

# The Cheyenne Regulators, Inc.

## By-Laws

### **Article I** **Name/Purpose**

The name of this Association shall be The Cheyenne Regulators, Inc.

The purpose of this Association shall be as follows:

To encourage organized shooting activities among American Citizens with a view toward a better knowledge of the safe handling of firearms and improved marksmanship.

To hold a monthly cowboy action shooting match, weather permitting.

To establish a public development of the essentials of good sportsmanship, honesty, and self-reliance.

To establish and support junior sportsmen for the purpose of carrying out the objectives of this Association with adults and youth of our state and republic.

To hold exhibits from time to time at various locations throughout the State, where members and the general public may, within applicable law, view, display, trade, and participate.

To promote and communicate the living history of the West, of early American history, including the post Civil War era, and cowboy history in general.

To develop and maintain a limited access community shooting range.

### **Article II** **Memberships**

There shall be four classes of membership:

**Regulator Members:** Any American Citizen is eligible for membership in this Association if he or she is recommended by a member in good standing, is eligible under the provisions of common law, and makes timely payment of dues. Junior members may be enrolled and participate in Association activities under the supervision of adult members.

**Endowment Regulator Members:** Those individuals who qualify as Regulator members and pay a one-time fee for lifetime membership.

**Honorary Regulator Members:** Those individuals whom the Association, from time to time, may wish to honor for some special service or contribution to the shooting sports. Recommended honorary memberships will be reviewed for eligibility by the Executive Board and presented at the Regulator Membership meeting for approval by majority vote.

**Shooting Range Members:** Those individuals who join the Association in order to have limited access to the Cheyenne Regulators shooting range. Shooting Range members will not have the right to vote at any Association meeting.

Every member of this Association shall be encouraged to become a member of the Single Action Shooting Society and/or NRA.

All members agree to abide by the by-laws of this Association.

### **Article III** **Membership Dues**

Membership dues are addressed in the appropriate Policy Statement.

### **Article IV** **Meetings**

Regulator Membership Meetings. Regulator Membership meetings shall be held monthly as scheduled. During the Regulator Membership meeting, those members in good standing that are present shall constitute a quorum. This meeting shall not be held at or during a shooting event. In the event that neither the President nor the Vice President can be present to chair the meeting, the President shall designate a member in good standing as Chairperson. This meeting shall be open to all Association members in good standing. All business matters that affect this Association shall be open for discussion.

Executive Board Meetings. Executive Board meetings shall be held monthly at such time and location as designated by the Executive Board. At least fifty percent (50%) of Executive Board members must be present to constitute a quorum. Executive Board Meetings are open to all Regulator members; however they may not participate in discussions unless asked to present information regarding an item on the agenda, or have asked to have an item placed on the agenda for Executive Board consideration. The time, date, and location of this meeting will be made known to the membership by previous notice.

Special Meetings. Special meetings may be called from time to time by the President, the Executive Board, or a two thirds (2/3) majority of the members in good standing with a ten (10) day written notice of the date, place, time, and purpose of such special meeting. It is understood that no business shall be transacted except that mentioned in the notice.

### **Article V** **Officers, Committees, Past President and Territorial Governor**

The officers of this Association must be twenty-one (21) years old, and shall consist of the following positions: President, Vice President, Secretary, Treasurer, Range Master, Sergeant-at-Arms, Membership Chairman, Shooting Range Membership Chairman, Props and Targets Chairman, Public Relations Chairman, Marshal at Large, and Hell On Wheels Match Director. These officers, acting together, shall constitute the Executive Board of this Association.

The Executive Board shall have general supervision, control and management of all activities of the Association. Any decision of the Executive Board may be reversed by a two thirds (2/3) majority of ballots cast by the members in good standing present at a Regulator Membership meeting.

Nominating/Election Committee. A committee of three (3) members in good standing, not currently serving on the Executive Board.

Financial Review Committee. A committee of three (3) members in good standing, not serving on the Executive Board for the year that is being reviewed.

Hell On Wheels Committee. A Hell on Wheels Committee, under the direction of the Hell On Wheels Match Director, shall be maintained as long as we have this standing fundraiser.

Standing Committees. Two standing committees will be appointed by the President, the Newsletter Committee and the Historian Committee.

Past President. The outgoing President will hold the position of Past President for a period of one year following his/her term(s) as President.

Territorial Governor. The Territorial Governor shall be a Cheyenne Regulators member in good standing, a SASS life member and meet all other SASS requirements for this position. He/she will serve as the liaison between the Cheyenne Regulators and SASS.

## **Article VI** **Election, Appointments, and Terms**

The election of new officers shall be held annually at the December membership meeting, with the term of office beginning January 1.

All officers shall be elected to serve for a period of one (1) year, but no more than four (4) consecutive terms, (a total of four (4) consecutive years), in the same position. An exception will be the Hell on Wheels Match Director, who will serve a one (1) year term, but no more than two (2) consecutive terms, beginning on September 1.

A vacancy in the Executive Board shall be filled by presidential appointment, subject to the approval of the members in good standing at a Regulator Membership meeting. The appointee shall serve until the next general election for that position. However, if more than two vacancies exist; new officers shall be elected at a Regulator Membership meeting to fill the vacancies for the remainder of the un-expired terms. Should the offices of the President and Vice President become vacant simultaneously, the remainder of the Executive Board may select, from its members in good standing, a President pro-tem, to preside over the meeting of this Association in order to elect a new President and Vice President.

No member shall hold more than one (1) office at a time. An exception will be the Hell On Wheels Match Director who will be allowed to hold another board position during his/her term as Hell On Wheels Match Director, but may only have one (1) vote at any meeting.

The election of the President, Vice President, Secretary, Treasurer, Range Master, Sergeant-at-Arms, Membership Chairman, Props and Targets, Public Relations Chairman, Shooting Range Membership Chairman and Marshal at Large shall be held in every year in December to take office January 1<sup>st</sup> following the elections.

The Territorial Governor shall be elected each year to coincide with the elections of general officers.

Nominations for Hell on Wheels Match Director will be accepted from the floor at the July and August Regulator Membership meetings. The election will be held at the August Regulator Membership meeting each year, by ballot. The Hell on Wheels Match Director will be a member of the Executive Board for the duration of his/her term.

All officers shall be elected by a majority of votes cast by the members in good standing of this Association.

The Nominating/Election Committee shall be appointed by the Executive Board by the September Regulator Membership meeting, and will serve until the elections are completed.

The Financial Review Committee shall be appointed by the Executive Board by the January Regulator Membership meeting, and will serve until the financial review and audit has been presented to the membership.

## **Article VII**

### **Duties of Officers, Committees, Past President and Territorial Governor**

#### SECTION 1 – DUTIES OF OFFICERS:

President: The President shall preside at all meetings of this Association and of the Executive Board. The President shall be the liaison between the Landlord, Insurance Company, City of Cheyenne, County of Laramie, State of Wyoming, and all SASS shooting clubs and the Regulator membership. The President shall oversee the completion of all Executive Board members' and Committees' duties. He/she shall also give guidance and direction to Executive Board members and Committees. The President shall appoint Newsletter and Historian Committees for the club. He/she will provide a monthly article for the Newsletter to update the membership on the activities of this Association. The President will provide the Secretary with items necessary to prepare an agenda for all Association and Executive Board meetings. The President is responsible for giving an opening welcome at all shooting matches and Cheyenne Regulators, Inc. functions. The President is to be a SASS and NRA member in good standing, and is responsible for insuring that all SASS and NRA requirements are being met, and documents are filed with the appropriate organizations to fulfill our affiliations with such organizations. The President shall supervise the management and maintenance of the Shooting Range. The President shall be an ex-officio member of all committees, with the exception of the Nominating/Election Committee and the Financial Review Committee, and shall perform all other duties as usually pertain to the office, per the by-laws of this Association.

Vice President: The Vice President shall perform the duties of the President in the President's absence, or at the President's request. The Vice President shall be responsible for conducting a yearly inventory of all club assets such as tools, equipment, buildings, etc., and any item with a value of \$100 or more, and producing an inventory list noting the number and the location of such items. The Vice President shall present this inventory to the Executive Board at their regularly scheduled March meeting, to be filed with all other documents and forms pertaining to the business of the Association.

Secretary: The Secretary shall prepare and forward all official correspondence and all required reports. The Secretary shall notify all members of Regulator Membership, Executive Board and special meetings, and shall keep a true record of all such meetings of this Association. The Secretary shall have custody of all documents and forms pertaining to the business of the Association. The Secretary shall be responsible to produce and distribute an agenda for all regularly scheduled Executive Board and Regulator Membership meetings. The Secretary shall be responsible for the posting of all Executive Board and Regulator Membership meetings minutes. The Secretary shall be responsible for notifying the membership when duly required by the President.

Treasurer: The Treasurer shall have charge of all general funds of the Association, and place same in such banks as may be approved by the Executive Board. Such money shall be withdrawn only by check signed by the Treasurer, or his/her designee in his/her physical absence, and one of the following: President, Vice President or Secretary, for the payment of bills incurred by the Association. The Treasurer shall keep an accurate account of all transactions and render a detailed report at any meeting of the Association when requested. The Treasurer shall submit an un-audited annual balance sheet and income statement to the Executive Board in January, for review and audit by the Financial Review Committee. The Treasurer will maintain a one hundred dollar (\$100.00) petty cash fund for use at the monthly Regulator Cowboy Action match.

Hell on Wheels Match Director: The Hell on Wheels Match Director is responsible for all aspects of Hell on Wheels. He/she shall appoint the number of Hell on Wheels Committee members necessary for the proper function of Hell on Wheels. At the end of his/her term, the outgoing Hell on Wheels Match Director will become

an ex officio member of the Hell on Wheels Committee to assist the incoming Hell on Wheels Match Director in a smooth transition of responsibilities. The Hell on Wheels Match Director shall appoint a Hell on Wheels Administrative Director who is willing and capable of performing all required duties.

The Hell on Wheels Administrative Director shall have charge of all documents and funds pertaining to Hell on Wheels. He/she will prepare and send out registration forms, and will be responsible for the recording of all returned registration forms, as well as sending out confirmation letters. He/she will deposit funds received from all aspects of Hell On Wheels in Executive Board approved banks, and will be responsible to make payment for all expenses pertaining to Hell On Wheels, with the same check signing requirements as the Treasurer to include the Match Director. He/she will be responsible to track all aspects of Hell on Wheels financial activity. The Hell on Wheels Administrative Director shall submit an un-audited annual balance sheet and income statement by the January Executive Board meeting for review and audit by the Financial Review Committee.

Range Master: The Range Master's primary duty is range safety. The Range Master shall have charge of the shooting ranges of the Association and control of all range activities. The Range Master shall insure that the organization has qualified range officers for all shooting events held on the range. The Range Master shall insure that all shooting events conform to the safety rules and procedures of that discipline. The Range Master must be knowledgeable of all pertinent safety rules and shall enforce them. The Range Master shall have the authority to appoint assistants from the members to enforce range safety during Association activities. The assistants appointed by the Range Master shall be "Marshals", and shall serve for a period of one (1) year, January through December. The Range Master will offer a minimum of three (3) classes each of SASS ROI and ROII training annually.

Sergeant-at-Arms: The Sergeant-at-Arms shall be responsible for enforcing the most current edition of Robert's Rules of Order at all Regulator Membership, Executive Board and special meetings. The Sergeant-at-Arms is further responsible for maintaining order as necessary at all meetings and events. He shall assist the Range Master as required in enforcement of all rules of this Association.

Membership Chairman: The Membership Chairman shall be responsible for processing all applications for membership in the Cheyenne Regulators, and the keeping of all membership records including SASS and NRA status for reports. The Membership Chairman shall also notify all Regulator members when annual fees are due, and collect those monies to be turned over to the Treasurer for deposit. The Membership Chairman shall also provide the Nominating/Election Committee with a complete list of the names and addresses for all members in good standing qualified to run for office and/or vote. This list shall be made available to the committee by the September Regulator Membership meeting.

Shooting Range Membership Chairman: The Shooting Range Membership Chairman shall be responsible for processing all applications for membership in the community portion of the Cheyenne Regulators Shooting Range, and the keeping of all membership records. The Shooting Range Membership Chairman shall also notify all Shooting Range members when annual fees are due, and collect those monies to be turned over to the Treasurer for deposit.

Public Relations Chairman: The Public Relations Chairman shall be responsible for all public relations for the Cheyenne Regulators, Inc. His/her responsibilities shall include, but are not limited to: providing public service announcements (PSA) to all radio, TV and newspapers in the community for all events and meetings; promoting the Cheyenne Regulators, the Cheyenne Regulators Shooting Range, SASS and gun safety to all of the above media, as often as possible.

Props and Targets Chairman: The Props and Targets Chairman shall be responsible for all props, targets and associated supplies used by the Cheyenne Regulators. The Props and Targets Chairman shall be responsible for the purchasing, building, maintaining and installing of all props and targets as appropriate for safety and competition. The Props and Targets Chairman shall also conduct an annual inventory of all club owned props, targets, and supplies, and shall submit that inventory report at the March Executive Board meeting for inclusion in the Association's records.

Marshal at Large: The Marshal at Large position will have duties as assigned by the Executive Board, to be outlined at the September Regulator Membership meeting of even numbered years.

## SECTION 2: GENERAL DUTIES OF ALL OFFICERS

It shall be the duty of the officers of this Association to attend all Regulator Membership, Executive Board, and special meetings of the Association.

All officers and standing committee chairmen will present a proposed annual budget of income and expenses for his/her area of oversight to the Executive Board at the scheduled Executive Board meeting in January of each year. The Executive Board will review and analyze these to produce a combined operating budget of income and expense for presentation at the March Regulator Membership meeting.

## SECTION 3: DUTIES OF COMMITTEES, PAST PRESIDENT, AND TERRITORIAL GOVERNOR

Nominating/Election Committee: The Nominating/Election Committee shall seek out nominees and prepare a list of qualified candidates for election. The Nominating/Election Committee shall present nominations at the October Regulator Membership meeting. Additional nominations, if any, will be accepted from the floor at that meeting. The Nominating/Election committee shall prepare ballots and specially marked return envelopes for mailing to all members in good standing. Ballots shall be prepared and/or marked in some unique manner as to prevent easy duplication. The envelopes shall bear the inscription "Ballot – Do Not Open Until The December Regulator Membership Meeting." The ballots, ballot envelopes, and instructions will be mailed to all members in good standing no later than November 15 of each year. The Nominating/Election Committee is responsible for counting the official ballots and presenting the election results at the December Regulator Membership meeting.

Financial Review Committee: The Financial Review Committee's duties are to perform an internal review and audit of all financial records of the club from the preceding fiscal year. The Financial Review Committee shall present a report of their review and audit, with any recommendations, at the March Regulator Membership meeting. The Treasurer, and the Hell On Wheels Administrative Director are ex-officio members of this committee.

Hell On Wheels Committee: The Hell On Wheels Committee, under the direction of the Hell On Wheels Match Director, shall be responsible for all aspects of putting on the SASS High Plains Regional, Hell On Wheels Shootout, to be held annually during July, generally as close as possible to the 4<sup>th</sup> of July holiday.

Standing committees:

Newsletter Committee: The Newsletter Committee shall be responsible for publishing a monthly newsletter, to include news and updates from the President, the minutes of the previous Regulator Membership meeting, scores from shooting matches, articles submitted by members and other information deemed appropriate. This newsletter will be made available to all Regulator members by means of email or conventional mail, as requested.

Historian Committee: The Historian Committee shall be responsible for keeping an up-to-date chronicle of events and activities associated with The Cheyenne Regulators, Inc., through pictures, newspaper articles and other media.

Past President: The outgoing President will hold the position of Past President for a period of one (1) year following his/her term(s) as President. The Past President acts as an advisor to the Association and promotes the smooth transition from the outgoing to the incoming Executive Board. He/she may not make motions or vote during Executive Board meetings. This ex-officio position entails no duties, and in no way conflicts with the member's holding of another Regulator office, or being assigned to any duty whatsoever. The Past

President retains the same rights in the Regulator Membership meeting as any other member in good standing.

Territorial Governor: The Territorial Governor shall be the liaison between the Cheyenne Regulators membership and the Single Action Shooting Society. The Territorial Governor shall attend any Governors meetings held at any Regional matches at which he/she is present. The Territorial Governor should attend the annual Territorial Governors convention held by SASS. The Territorial Governor shall inform the Cheyenne Regulators of all information put forth by SASS.

## **Article VIII** **Removal of an Officer**

The Cheyenne Regulators, Inc. membership can vote to remove an officer of the executive board at any time for no confidence by special ballot or by a 2/3 majority vote at a regular membership meeting. The officer will be advised of the reason for their removal in writing at least (7) days prior to the next membership meeting or (14) days prior to a special ballot mailing via U.S. Mail. Responses to reasons for removal will be heard before the membership at the membership meeting prior to the vote or may be mailed to members in the event of a special ballot.

## **Article IX** **Expulsion**

Any member may be expelled by a unanimous vote of the Executive Board for just cause. Charges against any member may be referred to the Executive Board by any member in good standing. Such charges shall be in writing, clearly stating the facts, 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 President. The President will present the charges at the next Executive Board meeting. The accused may have counsel at such meeting to refute allegations.

A unanimous vote of the Executive Board shall be required for expulsion.

The accused may petition for a redress of grievance by the Regulator membership of this Association within thirty (30) days of the Executive Board's decision. A writ of grievance shall be filed with the Secretary, who will notify the President within forty eight (48) hours. The President will present the writ at the next Regulator Membership meeting. The accused may have counsel at that Association meeting. A two thirds (2/3) vote of the members in good standing at the Regulator Membership meeting shall be required to reverse the decision of expulsion.

## **Article X** **Finance**

The capital of this Association shall consist of such property as acquired, including any real property, by leasehold, or fee title, which it may acquire and hold in accordance with the law, such money as may be paid into the treasury of the Association by the members thereof as dues, fees and assessments, or received by the Association from other sources.

The highest amount of indebtedness or liability, direct or contingent, to which the Association may, at any time subject itself shall be subject to the limitations of law and approval of the Corporation Commission of Wyoming, and shall not exceed eighty (80) percent of the assets. The asset value of real estate and improvements shall be the appraised value of the property.

No obligations and/or other encumbrances against the real property of the Association may be made without the approval of two thirds (2/3) of the members in good standing in attendance at a Regulator Membership meeting.

## **Article XI** **Amendments**

Amendments to the by-laws may be submitted by a minimum of five (5) voting members of the Cheyenne Regulators at any regularly scheduled membership meeting

Proposed amendments to the by-laws must be approved by a two thirds (2/3's) majority of the voting members present at the next regularly scheduled membership meeting AFTER the amendment is submitted and proposed amendments distributed to all voting members no more than five (5) days after being submitted.

Amendments that have been submitted and voted down cannot be resubmitted for one (1) year, similar and like amendments included.

## **Article XII** **Governing Rules & Restrictions**

All Regulator Membership meetings, Executive Board meetings and special meetings shall be conducted according to the latest edition of Robert's Rules of Order.

All shooting events shall be conducted according to the safety rules of that discipline.

Activities of the Association shall be restricted to areas designated for that specific purpose.

No shooting or gun handling shall be permitted during any meeting of this Association, unless permission has been given to look over a firearm by the Range Master or other Executive Board member. If permission is granted it will be conducted in a safe, designated area.

It shall be the duty of all members to acquaint themselves with all rules.

Because safety and public image are of paramount importance to the Association, any willful violation of these restrictions shall be sufficient cause to initiate expulsion proceedings as outlined in Article IX of these by-laws.

## **Article XIII** **Dissolution**

Upon dissolution of this Association, any monies remaining in the Association treasury shall be donated to a non-profit organization or charity after all expenses of this Association are satisfied. The organization to receive these moneys shall be nominated and voted upon at a Regulator Membership meeting held just prior to dissolution.