

# STANDARD OPERATING PROCEDURES (SOP)

## TABLE OF CONTENTS

|           |                                |
|-----------|--------------------------------|
| SECTION 1 | MATCHES                        |
| SECTION 2 | MEMBERSHIP                     |
| SECTION 3 | DUTIES OF THE ELECTED OFFICERS |
| SECTION 4 | DUTIES OF THE APPOINTED        |
| SECTION 5 | OFFICERS OF THE CLUB LISTED    |
| SECTION 6 | SAFETY OFFICERS LISTED         |
| SECTION 7 | CCW CLASSES                    |
| SECTION 8 | RANGE USAGE                    |

### SECTION 1 MATCHES

- A. You must be a current IDPA in order to shoot a match with RPS.
- B. Weekend Matches (usually, consists of 4 stages) Members' fee- \$10, Non-Member- \$20
- C. Middle of the week Match (usually 2 to 3 quick stages) might be the Twilight, 3-gun, etc. \$5

### SECTION 2 MEMBERSHIP

- A. RPS annual membership fee of \$75 are due at the first match of the year which would normally be the **March Classifier**.

Persons wishing to join and who would prefer to make payments at subsequent matches may do so. Payments of \$25 per month can be made in 3 consecutive installments which will be required to be paid in full by the **May Match**. All membership fees should be paid in full by the end of this three month period.

- B. Individual Club Membership: \$75 for the current calendar year
- C. Family Club Membership: \$75 plus \$25 for each additional member.
  - 1. Family Membership shall consist of a Married Couple, Two Persons who are involved in cohabitation on a full time bases, children grandchildren nephews, nieces, under 21.

### **Section 3 DUTIES OF THE ELECTED OFFICERS**

#### **DUTIES OF THE PRESIDENT**

- A. The President shall preserve order and decorum; appoint committees, with the consent of the Board. The President shall cast a vote in order to break a tie or to create a majority vote.
- B. It shall be the duty of the President to call Board meetings or special meetings.
- C. The President is allowed to spend up to \$200 for immediate needs of the Club without the Boards' approval. The spent money must be noted at the next Board meeting.
- D. The President shall appoint the positions of Vice President, Secretary, Treasurer, Web Master, Chief Safety Officer, and Range Master.

#### **DUTIES OF THE CLUB'S BOARD OF DIRECTORS**

- A. It shall be the duty of the Club's Board of Directors to manage and have charge of all funds, property or real estate owned.
- B. The Board of Directors shall be responsible for the proper disbursement of the Club's funds.

- C. It shall be the duty of the Board of Directors to examine and audit all of Redwood Practical Shooter's accounts.
- D. The Board will be responsible for fair elections.
- E. The Board should oversee that the duties of the officers are fulfilled.
- F. Any member of the Board who has a financial, personal, or official interest in, (or conflict, or appearance of a conflict) any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter will offer to voluntarily excuse him/her self and will vacate his/her seat and refrain from voting on said item.
- G. The Board will have the power to create and ADVISORY COMMITTEE. This committees' soul purpose is to involve a member or non-member who has meaningful wisdom to contribute to the Club.
- H. The Board will review any member who breaks the rules or endangers the club. In agreement, the Board will take appropriate action.
- I. The Board may use email for voting. \*The complete motion that passed on 10/21 is listed at the end of the SOPs.
- J. Current Board Members will be listed in the SOP.

## **SECTION 4 DUTIES OF THE APPOINTED**

### **DUTIES OF THE VICE PRESIDENT**

- A. The Vice President has all the duties of the President when the President is not in attendance or not available.

### **DUTIES OF THE SECRETARY**

- A. Secretary will keep accurate and correct recordings of the meeting and minutes.
- B. The Secretary will record Minutes for every regular meeting with the minutes being submitted to the Board and accepted by email in a timely manner. Upon approval, the Minutes will be emailed to the membership.
- C. The Secretary will file Non Profit forms yearly.

- D. The Secretary or the Treasurer will keep the SOPs (Standard Operating Procedures) current.

#### **DUTIES OF THE TREASURER**

- A. The Treasurer shall keep and maintain adequate and correct accounts of the financial and business transactions of the Club.
- B. Treasurer shall cause all monies of the Club to be deposited to the credit of the Club in such depositories as may be designated by the Board of Directors. The Books of account shall be open for inspection, following advance notice, by any Director or Member at a reasonable time.
- C. Treasurer will bring forth to the Board Meetings totals of all accounts and outstanding bills to be paid.
- D. The Treasurer and the Secretary will keep the SOPs (Standard Operating Procedures) current.

#### **DUTIES OF THE WEB MASTER**

- A. The Web Master will manage and keep the website current. Web Master will revamp the Web Page when necessary.
- B. Web Master will create signup forms; manage signups; scoring, and sending score results to members.
- B. The Club may use the Web Page for important and necessary messages.

#### **SAFETY OFFICERS**

- A. Safety Officers are to be listed in the SOP.
- B. Those members wishing to become Safety Officers must seek out the Chief Safety Officer and/or Head Range Master.

## **CHIEF OFFICERS**

- A. The duties of the Chief Safety Officer are:
  - 1. Chief Safety Officer is in charge of all the Safety Officers.
  - 2. Chief Safety Officer will instruct the new shooters in the Introduction to IDPA Class.
  - 3. If available, help with the CCW Classes.
  
- B. The duties of the Range Master are:
  - 1. Range Master is in charge of the range.
  - 2. Range Master will oversee that the range is safe.

## **ADVISORY COMMITTEE**

- A. This committees' purpose is to advise the Board when needed. These members of the committee will not have voting powers.
- B. The Board will appoint or remove members of this committee.

\*Next Page Below:

**SECTION 5 OFFICERS OF THE CLUB**

Aka Board of Directors

President: .....Luke Peterson  
Vice President: .....Daryl Fink, at large 8  
Treasurer & Secretary: .....Nicci Clark, at large 2  
Past President: .....Ken Dexter  
Head Range Officer: ..... Ed Davies, at large 3  
At Large 4: .....Jerry Beatty  
At Large 5: .....Dr. Richard Miller  
At Large 6: .....Julia Beatty  
At Large 7: .....Mike Tanner  
At Large 9: .....Cindy Woods  
At Large 10: .....Gale Clark  
*AT Large #1* *Don Miller*

This above list is not in chronicle order of service.

**SECTION 6 SAFETY OFFICERS LISTED**

A. CURRENT IDPA & RPS SAFETY OFFICERS:

1. Kenneth Dexter
2. Daryl Fink
3. Jade Tippet
4. Cindy Woods

\*Next Page Below

**B. ACTIVE RPS SAFETY OFFICERS:**

1. Don Miller
2. Jan Saari
3. Russ Saari
4. Jade Tippet
5. Luke Peterson
6. Gale Clark
7. Dick Whetsone
8. Dr. Richard Miller
10. Jerry Beaty
11. Julia Beaty
12. Ed Davies

**SECTION 7 CCW CLASSES**

- A. Basic CCW Class consists of 1 day of classroom instruction; the second day is on the range with shooting practice and testing. 80% of the test's shots must be inside the '1 down zone' to pass the test.
  1. The Basic CCW Class fee is: \$100 for non-members; \$75 for Club members.
- B. CCW Renewal Class consists of 1 day (usually Sunday) at the range. Gun laws and important gun handling instruction will be reviewed before practice and testing.
  2. The CCW Renewal Class is: \$50 for non-members; \$25 for Club members.
- C. To sign-up for the above classes, go to Redwood Practical Shooters web page: [www.RedwoodPracticalShooters.com](http://www.RedwoodPracticalShooters.com)

**SECTION 8 RANGE USAGE**

RPS shall require that any person(s) or entities brought in to use the RPS range, equipment or supplies located at Gate 450 Hwy 20 Fort Bragg, CA, with the purpose of conducting any type of training, certifications, instruction, demonstrations etc., relating to the Shooting Sports in any way, will provide proof of insurance at least 7 days prior to any such event.

The policy number and effective dates of said insurance will be noted by the Club Secretary or Treasurer and made a part of the minutes of the next meeting of the RPS Board. This will be the case, whether or not, if the RPS website or email list was used to promote the event, or if RPS took part in any other type of marketing to support any such events. The purpose of this clause is to protect RPS, its club members and Board members from unnecessary liability exposure while being associated with such events in any capacity.

**\*This is a motion that passed on 10/21 regarding Board meetings and voting:**

The purpose of this article is to assist the Board in executing their sworn duties in an efficient and expeditious manner, using technology to their advantage, for instance during times when in person meetings are either redundant or discouraged because of difficult logistics or health department recommendations.

Email voting can be used for issues that are of a less complex nature and unlikely to require extensive debate, or do not involve sums of money greater than \$1,000.

Implicit in the Article to authorize Email is that the Board is agreeing to act in good faith and use active diligence in acknowledging and participating with a timely response.

When a matter comes up that is appropriate for voting by email, the issue in question will be clearly phrased in the body of an email and will be sent to all Board members. This email can be sent by the Secretary, Treasurer, President, or Vice President. The Board agrees to reply as soon as is reasonably possible with either a 'Yes', 'No' or 'Abstain'.

Normal voting rules will apply as if the vote was being done in person. As a safeguard to the process, all members of the Board must respond for the vote to be valid. The method of notice that an email vote has been sent out can be done by using phone, text, email or in person contact by and between fellow members of the Board. All of these methods are also satisfactory ways to convey a Board member's vote when it goes back to the person that sent out the original email. The voting responses from the various methods of communication will be noted and the results will be emailed to all the Board members. These results



12 1 2 3 4 5

will be read aloud and they will be written into the body of the minutes at the next 'in vivo' Board meeting.\_\_\_\_