

New ALMGC Bylaws Draft
February 7, 2024

Article I- Membership

A. Eligibility:

1. Any citizen or non-citizen of the United States, eighteen (18) years of age or older, who is of good character and reputation may join the AMLGC under the following conditions:

- a. Prospective Members must not have been convicted of a felony and must be legally capable of possessing a firearm and must not be members of any organization having as its sole purpose or one of its purposes the overthrow by force or violence the government of the United States or any of its political subdivisions.
- b. They are a current member in good standing of either the National Rifle Association or the National Muzzleloading Rifle Association. Their membership in either organizations must remain current during their membership in the AMLGC.
- c. Their Membership must be sponsored by a current AMLGC Member in good standing as outlined in Section B.1. below.
- d. They shall agree to abide by and adhere to the Constitution, By-Laws and Range Rules and and any and all policies and procedures as established by the Board of Directors (BOD).
- e. There are available memberships within the membership cap then current as established by the BOD.
- f. Membership is approved by the BOD; approval is on a calendar year to calendar year basis.

B. New Member Sponsorship:

1. AMLGC Members must be a member in good standing for one year before sponsoring a new member.
2. No current Member may sponsor more than three (3) new members in any one calendar year.

C. Certificate of Membership:

1. The AMLGC shall issue to each Member a card evidencing their membership in the AMLGC. This card shall be carried at all times by the Member while on AMLGC property and shown on demand to any other member or officer of the AMLGC.

D. AMLGC Membership is a Family Membership.

1. A Family is defined as parents and any children under the age of twenty one (21) living at the same address as their parents.
2. No family member under the age of eighteen (18) may be present at the range unless accompanied by a parent or guardian. Age restrictions on children under eighteen (18) for using the range shall be defined in the current Range Rules.
3. Any Family member between the ages of eighteen (18) and twenty one (21) may utilize the range without being accompanied by a parent, but must carry the family membership card with them at all times while on the range.
2. Yearly dues cover all family members as defined above.
3. The Family Membership shall have one (1) vote on any issue presented for consideration for the full Membership and shall receive one (1) copy of the AMLGC newsletter.

E. Termination of Membership

1. Any Member may terminate their membership at any time by submitting their resignation in writing to the AMLGC Secretary, but such Member shall not be entitled to a refund of any portion of their previously paid dues.

2. Any Member in default in the payment of their yearly dues by more than thirty days (30) shall have access to the AMLGC range suspended until the payment of all dues owed.

3. Any Member in default of the payment of their dues by more than sixty (60) days shall be dropped from the rolls and membership terminated. Any terminated member may seek reinstatement (not subject to suspension or expulsion pursuant to Section E. Four (4) below, by paying the full amount of all past dues, providing their reinstatement is approved by the BOD. If there is a waiting list for membership under the then current membership cap, their name shall be added to the end of the waiting list.

4. Any member may have their membership privileges suspended or may be expelled from membership for any cause deemed sufficient by a two thirds (2/3) vote of the BOD at any regular or special meeting: provided that such member shall have first been served with written notice by registered mail and via email, stating: (1) the accusations against them; and (2) the time and place of the meeting at which said member shall be given an opportunity to be heard on the accusations and to produce any testimony or witnesses they may wish to present in their defense. Such notice shall be served at least fifteen (15) days prior to the time of the meeting. All disciplinary proceedings under this Section Four (4) shall be held strictly confidential. After presentation of evidence by all parties is complete, the BOD shall meet in closed session to discuss the findings and vote on what actions the BOD will take regarding the proceedings. The decision of the BOD shall be mailed to the Member in question. Any expelled Member may only be reinstated by a two thirds (2/3) vote of the BOD.

Article II- Meetings

1. **Roberts Rules of Order-** The rules contained in the most current edition of Roberts Rules of Order shall govern all meetings of the AMLGC except where they are inconsistent with: (1) the Texas Business Organization Code, Title 2, Chapter 22; (2) the

AMLGC Bylaws or Constitution; or (3) other Federal, state or local laws, regulations or ordinances.

2. Annual Meetings- The Annual Business Meeting of the full membership shall be held on the first Saturday of January at a time and place to be determined by the BOD. Notice of such meeting shall be made via US Postal Service to each member in good standing. Said notices shall be mailed at least thirty (30) days prior to the Annual Meeting.

A. Annual Meeting Agenda- Reports from all Officers of the AMLGC and Committee Chairpersons will be made for the record, including the Annual Financial Report. Election of BOD members will be held as required. Any Member with business before the Membership at large may be heard when recognized by the President of the BOD.

B. Voting- Each Member in good standing shall have one vote to be cast in person. Proxy voting shall not be allowed. Each Family membership shall have only one vote, regardless of the number of family members present. Cumulative voting shall not be permitted.

3. Board of Director Meetings- Regular BOD meetings shall be held on the first Sunday of each month, following the conclusion of the monthly muzzleloading match. A quorum of at least five (5) BOD members is required to hold a meeting.

4. Special Meetings- Special meetings of the BOD or of the full membership may be called at any time by the President for the purpose of presenting matters demanding immediate attention.

Article III- Dues

Dues will be determined by the BOD by a two thirds (2/3) vote of BOD members present at the meeting. Dues will be due at the Annual Business Meeting in January and will run for a calendar year. New Members joining after July 1st, will have their dues prorated, but proration will take place in the second year of membership.

Article IV- Board of Directors

1. The business, property and affairs of the AMLGC shall be managed by a Board of Directors composed of nine (9) persons who are AMLGC members in good standing, Each BOD member shall serve for a term of three (3) years. Three (3) BOD members shall be elected at each consecutive Annual Business Meeting by a plurality vote of those AMLGC members present and voting. BOD members shall attend all membership meetings and BOD meetings.
2. A quorum must be present to conduct any business of the BOD and to vote on any issue or motion brought before the BOD. A quorum shall be five (5) members of the BOD present. Proxy voting in writing is allowed.
3. Any BOD member may resign from the BOD by submitting their resignation in writing to the President of the BOD.
4. Replacement BOD members may be appointed to fill vacancies as necessary by a nomination to the vacant position by a BOD member and approval of a majority vote of a quorum of the BOD at a regular BOD meeting.
5. BOD members shall be dismissed from the BOD for two consecutive, unexcused absences from regularly scheduled BOD meetings.
6. Removal from the BOD: Any BOD member elected by the AMLGC membership or appointed by the BOD may be removed from the BOD for any cause deemed sufficient by a two thirds vote of the BOD, provided that said BOD member shall have been served written notice of the charges against them and of the time and place of a meeting at which said BOD member shall be given an opportunity to present evidence and/or witnesses in their defense; notice of said meeting shall be served via regular mail and email at least fifteen (15) days prior to the meeting.

Article V- Officers

The Officers of the AMLGC shall be a President, Vice-President, Secretary and

Treasurer. The Officers shall be elected by the BOD from among currently serving members of the BOD at the first BOD meeting following the Annual Business Meeting. Each term of office is one (1) year.

President- The President shall be the principal executive officer of the AMLGC and shall in general supervise and control all of the business and affairs of the AMLGC. The President shall preside at all meetings of the AMLGC membership and the BOD. The President shall be an Ex-Officio member of all regular and special committees. The President shall perform all duties incident to their office and any other such duties as may be prescribed by the Constitution and Bylaws of the AMLGC, the Texas Business Organization Code or as the BOD shall direct from time to time. No one may serve as President for more than three (3) consecutive one (1) year terms.

Vice-President- In the absence of the President or in the event of the President's inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions placed upon the President. the Vice-President shall perform such other duties as may be assigned from time to time by the President or BOD. The Vice-President shall serve as a member of the Membership Communication Committee. No one may serve as Vice President for more than three (3) consecutive one (1) year terms.

Secretary- The Secretary shall attend all Membership and BOD meetings of the AMLGC and shall preserve in the books of the AMLGC true and accurate minutes of the proceedings of all such meetings. The Secretary shall give all notices required by these Bylaws, resolution of the BOD or as required by applicable law. The Secretary shall keep and preserve all state and federal records pertinent to incorporation. The Secretary shall also: (1) keep a complete and accurate roll of all members of the

AMLGC with their most current addresses and contact information; (2) attend to the proper and timely publication of all notices, reports and minutes; (3) conduct official correspondence of the AMLGC; (4) attest to documents; (5) perform all duties incident to the office of Secretary, consistent with these Bylaws and the Texas Business Organization Code, other Federal, State and local laws, and such other duties as from time to time may be assigned to the secretary by the President or BOD. There shall be no term limits on the office of Secretary.

Treasurer- The Treasurer shall have custody of all AMLGC funds and securities and shall keep in books belonging to the AMLGC full and accurate accounts of all receipts and disbursements. The Treasurer shall: (1) deposit all monies, securities and other valuable effects in the name of the AMLGC in such a manner as the BOD shall prescribe; (2) disperse funds for expenditures incurred following guidelines as established by the BOD in regards to receipts and monetary limits and methods for payment; (3) render to the BOD at the regular meetings of the BOD or whenever requested by the BOD an account of all transactions as Treasurer and the financial condition of the AMLGC using standard accepted accounting practices; (3) prepare and present an annual financial statement to the AMLGC membership at the Annual Business Meeting; (4) retain all current and past financial records of the AMLGC in a secure environment as directed by the BOD; (5) Prepare, file and pay any and all Federal, state and county taxes as required upon notification to and approval by the BOD for such payment; (6) Submit financial records for an annual audit or when so directed by the President or BOD; (7) Be bonded for the faithful discharge of the duties of Treasurer in such sum and with such surety or sureties as the BOD may determine, with the expense of such bonds to be paid by the AMLGC.

There shall be no term limits on the office of Treasurer.

Article VI- Standing Committees

There shall be five (5) Standing Committees: **Match Committee, Range Safety Committee, Facilities Maintenance Committee, Events Committee, and Membership Communication Committee.** Chair persons for each Committee shall be selected by the BOD from among the serving members of the BOD who are not serving as Officers. Each Committee Chairman shall solicit AMLGC members to assist in the function of each Committee.

Committee meetings, as required, will be held separately and apart from regular BOD meetings. A report in writing will be submitted to the President at the BOD meeting following said meeting and shall be read into the minutes of the BOD meeting.

Match Committee

The duties of this Committee will include the following:

1. Determine all matches, targets and scoring system for all matches for submittal to and approval by the BOD.
2. Prepare the annual AMLGC calendar, coordinating AMLGC events with state and national events as well as scheduled events of other organizations authorized to use the AMLGC range. Submit to BOD for approval before publication.
3. Serve as the jury for scheduled shooting events and make the final determination on any protests or violations raised during the match.
4. Score all targets during each scheduled match; determine the final results of each match and distribute appropriate awards to match participants at the conclusion of the match.
5. Maintain a permanent record of the scores of each match and classify each shooter based on the current ranking system in effect and approved by the BOD.
6. Report scheduled monthly match scores to the Membership and Media Committee in a timely fashion for inclusion in the next AMLGC newsletter.
7. Prepare a list of winners at the end of the year in all categories approved by the BOD

for timely submittal to the Membership and Media Committee for the preparation of trophies and awards to be presented at the Annual Business Meeting.

8. Maintain an inventory of all targets and awards and submit requests for re-ordering of same to the BOD for approval.

Range Safety Committee

The Chairman of the Range Safety Committee shall be the Chief Range Safety Officer (CRSO). All members of the BOD are members of the Range Safety Committee and may be called upon to assist the CRSO as required. The CRSO will also recruit AMLGC members to assist as required in the duties of this committee.

The general duties of this Committee are as follows:

1. Safely conduct all matches and other scheduled events following AMLGC Range rules and all safety practices of the National Rifle Association (NRA) and the National Muzzleloading Association (NMLRA) that do not conflict with the AMLGC Range Rules.
2. Conduct safety orientation for new members or existing members as required by the BOD.
3. Ensure that all required safety orientation paperwork is obtained from new members and forwarded to the AMLGC Secretary for inclusion in the members file.
4. Periodically inspect the shooting range and other AMLGC property for prospective safety violations or dangers and when detected, report to the BOD with recommended solutions for the situation.
5. Maintain and update as required the range security system, including the security cameras and computer system. Restrict access to the same on a need to know basis.
6. In the event of a reported range safety violation by a member, review the available evidence and in conjunction with the President, determine the proper response to the purported violation.
7. Periodically review the then current AMLGC Range Rules and propose necessary

changes to the Range Rules to the BOD for approval.

Facilities Maintenance Committee

The Maintenance Committee shall be responsible for the maintenance, repair, improvements and new construction of all facilities and grounds of the AMLGC.

The Chairman of the Maintenance Committee, who shall be known as the “Property Manager” shall recruit AMLGC members to assist in the performance of the Maintenance Committee as needed.

The general duties of this committee shall be as follows:

1. Maintain the shooting range in a safe, useable condition, including, but not limited to, the grass being cut, adequate target backers available on each range, target stands at proper distances, garbage cans emptied, brass swept up and any other daily maintenance and upkeep operations as needed.
2. Determine the need for volunteer work parties and give notice to the BOD in a timely fashion in order to solicit help from the general membership through newsletters and emails.
3. If materials or equipment will be required for work parties or general maintenance items, the Property Manager shall prepare an estimate for submittal to the BOD, including the amount of required materials, cost and supplier. No materials or equipment shall be purchased or rented without prior BOD approval. No payments shall be authorized by the BOD without first submitting receipts for same.
4. If maintenance or improvement work will require the services of outside contractors or professionals, the Property Manager shall secure from the contractor a written bid for the work proposed which shall be submitted to the BOD for approval.

The bid will not be considered by the BOD without the following included: Business name and contact information of contractor; scope of work proposed; final cost based either on a firm quote for completion of work; or an hourly rate with a “not to exceed “

figure for work proposed. Written proposals will not be accepted without proof of liability insurance carried by the contractor in an amount approved by the BOD and naming the AMLGC as co-insured.

5. Turn in all receipts for materials and other maintenance items to the Treasurer for submittal to the BOD for approval of payment.

Events Committee

The Chairperson of this Committee shall recruit AMLGC members to assist in the performance of this Committee.

This Committee shall be responsible for the following:

1. Recruit a list of volunteers to provide meals for each monthly match. Verify before each match that the volunteer will be able to provide the meal and in the event a meal cannot be prepared, take the necessary steps to have an adequate meal on hand.
2. Maintain an inventory of plates, cups, utensils and other necessary items needed for food service.
3. Collect receipts for food from the person(s) serving the meal; verify the correctness of the receipts and turn in the receipts to the Treasurer for reimbursement.
4. Collect and turn in to the Treasurer any voluntary contributions from the members for meals.
5. At the November BOD meeting, obtain from the BOD the preferred location for the Annual Business Meeting. Contact suitable venues and obtain prices for facilities use and present to the BOD for approval. Coordinate with the venue selected for setting up seating and other required furniture and further preparing the venue for the meeting. Provide refreshments as directed by the BOD.

Membership Communication Committee

The Chairperson of this Committee shall recruit AMLGC members to assist in the

performance of this Committee.

The general duties of this Committee shall be as follows:

1. Receive from the AMLGC Secretary a current list of all AMLGC members in good standing for use in communications to the membership.
2. Produce and distribute the monthly newsletter to all current members of the AMLGC via email. Establish deadlines for submittal of newsletter material from all other Committee Chairpersons, Officers and AMLGC members.
3. Maintain the AMLGC website, Facebook (Meta) page and any other social media platforms as decided upon by the BOD.
4. When requested to do so by the President, e-mail all current members with immediate, need to know information, such as range closures, safety issues, etc.

Article VII- Amendments to the Bylaws

Any proposed amendments to the AMLGC Constitution or Bylaws may be introduced by any member of the AMLGC at any regular annual or special meeting. A vote on such amendment may not be taken at the meeting at which the amendment is introduced.

Notice of such proposed amendment will be given to AMLGC members in good standing and a vote will be taken on the proposed amendment at a special meeting or at the next regular meeting following the introduction of the amendment. A two thirds (2/3) vote of the members present at such meeting will be required to pass the proposed amendment. This article must be complied with in order to change to Constitution and Bylaws of the AMLGC.

