

## POLICY AND PROCEDURES MANUAL of the MOUNDSVILLE RIFLE AND PISTOL CLUB, INC.

### Membership

Any citizen of the United States 18 years of age or older and who can legally possess a firearm may become a member of this organization,

Classes of Membership are:

Individual

Family

Senior - individual 65 Yrs. of age or older.

Senior Family Membership is for a Senior & their Significant other.

Honorary

Lifetime

Senior Lifetime

Members with voting rights must be 18 years or older. If they are turning 18 years of age after a family membership has been paid, they will have to purchase a membership on January of the next year.

A family membership will consist of an adult and a spouse (or significant other) plus children under the age of 18. Part-time parents having custody of children are entitled to a family membership. Names and birthdays of family members will be required. Family memberships will have two (2) voting rights.

Senior couples adult and a spouse (or significant other) will have two (2) voting rights.

Honorary membership: there will be no honorary membership granted unless approved by a three fourths (3/4) affirmative vote of the members present at any regular or special meeting.

### Dues

Rates shall be determined by the Executive Committee prior to the start of each fiscal year and be stated in the Policy and Procedure Manual

Family membership \$ 80

Single membership \$ 65

Senior / Senior Family membership \$ 25

Life time membership \$ 400

Senior Lifetime \$ 250

The color (s) of the membership cards will be at the discretion of the Treasurer and Membership Secretary.

### Meetings

Time and place: The regular monthly and annual meetings of the organization will be held at the club room at the indoor range at Valley Fork Park, Eastern 12th Street, Moundsville, WV. Meeting time will be determined and announced by the Executive Committee.

Meetings of the Executive Committee will be held regularly at such time and place as the Committee may determine. The Executive Committee will meet 1/2 hour prior to the regular monthly meetings to set the agenda of the Business Meeting.

#### Duties of officers and Other Named Positions

(a) President: the president will preside at all meetings of the organization and the Executive Committee. He/she will be a member ex-officio of all regular and special committees, and will perform all such other duties as usually pertain to his/her office.

(b) Vice-President: the vice-president will perform the duties of the president in his/her absence or at his/her request.

(c) Recording Secretary: the recording secretary will conduct all official correspondence. He/she will notify the members of the Executive Committee of all meetings and will notify all members of special and annual meetings as required by article v. He/she will keep a true record of all meetings of the Executive Committee and of the organization and have custody of the books and papers of the organization. In the absence of the recording secretary, the president will appoint another member to accurately record the minutes of the meetings.

(d) Membership Secretary: all applications for membership in the organization shall be made to the membership secretary. He/she will be responsible for the collection of all fees and dues, and will remit the same to the treasurer, taking his/her proper receipt thereof.

(e) Treasurer: the Treasurer will have charge of all funds of the organization and place the same in such bank or banks as may be approved by the Executive Committee. Such money will only be withdrawn by check signed by the treasurer or president. The first meeting of each year, he/she will give a report on the finances of the previous year. This report will list all moneys and their sources that were taken in plus all expenditures. This report will also include a summary of all certificates of deposits, the face value, interest earnings for the year on each certificate and the value of each certificate at the end of the year. No business agreements will be made or bills paid unless they are approved by majority vote at a regular or special meeting of the organization. The treasurer will pay all club bills by check only. Utilities bills such as: Propane, Electric, and Water will be paid upon receipt of the bill.

(f) Executive Officer: the Executive Officer will have charge of the ranges of the organization, the printing of scorecards, the arranging of competitions, etc. He/she will contract no bills without the authority of the Executive Committee.

(g) Publicity Director: the Publicity Director will be in charge of publicizing all organization activities as directed by the Executive Committee.

(h) Trustees: the Trustees will conduct all legal business of the organization, sign all contracts, and take care of all tax matters of the organization. Two (2) trustees will be required to conduct all business and

sign all documents in the organization's name. A trustee is not entitled to free membership (revised 07 / 14 / 2015.

(i) Range Safety Officers: Range Safety Officers must be NRA certified and will have absolute charge of the firing range and at all Club sponsored shoots. They will enforce the range rules and regulations at the site of this organization's shooting activities, and will perform his/her duties under the direction and by the authority of the Chief range safety. Range Safety Officers are the authority figure on the range and have the responsibility of making the final decision on all range safety matters. They can at any time, remove any shooter with the assistance of the law enforcement for what the Range Safety Officer considers unsafe actions, bad attitude, and/or causing a disturbance that affects the safety and shooting of others. A Range Safety Officer is entitled to a free membership only if he/she "works the range" 60 % of the "shooting" days during the previous year.

#### Attendance

All officers of the organization must be present and not miss more than three months consecutive meetings unless under special circumstances as determined by the Executive Committee. Failure of an officer to attend three months consecutive meetings may result in removal from office by a vote of the Executive Committee.

A member must attend 60% of the meetings prior to being nominated for an office.

#### Suspension or expulsion

A member may make petition, in writing to the Executive Committee for reinstatement once he/she has been removed for Club membership.

#### Use of the Range by Other Groups / Organizations

An application by the person, group(s) or organization(s) for use of the Club's facilities will be submitted in writing or electronically to the Executive Committee for consideration. The Executive Committee has the authority to approve or disapprove such use.

If the Club facilities are to be used for teaching a class or classes for qualifying for concealed carry permits, the instructor(s) must have been a member of the Club six month prior to the class/classes. Additionally the first time the Instructor(s) teaches the class / classes, the class will be observed by a Club Officer or a Club Range Safety Officer.

#### Issue of keys to Club facility

Meeting January 26th 2016 - Chrissy said that we should have a way for giving out keys and getting them back. Dave suggested the executive committee should have the vote on who gets them or should turn them in. Dave motioned to accept and Chrissy 2nd. All in favor, passed and carried.

This Policy and Procedures Manual adopted at a meeting of the Moundsville Rifle and Pistol Club held on \_\_\_\_\_, 2015

\_\_\_\_\_ - Recording Secretary

Policy and Procedures Manual Revisions / additions:

07/28/2015 – change in dues

07 / 14 / 2015 - eliminated free membership for Trustees.