

CAPITOL CITY RIFLE & PISTOL CLUB

- STANDING RULES -

Revised December 2016

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I. INTRODUCTION:

Revised October 2016

The purpose of the Standing Rules of the Capitol City Rifle & Pistol Club (CCRP) is to provide guidelines for the day-to-day operation of the Club and to familiarize new members with how the Club "works." A copy of these Standing Rules is included with new member orientation materials and also is available by contacting the Club Secretary.

II. CLUB OPERATIONS:

Revised October 2016

1. CCRP is a non-profit corporation pursuant to the laws of the State of Washington. There is no paid staff.- Members are responsible for repairs or maintenance of Club property, or contracting it out only with approval of the Board.
2. Club operations are under the direction of the Board of Directors (BOD). Club funds are allocated by vote of the Board of Directors.
3. To the greatest extent possible, all funds are to be received and disbursed by the Club Treasurer.
4. No Officer, Director or member shall hold any Club funds longer than 30 days.
5. A Board member can spend up to \$500 without Board approval, which must be fully documented and presented to the Executive Committee for approval and reimbursement.
6. Whenever possible all disbursements shall be made by check. All checks over \$500.00 shall require the signature of both the Treasurer and the President.

7. Emergency purchases by cash by any Officer, Director or member must be fully documented and presented to the Executive Committee for approval and reimbursement.
8. To the greatest extent possible all invoices shall be paid on time to take advantage of any cash discounts.
9. No Club Officer, Director or member shall use their position or membership to promote personal financial gain without the approval of the Board of Directors.
10. Purchase of goods or services exceeding \$2,500.00 annually requires a written estimate from three suppliers or contractors. This requirement can be waived by a vote of the Board of Directors.

III. RANGE OPERATIONS:

Revised October 2016

1. **Range Director:** Each range shall have a designated responsible Range Director who shall be a current member of the Board of Directors. In the absence of a current Board member the President and/or Safety Officer may designate an individual to be responsible as Range Director, subject of acceptance by the individual and concurrence of the Board of Directors.
2. **Scope of Responsibility:** Each Range Director shall be responsible for **1)** establishing and/or maintaining specific safety and operating rules for her/his range as approved by the Safety Officer, and **2)** prominently posting range rules on her/his range. Some ranges may require certification of members for unsupervised use. Match Directors shall be directly responsible to the Range Director.
3. **General Use:** General Range operations shall consist of the unsupervised use by members in conformance with established and posted rules for such use. All ranges not in use for organized operations shall be available for General Use. All members are to act as Range Safety Officers while at the facility.
4. **Organized Use:** Organized Operations shall consist of the use of a range or facilities for conduct of an event or activity under an Event Application (available on the Club's web site) submitted and approved in advance. Organized operations involving the firing of firearms require the presence of a qualified Range Safety Officer.
5. **Membership Badges:** All members shall visibly wear their membership badge at all times while on range.
6. **Eye and Ear Protection:** All persons on a range, whether participants or spectators, must wear eye and ear protection when firearms are in use.
7. **Impact Area:** Firearms must be discharged in such a way that bullets strike the berm or bullet trap on any range.

8. Informal Firing: During informal (general use) firing, a range user wishing to go down range to examine or adjust targets assumes the responsibility of a Range Officer as follows:

- a.) Determine that all users have ceased firing, and
- b.) Firearms remain untouched on shooting tables or racks, actions open, preferably flagged, and
- c.) Declare that the range is "cold" before advancing to examine targets.

On return to the firing line:

- a.) Determine that all users have returned behind the firing line, and
- b.) Declare that the range is "hot."

9. Guests: Guests (unrelated to the host) are limited to two, and the host member is the self-designated-safety officer and is responsible for their guest's actions.

Family not living at home limits to 2 (eg: daughter and son-in-law) and shall have their own membership if living 'locally' (eg: away at college does not qualify as 'locally'-school within 50 miles is 'local'). Living within 50 miles, after 2 visits total, "guests" are expected to join the club to use the facilities.

10. Shotguns: With the consent of the Range Director and when these conditions are posted on the particular range, shotguns may be used to engage aerial targets (clay pigeons). This rule will permit some casual, hand-thrown, shooting in the interests of providing reasonable accommodation for member interest. The following conditions apply:

- a) Shotgun shooting shall be the only shooting activity conducted at that time;
- b) Shot size shall be no larger (numerically smaller) than #7;
- c) Shooter shall be no than more 5 yards in front of the established firing line on the range (front of range shelter);
- d) Direction of fire shall be parallel to the long axis of the range, lateral limits are the range width at the extreme end of the range;
- e) All shell debris shall be removed from the range. Unbroken targets shall also be retrieved; and
- f) Shotgun shooting is a secondary activity. Other shooting shall have priority for range use.

11. Prohibited Ammunition: The use of ammunition having incendiary, steel core (armor piercing), tracer and/or explosive bullets is banned on all ranges.

IV. MATCH OPERATIONS:

Revised October 2016

1. There is an established process for applying to conduct an event on CCRP property. This process entails the applicant contacting the director of the range the event is to be held on and completing a formal Event Application (available on the Club's web site).

2. Fees. For all organized activities, a range fee of \$5.00 (plus tax) per participant shall

be charged regardless of other fees. This fee shall be mailed to Club Bookkeeper via the P.O. Box within 30 days after the event.

3. Match Directors may assess an additional fee which may be used for prizes trophies, targets or range maintenance providing that all funds in excess of these expenses be deposited with the Club Treasurer within 30 days after the event. On approval of the BOD these funds may be set up in a special account for that specific event.

4. Match Directors shall not establish separate accounts under their personal control.

5. First Aid Kit: All match directors must have a first aid kit at any match.

6. Emergencies: In the event of any emergency due to sickness or injury a telephone is available at the Club House entrance to call 911. Match Directors are encouraged to have a cell phone available at each event. It is highly recommended that cell phone reception is tested prior to the start of any event as carrier coverage varies with weather and season. If at all possible after 911 is called, a person should be detailed to go the main gate to guide emergency responders to the site of the emergency.

7. The Match Director shall make a full report to the Club President of any incident that required an emergency response. (Incident report form available on the Club's web site)

V. CLUB PROPERTY:

Revised October 2016

1. Prohibited items or actions on CCRP property include the following: Firing .50 caliber BMG cartridges, cannons, thunder mugs, petards, anvil cannons, fireworks, exploding targets, and tracer/incendiary, except with written permission through the Event Application process. No full automatic firearms, except with event-specific written permission of the Executive Committee which must be carried on-range during those rare occasions as well as copies of legal ownership and Class 3 license(s). Also forbidden are any technologies that allow the "simulation" of automatic fire, including but not limited to, bump-firing, Slide Fire stocks, trigger guard cranks, etc.

2. No hunting on club property.

3. Speed limit is 15 mph on club property. It's recommended that you drive with your lights on! Watch for pedestrians! (people may be hearing impaired, or wearing hearing protection) No shooting across roads and designated trails.

4. Park only in designated areas. At least one space in each area shall be designated for disabled parking.

5. Members shall not cut, pick or otherwise remove any trees, plants or flowers without approval of the Executive Committee.

6. Members may remove overhanging limbs and brush from existing roads and trails.

7. Members may pull, dig or otherwise remove Tansy, Scotch Broom and other State classified "noxious" weeds.

8. Members shall not plant any non-native trees, shrubbery or flowers without the approval of the Executive Committee.

9. Members shall not burn any trash without approval of the Grounds Director who must insure that any burning is in compliance with State and local regulations.

10. Alcoholic Beverages: The Club shall not furnish any alcoholic beverages to anyone.

Consumption of alcoholic beverages must be limited to the Club House, Club House area and designated camping areas only, by persons of legal age, and who are not participating in any shooting activities while ranges are in operation. No alcohol consumption is permitted on "live" ranges or prior to shooting. Failure to comply is grounds for immediate expulsion and suspension of membership.

Members are responsible for knowing the effects of any prescription medications being taken by themselves and/or guests, and act accordingly while on Club property.

Although legal in the State of Washington, the use of or being under the influence of Marijuana is expressly forbidden on Club property, regardless of shooting status. This includes all variants and delivery vectors, recreational or medicinal.

Illegal and controlled substances are expressly forbidden on Club property.

Failure to comply with any above items is grounds for immediate expulsion and suspension of membership.

11. Camping: Camping during events approved by the Executive Committee is permitted in designated areas only. The Club will not furnish hook-ups except by prior approval for handicapped persons.

12. Absolutely no loaded firearms in camps. Archers must secure their bows.

13. Campfires are permitted subject to State and local burn bans. The Club will furnish firewood if possible. Campers shall not gather firewood on their own.

14. Camping fees will be subject to the approval of the Board of Directors.

15. Firewood Cutting Policy: Firewood is an asset of the Club. Firewood is to be cut from dead, diseased, or fallen trees by crews of no less than two club members, and after written approved proposal by Club President.

Purpose: To raise money for the general treasury of the Club, or for special projects relating to the activities of the Club. The firewood can be sold to Club members at a reduced market price, or to the public at market price, which firewood shall be picked up by buyer on the Club premises.

Procedure: Anyone who takes the initiative to cut firewood becomes the lead person and is responsible to do the following:

- 1) Submit a written proposal to the Club President for approval that identifies the number of trees and their location to be cut, the location of the firewood storage area, sale prices for the firewood, state whether firewood will be sold to members or the public and when, and the completion date of the firewood cutting project.
- 2) Sign the assessment cards for members who participated in the project.
- 3) Submit a short written final report along with money to the Club President that includes the names of those involved in the project, within 30 days after the completion of the project.

The Club President shall submit the money to the Club Treasurer, and the final report to the Club Secretary, at the following Club meeting.

VI. LEGISLATIVE AFFAIRS:

Revised October 2016

1. The Executive Committee may endorse any candidate for local, state or national office that supports the Second Amendment and the State Constitution guarantee of the Right to Keep and Bear Arms.
2. The Executive Committee may invite any pro-gun candidate of any party to use Club facilities for fund raising activities.
3. The Executive Committee may invite any candidate of any party to speak on firearms and hunting related issues only to the Club membership at any regular meeting. Comments will be limited to two minutes.
4. The Executive Committee may post yard signs for any pro-gun candidate on Club property.
5. The Executive Committee and Board of Directors shall not take any money or pay any money, gifts or anything of value to/from any candidate or political party.
6. All members must be invited by email to meetings of any type involving any candidate or political party.
7. The Executive Committee and Board of Directors shall not furnish any membership lists to any candidate or party or any other organization.
8. The Executive Committee and Board of Directors may organize and promote a Legislative Day for all local, state and national office holders, both partisan and non-

partisan. The purpose of this event will be to promote shooting and hunting activities.

9. The Executive Committee may endorse or oppose any legislation that affects gun ownership.

VII. CLUB OFFICER JOB DESCRIPTIONS:

Revised October 2016

(* = Executive Committee Officer)

A. President*:

1. To preside at all meetings of the Board of Directors and of the Executive Committee.
2. To be an ex officio member of all regular and special committees, except the nominating committee.
3. To carry out the provisions of By-Laws.
4. To respond to the concerns and needs of the general membership.

B. Vice President*:

1. To attend Executive Committee meetings.
2. To act in the President's absence.
3. Establishes a standard information format for directors responsible for ranges, buildings and/or grounds to submit work requests for maintenance or new construction.

This format should provide for information such as a brief description of the work requested, the scope of work requested, estimate of the urgency of meeting the request, names and phone numbers of those who can furnish details or standards, if any, that must be met, etc.

4. Receives work requests where maintenance or new construction is desired.
5. Verifies the information provided on the work request.
6. Makes recommendations to the Executive Board as to the priorities to be assigned to the work requests received including estimates of staffing, tooling and cost required for accomplishing approved requests.
7. With the Executive Board's approval, coordinates with the project lead to determine personnel needs and the purchase of tools and materials. Determine staffing and timing required to accomplish approved work requests. Be prepared to provide current project financial information

8. When requested by the Club President to comment on, and vote on when appropriate, issues that are presented to the Board of Directors via electronic means, including email and telephone conference calls, and to maintain communication with the President throughout the year as necessary.

9. Makes suitable announcements via the "Plinker", recorded telephone message and/or bulletin board of upcoming work projects.

10. Act as, and stay in contact with the President in his absence and assist the President as needed.

10. To monitor the annual operations budget, develop budgetary plans for projects that have been submitted to the Board of Directors for approval, and develop any other budgetary plans as directed by the CCRP President.

C. Secretary*:

1. To attend Executive Committee meetings.

2. To conduct, prepare, and forward all official correspondence pertaining to all reports required of the Club.

3. To notify members of the Executive Committee and Board of Directors of all meetings and shall notify all members of special and annual meetings as required by Article IX of the Club By-Laws.

4. To keep a true record of all meetings of the Executive Committee, Board of Directors, regular business meetings, and special meetings, read-back minutes for verification just prior to close of a meeting, and submit them to the Plinker editor for publication.

5. To maintain file copies of all incoming and outgoing CCRP correspondence and/or reports.

6. To have custody of all Club books, papers and archives except for the Treasurer's books of account.

7. To re-affiliate the Club with the NRA each year and maintain the Club's legal status with the Secretary of State.

8. To supervise the development of Club documents including standing rules, forms, applications, etc., and maintain the master copies on file.

9. To maintain and make available to the membership copies for the Articles of Incorporation, the By-Laws, any Special Rules, and current Standing Rules.

D. Treasurer*:

1. To attend Executive Committee meetings.
2. To submit a monthly financial report at each regular business meeting.
3. To have charge of all funds of the Club, placing such funds in a bank or banks as directed by the Executive Committee and keep all accounts balanced.
4. To pay all invoices, property/liability insurance premiums property taxes, business licenses and fees, and reimburse members for approved club related expenses before due date as approved by the Executive Committee.
5. To ensure income tax reports are completed on a yearly basis and filed in a timely manner.
6. To receive from all Committees their project information, so as to develop a budgetary plan that provides estimates of costs and revenue sources required.
7. To be prepared to provide financial information at the Board of Directors meetings, as necessary.

E. Safety Officer*

1. To attend Executive Committee meetings.
2. To supervise CCRP ranges to ensure safe operation and compliance with established procedure.
3. To tabulate, investigate, enforce, and report to the Board of Directors and Executive Committee anytime reported range safety violations occur, and to develop or revise procedures to enhance overall range safety.
4. To supervise and develop the Event Application and Standard Operating Procedures (SOP).
5. To assist applicants in preparing appropriate SOP for events.
6. To review, to revise where necessary and to approve Event Application SOP.
7. To keep a list of currently certified Range Safety Officers (RSO's).
8. To confer with the Board of Directors and seek concurrence for range rules adoption or changes.
9. To contract no bills or debts without Executive Committee authorization.

F. Training Officer*:

1. To attend Executive Committee meetings.
2. To supervise training activities of CCRP, as directed by the Board of Directors.
3. To supervise the mandatory instruction class for new Club members, which provides By- Laws, rules and range safety procedure, and limited basic firearms safety skills.
4. To confer with the Board of Directors and seek concurrence for training activities, adoption or changes.

G. Director of Hunter Education:

1. To provide liaison between the Chief instructor(s) of the Hunter Education team(s) and the CCRP Board.
2. To be current in all required Hunter Education certifications.
3. To provide liaison between Hunter Education events and the appropriate range directors to coordinate facility use and implement Club policy.
4. To ensure that all Hunter Education reports required by the CCRP Club and the N.R.A are completed and forwarded to the Club Secretary.
5. To submit financial accounting reports after each Hunter's Education event to the Treasurer, including the post-event application report.
6. To complete and submit any grant documents, or requests for equipment or supplies to the National Rifle Association, Department of Fish and Wildlife or other organizations that support Hunter Education.
7. To report to the Board on the activities and status of the Hunter Education events held at CCRP.
8. To promote the Hunter Education program whenever and wherever possible.

H. Director of Membership:

1. To maintain the membership list.
2. To collect application fees from new members and process their applications with the Club.
3. To be responsible for issuance of key cards.

4. To be responsible for the use of the Club security computer, including the entering and deleting of information it contains.
5. To request the return of Club keys and other equipment from former or soon to be former members.
6. To coordinate with the Director of Training the orientation training for new members.
7. To respond to phone calls from members, potential members and others, to answer their questions or direct them to the appropriate parties.
8. To interact with Public Relations and Communications Director to coordinate the promotion of CCRP in respect to membership.

I. Range Directors:

(Action Pistol, Archery, Black Powder, Hi-Power, Indoor, and Multipurpose Ranges.)

1. To receive requests and coordinate use of range and/or facilities in accordance with established policy.
2. To monitor general condition of range and/or facility.
3. To schedule range and/or facility "clean up" sessions.
4. To request maintenance when repairs are needed.
5. To coordinate repair of range and/or facility ancillary equipment when necessary (ex. Target stands, picnic tables).
6. To intermediate between the range and/or facility events and the Board of Directors.

J. Director of Grounds and Building Maintenance:

1. To be responsible for keeping CCRP grounds neat, clean and in sanitary condition.
2. To be responsible for portable toilet cleaning and maintenance, garbage disposal, road maintenance, and lawns mowed, in a timely manner.
3. To purchase all tools & supplies as needed in accordance with approved budget.
4. To be responsible for maintenance of all CCRP equipment used in performing grounds maintenance duties.
5. To respond to requests made by Range Directors for the coordination of grounds

maintenance, in the capacity as described above.

6. To be responsible for keeping CCPR Clubhouse, and all other buildings, repaired and in good operating condition.
7. To be responsible for gas deliveries and firewood supplied to Club House.
8. To be responsible for the repairs and maintenance of, but not limited to, interior and exterior walls, roofs and ceilings, foundations, all electrical, gas, heating, plumbing, fixtures, appliances and other mechanical equipment, as well as to protect water, heating, gas and other pipes from freezing or clogging.
9. To be responsible for the coordination and supervision of janitorial tasks, and lists of those tasks, for the purpose of cleaning the Clubhouse on a regular basis.
10. To establish a list of supplies necessary for the operation of the Clubhouse, as well as purchasing supplies and establishing an effective and sanitary means to store those supplies.
11. To respond to requests made by other Directors for the coordination of any of the CCRP buildings for maintenance or repairs.

K. Director of Security and Informational Technology (IT):

1. Maintains a list of all locks on CCRP premises, both keyed and combination, with their locations, and a list of the authorized holders. A copy of these lists will be distributed to the President, Vice President, and Secretary.
2. Retains the master copy of all keys for CCRP keyed locks.
3. Retains the combinations of CCRP combination locks.
4. Makes recommendations to the Executive Board as to the frequency of changing keyed locks and altering combinations. With Executive Board approval, obtains professional assistance to make these changes.
5. Announces, via the "Plinker", when changes are made, makes these available to those with a need to know and maintains a record of who has been issued keys or combinations.
6. Maintains, updates, repairs or has repaired Club PC, printer and security systems.

L. Director of Calendar Scheduling:

1. In cooperation with the other Directors, on an annual basis the Director of Calendar Scheduling develops a monthly schedule to show those events scheduled for each of

the CCRP's six ranges and the clubhouse and provides solutions to scheduling conflicts where they develop.

M. Contracted Bookkeeper

1. To pick up mail and distribute to proper parties.
2. To pay all invoices, property/liability insurance premiums property taxes, business licenses and fees, and reimburse members for approved club related expenses before due date as approved by the Executive Committee.
- 3 To collect and deposit moneys due to CCRP including, but not limited to, membership dues, all match and range fees.
4. To ensure income tax reports are completed on a yearly basis and filed in a timely manner.
5. To present to the Board of Directors financial records for purpose of audit:
 - a) Upon election of a new Treasurer;
 - b) At the order of the Executive Committee; and
 - c) At least once every three years.
6. To prepare and submit to the Board of Directors by the November meeting in every year an annual budget for general operations.
7. To prepare and submit to the Board of Directors a balance sheet and income statement at the conclusion of each fiscal year.

VIII. Board of Director Meetings:

Board meetings, Regular and Executive Committee, shall be held on the third Tuesday of each month at 7pm in the main clubhouse.

IX. Club Forms and Applications:

The following forms and applications can be found on the Club's website:

- Event Application
- New Member Application
- Hold Harmless Agreement
- Incident Report
- Event Revenue Report

These forms will be revised occasionally as needed. Please always check the web site for most current revision.

Standing Rules Adopted by Board Vote:

Ray Kemp _____ 12-2-16
Signature President Date
Vice president

Ray Crisp
Print name

John Beecher _____ 12/3/16
Attest Title Date
TRAINING OFFICER

James S. Kellwell
Print name