

ESCAMBIA RIVER MUZZLE LOADERS, INC. POLICIES AND PROCEDURES MANUAL September 4, 2008

PURPOSE

The purpose of the Policies and Procedures manual is to document the duties and responsibilities of the Board of Directors and is a working document detailing how the ERML is to function on a daily basis. This is not an all-encompassing document and other duties will be performed as necessary during the year. The Policy and Procedures Manual will be reviewed and changed by the Board of Directors whenever a member of the Board or a member of the ERML suggests a change and that change is approved by the Board.

Any ERML member may request a copy of this Manual from the Secretary.

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I. DUTIES OF THE BOARD OF DIRECTORS

General Duties of all Board Members

1. Attend the monthly Membership Meeting
2. Attend and participate in the Board of Directors meetings.
3. Submit an end-of-the-year activities report to the President.
4. Support other Board Members activities.
5. Refrain from speaking for the Board or the ERML unless authorized by the President.
6. Actively participate in ERML committees.
7. Periodically review their duties in the Policies and Procedures Manual and make changes as necessary.
8. Support all decisions passed by the Board of Directors.
9. Appoint member to fill any vacancy occurring within the Board of Directors
10. In the event ERML Sportsmen's Foundation, Inc. secures the Federal Tax Designation 501 (c)(3), negotiate a Contract whereby Escambia River Muzzle Loaders, Inc. shall run and maintain the Range located on Rocky Branch Road. (Passed by BOD at Special May Meeting.)
11. Respond within 3 days to the E-Mail Minutes submitted to Members after BOD Meetings.

President

1. Serve as administrator for the ERML. This includes that all paperwork and reports are to be completed and filed on time such as Annual State Reports, Annual Financial Review and monthly review of checks written.
2. Preside at all meetings.
3. Insure the Vice-President is kept informed and is included in the activities of the President.
4. Appoint committees as necessary and periodically review their progress.
5. Serve as member ex-officio on all committees
6. Coordinate all club correspondence
7. Be the spokesperson and the contact for the ERML to local officials, the community and the club members.
8. Leads the effort to procure property by appointing and presiding over the Land Search Committee *and the Range/Land Development Committee.*
9. Insures ERML operates in accordance with the organization's By-Laws and the Policies and

Procedures Manual.

10. Periodically reviews ERML's banking procedures with the Treasurer to insure we are receiving the best possible return.
11. Oversees, assists and reviews the activities of the Members of the BOD.
12. Is a primary signer of ERML's checks.
13. Request an annual activity report from each Board Member and Committee Chairperson. Prepare an End-of-the-Year Report from these documents for the general membership and the ERML records.
14. Appoints a Member-at-Large to serve on the BOD.
15. President is authorized to conduct BOD E-Mail votes. President shall present results of said e-mail votes at the next regular BOD Meeting for inclusion in the Organization's official minutes.

Vice-President

1. Fills in for the President when necessary.
2. Assists the President in the operation of the club.
3. Assists and give guidance to the Public Relations and Education Directors.
4. Is a primary signer of ERML's checks.
5. Is the contact person for special events and disseminates information about these events to the President, Range Master, Range Manager, PR and the general membership.
6. Appoints a Member-at-Large to serve on the BOD.

Secretary

1. Take, print and record minutes of the monthly Membership Meeting and the Board of Directors Meetings. Present these minutes at the next meeting.
2. Maintain and keep the official ERML document files.
3. Is a secondary signer of ERML's checks.
4. Compose and /or type letters and correspondence for organization.
5. In the event that the Corporation is granted Federal 501(c)(3) Tax Status, assist with the preparation of annual required documents as requested by Organization's Registered Agent.
6. Submit BOD Minutes to BOD Members as soon as possible after meeting date via E-Mail. After a majority of Members have approved minutes via E-Mail Vote submit Minutes in written format to all Shops selling ERML Memberships.

Treasurer

1. Pay monthly, quarterly and annual bills. The Treasurer is authorized by the BOD to singularly sign checks only for recurring bills up to \$250.00 each.
2. Prepare monthly and annual financial reports.
3. Prepare and submit the IRS Federal Taxes. (Business Year May 1 to April 30 – due September 15)
4. Manage and reconcile the ERML checking, Treasurer's Petty Cash and Public Relations Petty Cash accounts and the Certificates of Deposit.
5. Stay abreast of market conditions and interest rates to insure we receive the best return on our investments.
6. Is a secondary signer of ERML's checks.
7. In the event that the Corporation is granted Federal 501(c)(3) Tax Status, assist with preparation of annual required documents as requested by the Organization's Registered Agent.

Membership Secretary

1. Process membership applications ensuring all information is present and applications are signed.
2. Make membership cards, laminate and mail to new and renewed members. (Issue membership cards to new members only after a Corporation's Orientation Director has certified that the applicant has completed the New Member Safety Orientation.)

3. Mail club decal to new members and a welcome letter to all members.
4. Keep record of new versus renewed applications.
5. Purchase needed supplies and give receipts to Treasurer.
6. Keep an accurate database of current members.
7. Provide current membership list and membership totals to the Board Members at the monthly meeting.
8. Provide membership list for e-mailings and mass mailings.
9. Answer questions from ERML members about membership issues.
10. Provide Election Committee with an up-to-date membership list at annual election.
11. Ensure that members who have been terminated are not allowed to reapply for membership.
12. Provide other Leaders within the Corporation of new member's information when they check on the application a desire to participate within areas/activities of the Corporation.

Range Master

1. Act as Sergeant-At-Arms at all ERML business meetings and Board of Directors meetings and calls said meetings to order.
2. Ensure security/closure of the range at designated times personally or through designated Range Closers (assistants) through a scheduling process.
3. Shall coordinate with Range Safety Officers (RSOs) noted safety violations.
4. Check for current membership badges of individual members and validate.
5. Look for unsafe shooting practices of shooters on the range and diplomatically correct them to avoid accidents or incorrect bullet impacts not on the berm.
6. Check on the secured closure of the trailers on the range when closing.
7. Look for unsightly trash left on ranges and remove if possible.
8. Review and approve all special events and their course of fire.
9. Is the lead person to investigate any complaints on the Range.
10. In the event ERML's Sister Corporation ERML Sportsmen's Corporation, Inc. secure a Maintenance Agreement for the Range on Rocky Branch Road, coordinate with that Corporation's Range Master for maintenance of the Range. Work with that Director to create the annual contract between the Corporations or Running and Managing the Range.

Range Manager

1. Organize and supervise monthly range work parties which includes grass cutting, weed eating, cleaning grounds and repairing any safety defects.
2. Purchase necessary supplies needed for repairs and projects.
3. Examine condition of the range facilities, propose projects to improve or repair the Range and maintain overall condition of the Range.
4. Organize additional clean ups for special events; e.g. Glock Shoot.
5. Present special projects and financial estimates to the BOD for approval.
6. Maintain a \$200.00 petty cash fund to purchase routine supplies and turn in receipts to the Treasurer for reimbursement.
7. Coordinate any special needs with the VP, Range Master and Educational Director on all special events.

Registered Agent

1. Sign State of Florida Corporate Documents.
2. Stay abreast of any changes that may affect ERML's corporate status.
3. Prepare, sign and submit the Corporation's annual report by May 1 Guide line.
4. Co-chair By-Laws committee.
5. Chair the Policies and Procedures Committee.
6. In the event that the Corporation is granted Federal 501(c)(3) Tax Status, prepare and submit yearly documents as required.
7. *Coordinate and support Sister Corporation's ERML Sportsmen's Foundation, Inc.'s Registered*

Agent in the preparation and filing of all State and Federal tax documents.

Web Master

1. Maintain and update the ERML website
2. Be available to the BOD to handle problems dealing with the Web Site.
3. Check the website and email accounts daily and handle any issues.
4. Ensure only club members have access to the restricted areas of the website.
5. Monitor the forum and moderate any posts that violate club policy.
6. Backup all files associated with the website on a weekly basis.
7. Ensure hosting service is paid on time
8. Present any requests for expenditures for major modification or software purchases to the BOD for approval.
9. Web Master shall ensure that the following BOD approved rules for the website are followed:
 - The supporting gun clubs are offered link to their web sites.
 - No commercial sales are allowed on the forum
10. Maintain a section of the Web Page for Sister Corporation ERML SPORTSMEN'S FOUNDATION, INC.

Education Director

1. Primary coordinator for all education programs.
2. Maintain files on all educational courses conducted by Corporation.
3. Coordinator for the Practical to Tactical training.
4. Coordinates any certified educational program.
5. Coordinate the NEW MEMBER ORIENTATION Program by maintaining a Roster of Instructors for the 1st Sunday and 3rd Saturday of each month.

Public Relations

1. Primary person to interface with the news media.
2. Responsible for promoting ERML in the most favorable manner possible.
3. Works with the Web-Master on promoting and recording special events.
4. Coordinates and reviews all media releases with the President and Vice-President.
5. Coordinate with ERML's Sister Corporation ERML SPORTSMEN'S FOUNDATION, Inc. to notify the general public of upcoming activities.

Members-At-Large

1. When requested to do so by the BOD, assume duties of a BOD member (not Officer position) which becomes vacant during the year.
2. Represent the pulse of the general membership and provide feedback to the BOD.

II. Annual Election Procedures

1. President shall appoint an Election Committee Chairperson and a Nominating Chairperson at the January General Membership Meeting to provide a slate of candidates for ERML Sportsmen's Foundation, Inc. and for Escambia River Muzzle Loaders, Inc.

2(A) President announces at the January General Membership Meeting that members desiring to propose a change to the ERML Bylaws must submit wording for change to a member of the BOD prior to end of the February General Membership Meeting. Any proposed change to the ERML Bylaws shall be in writing and shall include submitting member's name and phone number.

2(B) President announces at the January General Membership meeting that members desiring to run for an office within ERML must submit their nomination to the Secretary of the BOD prior to the end of the

February General Membership Meeting. The nomination shall include the member's name and phone number and office/position being sought.

3. Nominating committee will present a slate of nominees at the February business meeting for both Escambia River Muzzle Loaders, Inc. and Sister Corporation ERML Sportsmen's Foundation, Inc. Nominations will also be taken from the floor at this meeting. (Passed by BOD in September 2008 as Necessary Change)

4. The March General Meeting will be set aside for the discussion of proposed Bylaw changes and for candidates running for an ERML office to have an opportunity to address the membership. Candidates will have a maximum of 10 minutes each to address the membership on his/her positions. Candidates will be called upon to speak in alphabetical order based upon last name. The Bylaw changes will have a pro and con voice, if desired, heard for a maximum of 5 minutes each. Then open discussion by general membership moderated by the Election Committee Chairperson will follow. (Passed by BOD for election clarification at the May BOD Special Meeting)

5. Election Committee prepares ballot to include proposed slate of officer/BOD members and any proposed changes to the Bylaws, and submits to Web Master for inclusion on Organization's Web Page.

6. BOD determines how General Membership is to be informed of ballot's contents.

7. Annual meeting:

- Election Committee brings numbered ballots, counting documents and pencils.
- Members request ballots by showing current ID Card.
- As ballot issued, member's names are checked off from current membership list.
- After ballots issued, Election Committee Chair answers any questions regarding the ballot and informs members of time allotted for voting.
- Ballots are counted and recorded on Election Certification Form.
- Results of election announced to general membership by Election Committee Chair.

8. Should there be a tie for any position on the BOD, Election Committee Chair shall take those candidates involved in the tie aside and determine the winner by toss of coin or other method agreeable to candidates which can be accomplished during the election meeting.

9. Should there be a tie vote on a Bylaw change, the issue fails.

10. Election Certification document along with a blank ballot shall be submitted to the Corporation Secretary for inclusion in Corporation files.

11. In the event a member wishes to contest the election said person shall make a request to the Election Chairperson in writing within 10 days of the election. Election Committee Chair shall select two persons to recount contested items and schedule a time and place for recount to take place. Recount becomes certified election results. Ballots shall not leave the possession of the Election Committee Chair.

12. Ballots shall be retained by the Election Committee Chair for a period of 30 days and then destroyed.

III. Range Rules

The ERML Range Rules are for the safety and protection of all those participating in shooting sports on the ERML range. Any violation of these rules will subject a person to disciplinary action as shown in the ERML By-Laws.

The most recent version of the Range Rules can be found on the ERML website at <http://www.erml-gunclub.org> under the ABOUT US menu's "Documents" option.