

**Constitution and By-
Laws of the
MARS Skeet and
Trap Club
Revised January
2024**

PREAMBLE

The operation and objectives of the MARS Skeet and Trap Club are detailed herein. The MARS Skeet and Trap Club is an element of the NASA Exchange – MSFC and is organized and operates under the direct authority of the Exchange.

ARTICLE I-NAME

The name of this Club shall be the **MARS Skeet and Trap Club**.

ARTICLE II-OBJECTIVES

The objectives of this club are:

- A. To promote the art of skeet and trap shooting.
- B. Enhance shooting safety within the local community and academia (high school and universities)
- C. To foster good fellowship among sportsmen.

ARTICLE III-MEMBERSHIP-DUES-REGULATIONS

- A. Membership is available to the following individuals as long as they have access to Redstone Arsenal:
 - 1. MSFC civil servants, active and retired
 - 2. MSFC active contractors
 - 3. DoD military, active and retired
 - 4. DoD civil servants, active and retired
 - 5. DoD active contractors
- B. Membershi p Dues shall be \$3000 annually and paid in accordance with club rules and operating procedures. The initiation fee shall be \$1000. Members not paying their annual dues within 60 days of final billing will be dropped from the rolls and will be required to repay the initiation fee prior to membership reinstatement.
- C. Regulations. By accepting membership in this Club, each member agrees to abide by all applicable rules, regulations, and instructions of the Club and of the NASA Exchange –MSFC.
 - 1. No person may become a member of the Club or participate in any Club activity unless a release form satisfactory to the Club is signed. In case of participation of a minor or a guest, the member assumes full responsibility for his actions and safe conduct.

2. All members have voting rights. They may attend all Club meetings and serve on appointed committees.

ARTICLE IV – OFFICERS

A. **Duties.** The officers of this Club shall consist of the following with duties of each as specified:

President: The duty of the President is to call meetings of the members of the Club, preside at the regular business meetings, and to have general supervision of the affairs of the Club. Any member can serve as President.

Vice President: The Vice President shall, in the absence of the President, assume and exercise all the duties of that official. Any member can serve as Vice President.

Secretary-Treasurer: The Secretary-Treasurer shall keep an accurate record of the proceedings of the Club meetings. He or she shall issue all calls, notices, etc., as instructed by the Board and/or President. He or she shall be responsible for the correspondence of the Club and have custody of all papers and records. He or she along with the Accounts Receivable Officer shall collect all monies due from members, safeguard funds belonging to the Club and be responsible for the same, paying only such vouchers as shall be approved by the President and/or the Vice President. Rules and authorization for expenditure of Club funds shall be covered in the Club rules and range operating procedures. Only active MSFC civil servants can serve as Secretary-Treasurer. The other co-signer (president or vice president) for the checking account does not have to be an active or retired NASA civil servant.

Club Manager: The Club Manager shall be responsible for scheduling and coordinating work parties as required. He or she shall be responsible for all Club organized shooting activities such as Club championships, league, and registered shoots. He or she shall insure the maintenance of and adequate inventory of targets. Any member can serve as Club Manager.

Facilities Manager: The Facilities Manager shall be responsible for assuring that Club facilities (i.e. buildings, grounds, trap machines, etc.) remain in good operating and safe condition. He or she will make necessary arrangements to assure repairs, maintenance, etc. is accomplished as required. He or she will notify the President and Secretary-Treasurer when any spare parts for skeet and trap machines need to be purchased and will only initiate a purchase when approved by the President and Secretary-Treasurer. The Facilities Manager along with President and Vice President can submit, by phone, work orders to

the MSFC Facility Work Request Desk in order to accomplish any repairs, etc. to Club infrastructure such as the trailer, skeet and trap houses, etc. The Facilities Manager can appoint another member to help with facilities requirements such as trap machine maintenance. Any member can serve as Facilities Manager.

Board of Directors: The Board of Directors shall consist of the President, Vice President, Secretary-Treasurer, Club Manager, and Facilities Manager. It shall have general supervision and control of all activities of the Club. The President, Secretary-Treasurer, and any one additional officer shall constitute a quorum.

Accounts Receivable Officer: The Accounts Receivable Officer shall be responsible for sending invoices to members for payment of Club dues and rounds of skeet and trap. He or she will be appointed by the Board of Directors. The Accounts Receivable Officer shall determine when invoices need to be sent via email to Club members and will utilize a billing software that is paid for by the Club. The Accounts Receivable Officer along with any other officer shall sort chits submitted by individual members that record the rounds of skeet and/or trap that they and their guest(s) shoot at any time they are at the range. The chits will be used to determine amounts owed by each member.

B. Elections

Officers shall be elected by majority vote of regular members in good standing at the annual meeting usually held in the month of February. Other meetings will be held at the call of the President. Robert's Rules of Order shall be the accepted parliamentary procedure of the Club. Any member can be nominated and elected to serve as an officer. Only an active NASA civil servant can be nominated and elected to serve as Secretary-Treasurer per NASA Exchange requirement.

C. Term of Office - Vacancies

- 1 Officers shall hold office for only one year and until their successors are duly installed.
- 2 Any vacancy occurring during a term of office shall be filled by appointment. The appointment will be made by the Board of Directors.

ARTICLE V – Meetings and Voting

- A. Regular meetings of the Club shall be held each year at the club's trailer.
- B. Special meetings of the members may be called by the Club President with a one(1) week notice.
- C. Each regular member in good standing shall be entitled to one vote, with proxy voting authorized.
- D. A majority of the members present and voting shall constitute a quorum.

ARTICLE VI - BOARDS/COMMITTEES

- A. The Board of Directors shall appoint, as required, positions of Committee Chairmen for:
 - 1. Social Activities
 - 2. Skeet League
 - 3. Trap League
- B. Special Committees may be appointed by the Board of Directors with membership and duties of each to be specified at the time of appointment.

ARTICLE VII -SUSPENSION OR EXPULSION

- A. Any officer may be removed by a two-thirds vote of the 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 15 days notice in writing shall have been given to the officer of the reasons for his removal and of the time and place of the special meeting at which such ballot on his removal is to be taken. At such special meeting, the officer shall be given a full hearing.
- B. Any member may be suspended or expelled from the Club for any cause deemed sufficient by the Board of Directors present at any regular or special meeting. No vote on suspension or expulsion may be taken unless at least 15 days notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Board of Directors at which such charges will be accorded a full hearing.
- C. Charges against any officer or member may be preferred by any 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 Board of Directors to hear the charges. The Secretary will give at least 15 days notice of the meeting to the accuser and to the accused, which notice shall be in writing and will include a true copy of the charges and the supporting affidavits and exhibits.
- D. Any member suspended or expelled by the Board of Directors may appeal to the full membership of the Club.

ARTICLE VIII -PROPERTY

All property of the Club is property of the NASA Exchange – MSFC and shall be accounted for and disposed of in accordance with Exchange regulations or instructions.

ARTICLE X-CLUB PURCHASES

- A. All Club purchases must be made by check.
- B. Approval of the NASA Exchange – MSFC shall not be required for purchase of or acquisition of general supplies, spare machine parts, etc.. However, all checks shall be co-signed by the Club President, and Secretary-Treasurer (two signatures required). Copies of all checks and invoices that exceed \$500.00 must be approved

by the NASA Exchange-MSFC. Requirements aggregating more than \$500.00 shall not be broken down into several purchases to circumvent these provisions.

- C. Purchase of Factory Ammunition and Shot Shell Reloading Components by Members- The Club will not make direct purchases of firearms, factory ammunition, reloading components, or any other items related to shooting skeet or trap for eventual resell to members. With prior approval of the NASA Exchange-MSFC, members will be able to order factory ammunition and reloading components (smokeless powder, primers, wads and shot) from vendors that the Club purchases clay targets from as long as those vendors also sell to the general public factory ammunition and reloading components. When targets are ordered (usually one order and delivery per calendar year) by the Club from these types of vendors, club members will be notified at least two (2) weeks in advance of the target delivery date to allow them to contact that vendor directly and place an order for themselves for factory ammunition and/or reloading components. Members are to remit payment for all orders directly to the vendor, inclusive of all applicable taxes. Members placing their own personal orders will receive an invoice from the distributor. Members may not use the tax-exempt status conveyed to the Club by the NASA Exchange – MSFC. Any personal order a member makes will be separate from any purchase of targets made by the Club. All purchases made by the Club (targets, spare parts for machines, items for the Club trailer, etc.) using Club funds are to be of benefit to the entire Club membership. The Club will not make any purchases of factory ammunition and reloading components to then be later reimbursed by members. Any member making a purchase is to make sure that their order is to be included in the delivery of targets to the Club. This allows members to not have to pay shipping fees for their order. Any member making a purchase will pick up their order on the day and time the targets are delivered. The Club will not store a purchase for a member for pick up at a later date.

ARTICLE X -BY-LAWS

- A. Club price per practice round as well as price for tournaments shall be fixed by the Board of Directors and shall be posted in the Club's trailer.
- B. Days, hours, and methods of operation will be specified in the Range Rules and Operating Procedures.
- C. Operating and safety rules shall be posted and adhered to by all persons in the area of the skeet and trap range.
- D. Redstone Arsenal Garrison rules and procedures for firearm transportation onto the Arsenal and MSFC shall be followed by all Club members. Current procedures will be specified in the Range Rules and Operating Procedures.
- E. Each new member shall be instructed on Range Rules and Operating Procedures, as well as Redstone Arsenal firearms transportation procedures prior to being granted access to the range. Updates to any said rules or procedures will be distributed to the Club membership and posted in the Club's trailer.
- F. Range Rules and Operating Procedures shall be approved by a majority of the Board of Directors.

ARTI CLE XI- APPROVALS-DURATI ON-AMENDMENT

- A. This Constitution and By-Laws of the MARS Skeet and Trap Club shall be in effect upon approval by the Chairman of the NASA Exchange – MSFC.
- B. This Constitution and By-Laws shall remain in effect for 5 years from the date of final approval. Any extension shall be for a like period and is subject to the same approvals specified above.
- C. This Constitution and By-Laws may be amended or altered by the vote of a simple majority of members in attendance at any meeting where the entire membership has been advised in writing at least 10 days prior to meeting date. Any amendment is subject to approval by the Exchange Council-MSFC.

APPROVED

John O. Lassiter,
President
MARS Skeet and Trap
Club

Date:_____

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APPROVED

Marshall Exchange

Date:_____