

Peninsula Rifle & Pistol Club

BY-LAWS

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BY-LAWS of the Peninsula Rifle and Pistol Club

ARTICLE I – NAME

The name of this organization shall be
“Peninsula Rifle and Pistol Club”
incorporated in the State of Washington on October 21, 2004.

The Official Mailing Address shall be:

P.O. Box 895
Port Angeles, WA. 98362

The Official Physical Location Address shall be:

2600 W. 18th Street (Butler/Cross Street)
Port Angeles, WA. 98363

ARTICLE II – TERM

The term of existence of the corporation shall be perpetual until or unless dissolved in accordance with Article XV of these bylaws.

ARTICLE III – PURPOSE AND OBJECTIVES

The purpose and objectives of PRPC shall be:

- (a) The purpose for which the corporation was formed are those set forth in its articles of Incorporation, as from time to time amended. Specifically, the purpose are to carry out objectives as outlined in this Article III.
- (b) The Peninsula Rifle and Pistol Club shall operate as an IRS 501(c)(7) not-for profit organization and shall be non-partisan and non-sectarian.
- (c) The PRPC is not formed for pecuniary or financial gain, and no part of the assets, income or profit of the PRPC is distributable to or inures to the benefit of its directors or Officers.

- (d) No substantial part of the activities of the PRPC shall be devoted to attempting to influence legislation by propaganda or otherwise, and the PRPC shall not participate in, or intervene in (including the publication or distribution of statements with respect to) any political campaign on behalf of or in opposition to any candidate for public office.
- (e) To encourage organized rifle and pistol shooting among citizens of the United States residing in our community, with a view towards better knowledge on the part of such citizens of the safe handling and proper care of firearms, as well as improved marksmanship, all for the purpose of enhancing public safety.
- (f) To promote, organize and sponsor educational programs for young people, (i.e.) teach firearms safety, encourage responsible gun handling, and sponsor marksmanship competitions for youth and membership participation.
- (g) To promote, organize, and sponsor amateur competition in the shooting sports, including participation at National Levels.
- (h) To foster the development of the characteristics of honesty, comradery, self-discipline, team cooperation, collaboration, effective communication, and team compatibility and self-reliance, which are foundational essentials of good marksmanship and true patriotism.

ARTICLE IV GOVERNANCE

- (a) The PRPC shall be under the overall direction of an Executive Committee consisting of the elected officers. The Executive Committee shall be responsible for the overall management and oversight of the PRPC, Firearms Activities, Facilities (Range) Operations and Maintenance, Sanctioned Firearms Competition events.
- (b) The Executive Committee shall have general supervision and control of all activities of the PRPC, subject to approval of the membership. Notwithstanding the provisions of ARTICLE XI – MEETINGS. The Executive Committee may make agreements and form contracts with others organization and individuals to carry out the purpose and objectives of PRPC, subject to the limitations of Article III – PURPOSES AND OBJECTIVES of these bylaws.

- (c) The Executive Committee shall ensure responsible and prudent management of property, assets, enforcement of rules, regulations, policies, procedures and directives of the PRPC.
- (d) The Executive Committee shall be responsible for the verification and accuracy of accounting of all PRPC memberships, funds, properties and their safekeeping.
- (e) The Chairman of the Executive Committee shall be the elected President of the PRPC and shall preside over meetings of the Executive Committee.
- (f) Meetings of the Executive Committee may be scheduled by the elected President in conjunction with regularly scheduled PRPC monthly membership meetings. Any member of the Executive Committee may request a special meeting by notifying the Secretary who will notify the other members of the Committee.
- (g) All meetings of the Executive Committee must have a qualified quorum of officers. A minimum of three (3) officers shall be present for the executive committee to complete any PRPC business.
- (h) Executive Committee Action may be taken on any matter affecting PRPC business except for those matters reserved by the general membership; election of officers, amendments to these by-laws, establishment of membership dues, appeals of administrative action in cases of suspension or expulsion of membership.
- (i) A vacancy on the Executive Committee may be filled by a majority vote of the remaining members of the Committee for recommendation and approval of the full membership. If more than one vacancy exists, the/these position/s shall be filled by the general membership at an election for that purpose.
- (j) Notification of vacancies on the Executive Committee and the election for the same shall be announced by PRPC notification. An election to fill the vacancies shall take place at the general membership meeting immediately following such announcement and be determined by simple majority vote of the eligible voting members present at that meeting.
- (k) At least three (3) members of the Executive Committee must be present at any general membership meeting to constitute a quorum.

ARTICLE V – OFFICERS

- (a) The Officers of PRPC shall be a President, Vice-President, Secretary, Treasure and Executive Officer who acting together, shall constitute the Executive Committee.
- (b) Members willing to be considered for elective office shall declare their candidacy no later than the regular membership meeting in November, where nominations from the floor will be entertained. Nominations will not be accepted from the floor during the Annual Meeting. Officers shall be elected by a majority vote by ballot of the members in good standing in attendance at the Annual Meeting. They shall hold offices for one year.
- (c) The Executive Committee shall have general supervision and control all the activities of PRPC, subject to approval of the membership. Notwithstanding the provisions of **Article XI – Meetings**.
- (d) Meetings of the Executive Committee shall be held regularly at such time and place as the committee may determine. Regular meetings of the Executive Committee shall be announced as to time and place and shall be open to visitation by all members in good standing. Special meetings of the Executive Committee may be held at any time on the call of the President or on demand, in writing to the Secretary, by a minimum of three members of the Executive Committee.
- (e) Three members of the Executive Committee shall constitute a quorum at any regularly scheduled meeting, or special meeting, provided that all committee members receive notice of the meeting.
- (f) Resignation of any officer may be accepted by a majority vote of the remaining officers of the Executive Committee.
- (g) A vacancy on the Executive Committee may be filled by a majority vote of the remaining Officers of the Executive Committee. However, if more than one vacancy exists, a meeting of the PRPC shall be called and new officers shall be elected to fill the vacancy until the date of the next Annual Meeting, as provided in paragraph (a) above.
- (h) The Officers of the PRPC must be 21 years of age or older.

ARTICLE VI – DUTIES OF OFFICERS

(a) **President:** The President shall preside at all meetings of PRPC and of the Executive Committee. The President shall be a member ex officio of all regular, standing and special committee, and shall perform all such other duties as usually pertain to the office.
The President shall appoint special Committees as required for the overall Purposes and Objectives of the PRPC with assent of the Executive Committee.

(b) **Vice-President** – The Vice-President shall perform the duties of the President in their absence, the Presidents request, or at the request of the Executive Committee.

(c) **The Secretary** - The Secretary shall conduct official correspondence and forward reports as may be required to those National and Regional Organizations with which PRPC are affiliated. The Secretary shall notify all members of meetings of the Executive Committee and general membership including the time and place of meetings, including Special and Annual Meetings, as required in ARTICLE XI – MEETINGS.

The Secretary shall keep and maintain the true records of all meetings of membership and Executive Committee of the PRPC. The Secretary shall be responsible for custody of all Records, Files, General Business Operations, Policies, Procedures, Practices and Directives applicable to PRPC, except for the Treasures Book of Accounts. All Applications for membership of PRPC shall be made to the Secretary and shall be responsible for the collection of all fees and dues and shall remit the same to the Treasurer, taking the Treasures proper receipt, therefore.

The Secretary shall be responsible for maintaining PRPC membership records and transmit it to National and Regional organizations as the Executive Committee determines beneficial for PRPC.

(d) **Treasurer** – The Treasurer shall have charge of all funds of PRPC and place the same in such bank or banks as may be approved by the Executive Committee. Such money shall only be withdrawn by authorized check signed by the Treasurer and/or PRPC President for payment of such bills as shall be approved by the establishment of a General Fund and such segregated Special Funds as may be required. Special Funds shall contain those moneys dedicated to a specific activity. All other money shall be kept in a General Fund.
The Executive Committee may authorize from the General Fund, or from Special Funds, a continuing authorization for recurring expenses.

The Treasurer shall keep accurate account of all transactions and shall be prepared to render a Treasures Report at any meeting when requested.

- (e) **Executive Officer** – The Executive Officer shall have charge of property, deeds of record, By-laws, Policy, Procedures, Directives, Security and Facilities Access for PRPC.

The Executive Officer Shall Appoint a ***‘Qualified Range Safety Officer’*** for Range over-sight, Membership Pre-Qualifications requirements, Range Safety Officer (R.S.O.) Training and Certification, Maintain updated Safety Rules, Regulations and Range Safety Rules as required for the overall safety for PRPC.

The Executive Officer shall appoint a **‘Safety & Security Officer’** for PRPC Membership Facility Access, Site Security, Lock and Key (Keycards) inventory, distribution, collection management in collaboration with PRPC Secretary (current membership dues paid) and Access of Security cameras, recorders, etc.

The Range Safety Officer and the Safety & Security Officer will directly report to the Executive Officer and Executive Committee.

- (f) **Limitations** – No Officer shall contract any bills, invoices, or enter into any contractual agreements on behalf of PRPC with any individuals or organizations, without prior written authorization of the Executive Committee and membership approval as required by a majority vote of the membership in attendance per **ARTICLE X – MEETINGS**.

ARTICLE VII – SUSPENSION AND EXPULSION

- (a) Any Officer may be removed by two-thirds of members in good standing present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen (15) days’ Official Notice in writing or E-Mail shall have been given to the Officer of the reason for their removal and of the time and place of the special meeting at which such ballot for their removal is to be taken. At such special meeting the Officer in question shall be given a full hearing. However, be excluded from voting on the matter of removal.

- (b) Any member may be suspended or expelled from PRPC for any cause deemed sufficient by the Executive Committee by an affirmative majority vote, without proxy, of all the members of the committee at any regular or special meeting of the Executive Committee, provided that no vote on suspension or expulsion be taken unless at least fifteen (15) days' notice in writing shall have been given to the member of the charges proffered and of the time and place of the meeting of the Executive Committee at which such charges will be considered. At such meetings the member or members under charge will be given a full hearing.
- (c) Charges against any Officer or member may be proffered by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits, exhibits that are to be used in support of the charges and/or sworn declarations of witness under oath under the laws against perjury of the laws of the State of Washington, if request for a continuance is made in good faith if the witnesses are unavailable due to their temporary absence. However, except for medical emergencies, under no circumstances, it shall be extended longer than 20 days from the date of the first scheduled hearing.
- (d) Such charges shall be filed with the Secretary, who will immediately notify the President. Where appropriate, any misconduct on the part of the Officer or Member will be the subject of first spoken and then written warnings issued by an Officer of the PRPC, before any action to discharge Officer, or suspend or expel the member. If suspension or expulsion of a member is to be considered, the President will call a meeting for the Executive Committee to hear the proposed charges. The Secretary will give at least fifteen (15) days' notice of the meeting to each member of the Executive Committee, to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and supporting affidavits and exhibits.
- (e) Any member suspended or expelled by the Executive Committee may appeal to the full membership of the PRPC. Such appeals shall be made in writing to the secretary who will notify the President. The President will call a Special Meeting of the PRPC for the purpose of acting on the appeal. The Secretary shall give at least fifteen (15) days' notice in writing to the members in good standing, stating the date, time, place, and reason for such Special Meeting. At the meeting of the full PRPC, the Secretary will read the original charges, and present the supporting affidavits and accompanying exhibits, and will read the minutes of the Executive Committee at which the charges were heard and action taken. A full hearing will be given to the accuser and the accused. A vote will be taken by ballot of the members in good

standing present and two-thirds vote shall be required to reverse the action of the Executive Committee.

- (f) Any Member or Officer convicted in any court of law under either state or federal jurisdiction, involving a felony or gross misdemeanor, which conviction results from the use of a “Deadly Weapon”, as defined in that jurisdictions penal code, where such weapon is used or displayed in actions involving domestic violence, shall be automatically suspended from PRPC.

ARTICLE VIII – MEMBERSHIP / DUES

Membership

Any citizen of the United States may become a Regular Member of the (PRPC) on an affirmative vote of the Executive Committee after subscribing to the following pledge, payment of the usual initiation fees, Annual Membership Dues and Verification of a valid CPL (Concealed Pistol License).

“I certify that I am a citizen of good repute of the United States of America; that I am not a member of any organization or group having as its purpose or one of its purposes to overthrow by force and violence of the Government of the United States or any of its subdivisions; that I have never been convicted of a crime of violence; and that, if admitted to membership of PRPC, I will fulfill the obligations of good Sportsmanship and good Citizenship.”

Junior Members, under the age of 21 years of age may be enrolled and participate in PRPC activities under the supervision of adult members. Junior members reaching the age of 21 years of age shall become eligible for Regular Membership, full privileges, including voting rights of Regular Members.

Categories of Membership

1. **Individual Membership** – Any person of good moral character having never been convicted of a felony, and with the desire to cooperate in pursuit of the interest and under the conditions set forth in **ARTICLE III – Purposes and Objectives**, may become a member of the PRPC upon application accompanied by payment of the designated dues, Proof of Valid CPL, Completion of Range Orientation, Safety briefing by the Range Officer, or their designee, and the successful completion of the PRPC Range Safety Officer (RSO) Training Program.

2. **Family Membership** – Same as an Individual Membership; in addition to any qualified family members, i.e. Defined as one or two adults at the same address and include all dependent children or grandchildren under the age of 21 years of age.

Membership – Dues

- (a) The amount of Annual Membership Dues for PRPC shall be Assessed and established by the Executive Committee and presented for approval at any Regular or Special Meeting called for this purpose. Two-Thirds vote of the Members present shall be necessary for approval.
- (b) Dues cover the calendar year starting from January 1st to December 31st and shall be paid no later than February 15th of each year. No Member in arrears shall be eligible to vote or enjoy any other privileges or benefits by PRPC membership.
- (c) An applicant for membership joining any time after June 30th will be allowed to pay for the remainder of the calendar year, a pro-rata share of the amount of annual Membership dues then in effect.

ARTICLE IX – STANDING COMMITTEES

- (a) The President shall appoint at least one standing committee for the administration of PRPC Rules and Programs for the following activities:
- 1) PRPC Safety & Security -
 - 2) Rifle –
 - 3) Pistol –
 - 4) Firearms Training –
 - 5) Hunter Safety Programs –
 - 6) Youth Programs –
 - 7) Facilities Operations & Maintenance –

ARTICLE X – SPECIAL COMMITTEES

- (a) The President may appoint, for such time as deemed necessary, special Committees to take care of extraordinary situations or circumstances that may conflict with the PRPC Bylaws, Safety Rules, Policies, Procedures, Directives, Membership, Security, etc.
- (b) The President shall appoint a Financial Review Committee for the purpose to perform a Financial Audit of PRPC for compliance with GAP/IRS Rules and Regulations Annually. The Committee shall prepare for Executive Committee Review and produce an Annual

Financial Report for the Membership (To be presented at the Annual PRPC Business Meeting in December of each year). A Five-Year Audit shall be performed by a registered Accounting Firm. To be determined by solicitation for such service by the Executive Committee.

ARTICLE XI – MEETINGS

- (a) **Annual Meeting:** **December of Each Year**
- (b) **Regular Meeting:** **Monthly**
- (c) **Special Meeting:** **As Required – Notification - Per Article XI**
- (d) **All Meetings:** **Robert’s Rules of Order – Shall Govern**
- (e) **Quorum:** **One-fourth of the membership in attendance**

Order of Meetings:

- a) Call to order – President
- b) Pledge of Allegiance – United States of America
- c) Roll call of officers - Quorum Present and Verified
- d) Reading of Previous Meeting Minutes - Motion & Approval
- e) Officers Reports -
- f) Treasurer's Report – Monthly Financials
- g) Committee Reports – Standing & Special Orders
- h) Consent Agenda Items – Routine/Recurring PRPC Buisness
- i) Old business -
- j) New business -
- k) Adjournment –

Rules: The Revised Robert's Rules of Order (Recent Revision) shall govern the deliberation of all meetings unless specific exceptions are made herein.

1. **Annual Meeting:** The Annual Meeting shall be held during the Month of December at such time and place as may be fixed by the Executive Committee. Members shall be notified 14 days prior to the scheduled date of the meeting. If the Annual Meeting does not take place at the time fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

2. **Regular Meetings:** The Regular Meeting of PRPC for the transaction of normal business shall be held once each month, at such time and place as may be fixed by the Executive Committee.
3. **Special Meetings:** A Special Meeting of the PRPC may be held at any time upon the call of the President or upon the call of the Executive Committee or upon the demand of the members, in writing, stating the purpose of the proposed meeting, and signed by not less than 20% of the members entitled to vote. Notices shall be given about the time, place, and purpose of any special meeting shall be given to all PRPC Officers and members in good standing not less than seven (7) days prior to the date fixed for holding such meeting. The Location of the meeting shall be fixed by the PRPC Executive Committee.
4. **Quorum:** One-Fourth of the Members of the PRPC entitled to vote in attendance shall constitute a quorum at any meeting.
5. **Governing Principals:** All Meetings held, and all votes taken, shall be conducted in accordance with Robert's Rules of Order (Newly Revised).

ARTICLE XII – AMENDMENTS

Any proposed amendment to these bylaws may be introduced by any member of the PRPC at any regular meeting or special meeting called for this purpose. All members shall be notified of any proposed amendments via e-mail or other means of effective and efficient methods of communications determined by the Executive Committee to each PRPC member as a part of the meeting notification at least 14 days prior to the scheduled date of the meeting. A two-thirds affirmative vote of PRPC members present will be necessary to adopt any amendments to these bylaws.

ARTICLE XIII – INDEMNIFICATION (PRPC OFFICERS and MEMBERS)

- (a) **Grant of Indemnification:** Subject to the provisions of the following section, each person who was or is made a party or is threatened to be made a party to or is involved (including, without limitations, as a witness) in any threatened, pending, or completed action, suit or proceeding, whether formal, informal, civil, criminal, administrative or investigative (hereinafter a proceeding), by reason of the fact that he or she is or was an officer of the Peninsula Rifle and Pistol Club (hereinafter referred as PRPC), where the basis of such proceeding is alleged action in an official capacity as an officer, employee or agent, shall be indemnified and held harmless by PRPC to the fullest extent permitted by applicable law, as then effect against all expense, liability and loss (including attorney's fees, costs, judgements, fines, and penalties, and amounts to be paid in settlement) reasonable

incurred or suffered by such person who has ceased to be an officer and shall inure to the benefit of his/hers heirs, executor and administrators.

- (b) **Limitations on Indemnification:** Notwithstanding the provision of the prior section, no indemnification shall be provided hereunder to any such person to the extent that such indemnification would be prohibited by the state law or applicable law as then in effect, nor except as provided in section (d) below with respect to proceedings seeking to enforce rights of indemnification, shall PRPC indemnify any such person seeking indemnification in connection with the proceeding (or part thereof) initiated by such person except where such proceeding (or part thereof) was authorized by the officers of PRPC.
- (c) **Advancement of Expenses:** The right to indemnification conferred in this Article shall include the right to be paid by PRPC for expenses incurred in defending any such proceeding in advance of its final disposition, except where the officers shall have adopted a resolution expressly disapproving such advancement of expenses.
- (d) **Right to Enforce Indemnification:** If a claim under section (a) is not paid in full by PRPC within ninety (90) days after a written claim has been received by PRPC, or if a claim for expenses incurred in defending a proceeding in advance of its final disposition authorized under section (c) is not paid within (90) days after the written claim has been received by PRPC, the claimant may at any time bring suit against PRPC to recover the unpaid amount of claim and to extend successful in whole or in part, the claimant shall also be entitled to be paid the expense of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification hereunder upon submission of a written claim, and thereafter PRPC shall have the burden of proof to overcome the presumption that the claimant is so entitled. It shall be defense to any such action that the claimant has not met the standards of conduct which make it permissible under Washington Business Corporation Act for PRPC to indemnify the claimant for the amount claimed, but the burden of proving such defense shall be on PRPC. Neither the failure of PRPC (including its officers), Independent legal counsel, or its members to have made a determination prior to the commencement of such action the indemnification of or reimbursement or advancement of expenses to the claimant is proper in the circumstances, nor an actual determination by PRPC (including its officers, independent legal counsel, or members) that the claimant is not entitled to indemnification or to reimbursement or advancement of expenses shall be defense to the action or create a presumption that the claimant is so entitled.
- (e) **Indemnification of Employees, Agents:** PRPC may, by action of its officers, provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents of PRPC on the same terms and conditions with the same scope and effect as provisions of this

article with respect to the indemnification and advancement of expenses of officers.

- (f) **Insurance of Other Security:** PRPC will maintain insurance, at its expense, to protect itself and any individual who is or was an officer, employee or agent of PRPC against any liability asserted against or incurred by the individual in the capacity or arising from his/her status as an officer or employee, whether or not PRPC would have the power to indemnify such person against the same liability under Washington State business Corporation Act. PRPC may enter into contracts with any officer of PRPC in furtherance of the provisions of the; action and may create a trust fund or use other means to ensure payment of such amounts as may be necessary to effect indemnification as provided by this Article.
- (g) **Amendment or Modification:** This article may be altered or amended at any time as provided by the by-law, but no such amendment shall have the effect of diminishing the rights of any person who is or was an officer as to any acts or omissions taken or admitted to be taken prior to the effective date of such amendment.
- (h) **Effect of Article:** The rights conferred by PRPC shall be deemed to be contract rights between PRPC and each person who is or was an officer. PRPC expressly intends each person to rely on the rights conferred hereby in performing his/her respective duties on behalf of PRPC.

ARTICLE XIV – ENACTING

These related by-laws amend and replace the by-laws as last amended on March 14, 2025 / April 25, 2025, and replaces any previous versions of said by-laws by a vote of the PRPC members are hereby approved on this _____ day of _____.

ARTICLE XV – DISSOLUTION

In the event of the dissolution of PRPC, after all obligation of financial concern have been settled, the net proceeds of PRPC shall be donated to the National Rifle Association (N.R.A.) Foundation, which is a legal 501c(3) tax exempt organization.