

OCALA SPORTSMAN'S ASSOCIATION, INC.

BY-LAWS

ARTICLE I - OFFICERS AND DIRECTORS

1. DESIGNATION OF DIRECTORS AND TERMS OF OFFICE. The Officers of the Association shall be the President, Vice-President, Secretary and Treasurer. They, together with one or more nonofficer Directors acting together, shall constitute the Board of Directors. All shall be elected by majority vote based upon a secret ballot of the club membership in good standing at the annual meeting of the Club. Each officer shall hold office for two (2) years or until their successors are elected.
2. QUALIFICATIONS FOR PRESIDENT AND VICE-PRESIDENT. Any candidate for the offices of President or Vice- President shall have previously served for one (1) full year as member of the Board of Directors.
3. QUALIFICATIONS FOR OTHER DIRECTORS. All candidates for Secretary, Treasurer, and nonofficer Director, shall have been a Principal Member in good standing for one (1) full year prior to the date of the election.
4. RELAXATION OF QUALIFICATIONS. In the event there are no candidates willing to serve who meet the service requirements specified in Sections 2 and 3 above, then the requirement shall be reduced until a qualified candidate for each position is nominated.
5. COMMITTEES OF THE BOARD OF DIRECTORS. The Board of Directors may establish any two (2) or more of its members as a regular or special committee for such purposes as the Board of Directors may deem appropriate. The President shall be one of the members of the committee so designated.

ARTICLE II - OFFICERS' DUTIES

1. PRESIDENT. The President shall draw agenda subject to the approval of The Board of Directors and preside at all regular and special meetings of the Association and the Board of Directors. Shall notify and convey written agenda to the Board of Directors for all regular and special meetings of the Board of Directors. The President shall be a voting member of all regular and special committees and perform all other duties as usually pertain to the office of President, including the below.

The President shall have the same and only the same voting privileges as any other Member, Director or Officer in any matter before any committee, Board of Directors meeting or membership meeting.

- (i) Membership cards: The President will render renewal and new membership cards in a timely fashion.
- (ii) Gate Entry: The President shall be responsible for membership gate entry to include granting, denying, and suspending access.

2. VICE-PRESIDENT. The Vice-President shall perform the duties of the President in the President's absence or at the President's request.
3. SECRETARY. The Secretary shall:
 - (i) Conduct all official, non-financial correspondence pertaining to the proper preparation and forwarding of all non-financial reports required by the Association.
 - (ii) Keep a true record of all meetings of the Board of Directors of the Association, regular and special business meetings of the Association, and have custody of the books and papers of the Association except the Treasurer's books of accounts.
 - (iii) facilitate communications between the Association and insurance providers and in coordination with the Treasurer, maintain the Association's insurance coverage.
 - (iv) The secretary will be responsible for all OSA communication to include responding to messages left on office phone.
4. TREASURER. The Treasurer shall:
 - (i) Be custodian of all funds and securities of the Association and collected interest thereon.
 - (ii) Keep a record of the financial accounts and transactions of the Association and report thereon at
 - (a) each regular meeting of the Board of Directors and regular business meetings of the Association.
 - (b) special meeting of The Board of Directors and special meetings of the Association when requested.
 - (c) the annual meeting of the Association.
 - (iii) Be responsible for the timely collection and recording of all fees and dues.
 - (iv) Report all membership fees and dues to the Association Webmaster.
 - (v) Deposit all monies of the Association in a timely manner to the account of Ocala Sportsman's Association, Inc. in a bank or banks or other financial Institution or financial institutions approved by the Board of Directors.
 - (vi) Cause to be prepared and filed, by method approved by the Board of Directors, appropriate reports and tax returns required by regulatory authorities both State and Federal.
 - (vii) Give bond in such amount as the Board of Directors may require, the Association to pay the premium for all expenditures associated with such bond.
 - (viii) Maintain the security of the Association's financial records by method approved by The Board of Directors.
 - (ix) Be required to provide for an annual review of the Association's financial records by a committee of the membership.
 - (x) Maintain timely payment of Association's insurance premiums, the Association to pay the premiums for such insurance coverage.
 - (xi) Maintain an up-to-date membership database, in form and method approved by The Board of Directors, which shall include all information provided on the membership application.
 - (xii) Render reports of membership transactions at:
 - (a) each regular meeting of The Board of Directors and all regular business meetings of the Association.
 - (b) special meetings of The Board of Directors and special meetings of the Association when requested.
 - (c) the annual meeting of the Association.
5. MEMBERSHIP DIRECTOR: The Membership Director shall be responsible for maintaining a record of all Principal, Associate, Granted, Life and Supporting Memberships in accordance with the following:

- (i) APPLICATIONS: All applications for membership shall be delivered to the Membership Director.
 - (ii) All new memberships shall be probationary for 90 days. Associate members must attend orientation with principal member.
 - (iii) Active Law enforcement, active military and first responders shall have guest fees waived.
 - (iv) ANNUAL MEMBERSHIP TERM: Annual Memberships (excludes Honorary, Granted and Life Membership, shall commence in the month the completed application with appropriate fees is accepted and will expire according to terms set forth in the Associations Membership Manual with a membership term not to exceed the last day of the current year.
 - (v) HONORARY MEMBER: Upon the recommendation of the Board of Directors, the members assembled at the Annual Meeting may grant the honor of Honorary Membership to a member in recognition of outstanding service to the Association. Honorary Members shall be exempt from annual dues but shall be subject to all other provisions of the Articles of Incorporation, By-Laws, and Membership Rules of the Association. The number of Honorary Members shall not exceed 5% of the membership, except that once elected to Honorary Membership, no reduction in the number of members of the Club shall cause any reduction of that group of members which has been elected to Honorary Membership. The term of Honorary Membership shall be specified by the Board of Directors at the time of the Grant. All Honorary members shall be considered Principal Members.
 - (vi) GRANTED MEMBER: Shall mean full membership, for a specified term, granted for goods and services to the Association at the discretion of The Board of Directors. All Granted members shall be considered Principal Members.
 - (vii) LIFE MEMBERSHIP: Shall be an individual Principal membership and have the same rights and privileges of Annual Membership except the dues are paid in advance as prescribed by the Board of Directors. The dues required shall be published in the Association's Membership Manual.
 - (viii) SUPPORTING MEMBER: Shall mean a membership of an individual, corporate, or other entity wishing to support the Association. Dues shall be prescribed by the Board of Directors. The Supporting Membership will have no voting or range privileges unless the Supporting Member holds an additional membership that grants such privileges.
 - (ix) ASSOCIATE MEMBER: Any family member of a primary or principal member living in the household, younger than 21 years of age, can be considered an Associate member.
6. DIRECTORS. Non-officer Directors shall serve on The Board of Directors.
7. RESIGNATION. Any officer may resign at any time by delivering written notice to the Board of Directors or to the Corporation. Any officer tendering a resignation shall be deemed to have also resigned as a member of the Board of Directors.
8. VACANCIES. Any single vacancy may be filled by a majority vote of the remaining members of the Board of Directors. If more than one vacancy exists simultaneously, a special meeting of the Club shall be called to fill the remaining terms of the vacancies by an election conducted by secret ballot unless un-imposed, and otherwise in the manner provided by Article IV of these By-Laws, except that

all nominations in such case shall be from the floor, and a quorum for this meeting shall be fifteen percent (15%) of the members in good standing. Any member appointed to the Board of Directors, pursuant to this section, must run in the next election for the position they were appointed to, if they should desire to remain on the Board of Directors.

ARTICLE III - NON-OFFICER APPOINTED POSITION & STANDING SPECIAL COMMITTEES

(Appointed by the Board of Directors)

Positions 1 and 2 in article III may be held by the same person.

9. CHIEF RANGE OFFICER. The Chief Range Officer shall:
 - (i) Be certified by the NRA as a Chief Range Safety Officer.
 - (ii) Be responsible for the selection, training, and qualification of Range Officers in accordance with the adopted policies of the Board of Directors.
 - (iii) Inspect berm, firing line and other facilities necessary for the smooth and safe operation of the range.
 - (iv) Ensure new shooters receive and understand a copy of the range rules.
 - (v) If required by the Board of Directors, provide a monthly Range Officer duty schedule.
10. The COMPETITION DIRECTOR (or designee – example Match Director, Association Range Officer, etc.) shall also:
 - (i) Have charge of, and be responsible for, the acquisition of all range equipment including frames, target backboards, targets, earplugs, staple guns and staples, and daily log sheets.
 - (ii) Have charge of all practice and competitive shooting activities on the range.
 - (iii) Oversee all shooting activities to ensure smooth and safe field function.
 - (iv) Ensure safe gun handling on the range and adequate eye and ear protection is used.
 - (v) Conduct range safety briefings immediately prior to shooting events.
 - (vi) Take charge of emergency situations.
 - (vii) Carry out the standard operating procedures according to policies developed by the Association's Board of Directors.
11. CHIEF INSTRUCTOR. The Chief Instructor shall:
 - (i) Be certified by the NRA.
 - (ii) Have charge of the Association's gun safety courses, RSO courses and all training.
12. ASSOCIATION WEBMASTER shall:
 - (i) Maintain the IT Systems of the Association.
13. STANDING COMMITTEES:
 - (i) The Standing Committees may be established as deemed necessary by the Board of Directors in accordance with Article I Section 5.
 - (ii) Financial Review Committee may be established to assist the Board of Directors with the review of financial records and make recommendations to the Board of Directors with respect to financial records of the Association. This committee will meet at the request of the Treasurer and/or the President of the Association.
 - (iii) The Board of Directors has deemed the following standing committees necessary:
 - (a) Insurance Committee- The insurance committee shall report to the Board all relevant information concerning the Association's Insurance policies.
 - (b) Articles and By-laws Committee – The Articles and By-Laws committee shall regularly review the Articles and By-Laws and make recommendations to the Board of Directors of any changes they believe are necessary.

ARTICLE IV - ELECTION PROCEDURES

1. OFFICER AND DIRECTOR ELECTION TIMING:
 - (i) The President, Secretary, and two (2) Directors shall be elected to a two (2) year term at the Annual Election meeting in odd number years.
 - (ii) The Vice President, Treasurer and one (1) Director shall be elected to a two (2) year term at the Annual Election meeting in even number years.
2. FLOOR NOMINATIONS. Floor nominations, if seconded, shall be accepted up to the time of elections at the annual meeting.
3. PUBLICATION OF BALLOT. The Newsletter shall publish a pro-forma ballot on which the names of the candidates for each Officer or Directorship shall be listed in alphabetical order. The Newsletter shall be mailed or emailed at least two (2) weeks before the election date. A copy of the ballot shall also be posted at the RSO/Sign-In Desk and on the Association Web Site.
4. SECRET BALLOT. The election of all Officers and non-officer Directors, if opposed, shall be by secret ballot. The ballots shall be counted, and results given to the membership prior to the conclusion of the Annual Meeting.
5. SPECIAL ELECTIONS. Special elections, when required, shall be conducted as provided elsewhere in these By-Laws.

ARTICLE V - MEETINGS OF THE MEMBERSHIP

1. ANNUAL (ELECTION) MEETING. The Annual Meeting of the membership shall be held on the second Sunday of MARCH each year. If the membership is notified that a change is necessary and proper notification has taken place the board of directors can move the meeting to the Third Sunday of March. The Annual Meeting will take place at the time fixed and shall not be postponed for any reason other than the safety of the membership. All Principal Members in attendance, the Officers and Directors shall hold the Annual Meeting and conduct the agenda without needing more than ten (10%) percent of the Principal (voting) members. If ten (10%) percent of the membership is not in attendance, the meeting will be postponed to the second (2nd) Sunday in April. A quorum requirement is not needed for the April meeting.
2. ORDER OF BUSINESS. The order of business at the annual meeting shall be:
 - (I) Determination of a quorum
 - (II) Reading of the Notice of Meeting
 - (III) Reading of the minutes of the previous meeting of the members
 - (IV) Report of the President
 - (V) Report of the Treasurer
 - (VI) Report of the Secretary
 - (VII) Report of the Committees
 - (VIII) Election of Officers
 - (IX) Transaction of other business described in the Notice
 - (X) New Business
 - (XI) Announcement of elections results
3. REGULAR MEETINGS. Regular meetings of the Association for the transaction of ordinary business shall be held on the second Sunday of June, September, and December at 2 p.m. at the OSA Range.

4. ORDER OF BUSINESS. The order of business for the regular meetings shall be:
 - (I) Determination of a quorum (5% Principal Membership)
 - (II) Reading of the Notice of the Meeting
 - (III) Reading of the minutes of the previous meeting
 - (IV) Report of the President
 - (V) Report of the Treasurer
 - (VI) Report of the Secretary
 - (VII) Report of the Committees
 - (VIII) Transaction of other business described in the Notice
 - (IX) New Business
 - (X) Adjournment
5. NOTICE. A notice of annual or regular meetings shall be required even if such meetings are scheduled at a regular frequency, time, and location. The notice shall be in the newsletter or an Email no less than ten (10) days prior to the date of the meeting. The notice shall also be posted at the RSO/Sign-In Desk and on the Association Website.
6. SPECIAL MEETINGS. A special meeting of the members of the club may be held at any time upon the call of the President, or upon a vote of the majority of the Board of Directors or upon demand, in writing to the Secretary, stating the object of the meeting and signed by no fewer than fifteen percent (15%) of the Principal Members. Notice of the time, place and object of the meeting shall be given to all officers and members in good standing in writing by the United States mail or E-mail and posted at the RSO/Sign In Desk and on the Association Website no less than ten (10) days prior to the date fixed for the holding of the special meeting. The place of such meeting shall be the OSA Range.
7. QUORUMS. Unless otherwise specified in the Articles of Incorporation or elsewhere in these ByLaws, the quorum required for each meeting shall be:
 - (I) Five percent (5%) for regular monthly meetings.
 - (II) Fifteen percent (15%) for all special meetings.
 - (iii) Ten percent (10%) for the Annual Meeting, the passage of Amendments and Special Elections.

ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS

1. FREQUENCY. Meetings of the Board of Directors shall be held regularly at such time and place as the Board of Directors by majority vote shall determine. Special meetings of the Board of Directors may be held at any time on the call of the President or on demand, in writing to the Secretary, of three (3) members of the Board of Directors.
2. QUORUM. A quorum shall be five (5) members of the Board of Directors.
3. PRESERVATION OF QUORUM. If any director shall absent himself during any vote, his absence, whether temporary or continuing during the remainder of the meeting, shall not serve to vacate any quorum which had been previously established for that meeting. However, if two (2) members of the Board of Directors absent themselves from the meeting then the meeting is over.
4. SIMPLE MAJORITY. Unless specifically provided otherwise in the Articles of Incorporation or in these By-Laws, the resolution of any matter presented to the Board of Directors for a vote, shall be resolved by a simple majority. A tie vote shall constitute a defeat of the proposal.

ARTICLE VII - PARLIAMENTARY AUTHORITY

All meetings and official business of the Board of Directors, general membership and committees shall be conducted in accordance with a protocol of fundamental fairness, order, and generally accepted procedures, with due regard to the traditions and precedents of the Club. Roberts Rules of Order are to be used to provide guidance and procedures.

ARTICLE VIII - LIMITS OF FINANCIAL AUTHORITY

1. By September 30th of each year, the Board of Directors will develop and approve an Operating Budget for the next fiscal year. The budget will then be presented to the to the general membership at the December Membership meeting.
2. The Board of Directors may adopt an overall policy, or from time to time adopt specific policies authorizing officers or directors to commit the Association to limited financial obligation.
3. **RECURRING EXPENDITURES AND EXPENSES:** Shall be preapproved by the Board of Directors and:
 - (i) If under \$1,000 shall be paid by the Treasurer
 - (ii) If over \$1,000 two authorized signatures are required
 - (iii) The recurring expenditures shall be specified in the operating budget.
4. **NON-RECURRING EXPENDITURES AND EXPENSES:**
 - (i) If under \$100, shall be paid at the discretion of the Treasurer and reported by the Treasurer at the next Board of Directors meeting.
 - (ii) \$100 to \$999.99 requires a second authorized signature and will be reported by the Treasurer at the next Board of Directors meeting.
 - (iii) \$1,000 and over shall be preapproved by the Board of Directors and requires two authorized signatures.
5. **REIMBURSEMENTS OF PREAPPROVED EXPENDITURES MADE BY DIRECTORS**
 - (i) If under \$250, shall be paid by the Treasurer.
 - (ii) \$250 to \$999.99, requires approval of the Board of Directors before reimbursement is made.
 - (iii) \$1,000 and over, requires approval of the Board of Directors before reimbursement is made and two authorized signatures.
6. **EMERGENCIES.** In the event of an emergency; which is defined to mean an unforeseen event or series of events which threatens to prevent, or does in fact prevent, the normal operation of the Club; the requirements of Section 2 above shall be waived and the Board of Directors is authorized, on a majority affirmative vote of the directors present, to make whatever immediate expenditures it deems appropriate, not to exceed \$5,000.

ARTICLE IX - GENERAL SUPERVISION AND CONTROL

The Board of Directors shall have general supervision and control of all activities of the Club and may adopt rules and regulations consistent with the Articles and By-Laws which rules and regulations shall be equal in dignity to these By-Laws. The rules and regulations shall relate to the operation of the Club in matters not specifically dealt with by the Articles of Incorporation or by these By-Laws.

ARTICLE X - DISCIPLINARY PROCEDURES

1. **OFFICERS AND DIRECTORS REMOVAL FROM OFFICE.** Any officer or director may be removed from office for legitimate cause, by a 2/3 affirmative vote of the members of the Board of Directors present at any special meeting of the Board of Directors called for this purpose by the President, or five (5) members of the Board of Directors, in writing, to the Secretary. No vote on suspension or removal may be taken unless a minimum of fifteen (15) days notice in writing shall have been given to the officer or director being considered for removal. All reasons for the proposed action and the time and place of the special meeting shall be included in this notice. The officer or director shall be given a full hearing at the meeting called for the purpose specified in this notice. If warranted a secret ballot will be taken.
2. **MEMBERS SUSPENSION OR EXPULSION.** Any member may be suspended or expelled from the Club for any legitimate cause deemed sufficient by the Board of Directors. Suspension or removal shall require a 2/3 affirmative vote of the Board of Directors present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least fifteen (15) day notice in writing shall have been given to the member, at his or her last known postal address. This notice shall set forth the basis of suspension or expulsion and shall include the time place of the meeting of the Board of Directors at which the matter will be considered. The member shall be accorded a full hearing at the meeting of the Board of Directors called for the purpose specified in this section. No notice or hearing to expel any Member or Family Membership for having failed to pay any dues or late fees shall be required. However, if the member should subsequently dissent then the Member shall be accorded the opportunity to be heard and to appeal as provided in Section 4 of this Article.
3. **REASONS.** Reasons for suspending, expelling or removing any officer, director or member for cause may be proffered by any member in good standing. The reasons shall be in writing and shall clearly state the facts relied upon and may be accompanied by affidavits or exhibits which, if submitted, are to be used in their support. Such reasons together with any affidavits or exhibits shall be delivered to the Secretary and the Secretary shall notify the Board of Directors of the identity of the member, director or officer involved. This notice shall be in writing and shall include a true copy of the reasons and any supporting affidavits or exhibits. The Board of Directors will then proceed to consider the suspension, removal or expulsion of the member, director or officer involved in the manner provided in Section 1 or 2 of this Article, whichever applies.
4. **APPEAL.** Any member suspended or expelled by the Board of Directors may appeal to the full membership of the Club. Such appeal shall be made in writing to the Secretary who shall notify the President. The President shall call a special meeting of the Association for the purpose of acting on the appeal. The Secretary shall give at least fifteen (15) days notice in writing to all members of the Association in good standing stating the date, time, place and reason for such special meeting. At the meeting called for purposes specified in this Section, the Secretary shall read the reasons for suspension, removal or expulsion, and any supporting affidavits and shall display or read any exhibits. The Secretary shall read the relevant portion of the minutes of the special meeting of the Board of Directors at which the matter was heard and shall report any action taken. A full hearing before the members shall then occur. After the hearing, a vote shall be taken by secret ballot of the membership in good standing, who are present, and the action of the Board of Directors shall be confirmed unless 2/3 of the members present and in good standing shall have disagreed.

ARTICLE XI- INSTRUCTORS

All instructors using OSA for the purpose of performing pistol, rifle, or concealed weapons training must be in total control of their students while on Association property and accept full responsibility for the actions of their students. They must also meet the following requirements:

- (i) The instructor must be an OSA member in good standing.
- (ii) The instructor must be an NRA certified instructor with current credentials and present a copy of his/her credentials to either an OSA Board member or to the Chief Instructor.
- (iii) The instructor must carry liability insurance covering their pistol, rifle or concealed weapons classes and present a copy of his/her insurance to either an OSA board member or to the Chief Instructor. An NRA insurance policy is not required.
- (iv) The instructor is responsible for the completion of the Guest Waiver and any other required paperwork.

ARTICLE XII – AMENDMENTS

These By-Laws may be amended, whether by addition, alteration, or rescission in accordance with the following procedures:

- (i) Any Director may propose an amendment, in writing, at any regular meeting or special meeting of the Board of Directors called for such purpose.
- (ii) If the proposed amendment(s) is seconded by one other Director, then it shall be placed on the agenda for the next regular meeting of the Board of Directors.
- (iii) If the Board of Directors approves the proposed amendment(s), all the members shall be notified of the amendment(s) either by direct mail, e-mail or by publication in the newsletter, which shall publish the text of the amendment(s) in full.

The undersigned as Secretary of the Ocala Sportsman's Association, Inc., hereby certifies that the above By-Laws of the Ocala Sportsman's Association, Inc. were approved at a meeting of the Board of Directors on the _____ day of _____, _____.

SECRETARY _____ Artie Fedrich

PRESIDENT _____ Dave Michaels