

**BYLAWS OF THE SFPC CORPORATION  
D.B.A. SOUTH FLORIDA PISTOL CLUB  
A USPSA SANCTIONED AND NRA AFFILIATED CLUB**

As approved/updated 31 January 2016

**ARTICLE I: NAME**

The name of this organization shall be The S.F.P.C. Corp. also known and doing business as South Florida Pistol Club, hereafter may be referred to in these bylaws at “the Club”

**ARTICLE II: OBJECTIVE**

The primary objective of this organization shall be the encouragement of organized pistol, shotgun, and rifle competition among reputable persons with emphasis on positive knowledge of marksmanship and safety regarding the use of all firearms. The secondary objective shall be the promotion of camaraderie and good sportsmanship amongst the membership and guests.

**ARTICLE III: MEMBERSHIP**

- A. **ELIGIBILITY:** Any person 18 years of age or older may be a member of this organization. The applicant must complete a membership application and pay the annual dues. A person under the age of 18 years of age may become a member upon meeting the usual membership requirements in addition to submitting a written release of liability form signed by a parent or legal guardian and obtaining special permission by the Board of Directors. They must be accompanied by a parent, legal guardian or duly appointed adult supervisor at all Club matches and functions.
- B. **REQUIREMENTS:** All members of South Florida Pistol Club will be strongly urged to hold membership in the United States Practical Shooting Association (USPSA). Club members shall adhere to and abide by the rules and regulations of the USPSA. All members are strongly urged to join the National Rifle Association (NRA) as well. All current Board of Directors (BOD) and Club vendors are required to keep their memberships current and in good standing.
- C. **PRIVILEGES:** All new members are considered to be accepted, provisionally. Only members who have paid a full single membership fee shall have the right to vote. The benefit of reduced match fees will be effective immediately. All other benefits and privileges shall be withheld pending the successful completion of a mandatory range safety briefing.
- D. **RESPONSIBILITY:** All current members in good standing will have access to these bylaws upon their initial inception and thereafter, these bylaws will be available to each new member at the time of application for membership. The membership application will include application confirmation of reading the bylaws. By accepting these bylaws, each member shall be responsible to the officers, directors, and all other members of this Club to display proper conduct in accordance with the spirit and interest of these bylaws.

**ARTICLE IV: DUES**

- A. The amount of annual dues shall be determined by the Board of Directors and published in the Standing Operation Procedures (SOP).
- B. The membership drive shall begin with the first Club match in November and conclude with the last regularly scheduled Club match in the month of January of each year. Dues expire the last day of January each year.
- C. Failure to pay annual due within sixty days of membership expiration will necessitate reapplication for membership.
- D. Members not in good standing shall not be eligible to vote or hold office.

## **ARTICLE V: MEETINGS**

- A. **ANNUAL MEETING:** Annual meeting for the general membership shall be held on the February USPSA Level 1 match date, after the match. Officers and directors reports will be given at this meeting to include: President's State-of-the-Club address, Vice President's report, Secretary's report, Treasurer's financial report, Statistics Director's report, Safety Director's report, Equipment Director's report. During this meeting any Club business or rules may be discussed by the general membership and the Board of Directors.
- B. **ELECTION MEETING:** shall be held after the USPSA Level 1 match in February for the purpose of electing officers and directors for the coming year. This is part of the annual meeting, and should be schedule on the agenda after the officer reports.
- C. **WEEKLY MEETINGS:** For informational purposes may be held between matches at the pleasure of the general membership or the Board of Directors.
- D. **BOARD OF DIRECTORS:** Shall meet as necessary to conduct the business of the Club. These meetings shall be at a time and place amendable to the members of the Board and shall be open, for observation only, to full members in good standing.
- E. **SPECIAL MEETINGS:** May be called at any time by the President, or upon a simple majority of the Board of Directors, or upon the written demand of at least 20% of the general members in good standing. Any call for a special meeting shall clearly state the purpose of the meeting. The special meeting should be held prior to the next regularly scheduled SFPC USPSA Level 1 match. Notice of date, time and place of such meeting shall be provided by the parties requesting the special meeting to all Board Members and general members in good standing via posting on Club forum and/or email at least 15 days prior to scheduled meeting date. The special meeting shall deal with only the specific topic for which that meeting was called.
- F. **QUORUM:** One third (1/3) of the members in good standing shall constitute a quorum for the purpose of conducting business at elections, annual and special meetings. The quorum will be based upon the Club Roster, as updated for new members.

## **ARTICLE VI: ELECTION**

- A. The elected offices of this Club shall be President, Vice President, Secretary, Treasurer, Directory of Safety, Director of Statistics, and Director of Equipment. This Board of Directors shall have general supervision and control of all club functions and activities. All officers and directors shall take office immediately upon their election and shall hold office for a period of one year, until replaced or reelected at the next Annual Meeting in February. The Multi-Gun Coordinator is appointed by the BOD to the Advisory Panel.
- B. Nominations of office shall close one week prior (starting in 2017) to the February Level 1 match prior to the election meeting held that same day as the match. Prior to 2017, nominations end with the last shot of the February Level 1 match. Only members in good standing are eligible to vote in the election of officers. As the technology becomes available and affordable, electronic balloting may be put into place by the BOD.
- C. Vacancies in any Board position should be filled by a special election to take place within 60 days after resignation by a Board member. Resignation by any Board member may be accepted by a majority vote of the remaining members of the Board of Directors. The BOD may appoint acting directors until the vacant positions are filled by an election.
- D. To be eligible to hold office in this Club, a Club member 18 years of age or older must be in good standing and must not have had any disciplinary action such as suspensions or letters of reprimand for a period of 12 months prior to their nominations for any Club office. All officers and directors of this Club shall be required to be members in good standing of USPSA. All officers and directors shall be required to be USPSA Range Officers (RO). If nominee for an office in not an RO or Chief Range Officer (CRO) or is not current as an RO/CRO, they must become current within 90 days of taking office. The Director of Safety must be a current USPSA CRO.
- E. Any member of the Board of Directors may be removed from office by a two-thirds (2/3) majority vote of all members in good standing in accordance with Article V, Section E of these By-Laws.
- F. Any Board Member, not in communication with the Club and/or not participating in Club activities and business, for thirty days will be considered to have resigned their position and will be replaced as per these bylaws.

## **ARTICLE VII: DUTIES OF OFFICERS AND DIRECTORS**

- A. The President shall appoint committee chairmen with the BOD's approval for special projects and shall be a member of all committees, shall maintain contact with the USPSA Section, Area and National contact person, shall enforce all USPSA and Club rules and regulations, shall have approving authority up to \$ 200.00 per month (expenditures of \$201.00 and over require a majority vote of the Board of Directors) and fulfill all other related duties of the Office.
- B. The Vice-President shall perform the duties of the President in his/her absence and shall assist as directed by the BOD.
- C. The Secretary shall conduct all official correspondence as required by the Board of Directors, shall maintain all Club records in good order, shall keep accurate notes of meetings, shall complete and transmit all required re-affiliation paperwork, shall maintain the Club equipment utilized by the Secretary and shall assist as directed by the BOD.
- D. The Treasurer shall have responsibility of all funds, shall oversee their disbursement, shall document all expenditures, shall maintain all records necessary to comply with state and federal tax laws and state articles of Incorporation, shall prepare monthly financial statements for the Board of Directors and members, with the assistance of an outside auditor shall prepare an annual financial statement for the general membership and shall assist as directed by the BOD.
  - 1. At every Club match, the Treasurer is responsible to ensure that the official registration and reconciliation sheet are fill-out and total correctly, signed by the registrar, and then signed by the Treasurer. The Treasurer shall then deposit and record the date and total of the deposit on the reconciliation page and keep all these records on file.
  - 2. All invoices and reimbursements shall only be paid from the SFPC Corp. checkbook, not cash, and only if approved by the Board of Directors or by the President. The checking account must always require two signatures on a check. All reimbursements must have a receipt or check request voucher on file with the Treasurer. All Directors will be signatories on the account.
- E. The Director of Safety shall be a USPSA/NROI Certified Chief Range Officer, shall function as the Chief Safety Instructor, shall orient new shooters, shall oversee general range safety conditions, shall assist the Board of Directors with course design with regard to safety, shall act as or shall appoint a Chief Range Officer for all matches, and shall assist as directed by the BOD.
- F. The Director of Statistics shall prepare all scoring devices, shall compile match results, shall maintain the club equipment utilized by the Stats Director, shall prepare all classification documents and in conjunction with the club Treasurer forward these documents and fees to the appropriate USPSA parties and shall assist as directed by the BOD.
- G. The Director of Equipment shall maintain all Club equipment in proper working order, shall order supplies as necessary including but not limited to targets, pasters, timer batteries, staplers, staples and other match props, shall maintain the equipment storage facility/area and shall assist as directed by the BOD.
- H. The Multi-Gun Coordinator is appointed by the BOD and is responsible for coordinating the monthly multi-gun match and coordination with entire BOD for multi-gun requirements. The Multi-Gun Coordinator represents the BOD at the Tuesday night multi-gun functions.
- I. General duties: At times, each Club officer or director will be required to assist other officers or directors as circumstances dictate. All officers and directors shall be required to supervise the set-up and tear-down of Club matches, storage of Club equipment and other related duties not performed on match days. Reasonable compensation and/or expenses incurred by officers and directors as described and allowed for under State Articles on Incorporation shall be disbursed. At any Board of Director's meeting the cost of the meals will be kept to a reasonable amount. Full disclosure of these costs will be included in the financial statements of the Club.
- J. All elected BOD members shall have approving authority up to \$ 200.00 per month (expenditures of \$201.00 and over require a majority vote of the Board of Directors) and fulfill all other related duties of their office.

- K. It shall be the objective of the Board of Directors to act in the best interest of the Club and promote its purpose. The Board of directors shall make every effort to implement any ideas or suggestions solicited from the membership that do not conflict with the Bylaws, rules and regulations of the Club, and of USPSA.

#### **ARTICLE VIII: METHODS OF DISCIPLINARY ACTION**

- A. **LETTERS OF REPRIMAND:** Shall be issued to any Club member for any action deemed not to be in accordance with these bylaws or the rules and regulations of our Club, or USPSA. This letter shall clearly state the nature of the offense, the remedial action necessary and the penalty for non-compliance, letters of reprimand shall be approved by a majority vote of, and signed by, the Board of Directors. Letters of reprimand shall be presented to the recipient in person, if possible, at a closed meeting of at least five members of the Board of Directors. If the recipient is not available for personal presentation, this letter may be mailed via certified mail. A copy of this letter may also be filed with the USPSA Section Coordinator.
- B. **SUSPENSION OR EXPULSION:** If after receiving a letter of reprimand, the recipient fails to take remedial action, this member may be suspended or expelled from the Club by a two thirds vote of the members of the Board of Directors, present at any meeting of the Board of Directors. The recipient of a suspension shall be prevented from participating in any Club function for a period of period of time to be determined by the Board of Directors, the recipient of an expulsion shall be prevented from participating in any Club function on a permanent basis. A report may be sent to USPSA regarding any member who is suspended or expelled from the Club.
- C. **METHODS OF COMPLAINT:** Simple grievances shall be expressed vocally by any member in good standing before the other Club members at any meeting or during any Club function. Formal charges against any Club officer or member may be made by any member in good standing. Said charges, submitted in writing, shall clearly state the time, date, place, nature of the offence(s) and individual(s) involved. Any evidence or exhibits substantiating these charges shall also be provided. All charges shall be filed with the Club Secretary, should charges be made against the Club Secretary, the charges shall be filed with the Club President. A meeting of the Board of Directors will then be called to hear the charges within 15 days of the date of filing. Notice of this meeting, including details, copies of the complaint and supporting evidence shall be directed to all members of the Board of Directors and other involved parties.
- D. **METHOD OF APPEAL:** Any member suspended or expelled from the Club by the Board of Directors may appeal to the full membership of the Club within 7 days of the date of said suspension or expulsion. The suspended or expelled member shall, in writing, request a special meeting for this purpose (See Article V section E). This request shall be directed to the club Secretary who will notify the Board of Directors and send notice to all members in good standing. This notice shall contain the date, place and reason for this meeting. At this meeting the Club Secretary will explain the charges and read the minutes of the meeting of the Board of Directors approving the suspension or expulsion, related evidence and substantiating data may also be provided. A full hearing will afforded all parties involved and a membership vote will be taken. A two thirds majority vote of members in good standing is needed to reverse the decision of the Board.
- E. **ASSOCIATED SUSPENSION OR EXPULSION:** Any individual who is suspended or expelled from any USPSA sanctioned organization shall also be prevented from participating in any Club function in accordance with the terms of these actions.
- F. **EXPECTATIONS:** If at any time the Club cannot meet a members expectation, the Board of Directors may return that members' dues and ask that person not to return.

#### **ARTICLE IX: CLUB MATCHES AND AWARDS**

- A. **LEVEL 1 MATCHES:** In addition to regular weekly practice matches, the Club will hold a monthly USPSA Level 1 match (formally known as the "Trophy Match").
- B. **ELIGIBILITY:** Any reputable individual may compete in these Club matches.
- C. **MONEY, PRIZES OR PICNIC MATCHES:** May be held during the year as time and resources permit. The February Level 1 match is the Annual Meeting and will be a picnic match.
- D. **RULES AND REGULATIONS:** All competitions held by this Club will conform to the rules and regulations of the USPSA. The Board of Directors is empowered to establish any additional rules and regulations deemed necessary to facilitate the safe and efficient conduction of any Club sponsored match providing said additional rules and regulations do not conflict with the rules and regulations of USPSA.

#### **ARTICLE X: STANDARD OPERATING PROCEDURES (SOP)**

- A. The Standard Operating Procedures shall be implemented by the Board of Directors.
- B. The SOP maybe updated as deemed necessary by a majority vote of the Board of Directors.
- C. The Standard Operating Procedures will be available to all Club members in good standing.

#### **ARTICLE XI: AMENDMENTS**

- A. These bylaws may be amended at any time as deemed necessary.
- B. Any proposed amendment to these bylaws may be introduced by any SFPC member in good standing at a special meeting called for that purpose. The Secretary shall furnish via email or forum posting, notice of said special meeting (see Article V, section E) and a copy of the proposed amendment to all Club members in good standing not less than 15 days prior to said meeting, via email or forum posting. A two-thirds majority vote of Club members in good standing is required to accept an amendment to these Bylaws.
- C. BOD members may propose changes to these bylaws at any BOD meeting. Those proposed changes should be published in the BOD minutes and cannot take effect until a 15 day review period has closed. During that review period, members in good standing are encourage to comment to the BOD on proposed changes.

SFPC Corp. Bylaws December 15, 2006.  
Amended: January 31, 2016