

San Juan Wildlife Federation

5652 Highway 64

P.O. Box 1411, Farmington, NM 87499

Organization Operation and Procedures

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Chapter 1

San Juan Wildlife Federation was founded in 1975, incorporated and operates within the guidelines provided in the Amended Constitution and amended By-Laws registered with in the State of New Mexico Corporation Commission on March 19th 1981.

SJWF is located at 5652 Highway 64, San Juan County New Mexico.

Reason for:

Promotion of the shooting sports, safe firearms handling and instruction of youth in the shooting sports.

Description of Range and buildings:

Shotgun Range (#12): Shotguns only.

Indoor Range: BB guns, Air rifles, Air pistols, and .22 rim fire (no magnums)

Benchrest Rifle Range (# 1): Rifles Only

Multipurpose Range (# 2): Rifles. Muzzle loaders, Pistols, and Shotguns.

Pistol Ranges (Bays 3-11): Pistols, revolvers, rifles that use straight-walled handgun cartridges, and shotguns. Handguns that shoot high velocity bottle-necked cartridges originally designed rifles (e.g. 5.56mm, .223 Remington, .30 Carbine, 7.62mm x 39mm, .308 Winchester) are not approved for use. Low pressure, low velocity bottle-neck cartridges normally associated with the “cowboy” calibers and designed for use in both rifles and handguns (e.g. 32-20, 38-40, 44-40) are exempt.

Main Building: Main building is for general use as well an indoor range.

Shotgun Building: Shotgun building is for the use of the shotgun range and other events defined by the range officers.

Maintenance and Storage Buildings: are restricted to authorized personal only.

Chapter 2

By-Laws: See Appendix 7

Chapter 3

Officers:

Club Officers: See Article 13 of By-Laws

1. President
2. Vice-President
3. Secretary

Board of Directors: See Article 13 of By-Laws

1. Is a 3-year term
2. Is a 3-year term
3. Is a 3-year term
4. Is a 3-year term
5. Is a 3-year term
6. Is a 3-year term

Operational Staff: See Article 13 of By-Laws

1. Range Executive Officer
2. Indoor Range Officer
3. Outdoor Range Officer
4. Chief Instructor

Appointed Officers:

1. Treasurer
2. Membership Clerk
3. Safety Officer
4. Security Officer

Chapter 4

SJWF is a non-profit organization operating under 501(c)(4) of the IRS Code.

Chapter 5

Safety: Firearms handling rules, range rules, injury reports (Appendix 6), and any other items deemed necessary by the safety officer.

Chapter 6

Range operations:

General: Live firing conducted at the San Juan Wildlife Federation Range Complex is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms, and law enforcement use of the range with issued firearms.

Authorized firearms and ammunition: Firearms see description of ranges. Ammunition, hunting and self-defense, and ball (FMJ) ammunition, NO armor piecing, incendiary and tracer ammunition. If a magnet is attracted to the projectile, that ammunition is not authorized.

Targets: Exploding Targets such as Tannerite or other binary exploding targets are not authorized for use anywhere on the SJWF property, except during supervised matches as authorized by the Board of Directors.

Authorized personnel: Current members of SJWF and their guests and personnel approved to use the range by the Board of Directors and/or the range Executive Officer.

Personal Responsibilities: All members are responsible for their conduct and actions while on SJWF property.

Hours of operations: Open daily, except when closed for special events and range maintenance.

Alcohol and Drugs: NO alcoholic beverages will be allowed on or behind any firing line or in any building adjacent to any range while shooting is in progress. Violators will be asked to leave the premises. NO illegal drugs are allowed.

Shooting events should be conducted according to the rules of the recognized organizations. Organization rules may supersede the range rules, as long as safety is not compromised.

Chapter 7

Policies: Policies are to be determined by the Board of Directors and posted to Appendix 8.

Chapter 8

Hold Harmless Agreement: All current and new members will sign a Hold Harmless Agreement, also all non-members participating in San Juan Wildlife Federation matches events, as well as all guests using the range.

Appendix 1

Outdoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/ Fencing/Gates	_____	_____
Flags or Signs Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Scoring Area Established	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Port-a-Potties Clean and Serviced	_____	_____

Comments: _____

Approved by: _____ Title: _____

Appendix 2

Indoor Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/ Fencing/Gates	_____	_____
Backstop/Impact Area Inspected	_____	_____
Numbers Boards Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Shooting Benches /Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Firing Points Numbered/Clean	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
Ventilation System Working	_____	_____
First Aid Kit Filled/ Accessible	_____	_____
Restrooms Inspected and Serviced	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lights	_____	_____

Comments: _____

Approved by: _____ Title: _____

Appendix 3

Shotgun Range Inspection Checklist

Inspected by _____ Date _____

	Yes	No
Controlled Access/ Fencing/Gates	_____	_____
Flags or Signs Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Ready Line/Area Marked	_____	_____
Ready Line Benches /Tables Inspected	_____	_____
Spectator Area Designated	_____	_____
Firing Stations Marked/Clean	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
First Aid Kit Filled/ Accessible	_____	_____
Restrooms Cleaned and Serviced	_____	_____
PA Systems Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Posted	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lights	_____	_____
Lockable Storage	_____	_____

Comments: _____

Approved by: _____ Title: _____

Appendix 4

San Juan Wildlife Federation

Range Safety Briefing

1. Always point the muzzle in a safe direction, either down range or in the upright position.
2. Treat every firearm as if it was loaded.
3. Keep your finger off of the trigger until you are ready to fire.
4. Know your target and what is beyond your target.
5. All firearms must be unloaded and actions open when not on the firing line.
6. No one is permitted to handle a firearm when people are down range.
7. Always be sure that you have the correct ammunition for your firearm.
8. Always establish one firing line.
9. Do not go down range on the Multipurpose Range (Bay 2) beyond 100 yards when shooting is in progress on the Benchrest Range (Bay 1) without coordinating movement with the shooters at Bay 1. Then activate the Range Warning Lights in Bay 2 before going down range. Deactivate the Range Warning Lights everyone is from down range.
10. Shooters and spectators will wear hearing and eye protection.
11. Shooters will control their emotions while on the range. This is a SAFETY issue and may result in expulsion from the range.
12. Shooting Events conducted according to the rules of recognized organizations, such as, but not limited to: NRA, IDPA, USPSA, SASS, ATA, 3GN etc. shall prevail if there is a conflict with these Range Rules.

Range Rules

1. No tracer, incendiary, armor piercing ammunition is allowed. If a magnet is attracted to the projectile, that ammunition is not authorized for use on SJWF ranges.
2. No exploding targets (Tannerite, etc.) are allowed except during Board authorized matches.
3. No alcoholic beverages allowed except as allowed by the RV & Camping Rules when the range is open for camping. (Appendix 10)
4. The following rules are for each range:
 - a. The indoor shooting range is the north end of the club house building. The portion that is the shooting range is from the south edge of the garage door and north. The maximum firing line from the permanent target butt is fifty (50) feet. This is inclusive of any portable targets. No shooting will take place south of the firing line.
 - b. The east canyon (Bays 3-11) is for handguns, rifles that shoot straight-walled handgun cartridges and shotguns. Handguns that use high velocity, bottle-necked rifle cartridges are NOT allowed for use in handgun bays.
 - c. The Benchrest Range (Bay 1) (closet to the building) on the main level is for rifles only.
 - d. The Multipurpose Range (Bay 2) on the main level is for all firearms.
 - e. The shotgun range is for shotguns only, thrown clay targets can only be shot on the shotgun range, except during Board authorized matches.
 - f. The shotgun patterning board is for shotguns only. Do not shoot slugs or buckshot at patterning board.
5. When shooting at the metal silhouettes, do not shoot at an angle, shoot straight at them. Stay at least 10 yards away from all general use steel targets when shooting at them.
6. Shotguns are not to be fired at backer board target holders, they are for rifle and pistol only.
7. Absolutely no shooting of any glass objects, wire spools, tables, chairs, port-a-potties or non-target equipment.
8. No capping or priming of muzzleloaders until on the firing line, except as allowed under #12 above.
9. All matches are open to the public unless otherwise stated.
10. All range scheduling must be approved by the Executive Officer.
11. The Executive Officer, Indoor and Outdoor Range Officers have total control of all range activities.
12. Whenever a regularly scheduled match is in progress on any of the ranges there shall be no shooting permitted on the adjacent range. However, the Match Director in charge may allow a shooter to use the adjacent range.
13. Members are responsible for having their guest(s) complete and sign a Hold Harmless and a range safety and rules form, and place the completed forms in appropriate box.
14. When you are finished shooting, remove your targets, put brass in the brass buckets, and trash in the trash cans.
15. All Members are responsible for safe range practices. In the event of any violation you should report it to a range officer or board member along with the particulars of the incident.
16. Anyone found to be abusing the range rules could have their range privileges suspended or revoked.

I have read and understand the above safety and range rules and agree to abide by them.

Signature

Printed Name

Date

Appendix 5

SAN JUAN WILDLIFE FEDERATION

PARTICIPANT INDEMNITY AND RELEASE AGREEMENT

(To be signed by each MEMBER and returned on the day of ACCEPTANCE)

In consideration of acceptance of my **Membership** in the **San Juan Wildlife Federation (SJWF)**, I release for myself and my heirs the *San Juan Wildlife Federation*, and its affiliates and subsidiaries, the SJWF officials, their agents, shareholders, officers, directors, insurers and employees ("Supporters") from all claims, demands, liabilities, damages or causes of action (including attorney's fees and court costs), of any nature including claims for loss of property, or death, injury or illness, arising out of my participation in any club (SJWF) or range activity. **THIS INDEMNITY AND RELEASE SPECIFICALLY INCLUDES A RELEASE OF AND AN INDEMNITY FOR THE NEGLIGENCE OF THE INDEMNIFIED PARTIES AND PARTICIPANTS.** I, the undersigned, acknowledge and agree that shooting sports involve a degree of danger and that property damage, personal injury and/or death may result therefrom, and as a result also agree to indemnify and release the Supporters from all such claims arising in strict liability as a result of any defective product and/or firearm that may cause injury to me during Club (SJWF) or Range activities.

SAFETY

I, the undersigned, acknowledge by my signature that I have read, understand and agree to comply with the Club (SJWF) Safety Rules and Regulations.

Printed Name

Signature

Date

I am the parent/guardian for _____, who is 17 years old or younger, and I agree to the terms as set forth above.

Printed Name

Signature

Date Signed

In case of an emergency please contact:

Name: _____ Emergency Phone: _____

Appendix 6 Injury Report Form

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

Telephone Number (Day): _____ Evening: _____

1. Describe nature and extent injury (specify parts of body): _____

2. Describe how the injury occurred: _____

3. Describe First Aid Given: _____

4. First aid was provided by (include names and phone numbers): _____

5. Disposition: (specify name of hospital, telephone numbers, time of transport, etc.): _____

6. Notification of next of kin (specify time, person contacted, and method): _____

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable)? _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

10. Witness Statements: interview witness separately. (Use attachments if needed)

A. Witness (name): _____

Statement Attached Yes _____ No _____

Address: _____

Phone Number (Day): _____ Evening: _____

B. Witness (name): _____

Statement Attached Yes _____ No _____

Address: _____

Phone Number (Day): _____ Evening: _____

11. Notes and Comments: _____

17. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up: _____

Name: _____ Title: _____

Date: _____

Signature: _____

Appendix 7

By-Laws

Additions and Changes

SAN JUAN WILDLIFE FEDERATION BYLAWS

The Constitution and Bylaws filed with the State Corporation Commission on March 19, 1981 are hereby repealed and replaced with the following new bylaws.

ARTICLE I-NAME

The name of the corporation is "San Juan Wildlife Federation", and is a 501(c)4 nonprofit corporation duly incorporated under the laws of the State of New Mexico with the principal office located in Farmington, NM and is hereinafter referred to as "corporation". The emblem of the corporation is the "Barbary Sheep" emblem.

ARTICLE II-PURPOSE

The Corporation is organized exclusively for charitable, benevolent, educational, scientific, wildlife conservation and experiential purposes to provide public firearms safety and shooting experiences for adults and youth, to sponsor public firearms safety and shooting events for the benefit of the communities, and to encourage and participate in the furthering of public firearms safety and hunter safety in public schools and in the communities of San Juan County, New Mexico.

ARTICLE III-MEMBERS

Section 1 Membership

Members of the corporation are defined as any person of legal majority age who has applied for membership (except "junior" member as defined below), has paid a membership fee, who is committed to the purpose of the corporation, who attends two (2) general membership meetings within a six-month period or one (1) membership meeting if sponsored by a member, and is accepted by a majority vote at the membership meeting.

Membership classes are: (1) Annual (including Family and Junior); and (2) Life.

Annual Memberships are for one (1) year from date of acceptance or renewal. Life memberships are for the natural life of the member and are awarded by the Board of Directors for exceptional and meritorious service to the Club.

An "Annual member" and "Life member" for the purpose of using corporation facilities includes spouse and minor children. An Annual member or Life member for the purpose of voting is the member of record or spouse, not to exceed one vote.

A "Junior" member is defined as any person under the age of 18, who has joined the San Juan Wildlife Federation Junior Club and is a member of the National Rifle Association (NRA). As junior members access to the range is only through supervised NRA activities.

Section 2 Membership Behavior Rules

1. Members must, at all times, follow corporation safety and range rules when using corporation facilities.
2. Members must complete a safety orientation prior to using corporation range facilities.
3. Members must instruct any guests they bring to the facilities in the general firearm safety and range rules. Members are responsible for the actions of their guests.
4. Members may bring one or more guests to corporation facilities provided that they pay a fee for each day's use (amount to be determined by the Board of Directors), sign an Indemnity and Release Agreement, abide by corporate range rules and are accompanied by a member while on corporate properties. Guests attending activities open to the general public would not be assessed a fee beyond the activity itself and would sign an indemnity and Release Agreement only if they were to participate in the event.
5. Members must follow all firearms competition rules set by the corporation and/or by the rules of any other governing organization.
6. Nonmember children and youth, under the age of 18, while supervised and mentored by a member, can use the SJWF range with no fee. Each child is required to have a hold harmless agreement (Indemnity and Release Agreement) signed by their parent or legal guardian prior to using the facility.

Section 3 Membership Renewal

The corporation expects membership renewal fees within thirty (30) days prior to the membership expiration date for the member to remain in good standing with access to corporation facilities. If unpaid 60 days after the renewal date the membership is inactivated. A membership renewed within 60 days after expiration will retain the same anniversary date. A membership renewed after 60 days will take the payment date as the new anniversary date.

Section 4 Membership Fees

Membership fees are set by the Board of Directors (Board); paid in legal tender.

Section 5 Membership Removal

A member may face disciplinary action, for behavior determined to be detrimental to the corporation, by a two-thirds vote of the Board present at a closed Board hearing.

The member in question and any other parties involved, shall be served notice of the hearing by registered mail no later than 14 days prior to the date of the hearing.

Section 6 Monthly Meeting

The corporation meets monthly at a general membership meeting to conduct usual and ordinary business that may come before it. All members are entitled to attend and participate in these meetings. No meeting notices are given other than the annual schedule of members' meetings or those notices that may be listed in the monthly newsletter.

Section 7 Annual Meeting

The annual meeting of the membership of the corporation will be called pursuant to the articles of these bylaws. This annual membership meeting shall be held in January of each calendar year at the regular monthly membership meeting. The purpose of this meeting is to elect board members and corporate officers whose terms expire.

Section 8 Special Meeting

A special meeting of the membership shall be called by the Secretary upon the written request made by a majority of the Board of directors or upon receipt of a written petition signed by at least one half of the registered members of the corporation. The number of registered members shall be determined with reference to the list maintained by the Secretary (or other official duly appointed by the Board) of the corporation as of the time or receipt of the petition. Such special meeting shall be held within forty (40) days from the date of the request. No business shall be transacted at a special meeting except those matters that have been included in the notice of the special meeting. The Secretary shall issue the notice of the meeting within thirty (30) days of the date of the request. Such notice shall be made by postal mail and/or electronic mail and shall meet this requirement if mailed within the time limit specified above and if it specifies the purpose and agenda of the special meeting.

The failure of any member to receive this notice shall not invalidate any action taken at the meeting. If the Secretary fails to give notice of the meeting within (30) days from the day on which the request was made, the person who requested the meeting may fix the time and place, and purpose of the meeting and give notice in the manner herein provided. As part of the record of the meeting, a copy of the notice and its mailing date will be kept.

Section 9 Adjournments

If any meeting of the members is adjourned to another time or place, no notice as to such adjourned meeting need be give other than by announcement at the meeting at which such adjournment is taken.

Section 10 Voting Rights

Each member shall be entitled to cast one vote upon each matter submitted to a vote at a meeting of members. The various membership classes and their voting rights are defined in Section 1 of this Article. Voting by proxy shall not be permitted. A simple majority of the members voting are needed to pass a proposal.

Section 11 Order of Business for Monthly Meetings

The order of business for corporation meetings shall be as set out in the most current edition of Robert's Rules of Order with addition of special corporation requirements, such as, but not limited to the Pledge to the Flag of the United States, at the beginning of all meetings. Any other member has the right to be heard before a member previously speaking may be allowed to retake the floor. The President or President Pro-Tem may regulate the amount of allotted time for each speaker.

A Parliamentarian may be appointed by the President or President Pro-Tem and shall rule on all parliamentary questions.

ARTICLE IV-BOARD OF DIRECTORS-EXECUTIVE COMMITTEE

Section 1 Number and Qualifications

The Executive Committee consists of President, Vice President, Executive Officer, Secretary, Treasurer, and 6 Board Members. Only the 6 Board Members and in the case of a tie, the President or President Pro-Tem may vote on items of business brought before the Executive Committee. The Executive Committee shall manage the business of the corporation.

Section 2 Term

Board members are elected to three (3) year terms, two elected each year and Corporate officers are elected to two year terms. General officer elections will be held in January. Special elections are permitted when deemed necessary by a majority vote of the board. Officer's terms begin at the first Executive Committee meeting following their election. The Secretary shall record the names of the directors and their terms and shall maintain such record on a monthly basis and shall be the final authority for the beginning and expiration of all directors' terms. The Treasurer is appointed by a majority of the Board and is not subject to election.

Section 3 Vacancies

Vacancies in the Executive Committee shall be filled by special election at the next regularly scheduled general meeting of the corporation. The replacement shall serve the remainder of the un-expired term of their predecessor.

Section 4 Compensation

Directors may not be paid compensation for their services rendered as directors, except to the extent of expenses incurred in connection with such services. Nothing herein shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation there from.

Section 5 Removal

Any officer of the corporation may be removed from office for cause by a two-thirds vote of the directors. The notice of such meeting shall be as outlined in Article III, Section 3.

Any officer of the corporation may resign by announcement at any meeting of the board, either in person or by letter addressed to the Secretary.

Section 6 Recall

Individual directors and officers are subject to recall by the general membership.

1. A recall petition, stating the reasons for recall and signed by at least twelve (12) per cent of the membership must be presented to the Secretary. The Secretary must review the petition and verify that all signatories are current members. The petition will not be accepted if the signature requirement is not met.

2. When the petition is verified and accepted, the Secretary will schedule the recall vote for the next regularly scheduled membership meeting that will occur after two (2) consecutive notices in the monthly newsletter.
3. A two-thirds majority of the members voting in the recall is required to remove the director(s) or officer(s).

Section 7 Voting

Each director of the Board shall be entitled to cast one vote upon each matter submitted to a vote at a meeting of the Board. In the case of a tie the President or President Pro-Tem shall cast the deciding vote. There is no voting by proxy however video or phone conferencing is acceptable.

ARTICLE V-MEETINGS OF THE EXECUTIVE COMMITTEE

Section 1 Meetings

The Executive committee shall meet monthly. Each officer will be notified of all board meetings. The President in consultation with the committee will determine meeting locations, dates and times. Regular monthly meetings may be specified yearly in advance by the President, which complies with notice requirements, with only changes from this schedule requiring notice to each director as stated above.

Section 2 Quorum

A majority of the directors currently holding office, present at a meeting is a quorum for the transaction of business. In the absence of a quorum no business can be conducted.

Section 3 Special Directors Meetings

A special meeting of the Board may be called for any purpose at any time by the President or by one or more directors. Upon written request, delivered by registered mail or in person, to the President or the Secretary, such officer will give notice of a meeting to be held within 30 days of such notice. Directors shall receive, at a minimum, two (2) days notice of such meeting.

Section 4 Standard of Conduct

Liability Standard

Directors shall discharge the duties of their position in good faith and in a manner that is in the best interests of the corporation.

Reliance

Directors are entitled to rely on information provided to them by the corporation or its representatives, by legal counsel, accountants, or other professional advice, or by committees of the board.

ARTICLE VI-OFFICERS

Section 1 Election and Qualifications of the Executive Committee and Range Officers

The elected officers of the corporation shall be a President, Vice President, Executive Officer, Secretary, Outdoor Range Officer, Indoor Range Officer, and Chief Instructor, who shall be nominated and seconded at the regular meeting of the corporation. The Board may appoint additional officers, from time to time as required by the needs of the corporation. Any person may hold more than one office, except no person shall hold both the offices of President or Vice President or Executive Officer and Board Member at the same time. At least one (1) year experience as a Corporate Officer or Board Member is a prerequisite to being elected President.

Due to the technical nature of the office, the Treasurer is selected by a majority vote of the Board of Directors.

Section 2 Expectation of Service

It is expected that Executive Committee members attend the scheduled Executive Committee and General Membership meetings.

ARTICLE VII-DUTIES AND POWERS OF THE BOARD OF DIRECTORS

Section 1 Governing

The Board of Directors shall govern the affairs of the corporation. It shall make all necessary rules and regulations to manage the corporation and to provide guidance to the officers, employees, and agents of the corporation. Such rules and regulations are in accord with New Mexico law, Certificate of Incorporation, and corporation bylaws and will be printed and kept on file by the Secretary.

Section 2 Capital Structure

The Executive Committee is authorized to take action in soliciting and accumulating funds for the operation of the corporation by various methods including but not limited to:

- *Annual membership contributions
- *Unlimited donations
- *Fundraising benefits
- *Endowments
- *Grant proposals
- *Funding applicable to the business of the corporation.

ARTICLE VIII-DUTIES OF OFFICERS

Section 1 President

The President shall be the chief officer of the corporation and shall:

- a) Conduct the business of the San Juan Wildlife Federation in a manner that reflects, and is consistent with, the mission and philosophies of the corporation.

- b) Convene and chair all annual and regular Members', Executive Committee and Board of Directors' meetings and any special meetings, shall carry the business of the group forward to achieve the purpose of the meeting.
- c) Shall state motions and repeat votes or decisions for clarification.
- d) See that all orders and resolutions of the board and members are carried into effect.
- e) Sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments except in cases in which the authority to sign and deliver is required by law to be exercised by another person or as otherwise set forth herein.
- f) Whenever necessary, certify all proceedings to the Executive Committee and its members.
- g) Perform other duties as deemed necessary by the Board.

Section 3 Vice President

The Vice President shall:

- a) Perform the duties of the President during the absence or disability of the President.
- b) Chair the Nominating Committee.
- c) Perform other duties as deemed necessary by the board.

Section 4 Secretary

The Secretary shall:

- a) Attend meetings of the Executive Committee and of the members and shall record, or cause to be recorded, all proceedings thereof in electronic or hard copy format.
- b) Conduct the business of the San Juan Wildlife Federation in a manner that reflects, and is consistent with, the mission and philosophies of the corporation;
- c) Maintain all legal documents and rules of the organization;
- d) Shall maintain, approve, or cause to be provided, a membership list and a list of directors, officers and the expiration of their terms.
- e) The Secretary may nominate for board approval clerks to assist in the Secretary's duties as required, including for membership and newsletter.
- f) Shall sign as Secretary, with the President, all notes, deeds, conveyances or real estate, and any other legal documents.
- g) Perform other duties as deemed necessary by the Board.

Section 5 Treasurer

The Treasurer shall be the chief financial officer of the corporation and shall:

- a) Conduct the business of the San Juan Wildlife Federation in a manner that reflects, and is consistent with, the mission and philosophies of the corporation.
- b) Keep accurate financial records of all accounts for the corporation.
- c) Oversee deposit of all money, drafts, and checks in the name of and to the credit of the corporation in the banks and depositories designated by the Executive Committee.
- d) If needed, endorse for deposit, all notes, checks and drafts received by the corporation as ordered by the Executive Committee.
- e) Render to the members of the Executive Committee, whenever requested, an account of all transactions by the Treasurer and of the financial condition of the corporation.
- f) Shall submit all accounts and registers for an annual audit.
- g) Perform other duties as deemed necessary by the Board.

Section 6 Executive Officer

The Executive Officer shall have charge of all ranges and scheduling of all range activities and is Chair of the range committee.

- a) The Executive Officer shall conduct meetings in the absence of the President and Vice-President.
- b) The Executive Officer shall perform other duties prescribed by the Board or by the President.

Section 7 Outdoor Range Officer

The Outdoor Range Officer, under the direction of the Executive Officer, is responsible for the maintenance of the outdoor range, out buildings and related equipment.

Responsibilities include:

- a) Emptying trash barrels and depositing trash in the nearest container.
- b) Maintaining the entrance and interior roads
- c) Caring for and replacing targets and backboards
- d) Perform other duties as deemed necessary by the Executive Officer.

Section 8 Indoor Range Officer

The Indoor Range Officer, under the direction of the Executive Officer, is responsible for the maintenance of the clubhouse, indoor range and related equipment.

Responsibilities include:

- a) Emptying trash barrels and depositing trash in the nearest container
- b) All building maintenance including maintaining proper temperature
- c) Ensuring facility is clean
- d) Caring for and filling water cooler and soda machine
- e) Monitoring propane tank and ordering refills as needed
- f) Caring for and replacing targets and backboards
- g) Perform other duties as deemed necessary by the Executive Officer.

Section 9 Chief Instructor

The Chief Instructor oversees all instruction and shall perform other duties as deemed necessary by the Executive Committee.

ARTICLE IX-ACCOUNT, PROGRAM AND ACTIVITIES MANAGEMENT

The financial accounts shall be managed by the Board. The accounts may include those listed below or others as deemed necessary by the Board.

- * General
- * Building and Construction
- * Range
- * Conservation

1. All income shall be received into the General Account, or other accounts specified by the board, and disbursed thereafter by instruction of the Board.
2. Fees may be set by the Board for the use of corporate property.
3. All new programs and activities that provide income and/or incur expenses, including budget for same, must have prior approval of the Board of Directors at any regular or special meeting in accordance with the guidelines set forth in this Article.
4. Board expenditures exceeding \$5,000.00 must have prior approval of the general membership at any regular or special meeting.
5. All operating expenses are paid when due without prior Board approval.
6. Dues to established affiliated organizations are paid without prior Board approval.
7. The President may expend up to \$100.00 and the Chief Instructor up to \$50.00 for corporate business. The Executive Officer may expend \$500.00 for range operation and upkeep. All other expenditures must be presented to the Board or general membership for approval. The board can alter these amounts as necessary.
8. All expenditures must be signed by one of the four following signatories: President, Vice President, Executive Officer or Treasurer.
9. All shooting disciplines will submit a quarterly report, with payments, as required to the Executive Officer. The Executive Officer will report to the Treasurer.
10. The Board may deem certain activities as outside the normal definition of a guest as defined in Article III Section 2(4) and may assess fees, documentation or other requirements as deemed necessary for the benefit and protection of the corporation.

ARTICLE X-COMMITTEES

Section 1 Authorization

A resolution approved by the affirmative vote of a majority of the Board present at any Board meeting, may establish standing and ad-hoc committees for specified purposes. A committee may have the authority of the Board in the management of the business of the corporation, to the extent provided in the motion. Committees are subject at all times to the direction and control of the President and the Board.

Section 2 Membership

Committee members shall be natural persons (not corporate or other such entity). Committees shall consist of one or more Officers, or members, of the corporation appointed by the affirmative vote of a majority of the directors or members present.

Section 3 Quorum

A majority of the appointed members of the committee present at a meeting shall constitute a quorum for the transaction of business.

Section 4 Minutes

Minutes of committee meetings shall be made available to the Executive Committee.

Section 5 Nominating Committee

A nominating committee shall be appointed by the Vice-President at least two (2) months prior to the annual members' meeting.

1. The committee will prepare a slate of director and officer candidates from the list of current members for the December Executive Committee meeting.
2. The Board of Directors will prepare and present a slate of candidates for the annual membership meeting to replace those directors and officers who terms expire.

Section 6 Range Committee

The Range Committee shall consist of the Executive Officer, as Chairman, the Outdoor Range Officer, the Indoor Range Officer, the Match Directors of each shooting discipline or their designees, and one member at large.

ARTICLE XI-RANGE USE

All firearms competition held by the corporation or on corporation facilities shall be governed by the rules of the corporation and/or by the rules of the governing discipline. The basic competition rules are those of the National Rifle Association (NRA).

Facilities of this corporation may not be used by anyone for any purpose, or by any government entity for military use, unless approved in advance by the Board.

ARTICLE XII-MISCELLANEOUS

Section 1 Board of Directors Register

The corporation shall keep at its registered office, at the residence of the Secretary, or at another place within New Mexico determined by the Committee: a Board of Directors' register (electronic file and hard copy) not more than six (6) months old containing the names and addresses of all directors.

Section 2 Other Documents

The corporation shall keep at its registered office, at the residence of the Secretary, or at another place within New Mexico determined by the Committee, original or copies of:

- a) Records of all proceedings of the Executive Committee and general membership meetings.
- b) Its Certificate of Incorporation, bylaws, official documents and all amendments currently in effect.
- c) Financial statements for the last five (5) years, including at minimum, a balance sheet as of the end of each fiscal year and a statement of income for each fiscal year.

Section 3 Execution of Instruments

All deeds, mortgages, notes, checks, contracts, or other instruments shall be signed on behalf of the corporation by any two of the following; President, Vice President, Secretary, Treasurer or any such officer, person or persons as may be designated by the Board.

ARTICLE XIII-FISCAL PROCEDURE

Section 1 Fiscal Year

The fiscal year of this corporation shall begin on January 1 of each year and end on December 31 in the same year.

Section 2 Annual Audit

Each year during the month of November, an audit of the property, books, and accounts of the corporation shall be conducted as directed by the board. This audit will be presented for approval at the December board and membership meeting of each year.

ARTICLE XIV-AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the Members present at any membership meeting, if at least thirty (30) days written notice is given of intention to alter, amend, or repeal, or to adopt new bylaws at such meeting.

THESE BYLAWS WERE ADOPTED as and for the Bylaws of a New Mexico Non-Profit Corporation on the 21st day of January, 2013. These Bylaws are effective on the date adopted.

Attested By:

William Standley

President

Karen Standley

Secretary

Appendix 8

POLICIES

There will be a \$25 deposit on the key card that is refundable upon surrender of the card.

You may be required to produce ID to prove who you are when on the range.

If someone gets caught using your card, the card will be deactivated, the membership will be revoked and the deposit forfeited.

Memberships include spouses or minor children that live at home, NOT grown children or other relatives.

Range personnel and safety officers *must* be obeyed at all times.

Please observe the range rules on each of the ranges.

Shotgun Range (12):

The shotgun range is used only during scheduled shooting hours.

Casual plinking may be done on the west side where the hand throwers are located.

Under no circumstances is the shotgun range to be used for any other shooting activities.

Benchrest Range (1):

The 100 yard benchrest range (the range located immediately to the east of the main building) is for rifles only. No handguns of any type are allowed.

General Purpose Range (2):

Also known as the “long range”. This range is for all shooting activities.

Pistol Range (Bays 3-11):

Also known as the “east canyon range” or “lower range”. This range is for straight walled handgun cartridges, rifles that use straight walled handgun cartridges and shotguns used for Cowboy action. No *rifles or handguns that use high-velocity bottle-necked rifle cartridges allowed*. Low pressure, low velocity bottle-neck cartridges normally associated with the “cowboy” calibers and designed for use in both rifles and handguns (e.g. 32-20, 38-40, 44-40) are exempt. The only exception to the high velocity rifle cartridge rule is 5.56mm/.223 Cal “modern rifles” may be used in the North facing bays (Bays 3-7) during the conduct of 3 Gun matches that under the supervision of a Board of Directors approved Match Director.

Indoor Range:

This range is for organized shooting only. It is open for use only during the designated times.

Pick up all expended brass and deposit in the brass buckets or cans provided.

When a match is being conducted, that particular range is closed to everyone except competitors. Match Directors may approve non-match participants on a case by case basis.

Match Directors are required to report to the BOD and Membership on match results and fees must be turned in to the Treasurer at least quarterly.

There is a \$30 fee to use the club house for activities.

For special matches there is a \$15 fee per competitor to be paid to the San Juan Wildlife Federation.

Target boards are not to be shot at with a shotgun. A shotgun pattern plate is located southwest of the shotgun range. Do Not shoot the patterning board with shotgun slugs or buckshot.

Props and target stands are to be returned to their original location after use.

Props and equipment built or purchased by a specific shooting discipline are the property of that discipline.

Permission to use or remove equipment of a specific shooting discipline must be obtained from the Executive Officer prior to the use or removal of said equipment.

Appendix 9

Range Protection Act

NEW MEXICO – N.M. STAT. ANN. § 17-8-1 ET SEQ.

17-8-1. Short title.

This act [17-8-1 NMSA 1978] may be cited as the "Sport Shooting Range Act"

17-8-2. Purpose of act.

The purpose of the Sport Shooting Range Act [17-8-1 NMSA 1978] is to protect the normal operation and use of sport shooting ranges by establishing when a person who owns, operates or uses a sport shooting range is liable for civil penalties.

17-8-3. Definition.

As used in the Sport Shooting Range Act [17-8-1 to 17-8-6 NMSA 1978], a "sport shooting range" is an area designed and operated for the use of rifles, shotguns or pistols as a means of silhouette, skeet, trap, black powder or other sport shooting or firearms training.

17-8-4. Immunity from nuisance actions based on noise or noise pollution.

A. The use or operation of a sport shooting range shall not be enjoined as a nuisance on the basis of noise or noise pollution:

(1) if the sport shooting range is in compliance with noise control statutes, rules or ordinances that apply to the range and its operation at the time that the initial operation of the range commenced;

(2) due to changes made to noise control statutes, rules or ordinances that apply to the sport shooting range and its operation, if the changes take effect after the initial operation of the range commenced; or

(3) if noise control statutes, rules or ordinances were not in effect at the time that the original operation of the sport shooting range commenced.

B. The use or operation of a sport shooting range may not be enjoined as a nuisance on the basis of noise or noise pollution by a person who acquires an interest in real property adversely affected by the normal operation and use of a sport shooting range that commenced operation prior to the time the person acquired the interest in real property.

17-8-5. Local government authority.

The provisions of the Sport Shooting Range Act [17-8-1 NMSA 1978] shall not prohibit a local government from regulating the location and construction of sport shooting ranges after July 1, 2002.

The provisions of the Sport Shooting Range Act [17-8-1 NMSA 1978] do not apply:

A. to recovery for an act or omission relating to recklessness, negligence, wanton misconduct or willful misconduct in the operation or use of a sport shooting range;

B. to a nuisance action on the basis of trespass involving the operation or use of a sport shooting range;

C. to the operation or use of a sport shooting range that substantially and adversely affects public health or public safety; or

D. if there has been a substantial change in the primary use of a sport shooting range.

Effective date. The effective date of the provisions of this act is July 1, 2002.

Appendix 10

RV and Camp Ground Rules

1. As necessary, you will be assigned a camping space.
2. Camping is limited to participants of a scheduled shooting event.
3. Quiet hours are from 10 PM to 6 AM.
4. After hours access is through the main gate. Please obtain a gate code from the office.
5. All trash must be placed in provided trash containers.
6. Pets should be leashed during active shooting hours and under control at all times. Pet waste will be removed by owner.
7. Gray water discharge is permitted provided pooling does not occur.
8. There are limited electrical hooks ups. Fee is \$10 per day.
9. Consumption of alcoholic beverages is restricted to the RV/Camping Areas, or as permitted by the SJWF Board of Directors.

Appendix 11

SJWF Membership Application

Key Card #: _____
Old Card #: _____

MEMBERSHIP APPLICATION
San Juan Wildlife Federation
P.O. Box 1411, Farmington, NM 87499-1411

Membership: \$ _____
Card Deposit: \$ _____
NRA Mem: \$ _____
Total: \$ _____
Chk : _____, Cash, CC

NAME _____ AGE _____ DATE of Appl _____

ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ SPONSOR _____

NRA MEMBER Y OR NO (Grde One) NRA NUMBER _____ EXP DATE _____

NEW MEMBERSHIP
RENEWAL
CARD REPLACEMENT

1ST MEETING DATE _____ 2ND MEETING DATE _____

(NRA MEMBERS RECEIVE A 50% DISCOUNT ON THE PREVAILING ANNUAL DUES)