

1 **BY-LAWS OF**
2 **ZIA RIFLE AND PISTOL CLUB OF NEW MEXICO**
3 **AS REVISED**
4 **January 19, 2023**

5 **ARTICLE I – NAME AND LOCATION**

6 Section 1. Name

7 The name of this Club shall be the Zia Rifle and Pistol Club of New Mexico and all references
8 hereinafter to the Club in these By-Laws shall mean the Zia Rifle and Pistol Club of New Mexico,
9 Incorporated.

10 Section 2. Location

11 The location of the Club shall remain in or in the vicinity of Albuquerque, New Mexico. The
12 business address of the Club at the time of adoption of these By-Laws is Zia Rifle and Pistol Club,
13 P.O. Box 27254, Albuquerque, New Mexico 87125. For membership issues, the address is: Zia R
14 & P Club-Membership, P.O. Box 16, Cedar Crest, NM 87008; email: www.printprof@aol.com. In
15 as much as the Club does not have a permanent clubhouse the business address may be
16 changed from time to time with approval from the Board of Directors (BOD) to a more
17 convenient location. All Members and appropriate correspondents shall be notified of such a
18 change.

19 **ARTICLE II – INCORPORATION**

20 The Club shall be constituted and shall conduct its affairs as a non-profit corporation and shall
21 comply with all laws and regulations promulgated by the New Mexico State Corporation
22 Commission as may pertain to non-profit organizations.

23 **ARTICLE III – OBJECTIVES**

24 The objectives of this Club shall be to:

- 25 (a) Provide and maintain a small-arms range for the use of all Members and others as
26 hereinafter authorized.
27 (b) Promote and enhance the use of small-arms as a sport related to hunting, competitive
28 shooting, and recreation and self-defense.
29 (c) Promote and enhance the use of small-arms in a legal, ethical and safe manner.

30 **ARTICLE IV – MEMBERSHIP**

31 Section 1. Eligibility

- 32 (a) Any person, legally in the United States, who is also a member of the National Rifle
33 Association of America and while he or she remains of good repute, shall be eligible to be
34 a Member of the Club.
35 (b) No individual who is a member of any organization or group having as its purpose or one
36 of its purposes the overthrow by force and violence of the Government of the United States
37 or any of its political subdivisions shall be eligible for membership.

1 (c) Eligibility requirements shall not in any manner be based on a person's race, color, religion,
2 sex or national origin, and no such discriminatory records shall be maintained by this Club.

3 Section 2. Individual Members shall be One of:

4 (a) Charter Member: All persons who were Members of this Club upon its initial organization
5 on the eighth day of May, 1959 are Charter Members and shall have all the Privileges of
6 Regular or Senior Membership and no dues or fees shall be paid by them.

7 (b) Regular Member: A person, who meets the eligibility requirements above, is eighteen years
8 of age or more and is under 65 years of age and pays such annual dues as may be
9 determined by the Club.

10 (c) Senior Member: A person who meets the eligibility requirements above, is of the age of 65
11 years old or above, and pays such annual dues as may be determined by the Club. All
12 Members paying a senior membership fee for the period April 1, 2004 to March 31, 2005
13 will continue to pay the senior membership rate provided they remain a member in good
14 standing.

15 (d) Associate Member: A person eighteen years of age and over who is a dependent or spouse
16 of any Charter, Regular or Senior Member of the Club and meets the eligibility
17 requirements above, and pays such annual dues as may be determined by the Club. An
18 associate Member need not be an NRA member.

19 (e) Junior Member: A person may be a Junior Member until that person reaches his or her
20 twenty-first birthday. The Member must meet the eligibility requirements above and pay
21 annually such dues as may be determined by the Board of Directors. If desired, a Junior
22 Member may pay fees and have full regular membership but still compete as a junior. A
23 Junior Member need not be a dependent of a Club Member. Junior Members will not be
24 issued a range key.

25 (f) Honorary Member: An Honorary Member may be admitted without payment of dues or
26 fees upon the approval of the BOD at one of its regular meetings, provided however, that
27 he/she meets the eligibility requirements above. An Honorary Member may become a
28 Regular or Senior Member if qualified therefor and upon payment of the appropriate dues.

29 Section 3. Dues

30 (a) The Club membership year is from April 1st of one year to March 31st of the subsequent
31 year. All Memberships, except Charter, expire on March 31st of each year. A new Member
32 applying for membership on or after October 1st will be charged one-half the annual
33 membership fee. To be eligible for the six-month membership the new Member must have
34 never previously been a Member of the Club (applies to Regular and Senior only).

35 (b) The dues of Members shall be fixed by the BOD for the subsequent membership year at
36 the regular January meeting. These dues will be reflected in the dues schedule of the
37 application for that year and, upon payment, will cover membership privileges from April
38 1st of that calendar year to March 31st of the subsequent calendar year.

39 (c) Associate Members must re-apply at the time the Charter, Regular or Senior Members of
40 the Club do. They must also pay the appropriate dues that are set in the dues schedule
41 (Associate instructions are found on the same application).

- 1 (d) Honorary Membership, for which no dues or fees are payable, will be continued only at the
2 discretion of the BOD. They will receive a membership card each membership year.
- 3 (e) Annually, the BOD may approve the use of a work/service bond under which Members may
4 receive credit for a portion of dues as a result of work or service for the Club and its
5 facilities.
- 6 (f) All dues shall be paid by personal check, cashier's check, money order, credit card, debit
7 card, or other means as deemed acceptable by the BOD.
- 8 (g) Renewal forms postmarked after April 30th will be assessed a \$35 late fee which must
9 accompany the normal renewal fee (applies to Regular and Senior only).

10 Section 4. Admission to Membership

- 11 (a) Normally all applicants for membership who meet the eligibility requirements of Section 1
12 above and upon payment of dues and fees will be admitted to membership. All applicants
13 must attend a new member orientation (NMO) in order to complete eligibility
14 requirements.
- 15 (b) Any applicant for membership may be refused admission by the BOD for any reason
16 deemed by it to be sufficient. Each applicant has a right to appeal in writing to the BOD.
17 Reversal of denial requires a two-thirds vote of the BOD.

18 Section 5. Rights, Privileges, and Responsibilities of Members

- 19 (a) Charter, Regular and Senior Members
 - 20 (1) Have the right to be elected to and hold any office in the Club as defined in these By-
21 Laws.
 - 22 (2) Have the right to one vote, in person, at the Annual Meeting and special meetings on
23 such matters as are proper for consideration at these meetings. The right to vote in
24 person or by written ballot in the election of Club officers and directors if such ballots
25 are required for the election.
 - 26 (3) Have the right to petition the Board of Directors in writing.
 - 27 (4) Will be issued a card as evidence of membership.
 - 28 (5) Will be issued a key card to the Club range gate. The key card issued will be used only
29 by the Member to whom it is issued or by the Associate Members as defined in Section
30 2 (d) above.
 - 31 (6) Will receive the Club Newsletter published at such intervals of time as the Club may
32 determine.
 - 33 (7) Have the right to use the Club range facilities within the scope of the Club range safety
34 regulations and rules of conduct.
 - 35 (8) Are responsible for knowing the contents of the Range Safety Regulations and Rules of
36 Conduct and complying therewith.
 - 37 (9) Have the right to enter and compete in any and all competitive events sponsored by
38 the Club, except junior events, upon compliance with the event program.
 - 39 (10) Have any other rights or privileges as established by the BOD.
 - 40 (11) Shall have the right to bring two (2) non-members at a time to the range.

- 1 (b) Associate Members
2 (1) Associate Members shall have the right to be duly appointed or elected to the BOD as
3 a Member at Large or Activity Chairperson; in such cases they will have BOD
4 participation and voting rights appropriate to their office.
5 (2) Associate Members not holding BOD office as in (b) (1) above, may attend Club
6 meetings, but will have neither voice nor vote in the proceedings.
7 (3) Will be issued a card as evidence of membership.
8 (4) Will be issued a key card to the Club Range gate. The key card issued will be used only
9 by the Associate Member to whom it is issued or by the principal Club Member
10 (Charter, Regular or Senior Member).
11 (5) Have the right to use the Club range facilities within the scope of the Club Range Safety
12 Regulations and Rules of Conduct. Have the right to enter and compete in any and all
13 competitive events sponsored by the Club, except junior events, upon compliance with
14 the event program.
15 (6) Are responsible for knowing the contents of the Range Safety Regulations and Rules of
16 Conduct and complying therewith.
17 (7) Have any other rights and privileges as established by the BOD.
- 18 (c) Junior Members
19 (1) A Junior Member becomes a member of the Zia Junior Rifle Club which is sponsored
20 by this Club.
21 (2) A Junior Member has the right and is encouraged to participate in the Junior Club
22 program wherein he or she will receive instruction in the NRA Junior Marksmanship
23 Program under the direction and supervision of a Regular or Senior Member of this
24 Club, free of additional charges except for the cost of ammunition and awards.
25 Additional information, not a part of these By-Laws, can be obtained from any Club
26 Officer.
27 (3) Will be issued a card as evidence of Junior Membership, but will not be issued a key
28 card to the Club Range gate.
29 (4) A Junior Member has the right to use the Club Range facilities within the scope of the
30 Club Range Safety Regulations and Rules of Conduct, and in consonance with State
31 Laws; however, he or she must be under the immediate supervision of a Charter,
32 Regular, Senior, or Associate Member who is thoroughly familiar with the Range
33 Regulations and Rules.
34 (5) A Junior Member has the right to enter and compete in any and all competitive events
35 sponsored by this Club, provided he or she is deemed qualified by the Club and
36 permission is given in writing by a parent or guardian, and upon compliance with the
37 event program.
38 (6) A Junior Member may attend the meeting of this Club but has neither voice nor vote
39 in its business affairs, but does have a vote in the Zia Junior Rifle Club.
40 (7) Junior Members have any other rights or privileges as established by the BOD.
- 41 (d) Honorary Members
42 An Honorary Member has all the rights, privileges, and responsibilities of a Regular
43 Member except the right to hold office and to vote in the business affairs of the Club.

- 1 (e) Property Rights of Members
2 The property rights and assets of this Club are vested in the Members entitled to vote at
3 the Annual Meeting of the Club. Property shall not accrue to any Member or Officer.

4 Section 6. Termination of Membership

- 5 (a) Any Member may terminate his or her membership at any time by resignation in writing to
6 the Club Secretary and such a Member will not be entitled to any refund of dues already
7 paid.
8 (b) Any Member in default in payment of dues may be suspended from the privileges of
9 membership and any Member in arrears for sixty days shall be dropped from the rolls and
10 membership shall be terminated.
11 (c) Any individual Member may be suspended or expelled for conduct contrary to, or in
12 violation of, the By-Laws of the Club, or the Club Range Safety Regulations and Rules of
13 Conduct, or who has obtained membership in the Club by false or misleading statements,
14 or other reason deemed sufficient by the Club. Such suspension or expulsion will require a
15 vote of three-fourths of the BOD members present at a regularly constituted meeting of
16 the BOD, provided a ten days' notice in writing to subject Member stating the proposed
17 action and the reason therefor shall have first been given by the Club. The Member will be
18 allowed to present evidence on his/her behalf prior to the vote. There will be no
19 compensation of dues for Members experiencing expulsion or suspension.
20 (d) Membership is not transferable and shall cease upon the death of the Member.
21 (e) Upon termination of membership, all dues paid shall be forfeited and such terminated
22 Member shall have no property right or other interest in the property of the Club. He or
23 she must also return his or her Zia Club card and Club range key to the Club Secretary, who
24 will then remove this person from the roster.

25 Section 7. Members Holding Office

26 The holding of any office and membership on any committee shall be limited to Charter,
27 Regular, Senior, or Associate Members in good standing in the Club, and with at least one year
28 of tenure as a Club Member at the time the person takes office. A Member with less than one
29 year tenure may, with BOD approval, be appointed as an acting officer or committee person
30 without voting rights or fund expenditure authority, if the office has not been filled by a Regular
31 or Senior Member at the annual election or the office becomes vacant during the year.

32 Section 8. Privacy of Members

33 The privacy of Members shall be respected. Any requests or solicitations from commercial
34 enterprises, political parties, or other organizations for the list or roster of the Membership of
35 the Club for their own purposes shall be denied, and no Officer or other Member of the Club
36 shall knowingly make such a distribution.

1 ARTICLE V – ORGANIZATION AND MEETINGS

2 Section 1. Board of Directors (BOD)

- 3 (a) There shall be a BOD consisting of the elected President, First Vice-President, Second Vice-
4 President, Secretary, Treasurer, five Members at Large to be elected from the general
5 membership, and the Chairperson of each Activity Committee.
- 6 (b) The Activity Chairpersons will be nominated by the participants of that activity. The
7 Chairperson will be placed on the ballot for the annual election along with the Officers and
8 Members at Large and all will be voted on by the same process.
- 9 (c) New Activities that form during the year or vacancies that occur during the year will have
10 a Chairperson nominated by the activity participants and elected by the BOD. This person
11 will have an equal vote with the other BOD members.
- 12 (d) A person may not serve in more than one capacity on the BOD. That is, a Chairperson or
13 Officer is not eligible to be a Member at Large and a Member at Large may not serve on
14 BOD as a Chairperson or Officer.
- 15 (e) A quorum is based on the total number of Officers, Members at Large, and Chairpersons.
16 All of the above are full BOD members and each person has one vote.
- 17 (f) The Chairperson of the BOD shall be the elected Club President and in his/her absence the
18 elected Vice-presidents in descending order. In the absence of the Officers mentioned
19 above, temporary Chairperson shall pass to the Secretary and the Treasurer, in that order,
20 except that an acting officer may not chair the BOD.
- 21 (g) The BOD shall meet once in each calendar month at such time and place as the Club
22 President, and in his absence the designated successor, may decide. Prior to notification of
23 such meeting shall be published in the Club Newsletter.
- 24 (h) Emergency meetings may be called at any given time by the Club President, or Vice-
25 President acting for the President, or on demand in writing to the Secretary, by a majority
26 of the Members of the BOD.
- 27 (i) The BOD shall conduct the affairs of the Club consistent with these By-Laws and in a manner
28 which in their opinion serves the best interests of the Club.
- 29 (j) Each member of the BOD shall have one vote in the Board’s decisions, except the BOD
30 Chairperson who may vote only to break a tie vote. No acting officer may vote in BOD
31 decisions until one year of tenure as a Member has been attained.
- 32 (k) The BOD Meeting shall be open to all Club Members, including Associate Members,
33 Honorary Members, Junior Members, and visitors, and any Member present may be given
34 the floor and be heard at the discretion of the Chairperson, but only the Members of the
35 duly constituted BOD shall have a vote in the proceedings.
- 36 (l) Quorum: At least fifty percent (50%) of the duly elected BOD must be present to conduct
37 any business at any Meeting of the BOD.
- 38 (m) At least two Officers must be part of this quorum.
- 39 (n) At least two Members at Large must be part of this quorum.
- 40 (o) Any BOD Member may be removed by a two-thirds vote of all the elected Members of the
41 Board or by action of a Special Meeting called for that purpose.

- 1 (p) Rules of Order: “Roberts Rules of Order” shall provide a guide in any deliberations of all
2 formal meetings. Exceptions may be made by a majority vote of the Members of the BOD
3 present at the Meeting.
- 4 (q) If an elected Officer, Activity Chairperson or Member at Large misses four consecutive
5 monthly BOD meetings that person is automatically removed from office. The vacancy
6 should then be filled according to the policy described in ARTICLE V – Organization and
7 Meetings, Section 4. Vacancies, of the By-Laws.
- 8 (r) An Activity Chairperson may designate another Zia Member to serve as his/her proxy in
9 his/her absence from a Board meeting. A written letter or e-mail designating the person to
10 serve as his/her proxy will be provided to the Club Secretary by the Activity Chairperson
11 prior to the Board meeting. A person designated as a proxy will be qualified to hold office
12 per ARTICLE IV, Section 7 of these By-Laws.

13 Section 2. Club Officers

- 14 (a) The Officers of this Club shall consist of a Club President, a 1st Vice-President, and 2nd Vice-
15 President, a Secretary, and a Treasurer. The Secretary and Treasurer positions may be
16 combined into one position at the discretion of the BOD Members.
- 17 (b) All shall be elected for a term of one year (April 1st to March 31st) and all may succeed
18 themselves in term of office for any number of years at the discretion of the Club Members
19 at the Annual Election. All will serve without pay or other remuneration.
- 20 (c) The duties of the Club Officers shall be those common to Officers of like organizations and
21 as may be assigned by the Club President.
- 22 (d) The Club Officers are authorized to conduct the routine business affairs of the Club, sign
23 the necessary documents and papers involving the Club as a whole, handle routine financial
24 matters, and make such discretionary decisions within the scope of their duties and these
25 By-Laws or as directed by the BOD.
- 26 (e) The Club President is authorized to obligate Club funds not to exceed \$200.00 (two hundred
27 dollars) per month for the purpose of maintaining existing and established Range facilities
28 in a reasonable state of repair as such needs arise without further approval by the BOD.
29 Expenses over \$200.00 (two hundred dollars) must have BOD approval.
- 30 (f) The President is not authorized to obligate funds for major innovation and improvements
31 or the construction of facilities not previously approved without referring such matters to
32 the BOD for approval.

33 Section 3. Members at Large

- 34 (a) Members at Large are elected to be the representatives of the General Membership (GM),
35 and to serve as a voice for those Members specifically for their direct contact and support.

36 Section 4. Activity Committees

- 37 (a) The Club shall be so organized that each major activity within the Club shall be supervised
38 by an Activity Chairperson who is responsible to the BOD. The BOD will approve Activities.
39 Activities may change from time to time so the Club Newsletter will reflect the current list
40 of committees.

- 1 (b) The Activity Chairperson shall be selected annually through the regular election of Officer's
2 process. He/she shall serve without pay or remuneration. An Activity may be established
3 within the Club when interested Members organize an activity program, nominate an
4 Activity Chairperson and present their program to the BOD for approval and election of the
5 Activity Chairperson by simple majority vote.
- 6 (c) A recognized Activity will exist so long as Members actively participate in it. The acceptance
7 of the duties and responsibilities of an Activity Chairperson is strictly voluntary. Should
8 Members of a particular activity be unable to find a person willing to assume those duties
9 and responsibilities that Activity will cease to exist as a Club function.
- 10 (d) The BOD shall nominate the Junior Activity Chairperson on the annual election of BOD
11 ballot.
- 12 (e) Duties: The duties of the Activity Chairperson, in addition to being a member of the BOD,
13 shall be generally as follows, as may be appropriate:
- 14 (1) Act as "Club Leader" in their respective activities.
15 (2) Arrange for and schedule competitive events, coordinating such events with other
16 Activity Chairpersons and the Club President to avoid conflicts of times,
17 (3) Perform or cause to be performed minor maintenance work on that portion of the
18 overall Club Range facility in which he/she has primary interest,
19 (4) Bring to the attention of the Club President or the BOD such maintenance, operational,
20 or safety problems over which he/she has no control,
21 (5) Act as an informal "advisor" to less experienced Members who wish to learn more in
22 the field of shooting sports,
23 (6) Specifically assure himself and the Club that his activity proceeds in a safe and
24 businesslike manner,
25 (7) Collect the range fee set by the BOD for people who are participating in their events
26 who are not Club Members,
27 (8) Be responsible for fund management, funds accountability to the Treasurer, control of
28 property applicable to the Activity, and representation for the activity to the BOD.
29 He/she will report fund status monthly to the Treasurer.
- 30 (f) Ad Hoc Committees: The Club President or the BOD, by vote, may appoint temporary [ad
31 hoc] committees to deal with specific designated issues. Such committees will present a
32 status report to the BOD on a monthly basis. Members and Chairperson of ad hoc
33 committees have no voting authority other than what individuals may have as Directors.
34 An ad hoc committee may be terminated at any time by the BOD.
- 35 (g) The ad hoc Committee Chairperson shall serve without pay or other remuneration.
- 36 (h) An ad hoc Committee Chairperson may be relieved of his/her duties at any time by a
37 majority action of the BOD.

38 Section 5. Vacancies

39 In the event of a vacancy in any elected office or directorship other than Club President, the
40 BOD shall elect a qualified Member to serve for the remainder of the term. In the event of a
41 vacancy in the office of the Club President, the 1st Vice-President shall automatically succeed to
42 the office of President, and the office of the 2nd Vice-President shall be filled as prescribed
43 herein.

1 Section 6. Annual Meetings

- 2 (a) The Club shall hold an annual meeting in the month of January for the purpose of:
- 3 (1) Electing officers and other members of the BOD,
- 4 (2) Revising dues schedules, and
- 5 (3) Revising the By-Laws.
- 6 (b) Notice of such a meeting shall be published at least twice in consecutive issues of the Club
- 7 Newsletter immediately prior to the meeting.
- 8 (c) Quorum: A quorum for the transaction of business other than elections at the annual
- 9 meeting shall be no less than ten percent (10%) of the total Membership eligible to vote at
- 10 the time of the meeting.
- 11 (d) In the event there is no quorum (i.e., less than 10% of the voting Membership is present)
- 12 at this meeting, the following actions will proceed in succession:
- 13 (1) Dues will be set at the January meeting by the BOD.
- 14 (2) Normal monthly business may proceed as though this was a monthly meeting of the
- 15 BOD.
- 16 (e) Election of Officers and Board Members:
- 17 (1) In August the Club President, with BOD approval, will appoint a nominating committee.
- 18 This committee will provide nominees who agree to serve as Club Officers, Members
- 19 at Large, and Activity Chairpersons to the BOD at the September meeting. The
- 20 nominees for Activity Chairpersons must be solicited from the activity participants by
- 21 the nominating committee. Nominated person shall be identified in the October
- 22 Newsletter.
- 23 (2) A call shall be made for nominations by petition or from the floor at the October
- 24 meeting. Nominations shall be closed at the adjournment of the October meeting. The
- 25 full slate of officers will be published in the November Newsletter.
- 26 (3) An absentee ballot may be requested by any voting Member. Request forms will be
- 27 provided in the November and December Newsletters. Such ballots are due to the Club
- 28 Secretary prior to the January meeting. Any ballots received after completion of the
- 29 election will be void.
- 30 (4) Absentee ballots will be counted at the annual meeting and will count toward the
- 31 required quorum of 10% of the total Membership eligible to vote at the time of the
- 32 meeting. Example: If 60 Members are required for a quorum and there are 55
- 33 Members present and 10 absentee ballots are to be counted, the quorum
- 34 requirements for ELECTIONS ONLY have been met. This quorum cannot transact any
- 35 other business. Absentee ballots must be documented in such a way that double voting
- 36 cannot occur.
- 37 (5) In the event no quorum is achieved at the annual meeting in January, printed ballots
- 38 will be mailed to the Membership in the February Newsletter and the ballots returned
- 39 shall be tallied at the March meeting of the BOD. A simple majority shall constitute
- 40 authority for Board members to assume office on April 1st.

41 Section 7. Special Meetings

- 42 (a) A special meeting of the Club may be held at any time upon call of the Club President or
- 43 upon demand, in writing, stating the objective of the proposed meeting and signed by at

1 least ten percent (10%) of the eligible voting Members of the Club. Notice of the time,
2 place, and objective of the meeting shall be sent by the Club Secretary in the Newsletter
3 and on the web site to all Members entitled to vote not less than ten days prior to the
4 holding of the meeting. The time and place of the meeting shall be determined by the Club
5 President.

6 (b) The agenda for the special meeting shall be limited to the published objective. The
7 objective of the meeting shall not violate the intent or objectives of these By-Laws.

8 (c) A quorum for the transaction of business at the special meeting is the total of eligible voting
9 Members in attendance. Eligible voters shall be as described in ARTICLE IV, Section 5 (a)(2)
10 of this document. A successful vote requires the affirmative vote of 66% of qualified voters
11 in attendance, proxies are not allowed. At least 50% of the BOD must be in attendance for
12 changes to By-Laws to be considered.

13 ARTICLE VI - CLUB FUNDS

14 Section 1. Custodians

15 (a) The Club Treasurer shall be the primary custodian of the Club funds. The Treasurer shall
16 maintain accounts in federally insured financial institutions in such a manner that the funds
17 of the Club shall be available either to him/herself or one other Club Officer, to be
18 appointed by the BOD as secondary custodian.

19 (b) In the event of the death, sudden illness, or other unforeseen reason that would prevent
20 the Treasurer from maintaining the financial integrity of the Club, the secondary custodian
21 named above shall, by BOD direction assume the Treasurer's duties until such time as the
22 Treasurer can reassume his/her duties or a new Treasurer is appointed or elected.

23 (c) The BOD will appoint from the BOD three (3) people to be cosigners on the checking and
24 savings account. BOD members that are related by family ties or marriage may not be
25 cosigners.

26 (d) The Treasurer will require written receipts for payment of bills. Any check written for over
27 \$200.00 (two hundred dollars) must have BOD approval and require two co-signatories
28 with the exception of the following: The range lease, insurance, printing and National Rifle
29 Association (NRA) membership fees. The Treasurer can sign checks up to \$200.00 and must
30 maintain all receipts to document expenditures.

31 Section 2. Depositories

32 (a) The Treasurer shall maintain, at a minimum, two financial accounts. All accounts
33 maintained by the Club must be in a federally insured financial institution. The two required
34 accounts are as follows:

35 (1) A checking account in a federally insured financial institution as approved by the BOD.
36 This account is for the purpose of transacting the normal financial business of the Club
37 such as the paying of bills and invoices, and other obligation; and for the deposit of
38 funds collected from dues, sales, match entry fees and other miscellaneous sources.

39 (2) A savings account in a federally insured financial institution as approved by the BOD.
40 This account may be in passbook form or certificate of deposit, or a combination of
41 both as shall be determined by the BOD and shall consist of funds over and above the

1 requirements of the checking account. Certificates of deposit will require two (2)
2 signatures.

3 (3) The Treasurer will establish an interest-bearing bank account for the purpose of
4 creating a 'Range Closure Trust Fund.' Deposits to the Range Closure Trust Fund will
5 comply with the Business Lease negotiated with the New Mexico State Land Office.
6 The BOD is authorized to deposit additional funds into the Range Closure Trust Fund
7 at its discretion. Funds cannot be withdrawn from the Range Closure Trust Fund
8 without prior written approval from the New Mexico State Land Office. All principal
9 and interest earned by the Range Closure Trust Fund are solely for the purpose of
10 removing lead from the Zia Range and reclaiming the land.

11 (4) The Board of Directors must review all account statements from the financial
12 institutions at regular intervals of time and, at a minimum, at least once in each quarter
13 of the calendar year, to determine the minimum needs of the checking account and
14 obtaining the highest obtainable interest from the savings account without
15 jeopardizing the financial integrity of the Club.

16 Section 3. Financial Journal

17 The Treasurer shall maintain a journal in such form that upon call he/she can brief the BOD on
18 finances in the various areas with the Club where funds are generated and expended. The
19 format of the journal shall not be fixed but may vary in accordance with the wishes of the BOD.
20 The BOD should approve the format of the journal on an annual basis as part of regular monthly
21 business. Committee Chairpersons will maintain records or journals in sufficient detail to
22 support such briefings.

23 Section 4. Financial Reports

24 The Treasurer shall present a standardized monthly financial report to the Club Membership at
25 the monthly BOD meeting. The format and contents of the report must be approved by the BOD
26 on an annual basis as part of normal monthly business.

27 Section 5. Annual Audits

28 (a) Financial Audit. A complete audit of all financial records shall be done annually by an audit
29 committee appointed by the BOD. This committee may not include the Treasurer but must
30 include at least two Officers of the Club. The audit committee shall be appointed at the
31 January meeting and a formal audit report must be presented to the BOD at the February
32 meeting. External audit support may be used if the BOD so desires.

33 (b) Property Inventory/Audit. An inventory of all Club property may be required annually by
34 the BOD. At a minimum, an inventory of activity property must be done when there is a
35 change of Activity Chairpersons.

36 ARTICLE VII - AFFILIATIONS AND SUPPORT OF OTHER ORGANIZATIONS

37 Section 1. Affiliations and Enrollments to Maintain

38 (a) The New Mexico Shooting Sports Association.

39 (b) Civilian Marksmanship Program.

40 (c) The National Rifle Association.

1 Section 2. Club Support

2 The Club will support units of the Department of Defense, New Mexico National Guard, Police
3 Departments, Sheriffs' Offices, New Mexico Hunter Safety Program, and Rifle and Pistol team
4 for other clubs or organizations whose objectives are consistent with these By-Laws by making
5 the Club range available to them for organized training or competitive purposes at such times
6 and conditions as can be mutually arranged by the Board of Directors. These units, organizations
7 or clubs shall be Guests of this Club while at the range and no charges or fees shall be levied.
8 ONE CLUB MEMBER MUST BE PRESENT AT ALL EVENTS.

9 ARTICLE VIII - CLUB RANGE

10 Section 1. Use of Range

- 11 (a) All adult Members and their accompanied Guests are authorized to come and go at will.
12 Individual adult Members are authorized up to two Guests who must remain under the
13 immediate supervision of the Member at the times while on range property. For the
14 purpose of approved matches, the Match Director may host any and all Guest participants.
15 Members are responsible for the conduct of individual Guests.
- 16 (b) Junior Members must be under the immediate supervision of an adult Member while on
17 Range property except when proceeding to or from a Junior Club meeting if otherwise
18 authorized (i.e., driver's license).
- 19 (c) The programs and time schedules of all matches, tournaments and other organized events
20 at the Club Range shall be submitted by the appropriate Activity Chairperson to the Club
21 President for review and approval. Prior coordination shall be made with other Activity
22 Chairpersons to avoid conflicts.
- 23 (d) All requests for the use of the Range by other organizations shall be approved by the BOD.
24 AT LEAST ONE CLUB MEMBER MUST BE PRESENT AT ALL EVENTS.
- 25 (e) SAFETY REGULATIONS MUST BE COMPLIED WITH AT ALL TIMES.

26 Section 2. Competitive Events - Formal

- 27 (a) All competitions, matches and tournaments sponsored by this Club and endorsed
28 (approved or registered) by the National Rifle Association or other appropriate nationally
29 recognized organization (e.g., National Bench Rest Shooters Association, National Muzzle
30 Loading Rifle Association, et al) Shall be governed by the then current rules and regulations
31 established by the appropriate national organization.
- 32 (b) These matches or tournaments will take precedence over other shooting activities at the
33 Range and for safety reasons certain ranges will necessarily be closed during the hours of
34 the match or tournaments. Every effort will be made to publish range closures in the Club
35 Newsletter and on the web site prior to such a match or tournament. The Range Officer in
36 charge of the match shall have the authority to halt firing on any adjacent ranges which he
37 deems unsafe to the competitors or other shooters.
- 38 (c) Competitors must be Members of this Club or Guests of Members to enter these matches.
39 All must comply with the provisions of the match programs.

1 (d) The Club Secretary shall be the office of record for these matches and, upon completion,
2 matters of interest shall be submitted to him for future reference (Minimum: Match
3 Program and Final Bulletin).

4 Section 3. Competitive Events - Informal

5 (a) Club Members are authorized and encouraged to stage informal competitions. Rules for
6 such a match may or may not be formal, so long as these rules COMPLY WITH CLUB SAFETY
7 RULES and are approved by the Activity Chairperson in charge of the range.

8 (b) Informal matches which may interfere with another scheduled event or with other
9 Members waiting to use that or an adjacent range, must be coordinated with the Activity
10 Chairperson in charge of the range desired, who in turn shall notify the Club President for
11 a decision as to whether the range should be reserved for the match, adjacent ranges
12 closed, and a publication in the Newsletter and the web site made.

13 (c) Informal matches must have a Range Officer in charge who will have the authority outlined
14 in an appropriate nationally recognized association's rule book and as noted above for
15 formal matches. Rule books may be obtained through the Activity Chairperson of the Club
16 Secretary at cost.

17 (d) If Club targets are desired and awards to be made, a fee must be charged to entrants to
18 defray the cost of targets and awards. Competition type Club targets are available only for
19 preplanned matches and specified practice sessions.

20 (e) These matches may be either "for Members only" or for Members and Guests of Members.

21 (f) Making a Club record of these matches as a Section 2 (d) above is optional with the Activity
22 Chairperson.

23 Section 4. Practice for Coming Matches

24 (a) Individual Members and small groups of Members are encouraged to practice for coming
25 matches but no particular priority in range use can be afforded them unless the practice
26 session is preplanned, coordinated with the Activity Chairpersons in charge of the ranges
27 which may be affected, and the Club President.

28 (b) Activity Chairpersons have the authority to issue competition type Club targets to these
29 shooters at no cost so long as they are satisfied that the shooter has every intention of
30 entering the coming matches in which an entry fee is charged to defray costs.

31 (c) Practice sessions are restricted to Members only and their Guests unless otherwise
32 specifically authorized by the BOD.

33 Section 5. Liability Insurance

34 (a) The Club shall maintain appropriate liability insurance as determined by the BOD.

35 (b) The extent of liability of the officers and directors of this corporation, under either contract,
36 tort, or otherwise, shall be limited to the assets of the Corporation. To the extent
37 authorized under State Law, the Corporation shall indemnify and hold the officers and
38 Directors harmless from liability incurred within the scope of their duties.

1 ARTICLE IX - MERGERS

2 Any merger of this Club with any other club or organization shall require the written and signed
3 approval, on ballots to be prepared by the BOD, by no less than sixty percent of all Club Members
4 eligible to vote.

5 ARTICLE X - DISBANDMENT OR DISSOLUTION

6 In the event this Club is disbanded or dissolved all assets and debts of the Club shall be liquidated
7 in accordance with Section 53-15-2 NMSA 1978. Title to any surplus shall be vested in the
8 National Rifle Association or America Foundation [USC 26, Sect. 501 (c) (3J)]

9 (a) At the time of liquidation, assets to be disposed of may be first offered to a recognized
10 activity of the Club, with an Activity Chairperson on the BOD, that has incorporated or
11 associated itself with another shooting club or range. An asset will be offered to a qualifying
12 Club Activity at its depreciated value or a lesser value determined by the BOD.

13 (b) At the time of liquidation, a recognized activity of the Club, with an Activity Chairperson on
14 the BOD, that has incorporated or associated itself with another shooting club or range
15 may request any Activity funds deposited with the Club. Any release of Activity funds will
16 be at the BOD discretion.

17 ARTICLE XI – CHANGES TO BY-LAWS

18 These By-Laws may be altered or amended, in whole or in part, or new By-Laws adopted at any
19 Annual Meeting of the Club; or at any Special Meeting of the Club (as per ARTICLE V, Section 7)
20 called for that purpose; provided notice of the intended alteration or amendment shall be first
21 published in two consecutive issues of the Club Newsletter immediately prior to that meeting.
22 Adoption of any alteration or amendment, repeal or substitution, shall require an affirmative
23 vote of two thirds of the eligible Members present and voting at the meeting at which such vote
24 is taken. In addition, at least 50% of the BOD members must be present for any changes to be
25 considered. Notice of the outcome shall be published in the next regular issue of the Club
26 Newsletter after the above meeting.

27

28 APPROVED AND ADOPTED

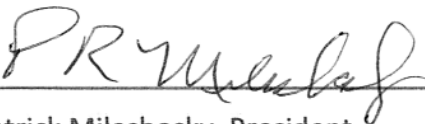
29 January 19, 2023 – Special Meeting

30 EFFECTIVE DATE: February 7, 2023

31 SIGNED

ATTEST

32

33 
34 _____

35 Patrick Mileschosky, President

36 Zia Rifle and Pistol Club



Christopher D. Garrett, Secretary

Zia Rifle and Pistol Club