

**BY-LAWS  
OF  
PIKES PEAK FIREARMS COALITION, INC. (PPFC)**

**Summary of Changes:**

- Original adopted by Membership on March 13, 2003
- Change 1: PPFC Standing Rules modified by PPFC Board of Directors on December 18, 2003. Changed BoD meeting day to third Thursday. Changed dues structure to semiannual with new members joining in December to pay full dues for the following year and dues waived for December.
- Change 2: PPFC PAC Standing Rules modified by the PPFC PAC Membership on April 8, 2004. Changed the method for voting for endorsements.
- Change 3: PPFC By-Laws and Standing Rules modified by general Membership on November 11, 2004. Changed requirement for voting membership to be a member for at least 21 days, added PPFC PAC Chair as voting member of PPFC Board, PPFC Officers can be elected as At-Large members of PPFC PAC, clarified rule on removal of a PPFC Officer, and Standing Rules can be modified by a vote of the Membership or a 2/3rds vote of the PPFC Board.
- Change 4: PPFC PAC Standing Rules modified by PPFC PAC Membership on November 8, 2007. Changed the method for making candidate endorsements and specified that the Standing Rules can be modified by a vote of the Membership or by a 2/3rds vote of the PPFC PAC Steering Committee.
- Change 5: PPFC Standing Rules modified by PPFC Board of Directors on February 18, 2010. Changed BoD meeting day to second Thursday of the month at 5:30PM.
- Change 6: PPFC PAC Standing Rules modified by the PAC Steering Committee on February 22, 2011 to allow for a candidate endorsement without a straw vote with concurrence of the PPFC Board of Directors when such endorsement is time sensitive.
- Change 7: PPFC By-Laws modified by general Membership on November 10, 2011. Moved election of Program Director to odd-number years to balance elections.
- Change 8: PPFC Standing Rules modified by the PPFC Board of Directors on November 12, 2015. Changed membership term from calendar year to annual based on member's join date.
- Change 9: Codify change in membership dues and type of memberships in the Standing Rules as approved by the Board of Directors. Eliminated the position of Director of Hospitality. Increased the authorized spending levels of the President and Board.
- Change 10: PPFC By-Laws modified by general Membership on January 11, 2018. Moved the election of the Program Director to even numbered years.
- Change 11: PPFC By-Laws modified by general Membership on March 8, 2018. Added sixth purpose to Article III. Changed criteria for lapsed membership in Article IV, Section 4.
- Change 12: PPFC By-Laws modified by general Membership on June 17, 2021. Changed monthly meetings to quarterly, added raffle information, clarified Corporation registered agent, and changed nomination of officers to be through Nominations Committee. Changed standing rules for quarterly meetings instead of monthly.

BY-LAWS  
OF  
PIKES PEAK FIREARMS COALITION, INC. (PPFC)

**ARTICLE I. NAME**

The name of this group is the PIKES PEAK FIREARMS COALITION, INC., also known as PPFC (hereafter referred to in these by-laws as the “PPFC”).

**ARTICLE II. OFFICES**

**Section 1. PRINCIPAL OFFICE.** This organization, a nonprofit organization in the State of Colorado in accordance with the provisions of the nonprofit Corporation Act (Title 7, Article 121, *et Seq.*, Colorado Revised Statutes, 1973, as amended), is the Pikes Peak Firearms Coalition, Inc. (PPFC), with its principal office located in the County of El Paso, State of Colorado. It operates exclusively for the purposes specified in ARTICLE III, Purposes.

**Section 2. REGISTERED OFFICE.** The registered office of the corporation required by the Colorado Corporation Code to be maintained in the State of Colorado, may be, but not need be, identical with the principal office in the State of Colorado. The Board of Directors may change the address of the registered office from time to time.

**ARTICLE III. PURPOSES**

The purposes of the PPFC are to:

- Provide facilities and a forum for the education of the public in an individual’s right to keep and bear arms;
- Promote the safe and responsible ownership, possession, and use of firearms;
- Support candidates, elected officials, and appointed officials who support the right of the people to keep and bear arms;
- Support legislation, rules, ordinances, and laws which protect the people’s right to keep and bear arms; and
- Oppose legislation, rules, ordinances, and laws which limit the people’s right to keep and bear arms.
- As a community partner, support those community and law enforcement activities which raise positive awareness of the PPFC
- Establish a political action committee to support candidates who support our rights.
- Raise funds to accomplish the above purposes.

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**ARTICLE IV. MEMBERSHIP**

**Section 1. Membership.** Those persons who agree with the purposes listed in Article III shall attain membership in the PPFC upon payment of annual dues.

**Section 2. Membership Classes.** The classes of membership in the PPFC shall be established by the Board and published in the Standing Rules.

**Section 3. Annual dues.** Annual dues shall be payable on an annual basis based on the member's join date, the amount to be set forth in the Standing Rules of the PPFC.

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**Section 4. Delinquent Dues.** PPFC membership shall cease if dues are not paid within 45 days of expiration.

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**Section 5. Voting privileges.** Each member is entitled to one vote. Voting rights are granted to members after being a member of the PPFC for a minimum of 21 days. Family members shall have one vote per family member present with a maximum of two votes. No voting by proxy is permitted.

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**Section 6. Privacy.** The Director of Membership shall be responsible for maintaining the integrity of the membership list. Under no circumstances shall the PPFC's membership list be loaned, sold, or given to any individual or organization, nor will any member of the PPFC be given access to the list without prior approval by a majority of the Board at a regularly scheduled board meeting.

From time to time, the Board may authorize mailings to PPFC members by a candidate or other party. In such cases, the requesting party shall deliver mail-ready, stamped pieces to the PPFC Director of Membership or Newsletter Editor who shall affix PPFC membership addresses and deliver the mailing to the United States Postal Service. The requesting party shall pay all costs associated with the mailing.

All such offers shall stipulate that the material be delivered to a PPFC officer in one delivery, the material must clearly state that the content has not been reviewed or approved by the PPFC and that the PPFC may take up to three (3) business days to mail the material.

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**Section 7. Revocation of Membership.** The Board shall have the authority to revoke a member for cause with a two-thirds vote after the individual concerned has been given 30 days to be heard at a meeting of the Board. The Board shall be the sole judge of what constitutes cause.

## ARTICLE V. BOARD OF DIRECTORS

**Section 1. Members.** The Board of Directors (hereafter referred to in these by-laws as the Board) shall consist of the elected officers. A member of the Board must hold current membership in the PPFC.

**Section 2. Responsibilities.** The Board shall be the agency through which the general administrative and executive function of the PPFC shall be carried out. It shall perform the responsibilities assigned to it by these by-laws and shall conduct, manage, and control the business of the PPFC between the official meetings of the PPFC. The Board shall be responsible for policy decisions regarding the long-range plans for the continued development of the PPFC.

**Section 3. Meetings.** The Board shall meet at least quarterly as specified in the Standing Rules. Three members of the Board may call special sessions at any time provided 24 hour notice is given to all Board members.

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**Section 4. Quorum.** A quorum for Board meetings shall be five Board members.

## ARTICLE VI. ELECTED OFFICERS

**Section 1. Elected Officers.** The elected officers shall be a President, a Vice-President, a Secretary, a Treasurer, a Director of Programs, a Director of Membership, a Legislative Chair, a Director of Publicity, PPFC Political Action Committee Chair, and a Director of Fund Raising.

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### Section 2. Duties of Officers:

- a. **President.** The President shall be the chief elected officer of the PPFC; shall conduct membership meetings; shall appoint all Committee Chairpersons with approval of a majority of the Board members; shall be an *ex officio* member of all committees, with only a tie-breaking vote; shall establish Special Committees as needed; and shall perform the duties customary to the office and such additional duties as directed by the Board. The President shall only vote at Board and general membership meetings when such vote shall change the outcome of the vote or when a written ballot is used.
- b. **Vice-President.** The Vice-President shall perform the duties of the President in the absence of the President; and shall perform such additional duties as directed by the Board.
- c. **Secretary.** The Secretary shall keep a record of all the proceedings of the PPFC to include the Board meetings and the regular monthly and special membership meetings; shall conduct the general correspondence of the PPFC; shall maintain all records and documents pertinent to the status of the PPFC as a nonprofit organization; and shall perform such additional duties as directed by the Board.
- d. **Treasurer.** The Treasurer shall assure that the receipt and expenditure of funds are in accordance with the directives established by the Board; shall perform the duties customary to the office; shall perform additional duties as directed by the Board; and shall make a full financial report annually. A summarized revenue and expense report for the previous year shall be presented to the general membership at the first general membership meeting of the year. The Treasurer shall chair the finance committee which shall be responsible for developing and presenting an annual budget to the PPFC. The annual budget for the year shall be emailed to the PPFC members at least 14 days prior to the March membership meeting where it shall be submitted for approval by the membership.
- e. **Director of Programs.** The Director of Programs shall chair the Program Committee, shall arrange programs for the general membership meetings, and shall perform such additional duties as directed by the Board.
- f. **Director of Membership.** The Director of Membership shall chair the Membership Committee, shall keep the records of the PPFC membership, shall maintain a list of current members, and shall perform such additional duties as directed by the Board.

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- g. Legislative Chair. The Legislative Chair shall keep the membership informed on pending legislation which may impact the people’s right to keep and bear arms. Information may be provided to the membership through e-mail alerts, fax alerts, telephone alerts, the monthly newsletter, general membership meetings, and/or the PPFC website. The Chair shall perform such additional duties as directed by the Board.
- h. Director of Publicity. The Director of Publicity shall chair the Publicity Committee, shall publicize the activities of the PPFC through the issuance of press releases and other appropriate means, and shall perform such additional duties as directed by the Board.
- i. PPFC Political Action Committee Chair. The PPFC Political Action Committee Chair shall be the liaison between the PPFC and the PPFC PAC. | Ch-3 |
- j. Director of Fund Raising. The Director of Fund Raising shall chair the Fund Raising Committee which shall be responsible for raising funds to support the purposes of the PPFC. If the PPFC is to hold raffles as part of fund raising, a raffle license issued by the Colorado Secretary of State shall be obtained. One or more Games Managers shall be licensed by the Colorado Secretary of State. The Main Games Manager shall be responsible for conducting raffles in accordance with the raffle rules established by the Colorado Secretary of State. The Main Games Manager shall complete and submit to the Colorado Secretary of State quarterly raffle reports. The PPFC Treasurer will provide financial information as needed to the Main Games Manager in order to file the report. A separate raffle account shall be established for the purpose of receiving raffle income and making raffle expenditures. | Ch-12 |

**Section 3. Qualifications.** Each elected officer must hold membership in the PPFC. Members of the PPFC Political Action Committee Steering Committee are not excluded from holding office in the PPFC. | Ch-3 |

**Section 4. Terms of office.** The term of office for Elected Officers shall be two years. Elected officers may succeed themselves in the same office or stand for election to another office. The Vice President, Secretary, Membership, and Legislative positions shall be filled in March of odd numbered years. The remaining officers shall be elected in March of even numbered years. | Ch-10, 12 |

**Section 5. Election of Officers.** Those PPFC members in good standing shall notify the Nominations Committee of their desire to seek office not later than December 31<sup>st</sup> for offices being voted on the following March membership meeting. The Nominations Committee shall review the qualifications of the prospective candidates and prepare a slate of eligible and willing members to be placed on the ballot for each office. The slate shall be reported to the Board. After Board review, the approved slate of candidates will be emailed to the PPFC members at least 15 days in advance of the March meeting when elections shall be held. Newly elected officers shall take office immediately upon completion of the election. | Ch-12 |

**Section 6. Vacancies in unexpired terms:**

- a. The Vice-President shall succeed the President for any unexpired term and continue as President for the remainder of the term.
- b. If a vacancy occurs in any other elected office, a special election shall be held to fill the vacancy from a slate of nominees selected by the Nominations Committee plus nomina-

tions from the floor at the first available general membership meeting. The elected person shall serve out the remainder of the term.

**Section 7. Compensation and Expenses.** None of the elected officers shall receive any compensation for services to the PPFC. The necessary and documented expenses of the elected officers and appointed committee chairs of the PPFC shall be paid from the funds of the PPFC upon approval of the Board under the policies of the Board established for such payments.

**Section 8. Expenditures.** The President shall be authorized to spend up to \$500 per transaction without approval. The Board shall approve expenditures of \$500.01 to \$2,000. Expenditures over \$2,000 shall be approved by the Board and a two-thirds vote of the quorum at a regularly scheduled general membership meeting. Expenditures authorized by the Board of Directors that are over \$500 shall be announced at the next general membership meeting. The Director of Fund Raising is authorized to spend up to \$1,000 for a raffle prize from the Raffle Account.

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**Section 9. Removal from Office.** An Officer may be removed from office for cause upon a vote of two-thirds (2/3rds) of the sitting members of the Board. Notice of any such removal action must be emailed to the Board and the Board member under consideration of removal at least 14 days in advance of such meeting stating the reason(s) for removal. The Board member under consideration for removal from office shall be given an opportunity to address any charges before the Board. Four consecutive unexcused absences from a Board meeting is grounds for removal from office.

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**Section 10. Meeting Chairs.** The Chair of any meeting may vote only if the vote is by secret ballot. The Chair of a general membership meeting has the right to postpone motions to the next general membership meeting, without taking a vote, when the item is not on the agenda.

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## ARTICLE VII. CORPORATION OFFICERS

**Section 1. Officers of the Corporation.** The registered officers of the Pikes Peak Firearms Coalition, Inc. shall be the elected President, Vice-President, Treasurer, and Secretary.

**Section 2. Registered Agent.** The Board shall designate a registered agent for the Corporation who shall be responsible for filing Corporation reports as required by the Colorado Secretary of State.

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## ARTICLE VIII. MEMBERSHIP MEETINGS

**Section 1. Regular Meetings.** Regular meetings shall be held as stated in the Standing Rules. The meeting place and time shall be emailed to the members and published on the PPFC Website at least 30 days in advance.

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**Section 2. Special Meetings.** Special meetings may be called by the President, the Board, or upon the written request of twenty members of the PPFC. The purpose of the meeting shall be stated in the call which shall be emailed to all members at least 7 days prior to the meeting date.

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**Section 3. Quorum.** A quorum for a regular general membership meeting shall consist of those members present but not less than ten members and one elected officer. A quorum for a special general membership meeting shall consist of 25% of the membership plus one elected officer.

**Section 4. Voting.** Members eligible to vote shall be in accordance with ARTICLE IV, MEMBERSHIP, Sections 4 and 5. Voting shall be by voice vote except as provided in this Section 4 or if a show of hands or a written ballot is requested by a majority of the quorum. The Director of Membership shall provide members in good standing with a voting card for election of officers, adoption of by-laws, and candidate endorsements, and also for other votes when requested by a majority of the quorum. A tie vote defeats a motion. A tie for elected office shall be settled by a runoff of the two candidates with the most number of votes unless there are only two candidates in which case the vote shall be decided by a coin toss.

## **ARTICLE IX. COMMITTEES AND APPOINTED POSITIONS**

**Section 1. Standing Committees.** The Board shall appoint the chairpersons of the Nominations and Audit committees. Duties of standing committees:

- a. Nominations Committee. The Nominations Committee shall be comprised of at least three members, one of which must not be a member of the Board. The Nominations Committee shall be responsible for providing a slate of qualified candidates for regular elections and for any special election required to fill a vacancy.
- b. Audit Committee. An Audit Committee, appointed by the Board, comprised of at least two regular non-Board members, shall conduct an annual review of the financial reports and records of the PPFC in January of each year and upon a change of Treasurers. The Treasurer shall provide the Audit Committee with all records of transactions and answer any questions that may arise. A report of the Audit Committee's findings shall be given at the January membership meeting.

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**Section 2. Special Committees.** Special Committees shall be appointed by the President and approved by the Board when such committees are deemed necessary to advance the purposes of the PPFC.

**Section 3. Appointed Positions.** The Board shall appoint a Newsletter Editor, Webmaster, Sergeant-at-Arms, and Chaplain. They shall serve at the pleasure of the Board.

## **ARTICLE X. ENDORSEMENT OF CANDIDATES**

The PPFC may endorse candidates to elected office following the procedures in the Standing Rules of the Pikes Peak Firearms Coalition, Inc. Political Action Committee (PPFC PAC). Individual officers and members may support any candidate but shall not state or imply an endorsement by the PPFC unless such candidate has been formally endorsed by the PPFC PAC.

## **ARTICLE XI. DISSOLUTION**

In the event of the dissolution of the PPFC, after all just debts of the PPFC have been paid, the assets, monies, and holdings shall be given to such publicly supported tax exempt organization(s) or institution(s) as directed by a vote of the membership.

## **ARTICLE XII. BY-LAWS**

**Section 1. Amendments.** These by-laws may be amended at any regular meeting of the PPFC by a two-thirds vote of the quorum. The amendment shall be submitted in writing and emailed to all members at least 14 days prior to the meeting at which the amendments are to be considered.

**Section 2. Parliamentary Procedures.** Robert's Rules of Order Newly Revised shall govern the proceedings of the PPFC not otherwise specified in the by-laws.



**STANDING RULES  
of the  
Pikes Peak Firearms Coalition, Inc. (PPFC)**

1. Annual Dues. Annual dues for members shall be \$30.00 for an individual membership, \$40.00 for a family membership, \$10.00 for full-time students and active duty military, \$250 for Patriot Club, and \$500.00 for a patron membership. | Ch-9 |
  
2. Membership Meetings. General membership meetings shall be held in March and June with the time and location to be emailed to the members and published on the PPFC website at least 30 days prior to the meeting. An annual family picnic and day on the range will be held in September with the time and location to be emailed to the members and published on the PPFC website at least 30 days prior to the meeting. An annual PPFC Anniversary dinner will be held in December with the time and location to be emailed to the members and published on the PPFC website at least 30 days prior to the meeting. | Ch-12 |
  
3. Board of Directors Meetings. The Board of Directors shall meet at a time and location as determined by the Board with notice to all Board members at least 7 days in advance. | Ch-5, 12 |
  
4. Dues shall be on a yearly basis based on member's join date. Past members whose dues have lapsed for 9 months or more shall be considered new members. | Ch-8 |
  
5. Members will be informed of PPFC meetings, events, raffles, etc. by email in a timely fashion." | Ch-12 |
  
6. Application forms for membership shall be provided by the Director of Membership and shall be available on the Website.
  
7. The PPFC shall maintain an active Website for the benefit of members and to perform public services, such as informing the public on firearm issues.
  
8. These Standing Rules may be changed by a majority vote of the members present at a regular general membership meeting with no advance notice. These Standing Rules may be changed by a two-thirds (2/3rds) vote of the Board of Directors. | Ch-3 |

**STANDING RULES  
OF THE  
PIKES PEAK FIREARMS COALITION, Inc.  
POLITICAL ACTION COMMITTEE**

**Section 1. Purpose.** A political action committee, called the PPFC Political Action Committee, hereafter referred to as the PPFC PAC, may be formed as directed by the Board upon adoption of the PPFC by-laws. If formed, it shall be registered with the Colorado Secretary of State and/or the Colorado Springs City Clerk for the purpose of supporting candidates to elected public office who support the goals of the PPFC.

**Section 2. Chair.** The Chair of the PPFC PAC shall be elected by the membership at the January membership meetings in odd numbered years and shall serve a 2 year term. They may succeed themselves.

**Section 3. PPFC PAC Steering Committee.** The PPFC PAC steering committee shall consist of the PAC Chair, the PPFC President, Vice-President, Program Director, Legislative Chair, and four at-large members elected from the general membership at the January membership meeting in odd numbered years. The PAC Steering Committee shall be responsible for developing, distributing, and evaluating candidate surveys; scheduling, inviting participants, and conducting candidate forums; and making endorsements of candidates and determining the level of support to be provided. The Steering Committee shall serve for two years.

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**Section 4. Membership.** The membership of the PPFC PAC shall consist of all PPFC members.

**Section 5. Endorsements.** The PPFC PAC Steering Committee shall be responsible for endorsing candidates and providing support. A non-binding “straw poll” shall be taken at a PPFC PAC meeting prior to making an endorsement. When an endorsement is time sensitive, the PAC Steering Committee, with concurrence of the PPFC Board of Directors, may make an endorsement without taking a straw poll. Candidates may be invited to a candidate forum and/or requested to complete a candidate survey prior to being endorsed. Endorsements shall be published in the monthly newsletter and on the Website.

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Ch-6

**Section 6. Expenditures.** The PPFC PAC shall establish a separate bank account for the purpose of collecting and expending funds to support endorsed candidates and/or issues. A PPFC PAC treasurer shall be appointed by the PPFC PAC steering committee. Expenditures shall be approved in advance by a two-thirds vote of the PPFC PAC steering committee. Funds not expended during a particular campaign cycle shall be held over for the next cycle. PPFC membership dues shall not be transferred to the PPFC PAC. Expenditures shall be reported to the membership at the next general membership meeting.

**Section 7. Compliance with Campaign Laws.** The Chair of the PPFC PAC shall be responsible for complying with local, county, state, and federal campaign laws and for filing necessary and timely reports with the election officials.

**Section 8. Dissolution.** In the event of the dissolution of the Pikes Peak Firearms Coalition, Inc., after all just debts of the PPFC PAC have been paid, the assets, monies, and holdings shall be given to such publicly supported tax exempt organization(s) or institution(s) as directed by a vote of the membership.

**Section 9. Changes.** These Standing Rules may be changed by a majority vote of the members present at a regular general PPFC PAC meeting with no advance notice. These Standing Rules may be changed by a two-thirds (2/3rds) vote of the PPFC PAC Steering Committee.