

# **Central Montana Shooting Complex**

## **Standard Operating Procedure Manual**

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*This Complex of ranges belongs to you and the shooters of Central Montana, please treat the facility like your home, read and follow the rules, and urge those you shoot with to do the same. It is important that all users understand that the ability to use this range is a privilege granted to you by the other shooters around you. Familiarize yourself with the range rules - break one of the basic range rules and you may find that your privileges to be a part of this range could be taken away for life.*

## **Who is Central Montana Shooting Complex?**

The Central Montana Shooting Complex (CMSC) study group was organized in the spring of 2000 by Dale Pfau. All of the shooting clubs in the area were asked to come to an organizational meeting and many showed up to participate in the search for property. The search for property took over two years to complete. All possible locations within a half-hour drive of Lewistown were explored; six possible sites were selected for further review. CMSC actually had two of these sites reviewed by NRA site review personnel. The current site was selected in 2003 and was purchased in 2004.

From the start of the organizational process a spring fundraiser has been done each April at the Central Montana Trade Center. This fundraiser has given CMSC the needed money to apply for matching grants through the *Montana Fish Wildlife and Parks*. Grants have also been applied for and received through the *Friends of the NRA*. The first grant received was, at the time, the largest grant ever given out by the State of Montana NRA fund committee \$43,760.00, this was followed with a grant for \$53,000.00 in the spring of 2007.

M.K. Weeden Construction, in the spring of 2004, started work on the complex. The general range layout was put together by Gerry Spenny with engineering help from Monte Weeden. Monte Weeden of M. K Weeden Construction donated the majority of the dirt work that was needed to bring the range up to NRA specifications. Ongoing fundraising continues with the goal of paying off the property and building an indoor range on site. The CMSC Charter Member group has been organized to help pay off the bank note with substantial donations. All tax-deductible donations should be written to the Central Montana Foundation with Central Montana Shooting Complex noted at the notation line.

Central Montana Complex belongs to the shooters of Central Montana that have joined CMSC. The Corporation is a 501-C-4 quasi-public organization. Its by-laws and a board of directors elected each year at the annual meeting govern CMSC.

The founding board: Dale Pfau, At large position, President and general fundraiser

Gary Kruger, Pistol sports-Vice President

Ron Tucek, Indoor target rifle-Treasurer

Jack Barney, outdoor target rifle-Secretary

Rick Hill, shotgun sports

Bruce Luhrsen, hunters safety instructor

Tom Swanz, At large position,

Utica Rod & Gun recreational shooter

Advisors Gerry Spenny, Range Design

Charlie Pfau, Spring Fundraiser Organizer

### **How we benefit the Community.**

Central Montana Shooting Complex (CMSC) has been organized for the sole purpose of promoting the shooting sports in Central Montana. The ranges have been setup to promote the safe use and teaching of the safe use of firearms to youth and the novice shooter. CMSC has been laid out so that many types of competitive shooting events can take place with no over-lapping drop zones for conflict. The teaching of and use of firearms in competitive shooting has tremendous recreational potential for the Central Montana area. All youth education programs and Hunters Safety programs will have free use of CMSC ranges as will all law enforcement officers of Central Montana. Each year in the fall a public sight-in day is held at the range so that the area residents who don't have a need for a range, other than to sight in hunting rifles, will have an opportunity to utilize the range.

### **What we see in our future.**

The goals of Central Montana shooting complex are to present a clean safe range for the people of Central Montana to utilize. Through this utilization we hope to see the shooting sports grow. The goal is to have 500 member families over the next few years using the range. The board of CMSC will be promoting many types of shoots; Cowboy action shoots, combat pistol shoots, turkey shoots, skeet shoots, sporting clay shoots. There are a tremendous variety of shoots that this set of ranges can handle at any given time. Through these activities we hope to provide as many opportunities as the shooters can handle.

The ultimate goal will be to finish paying off the loan on the property and start the work on an indoor building that would have a range suitable for large bore pistol and rimfire rifle. The building would have two classrooms for firearms instruction and hunters safety lessons plus a kitchen area. This building would have state of the art air movement and lead capture systems.

As CMSC reaches to finish our goals of a premier shooting facility. We look forward to talking with any person or group that is interested in making a large tax-deductible donation to Central Montana Shooting Complex. We still have the Rifle and Magnum Pistol range, Skeet Range, Sporting Clays Course, Indoor Range Building and the entire complex, with name at the front gate, which can be named after some interested person or group. First class signs for central Montana's shooters to see will forever sign these names on each particular venue. Those price tags for naming the different venues are as such:

Rifle and Magnum Pistol Range	\$50,000.00
Skeet Range	\$25,000.00
Sporting Clays Course	\$50,000.00
Indoor Range Building	\$250,000.00
Front Gate of Complex	\$300,000.00

### **Emergency phone numbers and Contacts**

- 1. For any type of illegal activity please call the Fergus County Sheriff 535-3415**
- 2. Day time problems call for Dale or Charlie at Don's Store 406 538-9408**
- 3. Nighttime problems- in most cases this will fall under illegal activity if not call for any of the local board members or a CRSO at their home numbers.**

**Scott Fox 750-9547**

**Tom Longshore 350-0259**

**Tom Battrick 350-1675**

**J.R. Walling 538-3452**

**Daniel Sai 380-6041**

**Charlie Pfau 366-9408 (CRSO)**

**Rick Benton 366-1445**

**Scott Fox 750-9547**

**For Fire please call 911 or Lewistown Rural 535-1780**

**Location is... 520 Lime Kiln Road**

**All shooters as a precaution during extremely dry times should carry a bucket, shovel and a small fire extinguisher when utilizing the ranges at the complex. There are water spigots at the Weeden pistol complex (to the left of the entry cattle guard) and the Rifle & Magnum pistol range (on the northwest end of the bench building - hillside). Cell phone reception is good at the range so a call can be made quickly to Lewistown rural fire dispatch if a cell phone is present. CMSC rural address is... 520 Lime Kiln Road.**

### **EMERGENCY RESPONSE PROCEDURES CHECKLIST**

- 1) CELL PHONE SERVICE IS AVAILABLE.
- 2) IN CASE OF AN EMERGENCY:
  - a. CALL CEASEFIRE, UNLOAD, SHOW CLEAR, AND GET PEOPLE OFF THE RED ZONE.
  - b. CALL 911 IF NECESSARY.
  - c. SEND SOMEONE TO THE GATE TO ESCORT EMS TO THE SCENE.
  - d. DELEGATE A NOTETAKER TO GET STATEMENTS AND PHONE NUMBERS.
  - e. CALL A BOARD MEMBER AND CRSO AND INFORM THEM OF THE ACCIDENT.
  - f. DO NOT MAKE ANY STATEMENTS TO THE PRESS...YOUR BOARD WILL HANDLE THAT.
- 3) FILL OUT AN INCIDENT REPORT FORM LOCATED IN THE FIRST AID KIT AND TURN IT INTO THE CRSO. HE WILL KEEP A COPY AND GIVE A COPY TO THE BOARD.
- 4) FIRE EXTINGUISHERS ARE LOCATED AGAINST THE WALL IN THE HIGH POWER RANGE BUILDING, IN THE HIGH SKEET HOUSE, AND IN THE PAPER ONLY (CONCRETE) PISTOL BAY.
- 5) THE ADDRESS IS 520 LIME KILN ROAD**

### **NRA firearm safety rules**

#### **Four Fundamental Rules for Safe Gun Handling**

1. Always keep the gun pointed in a safe direction.
2. Always keep your finger off the trigger until ready to shoot.
3. Always keep the gun unloaded \* until ready to use.
4. Always know your target and what is beyond it.

## **Eight Rules for Using and Storing A Gun**

1. Know your target and what is beyond.
2. Be sure the gun is safe to operate.
3. Know how to use your gun safely.
4. Use only the correct ammunition for your gun.
5. Wear eye and ear protection as appropriate.
6. Never use alcohol or drugs before or while shooting.
7. Store guns so they are not accessible to unauthorized persons.
8. Be aware that certain types of guns and many shooting activities require additional safety precautions.

\* “Unloaded” means NO ammunition in the firearm what so ever.

## **CMSC Range Rules**

**These rules are dictated by the fact that CMSC is a privately owned and insured range. As an owner/member of CMSC you are insured when shooting on this property as long as you are following the rules - if you are not following the rules and have an accident you are liable.**

1. Range hours: During summer hours, 7:00a.m. To 9:00p.m. Winter hours, Sunlight after 7:00a.m. To sunset or 9:00p.m. Which ever comes first.
2. The front gate must be locked at all times. Once you have entered lock the gate behind you.
3. **Members will not loan their key out.** All shooters or family groups must have a key in their possession when on site. All keys are individually numbered.
4. All shooters on site, when asked by another shooter for their identity must identify themselves to that shooter in a cordial manner. If asked to produce a key, a shooter must produce a key and show the person asking, the number on that particular range key.
5. Shooters must never use alcohol or drugs while shooting on the premises.
6. All guests, children under 18 must be under the immediate supervision of a CMSC member. Pets are not allowed.
7. **All persons on the firing line must have eye and ear protection. This includes spectators.**
8. All actions must be open, chambers empty and magazines removed or unloaded when firearms are uncased. Firearms may only be uncased on the firing line with the muzzle pointed down range.
9. If your firearm does not have a case, your action must be open, chamber unloaded and muzzle point directly up into the air.
10. Only firearms that are on the firing line may be loaded and then only when the line is

HOT\*. Firearms not on the firing line must have their actions open and magazines removed and cased or in the rifle rack along the back wall. If the magazine is not removable then all ammo must be removed from the gun.

11. All actions must be open; chambers empty and magazines removed or unloaded and gun on the bench before anyone goes down range during a cease-fire. Handguns must be unloaded, magazines removed, and holstered or benched.

12. If no RSO is present shooters will designate a member to be RSO. Only the RSO can send shooters down range. The designated RSO shall hang cease-fire flags.

13. **No shooting at wildlife.**

14. All shooting will be on designated ranges only, using established berms and specific bullet impact areas (backstops) except during some competitions and shoots. During special competitions or shoots authorized by the board will the side berms be used as bullet impact areas. Don't shoot over berms – keep bullets in backstops to insure they are contained on the range.

15. Only CMSC authorized targets and target holders may be used on all ranges. Only posted specified distances may be used and only from specified benches or bays. Shooters must remove all targets from supplied target holders when done shooting and place target holders in storage area under shelter. Absolutely no other items will be brought onto the range to shoot at for target practice except during competitions or shoots. Shooters who have custom-built target holders may get them approved by an RSO for use on the range. CMSC members who see seniors or handicapped struggling with target placement are encouraged to help out in these situations.

16. The rimfire bay is for .22 long rifle cartridges only, 22mags, 17hmr/mach2 are to be used at the high power range. The rimfire bay is a “family” bay...please be aware that other people may be waiting and keep shooting times to 1 hour.

17. When the cease fire command is given everyone needs to stop shooting, clear their firearm and get behind the firing line. **No one is to be in front of the firing line or handling a firearm during a cease fire.**

18. Handicap shooters shooting from the handicap vehicle pullout (at the high power range), when alerted to a cease-fire shall pull their firearm into the vehicle and open the action on the firearm.

19. During a cease-fire no firearms may be handled for any reason unless authorized by the RSO. Shooting may not commence until the RSO has verified that all shooters are off the range.

20. Shooters are required to police their brass when done shooting. Shooters can donate fired brass to the club by putting their brass in the club brass receptacles or keep their brass. Shooters cannot take brass out of the brass receptacles.

21. During a cease fire once the command has been given to step back from the red line, no shooter may cross the red line and resume shooting until the RSO has given the command.

**22. The use of armor piercing, steel core, iron core, explosive or incendiary ammunition is prohibited on CMSC property.**

23. On entry to any range area the first shooter driving in will raise the red flag to mark that this particular range is under use. The last shooter leaving, at any time of day, will lower the red flag at that particular range. The red flag is a universal gun range signal that there is shooting being done on that range. Flagpoles shall be set in a way that all shooters going into and out of a particular range will notice easily if there are shooters present.

24. Flashing yellow lights designate a cease fire.

25. Fully automatic firearms are not allowed on any range whatsoever.

26. 50 BMGs or derivatives thereof are not allowed.

27. Magnum handgun cartridges (cartridges designated as “magnum” by name) are not allowed at the pistol range and may only be used on the high power range.

28. During busy times each bench or bay has a maximum use time of (1) hour.

29. At anytime an RSO may remove a shooter(s)/member(s) whose behavior is irresponsible or unsafe to themselves or other members.

30. Alcoholic beverages are strictly forbidden unless the board approves it for an event. Then all firearms must be locked and stowed and all ranges cold before any alcohol is served.

31. Members will police their shooting area and take with them any trash they may have brought with them.

32. Smoking, eating, and drinking beverages is strictly forbidden in the shooting areas. Do this in the parking areas away from ranges.

33. 10 miles per hour is the maximum speed limit on the range.

34. Pistol range target check times are on the quarter hour (15/30/45/60).

35. High power range target check times will be quarter after and quarter to the hour or as designated by an RSO or CRSO.

36. RSO will identify themselves when offering safety advice to shooters. In this event the shooters will directly follow the orders given by the RSO.

37. Violation of these or other good judgment rules could possibly result in termination of membership.

38. All members will go through range indoctrination by an RSO before picking up a gate key.

39. The high power rifle range will be closed at the discretion of the board to allow for grazing. This will help to keep fire danger to a minimum.

40. Ammunition going faster than 1300 fps will not be permitted in any pistol bay.



41. Shooters will not stand closer than **10 yards from steel targets**.
42. Shooters are encouraged to wear long pants and long sleeve shirts when shooting steel pistol targets...this will help prevent injury from splatter.

## **Range Safety Officer (RSO) Commands**

**These Commands are to be used during competitions and shoots.**

1. The purpose of range commands is to provide concise, clear and standard methods of range operation. This provides the shooters or participants with easy to understand guidelines and enhances safety.
2. All sanctioned competitions and many organizations have standardized range commands which may supercede the commands posted here.
3. Command: **CEASE FIRE!** The purpose of this command is to stop all shooting immediately.
4. Command: **MISFIRE!** The purpose is to notify a RSO and other participants during a competitive shoot that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.
5. Command: **LOAD!** The purpose is to notify participants that they can load the prescribed number of rounds during a shoot.
6. Command: **IS THE LINE READY!** The purpose is to determine if all shooters on the line are ready.
7. Command: **READY ON THE RIGHT (Left)!** The purpose is to declare that the shooters along the line are ready.
8. Command: **READY ON THE FIRING LINE!** The purpose is to notify all participants that the range is about to be under live fire and that if anyone is not at all ready he should call a RSO; otherwise, await the next command.
9. Command: **COMMENCE FIRING!** The purpose is to declare the range formally open for live fire.
10. Command: **SHOOTERS YOU HAVE (X) NUMBER OF MINUTES LEFT TO COMPLETE THE COURSE OF FIRE or SHOOTERS FIRE YOUR REMAINING ROUNDS!** The purpose is to alert all shooters that a general cease-fire is about to be called and to allow the slower shooters to complete the course of fire.
11. Command: **SNAP CAPS!** (Muzzle loading only) The purpose is assure that the flash hole is open and the barrel is free of any material capable of causing a hangfire. In some events, this command is also used to determine if all firearms are unloaded.
12. Command: **THE RANGE IS CLEAR!** The purpose is to alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, and

the removal of brass and trash is approved by the RSO.

### **CMSC organization policy**

1. Yearly dues are for individual or family memberships...refer the term “family” in the CMSC bylaws. Other levels of membership are covered in the membership form.
2. This is a recreation facility built to promote the shooting sports and camaraderie among shooters belonging to the organization. To this end we ask all shooters and users of this facility to show patience and the ability to be cordial with all other users. Many of our members are older or handicapped if they are shooting paper take time out and help them hang targets. There may be a day in your later years that you need a helping hand collecting or hanging targets.
4. CMSC members may have out of area guests at any time at no charge, all CMSC asks is that all range rules be followed and that a CMSC member be present at all times. Members will take full responsibility for all guests’ actions. CMSC members may bring an out of area guest at any time but a local guest may only be on site one time and then the CMSC member needs to ask the guest to join the organization. The membership would apply (this rule involves our insurance company).
5. CMSC will have a spring and fall work day. All members are asked to take time to attend at least one of these days to help do the work that needs to be done to keep the range in working order. These work days will be posted on the range calendar on the kiosk by the front gate and on the website.
6. There will be a calendar of events put together on April 1<sup>st</sup> of each year. The calendar will be distributed at the annual spring fundraiser and otherwise be available at all local sporting goods stores. This calendar will be a guide to range availability and organized shoots. There will be times during the year that a portion of the range could be off limits to members because of a range rental, a teaching/training activity or a local shooting club activity. Range rentals are done in a way that the range is covered for damages and liability, plus we make money to help finance the range. CMSC rule changes will be implemented with a 30-day notice posted at the range.
7. Membership dues are payable during the month of March and April and can be paid at Don’s, Sport Center & Lewistown Sports. Locks will be exchanged the night of the key exchange at the civic center. After May 1<sup>st</sup> if dues are not paid a \$10.00 late fee will be charged.
8. CMSC must, by law, have one-day per year open to the general public. This day will be held near the opening of Montana Big Game Season. We will encourage members who are RSO’s and hunter safety instructors to help on this day.
10. The only time the CMSC front gate will be open and left open will be for an event that is opened to the general public. The front gate must be locked by 9:00 pm on days that public events are held.

11. Range keys that are lost will have a \$25.00 replacement cost. The number of the key that was lost will be retired from the key sequence. Please contact the Sporting goods counter at Don's for a replacement. **No member will duplicate the key that they have been given; this leads to automatic loss of privileges.**

12. Extra Copies of the CMSC Standard Operating Procedure book (SOP) will be available from CMSC board members or at local sporting goods stores. The cover states "CMSC Members Manual".

13. Take all lost and found items to the sporting goods counter at Don's Store. We will make every attempt to get lost items returned to owners. For items other than firearms, they will remain at Don's store for a period of 90 days, if unclaimed they will be turned over to the board of directors. Firearms will be held for a period of 60 days with attempt to make contact with the owner via: e-mail, radio and news paper, if after the 60 days no one has come forward to identify and claim they will be turned into the local police office.

14. CMSC would encourage members to park cars in an organized manner when parking in the parking lots that are available. There is absolutely no off road driving unless done under the name of range repair, weed spraying or clean up.

15. All member complaints and enforcement issues will fall under the auspices of the CMSC board. Any member of CMSC shall be held accountable for any conduct by himself or any guests accompanying him considered to be injurious to the organization or its purposes or objectives. Any member in good standing may lodge a formal complaint by doing so in writing and sending to CMSC Board at P.O. Box 250, Lewistown MT, 59457. At a regular or special board meeting the complaint will be addressed, the accuser and accused will be given 15 days notice to attend. At this meeting if the accused is found guilty as charged then the board can take such action as it deems necessary. Please read the by-laws for any questions.

16. All training personnel teaching on site shall make known to the board of CMSC of their certification and insurance for the particular type of training being conducted. Members with proper certification are covered under CMSC insurance.

17. All members of CMSC shall sign a Hold Harmless Agreement as a prerequisite to their membership. Failure to sign the agreement will nullify their membership.

18. It is the policy of the board of CMSC to standardize procedures for the procurement of grants, solicitations and monetary requests. All such types of requests to outside interests must be routed through the board of CMSC. There will be times that different clubs using CMSC will receive money from individuals or organizations for specific use for their club. The check should be written to Central Montana Foundation with CMSC / "whatever the club" in the memo line. CMSC will pass the money to that particular club by check.

19. The board of CMSC shall approve the use of CMSC property by all clubs and realize that there may be new clubs form that will utilize the property. The one prerequisite for

all clubs is that their membership shall be open to all members of CMSC. The board realizes that clubs utilizing the range will probably have their own dues structure and entry fees for shoots. The board asks that the entry fees for such shoots have a different lower entry fee for CMSC members versus non-members. All shoots that charge an entry fee for the shoot shall provide CMSC a \$5.00 per shooter fee to offset wear and tear to the range. Non- CMSC affiliated Clubs having shoots with shooters who are not CMSC members will need their own insurance for such events. If the majority of shooters are going to be CMSC shooters then a call to the CMSC insurance group can be made and insurance coverage can be had for any particular shoot. Clubs that utilize only CMSC property and CMSC members exclusively will be covered by CMSC insurance. All non-CMSC member shooters that come into the range for special shoots shall sign a guest membership form before doing any shooting at a particular event. A guest shooter would need to sign a guest membership form for each shoot they participate in during the year.

20. All clubs utilizing CMSC property need to have a representative come to general board meetings, this representative must be elected to do so by the membership of that particular club. Voting board members shall be decided by the organization by-laws.

21. The board and CRSO(S) of CMSC shall approve all rentals and rental agreements of CMSC property.

22. The three sporting goods stores will all provide keys and key control.

23. Special board meetings will be held to determine the gravity of alleged conduct listed under a formal complaint or incident report. Those present shall include the board of directors and CRSO(S), the RSO or member that filed the complaint and the member or club the complaint was filed against. After hearing both sides and comments from the CRSO(S) the board, at its discretion, may choose one of the following actions:

a. To dismiss charges

b. Give a written reprimand with one copy given to the member and one kept on file

c. Suspension of the members privileges for an amount of time to be determined by the board of directors

d. Revoke the members privileges...after a period of one year the member may apply for reinstatement...this application will be brought before the annual club meeting and will require a 2/3 majority vote by members present to re-instate membership status.

24. Those members who give up their membership status for any reason (including not paying dues on time) shall submit their key until such time that they once again become a member. The past member shall have 10 days to turn in their key. The billing cost of a key not turned in is \$100.00 payable within 30 days.

25. CMSC cannot make it mandatory that all users are members of the NRA but we encourage all members to belong to the NRA and support its efforts.

26. Individual disciplines will not conduct fundraisers that conflict with current fund raising events.

27. Groups shooting different disciplines on a regular basis may invite non-members to shoot with them on a trial basis. If the individual chooses to shoot on a regular basis they must join CMSC.

28. Any organized group shooting a particular discipline will need to have and read a safety briefing before shooting begins.

29. CMSC belongs to all members, therefore, use of any part of the property by any member shall be allowed with respect to design and function of that part of the range. Any personal investments of time, money or shooting props shall become property of CMSC.

## **Member Orientation**

1. Remember to lock the gate on entering and leaving the property.
3. Keep your copy of the SOP (range rules) handy.
4. Read the calendar and jump in and get involved with the different shoots: competitive and instructional.
5. CMSC will be having a number of instructional shoots where you will just need to show up, so that you can learn how the particular type of competitive shoot being taught works.
6. There has been a number of shooters talk of getting together for impromptu shoots on a given morning or afternoon each week or month. The board of CMSC encourages this type of usage. Call lists can be obtained from your board.
7. When there are large crowds of people using the ranges, we would encourage you to keep your car locked and personal property in sight. **Your property and firearms are your responsibility.**
8. There has been interest in forming some instructional groups for different types of shooting exercises. The board of CMSC is receptive to this type of activity.
9. The board would encourage you as a shooter to bring these items to the range:
  - Appropriate targets and either a staple gun or tape that is not weather sensitive. All target frames are made of wood. The large big bore frames have a center hole for carrying ease.
  - Water (keep it away from the firing lines...lead contamination is possible).
  - Bug repellent / sunscreen.
  - Optics for checking targets when shooting paper targets.
  - Firearm cleaning kit.
  - Appropriate ammo for your firearm.
  - Timepiece so that you will know target check times when shooting paper targets.
10. **Leave the range cleaner than when you came.** Pack it in / Pack it out. Please pick up your brass and take your old targets with you and place the target holders to their

proper storage area. .22 rimfire brass is not biodegradable. There will be brooms and dust pans at each shelter.

11. When sitting down to shoot at a bench, make sure that you have physically and visually checked down range for any problems or people.

12. Always communicate with anyone using the handicapped vehicle stall at the high power range when you are shooting off one of the benches. These folks will need to be told when a CEASE FIRE has taken place and also when the range is HOT again.

**13. This is a cold range.** Never bring a loaded firearm onto the range. Firearms entering or exiting the range shall have their actions opened (**this includes carry guns**).

14. Shooters should have only one firearm on the line at a time.

15. Do not handle firearms during a cease-fire.

16. Be aware of your actions and the actions of your fellow shooters.

17. On the pistol steel bays, targets must be at least **10 yards away** from the shooter, unless shooter is involved in a competitive shoot or formal training.

**18. You may not bring cans or bottles or any other material other than paper targets on site to utilize.** CMSC provides the steel targets for shooters wanting to shoot objects. **Bringing unapproved targets to the range is the quickest way to lose your membership.**

19. Know your target and what is beyond it.

20. Be sure your gun is safe to operate and that you know how to operate the gun.

21. All clubs that use the CMSC property are self-supporting and have differing membership requirements. When these clubs have competitive shoots, the shoots are under the auspices of that club and CMSC RSO's.

22. Some events such as black powder events will use a walk-a-round target course that may use some of the coulees and hillsides not designated as normal backstops. These particular courses will be mapped out and presented to the board for approval. The targets and map for these events will need to be authorized by the board and a CRSO.

23. The policy of CMSC is that all members should approach all other members with a cordial, civil demeanor. If you become embroiled in a conflict at the range, just walk away and get the license plate as you leave. As soon as you can call the sporting goods counter at Don's and they will alert the proper people to take care of the issue. If a formal complaint needs to be put into action, please read and follow the directions under the policy notes.

24. The only way everyone can enjoy the range is to take care of the range / equipment and pick up after themselves. CMSC has no paid janitorial service so you as an owner are the janitor. Everyone must give a little when the range is busy, we all will be better for this.

**25. Absolutely no shooting of fence wire, posts, wooden target holder legs or signs is allowed.**

**CENTRAL MONTANA SHOOTING COMPLEX, INC.**  
**A Non-profit Montana Corporation**

**BY-LAWS**

**ARTICLE I - NAME**

The name of this organization shall be the Central Montana Shooting Complex, Inc., a corporation, and shall be termed herein as Complex.

**ARTICLE II - OBJECT AND PURPOSES**

The Central Montana Shooting Complex, Inc.'s purpose is to create a safe, enjoyable, effective, and beneficial area to promote social welfare and public safety; law and order, to educate and train citizens of good repute in the safe and efficient handling of firearms and promote efficiency in the use of firearms on the part of members, law enforcement officers, national defense groups, children, and citizen's dedicated to the shooting sports.

**ARTICLE III - MEMBERSHIP**

1. The membership of the Complex shall be: Annual, and Life.
  - C. Life Membership - Full privileges with 1 vote. Immediate family and children who have not reached their 20th birthday have range privileges.
  - D. Annual Membership - Paid annually and includes immediate family and children who have not reached their 20th birthday. One vote.
  - F. Such other memberships as determined appropriate.

**ARTICLE IV - DUES**

1. Dues shall be established by the Board of Directors, subject to approval of the general membership at the annual meeting. Dues shall become payable on or before the date designated by the Board of Directors. No member arrears in the payment of dues shall be eligible to vote at any annual or special meetings.

2. Any member failing to pay his annual dues shall forfeit his membership, unless waived by the Board due to extenuating circumstances.

## **ARTICLE V - MEMBERSHIP MEETINGS**

1. Annual Meeting - The annual meeting and election of club officers shall be held as designated by the President upon ten (10) days notice. If the annual meeting cannot take place at that time, it shall be held within a reasonable time thereafter. The officers shall hold over until their successors have been elected and qualified.
2. General Membership Meetings - General membership meetings shall be held as called by the President at a location to be designated by the president.
3. Special Meetings - A special meeting of the Complex may be held at any time on the call of the President, or on the call of a majority of the Board of Directors; or on demand in writing, stating the object of the proposed meeting, and signed by not less than one-fifth of the members in good standing. Notice of the time, place and object of any special meeting shall be forwarded, in writing and by the U.S. Mail, by the Secretary to all officers and members not less than ten days prior to the date of the meeting.
4. A quorum of the membership of the Complex shall be any members present.

## **ARTICLE VI - BOARD OF DIRECTORS**

1. The Board of Directors shall consist of the President-Director, Vice-President-Director, Secretary-Director, Treasurer-Director and three other members as elected at the annual meeting.
2. Except as provided herein, the property and business affairs of the Complex shall be controlled and managed by the Board of Directors. The Directors shall act only as a Board, the individual Directors shall have no authority except as provided herein. It shall be the duty of the Board of Directors to seek approval of the members at the regular meeting of the Complex members for expenditures and actions other than those regularly incurred.
3. The meetings of the Directors shall be held as often as the needs of the Complex requires, and may be called by the President or by any Director, by a notice in writing, mailed postage prepaid, 48 hours before the meeting, addressed to each Director at his usual place of business or residence, or delivered to him in hand. Notice of any meeting may be waived in writing.
4. A majority of the Directors shall constitute a quorum. No meeting shall be held without a quorum present.



5. Any member of the Board of Directors missing three (3) consecutive meetings in the year may be removed according to Article X, Section 1.
6. A vacancy of a Director-Officer may be filled by a majority vote of the remaining members of the Board of Directors. If more than one vacancy exists, a special meeting of the Complex shall be called and a new Director Officer shall be elected to fill the vacancy until the date of the next annual meeting.
7. The Board of Directors shall establish and publish rules as it deems necessary in the interest of the Complex.
8. Where the Director is responsible for the receipt or expenditure of Complex funds, he shall provide a report of the discipline's financial status at least once each month to the membership and, additionally, as required by the Board of Directors. The Director shall submit a proposed budget at the March Board of Director's meeting for that shooting discipline's operation for the year.

#### **ARTICLE VII - OFFICERS AND DIRECTORS**

1. The officers of the Complex shall be as defined in Article VI, Section 1, herein, all of whom shall be regular members of the Complex. The offices of secretary and treasurer may be held by one person. The officers shall be elected for a one (1) year term at the annual meeting of the Complex.
2. President-Director - The President shall preside at all meetings of the Complex and as Chairman of the Board of Directors. He shall be a member ex-officio of all regular and special committees, and shall perform all such duties as usually pertain to his office.
3. Vice-President-Director - The Vice-President shall perform the duties of the President in his absence or at his request.
4. Secretary-Director - The Secretary shall keep accurate records and proceedings of all meetings of the Complex and of the Board of Directors. He shall maintain a record of Complex membership, shall conduct the official correspondence of the Complex and have custody of all membership and all correspondence records. He will give notice of special meetings of the Complex and shall send such other notices to Complex members as the Board of Directors may require. He will perform all duties required of him by the State.

5. Treasurer-Director - The Treasurer shall have custody of all funds and of all contracts and other valuable documents and papers of the Complex. He shall receive all money for the Complex and deposit it in such bank as may be specified by the Board of Directors. He will make such disbursements as approved by the Board of Directors. The Treasurer shall keep accurate records of all money received and disbursed by the Complex. He shall attend each regular meeting and make a report of all receipts and disbursements since the last meeting. At the annual meeting of the Complex, the Treasurer shall make a full and complete report of the financial transactions of the Complex during the year and the Complex's financial status. At the conclusion of his term or office, he shall turn over to his successor all money, books, documents, papers and other property of the Complex in his possession. The Treasurer shall give such bond as may be required by the Board of Directors.

6. Compensation - No Officer-Director of the Complex may receive compensation for his services as an Officer-Director to the Complex as such Officer-Director.

#### **ARTICLE VIII - ELECTIONS**

1. Election Procedure. The President with the approval of the Board of Directors shall appoint a nominating committee of three (3) members of the Complex who shall submit nominating for officers-directors at the annual meeting. Further nominations may be made from the floor during the annual meeting. The election of Officers-Directors shall be by individual written secret ballot. "The Directors in a given year that this is enacted shall be selected by drawn straws for a spread of service such that no more than two directors are elected in each year. With the exception, that every third year there would be a three director election. this pattern of election for a particular position would carry forward in perpetuity. Midterm vacancies would be filled using Article VI #6 of the bylaws. The Directors positions of President, Vice President, Secretary and Treasurer would be balloted at the annual meeting at the same time as the election of new Directors. The nominating committee would in having talked to current officers assess their willingness to serve another term before giving their nominating report. The nominating committee report should be offered at the regular board meeting that falls just prior to the annual meeting."

#### **ARTICLE IX - COMMITTEES**

1. The President, with the approval of the Board of Directors, may appoint such standing committees as necessary to carry on the business and purpose of the corporation.

2. It will be the duty of the chairman of all committees to conduct the business assigned

to his committee in accordance with the instructions from the Board of Directors and best interest of the Complex. Where the committee is responsible for the direct receipt or expenditure of Complex funds, the committee shall provide a report of its financial status at least once each month to the Complex, and additionally, as required by the Board of Directors. All committees with fund requirements shall submit a proposed budget to the Board of Directors.

### **ARTICLE X - SUSPENSION OR EXPULSION**

1. Any officer may be removed by a two-thirds affirmative vote of members in good standing present at any special meeting called for this purpose. No vote on suspension or removal may be taken unless at least fifteen days notice shall have been given to the officer of the reasons for his removal and of the time and place of the special meeting at which such ballot on the removal is to be taken. At such special meeting the officer shall be given a full hearing.

2. Any member may be suspended or expelled from the Complex for any cause deemed sufficient by the Board of Directors, by a two-thirds affirmative vote of the members of the Board of Directors present at any regular or special meeting. No vote on suspension or expulsion shall be taken unless at least fifteen (15) days notice, in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Board of Directors of which such charges will be considered. At such meeting, the member under charges will be accorded a full hearing.

3. Charges against any officer member may be preferred by any member in good standing. They shall be in writing, clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Board of Directors to hear the charges. The Secretary will give at least fifteen (15) days notice of the meeting to each member of the Board of Directors and to the accuser and the accused. Such notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and exhibits.

4. Any member suspended or expelled by the Board of Directors may appeal to the full membership of the club. Such appeal shall be made in writing to the Secretary who will notify the President. The President will call a special meeting of the club for the purpose of acting on the appeal. The Secretary shall give at least fifteen (15) days notice in writing to all members of the club in good standing stating the date, time, place, and reason for such special meeting. At the meeting of the full Complex, the Secretary will

read the original charges, the supporting affidavits, and will read or display the accompanying exhibits, and will read the minutes of the special meeting of the Board of Directors at which the charges were heard and action taken. A full hearing will be given the accuser and the accused. A vote will be taken by ballot of the members in good standing present and a two-thirds vote shall be required to reverse the action of the Board of Directors.

5. Resignation. Any member or officer may resign at any time by submitting a written resignation to the Complex's Secretary. The resignation shall become effective upon receipt.

### **ARTICLE XI - AMENDMENTS**

1. Any amendment to these By-Laws must be proposed in writing by any member at a regular or special meeting of the Complex. The amendment shall be voted upon at the next regular meeting of the Complex or at a special meeting called for that purpose. A two-thirds vote of the members present shall be required to adopt the amendment. Notice of the adoption, or rejection, of the amendment shall be printed in the next newsletter.

### **ARTICLE XII - RULES OF ORDER**

1. Except as otherwise provided by these By-Laws, Robert's Rules of Order shall regulate the conduct and procedure at all Complex meetings.

We hereby certify that these By-Laws have been duly adopted by the Complex this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

**ARTICLES OF INCORPORATION OF  
CENTRAL MONTANA SHOOTING COMPLEX, INC.**

Executed by the undersigned incorporator for the purpose of forming a Montana nonprofit corporation under “Montana Nonprofit Corporation Act,” Title 35, Chapter 2 of the Montana Code Annotated.

**ARTICLE I**

**Name.** The name of the corporation is Central Montana Shooting Complex, Inc.

**ARTICLE II**

**Designation.** The corporation is a public benefit corporation.

**ARTICLE III**

**Purpose.** The purposes of the corporation are:

The Central Montana Shooting Complex, Inc.’s purpose is to create a safe, enjoyable, effective, and beneficial area to promote social welfare and public safety; law and order, to educate and train citizens of good repute in the safe and efficient handling of firearms and promote efficiency in the use of firearms on the part of members, law enforcement officers, national defense groups, children, and citizen’s dedicated to the shooting sports.

**ARTICLE IV**

**Members:** The corporation shall have members. Members shall meet the criteria and satisfy the procedures for admission set forth in the corporation’s bylaws.

**ARTICLE V**

**Registered Agent and Office.** The address of the initial registered office of the corporation is 120 Second Avenue South, Lewistown, Montana 59457; and the name of the initial registered agent at that office is Dale E. Pfau.

## ARTICLE VI

**Distribution and Dissolution.** In the event of the dissolution of the corporation, no member shall be entitled to any distribution or division of its remaining property or its proceeds, and the balance of all money and other property which the corporation receives from any source, after the payment of all debts and obligations of the corporation, shall be used or distributed exclusively for purposes within the intendment of Section 501 of the Internal Revenue Code of 1986 and its regulations as the same now exists or as it may be amended from time to time.

## ARTICLE VII

**Prohibited Transactions.** The corporation shall not engage in activities prohibited by a corporation exempt from Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 and its regulations or any corresponding future provisions of the Revenue Code. No part of the net earnings of this corporation shall inure to the benefit of any member or private individual and no member, director, or officer of the corporation shall receive any pecuniary benefit from the corporation, except such reasonable compensation as may be allowed for services actually rendered to the corporation.

## ARTICLE VIII

**Limitations of Director's Liability.** A director of the corporation shall not be liable to the corporation or its members for monetary damages for breach of a director's duties to the corporation or its members, except for (a) breaches of the director's duty of loyalty to the corporation or its members, (b) acts or omissions not in good faith or that involve intentional conduct or a knowing violation of the law, (c) transactions from which a director derived an improper economic benefit, or (d) conflict of interest transactions, loans to or guarantees for directors and officers or unlawful distributions.

## ARTICLE IX

**Incorporator.** The name of the incorporator is Dale E. Pfau, and such incorporator's address is 120 Second Avenue South, Lewistown, Montana 59457.

## ARTICLE X

**Amendments.** The corporation may amend these articles in a manner authorized by law at the time of the amendment.

**CENTRAL MONTANA SHOOTING COMPLEX, INC.**

**ASSUMPTION OF RISK AND WAIVER OF LIABILITY**

I, the undersigned, do hereby apply for membership in the Central Montana Shooting Complex, Inc. (hereinafter referred to as Complex)

Upon being accepted, I assume full responsibility for my actions pertaining to the use of firearms and related equipment while using this facility.

INITIAL: \_\_\_\_\_

I have received and read the current Range Use and Safety rules document. INITIAL:  
\_\_\_\_\_

I guarantee that I am fully aware of, understand, and will abide by all range and safety rules regarding the proper use and handling of firearms.

INITIAL: \_\_\_\_\_

I acknowledge that the use of and competition with firearms is inherently a dangerous sport, that I am familiar with the risks involved, and that I willingly and knowingly accept these risks.

INITIAL: \_\_\_\_\_

I hereby agree to hold harmless from and waive any and all claims for property damage, personal injury, death, or any other claim against and as to the Complex, all of its officers, directors, members, employees, agents, servants, volunteer helpers and all other participants.

INITIAL: \_\_\_\_\_

This agreement is entered into by me upon my becoming a member of the Complex and is binding on all my heirs, assigns and successors in interest.

INITIAL: \_\_\_\_\_

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness