

**The 2024 MRPC By-laws were voted on, as written below, at the general membership meeting held on 10 December 2024.**

**The By-laws were passed by unanimous vote.**

# The By-Laws of the Meade Rifle and Pistol Club

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## **ARTICLE I**

### **NAME**

The name of this organization is the Meade Rifle and Pistol Club, Inc.

## **ARTICLE II**

### **OBJECTIVES**

The objectives of the Meade Rifle and Pistol Club (hereinafter “MRPC” or “Club”) are to instill and foster in the membership those habits of self-discipline, cooperation, and responsibility essential to the safe handling and care of firearms and to provide the membership with organized educational and recreational marksmanship training programs.

## **ARTICLE III**

### **MEMBERSHIP**

#### **SECTION 1. TYPES OF MEMBERSHIP**

The membership will consist of regular and family members. Members’ eligibility will not be dependent on race, creed, color, sex, or national origin. MRPC activities are primarily conducted for the benefit of members of the Department of Defense (DoD) family (to include active and retired National Security Agency/Central Security Service [NSA/CSS] employees); active and retired military personnel; veterans; active and retired DoD civilians; active and retired DoD contractors; dependents and surviving spouses of the foregoing; and those actively engaged in the reserve components).

- A. Regular Membership – Regular membership is open to all members of the public who can lawfully own firearms in the United States. Regular members are authorized to participate in the management of MRPC affairs, i.e., to hold office and to vote on all matters, subject to membership voting, in which the MRPC has an interest.
- B. Family Membership – Family membership is open to dependents under 21 years of age and spouses of regular members. Family members may use the facilities and have the privileges extended to active members but may not hold office or vote on matters in the operation or management of the MRPC.

#### **SECTION 2. MEMBERSHIP REQUIREMENTS**

All applications for membership are subject to the approval of the Membership Secretary. The membership requirements are as follows:

- A. Applicants must be able to lawfully own and possess a firearm in the United States.
- B. Applicants cannot be felons or have renounced their U.S. citizenship.

- C. Applicants, except for family members, must be members of the National Rifle Association of America (NRA).
- D. Applicants, other than dependents of regular members, must have reached their 17th birthday by the time they are accepted into the MRPC.
- E. Applicants must complete an MRPC-approved range safety briefing.
- F. Applicants must possess an MRPC membership card to be considered an active MRPC member. The MRPC membership card is issued upon completion of the range safety briefing.
- G. Applicants must not be a member of a subversive organization listed by the Federal Bureau of Investigation (FBI).

**SECTION 3. ACCEPTANCE OF APPLICANT**

An applicant will be accepted by the MRPC and may participate in MRPC activities when the membership requirements are met and the first year's membership fees have been paid.

**SECTION 4. MEMBERSHIP YEAR**

The membership year is 1 January through 31 December of each year.

**SECTION 5. MEMBERSHIP RENEWAL**

MRPC memberships are renewed annually. Applications will be sent to active members when they renew (electronically through online renewal). Membership renewal applications and annual fees must be submitted to the Membership Secretary by 31 December, with a following grace period for renewal of 30 days. Members must possess a renewed membership card on 1 February to continue as active members.

**ARTICLE IV**

**OFFICERS AND EXECUTIVE BOARD**

**SECTION 1. ELECTED OFFICERS**

The elected officers of the MRPC will be President, Vice President, Executive Officer, Secretary, Membership Secretary, Treasurer, and Chief Range Officer, elected in this order. In the absence of the President and the Vice President, the next elected officer present will preside. All elected officers must be members in good standing of the MRPC.

**SECTION 2. QUALIFICATION REQUIREMENTS**

All MRPC offices may be held by any current and paid regular member, and his/her DoD affiliation will be part of his/her nomination process to ensure MRPC maintains its service to NSA and DoD personnel (current and former).

**SECTION 3. EXECUTIVE BOARD**

The Executive Board will be composed of the officers set forth in Article IV, Section 1. The Executive Board will meet, as determined by the President, to carry out the management of MRPC affairs.

## **ARTICLE V**

### **MAIN DUTIES OF OFFICERS**

#### **SECTION 1. PRESIDENT**

The President will be the chief officer and will preside at all meetings of the MRPC and of the Executive Board. The President will monitor and advise all elected officers of their duties. The President will perform all other duties not expressed herein, as they usually pertain to the office of the President, to the best of the President's ability and for the best interests of the MRPC.

#### **SECTION 2. VICE PRESIDENT**

The Vice President will assist the President in the discharge of the President's duties and will perform all the duties and assume all the responsibilities of the President during the President's absence. Should the President's absence become permanent, the Vice President will assume all the duties and responsibilities of the President and may appoint a temporary Vice President until such time as the change in the Executive Board can be voted on by the membership. The Vice President will also act as the MRPC expert in parliamentary procedures, rules, and debate according to Robert's Rules of Order, as indicated in Articles XI, XII, and XV.

#### **SECTION 3. EXECUTIVE OFFICER**

The Executive Officer will oversee the various committee activities and the overall MRPC shooting programs. The Executive Officer will coordinate MRPC programs with the NRA and the Corporation for the Promotion of Rifle Practice and Firearms Safety (also known as the Civilian Marksmanship Program [CMP]).

#### **SECTION 4. SECRETARY**

The Secretary will conduct all official MRPC correspondence, publish notices of all meetings, and prepare and maintain a complete record of all membership and Executive Board meetings by taking minutes at meetings to include recoding votes. The Secretary will maintain MRPC files and records and information on MRPC members, as deemed necessary by the Executive Board.

#### **SECTION 5. MEMBERSHIP SECRETARY**

The Membership Secretary will maintain all MRPC membership records, provide membership applications to prospective members and current members for membership renewal, and provide membership cards to members upon their completion of the application process and the range safety briefing.

#### **SECTION 6. TREASURER**

The Treasurer will be responsible for receiving and disbursing all MRPC funds, as approved by the membership or the Executive Board. The Treasurer will deposit and account for all funds in accordance with the guidelines set forth by the Executive Board. The Treasurer will provide a report at membership meetings and at such times as the President may direct of all receipts and disbursements and the current account balances.

## **SECTION 7. CHIEF RANGE OFFICER**

The Chief Range Officer will be the direct contact and liaison with range control and will have the responsibility for preparing and maintaining the range schedule for all shooting programs and events. The Chief Range Officer will also be responsible for maintaining a list of qualified MRPC range officers and will ensure that only qualified range officers are conducting MRPC shooting events. MRPC range officers assigned to events will be identified on the range schedule. The Chief Range Officer ensures all MRPC shooting events are conducted in accordance with appropriate guidelines and that MRPC gear (targets, canopies, etc.) are used correctly to avoid safety issues and damage to MRPC property.

## **ARTICLE VI**

### **SPECIAL INTEREST POSITIONS**

#### **SECTION 1. CHIEF INSTRUCTOR**

The Chief Instructor will have the responsibility of training all MRPC members in safety and/or firearms handling and marksmanship. The Chief Instructor will plan, register, conduct, and report upon all such courses and programs; maintain records on safety, marksmanship, and NRA instructor qualifications of all MRPC members; and be responsible for issuing all training and qualification certificates. The Chief Instructor will coordinate with the Vice President for supplies and will not spend or commit MRPC funds without prior approval of the Executive Board. The Chief Instructor may appoint any qualified MRPC members as assistant instructors.

#### **SECTION 2. ASSOCIATED GUN CLUBS OF BALTIMORE (AGC) DELEGATE**

The AGC Delegate will attend all Trustee meetings at the AGC and advance the goals of the MRPC at the AGC. The Delegate will take notes for the AGC meetings and advocate for the MRPC in all discussions. The Delegate will report to the MRPC on AGC matters.

## **ARTICLE VII**

### **AFFILIATIONS**

The MRPC is affiliated with the NRA. The MRPC may also affiliate with state, local, and other national organizations which promote marksmanship and firearms safety programs, as appropriate.

## **ARTICLE VIII**

### **DUES AND FEES**

#### **SECTION 1. ANNUAL MEMBERSHIP DUES**

The Executive Board will recommend the MRPC dues for the following membership year at the September quarterly membership meeting. The dues must be approved by a majority vote of MRPC members present.



## **SECTION 2. FEES**

The Executive Board may recommend fees for specific purposes at any MRPC membership meeting. MRPC membership must be notified 7 days in advance of a membership meeting when a new fee or change in existing fee(s) will be proposed via written or electronic method. The notice must contain a complete description of the fee or change in fee(s) to be proposed. Approval of the new or changed fee(s) must require two-thirds approval of the voting members present. Pass-through fees (those set by an affiliated organization) are not subject to membership approval.

## **ARTICLE IX**

### **SEPARATIONS AND REINSTATEMENTS**

#### **SECTION 1. FAILURE TO RENEW MEMBERSHIP**

Any member dropped from MRPC rolls because of failure to renew his/her membership, as specified in Article III, Section 5, must submit a new application for membership. As a new applicant, the member is required to demonstrate he/she meets all membership requirements listed in Article III, Section 3, and pay the current year membership fees before being reinstated.

#### **SECTION 2. LEAVE OF ABSENCE**

Members in good standing leaving the area for occupational or serious health reasons may request inactive status, in writing or via electronic method, to the Executive Board. Inactive status may be granted for a period of up to 3 years. Members in this status are free from all MRPC dues and fees and may regain active membership upon written request and payment of current year dues and fees.

## **ARTICLE X**

### **MEETINGS, NOTICES, AND QUORUMS**

#### **SECTION 1. GENERAL MEMBERSHIP MEETINGS**

The MRPC will have general membership meetings not less than once per quarter of the membership year. Bi-monthly meetings will normally be held on the second Tuesday of February, April, June, August, October, and December. An increased frequency of meetings may be approved by a majority vote of active members present at regular or special meetings without amendment of the By-Laws. Tentative meeting dates will be included on the MRPC range schedule, with instruction to members to contact the MRPC Secretary for updated meeting dates, locations, and times.

#### **SECTION 2. SPECIAL MEETINGS**

Special MRPC meetings may be called by the President to consider urgent MRPC business. The President may also call for a special meeting upon receiving a written request of 15 or more active regular members. Notices for special meetings will state the subject(s) to be presented for action. No other MRPC matters will be presented or acted upon at a special meeting.

### **SECTION 3. EXECUTIVE BOARD MEETINGS**

The Executive Board will meet at the call of the President or when deemed necessary by the Executive Board.

### **SECTION 4. NOTICES**

Notices of special meetings will be sent to the last known email address of each active member not less than 7 days before the meetings. Notices of general quarterly meetings will have tentative dates documented on the MRPC range schedule with instructions to call the MRPC recorder for updates on meeting dates, locations, and times.

### **SECTION 5. QUORUM**

Twenty active voting members will constitute a quorum at general and special membership meetings. All members attending regular or special meetings must sign the register. Four officers of the Executive Board will constitute a quorum for Executive Board meetings.

In the event that a quorum cannot be met during a quarterly meeting, the requirements for a quorum for the next meeting will be two active MRPC officers plus five active members.

## **ARTICLE XI**

### **ORDER OF BUSINESS**

#### **SECTION 1. GENERAL MEMBERSHIP MEETINGS**

The following order of business will be observed:

1. Quorum verification.
2. Roll call of officers.
3. Welcome to new members and visitors.
4. Reading of the minutes of the last meeting.
5. Reports of the officers.
6. Reports of the committees.
7. Communications read and disposed of.
8. Unfinished business.
9. New business.
10. Adjournment.

## **ARTICLE XII**

### **NOMINATIONS AND ELECTIONS**

#### **SECTION 1. NOMINATIONS**

Elections will be held annually. The Executive Board will prepare a slate of submitted nominations for all elected positions. Nominations for an elected position may be submitted to the Executive Board for consideration prior to the election. Nominations submitted to the Executive Board may include a short biography or brief statement regarding a member's desire and qualifications to run for office. The MRPC will email the election meeting date notification and slate of nominees, along with submitted biographies/statements to a member's email address of

record 30 days prior to the elections. In the absence of an adequate number of nominees, nominations may be made from the floor at the election meeting by any active voting member. Nominees must be present at the election meeting and must indicate their desire to serve. No individual can be nominated for more than one elected position.

## **SECTION 2. ELECTIONS**

The annual election of officers will occur at the general membership meeting in February. Newly elected officers will assume their offices after the meeting adjourns. A secret ballot will be used unless the sense of the meeting attendees is that secret ballots are not required. Nominees with a majority vote of voting members will be elected. If no nominee for a specific office receives a majority vote, a second vote for the two nominees with the most votes in the first vote will be taken.

# **ARTICLE XIII**

## **DISCIPLINE**

### **SECTION 1. COMPLAINTS AGAINST MEMBERS**

A member or members having a complaint to make against another member or members for an infraction of these By-Laws, MRPC rules, range rules, or conduct prejudicial to the best interests of the MRPC must make such complaint in writing, addressed to the Executive Board. The complaint must set forth the facts of the case, including the names and addresses of witnesses, if available.

### **SECTION 2. EXECUTIVE BOARD REVIEW**

After receiving a complaint, the Executive Board will meet as soon as is practical to investigate the complaint; however, this meeting must be held not later than 1 month after receiving the complaint. There will be two separate meetings, one with the plaintiff(s) and one with the defendant(s). After the two meetings, the Executive Board will prepare its findings and recommendations in writing to be submitted to the general membership as a motion.

### **SECTION 3. EXPULSION**

A member may be expelled or placed on probation by a two-thirds vote by active voting members at a general membership or special meeting if found guilty of an offense listed in Article XIII, Section 1. A member expelled from the MRPC under Article XIII will be barred from all MRPC activities and properties. A member who has been expelled may re-apply for membership by applying in writing to the Executive Board. Acceptance of the application will be voted on at the next quarterly meeting after a report and recommendation are heard from the Executive Board. Acceptance of the application will require a two-thirds majority vote by active voting members at a general membership or special meeting.

### **SECTION 4. MRPC OFFICERS**

An officer failing to perform his/her duties, as outlined in Article V, may be removed from office by a two-thirds vote of the members present at a special meeting called specifically for this purpose. The involved officer will be given at least 15 days' notice of the special meeting

and will be advised of its purpose, place, and time. The officer will be given a full hearing before the vote.

## **ARTICLE XIV**

### **AMENDMENTS**

#### **SECTION 1. PROCEDURE**

These By-Laws may be amended or new By-Laws may be made by putting the same in writing to the chairman of the By-Laws Committee. After being formulated by the By-Laws Committee and reviewed by the Executive Board, a notice of pending amendments or changes, with a brief description of change, will be sent via written or electronic method to all members prior to voting on same. The additions and amendments will be voted on at a general membership meeting. At this meeting, the By-Laws Committee will submit the motion in writing.

## **ARTICLE XV**

### **MRPC RULES OF ORDER**

#### **SECTION 1. REFERENCE**

All questions of parliamentary practice not provided herein will be determined in accordance with Robert's Rules of Order, 12<sup>th</sup> Edition.

#### **SECTION 2. MOTIONS AND RESOLUTIONS**

No main motion or resolution will be stated unless moved by two members or be opened for consideration until stated by the President. When a question is before the MRPC, no motion will be received, except for the following:

1. To lay on the table.
2. Previous question.
3. To postpone indefinitely.
4. To postpone to a specified time.
5. To amend.
6. To refer to committee.

The motions will have preference as here laid down, and the first two motions will be decided without debate.

#### **SECTION 3. DIVISION OF QUESTION**

Any voting member may call for a division of a question when the sense will admit it.

#### **SECTION 4. RECONSIDERATION**

After a main motion or resolution has been decided, any member who voted with the majority may at the same time or at the next general membership meeting move for reconsideration and have the motion entered into the minutes.

When an original main motion or an amendment has been adopted or rejected or a main motion has been postponed indefinitely or an objection to its reconsideration has been sustained,

the motion or practically the same motion cannot be brought before the MRPC during the same session, except by a motion to reconsider or to rescind the vote. The motion may, however, be introduced at a future session. A session will run from 1 January to 31 December.

## **SECTION 5. VOTING**

Voting will be as follows:

A. Motions requiring a majority vote are as follows:

1. Adjourn.
2. Adoption of Charter, By-Laws, or Robert's Rules of Order.
3. Adopt standing rules.
4. Amend a motion before the MRPC.
5. Refer to committee.
6. Division of the question.
7. Lay on the table.
8. Main motion or resolution.
9. Postpone definitely.
10. Postpone indefinitely.
11. Reconsider.
12. Take from the table.
13. To withdraw a motion.
14. To take a recess.
15. Elections.

B. Motions requiring a two-thirds vote are as follows:

1. Amendment of Charter, By-Laws, or Robert's Rules of Order (previous notice also required).
2. Amend standing rules (previous notice also required).
3. To close, limit, or extend debate.
4. Previous question.
5. Rescind or repeal.
6. Suspend the rules.
7. Expulsion of a member.
8. Reinstatement of a member.

C. Only the election of officers and the vote to expel a member from the MRPC will be by secret vote.

## **SECTION 6. DISCUSSION**

Every MRPC member has permission to speak twice on a question under consideration, unless otherwise granted permission by a majority vote or by the President providing additional time. When a member intends to speak on a question, the member must rise in place (or raise his/her hand if unable to stand) and respectfully address the member's remarks to the President, confirming the member's remarks to the question and avoiding personalities. Should more than one member rise to speak at the same time, the President will determine who is entitled to the floor.

## SECTION 7. POINT OF ORDER

The President may call a member out of order while speaking, and any member may do the same by rising and stating, “I rise to a point of order.” The debate will then be suspended, and the member must not speak until the point of order is determined, unless to appeal from the Chair, when the member may use the following words and none other, “Mr. President, I respectfully appeal from the decision of the Chair to the Club.” The MRPC, without debate or remark, will then proceed to vote on the question, “Will the Club sustain the decision of the Chair?”<sup>1</sup>

## SECTION 8. DEFINITIONS

- **Main motion** – A main motion is one that is made to bring before the assembly a particular subject. No main motion can be made while another motion is pending.
- **Subsidiary motion** – A subsidiary motion is one that may be applied to a main motion and to certain other motions for the purpose of modifying them, delaying action upon them, or otherwise disposing of them.
- **Privileged motion** – A privileged motion is such that, while having no relation to the pending question, is of such urgency or importance as to require it to take precedence over all other motions.
- **Incidental motion** – An incidental motion is one that arises out of another question which is pending or has just been pending and must be decided before the pending question or before other business is taken up. Incidental motions have no fixed rank but take precedence over questions out of which they arise, whether those questions are main, subsidiary, or privileged.
- **Previous question** – The previous question is the motion used to bring the assembly to an immediate vote on one or more pending questions. Adopting the previous question immediately closes debate on and stops amendment of the immediate pending question and such other pending questions as the motion may specify. If a motion for the previous question fails to gain the necessary two-thirds vote, debate continues as if this motion had not been made.
- **Substitute** – A substitute is an amendment where the entire resolution or section or one or more paragraphs is inserted in its place.
- **Plurality, Majority, and Two-Thirds Vote** – In an election, a candidate has a plurality when the candidate has a larger vote than all other candidates and a majority when the candidate has more than half the votes cast, ignoring blank votes. In an assembly, a plurality never elects, except by virtue of a rule to that effect. A majority vote, when used in these rules, means a majority of the votes cast, ignoring blank votes, at a meeting, a quorum being present. A two-thirds vote is two-thirds of the majority vote described herein.

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<sup>1</sup> Quoted material in Section 7 in accordance with Robert’s Rules of Order.

## **ARTICLE XVI**

### **COMMITTEES**

#### **SECTION 1. STANDING COMMITTEES**

- **By-Laws** – The By-Laws Committee will have the responsibility of recommending updates and/or changes to the By-Laws, as necessary. The President will preside over the By-Laws Committee. The By-Laws Committee will be composed of the Executive Board plus all MRPC members who wish to serve and who are appointed by the President.
- **Membership** – The Membership Committee will assist the Membership Secretary with all matters concerning MRPC membership in general and the acceptance of specific members, as requested by the Membership Secretary. The Membership Secretary will preside over the Membership Committee. The Membership Committee will be composed of the Executive Board plus all MRPC members who wish to serve and who are appointed by the Membership Secretary.

#### **SECTION 2. SPECIAL INTEREST COMMITTEES**

Special interest committees will be responsible for all MRPC equipment used and for safety during shooting events. Special interest committees will coordinate with the Chief Instructor for all firearms training and with the Chief Range Officer for all requests for range access. Special interest committees will not spend or commit MRPC funds without Executive Board approval. A special interest committee chairman may be selected by agreement of active committee participants. The special interest committees are as follows:

- Weaponcraft
- Club Pistol
- Club Rifle
- Practical Rifle and Pistol
- Class III
- Junior Division

#### **SECTION 3. AD HOC COMMITTEES**

Ad hoc committees may be established by the Executive Board for specific purposes, as deemed necessary.

### **APPENDIXES TO BY-LAWS**

Appendix A contains a list of acronyms used in these By-Laws. Appendix B is a glossary of terms and organizations referenced in these By-Laws. Appendix C is a list of the memberships and dues mentioned in these By-Laws.

## **APPENDIX A**

### **ACRONYMS**

<b>AGC</b>	Associated Gun Clubs of Baltimore
<b>CMP</b>	Civilian Marksmanship Program
<b>CSS</b>	Central Security Service
<b>DoD</b>	Department of Defense
<b>FBI</b>	Federal Bureau of Investigation
<b>MRPC</b>	Meade Rifle and Pistol Club
<b>NRA</b>	National Rifle Association of America
<b>NSA</b>	National Security Agency



## APPENDIX B

### GLOSSARY

- **Ad Hoc Committees** – Ad hoc committees are those committees not specified in the By-Laws that are charged with a temporary objective under a limited scope to accomplish a task for the MRPC. Ad hoc committees are composed of appropriate members of the MRPC, as specified by the objective and scope determined by the Executive Committee.
- **Associated Gun Clubs of Baltimore (AGC)** – The AGC is a private shooting range located in Marriottsville, MD. Membership in the AGC requires the individual to be a member of a charter or associate (non-charter) club, such as the MRPC. MRPC conducts shooting events at the AGC. MRPC-hosted events do not require participants to be AGC members.
- **By-Laws Committee** – A By-Laws committee is a standing committee presided over by the President and composed of the Executive Board, plus MRPC members appointed by the President with the task of updating the MRPC By-Laws.
- **Charter** – The Charter is the document containing the purpose, scope, and mission of the MRPC.
- **Corporation for the Promotion of Rifle Practice and Firearms Safety (also known as the Civilian Marksmanship Program [CMP])** – The CMP promotes marksmanship and firearms education; it also sells historic military firearms to civilians.
- **Department of Defense (DoD) Family** – The DoD family comprises all people associated with the DoD, including active, separated, and retired military personnel and their family members; civilians; and DoD contractors and their family members.
- **National Rifle Association of America (NRA)** – The NRA promotes marksmanship and firearms education, as well as defending Second Amendment rights.
- **Robert’s Rules of Order** – Robert’s Rules of Order is a manual containing procedures for the administration of meetings.
- **Special Interest Committee** – A special interest committee organizes and conducts shooting events for the MRPC.
- **Standing Committees** – Standing committees are all committees specified in the By-Laws that are charged with specific objectives, as outlined in the By-Laws, and are composed of MRPC members, as specified in each standing committee description.

**APPENDIX C**  
**MEMBERSHIPS AND DUES**

<b>Membership</b>	<b>Dues</b>
Primary MRPC Membership	As per the September quarterly meeting.
Each MRPC Family Membership	As per the September quarterly meeting.
Associated Gun Clubs of Baltimore (AGC) Badge	Dues charged by the AGC.