

**Coast Rifle and Pistol Club, Inc.**  
**NRA Affiliated**  
**Competitive and Recreational Shooting Sports**  
**Mississippi Gulf Coast**

16706 Highway 67, Biloxi, MS 39532  
By-Laws of the Coast Rifle and Pistol Club  
(A Mississippi Non-Profit Corporation)

**Article I – Name**

**Section 1** - The name of this organization shall be the Coast Rifle and Pistol Club, also referred to as the Club and CRPC.

**Article II – Object and Purpose**

**Section 1** - The object of this organization shall be the encouragement of shooting sports among members and guests with a view toward a better knowledge of the safe handling and proper care of firearms, as well as improved marksmanship. It shall be our further object and purpose to promote the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance, which are the essentials of good sportsmanship.

**Section 2** - The purpose of this organization shall be the same as set out in the Charter of Incorporation granted to this organization by the State of Mississippi.

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**Article III – Membership**

**Section 1** - Any citizen or legal resident of the United States of America, eighteen (18) years of age or over, may become a member of this organization upon payment of the usual initiation fees and dues.

**Section 2** - Club members who qualified for life-membership prior to or upon 31 May 2006 shall be granted Life Membership privileges.

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**Article IV – Dues**

**Section 1** - Membership Dues: The Club shall set membership dues annually, payable no later than the 31st day of the anniversary month of the members joining.

**Section 2** - No member of the Club in arrears shall be eligible to vote or to enjoy any other privileges or benefits offered by the Club.

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## Article V – Meetings

**Section 1 - Annual Meeting:** The annual meeting of the Club shall be held each year sometime during the first two months of the calendar year. If the annual meeting does not take place at the prescribed time, it shall be held within a reasonable time thereafter, and all the Officers shall hold-over until their successors have been duly elected. One third (1/3) of the voting membership or fifteen (15) members, whichever is less shall constitute a quorum of the general membership.

**Section 2 - Regular Meetings:** Regular meetings of the Board of Directors for the transaction of ordinary business shall be held monthly at such time and place as fixed by the Board of Directors. All members are entitled to attend and participate in discussions at these meetings, but votes will be conducted by a quorum of the Board of Directors. If a vote is necessary before a meeting can be held, the President may poll the Board of Directors by telephone or email. The results will be entered into the minutes of the next regular meeting. Six members of the Board of Directors shall constitute a quorum.

**Section 3 - Special Meetings:** A special meeting of the Club may be held at any time upon the call of the President, or upon call of the Board of Directors or upon demand, in writing, stating the object of the proposed meeting and signed by not less than twenty percent (20%) of the members entitled to vote. Notice of the time, place and object of any special meetings shall be given to all Officers and members in good standing, by email; by United States mail, not less than seven (7) days prior to the date fixed for the holding of such meeting; by posting the notice just inside the entrance to the Club using 1" black letters or larger, at least three weeks prior to the meeting date; or by any other means of communications approved by the Board of Directors. The Board of Directors shall fix the time and place of such meeting.

**Section 4 - Closed Executive Sessions Directive/Procedure:** Executive Session meetings may only be called for the following reasons:

1. Disciplinary matters
2. Matters in litigation or potential litigation
3. Bids, proposals, or negotiations the open discussion of which would be detrimental to the Club. Final action of an Executive Session must be posted to the minutes of the next regular meeting after the issue is resolved.

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## Article VI – Officers

**Section 1 -** The Officers of the Club shall consist of a President, Vice-President, Secretary, Treasurer, Chief Security and Surveillance Officer, and Chief Range Safety Officer. They shall be elected by a majority vote, by ballot, of the members in good standing present at the annual meeting of the Club. They shall hold office for three years. In the event an Officer leaves office for any reason prior to the end of their term, the Board of Directors shall fill the vacancy via a

vote recorded in the minutes until the next annual meeting at which time a ballot shall be taken on the unexpired term.

**Section 2** - The Board of Directors shall consist of the Officers, the immediate Past President and three Directors at Large. The Directors at Large shall be elected in such a manner that one person may be elected each year for a period of a three (3) year term. If there is no immediate Past President, the position will be filled on an annual basis by appointment by the President.

**Section 3** - In the event a Director leaves office prior to the expiration of their term, the unexpired term will be filled by a majority vote of the remaining members of the Board of Directors via a vote recorded in the minutes.

**Section 4** - Any Board of Directors member that misses three (3) meetings in succession may be considered a non-functioning member upon a vote of the Board of Directors. Action, including dismissal, may be taken against the non-functioning member. When a Board of Directors member has been voted as non-functioning, the Board of Directors shall be notified by the Secretary or President at the next regular Club meeting. The senior Officer present at the regular Board of Directors meeting at which the Board of Directors is notified, shall ask the board for their decision on action to be taken against the Board of Directors member.

**Section 5** - Any person serving the roles of more than one Officer shall be allowed only one vote at any meeting of the Board or membership. Any Officer or Director at Large may not act in their capacity as a member of the Board of Directors while under suspension of membership.

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## **Article VII – Duties of Officers**

**Section 1 - *President:*** The President is responsible for the general oversight of all ordinary business of the Club. The President shall preside at all meetings of the Club and of the Board of Directors. The President shall be a member ex-officio of all regular and special committees and shall be responsible for ensuring that all Officers complete their assigned duties in a timely manner. The President shall be directly responsible for maintaining the Club lease. The President shall be responsible for encouraging Club members to participate in Club activities and to chair various activities. The President will promote the Club by contacting and meeting with Gulf Coast elected officials. The President shall have the right to solicit and appoint members to chair projects. The President shall have the power to sign Club checks as needed for the payment of vendor invoices and other proper Club expenses and improvements.

**Section 2 - *Vice-President:*** The Vice-President shall perform the duties of the President in their absence or at their request and such other duties as may be required of them from time to time by the Board of Directors. The Vice-President shall be responsible for oversight of Club improvements. The Vice-President shall make recommendations to the Board of Directors on any changes required. The Vice-President shall work with the Treasurer to determine how projects will be financed. The Vice-President shall submit a projected outline to the Board of

Directors for project start and completion dates. The Vice-President shall have the right to solicit and appoint members to chair improvement projects.

**Section 3 - Secretary:** At the direction of the Board of Directors, the Secretary shall prepare all official correspondence, prepare and record all reports required by the Club, and have custody and control of the non-financial books and papers of the Club. All applications for membership in the Club shall be made to the Secretary or their designee. The Secretary shall be responsible for affiliating or re-affiliating the Club with any organizations approved by the Board of Directors. The Secretary shall send and record all official correspondence for the Club, and it shall be maintained in a digital format. The Secretary shall record all minutes from the monthly board meeting and be responsible for having a hard copy stored at the clubhouse for review by members.

**Section 4 - Treasurer:** The Treasurer shall be responsible for the Club funds and shall keep full and accurate accounts of receipts and disbursements in a financial accounting system approved by the Board of Directors, belonging to the Club and shall deposit all funds in the name of the Club in such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Club by check. Secondary approval of all checks shall be required from one of the Directors at Large. The Treasurer shall maintain a printed record of such approvals. The Treasurer shall make proper vouchers for such disbursements and provide to the Board of Directors an account of all transactions as Treasurer and of the financial condition of the Club. The Treasurer shall provide in writing a monthly report of expenditures and current balance at each Board of Directors meeting and an annual report to the Club at the annual meeting. The Treasurer shall account for and report all Club income in their annual report approved by the Board of Directors to the membership. The Treasurer shall provide in their annual report the yearly operating costs of the Club.

**Section 5 - Chief Surveillance and Security Officer:** The Chief Surveillance and Security Officer shall from time to time monitor the video feeds of the cameras on the range. They shall conduct a periodic audit of the security of the range facilities (locking front gate, locking doors, etc.) and report any issues to the Board of Directors. If the Chief Surveillance and Security Officer should observe any member violating the range safety rules, the President will be informed via email as soon as practical. The Chief Surveillance and Security Officer shall be responsible for investigating any reports of rule infractions and preparing a forensic report to be submitted to the President. Any video evidence of said range rules violations shall be saved for later possible use.

**Section 6 - Chief Range Safety Officer:** The Chief Range Safety Officer (CRSO) shall hold and maintain an NRA certification as a Chief Range Safety Officer. If the CRSO does not currently have that qualification, the Club will incur the expense to obtain the certification and the individual must complete the course within 30 days of the election. The Chief Range Safety Officer or their appointees, or members of the Board of Directors shall conduct all orientation and safety briefings. The CRSO shall be responsible for establishing a fixed time for new members' safety briefings. The CRSO appointees or a voluntary member of the Board of Directors shall conduct those safety briefings. At each safety briefing new members shall be provided a member's information and safety briefing sheet. The CRSO shall be the primary contact person for any complaints of safety violations and shall be empowered to enforce range

safety rules and regulations. The CRSO shall be authorized to appoint assistants as required with the consent of the Board of Directors.

**Section 7** - The Board of Directors shall have general supervision and control of all activities of the Club. The Board of Directors shall determine if a change in annual dues is required at least thirty (30) days prior to the annual meeting. One of the elected Directors at Large will make a summary audit of the badges issued and Club funds. The Board of Directors shall report its findings at the annual meeting.

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## **Article VIII – Suspension or Expulsion**

**Section 1** - Any Officer or Director at Large may be removed by a two-thirds (2/3) vote of the members, in good standing only, by quorum, present at any special meeting called for that purpose. No vote on suspension or removal may be taken unless at least a thirty (30) day notice, in writing shall have been made to the Officer or Director stating the reasons for their removal and the time and place of the special meeting at which such ballot for their removal is to be taken. The membership shall be notified by methods established in these By-Laws at least twenty-one (21) days prior to the meeting. At such special meeting, the Officer or Director being charged shall be given a full hearing. The special meeting shall not take place until at least thirty (30) days have expired from the day the Officer or Director is notified.

**Section 2** - Any member, or members, may be suspended or expelled from the Club for any cause deemed sufficient by the Board of Directors by two-thirds (2/3) affirmative vote of the members of the Board of Directors. Any accusation against a member rising to the level of possible suspension or expulsion of the Member, as solely determined by the Board of Directors, shall be delivered to the Board of Directors in writing. Notice of said accusation shall then be delivered to the Member named, via registered mail or email. No vote on suspension or expulsion may be taken unless at least five (5) days' notice, in writing, shall have been given to the member, or members, of the charges preferred and of the time and place of the meeting of the Board of Directors at which such charges will be considered. At such meeting, the member, or members, being charged shall be given a full hearing. A member may be suspended by the Board of Directors if the Board finds sufficient evidence of a violation of the safety rules of the range, the bylaws, or the conflict of interest policy. Such temporary suspension shall either be extended, made permanent, or the member shall be reinstated within one (1) month or by the next regularly scheduled board meeting, whichever comes last. Temporary suspension, permanent suspension and expulsion shall bar that Member from using a badge to access the range and that Member shall be banned from the range, until and unless such time as the temporary suspension, permanent suspension and expulsion are lifted, if applicable.

**Section 3** - Charges: Any member in good standing may prefer Charges against any member. They shall be in writing, clearly stating the facts relied upon and accompanied by all affidavits and/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 may call a meeting of the Board of Directors to hear the Charges. The Secretary shall give at least a five (5) day notice, in writing, of the meeting to each member of the Board of Directors and to the accuser and the

accused. Said notice shall include a true copy of the Charges and the supporting affidavits and/or exhibits.

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### **Article IX – Dissolution**

**Section 1** - In the event of the dissolution of the Corporation, the assets thereof shall be given to any other non-profit corporation or government entity, as the membership shall direct.

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### **Article X – Match Rules**

**Section 1** - All sanctioned rifle, pistol and shotgun competitions held on the Club's property shall be governed by the rules and regulations of the sanctioning authority.

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### **Article XI – Range Procedure Certification**

**Section 1** - Each new member shall attend a safety briefing conducted by the Chief Range Safety Officer or their designee and then sign a certificate stating they understand and will abide by the range rules.

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### **Article XII – Amendments**

**Section 1** - Any proposed amendments to the By-Laws may be introduced by any member of the Club at any regular meeting or special meeting called for that purpose. Such proposals must be acted upon by the Club membership in good standing at a regular meeting or special meeting called for that purpose, provided a copy of the approved amendment has been sent to each Club member, at least ten (10) days prior to the Meeting, using an approved form of communications. A two-thirds (2/3) vote of the members in good standing who are present at that meeting shall be necessary to pass said amendment.

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### **Article XIII – Maintain Cash Reserves**

**Section 1** - The Board will maintain a reserve of at least \$50,000 in a separate account. In an emergency or out of necessity, the board may borrow from Club reserves, but such funds must be repaid within a maximum of five (5) years at a 1/5th amount, or greater, for each year until paid.

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### **Article XIV – Expelled Members**

**Section 1** - A member who has been suspended or expelled may petition in writing to rejoin the Club to become a Member in good standing after one calendar year. The Board of Directors shall

consider said petition at its next regularly scheduled meeting and upon a vote by the Board, may table that petition for a future board meeting, deny the petition, or approve the petition. All such petitions and requests for reinstatement shall be in writing only. That member may attend the board meeting only with prior written approval of the Board of Directors.

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ATTEST:

On February 5<sup>th</sup>, 2023, Coast Rifle and Pistol Club, meeting in the clubhouse in Biloxi, MS passed the attached bylaws.

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John J. Oren, President

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Bill Jackson, Secretary