



The Flyer

2022 Special Edition, No. 1

Official Newsletter of the
Airfield Shooting Club

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June 2022

THE 2022 ASC ELECTION FLYER

On July 16, 2022, the Airfield Shooting Club will be holding its annual ASC Member Election Meeting and Breakfast for all active ASC Members. We will meet in the Gray Building dining hall with breakfast being served at 8:30a.m. Breakfast is paid for by the ASC for all ASC Members active and in good standing. Please note that family or guests accompanying Members will not be paid for by the Club. After breakfast, ASC President and other Board members will address Club matters. We will then hold the election to choose the new ASC Board. All active Members will be eligible to vote. We encourage all members to participate and choose the future leadership of your Club. **YOU MUST RSVP BY JULY 13, 2022 TO BE ELIGIBLE TO EAT BREAKFAST !!!**

**RSVP to Chris Ferguson, ASC Webmaster, at webmaster@airfieldshootingclub.org
Hope to see you on Saturday, July 16th!!!**

—Tim Drewry, ASC VP ****Contact Tim Drewry at : vp@airfieldshootingclub.org ****

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In this Special Election Edition, the Duties of the ASC Directors are printed below so that all ASC Members will know what is expected of their elected Directors. Also, on the last page of this Special Edition of *The Flyer*, we included a sample ballot with the current slate of individuals nominated and the position for which they are nominated. — ASC Board

The ASC Board has a critical position of Secretary that will need to be filled as of July. The club needs this position filled in order to operate efficiently and successfully. The Secretary duties include handling club renewals, responding to club correspondence through email and collecting mail from the club's PO Box, collecting service hours, maintaining membership roster and all records of the Club, maintain club affiliations, attending all board meetings to take meeting minutes, leading the Nominating Committee for elections, and serves as a backup to the President during absence of President and Vice President of the Club as needed. Critical skills for the position are computer proficiency, word processing, spreadsheet creation, scanning, note taking and organizational skills.

The Club has created a new position of Orientation Director. This position takes over the former Secretary duties of handling new member orientation. This includes corresponding with potential new club members, sending and processing club applications, verifying credential requirements, creating badges, scheduling orientation dates, soliciting volunteers to help run orientations, and attending all orientations to facilitate check in. Critical skills for the position are computer/email proficiency, spreadsheet creation, event coordination/organizational skills.



ARTICLE XII Duties of Director(s)

Section 1: President

The President shall preside at all meetings of the Club and shall serve as chairman of the Board. He/She shall exercise general supervision of the affairs of the Club with the concurrence of the Board. He/She shall appoint the members of all committees and shall serve as member ex-officio on all committees except the nominating committee. He/She shall ensure that the Club has access to legal counsel on all matters pertaining to Club business and activities. The President shall be eligible to vote on all matters before the Board. The President, or his/her designee, shall be responsible for all public relations. No statement or opinion of any member, the President, or his/her designee shall represent the position of the Club without approval of the Board. The President shall not chair, appoint members, or otherwise direct the activities or business of the Nominating Committee.

Section 2: Vice President

The Vice President shall assist the President in the discharge of his duties. The Vice President shall occupy the President's position in his/her absence and perform his/her duties with the same authority as the President. In the absence of a designated newsletter editor, the Vice President shall be responsible for the publication of a Club newsletter, which at a minimum should be published quarterly.

Section 3: Secretary

The Secretary shall keep the minutes of all meetings of the Club and its Board. He/She shall disseminate the minutes at regular Board of Directors meetings. He/She shall also provide full notice and record of decisions made and policies adopted by the Board of Directors by inclusion in the Club newsletter. The Secretary shall maintain custody of all records and correspondence of the Club, including the range log, and arrange for the maintenance of a permanent Club address or post office box routinely handling incoming mail. The Secretary shall, at the direction of the Board, issue notice of all meetings or events, both regular and special, to the members. The Secretary shall accept all member applications for processing and all membership moneys received by the Club. All funds shall then be transferred to the Treasurer. The Secretary shall maintain the NRA and State Association Recruiter Programs. Other duties include: maintenance and distribution of a current Club roster with all essential member information, maintenance of a telephone contact committee; maintenance of a file of forms and uniform procedures for conduct of Club business and meetings and routine Club correspondence. In addition the Secretary shall serve as the President in the absence of the President and Vice President performing those duties with full authority in such instance.



Section 4: Assistant Secretary

When the position is filled, the Assistant Secretary shall assist the secretary in the performance of his/her duties. He/She shall be chairman of the telephone contact committee, maintain attendance records, manage door prizes and greet new members and guests.

Section 5: Treasurer

The Treasurer shall maintain financial records of the Club, establish a set of books, open and maintain financial accounts in appropriate institutions designated by the Board and shall be responsible for receiving, accounting, and disbursing of all Club funds authorized by the Board. At the conclusion of the fiscal year the Treasurer shall prepare a statement of financial condition of the Club for audit as directed by the Board. In addition the Treasurer shall, with the support and cooperation of the Board, administer and monitor such Club investment programs as adopted in the best interest of the Club's assets. He/She shall also be responsible for filing all tax documents in a timely manner. The Club shall provide bond in an amount set by resolution to cover the office of Treasurer.

Section 6: Chief Instructor

The Chief Instructor shall have charge of all small arms instruction. When possible he/she shall be rated by the NRA as certified rifle, pistol or shotgun instructor. He/She shall coordinate with the secretary to ensure that appropriate records are maintained so as to document that all new members have received instruction concerning the rules and procedures on the range. The Chief Instructor may appoint Range Safety Officers and other assistant instructors as he/she deems necessary. Assistant instructors, when possible, shall be rated by the NRA as not less than Certified Instructors. He/She shall also be responsible for appointing match directors, who shall plan and conduct all matches held by ASC. He/She shall ensure that all reports for various training programs, i.e., Juniors Program, Pistol Class, etc are submitted in a timely manner to the National Rifle Association and/or the Civilian Marksmanship Program as appropriate. The Chief Instructor shall have primary responsibility for safety on all ranges. He/She shall be responsible for proposing changes to the range rules in order to promote safe operation of the ranges. He/She shall provide oversight and maintain an up-to-date inventory of the club's more valuable training assets, including firearms, archery equipment, and such other non-consumable training materials as the Club may acquire. The inventory shall list a clear description of major assets along with the names of those who have custody of the assets. A copy of the inventory shall be provided to the Secretary when changes are made.



Section 7: Executive Officer

The Executive Officer shall have charge of the maintenance and security of the ASC range, property, and equipment. He/She shall be responsible for planning all work parties and shall have primary responsibility for overseeing new construction projects. He/She shall provide oversight for and maintain an inventory of the club's more valuable maintenance assets. The Executive Officer shall be responsible for replacement of all consumables routinely used in the course of maintaining the range. Additionally he/she shall ensure compliance with Lead Best Management Practices. A Lead Management Report and a State of the Range Report (improvements, proposals, accomplishments over the period) shall be submitted to the ASC Board and to the Director of the Airfield Conference Center in June of each year. When porta-potties are in use, he/she shall provide primary oversight to ensure timely pump-outs and such other routine maintenance as may be required.

Section 8: Editor of the Club Newsletter

The Editor of the Club newsletter shall be responsible for publishing and distributing the newsletter as frequently as requested by the Board. At a minimum, the newsletter should be published quarterly. He/She shall also cause to be published other material required by the Club.

Section 9: Webmaster

The Webmaster shall be responsible for maintaining the club website and e-mail distribution lists.

Section 10: Shotgun Director

The Shotgun Director shall be responsible for maintaining and accounting for the supply of clay targets. He/She shall also oversee maintenance of the skeet and trap machines. He/She shall coordinate with the Secretary (who shall have the logs from the shotgun ranges) to account for targets thrown and shall be responsible for billing members for targets on a schedule as determined by the Board. The Shotgun Director shall be responsible for submitting all shotgun-related reports to the governing bodies of the various shotgun sports offered by ASC. These include, but are not limited to: National Skeet Shooting Association, Virginia Skeet Shooting Association, Amateur Trap Association, etc.



Section 11: Provost

When the position is filled, the duties of the Provost are to prevent and suppress damage to the property and the assets of the Airfield Conference Center and of the Airfield Shooting Club (ASC) by strict enforcement of the range rules; to preserve good order at the range and at ASC meetings and events; to enforce the rules and bylaws of the ASC and the rules of the Airfield Conference Center that are applicable to the ASC members and to 4-H staff; to investigate and report rule violations to the ASC Board and make recommendations for disciplinary action; to administer disciplinary actions and punishment imposed by the ASC Board; to take corrective action to insure the safety of the range at all times, including but not limited to the removing of ASC members or other persons (by contacting police authorities if necessary) who may pose a safety risk or are otherwise in violation of the rules of ASC; He/She shall assist the Chief Instructor in proposing changes to the range rules in order to promote safe operation of the ranges, and shall assist the Chief Instructor in performing orientation and administering range qualifications to new ASC members.

New: Orientation Director

When the position is filled, the duties of the Orientation Director are to correspond with all potential new club members, send and process all club applications, verify credential requirements, create badges, schedule orientation dates, solicit volunteers for help to run orientation, and attend all orientations to facilitate check-in. Critical skills for the position are computer/email proficiency, spreadsheet creation, event coordination/organizational skills.




AIRFIELD SHOOTING CLUB
2022 - 2023 ELECTION BALLOT
BOARD OF DIRECTORS
16th of JULY 2022

Place an "X" in the box to the left of the candidate name of your choice, or print in the name of the candidate of your choice nominated from the floor

<p>President</p> <p><input type="checkbox"/> Ray Covington</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Vice-President</p> <p><input type="checkbox"/> Tim Drewry</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Secretary</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Treasurer</p> <p><input type="checkbox"/> Kirk Culpepper</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Executive Officer</p> <p><input type="checkbox"/> Art Schoner</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Chief Instructor</p> <p><input type="checkbox"/> Scott Simpson</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Shotgun Director</p> <p><input type="checkbox"/> Wes Norton</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Webmaster</p> <p><input type="checkbox"/> Chris Ferguson</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Newsletter Editor</p> <p><input type="checkbox"/> Don Aubuchon</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Assistant Secretary</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Provost</p> <p><input type="checkbox"/> Mark Fitzmorris</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Orientation Director</p> <p><input type="checkbox"/> Brenda Norton</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Director</p> <p><input type="checkbox"/> Dale Mullin</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Director</p> <p><input type="checkbox"/> Richard Sutton</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Director</p> <p><input type="checkbox"/> Mike Lawler</p> <p><input type="checkbox"/> _____ (write in)</p>	<p>Director</p> <p><input type="checkbox"/> Tom Sandford</p> <p><input type="checkbox"/> _____ (write in)</p>
<p>Director</p> <p><input type="checkbox"/> Taylor Strickland</p> <p><input type="checkbox"/> _____ (write in)</p>	