

Charter and Bylaws

Article I CASA

The name of this organization shall be California Airgun Shooters Association referred to as CASA or the Club. All assets shall be under the sole ownership of CASA.

Article II CASA - Purpose and Rights

1. Purpose of the Club is to organize airgun shooting activities among its members and guests. Educate shooters about safe gun handling and marksmanship.

Promote

organized airgun rifle and pistol events to encourage good sportsmanship, honesty, self discipline, and team play.

2. Rights, privileges and benefits shall be equally available to all Club members. All rules, regulations, bylaws and directives shall be equally applied to all Club members. Every member shall be entitled to one vote at the annual meeting toward any of the EBM positions being contended and any revisions to the CASA Charter. Members shall have the right to a clear and timely notification of all activities of the Board.

Article III CASA EBM Officers

1. The officers of CASA shall be the President, Vice President, Treasurer, Member at Large and the Range Masters. The CASA Officers shall constitute the Elected Board Members (EBM), and shall have general supervisory control of all the activities of the Club. Each EBM member shall serve on a volunteer basis and shall not receive compensation in any manner for their work. The only exception being that the Range Masters are exempt from match fees while in Office

2. Elected Board Members (EBM) shall be composed of Club members. The Board will meet 4 times each year to conduct club business. Members are encouraged to attend meetings so they can have input.

3. The election of officers shall occur during the Annual meeting in December. Nominations for officers will be accepted during the month preceding the annual meeting as well as nominations from the floor on the day of the election. EBM members shall be elected by majority vote of all members present at the annual meeting. The term will begin 1 January.

4. Vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by Special Election within a 45 day period of the resignation, when there is more than 120 days remaining in the clubs fiscal year.

5. Responsibilities. Members, Individual Officers, and EBM:

(a) **Club Members** They help maintain the Club Assets, equipment,

facilities, grounds and help the Rangemasters set up and tear down the course. Participants shall not be under the influence of alcohol or illegal drugs. The Membership has the responsibility to police itself. Any unsafe or dangerous practices should immediately be reported to the Rangemaster.

(b) **President** The President shall preside at all meetings of the Club, shall direct or provide oversight of all Club activities and shall make any appointments to special committees and projects.

(c) **Vice-President** shall assume all duties and responsibilities of the President in absence of the President and perform other duties as directed by the President.

(d) **Treasurer** shall keep accurate records of all Club business and Minutes of meetings. Takes care of the club checking account and pays bills. Treasurer prepares the annual financial statement for the club.

(e) **Member at Large** should attend all meetings. Responsibilities will be directed by the President and will vary with the club activities.

(f) **Rangemasters** are responsible for range management including setting up courses and have final say in any decisions on rules and guidelines during matches. Responsibilities include facility paperwork, collection of funds, responsibility waivers, payments to the facility and accounting for Club funds. Rangemaster is responsible for educating new shooters on club safety guidelines. Shooters meeting should be conducted by the Rangemaster. They will delegate various responsibilities in the course of set-up to able club members.

(g) All outgoing EBM members shall transfer all reconciled records and club monies to the incoming EBM members by 31 December.

Article IV CASA - Membership

1. General Membership. Members must be at least 18 years of age and may become a general member of CASA after meeting the requirements below. Family members, under the age of 18, may participate in Club activities under the direct supervision of parents, guardians or other adult Club members. Guests of members under the age of 18 may also participate with direct supervision of any member. Membership in the National Rifle Association is highly encouraged, but not required. Membership will not be denied because of race, sex, religion, national origin, or physical disability of the applicant. Memberships shall last for 1 year and must be renewed annually.

(a) A General Membership shall include the principal member applicant and the immediate family who resides within the same domicile – husband, wife, and children or custodial children under the age of eighteen (18). The principal member will be allowed full access to the Club, voting rights, and the opportunity to serve as a Club officer. Family members under the age of eighteen (18) will be allowed access to the Club only under the direct supervision of the principal member, guardians, or other

adult Club members.

(b) Any Club member that witnesses any unsafe, illegal or questionable behavior shall notify an EBM member or Rangemaster immediately.

(c) Suspension or Termination of Membership. The EBM may suspend and/or terminate any member who willfully falsifies a Club application, violates any Club bylaw, rule, safety regulation or policy, non-payment of dues, or misappropriation CASA funds or property. This requires unanimous EBM approval.

(d) Any EBM member may be removed from office by a 2/3rd vote of the General Club Membership at any Board meeting.

Article V CASA - Guests

CASA is a public Club. Guests are welcome to watch or participate in CASA calendar and website scheduled events, i.e. Field Target Matches, Silhouette, or Bench rest matches. During any visit, guests are the member's responsibility and must be signed in. They must abide by the rules of the Club as the member does. Member's guests shoot with the member and cannot shoot on a different range unless under the supervision of a Rangemaster. Guests arrive when the member arrives and they leave when the member leaves. Members and Guests must comply with venue specific range Guidelines as outlined by the Rangemaster in charge. For purposes of this Article the VP and President are considered Rangemasters as well. Eye and Head Protection is mandatory at some of CASA's venues. If you have any questions about required safety gear ask the Rangemaster for Club rules as well as venue specific rules.

Article VI CASA Meetings

1. Regular Meetings. The quarterly business meeting of the EBM shall be held on any date and time established as the EBM shall determine. Meeting dates will be published on the website and Club calendar.

2. Special Meetings. Special Meetings can be called at any time by the EBM, or by 25% of the membership, in writing via a petition. Upon receipt of a petition addressed to a EBM, the President shall cause all members to be notified that a special meeting will be held. Notice of time, location and agenda must be given to the Membership. Members must be notified at least ten (10) days in advance of the meeting.

Article VII CASA - Conduct of Meetings and Proxy votes

1. Quorum. For the purpose of a meeting of the EBM, a quorum will exist if four (4) EBM Members, including the President or in his absence, the Vice-President are present. Depending on the type of business and its urgency, the EBM may postpone the meeting with a majority vote until more members are present. President or Vice President will decide ties.

2. Conduct of Meetings. The President shall be responsible for conducting all CASA meetings. The conduct of all CASA meetings will be

professional and relaxed, and will follow the guidelines of Robert's Rules of Order.

3. Voting By Proxy. Any form of proxy must be in writing or by electronic media. It must designate the person who is to cast the member's vote, and must be signed by hand or emailed and dated by the member giving the proxy.

4. Club Treasurer is responsible for Club Minutes at CASA Meetings

Article VIII CASA - Records, Inspection and Annual Report

(a) The Club shall keep:

(1) Adequate and correct books and records of account;

(2) Minutes of the proceedings of the Regular Board, Annual Membership and Special meetings;

(3) A record of the Members giving their names and email addresses.

(b) The minutes and other books and records shall be kept either in written form or in any other format capable of being converted into a clearly legible format that all may utilize.

(1) Members Right of Inspection. The accounting books and records and minutes of any Club meeting shall be open to inspection upon the written request by any member, at any reasonable time, for any interest of the member, subject to the protection of the privacy rights and credit identity of the Club and of its members.

(c) Annual Financial Report.

(1) An Annual Financial Year End report shall be prepared by the outgoing Treasurer within 30 days of the close of the Club's fiscal year.

(2) The accounting year of the Club shall be 1 January to 31 December of any given year.

Article IX CASA - Amendments to Bylaws

Bylaw Amendments. The bylaws may be amended or repealed by a 2/3rds vote of the membership at the Annual Membership Meeting. Amendments can be recommended by any EBM or by petition of 25% of the membership. Once the recommendations have been voted on, the EBM shall cause all members to be notified of the amendment or repeal of the bylaws.

Article X CASA - Range Rules

The CASA Rangemaster will conduct a safety meeting before each match, if the designated Club safety officer is unavailable. Club Guidelines and Range specific rules should be addressed to all shooters CASA Range Guidelines:

(a) Point guns in a safe direction at all times.

(b) Do not touch trigger unless you are on target and ready to break shot.

(c) Do not leave gun loaded at any time or leave action/bolt shut between lanes.

(d) Obey all Rangemaster directives immediately. If you are confused raise your hand and get the Rangemasters attention.

Article XI CASA - Hunting is Prohibited at CASA Venues during Matches

There shall be no hunting or pursuit of game during CASA practice events unless the facility management

has given approval. California Hunting License Required for small game in season.

This is every ones individual responsibility to enforce. Any shooting of wildlife during a match is a direct violation of CASA Club Policy and should be reported to any EBM.

Article XII CASA - Dues and Club Funds

(a) Annual membership dues shall be for the year 1 January through 31 December, and shall be of the amount determined by majority vote of the CASA EBM. Dues for new members joining the Club after 1 January shall be prorated in July as noted below:

January through June – full yearly rate.

July through December – 50% of yearly rate.

(b) Club CHECKS may be signed by the Club President or Treasurer after approval of the EBM. Expenditures of all Club funds must be done with full transparency to the CASA Club Members. Routine monthly range Expenses (purchase not exceeding \$100) and Range Fees would be the exception. Those would not require EBM approval but should be accounted for in the Rangemasters reconciliation. Any purchase exceeding \$100 not previously approved by the Board must be approved by EBM majority vote.

(c) CASA's liability insurance premium is considered pre-approved.