

**CONSTITUTION  
&  
BY-LAWS**

**of**

**HELLERTOWN SPORTSMEN'S ASSOCIATION, INC.**

Member

of

National Rifle Association  
Northampton County  
Federation of Sportsmen's Clubs  
Civilian Marksmanship Program  
Pennsylvania State Archery Association *Not a member(applying)*  
International Defensive Pistol Association  
International Confederation of Revolver Enthusiasts

This revision was passed by the Members on May 00, 2017  
and supersedes all previous versions.

**ARTICLE I**  
**Name and Location**

- Sec. 1.** The name of this body shall be **THE HELLERTOWN SPORTSMEN’S ASSOCIATION, INC.**
- Sec. 2.** It shall be a non-profit organization located in Lower Saucon Township, Northampton County, Pennsylvania.

**ARTICLE II**  
**Objective**

- Sec. 1.** The Association shall be composed of persons interested in the sports of field and stream, propagation and protection of fish, preservation of wildlife habitat, and promotion of shooting sports.
- Sec. 2.** The objective of the Association shall be the protection of fish and game as well as enlisting the aid of all law-abiding citizens to enforce the laws of the Commonwealth of Pennsylvania pertaining to such protection; and the protection and conservation of this country’s forested areas and encouraging replanting of same.
- Sec 3.** The Association shall act as a medium for securing and stocking fish and game as distributed by the state, federal government or individuals for the purpose of restocking.
- Sec. 4.** It is the aim of the Association to have its members abide by the laws of the Commonwealth of Pennsylvania at all times and bring charges in all cases where an infraction can be proved, whether against members of the Association or not.
- Sec. 5.** The Association will provide for its members outdoor rifle, pistol, trap, and archery ranges and indoor pistol and archery ranges, unless the Association is forced to close or limit the use of any of these ranges due to laws or regulations passed by federal, state or local government. The Association shall do everything in its power to prevent the closing or limitations of its ranges.
- Sec. 6.** The Association shall continue to exist for the benefit of all of its members, except in the event that it is not financially feasible.

**ARTICLE III**  
**Meetings**

- Sec. 1.** The Association shall hold Regular General Meetings on the third Tuesday of each month at 7:30 p.m. as practicable. The meetings shall be held in the clubhouse at 1793 Meadows Road, Hellertown, PA 18055.
- Sec. 2.** Thirty members shall constitute a quorum at Regular General Meetings.
- Sec. 3.** Majority of the Board of Directors shall constitute a quorum at Board of Directors meetings.
- Sec. 4.** At special meetings, no other business but that specified in the call shall be considered or acted upon.
- Sec. 5.** The Recording Secretary shall notify each member of all special meetings of the Association.
- Sec. 6.** All votes at Association meetings shall be carried by a majority of the vote of the members present except where noted otherwise in these by-laws.
- Sec. 7.** Attendance at Regular General Meetings shall be limited to members, member’s children, individuals who have applied for membership, and guests invited by the Board of Directors or Officers of the Association.

**ARTICLE IV**  
**Order of Business**

**Sec. 1.** Regular General Membership Meeting:

Pledge of Allegiance to the Flag of the United States of America  
Roll Call of Officers  
Reading and Approval of Minutes of Previous General Meeting  
Reading and Review of Income and Expenses  
Report of Officers  
Report of Delegates  
Report of Committees  
Communications  
Old Business  
New Business  
Discussion  
Application for Membership  
Adjournment

**Sec. 2.** Board of Directors Meeting:

Roll Call of Officers  
Reading and Approval of Minutes of Previous Board Meeting  
Old Business  
New Business  
Adjournment

**Sec. 3.** Nominations of Officers and Board of Directors of the Association shall be held at Regular General Meetings during November and December of each year.

**Sec. 4.** Elections of Officers and Board of Directors of the Association shall be held at the Regular General Meeting during January of each year.

**Sec. 5.** The proceedings and actions of any of the meetings of the Association shall be governed by the current Roberts Rules of Order.

**ARTICLE V**  
**Nominations**

**Sec. 1.** A Nominating Committee shall be appointed in September by the President to solicit members of the Association who would be willing to have their names placed on the ballot for any office or position on the Board of Directors.

**Sec. 2.** Nominations for the offices of the Association shall be opened at the Regular General Meeting in November of each year. Nominations also shall be taken and closed at the December meeting.

**Sec. 3.** It shall be a requirement for nomination to any office that the candidate be a Life or Senior Member in good standing for the immediately preceding five consecutive years.

- Sec. 4.** Nominations shall be accepted from the floor at both the November and December meetings, provided that nominees are present to accept the nomination or have indicated their willingness to do so to the Board of Directors prior to the meeting.
- Sec. 5.** Only the Board of Directors may nominate other interested members at the January Regular General Meeting prior to the election.

## **ARTICLE VI**

### **Elections**

- Sec. 1.** The election of officers shall be held at the Regular General Meeting in January of each year. The Association shall operate on a calendar year basis.
- Sec. 2.** The election shall be by ballot. The President shall act as judge and appoint two members to assist in the conduction of the same. Whenever the counting of the ballots discloses a greater number than the number of voters, the President shall declare the ballot void and immediately direct another to be taken. When there are two or more candidates for the same office, neither of whom has received a majority of the ballots, another ballot shall be taken which shall be confined to the two candidates having the highest number of votes on the previous ballot.
- Sec. 3.** Only Senior members who have been a member for six (6) months or longer and Life members have voting privileges, junior and spouse members do not.
- Sec. 4.** All elected Officers and Board of Directors members shall assume their positions at the end of the January Regular General Meeting.

## **ARTICLE VII**

### **Board of Directors and their Duties**

- Sec. 1.** The Board of Directors shall be made up of ten members. Five Board of Directors members shall be elected at the regular yearly elections. Four Board of Directors members shall be appointed, one from the Lehigh Valley Police Revolver League, one from the Hellertown Archery League, one from the Hellertown Action Pistol Shooters and one from the Hellertown Trap Shooters. The President shall be a member of the Board of Directors. All Board of Directors members must be at least 21 years of age.
- Sec. 2.** The four appointed Board of Directors members shall serve a term of one year. The five elected Board of Directors members shall serve a two-year term. These positions shall be numbered one through five. The even-numbered positions shall be elected in even-numbered years and the odd-numbered positions shall be elected in odd-numbered years.
- Sec. 3.** The Board of Directors shall:
- A. Meet monthly at such time specified by the Board of Directors.
  - B. Conduct meetings as executive sessions, with attendance limited to the members of the Board of Directors and any invited guests with the approval by the President.
  - C. Formulate the general policies and direct the activities of the Association.

- D. Establish a proper fiscal policy for the Association, in accordance with generally accepted accounting principles.
- E. Keep the general membership informed on all matters pertaining to the Association.
- F. Be responsible for all operations of the Association and be authorized to contract with outside parties to fulfill the mission of the Association.
- G. Be responsible for the purchase of all supplies, food, refreshments, and materials needed for the operation of the Association.
- H. Establish and enforce the rules of the Association.
- I. Be authorized to delegate any of their authority upon approval of the Board of Directors.
- J. Comprise the general, executive, and administrative authority of the association.
- K. Be responsible to ensure that the mandate of the membership is carried out as voted upon.
- L. Determine the dues structure and present it to the general membership at two successive meetings. Passage of the proposed structure requires approval by two-thirds (2/3) of the attending membership.
- M. Notify each voting member in advance of any vote on any changes in the by-laws, the dues structure, or the hours of operation of any of the shooting ranges of the Association.
- N. Ensure that the by-laws and all attachments are available on the Association's premises or website and that copies are available to the general membership upon request at Regular General Meetings.
- O. Establish and maintain all bank accounts and investments of the Association.
- P. Be responsible for acquiring insurance in the amount determined by the Board of Directors needed to protect the Association, its Board of Directors and Officers from liability.
- Q. Ensure compliance with all federal, state and local government regulations that affect the Association.
- R. Determine the changes for hours of operations of all the Association's shooting ranges and present it to the general membership at two successive meetings. Passage of the proposed range hours requires approval by two-thirds (2/3) of the membership present for the vote.
- S. Investigate and act on any complaint in violation of the by-laws or rules and regulations of the Association within 60 days.
- T. All votes made by the Board of Directors shall be decided by majority.

## **ARTICLE VIII**

### **Officers and their Duties**

**Sec. 1.** The officers of the Association shall consist of a President, Vice President, Recording Secretary, Financial Secretary, Membership Secretary and Treasurer.

**Sec. 2.** All officers shall serve a one year term.

**Sec. 3.** Any member running for Vice President, Recording Secretary, Financial Secretary, Membership Secretary, or Treasurer of the Association may at their option also run for a position on the Board of Directors at the January election or be appointed to the Board of Directors by the Lehigh Valley Police Revolver League, the Hellertown Archery League, the Hellertown Action Pistol Shooters or the Hellertown Trap Shooters.

**Sec. 4.** The President shall:

- A. Act as presiding officer of the Association.
- B. Enforce a rigid adherence to the by-laws of the Association.
- C. Cast the deciding vote whenever the Association is equally divided upon any question before it.
- D. Appoint all Delegates, Alternates, and Committees.
- E. Convene special meetings of the Association when he/she deems necessary.

- F. On odd calendar years appoint an Auditing Committee consisting of three members of the Association at the last Regular General Meeting in December.
- G. Perform such other duties as may be required of him/her.
- H. Be reimbursed for his/her expenses in the amount specified by the Association. This amount shall be paid semi-annually.

**Sec. 5.** The Vice-President shall perform all duties of the President in his/her absence and such other duties as are required of him/her.

**Sec. 6.** The Recording Secretary shall:

- A. Keep an accurate record of all proceedings of the Association and take care of all correspondence pertaining to the Association.
- B. Record the minutes from both the Regular General and Board of Directors meetings.
- C. Be reimbursed for his/her expenses in the amount specified by the Association. This amount shall be paid semi-annually.
- D. At the expiration of his/her term, deliver to his/her successor all books, papers, and other matters belonging to this office.

**Sec. 7.** The Financial Secretary shall:

- A. Keep accurate accounts of all money received by the Association.
- B. Furnish the Auditing Committee with a report of all monies received and disbursed as of December 1 of each year. This report shall be given to the Auditing Committee at the December Regular General Meeting.
- C. Pay all invoices or debts authorized. Payments must be made in a timely fashion unless directed otherwise by the Board of Directors.
- D. Be reimbursed for his/her expenses in the amount specified by the Association. This amount shall be paid semi-annually.
- E. At the expiration of his/her term, deliver to his/her successor all books, papers, and other matters belong to this office.

**Sec. 8.** The Membership Secretary shall:

- A. Keep account of all members and membership history, provide each member with a current membership identification, keep membership totals and provide mailing labels as needed.
- B. Turn all monies received for membership over to the Treasurer and take receipt for same.
- C. Be reimbursed for his/her expenses in the amount specified by the Association. This amount shall be paid semi-annually.
- D. At the expiration of his/her term, deliver to his/her successor all books, papers, and other matters belonging to this office.

**Sec. 9.** The Treasurer shall:

- A. Receive all money for the Association, issue a receipt for the same to the Financial Secretary, and make a report of the condition of the Treasury as of December 1 of each year. This report is to be given to the Auditing Committee at the December Regular General Meeting.
- B. Issue a receipt for any money turned over to him/her from any other Secretary or member of the club.

- C. Be reimbursed for his/her expenses in the amount specified by the Association. This amount shall be paid semi-annually.
- D. At the expiration of his/her term, deliver to his/her successor all books, papers, and other matters belonging to this office.

**ARTICLE IX**  
**Delegates and their Duties**

**Sec. 1.** It shall be the duty of Delegates to attend their respective meetings, vote on all questions as instructed by the Association, and make a full report of the proceedings of these meetings at the next Regular General Meeting of the Association.

**ARTICLE X**  
**Committees and their Duties**

**Sec. 1.** The President shall appoint the following committees for a term of one year. The committee members shall be appointed at the February Regular General Meeting. Each committee is to elect a chairperson, hold meetings as often as necessary, and report at each Regular General Meeting of the Association. The Association will have three types of Committees: Permanent, Ongoing and Temporary.

- A. The Permanent Committees shall exist as long as the Association exists. There shall be:
  - 1. A Game Committee
  - 2. A Fish and Stream Committee
  - 3. A Junior Sportsmen Committee
  - 4. A Special Activities Committee
  - 5. A House and Grounds Committee
  - 6. An Auditing Committee
- B. Ongoing Committees shall be for the organization and operation of activities within the Association. They will continue to exist as long as they benefit the Association. The Ongoing Committees shall be listed in an Attachment to the by-laws and posted along with them.
- C. Temporary Committees will be formed for the purpose of completing short term projects for the benefit of the Association.

**Sec. 2.** The Game Committee shall enlist the services of farmers to protect said game, furnish shelter, and feed game during severe weather, and to endeavor to destroy vermin antagonistic to game.

**Sec. 3.** The Fish and Stream Committee shall:

- A. Provide, propagate, and distribute such fish as may be received from various sources.
- B. Investigate stream conditions with respect to placing suitable species of fish therein and make proper recommendations allowed by current law.

**Sec. 4.** The Junior Sportsmen Committee shall provide a means to keep the Junior Sportsmen active, to educate them in the aims and objectives of the Association, and to provide equipment, instructors, and any other means to promote a sound Junior program.

**Sec. 5.** The Special Activities Committee shall provide such activities that will benefit the Association.

**Sec. 6.** The House and Grounds Committee shall:

- A. Supervise and maintain all of the grounds and property of the Association.
- B. Have the power to make rules for the regulation and government of the house and grounds subject to the approval of the Board of Directors.

- C. Procure such articles as may be necessary for the use and convenience of the members.
- D. Call, organize and manage all work parties of the Association.
- E. Conduct a yearly inventory of club property and provide a report to the Board of Directors at the December Board of Directors meeting.

**Sec. 7.** The Auditing Committee shall audit the books of the Financial Secretary and the Treasurer, and make a written report detailing the receipts, disbursements, and financial condition of the Association, and report at the first Regular General Meeting in January.

**Sec. 8.** All three types of Committees of the Association shall:

- A. Have the authority to purchase out of their funds collected from their respective functions items needed for the ongoing operation of their committees. They may get the funds needed for the purchases from the Financial Secretary. Purchases of new major equipment over \$300.00 must be approved by the Board of Directors.
- B. Turn over to the Treasurer at least quarterly all excess monies due the Association collected from their respective functions.
- C. Turn over to the Financial Secretary at least quarterly all receipts for expenditures of equipment, materials, and supplies purchased for their respective functions.
- D. This Section will not apply to the Lehigh Valley Police Revolver League, Inc.

## **ARTICLE XI**

### **Membership**

**Sec. 1.** Any citizen of the United States, legal resident, or legal alien 18 years of age or older may become a Senior member of the Association.

**Sec. 2.** Any citizen of the United States, legal resident, or legal alien under the age of 18 years may become a Junior member of the Association.

**Sec. 3.** Any citizen of the United States, legal resident, or legal alien who is the husband or wife of an adult member may become a Spouse member of the Association. A minimum of one family member must be a senior member in order for the other household member to apply for membership as a spouse member.

**Sec. 4.** The Association's Application for Membership must be completed in full by all prospective members.

**Sec. 5.** An applicant shall submit a one-time application fee of \$15.00, one year's dues as determined by the Board of Directors and an application on the appropriate membership form.

**Sec. 6.** A two-thirds (2/3) vote of the members present at any Regular General Meeting is required to elect an applicant to membership.

**Sec. 7.** Membership entails commitment to the objectives of the Association.

**Sec. 8.** Individuals who have applied for membership must attend two Association functions, a safety orientation class conducted on the third Tuesday of each month prior to the membership meeting and pass an examination. Individuals who have applied for membership may not use any of the Association's facilities until they have been officially approved as members, and have received their membership card, except at organized club functions.

**Sec. 9.** All complaints against members shall be presented to the Board of Directors in writing.

**Sec. 10.** Any applicant who is rejected for membership will have all monies returned.



**Sec. 11.** No member will be returned any monies who is wishing to terminate his/her membership or who is expelled from the club before the end of the current year.

**Sec. 12.** Members in the Association shall be designated Life Members if they have:

- A. Attained the age of 65 with 15 years of continuous senior membership since their 50<sup>th</sup> birthday.
- B. Served the Association as an Officer or Board of Directors member for a period of ten years.

**Sec. 13.** If membership elapses for one year, former member must reapply as a new member.

**Sec. 14.** Membership process must be completed within six months from the start of the application. No refunds will be given if not completed within six months.

## **ARTICLE XII**

### **Dues**

**Sec. 1.** Annual dues are payable in advance on or before December 31<sup>st</sup> of each year.

**Sec. 2.** Any member failing to pay his/her dues by December 31<sup>st</sup> will be considered delinquent and will forfeit all rights and privileges of the Association.

**Sec. 3.** Any member declared delinquent will be assessed the \$15.00 application fee plus current annual membership dues for reinstatement. Failure to do so after one year, the former member must reapply as a new member including taking the Safety Orientation class.

**Sec. 4.** Any person joining in the months of September, October, November, or December shall receive membership credentials for the following year.

**Sec. 5.** Membership credentials will be issued upon receipt of dues for one calendar year.

**Sec. 6.** Life members shall pay dues as specified in Attachment I.

## **ARTICLE XIII**

### **Range Use**

**Sec. 1.** Use of ranges is restricted to members only, and each member must adhere to the range rules posted at the Association and attached to the by-laws. Failure to do so may result in the loss of club privileges. The ranges shall be open to all members during the hours determined by the Board of Directors.

**Sec. 2.** Civilian training programs and/or qualification programs by or for Law Enforcement are exempt from membership.

- A. Evidence of a current Liability Insurance Certificate shall be provided requisite to conducting training or qualification programs.

**Sec. 3.** Members using the outdoor ranges (pistol, rifle and archery) are required to sign in, indicating the appropriate date and times of usage.

**ARTICLE XIV**  
**Responsibilities of All Members**

- Sec. 1.** All members are encouraged to:
- A. Ensure that the Board of Directors is running the Association in the best interest of the Association. It is therefore recommended that members attend Regular General Meetings to remain informed of the business of the Association.
  - B. Support the Association by attending functions and participating in activities and work parties whenever possible.
  - C. Notify the Board of Directors in writing of any violation against the Association's rules, regulations, or by-laws.
  - D. Notify the Police and a Board of Directors member in the case of any emergency or accident that occurs on the property of the Association. The Board of Directors member notified shall notify the rest of the members of the Board of Directors.

**ARTICLE XV**  
**Emergencies**

- Sec. 1.** In the event of an emergency related to the Association's property or grounds, only five Board of Directors members are required to take appropriate and immediate action to resolve the emergency in order to protect the Association's property and grounds from further damage.

**ARTICLE XVI**  
**Removals and Vacancies**

- Sec. 1.** Any member of the Board of Directors or Officer who is absent from more than three meetings (Regular General or Board of Directors) in a calendar year may be recommended for removal from his/her office or position on the Board, by any Board of Directors member or officer. If this occurs, the officer or Board member in question will be notified of the date on which a vote will be taken to remove him/her from the position. A two-thirds (2/3) vote of the members present at any Regular General Meeting is required to remove an officer from office.
- Sec. 2.** Any officer, Board member, or committee member may be removed for inattention to his/her duties or conduct unbecoming a member of this Association.
- Sec. 3.** All vacancies shall be filled by a special election or appointment according to the nature of the vacant position.
- Sec. 4.** If any of the officer or Board positions become vacant for any reason, the Board of Directors shall appoint either a Board member or Officer to fill the position until a special election is held or next election period held.

**ARTICLE XVII**  
**Expulsion from the Association**

- Sec. 1.** Any member having a conflict of interest with the objectives of the Association shall be expelled from the Association.
- Sec. 2.** The following shall be considered improper conduct and punishable by expulsion: Violation of the fish and game laws, malicious trespass, destruction of property, not adhering to the Association's Rules and

Regulations, and any other willful violation of the laws or failure to support the objectives and aims of the Association including the failure to exercise that degree of care that, in the circumstances is carelessness or negligent or the failure to understand the consequences which may follow their negligence or action in some specific manner or style without due regard, respect and/or attentiveness may be prosecuted to recover damages to club property.

**Sec. 3.** Any member subject to expulsion for improper conduct or a conflict of interest shall be accorded due process, which shall include a written notification of such action, and a hearing before the Board of Directors to determine the expulsion of the accused member. This shall take place within 60 days of the Board's notification of the violation against the Association.

**Sec 4.** Any expelled member wishing to rejoin the Association must first request in writing from the Board of Directors the permission to attend a regular monthly meeting. If this request is granted he/she must attend the next meeting and make application in person to rejoin the Association. The Association may reject the application for the same reasons that he/she was expelled from the Association, or for any other reason.

### **ARTICLE XVIII Amendments**

**Sec. 1.** The by-laws shall not be altered or amended, unless proposed changes are submitted in writing to the Board of Directors. The Board of Directors shall notify the voting membership of the proposed changes, and the dates of scheduled votes. A vote will be taken at two consecutive Regular General Meetings. A two-thirds (2/3) majority of the voter's present at each Regular General Meeting is required for passage.

**Sec. 2.** Any changes to Article II (Objectives), Article XVIII (Amendments), and Article XXI (Liquor License) can be made only as follows:

- A. All members must be notified once a month for a period of two months of the exact motion to be voted upon prior to taking a vote on the proposed changes.
- B. A vote must be taken at two consecutive Regular General Meetings and passed by a two-thirds (2/3) majority of the total membership in the Association.

### **ARTICLE XIX Indebtedness and Expenditures**

**Sec. 1.** In order for the Association to borrow funds of ten thousand dollars (\$10,000.00) or more from any source, public or private, the following procedure applies:

- A. The Board of Directors must notify the general membership of the dates of scheduled votes on the proposed indebtedness.
- B. A vote will be taken at two consecutive Regular General Meetings, and consented to by a two-thirds (2/3) majority of the members present.
- C. The President and one other Officer must sign on behalf of the Association.

**Sec. 2.** Expenditures of funds that do not exceed five thousand dollars (\$5000.00) may be approved by the Board of Directors. Any higher expenditure must be voted on by the general membership. The Board of Directors is authorized to expend the funds as needed to conduct the activities of the Special Activities Committee.

### **ARTICLE XX**

## **Assets of the Association**

**Sec. 1.** The assets of the Association belong to all Life and Senior members as listed in Article XX, Section 3.

**Sec. 2.** The Board of Directors shall have the authority to dispose of excess materials and equipment as they see fit.

**Sec. 3.** At the dissolution of the Association the following shall take place:

- A. The Board of Directors shall represent the membership during liquidation of its assets.
- B. The Board of Directors shall have the authority to obtain legal counsel to assist in the liquidation.
- C. The assets of the Association will be shared as follows:
  1. Each Senior and Life Member will be awarded one share for each year of membership in the Association. The maximum number of shares any one member may receive will be twenty-five. This will then determine the total number of shares.
  2. All the assets of the Association will be sold by the Board of Directors at fair market value.
  3. The total monies received by the sale, minus expenses will be divided by the number of shares. The monies will not be distributed until the Board of Directors has closed all business of the Association. Each eligible member will then receive his/her portion of the proceeds in the form of a check.

## **ARTICLE XXI Liquor License**

**Sec. 1.** No Liquor License shall be applied for or procured by the Association.

## **ARTICLE XXII Attachments**

**Sec. 1.** The following attachments will be made to the by-laws:

1. Dues Structure of the Association.
2. Ongoing Committees of the Association.
3. Range Hours.
4. Rules and Regulations of the Association.
5. Firearm Safety Rules.

**ATTACHMENT I**  
**Membership Dues of the Association**

1. Senior membership dues are \$50.00 per year.
2. New member or any member declared delinquent will be assessed the \$15.00 application fee within 1 years' time, afterward one must apply as a new member plus current annual membership dues for reinstatement.
3. Junior membership dues are \$20.00 per year.
4. Spouse membership dues are \$20.00 per year.
5. Life Members' dues are none.

**ATTACHMENT II**  
**Ongoing Committees of the Association:**

1. Action Pistol Shooters Committee
2. Junior Archery Committee
3. Archery Committee
4. Trap Committee
5. Lehigh Valley Police Revolver League Committee

**Duties of the Committees**

- Sec. 1.** The Action Pistol Shooters Committee shall provide action shooting activities for the members of the Association. They shall appoint a member of their group to be their representative on the Board of Directors of the Association.
- Sec. 2.** The Junior Archery Committee shall provide junior archery activities for the members of the Association.
- Sec. 3.** The Archery Committee shall provide archery activities for the members of the Association. They shall appoint a member of their group to be their representative on the Board of Directors of the Association.
- Sec. 4.** The Trap Committee shall provide trap shooting activities for the members of the Association. They shall appoint a member of their group to be their representative on the Board of Directors of the Association.
- Sec. 5.** The Lehigh Valley Police Revolver League Committee shall keep the general membership informed of their activities. They shall turn over to the Treasurer monies due the Association as listed in their lease. They shall appoint a member of their league to be their representative on the Board of Directors of the Association.

**ATTACHMENT III**  
**Range Hours**

1. The outdoor ranges of the Association will be open for shooting by members from 9:00 a.m. to 9:00 p.m. daily.
2. The indoor range will only be open for use during Association sponsored events.
3. The indoor range shall be available for the Lehigh Valley Police Revolver League Committee and instructors or action pistol committee chair for purpose of verification/assaying systematic instruction, established training procedures or for comparison and confirmation/substantiating formality of procedures. Two people shall be in attendance for safety purposes.
4. The trap range may be used only during shooting events organized by the Association.
5. The ranges will be closed for shooting to all members for any organized functions of the Association. The Association will notify all Senior and Life Members of the date of these functions or special events.

## **ATTACHMENT IV**

### **Rules and Regulations**

#### **General Rules and Regulations:**

1. All the Association's facilities, except during Association sponsored events or completing new member participation requirements, are for use by card-carrying members only. Guests may accompany members, but may not use the facilities.
2. Membership cards must be visible while using the facilities.
3. Club grounds are monitored and patrolled and under video surveillance. Violators are subject to dismissal and/or prosecution.
4. Members under 18 must be accompanied by an adult.
5. Spouse members must be accompanied by senior or life members.
6. Members are required to show their membership cards and other identification to any other member when requested.
7. Exemption for having a membership card is during administration of educational, qualification training programs, action pistol events, Association sponsored events, and special pistol matches organized by the Lehigh Valley Police Revolver League.

#### **Violations:**

1. Any member found breaking any of the Association's by-laws, rules, or regulations must turn in his/her membership card and lose all privileges until the incident has been reviewed by the Board of Directors.

#### **Rifle and Pistol Ranges:**

1. Shooter(s) must stay behind the yellow safety line on all ranges when using any firearm.
2. Non-shooters must stay behind the firing line.
3. Old targets must be removed and discarded, and firing line policed when finished.
4. No shooting is allowed when posted, due to club activities.
5. Only paper targets may be used on established club backstops.
6. Fully-automatic firing is prohibited. No more than ten rounds are allowed in semi-automatic firearms.
7. Eye and ear protection is required.
8. There is a 15-minute per person limit when benches are full on the rifle range.
9. There is a 30-minute per person limit when benches are full on the pistol range.
10. Use of high-power rifles are prohibited on the pistol range.
11. Any member found to damage pistol or rifle backstops will be billed for damages.
12. Firing of rifle ammunition in single shot pistols on the pistol range is prohibited.
13. .22 rimfire, 38 Special, 9mm, rifles, flintlock or percussion muzzle loading pistols or rifles are allowed on the pistol range. No modern inline muzzle loading rifles are permitted on the pistol range.
14. Members must obey all cardinal rules of shooting safety.
15. Actions of all firearms must be open or firearms must be holstered when shooters are downrange.
16. All firing on the rifle range must be done from behind the railing at the firing line.
17. No tracer rounds or armor piecing rounds are permitted anytime on indoor or outdoor pistol or rifle ranges.
18. Pattering of shotguns is permitted on the pistol range.

#### **Trap Range:**

1. Established direction must be maintained when using trap range.
2. Trap range may be used only during organized trap shoots.



**Archery Range:**

1. Established direction must be maintained when using archery range.
2. Broadheads may not be used on the archery range against the standard target backstops. Members may bring approved broadhead backstops and use the range facilities.
3. Crossbows may not be used on the archery range against the standard target backstops. Member may bring approved crossbow backstops and use the range facilities.
4. Firearms are prohibited.

## ATTACHMENT V

### Firearm Safety Rules

1. Always treat every firearm as if it were loaded and will fire if the trigger is pulled.
2. Always keep your firearm pointed in a safe direction and **NEVER** let the muzzle cover anything which you are not willing to destroy.
3. Keep your finger **OFF** the trigger until your sights are **ON THE TARGET**.
4. Always be sure of your target and what is beyond it.
5. No alcoholic beverages may be consumed 8 hours before or while shooting.
6. No firearms may be handled if drugs taken impair reactions, coordination or judgement.
7. Ear and eye protection is required by shooters and those observing shooting activities.
8. Never shoot at flat or vertical metal surfaces, water, rocks or into the ground on either the pistol or rifle range.
9. At no time use free standing targets or any items such as bottles, clay birds, etc. on either the pistol or rifle range. Only paper target shall be used.
10. All guns unless holstered are to be unloaded when not in use.
11. Guns sitting on the benches must have their actions open and not handled at any time while any person is down range. Recommend using empty chamber indicators for safety verification.
12. Guns must be carried to range in gun cases or range bags unless person has a carry permit and has gun holstered.
13. Going to and from shooting ranges unless guns are holstered guns will be carried in cases.
14. On the pistol ranges (outdoor and indoor) only handgun ammunition is permitted.
15. Be sure to use the proper ammunition in guns as identified on the gun itself.
16. Pistol muzzleloaders may be used on the outdoor pistol range as well as rifle muzzleloaders using only soft lead projectiles. No muzzleloaders are permitted on the indoor range.
17. No more than 10 rounds of rapid fire are permitted at one time on either the pistol or rifle range.
18. On the pistol ranges (indoor and outside) and on the rifle range inclining the barrel more than 20 degrees is not permitted.
19. Modern inline muzzle loading rifles can be fired on the rifle range only.
20. Shooting at animals or birds (domesticated or wild) is prohibited and grounds for dismissal.
21. At the rifle range no shooting beyond the wire fence is permitted.
22. Only .22 caliber rimfire and 9mm rifles are allowed on the indoor range.
23. Indoor range is only for association sponsored events (range officer must be present at all indoor events) or for qualification or instructional proceedings.
24. Wait at least 30 seconds before clearing a failure to fire (may become a hang fire).
25. Be sure the barrel is clear after a squib fire.