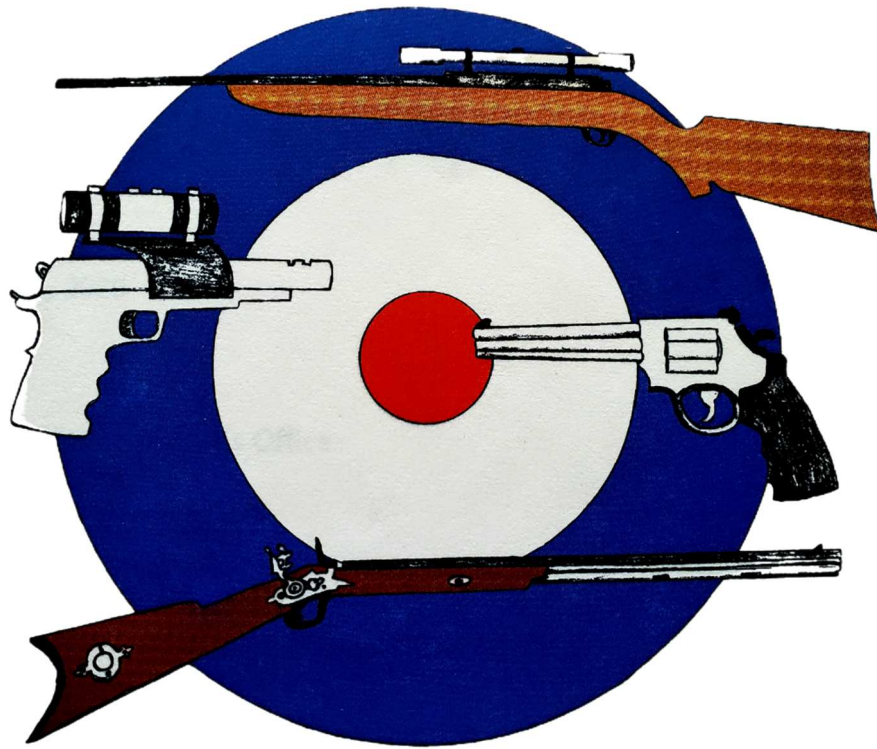


CENTRAL WHIDBEY SPORTSMEN'S ASSOCIATION

Bylaws



DECEMBER 18, 2023

397 Safari Rd Coupeville, WA 98239

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Central Whidbey Sportsmen's Association

Bylaws

Article 1—Membership

Section A: Eligibility

Membership in the Central Whidbey Sportsmen's Association (CWSA) shall be open to all citizens of the United States of America upon full payment of fees and dues. The immediate family of a member defined as the spouse, significant other and children under the age of 18 years, are automatically considered associate members of CWSA without voting rights and may be issued associate membership card status by request. Only spouses may pay half of the regular membership fees and become a voting member. Persons under the age of 18 will not be accepted for full membership; they may become associate members of CWSA as part of a family only. All new members will go through orientation brief before they are issued a fob key.

Section B: Guests

To participate in any shooting activities, members and guests must be legally entitled to possess and operate a firearm under the laws of the USA and State of Washington. All guests to the facility must log into the visitor log at the gate house.

Section C: Age Requirements

Direct adult supervision is required for any member or guest under the age of 18 using the clubhouse or any of the other CWSA facilities.

Section D: Senior Status

Senior membership status shall be granted to those members aged 65 and over who have been regular members of CWSA in good standing for the immediately preceding five years. The Executive Committee has the authority to grant senior members reduced membership dues and to cancel dues of members for value received or for other considerations deemed in the best interests of CWSA.

Section E: Pledge Requirement

Valid membership in CWSA is further contingent upon accepting in its entirety the following pledge, which shall be printed on all membership applications and signed by all applicants and members.

CWSA Pledge

I certify I am a citizen in good standing of the USA; I am not a member of any organization or group having as its purpose the overthrow by force or violence of the Government of the United States or any of its political subdivisions; I have never been convicted of a crime of violence; I can legally own, use, and possess a firearm; and if admitted to membership, I will fulfill the obligations of good sportsmanship and good citizenship.

Section F: NRA Membership

Effective 1 January 2021, all members and future members are encouraged to join and maintain membership in the NRA, although it is not required to be a CWSA member.

Article 2—Dues

Section A: Payment of

All dues are due and payable on the first day of January each year. There will be a 10-day grace period to pay your dues after which your key fob will be deactivated and access to club facilities will be denied. If dues are not paid by the above date, this shall be cause for termination and loss of good standing. All new members are required to file with the membership secretary a new membership application form when applying for membership. The board of directors and executive members will adjust dues and fees, as required. All members are required to participate in club work projects on an annual basis or they can be assessed a fee as determined by the board of directors and the executive members. Members older than eighty years of age shall be exempt from work party service without incurring the additional fee.

Section B: Initiation Fee

An initiation fee may be required of each member at the time of joining the association and for reinstatement.

Section C: Pro-rated Dues

A new member joining after the beginning of the calendar year or a military member returning following deployment, shall be entitled to pay 1/12 of the annual dues per month for each remaining month for that calendar year. In addition, deployed military members, who maintain active club membership, will receive credit for their deployed time towards the following year's membership.

Section D: Executive Dues

Because of the inordinate amount of time spent outside of meetings to properly perform their duties, the following Board Members will not be required to pay dues or provide an annual service project: President, Vice President-1, Vice President-2, Secretary, Treasurer, Facilities Superintendent, and Membership Secretary. Hopefully this will be an incentive for other club members to step up and fill these positions as officer's rotate out.

Article 3—Meetings

Section A: Annual Meeting

The annual meeting shall be held on the second Monday of January, at which time the annual report shall be presented. The executive committee shall present the upcoming annual budget to be voted upon if it has not been presented at a prior meeting. The meeting shall start with the installation of Officers and Directors.

Section B: Monthly Meetings

The monthly meetings of CWSA shall normally be held at 397 Safari Rd Coupeville, WA 98239 on the second Monday evening of each month and shall basically conform to Robert's Rules of Order. The

board member/executive committee meeting shall take place on the 4th Monday evening of each month. The meeting and program shall attempt to be concluded in 90 minutes in a smoke-free environment.

Section C: Special Meetings

Special meetings of CWSA may be held at any time upon the call of the Executive Committee, or upon demand in writing to the president stating the object of the proposed meeting and signed by not less than 20 percent of the members entitled to vote. Notice of the time, place and subject of any special meeting shall be sent via U.S. Postal Service (USPS) not less than 7 days before the date fixed for the meeting. The place of such special meeting shall be established by the executive committee.

Section D: Executive Committee Meetings

Meetings of the executive committee shall be held at such time and place as the committee may determine. Special executive committee meetings may be held at any time on the call of the president or by any three members of the committee requesting in writing to the secretary. Newly elected officers and directors shall be invited to an executive committee meeting before the annual meeting to help with the transition process in a nonvoting capacity.

Section E: Quorum Requirements

A quorum of all meetings of the entire membership shall be the members present plus 2 of the officers.

Article 4—Officers and Executive Committee

Section A: Officers and Members of Executive Committee, and New Officers

The officers of CWSA shall consist of the president, vice president-1, vice president-2, secretary, treasurer, membership secretary, and such other officers as shall from time to time be appointed or elected. This group, along with the board of directors, shall constitute the executive committee. In addition, the most recent past president shall serve on this committee for 1 year following his/her term of office. Officers and directors shall be elected by ballot by the members present at the December meeting. Nominations for officers shall be accepted in both the November and December meetings. Nominees must be aware of the duties and responsibilities of their respective offices before running and personally accept nominations. The term of office shall be 2 years for officers and 4 years for directors. All officers and directors shall be at a minimum of 21 years of age.

Section B: Executive Committee Authority

The executive committee shall have full power and authority to:

1. Appoint and remove at its discretion all agents and employees of the association and prescribe their duties and compensation.
2. Make such expenditures as the committee sees fit; however, \$600.00 shall be the maximum per item unless a majority votes and declares that an emergency exists. A 2/3 vote of the members at any legal meeting may restrict the amount that can be spent on any single item by the executive committee without members' approval.
3. Manage and conduct the affairs and business of CWSA.

Section C: Requirement for Executive Committee Quorum

If half or more of the executive committee are present at a meeting of that committee, they shall constitute a quorum.

Section D: Resignation of Officers and Directors

The resignation of any officer or director may be accepted by a majority vote of the remaining members of the executive committee or of a majority of the members at a regular monthly membership meeting if that is where the resignation is tendered. If an officer misses four (4) meetings or a director misses three (3) meetings in a calendar year, the executive committee may vote to send a letter of warning. If that person misses one additional meeting, the executive committee may choose to determine that a resignation has been tendered and may choose to accept the resignation.

Section E: Filling Vacancies of Executive Committee

If a vacancy on the executive committee occurs, a replacement shall be nominated and elected by the membership at the next regular meeting, unless such vacancy occurs after 1 October and before elections in December.

Section F: Restrictions on Sale, Mortgage, or Transfer of CWSA Property

The executive committee shall not have the authority to sell, convey, encumber, mortgage, hypothecate, transfer, assign, or otherwise dispose of any interest in the land of CWSA without the affirmative consent of its members. Authority must be obtained in writing by the majority of the entire membership at a special meeting called for that purpose. The board of directors shall immediately solicit the membership for a proxy vote of those unable to attend in person. The final count after the proxy returns and the vote of the members present shall be decisive and shall be the legal decision on the proposal.

Article 5—Description of Positions

Election of any office does not confer upon officers any prerogatives other than as specified in the following descriptions of those positions. However, recognizing that all eventualities cannot be covered by a single document, such as this, if a decision needs to be made that cannot wait for a meeting of members to decide, then a majority of the officers and directors currently available shall be adequate to make that decision. Such decisions, however, shall be made known to the membership at the next regular meeting.

Section A: President

The president shall preside over all meetings of the CWSA and the executive committee. He/she shall be an ex-officio member of all regular and special committees. The president shall perform all such duties as usually pertain to the office, including assuring that all members, officers, and employees perform their duties in a businesslike manner. Shall act promptly upon receipt of any correspondence or other action items received in his/her capacity as president. The president will assign a member of the club to hold orientation for new members. The president shall serve 2-year term and will be relieved by vice president -1 when his/her term is up unless the president wants to extend his/her term and is approved by the board of directors and the executive committee.

Section B: Vice President-1

The vice president-1(VP-1) shall perform the duties of president in his/her absence or at his/her request. The VP-1 shall also conduct such regular and special duties and activities deemed appropriate by the president or the membership. The VP-1 shall also coordinate the activities of all the various elected or appointed committees to include setting up and coordinating the annual charity match. The VP-1 will relieve the president when the president's 2-year term is up unless the president extends his/her oath of office at which time the VP-1 can choose to end his/her position or extend his/her position as well. The VP-1 will fill in for the secretary in his/her absence.

Section C: Vice President-2

The vice president-2 (VP-2) shall perform duties of the (VP-1) in his/her absence. The VP-2 shall also carry out such regular and special duties and activities deemed appropriate by the president or the membership. The VP-2 will replace VP-1 when VP-1 vacates the position. The VP-2 will chair the auditing committee along with two middle directors and one officer to conduct an audit of the clubs' finances in June and in December, using records provided by the treasurer: to include account books, cancelled checks, invoices, deposits, and sources of monies available to the executive committee. The semiannual audits shall ascertain the status of the treasury for budgetary forecasting. The June audit will report to the membership its findings in July and the December audit will report at the January or February general meeting with the treasurer giving his annual report to club members. The VP2 will fill in for the membership secretary in their absence.

Section D: Secretary

The secretary shall prepare correspondence as directed by the president or executive committee or on the vote of the membership. The secretary shall notify the appropriate members of meetings when requested and shall keep a true record of the minutes of the regular, executive committee, and special meetings. The secretary shall be responsible for keeping the association's certificate of incorporation current with the Washington Secretary of State. The secretary shall also carry out such duties that may be deemed appropriate by the executive committee or the regular membership. The VP-1 shall function as membership Secretary in his/her absence.

Section E: Treasurer

The treasurer shall have control and custody of all funds that come into the association and shall place them in such bank(s) as the executive committee directs. The treasurer shall:

1. Keep an accurate account of all transactions and shall present a report with available receipts/vouchers at each executive committee meeting.
2. Provide a financial summary report to the members at each regular meeting. The Treasurer's report (at a minimum) shall include the savings account balance, the beginning checkbook balance, a list of sources of monies deposited, a list of checks written to whom and for what, and the ending checkbook balance. The checkbook balance and the bank's statement must be reconciled monthly.
3. Be responsible for paying all the association's bills in a timely manner and have a key to the club's post office box.
4. Be responsible for custody of the safe deposit box and coordinating access and contents with the officers, executive committee and directors as specified in Article 5, Section G.

5. From time to time, upon request of 2 officers or 2 directors, make a book of accounts together with cancelled checks, invoices, and sources of monies available to the executive committee in order that it may ascertain the status of the treasury for budgetary forecasting or auditing purposes.
6. Check the post office box weekly and coordinate with the membership secretary to ensure mail is picked up in a timely manner.
7. Present an annual report to the membership no later than the first meeting in February. Two middle-term directors and 1 officer shall audit this report between the January and February meetings before it is presented to the general membership in February.

There shall be two additional executive committee members who shall have signatory powers for the checking account and savings account (generally the president and a director.)

Section F: Membership Secretary

The membership secretary shall:

1. Actively solicit new members and process all applications for membership and maintain all records pertaining to membership in this association.
2. Shall be the custodian of all unused membership cards and keys and issue them at the appropriate times.
3. Communicate directly with the treasurer to receive information about who paid, when and how much.
4. Keep a current list of the members and furnish it to any officer upon reasonable request but maintain strict confidentiality.
5. Assist the treasurer and check the post office box at least once a week and distribute mail as required.
6. Receive any grievances from the members and follow the proper procedures to resolve them or refer them to the executive committee. The VP-2 shall perform the duties of the membership secretary in his/her absence.

Section G: Committee Chairpersons

Committee chairpersons shall be appointed by the president or by consensus of the members for a period of 1 calendar year or for the duration of a specific project. They may be removed from their jobs by the same process. They shall be responsible for all functions and enforcement of all rules and regulations involving their activity. They shall direct or appoint as needed additional committee members to assist in the successful running/completion of said activity. They shall contract no bills without the specific authorization of the executive committee or the membership except the spending of their approved budget. Committee spending shall not exceed the budgeted amount unless authorized by the executive committee.

The following standing committees are established to promote the smooth running of the club:

1. **Range:** Responsible for range rules and safety on all active ranges, including planning.
2. **Facilities Superintendent:** Responsibilities include maintenance of all CWSA facilities and grounds to include fences and barriers, equipment, such as, mowers; vehicles; and tractor.

3. **Public Relations:** Acts as liaison with public media to promote awareness of association activities and future events.
4. **Shooting Events:** Schedules and supervises special events whether "association only" or open to the public.
5. **Fundraising:** Accountable for fundraising, including raffles and any other authorized event or method.
6. **Newsletter:** Publishes the monthly newsletter providing calendar events and pertinent information of interest to members.
7. **Positive Action:** Enhances the image of the association in the community and county and promotes awareness of the positive aspects of shooting sports.
8. **Social:** Schedules events on an annual basis to promote social interaction and entertainment of members and families.
9. **Membership:** Actively solicits new members through liaison with the Public Relations and Newsletter Committees.
10. **Hunter Safety:** Provides educational opportunities through approved and authorized courses open to the public.

Section H: Board of Directors

Directors shall be members in good standing elected by the membership. The board of directors shall consist of eight directors each to serve for a term of four years. Two directors will be elected every other year to provide for staggered terms unless fewer or more elections are needed to maintain a board of eight directors. In addition, the facilities superintendent shall serve as a voting director during his/her tenure in office and shall attend all meetings of the executive committee.

Board members shall be part of and attend all meetings of the executive committee. They shall be responsible for auditing the accounts of the association in June and December. One of the audits shall be performed as in Article 5, Section D above with the data provided from the treasurer in a timely manner. The audit committee will be formed by the VP-2, two middle-term directors, and one officer and will review the CWSA financial records in compliance with accepted accounting principles. The facilities superintendent shall be exempt from auditing responsibilities. The access to the safe deposit box shall be as follows: If no director has access, the director with the longest amount of time remaining on his/her term shall be given access. This same individual shall also have signatory power for the association's monetary accounts and shall act in the treasurer's absence.

The board shall review the bylaws annually and discuss any changes with the executive committee before presenting them to the membership for adoption, always in writing. Any changes or amendments must have a two-thirds majority vote of members at a legal meeting to pass. The bylaw committee will be formed by the two directors having the least time to serve on the board and will comply with provisions of Article 9—Amendments.

The board is also responsible for forming a nominating committee to present a proposed slate of officers for the ensuing year. The nominating committee will form in October with the two directors having the second to the most time to serve on the board plus one member at large and will follow the procedures in Article 4, Section A.

Article 6—Suspension or Expulsion

Section A: Officers and Directors

Any officer or director may be removed by a two-thirds majority vote of the members in good standing at any legal meeting called for this purpose. No vote on suspension or removal may be taken unless at least 15 days' notice in writing shall have been given to the officer or director stating the reason for his/her removal and the time and place of the special meeting at which such ballot is to be taken, unless the officer or director in question waives his/her right to be present at that special meeting. The president (or VP-1 if the president is the subject) shall make sure that the officer or director receives a full and fair hearing.

Section B: Any Member

Charges against any member may be made by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits that are to be used in their support. Such charges shall be filed with the membership secretary, who will immediately attempt to resolve the issue. If unsuccessful, he/she shall notify the president within five days. The president (or VP-1 if the president is the subject) shall immediately call a meeting of the executive committee to hear the charges.

The membership secretary will give at least 15 days' notice of the meeting to the members of the executive committee, the accuser, and the accused (who shall both attend). The notice shall be in writing and will include a true copy of the charges and supporting documents. The executive committee shall resolve the issue, if possible. Otherwise, it shall either dismiss the charges as being of little or no consequence or expel the member in question. Upon expulsion, there shall be no refund of dues or any part thereof.

Article 7—Awards

The CWSA sportsperson of the year award shall be presented to the individual exemplifying the spirit of sportsmanship and upholding the bylaws of CWSA. This person demonstrates the ideals of a family association supporting conservation, public awareness, social responsibility, and firearms safety through shooting events. The nominations for the individual shall be submitted to the executive committee at the November and/or December meetings, and after selection by the executive committee will be awarded at the annual meeting in January.

Article 8—Dissolution

In the event future circumstances require CWSA to discontinue operations, the following procedure will be followed by then elected officers of the association:

Section A—Dissolution Administration Committee

The following elected officers shall constitute the dissolution administration committee (DAC):

- President
- Vice President-1
- Vice President-2

- Secretary
- Treasurer

Section B—Disposal of Liquid Assets

Liquid assets shall be disposed of as follows:

Any outstanding debts and/or bills shall be paid first before any further disbursements are made. Member dues shall be reimbursed pro-rata for the remainder of the calendar year when the association facilities will no longer be available for members' use. Remaining liquid assets shall be distributed to selected Island County charities as determined by the DAC and approved by the executive committee.

Section C—Disposal of Chattel Assets

Association chattel property shall be auctioned to the membership. Any property not auctioned shall be gifted to selected charities. Auction proceeds shall be included with the liquid assets defined in Section B, above.

Section D—Disposal of Real Property

Association real property shall be deeded to the Island County Sheriff's, or such other deserving entity as determined by the DAC and approved by the executive committee.

Article 9—Amendments

Any proposed amendments to these bylaws may be submitted in writing to the executive committee at any time. The committee shall deal with them in an appropriate and timely manner depending on the subject of the proposed amendment. If they receive the committee's approval, the proposed amendment(s) must be approved by a vote by the CWSA membership at a regular meeting. Prior to the general membership vote, a description of the proposed change(s) shall be distributed to the membership at least seven days prior to the meeting. A two-thirds vote of the members present is required for passage of any change to the bylaws by email.

Section A—Amendment History

The following amendments to the CWSA bylaws have been made, following the procedure outlined above:

CWSA Bylaws Amendment History			
Rev.	Date	Section	Description
1.0	8 Jan 2001		Bylaws approved by membership 11 Dec 2000
1.1	1 Jan 2008	Article 1-F	Added requirement for NRA membership
1.2	24 May 2010	Article 2-C	Changed payment of \$4.00 to 1/12 of annual dues per month, for new members
1.3	11 Jun 2012	Article 2-A	Change the date when membership is terminated if dues not paid.
		Articles 8 and 9	Inserted a new Article 8, Dissolution and made Amendments changed to Article 9.

CWSA Bylaws Amendment History			
Rev.	Date	Section	Description
1.4	10 Jul 2017	Article 1-D	Added a senior membership category for those 65 and older who have had good standing the previous five year.
		Article 2-A	All dues are due and payable on or before 1 January of the new year. Nonpayment of dues is cause for termination.
1.5	16 Nov 2020	Article 1-F	NRA membership requirement removed and changed to members are encouraged to join and maintain NRA membership
		Article 5-Para. 3	Changed to 2/3 vote of membership at legal meeting
1.6	15 Feb 2021	Article 4-B Para 2	Changed amount executive committee is authorized to spend with general vote from \$300 to \$600.
1.7	28 Aug 2022	Article 5-A	President will assign a member to hold new member orientation.
1.8	27 Feb 2023	Article 4-A	Changed officers' tenure of duty from one year to two years
		Article 5-F and G	Changed house and grounds title to facilities superintendent.
		Article 9	Corrected spelling of title
2.0	28 Aug 2023	Article 4-A	Changed name of vice president to vice president 1 and added a position of vice president 2. These changes affect all subsequent Articles and Sections where the Vice President is mentioned.
		Article 5-C	Added new section to describe the duties of vice president 2.
		Article 5-H Para 2	The VP-2 shall organize an audit committee to audit CWSA financial records. The VP-2 will fill in for the membership secretary in his/her absence.
		All Bylaws	Reformatted using Microsoft Word defined Styles
		Article 4-A	Added 2 more board member totaling eight board members serving four-year terms
		Article 5-B	The VP-1 will fill in for the secretary in his/her absence.
2.1	18 Dec 2023	Article 2-A	Members older than 80 years exempt from work parties.

Certified by the President: Larry J. Nunn Date: 18 Dec 2023

Certified by the Secretary: K.M. Nunn Date: 18 Dec 2023

Certified Effective on Date: 18 Dec 2023