

Standard Operating Procedures).

- c. The Club will provide to the Group(s) a controlled access location to conduct their shooting activities, coverage under the Club's liability insurance policy, deposit and disbursement of Group funds, and space on the Club web site.
 - d. A shooting group will be considered defunct if there are less than six scheduled entrance fee matches or activities for 12 consecutive months. Any funds assigned to a defunct shooting group shall revert to the general fund.
 - e. The Executive Board may recognize a new or re-instate a defunct shooting group, provided there is evidence of adequate participation.
2. A chairman from each group shall be a vested member of the Club in good standing and shall be selected by members of the respective group. The chairmen of the individual groups are responsible for the scheduling of all organized events conducted by their group and for coordination with other Club activities. Each group shall designate an appropriately certified range safety officer in attendance for each event to ensure all activities are conducted in a safe and sportsmanlike manner. The event safety officer must be readily identifiable to participants and guests by wearing an orange hat, vest, or arm band.
 3. All shooting group chairmen will be asked to give a report at the monthly meetings. At the end of the year, a written report of all group activities shall be presented at the February General Membership meeting during their committee report and submitted to the Archivist for preservation.

Section 7 – Business Practices

1. The Designated shooting groups and sponsored activities charge fees that are used to cover expenses. The funds and records of attendance shall be forwarded to the Treasurer who shall record them in their respective account. Failure to turnover funds ~~for two consecutive Board meetings~~within 72 hours of completion of the event may result in suspension of that group's activities until the funds are turned over. Each Designated shooting group or sponsored activity shall have access to their funds in their approved annual budget in order to conduct day-to-day operations of each entity.
2. A petty cash account shall be available to Board designated officers or appointees to be used to fund day-to-day expenses. The amount will be at the treasurer's discretion based on use and experience and will be reported to the Executive Board at each directors meeting and will be subject to their review and approval. Expense receipts shall be turned over to the Treasurer on or before the next Executive Board meeting and the expenses reported to the Board.

3. A Website Coordinator shall be appointed by the president to ensure the website SOP is implemented. The Website Coordinator shall be the contact person for all members posting web content.
4. Approved minutes of regular membership meetings, executive board ~~of director~~ meetings, and any special meetings as called shall be posted on the club web site under the member's area within 30 days of approval. ~~Effective date is retroactive to 1 January 2012.~~
5. Requests and permission to conduct Club sponsored activities are made through the Executive Board at a regularly scheduled meeting. Any approved activity shall be conducted in accordance with the Standard Operating Procedure for each venue of the Club. Each sponsored activity shall have a designated responsible person who shall ensure that all safety rules are followed, and that a report of activities is made at the next Board meeting.
6. The Club caretaker shall be responsible to the Executive Board, may maintain membership and participate in Club activities, but shall not hold any elected office.
7. These standing rules may be amended at any regular meeting of the Club by a majority vote, provided that the amendment has been submitted in writing in the notice of the regular meeting, or is submitted in the previous regular meeting.

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