

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedure - Guidelines

The following are the Standard Operating Procedures for Port Malabar Rifle and Pistol Club

Their intent is to build upon, expand and compliment the requirements set forth in the Articles of Incorporation, PMRPC Bylaws, Range Safety Officer Bylaws, and the Club Range Rules.

Additional document references and dates:

Port Malabar Rifle and Pistol Club Articles of Incorporation	Dated 5 Dec 2013
Port Malabar Rifle and Pistol Club Bylaws	Dated: 15 Jan 2014
Port Malabar Rifle and Pistol General Range Rules	Dated: 09 Sep 2010
Port Malabar Rifle and Pistol Club Range Safety Officer Bylaws	Dated: 14 Dec 2011
Port Malabar Rifle and Pistol Club Individual Range Rule	
Action Area	Dated: 16 Nov 2011
Archery Area	Dated: 18 Apr 2012
Benchrest Range	Dated: 07 Sep 2011
Bullseye Range	Dated: 16 May 2011
Blackpowder Range	Dated: 15 May 2011
Smallbore Range	Dated: 07 Jul 2011
Shotgun Range	Dated: 18 Apr 2011
Practice Pistol Range	Dated: 07 Sep 2011
Practice Rifle Range	Dated: 07 Sep 2011

Governing body rules and national sanctioning rules shall be the revision in force at the time of the dated reference or approvals herein.

Changes to these SOP's may be made by a 2/3 majority vote of the full board

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedure – Article III – Membership

Membership may be granted to any US citizen or non-citizen who is a “legal alien” after:

- 1) Subscribing to the NRA Pledge
- 2) Subscribing to the Club Pledge
- 3) Payment of all required dues, initiation fees, and assessments
- 4) Attending required orientation
- 5) Submitting a signed Hold-Harmless Waiver
- 6) Submitting a completed and signed application

The Board of Directors shall review applications from prospective members. A simple majority, by vote or signature, is required for approval. Prospective members are not required to appear before the Board of Directors unless specifically requested.

New members shall be on probation for six months after their induction date. During this period, any violation of club rules, display of improper conduct, or criminal charges may result in suspension from the club, without due process outlined by the bylaws for members. A Probationary Member shall become a member in good standing at the end of the probationary period, if not otherwise notified.

### Member Classes and Fees

- 1) Full Member (\$150)– Must meet all requirements to be a voting member of the club and shall maintain such status by yearly payment of club fees and maintaining NRA membership
- 2) Full Life Member (\$2000)– Must meet all requirements to be a voting member of the club and shall maintain status by maintaining NRA membership. No annual fees or initiation fees shall apply.
- 3) Associate Member (\$35)– Is a non-voting member of the club maintaining all other rights given to a full member and shall maintain rights by meeting all requirements for membership. An Associate member must be an immediate relative of the full member, live in the same household, and be under the age of 26 (unless the spouse of the full member). No Initiation Fees, Assessment Fees or NRA membership is required.
- 4) Associate Life Member (\$700) – meets all requirements to be an Associate member of the club. No other club fees or NRA membership is required.
- 5) Probationary New Member – New member for first 6 months of membership.
- 6) Initiation Fee (\$200) – Due at initial join date and repay if in arrears for more than 5 years.
- 7) Assessment Fee – None
- 8) New Member Dues and Assessment fees are pro-rated after June 1

Membership shall be perpetual provided that the member pays all yearly fees and is not suspended or expelled per Bylaws Article XVII.

A member shall become in arrears if dues are not paid by July 1 of the year for which they are owed. A member in arrears may re-join at any time by paying a full year’s dues. If a member has been in arrears for more than 3 years, the returning member must re-attend club orientation and may have to re-attend any range specific orientations. Any member who has been in arrears for more than 5 years must reapply and pay all fees due for a new member.

The Board of Directors may grant memberships with fees and/or requirements that are reduced or waived, on a case-by-case basis. The cause shall be placed before the board and shall require a 2/3 majority vote of the full board for approval. The action shall be recorded by the club secretary.

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## Standard Operating Procedure – Article III – Dues / Initiation Waived

The Board of Directors may, on a yearly basis, waive the yearly dues of certain club members in recognition of the extraordinary service the individuals have provide to the club. The purpose of this SOP is to set the guidelines and limits for waiving the dues of selected members.

All members (Full, Associate, Life), in good standing for the entire time period being considered, shall be eligible to participate.

Extraordinary service may include (but is not limited to) contributing extensive amounts of time or service to the club; donation of professional services; approved fundraising activities; outstanding leadership.

The number of members to be approved for dues waiver is selected yearly by the Board of Directors and shall not exceed 0.5% of the total membership on January 1<sup>st</sup> of the year of the waiver (Jan 2016 for waiver of 2017 dues, etc. ). This shall be the maximum number of waivers allowed below.

### **Procedure:**

Each officer or director may nominate up to five club members. The nomination shall include a brief description of the member's contributions. All names and descriptions shall be submitted to the Secretary by the appointed date. The Secretary shall compile the list of names and submit them to the board within 15 days of the scheduled vote.

### **Voting:**

Each board member shall cast votes for up to 10 candidates. The candidates with the most votes shall be selected, not to exceed the maximum allocated above.

If there is a tie vote, all tied candidates shall have their dues waived, if the total is under the maximum allocated above. If the maximum allocated is exceeded, the below shall be used to break the tie votes.

- 1) All members in the tie shall be re-voted on as a group
- 2) The members with the highest votes, up to the remaining allocated slots, shall be selected
- 3) If there is still a tie across the boundary, the above shall be repeated until the allocation is achieved

### **Other Considerations:**

- 1) The members of the Board of Directors shall have their dues waived for the duration of their term.
- 2) Life Members who receive the above may assign their dues waiver to another member
- 3) Regular/Associate Members whose dues are waived may assign their credit to another member
- 4) Employees who work more than 10hrs/wk average shall have membership dues / initiation fee waived
- 5) Other special considerations may be heard by the board, 2/3 vote by full board for approval
- 6) Board, Employees and other considerations are not included in the above maximum limit

NRA Membership shall be required for Full and Full Life members during any membership period.

An estimate of the number of waivers shall be included in the Annual Budget for each year, based on the estimated number of members on Dec 31<sup>st</sup> of the present year.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VI – Officers - President**

The President shall preside as chairman at all Board of Directors meetings, General Membership Meetings and the Annual Meeting of the club.

In accordance with Robert's Rules of Order, the President shall be able to make motions, vote on motions and comment on motions at any Board Meeting without relinquishing his position as chair of the meeting.

In accordance with Robert's Rules of Order, the President shall not make any motions or comment on any motions at any Regular Membership Meeting, Special Membership Meeting or Annual Meeting, as long as he remains chair of the meeting. At such meetings, the chair shall only cast a vote in order to break a tie vote. In order to comment or make a motion, the president must temporarily step down as chair of the meeting.

Meetings shall be conducted from a published agenda. Published agenda items shall be covered first and if time allows, additional club items may be covered in accordance with the Meeting and Notifications SOP.

The President shall maintain order at all meetings and shall not allow any member to unnecessarily insult or denigrate the club or other members.

The President shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The President shall be impartial and shall represent the club and its members while acting on behalf of the club in any meeting, at the range or in public.

updated 02 March 2016

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### **Standard Operating Procedure – Article VI – Officers - Vice President**

The Vice President shall, in the absence of the President, preside at Board of Directors Meetings, Membership Meetings or the Annual Meeting of the Club as required. If the Vice President is presiding in absence of the President all requirements of the position of President shall apply.

The Vice President shall have oversight of the overall club finances and, along with the Treasurer, shall advise the Board of Directors on the club's financial status. The Vice President also shall ensure that the requirements of the IRS and the state's guidelines for non-profit organizations are followed. This includes monitoring the club finances for cash flow, profit/loss, and outstanding liabilities, primarily focused on long term development projects or club growth.

The Vice President shall be an ex-officio member of all club committees.

The Vice President shall audit the records of the Treasurer and Accountant after the close of the calendar year, and at any other time necessary for the good of the club. He shall report his findings to the Board of Directors at completion or as issues arise.

The Vice President shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Vice President shall be impartial and shall represent the club and its members while acting on behalf of the club in any meeting, at the range or in public.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VI – Officers - Treasurer**

The Treasurer shall be responsible for all club funds, income and disbursements. The Treasurer shall oversee the club accountant and provide any assistance necessary to monitor the club's accounting records, allocation of income and allocation of disbursements.

The Treasurer shall verify that all income from matches, events, orientation and renewals are properly deposited, recorded and reconciled in the club accounting system.

The Treasurer shall verify that all disbursements are paid in a timely manner, and shall verify they are properly allocated and recorded in the club accounting system. The Treasurer may instruct the accountant to pay any recurring monthly bills or pre-approved expenses by electronic pay methods.

All payroll requests shall require approval by the Executive Officer or his designee prior to being submitted to the Treasurer. Any payroll requests sent directly to the Treasurer must be forwarded to the Executive Officer for approval prior to payment.

All income shall be reported to the Treasurer within 15 days of receipt of the funds. All income shall be deposited into a club account within 15 days of receipt of funds. Match/Event incidental/expendable monthly expenses under \$250 total, may be deducted from submitted income, however, any expenses deducted from match or event income must be accompanied with a receipt, description of expense and be recorded on the reconciliation sheet or income envelope and must meet all approval and budget requirements. If additional approvals are required or receipt is not provided, the expense must be submitted as a reimbursement as below.

Requests for reimbursements shall include the name of the person submitting the expense, the discipline/area, the description of the expense, and the amount. Discipline Director or officer approval maybe required prior to submission.

There shall be no "petty cash" or "slush funds" generated, by income, held by any discipline, match, or group.

All cash advances for budgeted expenditures may be approved by the Treasurer for up to \$5000 per event. Board of Directors must approve expenditures exceeding \$5000. Reconciliation must be provided within 15 days after the event or project is complete. Reconciliation method shall be at the discretion of the Treasurer, provided a record is kept in accordance with the club By-Laws and SOP's.

The Treasurer is responsible for maintaining the club's banking system and accounting process. The Treasurer shall provide the Board of Directors with detailed monthly reports on income, expense, and budget performance. The Treasurer shall have the authority to refuse to pay any expenses that is of question, and shall immediately notify the Board of Directors.

The club will provide the Treasurer with a computer and software for maintaining the financial records. All records shall be maintained on the computer and remain as property of the club. The Treasurer shall keep all club records secure from loss and with a robust backup process for all electronic data, including any data that is outsourced to an accounting firm.

The Treasurer shall maintain all financial records for no less than 10 years. The outgoing Treasurer must turn over all records, physical and digital, within 5 days after service to the club has ended. The

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incoming Treasurer, or designee, shall report to the Board of Directors when all records have been received.

Club records shall only be released as directed by the Board of Directors or as indicated herein.

The Treasurer shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Treasurer shall be impartial and shall represent the club and its members as a whole, while acting on behalf of the club in any meeting, at the range or in public.

updated 02 March 2016

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## **Standard Operating Procedure – Article VI – Officers - Secretary**

The Secretary shall be responsible for oversight of all official correspondence of the club. This includes, but is not limited to, recording of the minutes of any official meeting, processing membership applications and renewals, generating any official correspondence and recording any official correspondence from other board members.

The Secretary shall be responsible for the safekeeping of all records, providing safe storage and secure destruction of any club records.

The Secretary shall maintain a book or file of all motions, SOPs, rules changes, or directions that affect the operation of the club. This book or file shall have easy reference to finding subjects or titles to assist in searching back records.

The Secretary or designee shall keep accurate minutes of all club meetings.

The Secretary shall maintain a database of present and past members, including the below at a minimum:

- 1) Member's Name, Address, Phone Number
- 2) Member's Email Address
- 3) Member Number, Join Date, Last Active Date, and NRA # (if required)
- 4) Comments field for notations about critical events

The Secretary shall keep record and submit to the Treasurer monthly, a report showing the following:

- 1) Initiation Income
- 2) New Member Dues Income (Full and Associate)
- 3) Donations (indicating any requirements on the donation)
- 4) NRA Pass Thru Fees
- 5) Total Membership count details

Consistent with Article XIV of the Bylaws, the Secretary shall keep the member's address-of-record for notification purposes. Address of record shall be the member's email address unless otherwise requested by member.

Club records shall only be released as directed by the Board of Directors or as indicated herein.

The Secretary shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the membership.

The Secretary shall be impartial and shall represent the club and its members as a whole, while acting on behalf of the club in any meeting, at the range or in public.

Note: Membership applications and membership renewals shall be clearly marked indicating that email address is to be used as address-of-record, unless otherwise specified by member.

updated 02 March 2016



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### **Standard Operating Procedure – Article VI – Officers – Chief Instructor**

The Chief Instructor shall be the liaison between the Board of Directors and all training activities, club orientation, and Range Safety Officers.

The Chief Instructor shall coordinate with the disciplines and activities for the use of ranges and facilities and shall maintain a schedule of such activities. The schedule shall be provided to the Secretary, or his designee, to be included on the club website schedule. Club website is the official schedule.

The Chief Instructor may appoint assisting chairpersons, assistants or other positions as needed to help fulfill responsibilities. The Chief Instructor shall coordinate safety issues and violations of range safety rules with the chairman of the Range Safety Officer Committee. Chief Instructor shall be a defacto member of the Range Safety Officer Committee.

The Chief Instructor shall have the responsibility to oversee his budget and shall monitor the income and expenses of all his activities. The Chief Instructor shall ensure that any activity/event income is submitted to the Treasurer within 15 days of the end of the match or event and that proper reconciliation is provided with all income and expenses.

The Chief Instructor shall be responsible for approving any expenditure over \$250 per month by the activity/event chairmen under his purview or by a club member on the behalf of an activity.

The Chief Instructor shall have the authority to approve any expenditure within his operational budget of up to \$750 per month.

All capital expenditures and any operational expenditure over \$750 per month must be approved by the Board. For special situations, the Board can give pre-approval as necessary.

The Chief Instructor shall be responsible to keep inventory and location of all club owned firearms, and shooting equipment or accessories.

The Chief Instructor shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Chief Instructor shall be impartial and shall represent the club and it is members as a whole while acting on behalf of the club in any meeting, at range or in public.

updated 02 March 2016

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VI – Officers – Executive Officer**

The Executive Officer shall be responsible for Range Operations, including but not limited to range maintenance, facilities maintenance, execution of the Lead Management Plan, Board-approved improvements and construction, and management of contractors and employees.

The Executive Officer has the authority to close any portion of the range if he believes that its condition endangers the safety of members. The Executive Officer also can close any portion of the range if the continued use would result in significant damage or increased charges for repairs. Needed repairs should be reported by discipline directors, chairmen, or members as soon as possible of noting the needed actions.

The Executive Officer shall maintain a list of all needed repairs, improvements and projects around the range and shall provide the Board with a monthly report of current needs and completed repair status.

All requests for range maintenance, modifications, alterations or improvements shall be directed to the Executive Officer, who will prioritize the projects, and determine whether it will be assigned to volunteers, staff, outside contractors, or a combination thereof.

The Executive Officer or designee shall be the sole individual to direct employees working on all activities. The Executive Officer or his designee shall be responsible for reviewing and approving all staff hours prior to their being sent to the Treasurer for payment.

No major repairs or major maintenance will be performed on the range without the approval of the Executive Officer or designee.

The Executive Officer shall keep a record of all club owned equipment and items that would be considered as assets to the club, with date of purchase, value and expected life.

The Executive Officer or designee shall have the authority to approve all expenditures within his operational budget up to \$2000 per occurrence. All capital expenditures and any operational expenditure over \$2000 shall require Board approval.

The Executive Officer shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Executive Officer shall be impartial and represent the club and its members as a whole while acting on behalf of the club in any meeting, at the range or in public.

The Executive Officer shall be responsible for the operation of the following ranges and their activities:

- 1) Practice Pistol Ranges
- 2) Practice Rifle Ranges
- 3) Archery Range
- 4) Blackpowder Range

updated 02 March 2016

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VI – Officers – Pistol Director**

The Pistol Director shall have oversight of all pistol shooting activities and ranges devoted to the shooting of pistols.

The Pistol Director shall be the liaison between the Board of Directors and the pistol activities at the club. The Pistol Director shall have direct involvement in their day-to-day activities. All discipline comments or issues shall be presented to the Board of Directors by the Discipline Chairman.

The Pistol Director shall have the responsibility to oversee the pistol budget and shall monitor the income and expenses of all pistol activities. The Pistol Director shall ensure that match/event income is submitted or deposited to club account with report to the Treasurer within 15 days of the end of the match or event and that proper reconciliation is provided with all income and expenses.

The Pistol Director shall be responsible for approving any expenditure over \$250 per month by the match/event chairmen under his purview or by a club member on the behalf of a pistol discipline. The Pistol Director shall have the authority to approve expenditures of up to \$750 per month. Any expenditure not in the operational budget must be pre-approved by the Board.

All capital expenditures and any operational expenditure over \$750 per month must be approved by the Board. For special situations, the Board can give pre-approval as necessary.

The Pistol Director shall work with the Executive Officer for timely maintenance and repairs to keep the pistol ranges safe and operational. All range maintenance, modifications, alterations or improvements, outside contractors, and labor hours from employees shall be pre-approved by the Executive Officer or designee.

The Pistol Director shall be responsible for coordinating events on the ranges that he supervises. The Pistol Director shall maintain a schedule of such activities and provide it to the Secretary, or his designee, to be included on the club website schedule. The official calendar is the one hosted on the club website.

The Pistol Director shall be responsible for the following ranges and their activities:

- 1.) Action Area
- 2.) Bullseye Range
- 3.) Silhouette Range

The Pistol Director shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Pistol Director shall be impartial and shall represent the club and its members as a whole while acting on behalf of the club in any meeting, at the range or in public.

updated 02 March 2016

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VI – Officers – Rifle Director**

The Rifle Director shall have oversight of all PMRPC rifle shooting activities and ranges devoted to the shooting of rifles.

The Rifle Director shall be the liaison between the Board of Directors and the rifle-shooting activities of the club. The Rifle Director shall have direct involvement in their day-to-day activities. All discipline comments or issues shall be presented to the Board of Directors by the Discipline Chairman.

The Rifle Director shall have the responsibility to oversee the rifle budget and shall monitor the income and expenses of all rifle activities. The Rifle Director shall ensure that match/event income is submitted or deposited to club account with report to the Treasurer within 15 days of receipt and that proper reconciliation is provided with all income and expenses.

The Rifle Director shall be responsible for approving any expenditure over \$250 per month by the match/event chairmen under his purview or by a club member on the behalf of a rifle discipline. The Rifle Director shall have the authority to approve expenditure of up to \$750 per month. Any expenditure not in the operational budget must be pre-approved by the Board.

All capital expenditures and any operational expenditure over \$750 per month must be approved by the Board. For special situations, the Board can give pre-approval as necessary.

The Rifle Director shall work with the Executive Officer for timely maintenance and repairs to keep the rifle ranges safe and operational. All range maintenance, modifications, alterations or improvements, outside contractors, and labor hours from employees shall be pre-approved by the Executive Officer or designee.

The Rifle Director shall be responsible for coordinating events on the ranges that he supervises. The Rifle Director shall maintain a schedule of such activities and provide it to the Secretary, or his designee, to be included on the club website schedule. The official calendar is the one hosted on the club website.

The Rifle Director shall be responsible for the following ranges and their activities:

- 1) High Power Range
- 2) Benchrest Range
- 3) Smallbore Range

The Rifle shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Rifle Director shall be impartial and shall represent the club and its members as a whole while acting on behalf of the club in any meeting, at the range or in public.

updated 02 March 2016

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VI – Officers – Shotgun Director**

The Shotgun Director shall have oversight of all shotgun shooting activities and ranges devoted to the shooting of shotguns.

The Shotgun Director shall be the liaison between the Board of Directors and the shotgun activities at the club. The Shotgun Director shall have direct involvement in their day-to-day activities. All discipline comments or issues shall be presented to the Board of Directors by the Discipline Chairman.

The Shotgun Director shall have the responsibility to oversee the shotgun budget and shall monitor the income and expenses of all shotgun activities. The Shotgun Director shall ensure that match/event income is submitted or deposited to club account with a report to the Treasurer within 15 days of the end of the match or event and that proper reconciliation is provided for all income and expenses.

The Shotgun Director shall be responsible for approving any expenditure over \$250 per month by the match/event chairmen under his purview or by a club member on the behalf of a shotgun discipline. The Shotgun Director shall have the authority to approve expenditures of up to \$750 per month. Any expenditure not in the operational budget must be pre-approved by the Board.

All capital expenditures and any operational expenditure over \$750 per month must be approved by the Board. For special situations, the Board can give pre-approval as necessary.

The Shotgun Director shall work with the Executive Officer for timely maintenance and repairs to keep the shotgun ranges safe and operational. All range maintenance, modifications, alterations or improvements, outside contractors, and labor hours from employees shall be pre-approved by the Executive Officer or designee.

The Shotgun Director shall be responsible for coordinating events on the ranges that he supervises. The Shotgun Director shall maintain a schedule of such activities and provide it to the Secretary, or his designee, to be included on the club website schedule. The official calendar is the one hosted on the club website.

The Shotgun Director shall be responsible for the following ranges and their activities:

- 1) Trap Range
- 2) Skeet Range
- 3) Sporting Clays Range
- 4) 5-Stand Range
- 5) Patterning Board

The Shotgun Director shall protect from disclosure any club information from Executive Session meetings that is not indicated as being released to the general membership.

The Shotgun Director shall be impartial and shall represent the club and its members as a whole while acting on behalf of the club in any meeting, at the range or in public.

updated 02 March 2016

# **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

## **Standard Operating Procedure - Article VII – Budgeting for Capital and Operations**

The budget shall be presented to the membership in two parts: An Operational Budget for income and expenses, and a Capital Budget for major purchases. Both must be approved independently by the membership at the Annual Meeting, in accordance with the bylaws.

All income and expense projections must fall within one of these two budget areas, unless the board has invoked the emergency budgeting power of the By-Laws.

The Operational Budget covers day-to-day expenses, including all events and activities, payroll, and the purchase of all materials and services needed to insure the proper functioning of the club. It shall be broken down into separate lines for individual disciplines and activities, and general expenses so that the membership can easily determine how much is being spent to support various activities, and how much revenue is derived thy generate.

The Capital Budget covers the purchase of individual items and projects with an anticipated lifespan of more than five years or a cost of more than \$1000. Breaking out large expenses as capital items ensures that the membership is able to exercise adequate oversight of spending priorities at PMRPC.

### **Capital Budgeting**

During the preparation of the annual budget, each board member shall define his or her requests for funding and attendant projections of revenue. These requests shall be submitted to the Board of Directors, which shall debate the project and vote on whether to add the projects to the Capital Budget list. All requests should represent solutions to real problems or improvements to existing facilities. Each should represent a project that will likely be accomplished in the coming year.

The Board of Directors shall approve the Capital Budget by a 2/3 majority vote of the full board, prior to submitting the budget to the membership. A 2/3 majority vote of the membership present is required to approve the Capital Budget at the Annual Meeting, in accordance with the bylaws. At the Annual Meeting, the membership may add, remove or modify any individual budget line by a 2/3 vote of those present.

Each Capital Budget Request shall contain a description and a true estimate of the total costs to complete the project, including incidental costs such as tax, shipping and associated training. Each Capital Budget Request shall be submitted individually on a Capital Budget Request form.

If the project will span multiple years, the initial proposal shall outline each year's estimated costs, but the amount appropriated shall only be for the work to be performed in the coming year. A new Capital Budget Request must be voted on for each of the successive year's work.

For Capital Budget Projects of less than \$25,000, capital expenditures shall not exceed 10% of the total projected cost of the approved project, subject to vote board approval. A 2/3 majority vote of the full board is required to approve the overage.

For projects of more than \$25,000, but less than \$50,000, capital expenditures shall not exceed 5% of the total projected cost of the approved project, subject board approval. A 2/3 majority vote of the full board is required to the overage.

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For projects in excess of \$50,000, any overage must be submitted to the Membership for approval. A simple majority is required for approval.

The Board of Directors shall approve the Operational Budget by a 2/3 majority vote of the full board, prior to submitting the budget to the membership. A 2/3 majority vote of the membership is required to approve the Capital Budget at the Annual Meeting, in accordance with the bylaws. The membership may remove any individual budget line by a 2/3 majority vote.

A Capital Budget Project should be viewed as a solution to a particular problem. It is permissible to purchase different items than the ones proposed if it is more cost-effective. But the project must still fulfill the original goal of the project. A 2/3 vote of the full board is required to change the specifications of a Capital Project.

It is acceptable to combine two or more Capital Budget Projects to more effectively or more economically solve the problems identified in the original individual projects. A 2/3 vote of the full board is required to combine Capital Budget Projects.

The board must vote by 2/3 majority of the full board to authorize the start of work on any project in the Capital Budget.

At least two competitive bids or quotes must be obtained for any goods or services with a value of more than \$5,000, in accordance with the By-Laws. All bids or quotes shall be submitted to the treasurer and held as part of the records of the project.

Any contract for outside work must be reviewed and approved by the Treasurer or his designee, as well as the board member who will manage the project. No work involving contractors shall start until all required paperwork is filed with the Treasurer. It is the responsibility of the project manager to obtain and submit the records to the treasurer. Upon approval by the board and all paperwork received, the treasurer or his designee shall release the activity.

The treasurer or his designee shall review and report to the board on all capital expenses.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Operational Budgeting**

Each member of the Board of Directors must prepare a line-by-line Operational Budget each year that represents the best estimation of income and expenses for their respective areas for the coming year. The Treasurer shall provide past performance for each area to aid in preparation.

The Treasurer shall provide a chart of accounts that will need to be budgeted and any guidelines for all to follow. Each area (Admin, Range OPS, Rifle, Pistol, Shotgun, Training, and Youth) shall work to provide a complete and accurate input to the budget.

A budget line must be prepared for each club-sponsored match or event activity showing the number of attendees anticipated, income and expense. Every budget line must be an accurate projection of expense and revenue based on prior years' results. For new activities, projections of expenses should be based upon the history of similar activities.

The Board of Directors shall approve the Operational Budget by a 2/3 majority vote of the full board, prior to submitting the budget to the membership. A 2/3 majority vote of the Membership present at Membership Meeting is required to approve the Operational Budget, in accordance with the bylaws. At the Annual Meeting, the membership may add, remove or modify any individual budget line by a 2/3 vote of those present.

The Treasurer shall issue a monthly report showing expenses and revenues for each of the major budget categories.

In June of each year, the board shall conduct a review of expenses to determine how closely actual expenses are tracking to projected expenses, so that corrections can be made to ensure compliance with the budget.



# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedure – Article VII - Approved Budget

### Activity Income

All income from club matches, competitions, events, orientations, dues renewals, etc. shall be submitted or deposited to club account with report to the Treasurer within 15 days of the end of the event. Any income received in advance of an event shall be submitted to the Treasurer within 15 days of its receipt. Events and Training classes conducted by outside groups shall be exempt from these provisions, unless otherwise stated at the planning of the event.

All income shall be accompanied by a reconciliation and/or club reconciliation envelope detailing the income received as required by the Treasurer, including squad or shooter participation sheets if requested.

### Activity Expenses / Reimbursements

All requests for reimbursement of expenses shall include the name of the person requesting the reimbursement, the match/activity/purpose, description of the expense, the amount of the expense with receipt, and authorization as required by the guidelines below.

Match/Event incidental/expendable monthly expenses under \$250 total, may be deducted from submitted income however, any expenses deducted from match or event income must be accompanied with a receipt, description of expense, person who incurred the expense and be recorded on the reconciliation or income envelope.

Incidentals / Expendables deducted from event fees must have been included in the Operational Budget, with the exception of immediate essential repairs. Under no circumstances can event fees be used for maintenance, equipment, targets/clays, or general repairs.

If additional approvals are required or receipt is not provided, the expense must be submitted as a reimbursement as above. Amounts are subjected to the limits and approvals below.

Advance requests can be processed, and reconciliation must be completed within 15 days after the expense is incurred.

### Limits and Approvals

The Board of Directors must review and pre-approve any requested expense not in the Operating or Capital Budgets prior to any expenditure being made.

All requests to purchase items listed under the Capital Budget must be reviewed and approved by the Board of Directors before the expenditure can be made.

Match or Event Chairmen are authorized to spend up to \$250 per month for items in their Operational Budget. Monthly expenses exceeding \$250, up to \$750 per month, must be reviewed and approved by the discipline director prior to the expenditure. Any time monthly expenses exceed \$750, they must be referred to the Board of Directors.

Any Administrative or Range Operational budget expenditure over \$2000 shall be approved by the Treasurer prior to purchase. Any purchase over \$5000 shall require two quotes or two bids as required herein or by the Bylaws.

Pre-planned expenditures may receive prior approval and cash advances by the Board of Directors.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VII – Board Meeting Electronic Voting**

The Board of Directors may meet to conduct business by electronic means of teleconference, video conference, or email.

Teleconference and Videoconference meeting/voting shall be held in the same manner as in-person meetings of the Board of Directors. All the same quorums and voting majorities apply.

Email voting shall be reserved for those items that have time constraints that do not allow for the convening of a regular, special, teleconference, or videoconference Board meeting.

When voting by email, a 2/3 majority vote of the full board shall be required for approval. The President or his designee shall email out the motion with all supporting documentation attached, any discussion from the board member requesting the email vote, and the timeframe for vote response. All board members shall have the opportunity, within the timeframe, to comment on the motion. The vote will be deemed to have passed or failed when either 2/3 majority of the full board have voted in favor of the motion, or more than 1/3 of the full board have voted against it. The President or his designee shall keep a roll of the yeas, nays and abstentions, by name, and present it to the board.

These votes must be recorded by the secretary and reported in the minutes of the next Board of Directors Meeting.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Article VII – SOP Process**

The Board of Directors shall adopt, modify or rescind SOP's as needed to maintain club continuity and conduct club business.

Any request to adopt, modify or rescind any club Standard Operating Procedure shall be provided to all Board members at least 14 days prior to the meeting in which a vote will be taken on such action.

In accordance with the Bylaws, a 2/3 majority vote of the full board shall be required to approve Standard Operating Procedures.

# **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

## **Standard Operating Procedure - Article XIV - Meetings and Notifications**

The Board of Directors of Port Malabar Rifle and Pistol Club exists to administer the club and ensure the smooth operation of the club. This SOP exists to help ensure that the board is getting adequate notice of upcoming issues at meetings, is functioning in a fashion that is open and transparent to the membership, and keeping the membership informed of important events in their club.

### **Regular Membership Meetings**

- 1.) The President or his designee shall create an agenda for all Regular Membership Meetings no less than seven days before the date of the meeting. Members may add any items to the agenda prior to this date. The agenda shall be posted on the website and emailed to the membership no less than 5 days before the date of the meeting.
- 2.) Items may be added to the Membership Meeting agenda, from the floor, at the Membership Meeting.
- 3.) The Secretary shall issue approved minutes for all Membership Meetings within 15 days after the meeting. The Secretary shall have the approved minutes for all regular Membership Meetings posted on the website as soon as possible after the meeting.
- 4.) At least 10 days prior to any Membership Meeting, a sign shall be posted on the premises advising the members of the date, time, and place of the upcoming meeting.

### **Regular Board Meetings**

- 1.) The President or his designee shall create an agenda for all regular Board Meetings no less than five days before the date of the meeting. Board Members may add any items to the agenda prior to this date. The agenda shall be posted on the website and emailed to the membership no less than 5 days before the date of the meeting.
- 2.) After the Board meeting agenda is published, additional motion items may not be allowed unless it is an emergency item, and approved by a 2/3 vote of the full board.
- 3.) The Secretary shall issue approved minutes for all Board meetings within 15 days after the meeting. The Secretary shall have the approved minutes for all regularly-scheduled meetings posted on the website as soon as possible after the meeting.
- 4.) At least 10 days prior to any Membership Meeting, a sign shall be posted on the premises advising the members of the date, time, and place of the upcoming meeting.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Special Membership Meetings**

- 1.) The President or his designee shall notify the membership of any Special Membership Meeting and agenda according to the guidelines set forth in the By-Laws.
- 2.) The Secretary shall issue approved minutes for all Special Membership Meetings within 15 days after the meeting. The Secretary shall have the minutes for all Special Membership Meetings posted on the website as soon as possible after the meeting.
- 3.) At least 10 days prior to any Special Membership Meeting, a sign shall be posted on the premises advising the members of the date, time and place of the meeting.

### **Special Board Meetings**

- 1.) The President or his designee shall create an agenda for all Special Board Meetings no less than five days before the date of the meeting.
- 2.) Pursuant to Article XIV, Section C, Paragraph Three of the club Bylaws, if the board agrees to waive the date notification requirement for a Special Board Meeting, then the notification requirement for the meeting agenda also is waived.
- 3.) An agenda for such a meeting shall be posted on the web site as soon as possible after the time and date of the meeting is set.
- 4.) The Secretary shall issue approved minutes for all Special Board Meetings within 15 days after the meeting. The Secretary shall have the minutes for all Special Board Meetings posted on the website as soon as possible after the meeting.

### **Executive Sessions**

- 1.) The Secretary shall identify and record in the minutes the reasons for entering into any session that is closed to the membership.
- 2.) Executive Sessions may be called to address sensitive topics, when the open discussions necessary for good decision making would not be in the best interest of the club as a whole. General club business and routine budget discussions shall not be discussed in executive session. Examples of suitable topics: litigation, or threats of litigation; allegations of financial impropriety; personnel matters; safety issues; disciplinary action against members.
- 3.) The Secretary shall record and retain detailed minutes of all Executive Sessions. The Secretary shall issue approved summary minutes for all Executive Sessions within 15 days after the meeting minutes shall identify what action was taken, and vote records, but not the details of discussions or comments. The Secretary shall have the minutes for all Executive Sessions posted on the website as soon as possible after approval.

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedure – Article XIV – Rules Precedence

### **Proposed Form for Rules Waiver.**

Under Article XVI of the bylaws, club safety rules take precedence over the rules for any match or activity. When there is a conflict between club rules and match rules, the Match Chairman or Discipline Director may petition the Board of Directors for a waiver to allow the match or activity to proceed under its rules.

The request shall set forth the nature of the conflict, and how the match or activity proposes to remediate the perceived safety risk.

Waiver granted by the board shall remain in force unless the affected rule changes or some incident prompts a review of the issue. The Board shall have the authority to revoke any waiver if the pertinent rules of the match or activity change, or if there is evidence that the amelioration identified in the waiver is inadequate or is violated.

- If the Board grants a waiver, the waiver shall set forth:
- The group or groups for which the waiver grants relief.
- The nature of the conflict between match rules and club rules.
- The form of remediation to be followed that ameliorates the safety risk.
- Occurrences that shall cause the waiver to be revoked.

The below waivers constitutes all waivers having been granted by the Board of Directors and supersede any previously granted waivers.

### **Waiver From Club Rules #1**

The Board of Directors of PMRPC on 05 February 2014 determined the following:

**CONFLICT:** Several disciplines and activities routinely point the muzzles of their pistols over the berm while reloading in the shooter's workspace. Club rules require that muzzles always be pointed in a safe direction. Pointing the muzzles over the berm is not a safe direction.

**PROVENANCE:** IPSC, 3-Gun, IDPA, and their official practice sessions; approved tactical training classes.

**APPROVED AMELIORATION:** It is acceptable for shooters in the listed activities to point the muzzles of their pistols over the berm during reloading, provided they are monitored or supervised by an RSO/SO from the club or their sport, or an instructor certified by the NRA. If an accidental discharge occurs, the supervising RSO/SO or instructor must immediately advise the Chief Instructor of any round that is fired over the berm.

## Port Malabar Rifle and Pistol Club Standard Operating Procedures

### Standard Operating Procedure – Article XIV – Rules Precedence (Continued)

#### **Waiver from Club Rules #2**

The Board of Directors of PMRPC on 05 February 2014 determined the following:

CONFLICT: When shooters arrive for matches conducted by The Single Action Shooters Society, they typically move guns from cases in the trunks of their cars onto carts for transport to the range. This results in guns being handled in a cold area of the range. PMRPC safety rules require that guns in the parking lots remain encased or arrive in “safe” condition.

PROVENANCE: Matches and official practices of the Single Action Shooters Society.

APPROVED AMELIORATION: It is acceptable for shooters in the listed activities to move their guns from cases onto carts at their cars in the parking lot as long as it is supervised by an RSO/SO from SASS or the club.

#### **Waiver from Club Rules #3**

The Board of Directors of PMRPC on 05 February 2014 determined the following:

CONFLICT: Because of the long distance at which they shoot, NRA rifle competitors are allowed by NRA match rules to not wear safety glasses, but PMRPC requires safety glasses on all ranges.

PROVENANCE: NRA competitors on the 600-yard range.

APPROVED AMELIORATION: In accordance with nationally recognized NRA rules, competitors on the 600-yard range may choose not to wear protective eyewear, although PMRPC strongly recommends that they do use eyewear.

#### **Waiver from Club Rules #4**

The Board of Directors of PMRPC on 05 February 2014 determined the following:

CONFLICT: Club rules require muzzles to be pointed in a safe direction at all times, but when slinging up their rifles, centerfire and smallbore competitors must briefly point their muzzles in the air – which is not considered a safe direction.

PROVENANCE: The 600-Yard Range and the Smallbore Range and any other rifle range where a sling is employed to steady the rifle.

APPROVED AMELIORATION: Shooters using a sling, may briefly point their muzzles over the berm, while getting into position as long as the bolt remains open. . If an accidental discharge occurs, the supervising RSO/SO or instructor must immediately advise the Chief Instructor of any round that is fired over the berm.

## Port Malabar Rifle and Pistol Club Standard Operating Procedures

### Standard Operating Procedure – Article XIV – Rules Precedence (Continued)

#### **Waiver from Club Rules #5**

The Board of Directors of PMRPC on 05 February 2014 determined the following:

CONFLICT: Club rules require that muzzles always be pointed in a safe direction. The rules of the Single Action Shooters Society require that the muzzles of empty long guns be pointed in the air while they are transported to and from the firing line. That is not considered to be a safe direction.

APPROVED AMELIORATION: Shooters will be allowed to point the muzzles of their long guns in the air while travelling to and from the firing line as long as the guns are verified to be empty prior to movement, under the supervision of a discipline SO or club RSO.

#### **Waiver from Club Rules #6**

The Board of Directors of PMRPC on 19 February 2016 determined the following:

CONFLICT: Club rules require that muzzles always be pointed in a safe direction. 3-Gun Nation, rule 1.4.1, requires hand-carried or slung rifles & shotguns be carried with the muzzle pointed up when transporting between vehicle and stages or between stages. Club rules indicate muzzle up is not a safe direction.

Using carts where the muzzles are pointed downward is acceptable.

PROVENANCE: 3-Gun Nation competitions and official practice sessions.

APPROVED AMELIORATION: 3-Gun Nation shooters will be allowed to point the muzzles of unloaded, save and clear rifles and shotguns in the air, while transporting from vehicle to stages or between stages when there is an RSO / SO present.

Rifles & Shotguns must be transported with actions open, detachable magazines removed, tubes unloaded, with a chamber safety flag in the chamber of the firearm during this transport.

updated 02 March 2016



## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedures: RSO Committee and RSO Committee Chairman**

The RSO Chairman shall be elected from the members of the RSO Committee and serve as the chair of the RSO Committee.

The RSO Chairman shall behave impartially in reviewing all matters of safety before the committee, and all allegations of unsafe behavior. The RSO Chairman is charged with ensuring a safe and unbiased hearing of any allegations of unsafe behavior against any club member brought to the committee.

The RSO Chairman shall report to the Chief Instructor on all matters before the RSO Committee. The RSO Chairman shall bring all safety matters brought before him to the attention of the Chief Instructor, with a recommendation from the committee as to the resolution of the matter, in accordance with club SOPs.

The RSO Chairman shall coordinate the activities of all PMRPC RSOs in their activities dedicated to keeping the ranges safe.

The RSO Chairman shall be empowered to spend up to \$250 per month for any items within the RSO Budget. For expenses over \$250, the RSO Chairman must receive authorization from the Chief Instructor.

The RSO Chairman is an official of PMRPC and is expected to display the highest standards of good comportment and professionalism in all situations in which he is representing PMRPC and dealing with its members.

Resolution by Board on Nov 2012:

The Board voted unanimously in favor of giving the RSO Committee members (and included members of the Executive Committee) the authority to temporarily evict a person from the range for actions that pose an immediate risk of injury or death to others on the range. The evicted member will not be allowed back on the range until the Board of Directors reviews the incident.

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedure - Range Safety Officer: Range Safety Incident Guidelines

### **Introduction**

The goal of range safety review is to ensure a positive and safe shooting experience, both for club members and the club's neighbors. When reviewing safety on a range, the Range Safety Officer should seek to insure that all safety rules – both the general rules and those specific to the particular range – are being appropriately observed.

The role of the RSO is principally educational. If a safety violation is observed, or if a shooter brings a potential violation to an RSO's attention, the RSO's first responsibility is to assess the situation in terms of any immediate danger. "Immediate danger" means that the shooter's action is creating an imminent risk of injury or death to himself, other shooters, or residents living adjacent to the range. If there is no immediate danger, the RSO should be focused on educating the errant shooter and correcting the problem.

It should be kept in mind at all times that the RSO is dealing with armed citizens, and that all actions should be aimed at de-escalating any potentially dangerous situation. All RSOs are expected to maintain a calm and respectful demeanor, even when confronted by belligerence. But if a safety violation creates an immediate danger, the RSO should not hesitate to intervene.

### **Classes of Violations**

Safety violations should be considered within three criteria:

#### 1.) No risk of immediate danger

- loaded gun brought to hot firing line but handled properly
- shooting at clay pigeons on the practice ranges
- unloaded gun pointed over the berm
- handling an unloaded gun when the line is cold

#### 2.) Some risk of immediate danger

- loading a gun when the line is cold, but no one is downrange
- handling a firearm in unauthorized area
- bad muzzle discipline with a loaded firearm
- shooting at unsafe targets
- shooting guns/ammunition not allowed on a specific range

#### 3.) Immediate risk of injury or death:

- Shooting while someone is downrange
- Sweeping another shooter or spectator with a firearm that is not flagged or safe
- Drawing and firing from a holster on the practice pistol range
- Handling a gun while intoxicated
- Bullets obviously going over the berm

The examples listed above are intended to be a guide and are neither binding nor all-inclusive. If an RSO witnesses the infraction then it is his prerogative to classify the incident, but that decision is subject to review by the RSO Committee and the chief instructor.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure - Range Safety Officer: Range Incident Guidelines (continued)**

#### **Procedures**

When a safety violation is observed, the RSO should explain the nature of the problem to the errant shooter, then explain the proper procedure and request shooters compliance. If the shooter refuses to comply, and there is no immediate danger from the shooter's actions, the RSO should take the member's name or license plate number, file a Range Safety Incident Report and refer the matter to the RSO Committee for further action.

If an immediate danger is observed, the RSO should immediately call "cease fire" and hold the range cold until the danger is corrected. In the unlikely event that the shooter refuses to correct a safety violation that endangers other shooters, the range officer should evacuate the other shooters from the range and call police to have the shooter removed.

In this event, the RSO should contact the president or chief instructor as soon as possible and report the incident, and prepare a Range Safety Incident Report.

RSO's also may be called to assist with malfunctions on the firing line. If the RSO is not comfortable assisting with a particular firearm, he should ensure that it is made as safe as possible and then encased. If possible, any gun that has a loaded round jammed inside should be rendered inoperable by removal of the bolt.

Every Safety Report issued by an RSO must, at a minimum, be reviewed by the chief instructor or his designee to insure that the appropriate level of action is taken. All Safety Reports must be filed under the name of the offending member. Any time a Safety Report is generated, a copy must be forwarded to the errant shooter.

Most class one violations will require no further action, unless the shooter is a repeat offender.

Class two violations may be deemed serious enough by the chief instructor or RSO Committee that further action is necessary. In that event, the RSO committee chairman will convene a panel to review the incident and request the errant member's attendance. A representative of the shooter's discipline should be on the panel if possible.

After the review, the panel will make a report and recommendation to the full committee. The full committee will then send its recommendation on to the Executive Board, which will make the final decision.

If the errant shooter refuses to meet with the RSO Committee, the full committee should convene a discussion of the incident and forward its recommendation to the executive board.

All class three violations shall be handled directly by the Executive Board.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure - Range Safety Officer: Range Incident Guidelines (continued)**

#### **Infractions by non-members**

A large number of the weekend shooters at Port Malabar Rifle and Pistol Club are non-members -- either guests or competitors in scheduled matches. All members are responsible for the conduct of their guests. It is the member's responsibility to insure that their guests follow the club rules at all times, and they may be sanctioned for safety violations committed by their guests.

The match chairman is responsible for the safety of his match. It is the match chairman's responsibility to make sure that all competitors understand the rules of both the club and the match, and to appoint qualified range officers to ensure that the rules are being observed. The match chairman may eject any competitor from a match if he determines that the shooter's actions create the risk of immediate danger.

Safety and proper gun handling on all ranges at all time are the responsibilities of all club members. But the RSO should keep in mind that the match chairman has the primary responsibility for safety at his match. And while the RSO may be called upon to arbitrate a dispute over safety at a match, he should intervene in the match ONLY when there is a clear risk of immediate danger.

#### **Penalties**

The emphasis should be placed on education and not punishment. Violations that are committed knowingly -- where the shooter intentionally disregarded the rules -- should be considered more serious than those that are committed unknowingly -- where the shooter was unaware of the rule, or the infraction was committed through a lack of attention.

All sanctions from the committee shall be issued by majority vote.

Penalties may include:

- Requiring a member to attend a firearms safety class at the shooter's expense
- Suspension from the range for a period not to exceed three months
- Expulsion from the club
- Barring non-member from the premises
- Excluding members from a particular range or activity

All proposed penalties against any member must be forwarded to the Executive Board for approval. Anyone sanctioned by the RSO Committee may appeal the action to the Executive Board, which has final authority in all cases.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedures: Activity Coordinators**

Activity Coordinators are responsible for running activities sponsored by outside groups, or shooting activities that are less formal than matches, for example, FWC's Hunter Safety Classes, Appleseed, ROTC, Police Explorers, Smallbore Fun Shoot, etc. All activities shall require a designated club member or RSO present. Any overnight activity shall have a designated club member present on the property.

Activity Coordinators are officials of PMRPC and are expected to display the highest standards of good comportment and professionalism in all situations in which they are representing PMRPC and dealing with its members.

Activity Coordinators shall coordinate activities with the appropriate governing council of any group with which they are working, to ensure that proper procedures are followed.

Activity Coordinators shall work with the appropriate discipline director or the Chief Instructor to schedule range time for their shoots.

Activity Coordinators are responsible for gathering and accurately recording collected fees and expenses for their shoots. All fees shall be tendered to the Treasurer within 15 days of their collection.

Coordinators for activities that are principally competitive in nature shall report to the appropriate discipline director. Coordinators for activities that are principally about training shall report to the chief instructor. Coordinators for Specific Activities can be assigned to other board members as appropriate.

All Activity Coordinators are officials of PMRPC and are expected to display the highest standards of good comportment, professionalism and sportsmanship in all situations where they are representing PMRPC.

Note: The camping fees for any activity or individual is \$5 per day for members and \$10 per day for non-members, unless otherwise set by the Board of Directors.

updated 02 March 2016

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedures: Match Chairman

Match Chairman are officials of PMRPC and are expected to display the highest standards of good comportment, professionalism and sportsmanship in all situations where they are representing PMRPC. Match Chairmen are also required to know and understand the Club By-Laws, SOP's and directives of the Board of Directors as it pertains to their activity.

Match Chairman shall run their matches in accordance with the guidelines given by their Discipline Director and/or the Board of Directors. All events shall adhere to basic standards of fairness, good sportsmanship and the standards of safety set by their governing body of their discipline and PMRPC.

The match chair shall be the final arbiter of all disputes over scoring and match rules. Appeals should be tendered to the governing body of the discipline. Disputes over other matters that arise from matches shall be appealed to the Board of Directors. Disputes arising from matches or events without governing-body rules shall be appealed directly to the Board of Directors.

All match and event chairs or coordinators shall work with the appropriate discipline directors or Chief Instructor, as appropriate, to schedule their shoots on the appropriate ranges.

Match chairmen may compensate assistants by withholding match fees, as approved by the Discipline Director and/or the Board of Directors. The number of compensated assistants shall be noted on the income reconciliation provided to the Treasurer.

Match Chairman are responsible for gathering and accurately recording income and expenses for their disciplines. All income, including reconciliation, shall be submitted or deposited to club account with report to the Treasurer within 15 days of their collection. Match/Event incidental/expendable monthly expenses under \$250 total, may be deducted from submitted income, however, any expenses deducted from match or event income must be accompanied with a receipt, description of expense and be recorded on the reconciliation provided to the Treasurer and must meet all approval and budget requirements below. If additional approvals are required or receipt is not provided, the expense must be submitted as a reimbursement per Treasurer's guidelines.

Match Chairman shall have the authority to purchase items within their operational budget up to \$250 per month without approval from their discipline director. Any monthly expense exceeding \$250, must get approval from their respective discipline director.

In conjunction with the appropriate discipline director, all match chairs and event coordinators shall set appropriate fees for their activities, and to establish different fees for club members and non-members. Fees should be targeted at covering direct match expenses, incidental match expenses, and long term maintenance / replacements, at a minimum. All fees should be competitive with what other area organizations charge for similar activities at the same quality level.

Note: Reconciliation Sheet or Club Envelope shall also indicate the number of:

- 1) Member Shooters or Participants
- 2) Non-Member Shooters or Participants
- 3) Compensated Shooters or Participants

updated 02 March 2016

Original 05 February 2014; Modified 02 March 2016

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Standard Operating Procedures: Website and Newsletter

### **Website**

The Webmaster is responsible for the maintenance, upkeep and modification of WWW.PMRPC.COM.

The Webmaster will be responsive to member requests for assistance with the website and will alert the President, Vice President and Secretary of any issues affecting the access to the data stored there, including any online archives.

The club website shall be allowed confidential club records in the "member's only section".

The Webmaster will be responsible for approving member access requests to the site.

The Webmaster is an official of PMRPC and is expected to display the highest standards of good comportsment and professionalism in all situations in which he is representing PMRPC and dealing with its members.

### **Newsletter**

The Newsletter Editor is responsible for the layout and publishing of the club newsletter.

The Newsletter Editor shall review and publish appropriate information and articles submitted by members, officers and / or directors of the club.

The club newsletter shall not be allowed publication of confidential club records unless authorized on a case-by-case basis by the Board of Directors

The Newsletter Editor is an official of PMRPC and is expected to display the highest standards of good comportsment and professionalism in all situations in which he is representing PMRPC and dealing with its members.

### **Advertising**

All advertising, on an as available basis, in any club publication or distribution shall be approved by the Board of Directors prior to being published.

Unless otherwise determined by the Board of Directors, the following schedule shall be followed for advertising in the Club Newsletter or on the Club Website.

Yearly rates, June 1<sup>st</sup> thru June 1<sup>st</sup>, pre-paid by June 1<sup>st</sup> for the following year:  
(pro-rated for any segment of the year)

Business Card Size (8 sq in)	\$15
¼ Page (16 sq in)	\$25
½ Page (32 sq in)	\$50
¾ Page (48 sq in)	\$75
Full Page (64 sq in)	\$100

The Treasurer shall be the point-of-contact for all advertising release. The Treasurer shall notify the Webmaster and/or the Newsletter Editor relating to approved advertising, publication dates and advertising run time.

## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **PMRPC Drone & Unmanned Aerial Vehicle Operations**

The PMRPC Range is **not** an open field for recreational flying of drones, remote control (RC) aircraft or Unmanned Aerial Vehicles (UAV) of any kind. Any flight activity must be conducted for a specific purpose that benefits PMRPC as determined by the Board of Directors. Prior approval by the Board is required for all drone operations on PMRPC property. All operators must receive written permission prior to flight.

All drones must be registered with the FAA and display FAA registration number and contact number of the operator externally, if required. Full FAA registration documentation must be available during flight operations and must be produced when requested.

The drone operator assumes all liability for damages and must be insured for all damages through membership in the Academy of Model Aeronautics or other equivalent insurance coverage.

The vehicle must weigh less than 8 pounds and have a maximum airspeed of 50 mph. Flight operations must not exceed the maximum flight altitude of 400 feet above ground level (AGL) with a minimum weather visibility of 3 miles. Flights must be conducted within visual line-of-sight (VLOS) of the operator; it must remain close enough for the operator to see the aircraft with normal vision.

Drones may not operate over or around any shooting activity without the express approval of the designated range safety officer, discipline representative, or match director. All shooters must be informed of the intended flight activities and may at any time deny such flights during their shoot for safety reasons.

Flight operations are normally to be conducted during daylight hours ONLY (official sunrise to sunset). Night flights can be approved for special functions and must be specifically approved by the Board and the function coordinator.

All flight activity must STOP if at the determination of a designated Safety Officer, the Match Director or a Board member that an unsafe condition exists, the conditions of approval have been violated, and/or a condition arises that creates an unsafe situation not otherwise foreseen.

Willful violations of these standard operating procedures for drone operations will subject the operator to sanctions as determined by the Board of Directors.



## **Port Malabar Rifle and Pistol Club Standard Operating Procedures**

### **Standard Operating Procedure – Flea Market**

The purpose of this Standard Operating Procedure is to establish guidelines for the operation of the PMRPC Flea Market. Safety is always the main concern with activities on club property. The Flea Market provides an opportunity for club members to sell or trade shooting gear to other club members and their guests. PMRPC provides the venue for the benefit of its members and PMRPC shall make no profit from the Flea Market.

The Flea Market is not open to the public. To enter the Flea Market, club members must be wearing their name tags. A club member must accompany their guest at all times while in the Flea Market.

The Flea Market notification sign shall be posted near the club bulletin board, located near the bathrooms along the main road.

A Range Safety Officer or club member designated by the Board of Directors shall monitor the Flea Market at all times.

Every firearm entering the Flea Market area shall be inspected by an RSO or club member designated by the Board of Directors to make sure it is clear of any ammunition.

Every firearm entering the Flea Market shall have an Empty Chamber Indicator inserted into the chamber or a cable tie, which prevents the cycling of the action.

It is the responsibility of the members of any sale or trade to insure that they follow applicable state and federal laws. It is incumbent on the member to ensure that their guests have no restrictions on their right to keep and bear arms.

# Port Malabar Rifle and Pistol Club Standard Operating Procedures

## Sponsorship Grants for Competition or Events

If authorized by the membership, the Port Malabar Rifle and Pistol Club annual budget shall allocate at least \$2,500 per year to be used by the Board of Directors to sponsor members or member teams representing PMRPC at competitions or other events.

**Eligibility:** The Board of Directors may allocate Sponsorship Grants to full members or associate members based at PMRPC. Recipients must have belonged to the club for at least 12 months immediately prior to applying for individual, family or team awards. Priority should be given to youth shooters. Grants should be spread out across the various disciplines and activities at the club.

### **Limitations:**

- Only PMRPC members who are actually participating in an activity are eligible for a grant.
- Sponsorship Grants shall be limited to \$250 per person, \$500 per family or \$750 per team. A team shall consist of at least four shooters and the funds must be spent to benefit a majority of the team's members.
- Individuals are eligible to receive no more than one grant every calendar year, either as an individual, family or team award.
- Grants may not be used for expenses related to matches held at PMRPC.
- The amount of funds awarded is at the discretion of the Board and cannot exceed the annual amount budgeted nor violate the guidelines in this SOP.
- Sponsorship grants may not be used to purchase equipment or ammo, but can be used for any travel expenses or entry fees.
- The grant can be used to cover expenses for any single event or combination of events.
- The grant awardee must, on request from the Board, provide details on how the money from any particular grant was spent. Failure to provide this information, if requested, will disqualify the member from future grants.

**Requesting a Sponsorship Grant:** Request for grants must be presented to the Board in writing, at least 14 days prior to the meeting at which the grant request will be discussed. Grants submitted late will not be considered. Applicants should expect a response within one week after the Board evaluates the request.

A 2/3 majority vote of the full board shall be required for approval.

### **Information Required:**

- Name
- Purpose of Grant
- Sport or activity
- Location
- Why the grant should be awarded
- Detailed list specifying how the money would be spent (travels costs, entry fees, etc.)