DRAFT

Published Notice of an Amendment to the Club Bylaws

This notice will be published for three months in the Plinker and on the club website in accordance with CCRP Bylaws. A vote by the full Board of Directors will follow at the first meeting after the three months.

Article III, Sec A: corrected definition of minimum age requirement.

Article III, Sec B, 1: defines age and adds New Member Orientation requirement for membership.

Article III, Sec B, 4: updates definition of associate membership

Article III, Sec B, 5: broadens the scope of member supervision responsibility.

Article III, Sec B, 7: more clearly defines guests requirements.

Article III, Sec B, 10: removes obsolete program.

Article III, Sec C: removes obsolete NRA membership requirement.

Article III, Sec E: removes obsolete NRA membership requirement.

Article IV, Sec A: removes requirement to use mass email.

Article IV, Sec E: clarification of dues due dates and late dues.

Article V, Sec G, 4: removes allowing email voting for removal of a director.

Article V, Sec N: references proxy votes.

Article VI, Sec A: change to accurately describe composition of the Executive Committee.

Article VII, Sec A: identifies vice president as chair of nomination committee.

Article VII, Sec B: removes requirement to use mass email.

Article IX, Sec D: dealing with mass email and use of the website, Plinker and member info updates.

Article IX, Sec E: clarifies how agendas for board meetings are handled.

Article X, Sec E: removes obsolete NRA membership requirements.

Article XIV: removes use of mass email.

Article XV: removes obsolete NRA membership requirements.

For questions and comments, contact the club president, Chris Moffet, through the contacts link on the club website, www.ccrpclub.org . Aug 2026

BY-LAWS of
CAPITOL CITY RIFLE & PISTOL CLUB, INC.

ARTICLE I
ORGANIZATION NAME AND ADDRESS

A. The name of this organization is Capitol City Rifle and Pistol Club, Inc., hereafter referred to as "the Club."

B. The club's physical address is:

Capitol City Rifle & Pistol Club
14318 Littlerock Rd SW
Olympia, WA 98512

ARTICLE II
MISSION OF THE CLUB

The mission and purpose of this organization is the encouragement and support of organized shooting sports among residents of our community, with the goal of fostering a better knowledge of the safe handling and proper care of firearms and the development of those characteristics of honesty, good fellowship, self discipline and self reliance that are the essentials of good sportsmanship and the foundation of true patriotism.

ARTICLE III
MEMBERSHIP

A. Membership of the club is open to anyone twenty-one years of age or older and is entitled to own, possess, or use a firearm under Washington State and Federal law. Each member shall have one vote. Members shall have the right to vote on the election and removal of members of the Board of Directors and on any amendments and adoptions of the Articles of these By-Laws, as laid out in following articles.

B. Membership types and conditions:

1 A member shall be a person who pays all fees, is twenty-one years of age or older, has completed New Member Orientation and is not legally barred from ownership, possession or use of a firearm.
2 There are two types of membership, FULL and LIFE (defined below)
3 Full members shall pay the club's prescribed dues and assessments.
4 A second adult member of the household can join at a reduced price, initiation fee~~,~~ and access card fee.
5 A member can bring dependent family members anytime but must provide direct oversight and supervision in accordance with CCRP rules and existing Washington State laws.

6 Family not living at home limits to 2 (eg: daughter and son-in-law) and shall have their own membership if living 'locally' (eg: away at college does not qualify as 'locally'-school within 50 miles is 'local'). Living within 50 miles, after 2 visits total, “guests” are expected to join the club to use the facilities.

7 Guests are limited to two at a time, and the host member is the self-designated-safety officer and is responsible for their guest’s actions.

8 The designation of Life member is based on lengthy and significant service to the club.

Such members are not required to pay dues or assessments, as set forth in Article IV, Section C.

9 A Club member designated a “Life Member,” as of the adoption of these by-laws shall not be required to pay annual renewal dues.

10 The Board of Directors, at their discretion, may bestow the title of ‘Life Member” upon any current member in good standing who has shown continued support to the mission of CCRP.

C. All members shall comply with the Pledge given in Section G below, and pay the appropriate fees and dues as described in these By-Laws.

D. Those persons applying for membership to the Club, and who qualify under these Articles, must attend a New Members Orientation program prior to or at the time of joining the Club.

E. A one year free membership, including yearly fees and any annual assessment, may be awarded for outstanding service to the Club, upon an affirmative vote of the majority of the Board of Directors, providing the member or prospective member meets Club criteria for membership.

F. Pledge:

I CERTIFY THAT I AM NOT A MEMBER OF ANY ORGANIZATION WHICH HAS AS PART OF ITS PROGRAM OR PHILOSOPHY ANY ATTEMPT TO OVERTHROW THE CONSTITUTION OF THE UNITED STATES OR ANY OF ITS POLITICAL SUBDIVISIONS BY FORCE OR CRIME OF VIOLENCE, AND IF ADMITTED TO MEMBERSHIP, I WILL FAITHFULLY FULFILL THE OBLIGATIONS OF GOOD SPORTSMANSHIP AND GOOD CITIZENSHIP.

G. No person shall use their membership in this organization in a manner that is contrary to the mission of this Club as stated under Article II. Violation of this section shall be grounds for revoking membership.

H. The Club shall not discriminate on the basis of sex, race, creed, color, religious affiliation, physical disability, or national origin.

ARTICLE IV
FEES AND DUES

A. Annual membership dues, initiation fees, and assessments shall be approved by a majority of the Board at any regular meeting. Notice of any vote affecting membership dues must be published in no less than two consecutive monthly Club newsletters prior to said vote.

B. The membership year for each member shall run from his/her annual dues date 12 consecutive months to his/her next annual dues date. Renewal date is the last day of the month in which a members' annual due date falls.

C. The member insurance fee is included as part of the annual dues and assessment. The Board shall review, no less than every two years, the annual premium rates of the insurance carrier providing protection for the club and its members. Premiums can change without further vote, as this is a market driven premium, with notification in member dues statements. The annual insurance fee shall apply uniformly to all members of the Club, except Life members.

D. The Board, by majority vote, may establish other operating fees as deemed necessary. The fee shall apply uniformly to all members of the Club, except Life members.

E. Annual membership renewal is due on the first day of the month of the member's admission to the club. Notification will be made by the bookkeeper. If the member's dues renewal becomes 60 days delinquent, the member's name will be dropped from the rolls and credentials made void. Should the member wish to seek admission to the club after having been removed for failure to pay dues, the member will apply as a new member therewith completing all the requirements demanded of a new member. Any assessment hours accumulated become null and void.

F. Any Club keys or other Club property or equipment must be returned upon termination of membership, and if not, the member will be liable for the costs thereof.

G. Members are allowed to "work off" their annual assessment fee by contributing eight or more hours of volunteer service to the club. Such service is at the discretion of, and must be certified by, range directors, match directors, the club facilities manager or other members of the Board of Directors.

H. The Club allows members of the club in good standing and on active duty military who are deployed or otherwise placed on temporary duty status (TDY) to have their membership held in abeyance pending their return without being charged for dues and fees during that time period. If their anniversary date occurred during that time, they may renew on a pro-rated schedule for the remaining time of membership.

ARTICLE V
DIRECTORS

A. Authority. The Directors are elected from the membership and shall manage the Club.

B. Number. The number of Directors constituting the entire Board of Directors shall be not less than six, nor more than thirty, as may be fixed from time to time by the Directors.

C. Classes. For the purpose of staggering their terms of office, the Directors shall be divided into three classes as nearly equal in number as may be possible and the term of office of the several classes shall expire in successive years.

D. Term. The term of office for Directors shall be three years. Each Director shall hold office until the Director resigns, is no longer a member, or their 3-year term expires. No decrease in the number of Directors shall shorten the term of any incumbent Director.

E. Vacancies. Directorships resulting from an increase in the number of Directors and vacancies among the Directors resulting from death, resignation, removal, incapacity, or other reasons may be filled by appointment of the President, which must be confirmed by the majority of the voting Directors present with a quorum. A Director appointed to fill a vacancy shall serve only until the next regular election of Directors, at which time he or she must be elected to the Board in order to remain a Director.

F. Absence from Meetings. Any Director absent from 3 consecutive meetings shall be, unless excused by the Board, considered as resigned if agreed to by a majority vote of the Directors.

G. Removal. Any Director may be removed for cause by the vote of a majority of the entire Board for misconduct or other activities not performed in accordance with the Articles, Bylaws and direction of the Board. A position created by a removal by Board action shall be filled following Article V (E). A position created by a removal by membership vote shall be filled by a special election at any time to reconstitute all or a portion of the entire Board by placing notification in the Club newsletter for no less than two consecutive months with:

1. The reason for such action

2. Date, time, and location of the special election

3. A list of the replacement candidates

H. Compensation. Members of the Board of Directors and its Executive Committee shall receive no financial payment or compensation from the Club or its membership. However, eight hours of Board or Executive Committee attendance meets the Club's requirement of performing eight or more hours of volunteer service in order to receive waiver of their annual assessment. Waiver of both dues and assessments is rare but may on occasion be granted with a majority vote by the Board, to any club member it deems as having performed lengthy or exceptional service to the Club.

I. Honorary Directors. The Board may designate from among former Directors and other persons interested in the Club’s activities one or more Honorary Directors. Honorary Directors shall be invited to attend meetings of the Board and shall be available to the Club for consultation and advice, but shall not have voting rights or any other privilege, duty, obligation, responsibility of a Director.

J. The Board of Directors shall meet at the Annual Meeting and as often as necessary, but not less than four times per year, for the transaction of such business as may come before the Board.

K. Regular and Special Meetings. The Board shall fix the time and place of regular meetings of the Board. Special meetings of the Board may also be called by the President or upon the written demand of not less than one-third of the entire Board. The recurring day of month and time for regular Board meetings shall be determined by the Club's Standing Rules document.

L. Notice. Meetings of the board shall be held following written notice to each Director. The notices will be sent electronically, by phone, mailed first class or published in the Plinker with notice to be received not less than 48 hours before the date of the meeting. The notice shall specify the purpose of any special meeting of the Board.

M. Quorum. The quorum for the transaction of business shall be at least one-third of the entire number of directors. Except as otherwise provided in these By-Laws, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board.

N. Electronic Meetings. The full Board and any committee thereof may participate in a meeting by email or other similar means of communication. Electronic meetings must have an agenda sent to all board members or committee members at least seven days prior to the meeting to allow members time for discussion. All discussions shall be shared with all the members involved in this electronic meeting. Voting must be completed in person or by electronic means. Proxy votes are not permitted. Participation thereby shall constitute presence in person at such meeting.

O. Emergency Meetings. Emergency or unexpected situations impacting club structures or the normal operation of club ranges or activities may preclude the normal seven day notice expected for full Board or Committee meetings. In such rare instances, the Board President or Vice-President may call an emergency meeting. Notification of Board/Committee members will be done by phone or email on an ASAP basis. Resulting decisions and actions may be conducted in person or by phone or email as time and availability of members dictate.

ARTICLE VI
EXECUTIVE COMMITTEE

A. At its Annual Meeting, the Board shall elect from its number a President, Vice President, Secretary, Treasurer, Safety Officer, and Security/IT Officer who will serve as the Executive Committee. A description of their duties will be found in the Standing Rules.

B. The Executive Committee shall spend no more on charitable endeavors than an amount approved by a majority vote of the members of the Board of Directors.

C. The Executive Committee shall meet once a month at a time and place determined by the Executive Committee. Meetings shall be open to the membership except when the

Committee meets in Executive Session. An Executive Session is defined as any meeting in which the proceedings are closed, and can include but are not limited to committees, personnel matters, or disciplinary sessions.

D. Removal. Any member of the Executive Committee may be removed from office for cause by a majority vote of the Board.

E. The Executive Committee shall have the authority of the Board, except that it shall not have authority in the following matters: (a) the filling of vacancies in the Board or in the Executive Committee; (b) the amendment or repeal of the Bylaws; (c) the amendment or repeal of any resolution of the Board which by it terms shall not be so amendable or subject to repeal. The Board may designate one or more Directors as alternate members of the Executive Committee, who may replace any absent member or members at any meeting of such Committee.

F. The Executive Committee shall prepare and present to the Board of Directors, for their approval, an annual operating budget.

G. The Executive Committee shall be responsible for determining disciplinary action for members.

H. The Executive Committee shall be responsible for monitoring all committee activities.

I. The Executive Committee Officer Term. Each officer shall hold office for the term of one year or until the election and qualification of a successor.

ARTICLE VII
NOMINATIONS AND ELECTIONS

A. A nominating committee, chaired by the Vice President, of not less than three and not more than five members in good standing shall be appointed by the President not less than two months prior to the date of the Annual Meeting.

B. The nominating committee shall, with the consent of each nominee, place in nomination a slate of candidates for each open position on the Board of Directors. The nominations shall be published in the Plinker and posted on the CCRP website.

C. Election of Board Members shall be by secret ballot. D. Members with voting rights must be physically present at meetings to cast their vote.

ARTICLE VIII
REGISTERED AGENT

A. In accordance to section 24.03.050 of the Revised Code of Washington (RCW) the Registered Agent:

1. May or may not be an officer of the Club.

2. Shall offer his/her own address to the Secretary of State and be the personal contact for those wishing to reach the Club.

3. Shall report all outside requests immediately to the Executive Committee.

4. Shall be appointed by the Executive Committee and shall serve by mutual agreement.

ARTICLE IX
MEETINGS

A. The Annual Meeting of members shall be held between the first day of October and the thirtyfirst day of December of each year on a date and at a time and place fixed by the Board of Directors. The purpose of the Annual Meeting shall be that the members elect the new Directors to the Board, and the Board of Directors shall elect from among them the Executive Committee.

B. Unless otherwise determined by specific needs and announced in advance, **Full Board meetings** take place in March, June, September, and December. **Executive Committee meetings** take place in January, February, April, May, July, August, October and November. Unless otherwise announced, meetings are held monthly as identified by the Club calendar at 7:00pm on the appointed day, as specified in the Club's Standing Rules document.

C. Quorum. Except as otherwise provided in these By-Laws, the majority vote of those present or by emailing ballots of the membership shall constitute the act of the members for the purpose of transacting business, provided that a notice of such meeting was published for at least two consecutive months prior to the meeting in the Club newsletter.

D. Plinker and membership communications.

1. The Plinker is designated as the official publication (print and electronic formats) of
the Club. All official Club membership notifications and business shall be published in the Plinker, except as otherwise provided for in these Articles.

2. In **addition to** the Plinker, the CCRP website can be used for announcing time-sensitive member information such as but not limited to Board and membership meetings, elections, events, work parities, etc.

a.

3. It is the responsibility of members to provide the club with updates and/or changes to their contact information ensuring they will receive club communications, including annual invoices.

4. The Plinker will have the following statement prominently published in each issue:
"Board of Director meetings are held the on a day and time specified in the Club's Standing Rules. Check the calendar to verify date and time before

traveling." The full Board and Executive Committee meetings are open to membership except during special Executive Sessions."

5. The publisher or editor, as the case may be, of the Plinker is subject to the direction and supervision of the President.

E. Agenda and Minutes

1. The President or Secretary shall call for agenda items for forthcoming Board meetings

2. The Secretary shall provide printed copies, as requested, by those in attendance.

3. Minutes shall be taken by the Board Secretary or an appointee in their absence.

4. Minutes shall be read back to the board to confirm veracity prior to the closing of the meeting, corrected as needed, and approved by the Board.

5. Once approved by the Board, the minutes shall be published in the following Plinker.

F. Treasurer's Report

1. The Treasurer's Report shall be presented at the Board meeting. The Treasurer, or designate, shall provide printed copies at meetings to those who request them.

2. Club assets shall be reviewed/verified annually to ensure a complete list, proper valuation, as well as being properly insured. A complete report shall be provided to the Board members at the annual meeting. The Treasurer, or designate, shall provide printed copies at the meeting to those who request them.

ARTICLE X SUSPENSION OR EXPULSION

A. Charges against any member may be made by any other member in good standing. The charges shall be in writing, signed, and dated clearly stating the facts as known and be accompanied by any affidavits, exhibits, or other supporting evidence. Such charges shall be filed with the Executive Committee for review and if sufficient cause is present, the Executive Committee shall determine the appropriate action to be taken.

B. Any club member may be suspended or expelled from the Club for any cause deemed sufficient by a two-thirds vote of the Executive Committee. No vote on suspension or expulsion may be taken unless at least fifteen days notice, in writing, shall have been given to the member in question listing the charges and time and place of the special meeting of the Executive Committee. The member shall be given a full hearing before the vote.

C. Any member of the Club suspended or expelled by the Executive Committee may appeal to the Board of Directors of the Club. Such appeal shall be made in writing to the Executive Committee, which shall call a special meeting of the Board for the purpose of acting on the appeal. A two-thirds majority ballot vote of the Board of Directors present will be required to overturn the action of the Executive Committee.

D. Any member who is violating Club rules or endangering persons or property on Club premises may be immediately suspended by any Executive Committee Officer until further action is taken by the Executive Committee.

E. Conviction of any crime prohibiting a member from possession of firearms under either the laws of the State of Washington or the United States of America shall result in immediate action in accordance with these By-Laws for expulsion from the Club.

ARTICLE XI
INCIDENT INVESTIGATION COMMITTEE

An Incident Investigation Committee shall be designated by the Executive Committee for each incident resulting in damage or injury involving a Member of the Club or any participant at a Club sponsored event. The Incident Investigation Committee shall document the incident and report to the Executive Committee.

ARTICLE XII
Club Rules

A. The use of the Club facilities shall be subject to the regulations as prescribed in the Standing Rules of the Club.

B. The purpose of the Standing Rules of the Club is to provide procedural guidelines for day-to-day operation of the Club. The Standing Rules may be adopted, changed, amended, or rescinded by majority vote of the Directors at any regular, annual, or special meeting of the Board of Directors. At no time will the Standing Rules be in conflict with the By-laws of the Club

Article XIII
PARLIAMENTARY AUTHORITY

The rules contained in the Robert's Rules of Order, revised, shall govern the Club meetings in all cases where they are consistent with these By-Laws or any special rules of order the Club may adopt.

ARTICLE XIV
AMENDMENT

The By-Laws of the Club may be amended or new By-Laws may be adopted by the affirmative vote of a majority of the voting members present at any annual, regular, or special meeting of the Club. A notice of the proposed amendment or new By-Laws shall be contained in the notice of the meeting. All notices must be published in no less than two consecutive monthly Club newsletters (Plinker).

ARTICLE XV
DISSOLUTION OF CORPORATION

Upon dissolution of the Club the assets will be distributed in accordance with the Club articles of Incorporation.

Bi-Laws Adopted by Membership Vote:

[Signatures will appear here]