



# TCMSA Policy Book

## Chapter I-POLICY BOOK

#1-Changes & new additions to the club policy book may be made at any regular, special, or annual meeting of the club by a 2/3 majority vote of the members present.

other party. The agreement is to include dates, who provides insurance, the amount of coverage, safety requirements, limits of liability & any other terms of the agreement. The agreement is subject to written board approval.

## Chapter II-MEETINGS

#2-At the annual & special meetings, club members may vote by written proxy.

#11- There shall be a distinct separation between the Board of Directors & the Officers of the TCMSA in certain situations. The Board has the greater responsibilities to ensure that all guidelines of the club policies, rules, by-laws, & the Articles of Incorporation are followed.

#3- Proxy votes must be recorded & approved by the club Secretary, prior to the vote.

#12- An agreeable reconciliation of the books between the outgoing & the incoming TCMSA Treasurer's is to be completed within thirty (30) days after the election.

#4- At annual & special meetings, all voting shall be conducted by written vote. Proxy votes are also required in writing.

#13- If a reconciliation cannot be met, the situation shall be turned over to the Board & the officers for review. If conditions warrant, the Board may recommend to the membership that a certified audit of the Treasurers books be made.

#5- At regular meetings, voting may be conducted by voice or hand signals.

#6- At TCMSA regular meetings family & friends may attend, but have no vote or opinions.

#14- An assessment of the membership may be called for in rare major range improvement or development, by the Board.

#7- The TCMSA may invite special or featured speakers to the regular meetings, with the President & the Chairman joint approval, they may be invited to special or annual meetings.

#8- All regular, special, and annual meetings shall be conducted in accordance to "Robert's Rules of Order".

#15- Club membership fees may be changed by a 2/3 majority vote of attending membership at the annual meeting.

## Chapter III- GENERAL

#9- The TCMSA dues, initiation fees, & assessments shall be outlined in the policy book & not in the club by-laws.

#16- The access lock to the club range will be changed on the 1<sup>st</sup> of April of each year.

#10- If an outside group wishes to use the TCMSA range, a standard written agreement must be signed by the club president & the

#17- The elected terms of office for the officers is to be from annual meeting to annual meeting. The elected term of office for the board members will be as stated in the by-laws.

TCMSA President

*[Signature]*

Vice President

*Ralph W. Bell*

Secretary

*Bill Smith*

Treasurer

*Paul G.*



#18- Range safety rules & operational procedures may be changed at a regular meeting by a 2/3<sup>rd</sup> affirmative vote.

#26- After April 1st 2006 no member will be allowed access to the range without attending an approved orientation program.

#19- The range safety rules & operational procedures are to be contained in an appendix to the club policy book.

#27- The Board of Directors will ensure the club complies with the Washington State regulations & requirements pertaining to non-profit Corporation laws.

**Chapter IV- MEMBERSHIP**

#28- A \$150.00 slush fund shall be established by the TCMSA to the Board annually for misc. expenses. All money spent shall be accounted for by receipts at the end of the year.

#20- Club memberships shall be considered to have lapsed for members not renewing on or before the last day of March of the current year. Elapsed members not renewing prior to December 1<sup>st</sup> of the current year will be required to re-apply for membership.

#29- The first year a member of the Board is elected, he may not serve as the Chairman of the Board unless they have been an officer or previous member of the board.

#21- New members joining the club during the months of December January, February, & March shall also be credited with membership for the entire following fiscal year.

#30- An outgoing member of the Board may seek re-election at the end of his term.

#22- Annual membership fee shall be \$50.00. Members that take part in a current years work project or provide service to the club may have \$25.00 of the membership fee waived for the following membership year. Members that provide extraordinary service to the club may have the entire membership fee waived. The decision to wave membership fees will be made by the club officers. New members joining the club after OCT 1<sup>st</sup> will not be required to complete a work party prior to the next March renewal dead line.

**Chapter VI- TCMSA OFFICERS**

#23- If a member cannot attend a work party, he may request an officer to assign a duty for his off-work hours. This will serve the same purpose as attending a work party.

#31- An outgoing officer may seek reelection at the end of his term.

#24- New member application and initiation fee will be \$60.00.

#32- The officers shall ensure that all requirements are met for the election of Officers & the Board of directors at the annual meeting.

#33- The President of the TCMSA is invited to attend all board meetings to keep abreast of their activities. He shall have no vote on issues, but his input is welcome.

**Chapter V- BOARD of DIRECTORS**

#25- The Chairman of the Board does not vote except to break a tie.

#34- The Officers of the TCMSA shall have authority over all the general day to day activities of the club, plus the regular, special & annual meetings.

#35- The immediate past president of the club shall serve as an honorary member of the Board the following year.

TCMSA President

Vice President

*Robert W. Bell*

Secretary

*Bill King*

Treasurer

*Pamela Ly*