



**I. Facilities for Use:**

Range availability is at the discretion of the board of directors of the Pueblo Municipal Shooters, Inc. Range fees/dues are decided by the board of directors and will be posted in the classroom area.

All individuals are expected to conduct themselves in a courteous and orderly manner at all times and will be responsible for any guests they bring to the facility.

**II. Hours of Operation and Scheduling**

The range is open to the membership 24/7 unless restricted by cleaning or other maintenance requirements or club-sponsored events.

All persons entering the range area must sign the appropriate registry book, (member log in or guest waiver form) regardless of whether they are shooting or not and must log the arrival and departure times. All guest shooters must pay range fees.

Public nights are Tuesday, Wednesday, and Thursday from 7:00 to 9:00 pm. A photo ID is required of all guest shooters.

The Board of Directors develops a special event live-fire schedule based on requests received. Updated schedules will be posted on the operations calendar and on the website <http://www.puebloshooters.org> following the board meeting. All other range requests will be approved based on availability. Information on range availability and scheduling is accessible from the operations calendar placed near the entrance to the range and the website <http://www.puebloshooters.org>.

Any outside organization that wishes to use the range classroom facility must present their request to the Board of Directors at a monthly meeting. Requests must be presented a minimum of 30 days in advance for Board review, and if granted, will be based on availability and use. (See Facility Usage SOP.)

Board-approved instructors who wish to use the facility must have a copy of their insurance and certification card on file with the organization. The range is available on a first-come, first-serve basis. The instructors should communicate and post classes on the operations calendar and on the website <http://www.puebloshooters.org>. Instructors' business cards shall be placed on the sign-in counter only and shall not be placed in any other areas in the club. (See Instructors Guidelines SOP.)

**III. PMS Club Rules/Safety Violations/Infractions**

All users are required to adhere to the SOPs. Courtesy is expected of all members. All users are expected to politely point out to a violator the nature of any violation, request they stop, and if the violation continues, to report the incident along with the violator's name, via an Incident Report complaint form.

Incident Reports can be found on the sign-in counter and should be placed in the designated drop box. Violations will be reviewed by the Incident Review Committee for possible disciplinary action. (See Incident Review Committee SOP). If there is an immediate safety danger, please enlist the assistance of an RSO or call a board member. Current board members' phone numbers are posted by the telephone.

Additional actions that may be taken are evacuating the area and calling 911 for emergency assistance.

If an RSO observes an infraction, the offending individual will be given a verbal warning. RSOs will determine if an Incident Report should be filed. If the RSO writes an Incident Report, the Incident Committee will decide what appropriate corrective action(s) will be taken and make a recommendation to the Board of Directors.

If the board votes to terminate the membership, the board president will notify the Membership Committee chairperson to remove the member's door code.

#### **IV. Membership**

The Board of Directors shall prescribe the form and way application may be made for membership. No one will be admitted for membership or use of the range if it is unlawful for him/her to possess a firearm.

New membership enrollment night is the first Monday of each month, between 6:00 - 8:00 p.m. at the range (unless it falls on a holiday, in which case it will be held the following Tuesday). You MUST apply in person—there are no exceptions. A Release and Waiver Form must be completed and signed by all members of the Pueblo Municipal Shooters, Inc. The following information/items are required for sign-up:

- An applicant shall complete a membership application.
- Proof of Identity – driver's license or U.S. passport
- NRA membership is voluntary and sign up can be done for NRA membership during registration.
- All new members must sign the required liability waiver.
- Any disqualifiers under the Federal Form 4473 for owning or handling a firearm also prohibits membership to and use of the range. PMS, Inc., reserves the right to conduct a background check at its discretion.
- A check, money order, or credit/debit card for the registration fees (including administrative fee, annual membership dues, and NRA enrollment dues, if applicable) is preferred. Cash is accepted for special circumstances.
  - A range orientation tour will be provided at sign-up.

No applicant will be considered for membership nor can a member retain membership if any disqualifiers under the Federal Form 4473 for owning or handling a firearm are present which include:

- They are a fugitive from justice

- They have been dishonorably discharged from the Armed Services of the USA.
- They are a user of any illegal controlled substance.
- They have been adjudicated as mentally ill or who has been determined to be a danger to himself, herself, or to others because of mental illness.
- They have been convicted in any court of a domestic violence crime (to include a felony or misdemeanor).
- They currently have a civil protection order or a restraining order in a criminal proceeding issued against him or her.
- They are an illegal alien.

Use of the range as a guest will also be denied. PMS, Inc. reserves the right to conduct a background check at its discretion for any potential member.

**Free Gun Safety Class** - As of January 2014, all new members are required to take the PMS Free Gun Safety Class within 60 days of registration. The amount of training may vary based on individual competency. Any new member issued a door access badge must attend. Failure to complete a FGSC as a new member within 60 days will result in deactivation of the door access code until completion of the class. This requirement may be adjusted depending on extenuating circumstances.

#### **V. Membership Fees and Dues**

Administrative fees and membership classification dues are approved by the board before the end of each year:

- Administrative fee \$60 (initial one-time assessment)
- Individual/family membership dues \$100
- Senior/family membership dues \$90 (age 60 and above)

The administrative fee for active military personnel, Pueblo law enforcement, and Pueblo firefighters will be waived with the submission of a current military and law enforcement/firefighter ID. The refund of dues and/or the administrative fee may be waived at the discretion of the board.

Renewal membership fees are due before the first day of January (with a grace period until January 31). Dues of new members shall be prorated from the first day of the month in which a new member is accepted for membership for the remainder of the calendar year of the corporation, and shall be payable, together with any administration fee at the time the new member is accepted for membership.

**Refund of Dues** - The Board of Directors can choose to refund dues and or/fees as deemed appropriate.

#### **VI. Default and Termination of Membership** - When any primary member is in default of fees or dues, the individual/family or senior and/or life membership shall be terminated. When a

primary membership has lapsed or is terminated, renewal of a membership requires payment of the administrative fee in addition to the annual membership fee.

## VII. Membership Badges

**Membership Badges.** When an application for membership has been approved, a membership photo ID shall be issued in the member's name. Members must always wear the ID badge when using the range. Members must present his or her photo ID to any Range Safety Officer, Director, or member upon request. A member shall not loan his or her photo ID nor reveal their door code to another person. Violations of this rule will result in disciplinary action.

**Lost/misplaced/stolen badge** - The first time a badge is replaced, a fee will not be incurred. The second time a badge is replaced, a \$25 fee will be charged. The board may waive the fee under extenuating circumstances.

**Misuse of a membership badge/door code** - Immediate suspension and/or termination of membership with a letter from the board to the member outlining the action.

## VIII. Transfer, Termination, & Reinstatement

**Transfer** - Membership in this corporation is not transferable or assignable except by death of the primary member in which case the primary membership shall transfer to the surviving spouse/significant other listed on the membership. After a primary member's death, a family membership will allow for use of the range until the end of the current year. Membership shall terminate by a member's failure to pay the dues. Membership termination will not relieve the member of the obligation to pay any dues, assessments, or other charges accrued and unpaid.

**Suspension / Removal of a Member** - After an appropriate hearing of the Board of Directors, a membership may be suspended or terminated for cause by a two-thirds vote of the nine (9) members of the Board of Directors. Membership dues shall not be refunded to a member suspended or terminated for cause "For cause" includes any deliberate violation of the rules or regulations of the PMS and other actions detrimental to the organization. Some examples include but are not limited to:

- Any deliberate violation of club rules, special printed notices, or direct instructions from an RSO.
- Conduct unbecoming a member
- Use of profanity
- Failure to control conduct of children or guests at any club function
- Any physical or verbal action which is deemed detrimental to the club, its name, or its possessions.

If any disciplinary action includes suspension, the board president will notify the Membership Committee chairperson of the effective date for the door code removal and the date of re-instatement.

**Reinstatement** - Following a suspension/expulsion waiting period determined by the Board of Directors, a member whose membership has been terminated 'for cause' may apply for reinstatement.

**IX. Directors - Replacement of Director**

When a vacancy occurs on the Board of Directors, a call for candidates will be advertised in the newsletter, email blast, or on the website. Candidates will submit a brief resume listing their interest in the club and the qualities they bring to help further the club's mission. Candidates will appear before the board for interviews. Voting will take place after the regular meeting by written ballot in an executive session. Results will be recorded by the board secretary in the minutes. Candidates will be notified of the results by phone/letter.

**X. Alcoholic Beverages and Drugs**

Shooters shall not consume alcoholic beverages or recreational/mind-altering drugs (including prescription and over-the-counter medications) that will affect his or her ability to participate with a **maximum state of awareness** and in a **completely safe manner**, before or during live firing. Access to the range will be denied to anyone in violation.

**XI. Smoking**

Smoking of tobacco products and electronic cigarettes is not permitted in the range facility, nor within 25 feet of any entrance.

**XII. Food and Beverages**

Food or open liquid containers are only permitted in the classroom area. The only exception is bottled water with a screw top lid may be carried into the range.

**XIII. Pets**

No pets are allowed in the building.

**XIV. Privacy Policy**

Any information gathered during PMS activities, i.e., membership sign-up, league nights, class instruction, etc., will be used for that function only. Unauthorized use of a member's personal information will not be allowed. For any photographs taken during or for a PMS-sponsored event, the waiver form signed for membership releases the club of any liability.