

Appendix A: Bylaws

Bylaws of the Teller County Shooting Society

As amended January 10, 2025

TABLE OF CONTENTS

Article I – Name and Governance

Article II – Vision, Mission, Core Values and Goals

Article III – Membership

Article IV – Group Range Use

Article V – Meetings

Article VI – Officers and BoD of Directors

Article VII - Duties of the Officers, Range Manager and At-large Directors

ARTICLE VIII – Contracts, Purchase Orders, Invoices and Fiduciary Responsibilities

ARTICLE IX – Election of Officers and Directors

ARTICLE X – Suspension or Expulsion

ARTICLE XI - Real and Personal Property Disposition

ARTICLE XII - Changes and Amendments

ARTICLE I – Name and Governance

The name of this organization shall be the Teller County Shooting Society, Inc., hereafter known in these By-Laws as the TCSS. These bylaws are considered the overarching rules that determine how TCSS is to be operated and how the TCSS BoD will operate and conduct business. Appendices to the Member Handbook are to be considered as rules and procedures for the operation of TCSS and do not in any way supersede these bylaws.

TCSS is a private, 501c7 not-for-profit organization with the mission of promoting the safe and responsible ownership and use of firearms as guaranteed by the Second Amendment of the United States Constitution and the Colorado State Constitution, Article II Bill of Rights, Section 13. It is our further mission to promote the shooting sports in general as well as the ideals of self-discipline, good sportsmanship, and good citizenship within our community. These objectives shall be advanced by offering the residents of our community safe, secure and private facilities that can be effectively utilized by novice and experienced shooters alike.

ARTICLE II – Vision, Mission, Core Values and Goals

Vision, Mission and Core Values

Vision and Mission Statements along with Core Values are documented in the TCSS Member Handbook. First developed in 2020, the BoD will review and update every five years beginning in 2025.

Goals

In the 4th quarter of each calendar year the BoD shall develop the Goals for the upcoming year. Goals, along with specific objectives/milestone dates, will be provided by email to the general membership during the first quarter of the year and reviewed at the Annual Meeting. The President has ultimate accountability for ensuring goals and objectives are updated and completed.

ARTICLE III – Membership

- A. Any citizen or legal resident of the United States, 18 years of age or older, is eligible to become a member. Applicants must complete a membership application, render dues payment, complete the GCSSC Liability Release and Waiver form, and attend an on-site range safety orientation. Membership cards will be provided once everything is completed.
- B. A spouse of the primary member, 18 years of age or older, and a citizen or legal resident of the United States, is eligible to be an Associate Member and must also complete the GCSSC Liability Release and Waiver form and attend a range safety orientation.
- C. The term “Member” hereafter denotes a “Member-in-good-standing,” defined as one whose dues are current and who is not under suspension or pending other potential adverse action by the TCSS.
- D. All members shall adhere to and agree to the following PLEDGE: *“I certify that I am a citizen or legal resident of the United States of America; that I am at least 18 years of age; that I am not prohibited from possessing a firearm under the laws of the United States or of any of its*

federated states, territories, or the District of Columbia; and that, if admitted to membership, I will fulfill the obligations of good sportsmanship and citizenship and abide fully with the Bylaws and all range rules.”

E. Types of Membership:

- a. Primary: An adult, 18 years of age or older.
- b. Associate: A spouse 18 years of age or older, residing at the same residence of a Primary Member.
- c. Charter Members: Members who established membership on or before March 24, 2010. They may upgrade their membership at the 2010 membership rate of \$150 in perpetuity.
- d. Legacy/Multi-Year Members: Beginning in 2009, ending in 2018, multi-year memberships were offered. By paying an additional fee those members established a multi-year Bronze (5 years), Silver (10 years), Gold (15 years) or Platinum (Life) membership.
- e. Member Emeritus: An honor and status conferred by the TCSS BoD to a Member to show respect for a very distinguished career. This unique and very selective status is awarded due to the member’s many contributions and hours of service.

F. Guest Allocations:

- a. Guest allocation numbers are as follows:
 - i. Regular Primary members: Limited to 3 guests/month
 - ii. Platinum/Lifetime Members: Limited to 20/guests/month.
- b. The following applies to all members:
 - i. Guests are defined as those people that have never been a member of TCSS
 - ii. The same guest cannot visit the range more than 3 times during the membership year.
 - iii. No more than three adult guests per visit limited to two active shooters; all other persons must be behind the Red Line.
 - iv. Five or more adult guests constitutes a “group” and would need to be pre-approved via the “Group Range Use” policy.

G. Membership information shall not be disclosed to any person who is not a member. Any request to inspect membership data must be made in writing stating the purpose. The BoD, in its sole and absolute discretion, may either approve or deny such requests. Under no circumstances shall personal information, other than a member’s name and mailing address, be disclosed to any other person or entity including, but not limited to, members of the TCSS. Members shall not disclose the identity of fellow members without that member’s approval. These restrictions protect Members’ security and privacy.

- H. Copies of the TCSS Member Handbook, including the Range Safety Rules and Code of Conduct, shall be furnished to each Member upon approval of the Member's application.
- I. TCSS is an National Rifle Association (NRA) affiliated range and does receive certain benefits such as local FNRA grants, range listed on the NRA website and NRA affiliation status. Individual membership in the NRA, or any other organization that provides Second Amendment support, is highly encouraged, but not a prerequisite for membership.
- J. TCSS is a volunteer-driven, member-owned, member managed, and member operated organization. TCSS has no paid employees and is completely dependent upon member volunteers for its day-to-day operation. As such, ALL members are expected and encouraged to take ownership and do their part.
- K. Member Dues
 - a. Existing Member Renewal Dues: Beginning February 1, 2024, new member dues increased from \$150 to \$175.
 - b. Charter Members, defined as those who established membership prior to March 24, 2010, may upgrade their membership at the 2010 membership rate (\$150) in perpetuity.
 - c. New Membership Dues: Beginning January 1, 2024, new member dues are \$175. New member dues are prorated to \$100 beginning August 1 through December 31.
 - d. The membership year for all Members runs from March 1 through the end of February of the following year. The renewal process will be initiated in early January by the Membership Secretary.
 - e. The annual dues amount shall be reviewed annually and adjusted as necessary by the BoD of Directors prior to the end of the calendar year.
 - f. Membership dues, once paid, are non-refundable if a member decides to leave the club.

ARTICLE IV – Group Range Use

- A. At times there will be various groups, not directly related to TCSS, that may want to use the range for basic firearms training or other group firearms related activities. An individual requesting the use of the range is required to submit a group usage request form to the TCSS Board of Directors (BoD). Final approval of the request and the decision as to whether to charge a fee is at the discretion of the BoD.
- B. Event Day Cancellations: In the event of bad weather or any other valid reason, the event lead is responsible for cancelling and/or rescheduling. No BoD approval vote is required. However, it is expected that when canceling an event, the BoD will be contacted and given advance notification, a minimum of 24 hours in advance if possible. The lead will also contact the webmaster and communications team, should a website update and email distribution be required. For Public Days, the RSO Coordinator is the lead and has cancellation privileges in the event of an RSO shortage.

ARTICLE V – Meetings

- A. Annual Membership Meetings: An Annual Meeting will be held the first Saturday of March. If it cannot be held on that date, it shall be held as soon as possible thereafter, and members of the BoD of Directors (BoD) shall remain in office until their successors have been elected and seated. Notice of the meeting date, time and location will be made to all members at least 30 days prior to the meeting.
- B. Meetings of the BoD: BoD meetings shall be scheduled by the President and held as necessary. BoD meetings may be called by the President, or by a majority of the BoD. Notice of the time, date, agenda, and place of every meeting of the BoD shall be given by the President to the BoD of Directors prior to the meeting.
- C. Quorum: Five members of the BoD shall constitute a quorum for the transaction of business at any meeting of the BoD. If less than five members are present, the majority present may adjourn the meeting without further notice. The act of a majority present at a meeting at which a quorum is present, shall be the act of the BoD, unless the act by a greater number is required by law, by the Articles of Incorporation, or these Bylaws. Each member of the BoD, including the president, shall have one vote on all matters.
- D. General Membership Meetings: General membership meetings will be scheduled quarterly. The purpose is to conduct business, inform members of activities and provide guest speakers on topics relevant to the Membership. The Vice President will reserve the location of the meetings and make sure the notice and agenda of the meetings is sent to the membership via email within fourteen days of the meeting. Unless otherwise noted, if the General Membership meeting contains a topic requiring a vote by the Membership, the issue in question shall be decided by a simple majority of the voting Members present at the meeting.
- E. Voting: Matters referred to the membership by the BoD shall be decided by a simple majority of voting Members present at the meeting. Voting will be conducted and votes counted at the Annual or at a General Meeting for which the issue was noticed. Each membership is allocated one vote.
- F. Conduct of Meetings: All meetings shall be conducted using Roberts Rules of Order, Eleventh Edition.

ARTICLE VI – Officers and BoD of Directors (BoD)

- A. Officers: TCSS Officers shall be the President, Vice-President, Recording Secretary, Membership Secretary, and Treasurer. All Officers must be current members, elected by a majority vote of the Members voting at the Annual Meeting. There is no limit to the number of terms an Officer or BoD member may serve. Each membership is limited to one BoD position.
- B. BoD of Directors: The BoD shall consist of the TCSS Officers, the Range Manager and two At-Large Directors. Other than the Range Manager, all members of the BoD are elected by the

Members. The Range Manager is appointed by the BoD and confirmed by the Members at the annual meeting. The Range Manager and At-Large Director qualifications are identical to those of Club Officers. TCSS will maintain liability insurance, Treasury to coordinate, covering the TCSS, its serving BoD members and all previous BoD members. All BoD of Directors shall hold office for two years and are subject to election and/or appointment on alternating years. All members of the BoD have an equal vote in voting related matters.

- a. The administration of the affairs and business of the TCSS shall be vested in the BoD and it shall be the governing body.
 - b. The Chairperson of the BoD shall be the President and shall preside over all meetings.
 - c. Resignation of any member of the BoD will be effective on the first day of the month following the President's receipt of a written notice of resignation.
 - d. A vacancy on the BoD may be filled by a majority vote of the remaining members of the BoD until general elections are held at the next Annual Meeting. However, if more than one vacancy exists, a Special Meeting will be called and new Directors shall be elected to fill the vacancies until the next Annual Meeting.
- C. Committees: By resolution adopted by a majority of the BoD, the BoD may designate two or more members of the BoD to constitute a committee, any of which shall have such authority in the management of the corporation as the BoD shall designate and as shall be prescribed by the Colorado Revised Nonprofit Corporation Act.
- D. Compensation: Members of the BoD shall not receive any stated salaries for their services.

ARTICLE VII – Duties of the Officers, Range Manager and At-large Directors

- A. President: The President shall preside over all membership and BoD of Director meetings, shall be a member ex-officio of all regular and special committees and shall perform all other duties as pertain to the office. The President and/or Vice President have final signature approval for contractual and financial documents signatory approval as outlined in ARTICLE VIII.
- B. Vice President: In absence of or at the request of the President the Vice President shall perform the duties of the President. The Vice President will also serve as the club's primary person responsible for ensuring that TCSS General Membership Meetings (GMMs) and BoD meetings are organized, agendas developed in advance of the meeting date. The President and/or Vice President have final signature approval for contractual and financial documents signatory approval as outlined in ARTICLE VIII.
- C. Recording Secretary: The Recording Secretary shall conduct all official correspondence. The Recording Secretary shall keep a true record of all meetings on the TCSS BOD cloud-based data storage system (CBDSS), accessible to all BoD members.

- D. **Membership Secretary:** The Membership Secretary shall be responsible for maintaining the membership rolls, the Member Handbook, for processing membership applications and credentials and for tracking membership liability waivers and payment of dues. The Membership Secretary also serves as the email Communication Manager including the quarterly newsletter and all other member email updates.
- E. **Treasurer:**
- a. Responsible for receiving and accounting for all TCSS funds and for development of and reporting on the annual budget. Prepares and presents annual budget for approval by the BoD in the 4th quarter of every year
 - b. Receive and promptly pay all vouchers, invoices, and budgeted items necessary for the maintenance and operation of TCSS per section VIII.
 - c. Maintains custody of all financial records and keep an accurate accounting of all financial transactions on the TCSS BOD cloud-based data storage system (CBDSS), accessible to all BoD members. Reports on expenditures and bank balances at all BoD meetings.
 - d. Ensures the timely preparation and filing of tax returns. An accountant/CPA supports state and federal tax reporting for TCSS and monthly profit and loss statements and balance sheets to the treasurer.
 - e. Primary responsibility for coordination of review and payment of annual liability insurance policy.
 - f. Primary responsibility for coordination of review and approval of a new Grazing Agreement (property tax reduction) every five years (in August) beginning in 2024
 - g. Coordinates with the grant manager to ensure grants are appropriately funded, monitored, paid and an accurate cost account is maintained.
- F. **At-Large Directors:** The at-large directors serve as a voice for the general membership, reporting issues and concerns back to the BoD. At-large directors are expected to take a lead role on other duties such a committee lead.
- G. **Range Manager:** The Range Manager is responsible for monitoring the range and ensuring its upkeep including a periodic cleaning well as physically closing and opening the range as necessary.

ARTICLE VIII – Contracts, Purchase Orders, Invoices and Fiduciary Responsibilities

- A. **Contracts:** Contracts require BoD review and approval prior to work activities being initiated. Final signature approval to be made by the president and/or vice president.
- B. **Purchase Orders:** Purchase orders, including a formal vendor/contractor quote, require BoD review and approval prior to any activities being initiated. Final signature approval to be made by the president and/or vice president.

- C. Invoices: Contract invoice approval will be made by the person most familiar with the work, provided to the Treasure for payment and to the BoD as an FYI.
- D. Non-Budgeted Expenditures: Non-budgeted expenditures not related to an approved purchase order require BoD review and approval prior to payment.
- E. General and Administrative and Budgeted Expenditures: General and Administrative and Budgeted expenditures less than \$1,000 can be paid by the Treasure without prior approvals.

ARTICLE IX – Election of the Officers and Directors

- A. Election: The election of Officers and Directors shall be during the Annual Meeting as scheduled according to these by-laws. The President, Vice President, Treasurer and At-Large position One shall be up for election in even numbered years. The Recording Secretary, Membership Secretary and At-Large position Two shall be up for election in odd numbered years. The Range Manager is to be appointed by the BoD and confirmed by the membership in odd numbered years.
- B. Procedures for Election: A minimum of 30 days prior to the Annual Meeting, all members shall be notified of the date, time, and location of the meeting and of the positions to be available and the opportunity to nominate members for those positions. Nominations, with agreement from the nominee, for Officers and BoD positions may be submitted prior to the Annual Meeting or presented at the meeting. Self-nominations are encouraged. The Recording Secretary shall prepare and deliver ballots to all members at the Annual meeting. The ballots shall list all nominees and shall also provide for write-in votes. All ballots will be tallied at the Annual meeting and the results made known to all members present at that time.
- C. Qualifications to Hold Office: To hold office, one must be a current TCSS Member in good standing. Each membership is limited to only one position.

ARTICLE X – Suspension or Expulsion

- A. Any BoD of Directors member may be removed from office by a two-thirds vote of the members present at any special meeting called for that purpose. Fifteen calendar days' advance written notice must be provided stating the reasons for removal and the time and place at which a vote on removal is to be taken. A full hearing shall be provided to present all the allegations as well as the right to present documentary and testimonial evidence, and the right to cross-examine witnesses. Any such removal from office does not result in suspension or expulsion of membership, unless separate action for suspension or expulsion is also taken pursuant to the below.

- B. Charges against any member alleging a violation of any Range Rule or these By-Laws may be brought by any other member. Such charges shall be in writing, clearly stating the facts relied upon and accompanied by any affidavits or exhibits, which are to be used in support of said charges. Such charges shall be filed with any BoD member, who will immediately notify the President. The President will call a meeting of the BoD to hear the charges. Charges shall be provided in advance to each member of the BoD, the accuser, and the accused, notice of such meeting in writing and shall include a true copy of the charges and of the supporting affidavits and exhibits.
- C. At such BoD of Directors meeting, the accused member shall be given a full hearing including, but not limited to, the right to hear all the allegations, the right to present documentary and testimonial evidence, and the right to cross-examine witnesses. On completion of the hearing, the member may be suspended or expelled for cause deemed sufficient by the BoD of Directors by a two-thirds vote of the members of the BoD present at subject meeting. No vote on suspension or expulsion shall be taken unless at least fifteen (15) calendar days' advance notice in writing has been given to the member specifying the charges and the time and place of the meeting at which such charges will be considered. Membership dues and fees will not be refunded if a member is expelled or suspended from the club.

ARTICLE XI – Real and Personal Property Disposition

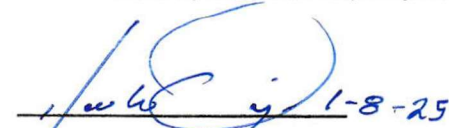
- A. The real property conveyed by the Cripple Creek & Victor Mining Company by a Special Warranty Deed, dated May 7, 2013, with Reversion (occupied by Gold Camp Shooting Sports Complex) shall not be subject to conveyance, transfer, sale, encumbrance, borrowing upon, mortgaging, or hypothecating in any manner. Authority for the sale, transfer, disposal, conveyance, encumbrance of, or purchase of additional real or non-real property shall be vested in the BoD.
- B. In the event the TCSS is dissolved, all real property and improvements shall revert to the Cripple Creek & Victor Mining Company or their successor and as described in the Special Warranty Deed; distribution of remaining club assets to members shall be determined by the BoD and as allowed by any applicable tax codes.

ARTICLE XII – Changes and Amendments


- A. Members may propose changes to these Bylaws, or amendments thereto. Proposed changes will be considered and voted upon by the members at the Annual Meeting or a General Meeting. A two thirds majority is required to decide the issue. The proposed changes may be submitted to the Recording Secretary thirty days prior to the meeting.
- B. The Recording Secretary shall compile and have a summary of the proposed changes (section a above) to the members by email, not less than twenty-one (21) calendar days prior to the meeting called for such purpose. Voting will be conducted and tallied at the meeting and the results made known to members at that time.

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- C. The BoD of Directors may also change said by-laws, if a minimum of five of the eight BoD members vote in favor of the proposed change. A summary of the approved changes shall be provided by email to all members. Changes made by the BoD of Directors found unfavorable by the membership may be rescinded at a General Membership meeting by a majority of members present.

These By-Laws were duly adopted by the TCCS BoD, effective as of January 3, 2025



Jim Dickey – President



Tom Caddell – Vice President

