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## Article I – Offices (General)

### I. Facilities for Use:

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

All individuals will 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

- A. The range is open to the membership 24/7 unless restricted by cleaning or other maintenance requirements.
- B. 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 shooters must pay range fees.
- C. Public nights are Tuesday, Wednesday and Thursday from 7:00 to 9:00 pm. Photo ID is required of all guest shooters.
- D. 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>.
- E. 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.)
- F. 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.)
- G. Courtesy is expected of all members at all times.

### III. 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.

**IV. Smoking**

Smoking of tobacco products and electronic cigarettes is not permitted in the range facility, or within 25 feet of any entrance.

**V. Food and Beverages**

No food or open liquid containers are permitted in the shooting area. The only exception is bottled water with a screw top lid.

**VI. Pets**

No pets are allowed in the building.

**Article II – Membership**

**I. Section 2.04 - Admission to Membership**

New membership enrollment night is the first Monday of each month, between 6:00 - 8:00 p.m. at the range. 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:

- Proof of Identity – driver’s license or U.S. passport
- Proof of current NRA membership or you can sign up for NRA membership during registration
- A check or money order for the registration fees (including administrative fee, annual membership fee, and NRA enrollment fees, if applicable). Cash or credit cards are not accepted.
- A range orientation tour will be provided at sign-up.

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 card 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.

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 as a result 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.

## II. **Section 2.05 - Membership Cards**

### A. **Lost/misplaced/stolen cards**

1. The first time a card is replaced, a fee will not be incurred.
2. The second time a card is replaced, a \$25 fee will be charged.
3. The board may waive the fee under extenuating circumstances.

### B. **Misuse of a membership a card/door code**

1. Immediate suspension and/or termination of membership with a letter from the board to the member outlining the action.

## III. **NRA**

As a club affiliated with the National Rifle Association, each member shall subscribe to the NRA pledge:

*I certify that I am a citizen of the United States of America and that I am not a member of any organization or group which has as any part of its program the attempt to overthrow the Government of the United States or any of its political subdivisions by force or violence, that I have never been convicted of a crime of violence, and if admitted to membership, I will faithfully endeavor to fulfill the obligations of good sportsmanship and good citizenship.*

## IV. **Privacy Policy**

Any information gathered during the course of 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, a photograph release form will be completed.

## V. **Section 2.08 - Transfer, Termination, & Reinstatement**

### A. **Death of a Primary Member**

After a primary member's death, only a spouse/significant other may take over the primary voting rights for the remainder of the calendar year of the primary member's death.

### B. **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. "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 a 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

#### **VI. PMS Club Rules**

All users are required to adhere to the SOPs. 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, if possible, to the PMS Board.

Unruly person(s) will be ordered off the range and their name reported to the Incident Review Committee. Additional actions that may be taken are evacuating the area and calling 911 for emergency assistance.

#### **VII. Safety Violations/Infractions**

Serious infractions will be reported to the Incident Review Committee for further review and possible disciplinary action. If a safety violation is observed by a member, an Incident Report should be filled out. Incident Reports can be found on the main counter and should be placed in the designated drop box. Board members will be notified by email immediately after an incident report is received by the Incident Review Committee. If there is an immediate safety danger, please enlist the assistance of a RSO or call a board member. A list of current board members' phone numbers is posted by the telephone.

If a RSO observes an infraction, the offending individual will be given a verbal warning. RSOs will determine if the infraction should be logged into the RSO log and/or an Incident Report should be filed. If an incident rises to the level of the RSO needing to write an Incident Report, the Incident Committee will decide what appropriate corrective action(s) will be taken.

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.

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

Membership dues will not be refunded to a member suspended or expelled for cause.

In addition, the status of a NRA Certified Instructor for PMS, Inc. may be suspended, revoked, or terminated at the sole discretion of the Board upon majority vote of the Board.

If a membership has been terminated for any reason for more than a year, an individual may apply again in the same manner as a new member, i.e., pay the administrative fee and yearly membership fee.

### **Article III - Membership Fees and Dues**

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

- Administrative fee	\$60 (initial one-time assessment)
- Individual membership fee	\$80
- Family membership fee	\$80
- Senior/family membership fee	\$70 (age 60 and above)

B. The membership fee is prorated when joining after January. The administrative fee for active military personnel will be waived with the submission of a current military ID. The refund of dues and/or the administrative fee may be waived at the discretion of the board.

### **Article V – Directors**

#### **I. Section 5.05 - Replacement of Director**

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