

<b>The Belton Gun Club, Inc.</b>	
<b>Digest of Rules and Regulations</b>	<b>Rev</b>
153 Range Rd, Belton, SC 29627	1/18/2024

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## **1. EMERGENCIES**

- 1.1. Call 911
- 1.2. Physical Address: 153 Range Road Belton, SC
- 1.3. GPS Address: 300 Corner Road Belton, SC 29697
- 1.4. Gate Access/Guide: Send someone to gate with gate card and wait for emergency vehicles. If needed, direct emergency vehicles to victim or incident location.

## **2. FIREARM SAFETY**

- 2.1. All Guns should always be considered as loaded.
- 2.2. Never point the muzzle at anything you are not willing to kill or destroy.
- 2.3. Keep your finger off the trigger until your sights are on the target, and you are ready to shoot.
- 2.4. Be sure of your target and what is beyond it.

### **SAFETY IS EVERYONE'S RESPONSIBILITY**

**You are responsible for your bullet – from the time it leaves the barrel of your gun...to the time it stops.**

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### 3. GENERAL RANGE RULES

- 3.1. Normal Hours of operations: Legal sunrise to legal sunset, 7 days a week, unless otherwise approved by the Executive Board.
- 3.2. Shotgun ranges and the Clubhouse range which are equipped with lights, may be used until 10:00 PM, unless otherwise posted. Contact the club Range Operator for instructions in the use of the lights on these ranges.
- 3.3. No hunting or shooting of wildlife on Belton Gun Club (BGC) property.
- 3.4. Alcoholic Beverages are strictly prohibited on BGC property. Consumption of alcohol on club property will result in immediate termination of membership.
- 3.5. Range Speed Limit is 10 mph.
- 3.6. Drivers must have a valid driver's license to operate any type of motorized vehicle on BGC property.
- 3.7. Unless specifically authorized, no automobiles are allowed on the Sporting Clays course. Golf carts are available for rent at the club house office.
- 3.8. Members must clean up after themselves after shooting. Remove all empty ammo boxes, spent targets, shotgun hulls and trash.
- 3.9. No Guest is allowed to shoot on the Pistol or Rifle ranges WITHOUT an accompanying current Club Member.
- 3.10. Members are limited to four (4) guests during any visit to the range. The member is responsible for all guests at all times while on the club property. Guests are to use the same benches as the member while the other members are present on the range. You must ensure that all guests adhere to the club rules and do not interfere with other members.
- 3.11. Members and their guests are required to use eye and ear protection.
  - 3.11.1. Eye protection must be appropriately worn while on BGC property except for within buildings and personal vehicles.
  - 3.11.2. Hearing protection must be appropriately worn on the firing line or within 50 feet of said firing line during periods of active firing.
- 3.12. Shooters must always exercise muzzle discipline. When loading and firing, firearms must always be pointed in a safe down-range direction. ALWAYS BE AWARE OF YOUR FIREARM'S MUZZLE DIRECTION!
- 3.13. Firearms may only be loaded when the shooter is on the firing line, ready to shoot.
- 3.14. NEVER handle firearms while shooters are down range. Firearms must be unloaded with magazines removed and actions open when individuals are down range. No exceptions!

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- 3.15. It is the responsibility of every shooter to make absolutely sure all other shooters on the range are well aware that someone is going down range. Clearly communicate with all shooters on the range, and make sure everyone acknowledges that you are going down range. Visually inspect that all firearms are unloaded with actions open before going in front of the firing line. It is also the responsibility of every shooter to positively verify that no one is downrange before the line goes hot (see Section 6).
- 3.16. Vehicles are allowed on the firing ranges or bays for placement or retrieval of targets as long as the range has been deemed clear (see Section 6). Members may use the access roads to carry their targets to the designated area.
- 3.17. Ranges may be closed occasionally for range maintenance. Members must adhere to closed range signs when posted. When possible, scheduled maintenance will be listed on the club event calendar located on the club website: [www.beltongunclubinc.org](http://www.beltongunclubinc.org). Occasionally, maintenance will be required with short notice. In those cases, an email will be sent out to all members with a valid email in our system. It is vitally important that each member keep their account up-to-date with their current email address.
- 3.18. All ranges except the Competition Complex are open to the general membership unless a scheduled event is taking place. All scheduled events will be noted on the club website at [www.beltongunclubinc.org](http://www.beltongunclubinc.org)
- 3.19. Any use of the range outside of personal enjoyment or training by its members and guests are strictly prohibited; unless approved by the Executive Board, any use of the ranges for commercial profit is prohibited.

#### **4. RANGE DESCRIPTIONS AND RANGE-SPECIFIC RULES**

##### **4.1. Sporting Clays, Trap, Skeet and Five Stand**

- 4.1.1. Sporting Clays, Trap, and Skeet can be found at the lower part of the range to the left of the clubhouse. Five Stand can be found around back by the multiplex bays. Sporting clays is around the lower backside of the entire range and starts near the Trap range. No automobiles are allowed on the Sporting Clays Course. Golf carts are available for rent at the club house office.
- 4.1.2. All shooting shall take place in the designated area. For 5 stand and sporting clays, the shooter must be in the shooting box. No shooting is allowed outside the shooting box.
- 4.1.3. Once a gun is removed from its case, it must be carried with the chamber open and unloaded. Open and empty for a side by side or over/under is described as broken open, empty and over the shoulder with the muzzle pointed downward. Semi-automatic shotguns must have the action open, pointing up and the action facing forward so that other shooters can see that the gun is unloaded.

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4.1.4. When shotguns are not in use, they may be placed in the racks provided, in an upright position, with the action open. Break-open breech-type guns may be closed and placed in the rack as long as they are deemed unloaded.

4.1.5. No shotgun shall be pointed in any direction other than down range.

4.1.6. You may not load more than two (2) shells at a time on these ranges.

4.1.7. No slings are allowed on shotguns.

4.1.8. Place all machine controllers back in their proper places after use.

4.1.9. Shooters should clean up after themselves after finishing at each station.

4.1.10. Only authorized personnel can move, load, adjust or repair any clay throwing machine.

Any unauthorized personnel caught tampering with the machines will have their membership terminated. If you have any issues with the clay throwing machines, DO NOT attempt to make repairs yourself. Call the Range Officer at 864-318-4383.

#### **4.2. Club Supplied Cardboard for Rifle and Pistol Ranges**

4.2.1. Corrugated board targets for the rifle and pistol ranges are located between the clubhouse and the 300-yard range at the storage shed.

4.2.2. The cost for these targets is \$2.00 each. Members should place payment in the drop box at the storage bin.

4.2.3. Used targets can be placed in the storage bin at the shed.

#### **4.3. Clubhouse 25-Yard Range (Jake Phillips Training Range)**

4.3.1. Located behind clubhouse

4.3.2. Range may be used with lights until 10:00PM, unless otherwise posted. Shooters must contact the Range Operator for instruction in the use of the lights. Contact the range operator during normal office hours.

4.3.3. No parking allowed in the area between the clubhouse and the range.

4.3.4. Targets stands may be placed any distance between the berm and the firing line.

4.3.5. All shooting should be done from the covered firing line.

4.3.6. All projectiles must impact the rear impact berm. Do not shoot into side berms.

4.3.7. To prevent ricochets, do not shoot at items laying on the ground.

4.3.8. Firearms may only be loaded when the line has been called hot (see Section 6), with the shooter on the firing line, ready to shoot. Firearms must remain pointed downrange in a safe direction.

4.3.9. Firearms on the back table facing the clubhouse must be unloaded with their actions open, or placed securely in a storage case.

4.3.10. Falling steel plates may only be shot with traditional non-magnum handgun calibers.

4.3.11. Reactionary targets, such as spinners made for .22LR may be used on this range but must be placed at the rear impact berm to prevent ricochets.

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4.3.12. Other types of personal steel targets (plates, gongs, and related) may not be shot on this range.

4.3.13. Members must clean up the area after they are finished.

#### **4.4. 300-Yard Range**

4.4.1. Located to the right of the clubhouse. This range is set up to facilitate shooting at 100, 200 and 300 yards.

4.4.2. Any firearm per section 5 may be used on these ranges.

4.4.3. All shooting will be controlled so as to impact targets mounted on the target frames on the 100, 200 or 300 target lines. Do not place and shoot targets on: A) ground, B) top of berms, C) top of steel enclosures, D) side berms, E) on protective ground timbers at 200 and 300 yards.

4.4.4. All rounds fired must impact the impact berms. Make sure that the round impacts the berm to prevent skips and ricochets from ground strikes. If you cannot do that, move to a bay that is more appropriate for your shooting distance.

4.4.5. While shooting on this range, your line of fire must be within the same shooting lane and target. Do not fire across other shooting lanes.

#### **4.4.6. Steel Containment Shelters**

4.4.6.1. Enclosures are provided at 100- and 300-yards for steel targets.

4.4.6.2. The steel must not be moved from the containment shelter. Shooters may only fire at the steel from the shooting lane directly in front of it.

4.4.6.3. Members may shoot their personal steel, but it must be placed within the containment shelter. NO EXCEPTIONS!

#### **4.4.7. 100-, 200-, 300-Yard Target Frames**

4.4.7.1. 100- and 300-Yard Frames: Attach cardboard target backers to furring strips with staples and clips. Furring strips are spaced to the same width as club-supplied cardboard. Lag bolts at top corners of each frame are for hanging competition target frames for matches.

4.4.7.2. 200-Yard Frames: Attach cardboard and paper targets to coroplast backers with staples, clips and pins. 200-yard target frames can be laid on ground if blocking line of fire to 300-yard line. However, do not move 200 target frames from 200-yard target line.

4.4.7.3. 100 and 300-yard targets are identified by a number board (Note: "0" = "10"). These numbers correspond with a numbered bench or open firing point. Example: If you are on bench 3, shoot target 3. 200-yard targets have not been numbered due to being removable. Shoot on the target that is best aligned with your firing point.

4.4.7.4. Do not A) modify or alter target frames, B) place target objects (spray can, clays, bottles, shotgun hulls) on the target frames, C) shoot number boards.

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4.4.8. Shooters may walk or drive down range on the permitted pathway as long as the range is clear, all actions are open, and magazines are removed. All shooters must acknowledge that someone is going down range and must not handle firearms while individuals are down range.

#### 4.4.9. Cold Range Safety Procedures (Gate and Safety Warning System)

The gate to 300-yard range will remain closed during periods of live fire.

No one is permitted to go down range until the range is placed into Cold Range (Safe) status.

##### Cold Range Procedure

1	Check firing line for other shooters. Communicate and verify cease fire. Make sure that the line is safe and that all firearms are 1) grounded, 2) unloaded, and 3) magazines out. Do not handle firearms while the range is Cold.
2	After verifying that the line is safe, activate 1) safety light (visual warning) and 2) buzzer (audible warning) to indicate Cold Range status.
3	Proceed down range to set, score, and retrieve targets. If driving down range, open gate.

##### Hot Range Procedure

1	Close gate and return to firing line.
2	Verify that the range is clear of people and vehicles. Make sure that everyone has returned to the firing line or otherwise accounted for. Communicate with fellow shooters.
3	Deactivate warning lights and buzzer.
4	The range is now Hot, and firing can begin.

#### 4.4.9.1. Exceptions

4.4.9.1.1. Non-use and afterhours: the gate will remain closed. But the warning system will not be activated.

4.4.9.1.2. Matches: The gate can remain open and the warning system off for approved matches and managed events that are conducted down range (100 & 200-yard firing lines). However, the gates will be closed, and the safety warning system will be utilized once the firing line moves to 300-yard line.

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#### 4.5. 100 Yard Range, Multiplex # 1 and Multiplex # 2 Bays

4.5.1. Any firearm per section 5 may be used on these ranges.

4.5.2. Target placement requires that all rounds impact the rear berms. Avoid ricochets and skips from ground strikes. Do not shoot side berms or targets placed on the ground.

4.5.3. All shooting should be done from the covered firing line. If you need to shoot at a shorter range, move to an appropriate bay.

4.5.4. Minimum Target Placement Distances from firing benches

100 Yard Range	50 yards
MP-1 (50 yard)	25 yards
MP-2 (50-yard)	25 yards

Minimum distance is indicated by signs on each of these 3 ranges. Do not move target frames closer to the benches beyond these minimum distances. Shooters may go down range as long as the range is clear, all actions are open, and magazines are removed. All shooters must acknowledge that someone is going down range and must not handle firearms while individuals are down range.

4.5.5. While shooting on this range, your line of fire must be within the same shooting lane and target. Do not fire across other shooting lanes.

4.5.6. Steel containment shelters are provided on MP-1 and -2. Members may shoot their personal steel, but it must be placed in the containment shelter. NO EXCEPTIONS!

4.5.7. Please note signs on the ranges with specific requirements for each range.

#### 4.6. Multiplex Bays #3, #4, #5, #6, #7

4.6.1. These bays are considered action bays used for open shooting with multiple disciplines.

4.6.2. With the exception of MP-3 steel and any other club-supplied steel, any firearm per section 5 may be used on these ranges.

4.6.3. Target Placement

4.6.3.1. Targets must be placed such that all firing is done in a direction downrange of the shooter and that all rounds impact the berms, with no ground strikes.

4.6.3.2. The BGC target frames are strongly encouraged to be used for rifles and handguns.

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#### 4.6.3.3. Steel Targets

4.6.3.3.1. Club supplied steel may only be shot using traditional pistol calibers. Do not shoot club steel with any pistol chambered for traditional rifle calibers.

4.6.3.3.2. Steel may only be shot in the containment shelters provided on MP-3, unless approved by a Match Director during a club sanctioned event or under the supervision of a Match Director, club officer, or approved Safety Officer. **NO EXCEPTIONS!**

4.6.3.3.3. Minimum distance for shooting steel is 10 yards.

4.6.3.3.4. All steel must be shot with the bullet traveling perpendicular(90°) to the face of the target.

#### 4.6.4.Match Setup and Props

4.6.4.1. Bays set up for Club sanctioned matches are closed for general club usage for the duration of the match, or until released for general club usage by the respective Match Director. Tampering with bays set up for matches will not be tolerated and will result in the termination of club membership.

4.6.4.2. Many MP bays are supplied with props (structures and barrels) that can be used by members. Do not use these as targets or as shooting stands. Tables have been provided for general membership use. After shooting, place barrels, walls, and target stands against the side berms.

4.6.5.Please note signs on the ranges with specific requirements for each range.

### 4.7. Competition Complex

4.7.1. The Competition Complex consists of 6 bays located along the west side of the club property between the clubhouse and shotgun office.

4.7.2.The Competition Complex bays are reserved for approved matches and managed events. Use requires Executive Board approval and supervision by qualified personnel.

4.7.3.Tampering with competition bays set up for matches and events will not be tolerated and will result in the termination of club membership.

## 5. APPROVED FIREARMS, AMMUNITION AND TARGETS

5.1. No firearms chambered for .50BMG are allowed on any BGC ranges.

5.2. Legal automatic weapons are permitted on club property. Members must follow all federal, State and local laws and regulations when using these firearms.

5.3. No bump fire or any device that simulates automatic fire is allowed on any range.

5.4. Members are encouraged to use club target holders but may use their own. Targets must be placed so that all projectiles impact the berms in a downrange direction, do not strike the ground, and are placed at the minimum target distance where indicated by signage.



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- 5.5. Where allowed, reactive targets, spinners and other similar targets must be placed at the berm so that bullets always impact the berms in a downrange direction.
- 5.6. Glass bottles, spray cans and drink cans are not to be used as targets.
- 5.7. Explosive, incendiary, and binary targets are prohibited.
- 5.8. Ammunition considered as tracer, incendiary or explosive are strictly prohibited, and will result in termination of membership if used on our ranges.
- 5.9. Clay shotgun targets may be used as long as they are placed on the impact berms. DO NOT remove clay targets from target throwers on the shotgun ranges. Clays laying on the ground may be picked up and used.
- 5.10. There is a shotgun patterning board located next to the Trap range. Targets may be taped or attached with a magnet.
- 5.11. Only shot shells with 7½ to 9 shot are allowed on the shotgun ranges, including the patterning board.
- 5.12. Slugs and buckshot are prohibited on the shotgun ranges. They may be used on the other ranges as long as the projectiles impact the berms in a downrange direction.

## **6. RANGE COMMANDS**

- 6.1. Used during matches or when multiple shooters are on the range.

<b>COMMAND</b>	<b>REQUIRED ACTION</b>
<b>CEASE FIRE</b>	To stop all firing IMMEDIATELY! (Can be given by anyone that observes an unsafe action.)
<b>CLEAR THE LINE</b>	To stop all shooting, unload all firearms and open actions. When the line is clear no one shall handle any firearm for any reason.
<b>RANGE IS CLEAR</b>	To alert all shooters along the line that travel downrange from the firing line for any purpose is approved.
<b>THE LINE IS HOT</b>	Notification that all shooters have completed their activity forward of the firing line and are ready to begin firing.
<b>COMMENCE FIRING</b>	Fire at targets down range.

## **7. RANGE SECURITY**

- 7.1. The clubhouse can be accessed by club members by using the gate pass card. The club house is closed to general membership access when being used during a scheduled event or function.
- 7.2. Report any suspected trespassers to law enforcement and the Executive Board. Members should have their ID with them at all times while on club property and present it when requested by another member. Every member has the right to request to see the card of another member.

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- 7.3. Show respect to others and practice good sportsmanship while on the range. Always be courteous to other shooters and be willing to point out any safety issues or concerns.
- 7.4. The main gate will automatically close unless it is in the event mode. The gate is set to close on a six second timer after swiping your badge. Never swipe your badge when the gate is in the open position. Wait for it to close prior to swiping your badge.
- 7.5. No pets are allowed in the club house (with the exception of service dogs).

## 8. MATCH AND EVENT GUIDELINES

- 8.1. Match guidelines are covered in the Match Directors Handbook (A-1). This handbook was created to govern all Pistol and Rifle matches at the BGC. See the Executive Range Officer for this document. Each Match Director has been approved by the Executive Range Officer to conduct organized matches per their guidelines.
- 8.2. Match and Event Application and Approval
  - 8.2.1. Matches, training, and related events must be approved and scheduled by the Executive Board.
  - 8.2.2. Review and approval are required to ensure: A) safe and appropriate use of club facilities and resources, B) to prevent schedule conflicts with other matches and events.
  - 8.2.3. For existing match programs, provide a detailed match bulletin and match schedule. The match bulletin will provide essential information on match location, equipment needed, rules, and any special requirements.
  - 8.2.4. For new match programs or events, utilize the Match Approval Form (A-2) to submit required information for review.
  - 8.2.5. Matches and events will not be authorized and added to the event calendar unless this process is completed.
  - 8.2.6. Once approved, match bulletins and scheduled dates will be added to the event calendar.
  - 8.2.7. Notification is required if a match or event must be changed, rescheduled or cancelled.

### 8.3. Match and Event Expense Limits and Approvals

#### 8.3.1. Spend Authority Per Month

Match Director	\$100
Executive Board Member (with the approval of the president)	\$500

- 8.3.2. Amounts exceeding spend authority requires Executive Board review and approval.
- 8.3.3. For reimbursement, utilize BGC Expense Reimbursement Form (A-3). When complete, submit form to Club Treasurer with attached receipts.

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## 9. GENERAL CLUB REGULATIONS

### 9.1. Monthly Club Meeting

9.1.1. The Belton Gun Club meets on the Third or Fourth Thursday of each month.

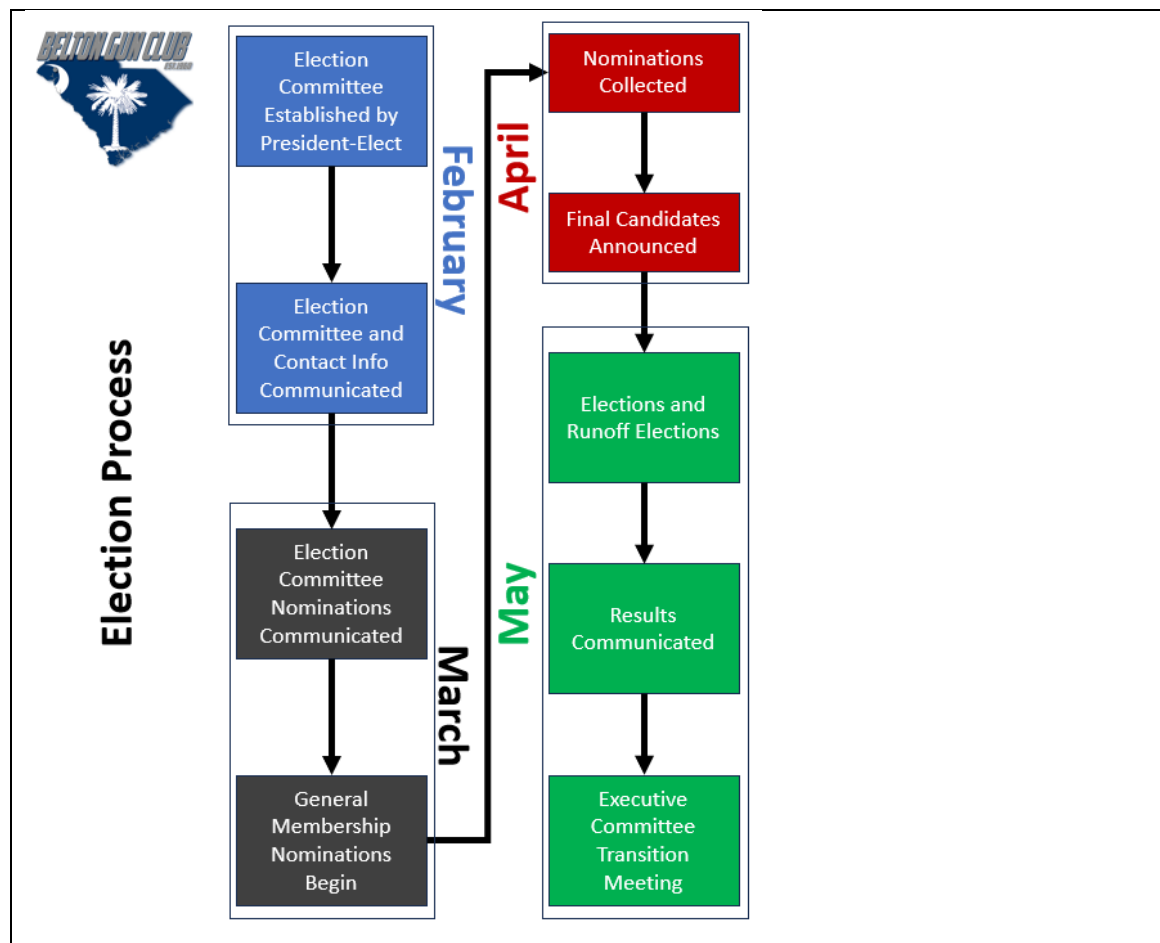
9.1.2. Supper is catered, so the cost may vary from month to month. The menu and cost will be published in the club newsletter and on the website. Members planning to eat at the meeting must notify the club secretary or register online before midnight on the Tuesday prior to the meeting. Individuals that reserve a meal and are unable to attend are encouraged to contact the club secretary as soon as possible. Individuals may be billed for their meals if they are not claimed at the meeting.

### 9.2. Executive Board

9.2.1. The Executive Board meets on the first Tuesday of each month at 6:30 PM, unless otherwise posted. Executive Board meetings are open to all club members. Meeting dates and times may vary at the discretion of the Executive Board, so check the club calendar before attending.

9.2.2. Refer to BYLAWS for Executive Committee organization, roles, and responsibilities.

9.2.3. Executive Board Election Procedures and Schedule



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## FEBRUARY

1. Election Committee: The Election Committee is established and chaired by the President-Elect. If additional committee members are needed, they are appointed by the President-Elect. This committee makes the initial nominations for each office position. The Election Committee consists of five members (including President-Elect) who are active, in good standing, and represent the club membership... shotgun sports, rifle sports, and pistol sports.
2. Communication: Announcement via email (newsletter or special) is made to all members in good standing identifying the Election Committee members and committee contact information.
3. Election Committee: Selects nominees for the Executive Committee
  - President-Elect
  - Secretary
  - Treasurer
  - Executive Officer
  - Four additional members at large
4. Qualifications: Election Committee members, Executive Committee members, and general members in good standing (all dues current, no disciplinary action current, pending, or previous) are eligible for nomination to any position with consideration for the following qualifications.
  - a. President-Elect
    - No criminal record and no current or pending criminal legal actions.
    - No association with any anti-government or anti-America groups or organizations.
    - Computer literacy (Email, PowerPoint, Word, Excel, basic website knowledge)
    - Safety Officer / Range Officer certification through NRA, equivalent, or a competitive shooting sport.
    - Ability to schedule, lead, and manage Executive Committee meetings during absence of the President.
    - Ability to schedule, lead, and manage Member Dinners and meetings during absence of the President.
    - Ability to act in a neutral, fair, and judicious manner to enforce BGC rules and to settle disputes and infringements during absence of the President.
    - Actively support all BGC activities and groups.
    - Prior Executive Committee Service at Belton Gun Club.

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### b. Treasurer

- BGC Member in good standing. All dues current. No disciplinary action current, pending, or previous.
- No criminal record and no current or pending criminal legal actions.
- No previous bankruptcy history regardless of chapter classification
- Certified credit report with credit score over >730
- Must have at least 4 years previous treasurer, finance, bookkeeping, or related experience in a professional organization/business environment
- Must have background in financial statement consolidation, preparation, and have the ability to merge data from multiple sources for accurate reporting.
- No conflict of interest with any current or future BGC vendor or affiliated partner- full disclosure is an absolute
- No association with any anti-government or anti-America groups or organizations.
- Computer literacy (Email, PowerPoint, Word, Excel, basic website knowledge)
- Ability to act in a neutral, fair, and judicious manner to enforce BGC rules and to settle disputes and infringements.
- Actively support all BGC activities and groups

### c. Executive Range Officer

- BGC Member in good standing. All dues current. No disciplinary action current, pending, or previous.
- No criminal record and no current or pending criminal legal actions.
- No association with any anti-America groups or organizations.
- Computer literacy (Email, basic website knowledge) Be able to add and modify events on club web pages.
- Safety Officer / Range Officer certification through NRA, equivalent, or a competitive shooting sport.
- Have a working knowledge of Practiscore, our tablets and wifi system.
- Ability to act in a neutral, fair, and judicious manner to enforce BGC rules and to settle disputes and infringements.
- Ensure club matches are run according to club rules and the match director handbook.
- Actively supports all BGC activities and groups.
- Manage match schedules.

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d. Secretary

- Knowledge of Mass Email systems, maintain email communications from multiple sources.
- Experience with AxTrax Software management or equivalent
- Ability to conduct new member orientation as required.
- Ability to respond respectfully and efficiently to inquiries from members and others.
- Ability to manage billing for renewals and new members.
- Good communication skills both written and verbal to maintain minutes from Executive Committee meetings and member meetings as necessary

**MARCH**

1. Executive Committee: Election Committee provides nominations to the Executive committee at the March Executive Committee meeting.
2. General Membership Nomination Process Begins:
  - a. Within three days after the Executive Committee meeting, the Election Committee nominations are announced via a special email to members in good standing. Nomination announcement includes instructions on how to become a candidate or nominate other candidate(s).
  - b. Individual members may petition the Election Committee to be included as a candidate for office. The petition must be on the official form and must state the office (President-Elect, Secretary, Treasurer, Executive Officer, or At-Large member) the candidate is pursuing and include a brief biography of qualifications. The petitioner may only apply for a single office per election cycle. The petition/nomination period will close at end of day the second Friday in April.
  - c. The individual must also submit the names and signatures of at least twenty-five club members of good standing on the official form to the Election Committee. The petition and original signatures must be submitted via email (contact and form information in the announcement) or in person to any member of the Election Committee.
  - d. The Election Committee will review and certify the petitions received and will include the certified candidates on the election ballot.
  - e. In case of any individual receiving multiple nominations (by self and/or by others), the Election Committee will ask the individual to choose a single office for their nomination.
  - f. Members may only sign to support a single candidate for each officer position. Members may sign to support two candidates for member at large positions.

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#### APRIL

1. Nominations Collected: Nominations are collected and documented by the Election Committee.
2. Final Slate of Candidates Communicated: The Election Committee will communicate the final slate of candidates to members in good standing via special email on the third Wednesday in April.

#### MAY

1. Election Begins: Election begins the day after the May Executive Committee meeting.
  - a. Election Committee will email members in good standing with election link.
  - b. Members use their Belton Gun Club website username and password to login and vote electronically.
  - c. For members who wish to vote at the club, a voting device will be provided at the Shotgun House on the first and second Saturdays in May. Gun club personnel will assist as needed.
  - d. Voting closes at midnight on Wednesday, the day before the third (or fourth) Thursday members meeting.
  - e. Quorum requirements are met by all members receiving an electronic ballot for voting. This ensures all members participate in the process by voting or abstaining.
2. Runoff Elections: If runoff elections are required, the Election Committee will contact all members in good standing via email. The runoff election will begin on the Monday after the May members meeting through midnight on May 31. For officers, the top two vote recipients will be in the runoff. A simple majority will make the officer selections. For at-large positions, the top two vote recipients are selected.

#### JUNE

1. Election Results Communicated: If no further runoff elections are required, the Election Committee will announce the results via email to all members in good standing.
2. Executive Committee Meeting: New and old members of the Executive Committee attend the June Executive Committee meeting to address responsibilities and transition questions.

### 9.3. Annual Membership Dues

9.3.1. Annual dues are \$200 per year. Senior dues are \$125. This discounted rate is available to members 64 and older. The senior discount must be requested before dues are paid. No refund will be issued.

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9.3.2. Annual dues will be paid by regular members before June 30 each year. The cards of members not paying by June 30 will be automatically deactivated on that date. Members not paying by June 30 will also be charged a \$50 late fee. Dues payments will be accepted until September 30. After September 30, the member will be dropped from the membership rolls, and will have to reapply for membership.

#### 9.4. Probationary Membership

9.4.1. Probationary Membership Applicants must fully complete and submit a New Member Application Form (A-4) per New Member Application Instructions (A-5).

9.4.2. Cost: \$200 for the first year's dues, plus a \$300 initiation fee upon application, for a total of \$500.

9.4.3. Senior discount does not apply to probationary membership.

9.4.4. No refund will be issued to a probationary applicant that decides to withdraw their application after payment.

9.4.5. The probationary member is required to attend a range orientation/safety briefing before being considered by the Executive Board for approval.

9.4.6. Membership cards will not be activated until membership is approved by the Executive Board, during the monthly board meeting.

9.4.7. Members are required to serve one year as a probationary member before consideration as a full member.



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#### 9.5. Full Membership

9.5.1. Following completion of probationary period, the probationary member will be presented to the Executive Board for consideration of full membership on their anniversary date as noted on their membership card.

9.5.2. Upon election to full membership, the member will receive notification via email or a letter, which will include the payment required for prorated dues. The member is strongly encouraged to pay online as directed by the email. The member will be expected to pay prorated dues for the remainder of the fiscal year per the payment schedule approved by the Executive Board. Payment will be expected within 30 days of notification of full membership election. Membership will be terminated if the probationary member does not pay the prorated dues within 90 days as a full member.

#### 9.6. Life Membership

9.6.1. A regular member may request a life membership after the completion of the probationary membership.

9.6.2. The member must be a member in good standing with the NRA at time of the request. Cost is \$1500.

9.7. NRA Membership – All members are encouraged to maintain membership in the NRA. Members can renew, change, or enroll in the NRA by contacting the Club Secretary, or by following the link on the club web site. Purchasing your NRA membership through the Belton Gun Club will entitle you to a discount in your NRA dues.

9.8. If you as a member have a concern or request, you can bring it before the Executive Board at the normal scheduled meeting times. According to the Club bylaws, only the Executive Board is granted authority to conduct Club business.

9.9. Polite behavior and good sportsmanship go hand-in-hand with safety and the mission of the Belton Gun Club. Abusive, offensive, and disruptive behavior will not be tolerated and will be dealt with in accordance with the club bylaws.

9.10. The Executive Board will not tolerate the propagation of rumors or innuendos by any individual or group which uses the club facilities. Concerns should be brought before the Executive Board for proper and thorough investigation. Threats of civil or criminal action, or the threat of undue outside influence against any member or group will not be tolerated and will result in the member making such threats being suspended, or termination of membership. Nor will the board tolerate the misuse of club property or any infraction of the rules. Members will be expelled for safety or rule violations in accordance with the club bylaws.

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- 9.11. The Belton Gun Club has been successful through the fellowship and cooperation among members. Help the Club continue to grow by being a good, willing and unselfish member. The BGC is a non-profit, 501-C4 organization. Most work done at the club is through the hard work and dedication of members who unselfishly volunteer countless hours to keep us successful. Members are encouraged to be part of the success of the club by helping maintain high standards, cooperation, and pride in our facilities. Please take care of our ranges, target stands, and equipment. Help us maintain low cost and high standards.

## **10. ATTACHMENTS AND RELATED DOCUMENTS**

A-1	<i>Match Directors Handbook</i>
A-2	<i>Match Approval Form</i>
A-3	<i>Reimbursement Form</i>
A-4	<i>Membership Application Form</i>
A-5	<i>Membership Application Form Instructions</i>

## **11. DOCUMENT REVISION HISTORY**

- 11.1. Document and form revision and changes require Executive Board review and approval.
- 11.2. Document and attached form revision and change history will be noted the section below.
- 11.3. The document and form revision date will be noted in the REV box of document header.

<b>CHANGES</b>	<b>REVISION DATE</b>
4.4.9. 300-Yard Cold Range Safety Procedures.	5/17/2022
9.9 Abusive, Offensive and Disruptive behavior	10/4/2023
9.2 Executive Board additions 9.2.2. Bylaw referral 9.2.3. Executive Board Election Procedures and Schedule Table of Contents – corrections	11/1/2023
9.3.1 Updated – annual member and senior dues increase 9.4.2 Updated – Probationary member dues and initiation fee increase	1/18/2024