

**BYLAWS**  
**OF THE**  
**MILITARY MARKSMANSHIP ASSOCIATION, INCORPORATED**

*Approved by the Membership on December 14, 2015*

**ARTICLE I - DUTIES OF THE OFFICERS**

Section 1: The duties of the officers shall be those implied by respective titles, those prescribed by the Constitution of the Association, and those specified by these Bylaws. Officers may hold the same office for consecutive terms.

Section 2: The Association, its officers, and its members will comply with all provisions of the following regulations:

- a. DODI 1000.15, Private Organizations on DOD Installations
- b. DOD 5500.7R, Joint Ethics Regulation
- c. AR 210-22, Private Organizations on Department of the Army Installations
- d. US Army Maneuver Center of Excellence policy memoranda regarding Private Organizations

Section 3: President -The President shall preside at the meetings of this Association and of the Executive Board and shall be a member (ex officio) of all committees. He shall, with the Treasurer, review all contracts and obligations authorized by the Executive Board. The President shall appoint all standing and special committee chairs, unless otherwise stated in the Bylaws.

Section 4: Vice President -The Vice President shall assist the President and perform the duties of the President in his absence. He shall perform any other duties that the President may assign. Should the office of the President be vacated, he shall assume the duties of that office. The Executive Board shall then appoint a Successor to this office as prescribed by Section 7 of this article.

Section 5: Secretary -The Secretary shall keep a record of all meetings of the Association and their proceedings. He shall keep a record of the minutes of the Executive Board. He will submit a draft of these minutes to the President for approval. Executive Board minutes will include the names of all board members in attendance at each session. He shall post minutes of the Executive Board meetings in a conspicuous place as determined by the Executive Board for the information of the General Membership. In the event the Association holds a meeting or conducts activities in any given month, the Secretary will forward the minutes and monthly financial statement to the Directorate of Family and Morale, Welfare and Recreation (DFMWR), United States Army Maneuver Center of Excellence, ATTN: DFMWR/NAF SDM, Fort

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Benning, Georgia 31905, by the 15th of the following month. He shall be responsible for administering any telephone or e-mail votes as per Article II, Section 2, of the Bylaws and for properly entering such action and its results in an addendum to the minutes to be read the next scheduled Executive Board meeting. He shall be responsible for maintaining the permanent file as stated in Article II, Section 12, of the Constitution. He shall deliver to his successor all records and files of the Association. If the President and Vice President are absent from the Executive Board meeting, he shall call the meeting to order and preside until the Board Members make the election of a temporary chairman. The Secretary shall maintain a historical file, consisting of the following permanent records:

- a. Original Constitution with all current revisions.
- b. Original Bylaws with all current revisions.
- c. Records of approval of Constitution, Bylaws, and all amendments.
- d. Current list of members.
- e. A copy of the last audit, if required.

Section 6: Treasurer -The Treasurer shall collect all accounts receivable, such as dues and any other funds accrued by the various committees. He shall disburse the Association's funds as directed by the Executive Board. He shall present a financial report to the Executive Board each month. The records of account will be open to inspection by the members of the Association. He shall use the general provisions of AR 37-1, Chapter 32. He shall sign all contract obligations and disbursements authorized by the Executive Board. He shall post a copy of the financial report in a conspicuous place monthly. He shall present a written financial summary report of the preceding calendar year at the first general meeting of the new calendar year. He shall ensure that all necessary audits are performed IAW AR 210-22, paragraph 3-3. He shall use a single entry accounting system to keep an itemized account of all receipts, disbursements, and all supporting vouchers and records.

Section 7: With the exception of the office of the President, whose succession is assured in this Article, vacancies occurring in any of the offices shall be filled by the Executive Board with a simple majority vote of the members present and voting in a duly constituted meeting.

Section 8: These Bylaws supersede all previous Bylaws.

### **ARTICLE II - ELECTIONS AND VOTING**

Section 1: A committee shall be formed from the membership to nominate candidates for the officers designated in Article III, Section 1 of the Constitution. Officers shall be elected from and by the General Membership, at an annual or special meeting designated by the Executive Board, for a term of two calendar years. All active members present are entitled to vote. Officers will be installed at the next General Membership Meeting.

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Section 2: The President will have the authority to conduct a vote by telephone or e-mail of the voting members of the Executive Board in the event that a scheduled meeting is canceled or the requirement for an immediate decision of such urgency to preclude a called meeting per Article VIII, Section 2a, of the Constitution. A quorum of the voting members must be polled. A simple majority of those members polled is required to reach a decision. The telephonic or e-mail vote is to be administered solely by the Secretary. Each voting member must be informed that this is a voting procedure and must be read the motion under consideration in its complete form when the Executive Board member is contacted by telephone. The polling should be conducted with dispatch. All telephonic or e-mail votes are to be recorded as an addendum to the minutes as required by Article I, Section 5, of the Bylaws. The addendum will include the exact wording of the motion, the names of those voting members who could not be contacted, and an exact accounting of the vote.

### **ARTICLE III - DUES AND FEES**

Section 1: Annual Membership – Annual dues for all active members will be \$20.00. Subsequent annual dues will be \$20.00. Members may elect to pay dues in advance for multiple years.

Section 2: Life Membership – Members may elect a Life Membership for a payment of \$500.00. Members may receive credit for any un-started years dues paid in advance. Life members will be appropriately recognized as determined by the Executive Board.

Section 3: Annual Membership dues or Life Membership payments will not be refunded when a member resigns from or cancels his membership in the Association, a member dies, or by reason of military reassignment or deployment.

Section 4: Accounting for and changing dues. Dues will be collected by the Treasurer, recorded, and added to the Association funds as outlined in Article I, Section 6 of these Bylaws. Dues may be changed IAW Article V, Section 2, of the Constitution.

### **ARTICLE IV - COMMITTEES**

Section 1: Standing and special committees may be created, changed, or abolished at the direction of the President with the approval of the Executive Board.

Section 2: Committee chairmen shall appoint their own committee members. Each standing committee shall be present or be represented at every board meeting and will make a report in writing, annually, or as otherwise directed, to the Executive Board.

### **ARTICLE V - FINANCES AND TAXES**

Section 1: The Treasurer's books shall be audited IAW AR 210-22, paragraph 3-3.

Section 2: The Executive Board shall not incur any financial obligations that extend beyond its term in office.

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Section 3: In no event shall the United States Government be held liable, in fact or in spirit, for any actions taken or indebtedness incurred by the Association or the members of the Association.

Section 4: The Executive Board shall expressly approve all expenditures essential for the operation of this Association, and shall ensure that all disbursements are within the purpose for which this Association was established, in accordance with sound business practices, and within the budget.

Section 5: The Association year, the fiscal year, and the membership year shall run concurrently from January through December.

Section 6: Section 6: The Association is a tax-exempt Veterans Organization under Section 501(c) (19), Internal Revenue Code.

Section 7: The Association is a Domestic Nonprofit Corporation duly incorporated under the laws of the State of Georgia. Registration and fees are due annually.

Section 8: The Association shall be responsible for ensuring applicable fire and safety regulations, environmental laws, local, State, and Federal tax codes, and any other applicable statutes and regulations are complied within the operation of the Association.

### **ARTICLE VI – AWARDS AND GIFTS**

Section 1: The Association will on appropriate occasions provide awards to Army Marksmanship Unit personnel, Association members, or other worthy recipients approved by the Executive Board or by the General Membership. Such awards will typically consist of, but not be limited to, trophies, plaques, medallions, and other such items as are customarily awarded to winning competitive shooters.

### **ARTICLE VII - HIRING AND SUPERVISION OF EMPLOYEES**

Section 1: The Association will comply with applicable laws that apply to private sector employment. The Association's employment practices will not discriminate based on sex, age, religion, race, color, national origin, marital status, lawful political affiliation, labor organization membership, or physical handicap.

### **ARTICLE VIII - DUTIES OF EMPLOYEES AND EMPLOYEES' BENEFITS**

“Not Applicable.”

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These Bylaws were approved by a simple majority vote of the General Membership present at the Annual Meeting held on December 14, 2015. In witness whereof the following officers affix their signature:

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Robert E. Harbison, President

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Michael J. Behnke, Vice President

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Charles E. Coffey, Secretary

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Kyle A. Ward, Treasurer

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December 14, 2015

The below listed are the current officers of the Association:

<b>Name and Contact Data</b>	<b>Position</b>
LTC (USA Ret) Robert E. Harbison 6374 Cape Cod Drive, Columbus, GA 31904-2916 Cell phone: 706-289-3082 E-mail: <a href="mailto:president@militarymarksmanship.org">president@militarymarksmanship.org</a>	President
MCPO (USN Ret) Michael J. Behnke 152 Aspen Dr., Fortson, GA 31808-6007 Home phone: 706-320-0014 E-mail: <a href="mailto:rmcmss@bellsouth.net">rmcmss@bellsouth.net</a>	Vice President
SFC (USA Ret) Charles E. Coffey 111 Mustang Drive Cusseta, GA 31805 Home phone: 706-593-0338 E-mail: <a href="mailto:gotcoffey72@yahoo.com">gotcoffey72@yahoo.com</a>	Secretary
SFC Kyle A. Ward 4216 Judson Bulloch Rd., Warm Springs, GA 31830-2162 Mobile phone: 706-575-3743 E-mail: <a href="mailto:kyle.a.ward2.mil@mail.mil">kyle.a.ward2.mil@mail.mil</a>	Treasurer

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Date approved by membership: December 14, 2015