

Operational Procedures

Meagher County Sportsmen's Association

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1) The Senior Officer in charge shall have the power to appoint officers "Pro-Tem" to complete the term of an officer who vacates for just reason.

2) The Associations books shall be audited and signed annually by two (2) members in good standing and the Secretary/Treasurer within thirty (30) days of the end of the fiscal year.

3) Use of Facility

Any organization or individual wishing to use the Meagher County Sportsmen Association's facilities will:

1. Request in writing, no less than 14 days prior to the event, for the use of the facilities.

AND

2. Indicate what the event will consist of, for how long the event will last and the purpose of the event.

3. Provide MCSA a list of participants prior to the event.

4. Keep a signup sheet with the names of who attends and their affiliation, during the event and provide a copy to MCSA.

Failure to follow the above procedure will result in rescission of use of the facilities in the future.

Any conflicts arising concerning schedules, participants and purpose of the event will be resolved by the Range Manager.

This rule may apply to Association Members, if, as an individual, they wish to put on a private and/or non-club function.

4) Use fees for Facility:

In the event of an outside organization or individual wishing to use the MCSA range facilities, a use fee may be charged. This fee will be broken into two parts: a Base fee and Consumables fee. The base fee will be suggested by the Board of Directors and approved by the membership. The consumables fee consisting of items provided by the club and subsequently needed to be replaced, including the associated variables of such items as the price of propane, electrical rates and other consumables (targets or equipment) and the amount consumed, can be taken in to consideration by the Range Manager at the time of pricing, without membership approval. This fee is not applicable to the following: Youth activities using the facility such as 4-H, Scouts, etc. or Hunter Safety programs.

5) Order of Meetings

Association meetings and order of business will be run according to Robert's Rules of Order, unless stated otherwise in this document. The order of business at meetings will be as follows:

- (a) Pledge of allegiance
- (b) Opening remarks
- (c) Approval of previous meetings minutes, as read or amended
- (d) Approval of Treasurer's report as presented
- (e) Correspondence
- (f) Reports of Committees
- (g) Unfinished business
- (h) New business
- (i) Program (if appropriate)
- (j) Adjournment

6) Range Rules

The Meagher County Sportsmen's Association Gun Range will operate under the following rules:

Livestock have the right of way. If any domestic animal(s) is down range of the firing line, the shooter either must wait to shoot until the animal(s) move(s) out of the line of fire or the shooter may take action to drive the animal(s) out of the firing line. Once removed shooting may commence. (Expanded)

Hearing and Eye Protection are required at all times while shooting.

Any shooter, either member or guest, under the age of 18 years of age must be supervised by an adult while shooting. (Expanded)

No one drinking or under the influence of alcohol or illegal drugs is allowed on the premises.

All firearms are considered to be loaded if the slide or bolt is closed.

Make sure all firearms, magazines and or clips are removed and bolts or slides are open when guns are not on the firing line.

Insure firearms are pointed down range at all times.

Do not handle firearms when any person is down range and make sure slides and bolts are in the open position.

Do not shoot at anything other than approved targets.

Do not shoot outside of the range area (fenced area) and don't shoot the fence!

No hunting allowed, not even varmint shooting.

Remove your target frame and stand and return them to where you got them.

If the Range Manager is present, he is the final authority.

7) Meagher County Sportsmen's Association will not make public or share Personal information of any kind, of its membership.

8) Any individual member who has purchased a single membership for the current year and wishes to upgrade to a family membership, may do so by paying the difference in cost to the Family rate.

9) The President will send a letter to the membership annually on June 1st and December 1st containing news of importance to the membership.

10) The MCSA will create an annual budget for all the finances and projects of the Association. The budget will be prepared and submitted for approval to the board and presented to the membership the general meeting before the fiscal year in December.

11. The MCSA's Board of Directors will designate one Board Member, who is not the Secretary-Treasurer, to review the previous year's finances and proposed projects for the up-coming fiscal year, and produce an **annual budget** to be approved by the Board and administered by Secretary-Treasurer. This position will be served for two (2) years.

