

# Waverly Gun Club

PO Box 94  
Waverly, MN 55390

## Elected Board of Directors and Club Officers - Policy and Responsibilities:

### I. Board of Directors:

A. Pursuant to the Waverly Gun, Rifle & Pistol Club Charter effective September 10, 1967 there will be by election three (3) Board of Directors on a rotating 3 year term of office. Each Director will have responsibilities over the following club property and club activities:

- 1). **Director #1** - Club Buildings, Maintenance and Repair, Rifle and Pistol Shooting Ranges and Range Buildings.
  - (a). Renews April 2025 and every three (3) years thereafter.
- 2). **Director #2** - Overseeing and managing all club sanctioned events and activities, annual budget and training newly assigned event captains.
  - (a). Renews April 2023 and every three (3) years thereafter.
- 3). **Director #3** - Club Membership
  - (a). Renews April 2024 and every three (3) years thereafter.

### II. Elected Officers of the Club

A. The Club on the first Monday in April and every preceding year shall elect the following Officers to conduct the ordinary business of the club as directed by the Board of Directors. Each elected office shall serve at the pleasure of the club for a term of one year, or by special election should any of the officers be unable to complete their term.

- 1). Club President
- 2). Club Vice-President
- 3). Club Treasurer
- 4). Club Secretary

### III. Director Role and Responsibilities

A. **Director # 1** - Club Buildings, Maintenance and Shooting Ranges

This director is responsible for the Maintenance and/or repair of the Club House both interior and exterior, the Indoor pistol range structures for the 7 and 25 yard line ranges, Trap Houses and Rifle ranges. This includes:

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- 1). Requesting an annual budget for the maintenance of the heating and air conditioning units, paint, bathroom facility needs and other cleaning supplies for the structures, trap houses, rifle and pistol ranges and buildings.
- 2). Selection of a Team Captain responsible for exterior ground maintenance to include lawn mowing and related maintenance and repair of the landscape equipment and budget for repairs and gas.
- 3). Requesting through an annual budget request for the repair and maintenance of the target shooting backings, (Plywood) and (2X4) structures.
- 4). Notifying the Media Committee the dates and times for the Annual Club Clean-up.

### **B. Director # 2 - Club Sanctioned Events and Activities**

This Director is responsible for the oversight of all club sanctioned events and activities. Ensuring that sanctioned events and/or activity(ies) have an assigned Captain and supporting members. Coordinating with their assigned member that contacts and confirms that the Captains and supporting members have been contacted for their assigned work assignment. This includes:

- 1). Requesting through an annual budget the request for the Spring, Summer and Winter Trap League Captain for supplies and ammo.
- 2). Rifle Sighting
  - (a). Providing the Media Committee the dates and times for the annual "Rifle Sighting" club activity.
  - (b). Coordinating with the assigned Rifle Sighting Captain that sufficient Club Members are assigned to the activity to include a certified Range Safety Officer.
  - c. Sufficient targets have been ordered and on site for the event.
- 3). Handgun League
  - (a). Assign a "Captain" for the Handgun league and sufficient Club Members are assigned to the activity to include a certified Range Safety Officer.
  - (b). Sufficient targets have been ordered and on site for the event.
- 4). Conceal and Carry Class
  - (a). Assign a "Captain" for the Conceal & Carry Class and ensure proper coordination with the Media Committee for public announcements.

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- (b). Coordinate with the Captain for the assignment of instructors for proper ratio of Instructor to Student participant.
  - c). Ensure sufficient ammunition and targets are available for the class.
- 5). Black Powder
  - (a). Assign a "Captain" for the Black Power Shoot and ensure proper coordination with the Media Committee for public announcements.
- 6). Ladies Shoot
  - (a). Assign a "Captain" for the Ladies Shoot and ensure proper coordination with the Media Committee for public announcements.
  - (b). Coordinate with the Captain for the assignment of instructors for proper ratio of Instructor to Shooter participant.
  - c). Ensure sufficient ammunition and targets are available for the class and the classroom and ranges do not conflict with other scheduled club activities.
- 7). Membership Absences:
  - a). Club members who fail to show up for work assignment, the membership committee is notified for notification of fines, and temporary suspension of access card.

### **C. Director #3 - Club Membership**

This Director is responsible the direct communication with all new prospective members for the induction into the club. Per the Club Charter, there are to be assigned two (2) additional Club Members in good standing to assist in the membership of the club to include all prospects, existing members, and those that have had their membership lapse. This includes:

- 1). Club adherence to the Membership Policy & Procedures.
- 2). Transmitting via mail, or email to prospective members the membership application and application processing. Obtain completed application and scheduling the presentation of the prospect at the first available monthly club meeting.
- 3). Ensuring the application is complete to include either an active NRA membership or enrollment prior to the Club Meeting.
- 4). Scheduling a date and time for the Club Orientation that includes:
  - (a). Obtaining the Club Access card, and combination lock codes for the rifle and pistol range facilities.

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- (b). Proper use and requirements for the Trap House and League play.
- (c). Complete and retain on file the signed Waverly Gun Club Rules document as a new member and annually thereafter.
- (d). Understands the (16) hour annual work requirement, process to obtain a replacement and fines for failing to show up for an assigned work date and time.

### IV. Club Officers Role and Responsibilities

A. **Club President** - The President shall preside at all meetings of the Club adhering to the Roberts Rules of Order in conducting the meeting. The President prior to the commencement of any Club Meeting shall ensure that a quorum of both Directors and elected officers are present. A quorum requires 4 out of the 7 appointed Directors and elected officers be present to conduct business in the name of the club. The President shall direct or provide oversight of all Club activities, shall make any Club appointments to special committees and projects, be responsible for ensuring all bills and loans are paid and current and that the annual budget is maintained.

1). Committee Assignments shall be at the direction of the President on a voluntary basis amongst the club members, or they may appoint a member in good standing to identify Committee Captains, assign other club members to an assigned committee and issue annual work assignments for those committees and members. Committee assignments are not by term but by an ongoing commitment of it's appointed members to serve. The President will ensure timely transmission of the Annual Committee and Work Assignment document to members via email or U.S. mail. Committee Assignments include:

(a). **Membership Committee** - shall be comprised of (3) Club Members whose membership status is in "Good Standing", to include the Board of Director assigned specifically to the committee for a term of 3 years. Duties Include:

- (1). Maintain Accurate membership roster.
- (2). Communicate activation and de-activation of access cards as warranted for members in good standing, or those delinquent in dues or fines.
- (3). Schedule membership worker dates as requested by committees needs.
- (4). Screen, interview and recommend new member applicants.

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- (5). Schedule/perform new & current members annual training.
  - (6). Develop an Annual Budget
- (b). **Buildings and Grounds Committee**, duties included but not limited to:
- (1). Maintain all buildings and grounds and advise of repairs/improvements, like snow removal, lawn care, building & grounds clean-up. Prepare for annual Club Clean-up for club volunteers. This time is not a part of the (16) hour requirement for work, but a necessary part of club membership.
  - (2). Schedule regular maintenance/repairs with Membership Committee.
  - (3). Develop an Annual Budget for major improvements and repairs.
  - (4). Authorize. the spend the allocated money for improvements or repairs.
- (c). **Media Committee**, duties include but not limited to:
- (1). Develop and maintain Club Website and Facebook page.
  - (2). Recommend/source/assist with media, electronic equipment, programming etc.
  - (3). Assist Committee members with developing flyers/advertising of Club Events, i.e. Trap League, Black Powder shoot, Range Site-In, Conceal-Carry etc.
  - (4). Develop an Annual Budget
- (d). **Rife Range Committee**, duties include but no limited to:
- (1). Inform membership of workers needed for events.
  - (2). Maintain target/backers
  - (3). Authorize to spend the allocated annual budget on supplies.
  - (4). Develop an annual budget
- (e). **Trap Range Committee**, duties include but not limited to:
- (1). Inform Membership Committee of workers needed for Events.
  - (2). Maintain Throwers, league supple inventory and clubhouse concessions.
  - (3). Authorized to spend the allocated annual budget on supplies.
  - (4). Develop an annual budget

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- B. **Club Vice-President** - The Vice-President shall preside over all Club Meetings when the President is not available to conduct the meeting. The Vice-President shall at the direction of the President adhere to the scheduled meeting agenda and to ensure that a Quorum of both Directors and elected officers are present to continue the meeting adhering to the Roberts Rules of Order in conducting the business of the club. The Vice-President by direction of the Club President carry out the necessary committee meeting in the absence of the President.
1. **Budget Requirements** - The Vice-President shall be required to send to each individual Committee Captain in April of each year a request for annual budget requirements, (See budget request form). The budget requests will provide:
    - (a). Itemized list of materials for the repair and/or maintenance for the Committees area of responsibility and their respective projected costs for the year
    - (b). Ammunition and target requirements and projected costs.
    - (c). Household cleaning and maintenance requirements for building, trap houses and shooting structures.
  2. **Budget Reconciliation** - The Vice-President will schedule a Special Session Meeting comprised of Directors and Club officers to review all budget requests and by direction and majority vote provide the Club Treasurer the consolidated annual budget for the Club.
- C. **Club Treasurer** - Treasurer shall collect all monies accruing to the club, and strict accounting of all revenues; also the paying of bills as submitted and approved at club or board meetings. The Treasurer shall keep up to date accounts of all revenues and disbursements; also such accounts, inventories, balance sheets and statements of all monies, credits and property of the club and to collect dues and keep accurate membership list and record of dues.
- D. **Club Secretary** - Secretary shall record and type the proceedings of regular, special and board of directors meetings and maintain such records as may be required for future retrieval. The Secretary is responsible by direction to produce such correspondence as required for dissemination to club members to include distribution of Club Meeting Minutes via email or US Postal Service. The Secretary is required to maintain all Club correspondence files.