

**Tri-Cities Metallic Silhouette Association**

**P.O. Box 4587, Pasco, WA 99302-4587**

# **TCMSA Policy Book**

**11/2025**

## **Chapter I - Policy Book**

#1- Except in an emergency confirmed by the unanimous consensus of the then current board and officers, any changes to the TCMSA Policy Book require a motion to and affirmative vote by the general membership. Motions for changes and new additions to the club policy book may be made at any meeting and if seconded, the vote will be held at the next regular meeting. Passage requires a 2/3 majority of the members voting. Announcements of upcoming votes and the text of motions will be posted on the club's webpage and in the monthly newsletter. Any changes resulting from the vote will be announced on the club's webpage and in the monthly newsletter.

## **Chapter II - MEETINGS**

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

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

#4- At all meetings, voting may be conducted in writing or by voice or hand signals. Proxy votes are required in writing.

#5- At TCMSA meetings only members in good standing can vote.

#6- The TCMSA President or Board Chairman may invite special or featured speakers to any meeting.

## **Chapter III - GENERAL**

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

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

#9- The Board has the responsibility to ensure that all guidelines of the club policies, rules, bylaws, and the Articles of Incorporation are followed.

#10- 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.

#11- 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.

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

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

#14- The access lock to the club range will be changed on the 1st of April of each year.

#15- 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 bylaws.

#16- Except in an emergency confirmed by the unanimous consensus of the then current board and officers, any changes to the range safety rules or the range operational procedures require a motion to and an affirmative vote by the general membership. Motions to change the range safety rules and operational procedures may be made at any meeting and if seconded, the vote will be held at the next regular meeting. Passage requires a 2/3 majority of the members voting. Announcements of the upcoming votes and the text of the motions will be posted on the club's webpage and in the monthly newsletter. Any changes resulting from the vote will be announced on the club's webpage and in the monthly newsletter.

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

#### **Chapter IV – MEMBERSHIP**

#18- Club memberships shall be considered to have lapsed for members not renewing on or before the last day of March of the current year. The gate combination is changed on April 1. Elapsed members not renewing prior to May 1st of the current year will be required to reapply for membership.

#19- New members joining the club at the orientation in December & March shall also be credited with membership for the entire following fiscal year.

#20- Annual membership fee schedule: 2023 - Dues \$70, work party credit \$25, new member \$90; 2024 - Dues \$80, work party credit \$30, new member \$100; 2025 – Dues \$90, work party credit \$35, new member \$110; 2026 & beyond - Dues \$100, work party credit \$40, new member \$120. 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.

#21- 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.

#22- New member application and initiation fee will be according to the schedule in item #20.

#23- After April 1<sup>st</sup>, 2006, no member will be allowed access to the range without attending an approved orientation program.

## **Chapter V - BOARD OF DIRECTORS**

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

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

#26- 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.

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

#28- Board shall be responsible for all disciplinary actions as outlined in bylaws. Board may designate a board member, officer, or safety committee member or a committee of same to make initial contact with witnesses & members involved in any incident. Said person or committee will then report to the board, who shall determine what if any further action is required.

## **Chapter VI - TCMSA OFFICERS**

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

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

#31- Current TCMSA club officers are invited to attend all board meetings, to keep abreast of their activities. She/he shall have no vote on issues, but their input is welcome.

#32- 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.

## **Appendix**

Per item #17 the range safety rules and operational procedures will be in the appendix.

Range Safety Rules

Move to next page:

## **Tri-Cities Metallic Silhouette Association Range Rules**

### **UNIVERSAL SAFETY RULES**

- Treat all guns as loaded.
- Never point a gun at anything you are not willing to shoot or destroy.
- Never place your finger on the trigger until your sights are on the target.
- Always be sure of your target and what is behind it.

### **TCMSA KEY RULES**

- ☐ Cold Range: Firearm handling forbidden, cased or uncased, anywhere on the range including the parking lot.
- ☐ Hot Range: Stay behind firing line; wear EYE/EAR PROTECTION forward of the parking pipe.
- ☐ No alcohol consumption and/or medication that inhibits judgment or physical control prior to or during range use.
- ☐ Fly the range flag when range is in use, and stow when range is unoccupied.
- ☐ Use the strobe and horn safety system.
- ☐ Members must obey posted signage. Members are responsible for range safety; cooperation is mandatory.

### **DEFINITIONS**

CEASE FIRE: Command to IMMEDIATELY stop the discharge and handling of all firearms.

COLD RANGE: Firearms are MADE SAFE and GROUNDED/HOLSTER SECURED.

HOT RANGE: Firearm handling and discharging allowed. No one is allowed down range.

FIRING LINE: Front edge of the concrete benches, extending left and right, includes all positions from the uncovered firing line to the handgun range. The firing line for the shotgun area is the front edge of the target throwers.

GROUNDING: Place firearm on ground, bench, cradle, etc.; removing any physical contact.

HOLSTERED SECURED: Handgun in a holster on a person and MADE SAFE (excluding open action).

MADE SAFE: Firearms have the action open, unloaded and removable magazines are out of the firearm.

Concealed handguns must be treated as any other firearm if they become visible.

### **RANGE CONTROL RULES**

1. No hunting allowed.
2. No automatic or simulated automatic fire allowed.
3. Members control range activities normally. During TCMSA sanctioned events and competitions, event director controls all users and activities of the range.
4. Members must coordinate with director prior to shooting during an event/competition. Follow event director directions; event director may expel people from the range.
5. Unless on the firing line, all firearms must be MADE SAFE.
6. All firearms must be cased, holstered secured, or MADE SAFE and pointed in a safe direction (up or down) when transferring a firearm to or away from the firing line.
7. Any member may change range condition to COLD RANGE, HOT RANGE. Walk the line making eye contact and get agreement. Inform/assist members to make firearms safe. Use audible horn signal; one for cold and two for hot. Use strobe lights as appropriate. Make sure everyone downrange is back before making range hot.
8. Special Condition: Firearm may be handled during a COLD RANGE to facilitate setting up wind flags, chronograph, etc. Person requesting firearm handling must inform all other users on the range of the condition.

9. Discharge all firearms with the muzzle at/on the firing line.
10. All projectiles must impact in a berm, except for shotshells on the shotgun range.
11. Range is open from Sunrise to Sunset unless approved by a club officer.
12. Firing at an angle across the range is forbidden.
13. TCMSA restricts or closes the range for some events, competitions, or maintenance. Event director controls member access and use.
14. Events or competition rules may supersede TCMSA rules.

#### **AMMO**

- RULES**
1. No tracer or incendiary ammunition.
  2. No steel-core, armor-piercing, or bullets that are attracted to a magnet shall be fired at any steel target.
  3. No .50 BMG.
  4. Do not place unfired ammunition in the trash barrels.

#### **TARGET RULES**

1. No shotguns on club provided target frames. No exploding targets allowed.
2. Members must provide their own targets. Remove all target materials when finished.
3. Place targets so projectiles impact berm. Locate personal target frames to ensure projectiles impact middle 2/3 of berm.
4. Place targets where projectiles do not hit the frames.
5. Members purposefully destroying club-provided wooden frames, holders or steel targets may be disciplined.
6. Competition target frames/holders must not be used by members for general shooting.
7. Clay pigeons for rifle/pistol targets will be placed in the middle 2/3's of the berm. Ground level targets must be placed at the base of a berm.

#### **MEMBER**

- RULES**
1. No smoking forward of the firing line.
  2. Must be member in good standing for unescorted access. Members and guests/visitors must wear badges. Guests/visitors are asked to donate \$2 per day; member's spouse and anyone under 18 are exempt.
  3. Keep gate combination secure. Non-member must not be given the combination.
  4. Members must be present and control guests/visitors. Keep children under direct supervision. Unsafe guests/visitors will be directed to leave.
  5. Members and guests/visitors must sign in and out. Event participants signing in/out is determined by event director.
  6. Close and lock the gate after passing. Gate may remain unlocked during public events. Event coordinator must lock gate at end of event.
  7. Drive slowly on roads; stay on roads; do not park/block roads.
  8. Shooters will not use more than one bench or firing position if other members are waiting to shoot.

#### **COURTESY RULES**

1. Members should remove all trash and targets when leaving the range including, as practical, empty brass and hulls.

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