

ARTICLE I – NAME

The name of this organization shall be the "~~Lake County IDPA~~Action Sports". Lake County ~~IDPA~~Action Sports may also be referenced simply as "~~LCIDPALCAS~~".

Commented [DW1]: Pending membership vote on this change.

ARTICLE II – PURPOSE

The purpose of this shooting club shall be:

- A. To encourage organized shooting among members of our community with a view toward a better knowledge on the part of such participants of the safe handling and proper care of firearms, as well as improved marksmanship.
- B. To forward the development of the characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance which are the essentials of good sportsmanship and the foundation of true patriotism.
- C. ~~LCIDPALCAS~~ will maintain an affiliation with ~~the International Defensive Pistol Association (IDPA)~~national organizations in disciplines in which the club participates. The club will maintain an affiliation with Eustis Gun Club (EGC) as its host gun club. In furtherance of the club's commitment to the 2nd Amendment the club will maintain affiliations with national and local organizations as deemed in support of the purpose and goals of ~~LCIDPALCAS~~.

ARTICLE III – MEMBERSHIP TYPES

- A. **Participant:** Any individual who may legally own firearms or use them under the supervision of an adult, and on payment of the usual fees and dues, may participate in club activities.
- B. **Juniors:** A Junior Member is defined as any match participant that has not attained the age of 18. Junior members are exempt from the ~~LCIDPA~~LCAS Match fee but are still responsible for any other fees, such as ~~EGC~~ guest fees, that may be applicable.
- C. **Voting Members:** A voting member of ~~LCIDPA~~LCAS must meet the following requirements:
 1. Be a current member of ~~IDPA~~at least one national organization in a discipline in which LCAS participates.
 2. Must be an Active Member of Eustis Gun Club (EGC) or ~~a an Active Paid Member~~registered member of LCIDPALCAS. All voting members MUST submit the ~~LCIDPA~~LCAS Voting Member Application to the club secretary. Voting membership applications will be reviewed by the ~~LCIDPALCAS~~ Board of Directors (BOD) for final approval and a current roster will be maintained by the club secretary.
 3. Must Remain Active: Voting members that have not shot in a match within the past twelve (12) consecutive months shall be automatically dropped from the voting member roster. ~~LCIDPALCAS~~ understands that there may be certain circumstances such as medical reasons beyond the member's control. In these instances, the BOD will determine if the member warrants being dropped as a voting member. Dropped voting members may re-apply for membership if they again become an active shooting participant at club matches.

Commented [DW2]: You will see this change throughout consistent with our involvement in IDPA and GPA

ARTICLE IV – ~~DUES AND MATCH FEES~~CLUB FINANCES

- A. The members' annual dues to the club shall be established by ~~club policy~~the LCAS BOD. Any active Eustis Gun Club (EGC) Member will be exempt from paying any established ~~LCIDPA~~LCAS Club Dues.
- B. The fee for monthly matches shall be established by ~~club policy~~the Board of Directors.
- C. Guests will be charged in accordance with the current Eustis Gun Club (EGC) policy. These monies will be given to the ~~Eustis Gun Club~~EGC when receivedconsistent with EGC requirements.

~~D. All LCAS Club money shall only be withdrawn by check or debit card for payment of such bills as shall have been approved by the BOD.~~

~~E. A Pety Cash fund shall be maintained for the purpose of making change during matches and dispersing monies for small consumables. The amount of the Pety Cash Fund shall be established by the Board of Directors.~~

~~F. The Secretary/Treasurer is authorized to order targets and pasters in bulk as needed, otherwise the spending limit for match equipment or match expendables is established by the LCAS BOD.~~

~~G. Charitable Giving~~

~~1. The LCAS Board of Directors (BOD) may include charitable giving in the annual club budget. The BOD may make charitable gifts within budgeted amounts through a majority vote of Board Members in good standing within the following parameters.~~

~~a. Donations may only be made to established non-profit organizations.~~

~~b. The maximum donation to any one organization is \$1,000~~

~~c. This spending category may be used for memorial gifts for deceased club members~~

Commented [DW3]: Item D and E here are moved from the position description portion of the document. It did not make sense to have these two items as part of the Secretary/Treasurer description.

ARTICLE V – MEETINGS

A. **Annual Meeting:** The annual meeting of the club shall be held on the third Saturday of April each year. If the annual meeting shall 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.

B. **Regular Meetings:** Regular business meetings of the club for the purpose of transacting ordinary business shall be held at such time and place as may be fixed by the Board of Directors and are open to the general voting club membership.

C. **Special Meetings:** A special meeting of the club may be held at any time upon the call of the President, or upon demand in writing by voting members, stating the purpose of the proposed meeting, and signed by not less than 20% of the voting membership. Notice of the time, place and purpose of any special meeting shall be given to all officers and voting members in good standing. This notice shall be in writing by United States mail or via email not less than seven days prior to the date scheduled for holding the meeting. The date, time and place of such meeting shall be set by the Board of Directors.

D. **Quorum:** A quorum is established by The Board of Directors (or majority thereof) plus any number of the remaining General Voting Members present.

E. All meetings will be conducted in accordance with Robert's Rules of Order.

F. **Electronic Communications:** When deemed necessary by a majority of the Board of Directors, meetings and voting may be conducted electronically in order to facilitate the conduct of ordinary business.

ARTICLE VI – BOARD OF DIRECTORS/OFFICERS

A. The Board of Directors of the club shall consist of the: President, Secretary/Treasurer, Assistant Secretary/Treasurer/**Squadmaster**, Chief Safety Officer, Assistant Chief Safety Officer, Match Director, Assistant Match Director, Membership/Communications Director, Scorekeeper, Equipment Officer, and up to three (3) Board Members At-Large. Acting together these shall constitute the Board of Directors. They shall be elected by a majority vote by ballot of the voting members in good standing at the annual meeting of the club. They shall hold offices for one year or until their successors are elected.

- B. In the instance where any Board Member is no longer able to perform their duties for any reason, or resigns their position, the Board of Directors shall have the authority to appoint an individual to fill the vacated position until a membership vote can take place.
- C. The Board of Directors shall also have the authority to appoint any non-voting positions deemed necessary to help run the club.
- D. The Board of Directors shall have general supervision and control of all the activities of the club. The Board of Directors may make agreements with other organizations and individuals to carry out the purpose and goals of the club.
- E. The Match Director, Asst. Match Director, Chief Safety Officer, and Asst. Chief Safety Officer must be current certified IDPA Safety Officers.

ARTICLE VII – DUTIES OF THE OFFICERS

A. President: The President shall

- 1. preside at all meetings of the club and of the Board of Directors.
- 2. be a member ex officio of all regular and special committees.
- 3. ensure that a budget is constructed by the Board of Directors and available to the membership upon request.
- 4. be the first point of contact and primary liaison to the Eustis Gun Club Board of Directors.
- 5. ensure that LCAS operates in accordance with the rules set forth by the Eustis Gun Club.
- 6. ensure that any documentation requested by the Eustis Gun Club Board of Directors be made available for review upon request.
- 7. ensure the proper management of LCAS through and with the Board of Directors.
- 8. perform all such other duties as may be approved by a majority vote of the Board of Directors.

B. Secretary/Treasurer: The Secretary/Treasurer shall

- 1. conduct all official correspondence pertaining to proper preparation and forwarding of all reports required by the President of the LCAS for the Eustis Gun Club Board of Directors, all national organizations in disciplines in which the club participates, and any other entity the LCAS may be financially or otherwise responsible to.
- 2. be responsible for the collection of all fees and dues. He shall have charge of all funds of the club placing them in such bank(s) as approved by the Board of Directors.
- 3. keep accurate accounts of all club transactions in digital format such as an Excel Spreadsheet.
- 4. retain digital copies of all receipts for purchases.
- 5. render a detailed report with vouchers at any meeting of the Board of Directors, a summary report at regular meetings and an annual report to the organization at its annual meeting.
- 6. keep a true record of all meetings of the Board of Directors and of the club and have custody of the books and papers of the club.
- 7. maintain active relationships with Eustis Gun Club, all national organizations in disciplines in which the club participates, and other associations as required.

C. Assistant Secretary/Assistant Treasurer: In the event the Secretary/Treasurer is no longer able to perform his or her duties for any reason or resigns, the Assistant Secretary/Treasurer will immediately assume the responsibilities of Secretary/Treasurer. The Assistant Secretary/Treasurer/ shall fulfil these duties until such time as may be replaced by the Board of Directors or member vote. The

Commented [DW4]: This is not a new section, but I reworked all position duties to be a numbered list rather than a narrative. Other than moving some of the Secretary/Treasurer content as indicated above, there are no substantive changes to this section other than formatting.

assistant Secretary/Assistant Treasurer shall have access to the club's bank account to ensure a redundant system of financial accounting.

D. Match Director: The Match Director will

1. conduct all club matches and/or contests to include the design and setting up of match stages, ensuring that all props and targets are available and in good repair.
2. work with the Assistant Match Director to ensure that the required number of targets are on hand to conduct matches and coordinate orders with the Secretary/Treasurer.
3. oversee all the equipment and props utilized by LCAS. Coordinate repair of any equipment as necessary within spending limits of the club.
4. keep current on all contest rules, stage design criteria and safety requirements for all national organizations in disciplines in which the club participates and any special requirements of the Eustis Gun Club.
5. schedule Classifications Matches as required.
6. Settle any disputes arising during a match in accordance with the bylaws and applicable discipline rules.
7. with the approval of the Board of Directors, may appoint qualified club members to assist with these duties.

E. Assistant Match Director: The Assistant Match Director will

1. assist the Match Director with the conduct of all club matches and/or contests to include the design and setting up of match stages.
2. share in the responsibilities of the Match Director, and in the absence of the Match Director will assume all the responsibilities to conduct the match as the Match Director. In the event the Match Director is no longer able to perform his or her duties for any reason or resigns, the Assistant Match Director will
3. immediately assume the responsibilities of the Match Director in the event the Match Director is no longer able to perform his or her duties for any reason or resigns and a new Assistant Match Director will be appointed by the Board of Directors or member vote as soon as possible.

In the event that both the Match Director and the Assistant Match Director position are vacant, or both are unable to attend a scheduled match, qualified board members may fill in on a month-by-month basis until the positions can be filled.

F. Squadmaster: The squadmaster will

1. Set up parameters for upcoming matches, build the matches and post the matches in practiscore
2. Monitor the registration process through all early registration periods as well as during open registration.
3. Adjust squad membership to ensure adequate SO and shooter distribution across squads.
4. Set up scoring tablets and assist the scorekeeper after the match to update the master tablet.

G. Chief Safety Officer: The Chief Safety Officer will

1. ensure that the club has adequate Safety Officers and Scorekeepers as needed to conduct monthly matches and any other club contest.

2. remain current and up to date on all safety rules and issues of all national organizations in disciplines in which the club participates and any Eustis Gun Club requirements.
3. provide training and refresher training for Safety Officers as needed.
4. review stage design and setup prior to any matches to double check the safety requirements are met before the start of any match.
5. along with the Match Director, shall have charge of all small arms instruction with authority to appoint qualified assistants as needed.
6. conduct new shooter briefings prior to any match or assign a qualified S.O. to conduct the briefing.

H. Assistant Chief Safety Officer: In the event the Chief Safety Officer is no longer able to perform his or her duty for any reason or resigns, the Assistant Chief Safety Officer will immediately assume the responsibilities of the Chief Safety Officer and a new Assistant Chief Safety Officer will be appointed by the Board of Directors or member vote as soon as possible. In the event the Chief Safety Officer is absent from a match, the Asst. Chief Safety Officer will assume the duties of the Chief Safety Officer. If neither the CSO nor the Asst. CSO is present for a match a certified and qualified CSO may be appointed by the Match Director to act as the Chief Safety Officer for the match.

I. Equipment Officer is responsible for:

1. Overseeing all equipment and props utilized by LCAS
2. Maintaining an inventory of equipment
3. Monitoring the number of available targets in collaboration with the Mach Director and/or the Assistant Match Director
4. Ensuring that all equipment is in good condition
5. Carry out or organize repair of any equipment

J. Membership and Communications Director: The Membership and Communications Director is responsible for

1. creating, maintaining, and updating the club website, social media, and maintaining a member correspondence program.
2. responsible for developing and implementing new member recruiting efforts to include but not limited to: Community and EGC outreach, news and local media, youth recruitment opportunities, and Lady shooter recruitment opportunities.

K. Official Scorekeeper: The Official Scorekeeper is responsible for

1. the upkeep and maintenance of all scoring equipment, tablets, and software.
2. ensuring that all equipment is charged and ready for use at each match.
3. preparing each tablet for matches by loading all stages and importing match registration information.
4. ensure that all scores are uploaded to any software in use by the club after each match.
5. ensure that tablets are continuously synced, and scores posted throughout the match during any sanctioned match.

L. Board Member(s) At-Large: The Board Member(s) At-Large will represent the general membership on issues of interest or concern, particularly those that arise outside of the standing Board of Directors structure. The Board Member(s) At-Large listens to membership and communicates their issues.

needs, and interests to the Board of Directors. The Board of Directors may have as many as three (3) Board Member(s) At-Large at the discretion of the President.

ARTICLE VII – DUTIES OF THE OFFICERS

A. – President: The President shall preside at all meetings of the club and of the Board of Directors. He shall be a member ex officio of all regular and special committees. He will ensure that a budget is constructed by the Board of Directors and available to the membership upon request. The President shall be the first point of contact and primary liaison to the Eustis Gun Club Board of Directors. He shall ensure that LCIIDPA operates in accordance with the rules set forth by the Eustis Gun Club and the by-laws of the IDPA. He shall ensure that any documentation requested by the Eustis Gun Club Board of Directors be made available for review upon request. He shall ensure the proper management of LCIIDPA through and with the Board of Directors and perform all such other duties as may be approved by a majority vote of the Board of Directors.

B. – Secretary/Treasurer: The Secretary/Treasurer shall conduct all official correspondence pertaining to proper preparation and forwarding of all reports required by the President of the Lake County IDPA for the Eustis Gun Club Board of Directors, International Defensive Pistol Association (including membership dues), and any other entity the Lake County IDPA may be financially or otherwise responsible to:

He shall be responsible for the collection of all fees and dues. He shall have charge of all funds of the club placing them in such bank(s) as approved by the Board of Directors:

All LCIIDPA Club money shall only be withdrawn by check or debit card for payment of such bills as shall have been approved by the Board of Directors. He shall be responsible for payment of needed equipment for all matches. He shall keep accurate accounts of all club transactions in digital format such as an Excel Spreadsheet and update it immediately upon any deposits or dispersals from the account. After updating, he shall email or otherwise share the updated digital copy to the Assistant Secretary/Treasurer. This will ensure a redundant system of financial accounting for the club. He shall also retain any paper receipts for purchases. He shall render a detailed report with vouchers at any meeting of the Board of Directors, a summary report at regular meetings and an annual report to the organization at its annual meeting. He shall keep a true record of all meetings of the Board of Directors and of the club and have custody of the books and papers of the club. He shall be responsible for maintaining active relationships with Eustis Gun Club, and other associations as required. Other duties in line with the position may be assigned by the President.

A Petty Cash fund shall be maintained for the purpose of making change during matches and dispersing monies for small consumables. The amount of the Petty Cash Fund shall be established by a vote of the Board of Directors and noted in the minutes:

C. – Assistant Secretary/Assistant Treasurer: In the event the Secretary/Treasurer is no longer able to perform his or her duties for any reason or resigns, the Assistant Secretary/Treasurer will immediately assume the responsibilities of Secretary/Treasurer. The Assistant Secretary/Treasurer shall fulfil these duties until such time as may be replaced by the Board of Directors or member vote:

Commented [DW5]: This is the old version for comparison

D.—Match Director: The Match Director will conduct all club matches and/or contests to include the design and setting up of match stages, ensuring that all props and targets are available and in good repair. He will work with the Equipment Officer to ensure that the required number of targets are on hand to conduct matches. He will keep himself current on all International Defensive Pistol Association contest rules, stage design criteria and safety requirements and any special requirements of the Eustis Gun Club. He will schedule Classifications Matches as required. Any disputes arising during a match will be settled by the Match Director in accordance with the bylaws and rules of the IDPA. The Match Director, with the approval of the Board of Directors may appoint qualified club members to assist him in his duties.

E.—Assistant Match Director: The Assistant Match Director will assist the Match Director with the conduct of all club matches and/or contests to include the design and setting up of match stages. He or she will share in the responsibilities of the Match Director, and in the absence of the Match Director will assume all the responsibilities to conduct the match as the Match Director. In the event the Match Director is no longer able to perform his or her duties for any reason or resigns, the Assistant Match Director will immediately assume the responsibilities of the Match Director and a new Assistant Match Director will be appointed by the Board of Directors or member vote as soon as possible.

F.—Chief Safety Officer: The Chief Safety Officer will ensure that the club has adequate Safety Officers and Scorekeepers as needed to conduct monthly matches and any other club contest. The Chief Safety Officer will ensure he/she is current and up to date on all safety rules and issues of the International Defensive Pistol Association and any Eustis Gun Club requirements. The Chief Safety Officer will provide training and refresher training for Safety Officers as needed. The Chief Safety Officer will review stage design and setup prior to any matches to double check the safety requirements are met before the start of any match. The Chief Safety Officer along with the Match Director shall have charge of all small arms instruction with authority to appoint qualified assistants as needed. The Chief Safety Officer will also conduct new shooter briefings prior to any match or assign a qualified S.O. to conduct the briefing. In the event the Chief Safety Officer is absent from a match, the Asst. Chief Safety Officer will assume the duties of the Chief Safety Officer. If neither the CSO nor the Asst. CSO is present for a match a certified and qualified CSO may be appointed by the Match Director to act as the Chief Safety Officer for the match.

G.—Assistant Chief Safety Officer: In the event the Chief Safety Officer is no longer able to perform his or her duty for any reason or resigns, the Assistant Chief Safety Officer will immediately assume the responsibilities of the Chief Safety Officer and a new Assistant Chief Safety Officer will be appointed by the Board of Directors or member vote as soon as possible.

H.—Equipment Officer: The Equipment Officer shall oversee all the equipment and props utilized by LGIDPA. It shall be the responsibility of the Equipment Officer to maintain a list of equipment/assets and make the list available to the Secretary/Treasurer monthly. He shall work closely with the Match Director to ensure that enough targets will always be available for all upcoming matches. He will notify in advance the amount of any new needed targets to the Secretary/Treasurer for payment. He will ensure that all target stands, or any other equipment utilized by LGIDPA are in good working order. Any equipment in need of repair or replacement will be determined by the Equipment Officer and will then be forwarded for approval of purchase by the Secretary/Treasurer and President.

i.—Membership and Communications Director: The Membership and Communications Director is responsible for creating, maintaining, and updating the club website, social media, and maintaining a member correspondence program.

Additionally, the Membership and Communications Director is responsible for developing and implementing new member recruiting efforts to include but not limited to: Community and EGG outreach, news and local media, youth recruitment opportunities, and Lady shooter recruitment opportunities.

j.—Official Scorekeeper: The Official Scorekeeper is responsible for the upkeep and maintenance of all scoring equipment, tablets, and software. Responsible for ensuring that all equipment is charged and ready for use at each match. Must prepare each tablet for matches by loading all stages and importing match registration information. He will ensure that all scores are uploaded to any software in use by the club after each match. During any sanctioned match he shall ensure that tablets are continuously synced, and scores posted throughout the match.

k.—Board Member(s) At Large: The Board Member(s) At Large will represent the general membership on issues of interest or concern, particularly those that arise outside of the standing Board of Directors structure. The Board Member(s) At Large listens to membership and communicates their issues, needs, and interests to the Board of Directors. The Board of Directors may have as many as three (3) Board Member(s) At Large at the discretion of the President.

In the event any Board Member is no longer able to perform his or her duties for any reason, or resigns their position, any other member of the Board of Directors, upon approval of remaining Board of Directors members may temporarily assume the responsibility of the vacant position until another officer may be appointed by the Board of Directors or a membership vote.

To ensure a method of redundant record keeping, at least two Board of Directors shall have, keep up to date, and share in digital format all the members/shooters information that shall include, at the least, phone numbers and email addresses.

ARTICLE VIII - Suspension or Expulsion

- A. Any director may be removed by a two-thirds vote of the voting 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 days' notice in writing shall have been given to the director of the reasons for his hearing on removal and of the time and place of the special meeting at which such ballot on his removal is to be taken. A full hearing shall take place at the special meeting allowing for witnesses to be called and available.
- B. Any director, member, or participant shooter may be suspended or expelled immediately from the club for any cause deemed sufficient by the Board of Directors such as gross un-sportsman like conduct or gross safety violations.
- C. Charges against any director or member may be brought by any voting member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will

immediately notify the President. The President will call a meeting for the Board of Directors to hear the charges. The Secretary will give at least fifteen days' notice of the meeting to each member of the Board of Directors, to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

- D. Any member suspended or expelled by the Board of Directors may appeal to the full voting membership of ~~LCHDPALCAS~~. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the club for the purpose of acting on the appeal.
- E. The Secretary shall give at least fifteen days' notice in writing to all members of the club in good standing; stating the date, time, place, and reason for any special meeting held for the purpose of an appeal. At the meeting of the full club, the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Board of Directors at which the charges were heard, and any 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, and a two-thirds vote shall be required to reverse the action of the Board of Directors.

The Eustis Gun Club shall be given a complete report whenever a member of the Lake County IDPA is suspended or expelled, showing charges and action taken.

ARTICLE IX - Match Rules and Safety Requirements

Competitions and shooting events will be held in keeping with the philosophies and rules of all national organizations in disciplines in which the club participates. These events will also be held in keeping with the philosophies and rules of the Eustis Gun Club. In the event there is a question of any differences between IDPA-national discipline safety rules and the Eustis Gun Club safety rules, the Eustis Gun Club safety rules will take precedence.

Article X – Indemnification

The club shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the club against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the club; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of the Board of Directors who are not at that time parties to the proceeding.

ARTICLE XI – Amendments

Any proposed amendments to these bylaws may be introduced by any member of the club at any regular meeting or special meeting called for that purpose. Such proposed amendments must be submitted in writing and presented by the sponsor. The amendment(s) must be acted upon by the voting club membership at a regular meeting or a special meeting called for that purpose provided a copy of the proposed amendment has been sent to each voting club member by United States mail or via email at least ten days prior to the meeting. A two-thirds vote of the members present will be necessary to pass or reject any proposed by-law changes.

DRAFT

