed from the Club premises unless authorized by the Board of Trustees. A letter, in the form of a "Borrower's Agreement" must be signed by the President and filed until the property is returned. At that time the President will report to the Board that the property has been returned and the Borrower's Agreement may be destroyed if so ordered by Board action.
10. Committee Chairmen must submit requests for materials needed on Work Days to the Steward at least one month in advance. The Steward will forward either purchase the items or consult with the President regarding purchase. A request to the Board of Trustees

at the meeting prior to the Work Day for an appropriation may be made. The Executive Officer will coordinate and prioritize all projects for the Work Day. He will allocate resources and materials. The Steward will assist, and oversee work party activities as required.

- 11.No-one is permitted to use “Metal Detectors” on the Club Facility.
- 12.No climbing on the berms is authorized or permitted unless for the purposes of maintenance.
- 13.Fighting on Club property is not permitted. The striking of anyone on the premises will result in appearance before the Disciplinary Board with the possibility of loss of membership.
- 14.Alcoholic beverages are not permitted on Club facilities or Ranges.
15. Smoking is permitted on the firing line in so far as safety is not compromised - provided that no other shooter complains. Any complaint will cause further smoking to not be permitted until the complaining shooter leaves. Shooters should bear in mind that smoking while shooting elevates the personal risk of lead hazards to the smoker.
16. Brass will be policed and put into receptacles on the ranges. Trash will be picked up and placed into trash receptacles. Target stands will be stripped and left clean. Shooters will make every attempt to keep the range cleaner than they found it.
17. Any deviation from these rules must be reported to a Range Officer or Club Officer as soon as possible.

**Section C - -Incorporated into rules and regulations**

**Section D - Omitted -Incorporated into rules and regulations.**

**Section E - Omitted - Incorporated above.**