

**OPERATING PROCEDURES**  
of the  
Central Kansas Gun Club of Reno County, Inc.  
Hutchinson, Kansas

- OP # 1 The order of the CKGC's meetings shall be:
- A. Call to Order
  - B. Reading of the Minutes
  - C. Treasurers Report
  - D. Old Business
  - E. New Business
  - F. Election of Officers (If Applicable)
  - G. New Members
  - H. Chairman's Reports (If Applicable)
  - I. Adjournment
  - J. Program (If Applicable)
- OP # 2 The "annual club dues" shall be \$100.00.
- OP # 3 The "new member initiation fee" shall be equal to club dues.
- OP # 4 It is the responsibility of the "member" to inform the secretary of address changes. After two (2) mailings are returned for "wrong" address the member will be taken off the mailing list.
- OP # 5 The Annual meeting and Regular meetings shall be held at 1830 hours (6:30 PM) as set forth by the Bylaws at a location as directed by the President and published in the newsletter.
- OP # 6 Membership shall be limited to 350 members, not including those who have achieved life member status in CKGC. Members in good standing shall have the first chance to reup.
- OP # 7 Monthly payment arrangements may be made with the Treasurer; membership cards will be given to the member when full payment is received.
- OP # 8 Membership cards with the gate combination will be mailed prior to April 30<sup>th</sup>. The gate lock combination will be changed April 30<sup>th</sup> of each year.
- OP # 9 All Board members shall have 1 vote-voting rights.
- OP # 10 Flowers will be sent to memorial services for CKGC members or members of their family residing in the home of a member or as requested by the family. Notice of services shall be reported to the club Secretary.
- OP # 11 Currently not in use.
- OP # 12 The club fiscal year shall be April 1<sup>st</sup> to March 31<sup>st</sup>, and the club will conduct its financial business according to a yearly budget. The Treasurer shall be responsible for the preparation of the yearly budget, and will present the proposed budget for adoption at the first Board of Directors meeting in April of each year. All program committee chairmen shall submit their proposed operating budgets to the Treasurer and President before March 1<sup>st</sup> of each year. Each committee's budget shall be approved or otherwise modified as necessary by the Board of Directors. The Treasurer will prepare quarterly reports comparing the yearly budget to actual expenditures.
- OP # 13 Membership in the National Rifle Association shall be a requirement for membership in CKGC. Any renewal or application for new membership, which has been submitted without proof of NRA membership, shall be sent back without action and shall not be considered until returned with proof of NRA membership.

OP # 14 To provide more continuity between officers from year to year and to provide more stability for the club, the following progression of Vice President to President shall apply:

1. A President will not be elected at the Annual Meeting.
2. Only a Vice President will be elected for the following fiscal year.
3. The outgoing President shall be an active Board of Directors member for the next two years following expiration of his term of office.

OP # 15 Any member providing instruction for a fee on club property shall maintain insurance to cover their activity, of the types and at the same level of coverage as the club has in force at the time of the instruction. Approval for the activity shall be obtained from the Board of Directors in advance and a current Certificate of Insurance provided to the club before the activity commences.

OP # 16 Any current member who has been in good standing for the past five (5) consecutive years and has reached their 80<sup>th</sup> birth date will be granted a full paid membership as long as they wish.

OP # 17 Use of firearms equal to or greater than the following cartridge is prohibited at Central Kansas Gun Club's Ranges: .50 BMG (Browning Machine Gun). Firing of weapons in full automatic mode (unless previously approved by the Board of Directors), or use of explosive device or tracer or any type of incendiary or flame producing ammunition of any size or caliber is also prohibited.

Adopted by the Board of Directors on March 11, 2013.