



**Bylaws
And
Operating Procedures**

Updated 09-11-2023

CASCADE SHOOTING FACILITIES

RAVENSDALE, WASHINGTON

FOUNDED IN 2009 – ADOPTED AT RAVENSDALE, WASHINGTON 2009

BYLAWS

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be Cascade Shooting Facilities, a not-for-profit corporation in the State of Washington, hereinafter referred to as CSF.

ARTICLE II

OBJECTIVES

The objectives of this organization are hereby defined and declared to be as follows:

1. To encourage the organization of all shooting sports among citizens and general public of the United States, with the view toward a better knowledge on the part of such citizens, and of lawful non-citizens, of the safe handling and proper care of firearms, as well as improved marksmanship, as a not-for-profit corporation with the Washington Secretary of State and the United States Internal Revenue Service.
2. To protect, propagate, and increase fish, and game, the natural food thereof, and improve the habitat of all wildlife.
3. To foster the education of the youth of our community in matters of conservation and good sportsmanship.
4. To promote and encourage national and international amateur sports, and competitions.
5. To promote sportsman-like methods in competitions, hunting, and fishing, and proper respect for the rights of property owners.
6. To promote the development of those characteristics that will generate a spirit of honesty, good fellowship, self-discipline, team play, and self-reliance.
7. To promote the foundations of patriotism, and to support the Constitution of the United States of America, along with all Articles and Amendments.

“A **nonprofit organization** (abbreviated **NPO**, also **not-for-profit**⁽¹⁾) is an organization that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals....Whereas for-profit corporations exist to earn and distribute taxable business earnings to shareholders, the nonprofit corporation exists solely to provide programs and services that are of

public benefit. Often these programs and services are not otherwise provided by local, state, or federal entities. While they are able to earn a profit, more accurately called a surplus; such earnings must be retained by the organization for its future provision of programs and services. **Earnings may not benefit individuals or stakeholders.**”

ARTICLE III MEMBERSHIP

Section 1. The organization shall offer seven (7) categories of membership; Life, Regular, Retired, Properties, Student, Junior, and Government Agency. The requirements for each category shall be governed per the Operating Procedures of the organization.

Section 2. Any person 18 years or older may become a member of the organization after a New Member Orientation and payment of applicable dues and fees.

Section 3. Any person 18 years or older not being a citizen of the United States, but legally residing in the United States may become a member of the organization on a majority vote of the membership present at any General meeting in accordance with Article III, Section 2 of these Bylaws.

Section 4. CSF shall not be held responsible for the actions of individual members.

Section 5. Each member will be required to sign an application for membership which states that: “I am a citizen of good repute of the United States or a legal foreign national. I am not a member of any organization or group having as its purpose, of one of its purposes, the overthrow by force and violence of the government of the United States or any of the political subdivisions, that I have never been convicted of a crime of violence, and that if admitted to membership, I will fulfill the obligations of good sportsmanship and good citizenship.”

Section 6. The membership of Cascade Shooting Facilities shall be limited to 1250 combined total, Regular, Retired, Student, Life, and Government Agency members, with the 395 Properties members in addition to that 1250. This is not to effect participation in CSF by Properties members.

ARTICLE IV ANNUAL DUES

Annual dues shall be established by a vote of the membership and are due on the first Monday of May of each year. A schedule of dues and fees shall be maintained in the Operating Procedures of CSF.

ARTICLE V

MEMBERSHIP MEETINGS

Section 1. A regular business (General) meeting for the transaction of ordinary business shall be held on the first Monday of each month in accordance with Article VIII, Section 3 of the Operating Procedures. If the first Monday is a holiday, the regular meeting will be held on the second Monday of that month.

Section 2. The Annual meeting of the membership shall be held on the first Monday of May each year, or at such time and place as may be fixed by the membership. The main purpose of the Annual meeting shall be the installment of the new officers in accordance with Article IX, Section 1 of these Bylaws.

Section 3. Special meetings of the membership may be held at any time upon demand in writing stating the objective of the proposed meeting and signed by no less than 20% of the members entitled to vote, or upon call of the President, or upon call of the Board of Directors. Notice of special meetings shall be given to all officers and members in good standing, by way of the United States Postal Service, not less than ten days before such meeting, stating the matters to be considered. The place of such meeting shall be fixed by the Board of Directors. No business shall be transacted at the meeting except that stated in the notice of the meeting.

Section 4. A quorum at any General (Regular) meeting shall consist of no less than 10 members in good standing. A quorum at any Special meeting shall consist of no less than 15 members in good standing. A quorum at the Annual meeting shall consist of no less than 20 members in good standing, and business of the organization shall be transacted.

Section 5. The order of business at any Regular or Annual meeting shall follow an agenda set by the Board of Directors at its previous monthly meeting. Meetings shall be conducted as set forth by the agenda established by Board of Directors and Robert's Rules of Order shall be used as a guideline.

ARTICLE VI

OFFICERS

Section 1. The officers shall consist of President, Vice President, Secretary, Treasurer, Range Scheduling Coordinator, Master at Arms, Executive Range Officer, Maintenance Director, and Public Use Director, who acting together shall constitute the Board of Directors.

Section 2. Officers shall be elected by a majority vote of the members in good standing by mail in ballot. They shall hold office for a term of two years, or until their successors are elected. No officer shall hold the same office for more than two consecutive terms unless no one else runs for the office. Properties members may seek election to any officer position. All

other members may seek election to the office of President, Vice President, Secretary, Treasurer, Range Scheduling Coordinator, Master at Arms, and Executive Range Officer.

Section 3. After December 31, 2022, the offices of President, Secretary, Range Scheduling Coordinator, Executive Range Officer, and Public Use Director shall be elected on odd years. After December 31, 2022, the offices of Vice President, Treasurer, Master at Arms, and Maintenance Director shall be elected on even years.

ARTICLE VII

DUTIES OF THE OFFICERS

Section 1. President – shall preside over all regular or special meetings of the membership and all meetings of the Board of Directors, casting the deciding vote in the event of a tie and perform such other duties as are incident to the office as may be provided by CSF. It shall be the duty of the President to appoint or re-confirm the chairperson of each of the standing and special committees at the first General meeting following the annual election of officers. Appointments or re-confirmations of committee chairpersons shall be ratified by the Board of Directors. The President shall have the authority to withdraw CSF moneys in accordance with Article VII, Section 4 of these by-laws. The President must be bonded prior to taking charge of CSF moneys and expense of such bond of security will be paid by CSF.

Section 2. Vice President – shall perform the duties of the President in his/her absence or at his/her request. It shall be the duty of the Vice President to coordinate all work parties and special CSF functions.

Section 3. Secretary – shall keep full and complete minutes of all regular and special meetings of the membership and of all meetings of the Board of Directors. The Secretary shall provide printed copies of those minutes to the President and the Board of Directors members at their regular meetings, or upon request. The master copy shall be stored at the CSF facility with the exception of those records needed for the performance of secretarial duties. All records are to remain property of CSF and shall be surrendered by the Secretary to their successor after the election or appointment of such. All records are to remain on the permanent record indefinitely. The Secretary shall be empowered to appoint a Correspondence Secretary who will handle all incoming and outgoing CSF correspondence and will assist in other secretarial duties as assigned by the Secretary. Such appointment shall be ratified by the Board of Directors.

Section 4. Treasurer – shall maintain an accurate account of all CSF moneys, pay all bills, claims, or regards using commonly accepted accounting principles. Treasurer shall keep an accurate account of all receipts and disbursements, and shall exhibit a full statement of the financial affairs of CSF at each regular meeting of the Board of Directors at their request. CSF monies shall only be withdrawn by check signed by the Treasurer or the President, and for the payment of such bills as shall have been approved by the general membership or the Board of

Directors. The Treasurer shall hand over to his/her successor a complete and accurate financial statement together with all funds and records pertaining to his/her office. The Treasurer will store all financial records and statements at the CSF facility with exception of those needed to execute duties of the Treasurer. The Treasurer must be bonded prior to taking charge of CSF monies, and the expense of such bond of security will be paid for by CSF.

Section 5. Range Scheduling Coordinator – shall have charge of all small arms instruction with the authority to appoint assistants. All training classes and instruction will be scheduled and approved by the Range Scheduling Coordinator. The Range Scheduling Coordinator shall contract no bills without the authorization of the Board of Directors.

Section 6. Executive Range Officer – shall have charge of all ranges of the organization, and be responsible for the scheduling of all organized events and general use of those ranges. The Executive Range Officer shall ensure the safe operation of all ranges, ensure that all ranges are properly posted in accordance with Article XIII of these Bylaws, advise the Board of Directors of needed closures, repairs and supplies, and have the authority for emergency closures of said ranges. The Executive Range Officer shall have the authority to appoint Assistant Executive Range Officer(s). Such appointments shall be ratified by the Board of Directors. The Executive Range Officer shall contract no bills without the authorization of the Board of Directors.

Section 7. Master at Arms – shall be responsible for maintenance of decorum at all meetings of CSF. The Master at Arms shall maintain current records of all CSF property including all firearms and ammunition and shall maintain a true and accurate inventory and record of all such equipment and property. The Master at Arms shall exhibit a full statement of equipment accountability at each regular meeting or the Board of Directors at their request. The Master at Arms shall contract no bills without the authorization of the Board of Directors. The Master at Arms must be bonded prior to taking charge of CSF property, and the expense of such bond of security will be paid by CSF.

Section 8. Maintenance Director – shall be a holder of Certificate of Membership of Cascade Rifle and Pistol Properties Corporation. The Maintenance Director shall be responsible for the upkeep and maintenance of both the indoor and outdoor ranges and all associated facilities. The Maintenance Director shall contract no bills without the authorization of the Board of Directors.

Section 9. Public Use Director – shall be a holder of Certificate of Membership of Cascade Rifle and Pistol Properties Corporation. The Public Use Director shall coordinate the staffing of public shooting, by ensuring that sufficient volunteer labor is available to cover the event, coordinate and communicate with the Board of Directors to ensure that all Club rules and policies are being followed, that the Board's instructions are being followed, and that the public shooting sessions are being conducted in an efficient and businesslike manner. The Public Use Director shall contract no bills without the authorization of the Board of Directors.

ARTICLE VIII

BOARD OF DIRECTORS

Section 1. The Board of Directors shall have the full management, supervision, and control of the property and business of the organization and shall be subject to the laws of the State of Washington and of any of the regulations of its agencies, these Bylaws and accompanying Operating Procedures. The Board of Directors shall define and limit the powers and duties of all committees, officers, agents, and employees of the organization, and fix all salaries and require such bonds as they may deem proper.

Section 2. The Board of Directors shall consist of President as chairperson and the other officers as designated in Article VI of these Bylaws. The past President shall be an official member of the Board of Directors for a period of one year, and shall have full voting rights.

Section 3. Meeting of the Board of Directors shall be held regularly at such time and place as the Board shall designate. Special meetings of the Board may be held at any time by three or more officers signing a request to the Secretary, who shall give notice to the membership of the time and place of said meeting.

Section 4. Quorum – a simple majority of the Board shall constitute a quorum and may transact any and all business except as is by law or regulation required to be transacted otherwise. A number less than a quorum may adjourn the meeting until a quorum is present.

Section 5. The Board may determine by resolution the order in which any business is transacted. The absence of any provision in these Bylaws to the contrary, or existing resolution, the order of business provided by Robert's Rules of Order shall be used as a guideline.

Section 6. Club expenditures amounting to five hundred dollars (\$500.00) each, or less, may be acted upon and approved by a majority vote of the Board. All expenditures totaling five hundred dollars (\$500.00), except those requiring monthly or yearly expense, shall be approved by vote of the membership.

Section 7. Resignation of any officer may be accepted by the President or by the Board of Directors in the President's absence. A vacancy in the Board of Directors may be filled by a majority vote of the remaining Board members. However, if more than one vacancy exists, a special election in the organization shall be called and new officers shall be elected to fill those vacancies for the remainder of that term of office.

Section 8. Conflict of Interest – Board of Directors members are prohibited from engaging in any transaction or activity, which is in conflict with or incompatible with the proper discharge of official duties, or which impairs the officer's or employee's independence of judgment or action in the performance of official duties, and fail to disqualify him or herself from official action in those instances where the conflict occurs.

Section 9. Charges against any officer may be preferred by petition signed by a minimum of fifteen (15) members in good standing. The charges shall be in writing, clearly stating the facts relied upon and accompanied by all affidavits of exhibits which are to be used in their support. Such charges and petition shall be filed with the Secretary, who will immediately notify the President. Any officer may be removed by two-thirds of affirmative vote of the members in good standing present at any special meeting called for this reason. No vote on suspension or removal may be taken unless at least fifteen (15) days notice in writing shall have been given to the officer, of the reason for his/her removal and of the time and place of the special meeting at which such charges shall be given a full hearing.

ARTICLE IX ELECTIONS

Section 1. The officers shall be elected by a mail in or walk in ballot counted at the General meeting in April. The ballot shall not have any identification indicating who the ballot was issued to. To be a valid ballot, the ballot may be mailed to: Cascade Shooting Facilities, PO Box 310, Ravensdale. WA. 98051, and received by the beginning of the April General meeting, or hand delivered by the voting member. These ballots will be validated by their return address on the outer envelope or a separate sheet of paper indicating the valid voter's name, or CSF ID card in the case of walk in voters. The ballot must be in an unmarked, unopened security envelope within the outer (validating) envelope, then deposited to the ballot box once validated. No outer envelope is necessary for walk in voters.

Section 2. The officers elected shall be installed in office at the Annual May meeting.

Section 3. Any officer holding an office of CSF may seek nomination for an alternate office, but must first resign the present position on the Board provided the term of the position would extend into the term of the alternate office.

ARTICLE X DISCIPLINARY PROCEDURES

Section 1. Charges against any member may be referred by any member in good standing. The charges shall be in writing, clearly stating the facts relied upon and accompanied by all affidavits of exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President shall call a special meeting of the Board of Directors to hear and review the charges with accused and accuser present. The Secretary will give at least fifteen (15) days notice of the meeting to each member of the Board of Directors and the accuser and accused. Such notice shall be given in writing and will include a true copy of the charges and of supporting affidavits and exhibits. The Board of Directors shall have the authority to discipline, suspend or expel a member by a majority vote of the full Board.

Section 2. Any member disciplined, suspended or expelled by the Board of Directors may appeal to the full membership within sixty (60) days of the discipline decision. Such appeal shall be in writing and include a \$2,000 deposit to the Secretary, who will notify the President. The President shall act upon the appeal at the next regular meeting following a fifteen (15) day written notification by the Secretary to all members in good standing. At the meeting of the CSF membership, the Secretary will read the original charge, the supporting affidavits, and will read the minutes of the special meeting of the Board of Directors at which the charges were heard and the action taken. A full hearing will be given to the accuser and accused. A vote will be taken by closed ballot of the members in good standing present, and may affirm or remand to the Board of Directors by a simple majority vote. The \$2,000 deposit will be returned if the appellant is remanded.

Section 3. The intent of the act of suspension is to provide a method of removing an undesirable CSF member from the mainstream of CSF activities and cease their use of facilities until such time as the prescribed expulsion procedures have taken place and the accused has had an opportunity to appeal. Suspension may be invoked under the following conditions:

- (A) The actions of a member which could lead to disciplinary action or be found to be undesirable are as follows, but not limited to:
 - 1. The malicious destruction of CSF property.
 - 2. The misuse of CSF assets or funds.
 - 3. Any act leading to a felony conviction, whether perpetrated against CSF, its members, or to others.
- (B) The Board of Directors may suspend any member upon the commencement of expulsion procedures for any reasons by a majority vote of the full Board.
- (C) If a Board member is an eyewitness to an undesirable act or has firsthand knowledge that such an act has occurred, that Board member has the authority for immediate suspension and may demand that the offending member surrender his/her membership card, keys, and any and all property belonging to CSF.
- (D) Any Board member who has caused an on-the-spot suspension to take place must immediately inform the Secretary who shall inform the President. Such notification shall be in writing and will be the commencement of the expulsion procedures.

Section 4. Any member who has been expelled, or who is under suspension pending an expulsion, may not enter onto or use any CSF facilities. A person found using CSF facilities under these conditions for any reason may be charged with criminal trespassing.

ARTICLE XI

AMENDMENTS TO THE BYLAWS

Section 1. General Procedures

CSF Operating Procedures, as set up and authorized by vote of the membership, are a supplement to the Bylaws and have the same authority with regard to officers and members. Proposed amendments to the CSF Bylaws and Operating Procedures must be presented in written form to the President at a General meeting by a member in good standing. The Secretary shall notify the membership in writing of such proposed amendments in accordance with Art. XI, Sec 2 (A), prior to the next annual July General meeting stating the time and place of such meeting. This notice may be in the form of a club-wide email. The next annual July General meeting following the publication of such proposals shall be designated as the final discussion meeting for the proposed amendment. At the annual August General meeting following the final discussion meeting, the President shall call for the vote in accordance with Art. XI, Sec B, except as provided however that amendments related to size and /or composition of the Board of Directors requires a 66.66% supermajority vote of at least 50% of all members; and provided, further, that amendments related to the lifetime dues exemption for Properties members requires 75% supermajority vote of at least 75% of all members of CSF in good standing. If passed, the amendment shall take effect immediately.

Section 2. Voting Procedures

- (A) All proposed amendments, supporting documents and voting ballots shall be mailed to all members in good standing in a timely manner after the meeting in which the amendment was proposed. All voting ballots shall be marked with the amendment pertaining to them and shall be used for the amendment only. The ballot shall not have any identification indicating who the ballot was issued to. To be a valid ballot, the ballot may be mailed to: Cascade Shooting Facilities, PO Box 310, Ravensdale, WA. 98051, and received by the beginning of the General meeting on which the vote on the amendment is to take place. These mailed in ballots will be validated by their return address on the outer envelope or a separate sheet of paper indicating the valid voter's name. The ballot must be in an unmarked, unopened security envelope within the outer (validating) envelope, then deposited to the ballot box once validated. Only one (1) vote per membership. Spouses and children are not allowed to vote.
- (B) Voting ballots may be brought in person to the General meeting at which the vote is to be taken and placed in the ballot box before the meeting begins once they have been validated. Ballots shall be made available the night of the proposed meeting to those members who have not voted by mail. The Secretary shall keep a running list of those members who have voted by mail, and the secretary or the membership chair shall verify eligible voters the night of the General meeting. The eligible voters shall be given a ballot, or they may use their ballot received in the mailing. The secretary will record their names, and all eligible voters will be allowed to vote on the measure before the General meeting. These ballots will be kept in a locked

box until time to count them. All ballots will be kept secret, locked until counting time, and then preserved by CSF for ninety (90) days following the results, at which time the ballots will be destroyed. A vote counting committee of five (5) CSF members shall be chosen at random by the President at the General meeting at which the vote is to be taken. These five (5) members may not be Board of Directors or committee members. One person is to be chosen as committee chairman and will oversee the ballot counting and report the results at the end of the General meeting.

ARTICLE XIII

RANGE SAFETY RULES

Section 1. Each range shall be posted with applicable range safety rules and operating procedures. No alcohol will be consumed on the ranges **at any time**. All forms of illicit drugs, marihuana, depressant or stimulant drugs, or narcotic drugs are banned from any and all CSF facilities. The Executive Range Officer, or designee in charge, shall be responsible for range safety and enforcement of all range safety rules. Persons not complying with range safety rules will be asked to leave the firing line. Persons showing signs of use of alcohol or drugs shall be barred from handling any firearms and escorted from the premises.

Section 2. Range Standard Operating Procedures shall be developed and maintained to provide the guidelines necessary for all activities that occur on CSF ranges and ensure the safe and efficient operation of all CSF properties during archery and shooting activities.

Section 3. These procedures shall be maintained by the Range Safety Committee and revisions will be presented to the Board of Directors for review and approval.

Section 4. The Range Safety Committee shall be comprised of a Chief Range Safety Officer, Range Scheduling Coordinator, and a minimum of one Range Safety Officer from each CSF entity and two Range Safety Officers not representing an entity.

Section 5. The Range Standard Operating Procedures shall be reviewed for revisions and changes for recommendation to the Board at a minimum of once every two years. The results of this review shall be presented to the Board of Directors.

Section 6. The Board of Directors shall have the authority to approve revisions to the Range Standard Operating Procedures. The Board of Directors shall have the authority to make changes regarding immediate safety hazards.

ARTICLE XIV
DISSOLUTION OF CSF

Section 1. In the event of dissolution of CSF, upon payment of all due bills, taxes, and other financial obligations, the residual monies derived from the disposition of the physical assets of CSF shall be placed in trust in CSF's bank account until such time as the re-establishment of CSF occurs and a new Board of Directors is elected by the members.

Section 2. In the event of a forced disposal of real property of CSF, following payment of all due bills, taxes, and other obligations, the residual shall be placed in trust in CSF's bank account to be used for the purchase of a new site for the re-establishment of CSF.

Section 3. If, after five (5) years, such re-establishment of CSF fails to occur, those remaining funds shall be turned over to the State Rifle and Pistol Association, or in the event they are dissolved, the National Rifle Association for the purpose of training young shooters.

OPERATING PROCEDURES OF CASCADE SHOOTING FACILITIES

ARTICLE I FISCAL MANAGEMENT

Section 1. Fiscal management of the organization shall be in accordance with Article VII, Section 4 of CSF Bylaws.

Section 2. The Treasurer shall reimburse funds to members for money spent by those members for CSF supplies and equipment only when prior approval has been given by the Board of Directors for such expenditures and upon presentation of a valid receipt. The Treasurer shall have the ability to reimburse members for expenditures incurred to support normal operating costs and supplies for amounts under two hundred dollars (\$200) without pre- approval. Such items could be, but not limited to, motor fuel, paint, target frame material, postage, office, and custodial supplies.

The Director of Maintenance will have the authorization to make purchases related to day-to-day maintenance of the Clubhouse and Range Facilities at fair market value not to exceed \$1,500 for any single purchase. Any maintenance purchase over \$1,500 will require approval from the Board of Directors.

Section 3. A joint meeting of incoming and outgoing officers shall be held at the first Board of Directors meeting following the election of the new officers. This meeting shall serve as a transition meeting at which time the outgoing officers shall discuss any and all outstanding business of the office with the incoming officers.

Section 4. The Junior Division shall be responsible for fiscal management of its own funds under the supervision of the senior advisors. CSF shall be designated as the custodian of the funds and the Treasurer shall maintain full accountability of all income and expenses. Expenditure of said funds must be authorized by the Junior Division and must be spent in support of the junior program. The senior advisors shall submit a quarterly financial report to the CSF Treasurer.

Section 5. Entities will make quarterly financial reports to the Treasurer in compliance with IRS regulations.

Section 6. Audit- Resources shall provide for an annual financial audit using generally accepted accounting principles to be conducted by a qualified, independent body.

Section 7. Standard Procedure for Capital Expenditures Over \$1500
Any member proposing a capital expenditure over \$1500 shall submit a written justification for review by the membership at a membership meeting. The justification shall include any appropriate information pertinent to the expenditure, including, but not limited to exact cost to

the club for the item(s) being proposed and preferably three bids or quotes from appropriate retailers or sources.

1. The written justification shall be presented for review at a General Member meeting and to the club Secretary (preferably electronically).
2. After the General meeting, the justification shall be emailed out by the club Secretary to the membership for review.
3. At the following General Club meeting, the expenditure will be voted on by club members in attendance for final approval.

If the expenditure is time or financially sensitive, an "emergency" amendment to the justification can be proposed by the member at the General meeting and voted on at that time.

ARTICLE II

STANDING COMMITTEES

Section 1. Steering Committee – shall be composed of five (5) CSF members at large appointed by the President and ratified by the Board of Directors. The members of this committee shall not represent any specific shooting entity. This body shall act as an advisory group in studying CSF problems, goals, etc. for the purpose of making recommendations to the whole membership and the Board of Directors. The Steering Committee will attend all Board of Directors meetings for the purpose of providing input and discussion. The Steering Committee will have no vote at Board meetings.

Section 2. Audit Committee – shall consist of three (3) non-office holding members appointed by the President and ratified by the Board of Directors, for the purpose of auditing the financial records and equipment inventory of CSF. This audit shall be accomplished quarterly each year, and at any other time deemed necessary by the membership or the Board of Directors. The Audit Committee shall report its findings directly to the membership as a whole, and any discrepancies found in the financial records or in the equipment inventories of the organization shall be reported to the Board of Directors. No other action shall be taken by the Committee without Board of Directors approval.

Section 3. Membership – shall consist of three (3) non-office holding members appointed by the President and ratified by the Board of Directors and shall have custody of a copy of CSF membership rolls (to be held in confidence), and be responsible for the collection of dues and the transfer of such funds to the Treasurer for accountability. The Membership Committee shall give a full and accurate report each month on the number of members in CSF and the amount of funds transferred to the Treasurer. The Membership Committee members shall be bonded, and such bond paid from CSF funds. Membership committee will provide a complete copy of the CSF Membership rolls and waiting list to the Treasurer, Secretary, Vice-president and President by the last General Membership meeting of each yearly quarter (March, June, September and December.)

Section 4. Nominating Committee – shall consist of three (3) non-office holding members appointed by the President and ratified by the Board of Directors at the January General meeting. The Nomination Committee shall have the responsibility to solicit candidates for Executive office and to review all nominations from the membership. The Committee will require each candidate to submit a summary of their qualification and reason for running for the office, not to exceed 500 words, will be published in the March newsletter or email.

Section 5. New Member Orientation Committee – shall be appointed by the President and ratified by the Board of Directors and will be responsible for new member orientation. The Committee shall develop and maintain an Orientation Manual which describes all CSF facilities and demonstrates their proper use.

Section 6. Life Membership Committee – shall consist of the seven (7) most recently selected Life Members. This Committee shall have responsibility to solicit candidates for Life membership in the organization, to review all nominations from the membership, and to select by unanimous vote the recipient of the annual Life membership award. Qualification shall be based on the following criteria:

1. The recipient must have been a continuous member of the organization for at least five (5) years.
2. The recipient must have demonstrated outstanding service to CSF.
3. The recipient must be a current member in good standing.
4. Should more than one individual be worthy of nomination, the committee shall, upon unanimous consent of worthiness of the award, take the request for multiple granting to the Board for unanimous approval.

In the event a qualified candidate cannot be identified, or in the event the committee is unable to reach a consensus, no award will be given. All actions of the Committee shall be final and are not subject to appeal.

Section 7. Law Enforcement Officers (LEO) Committee – shall consist of three non-office holding members appointed by the President and ratified by the Board of Directors. The committee shall be the liaison between CSF and all law enforcement agency members for matters including, but not limited to, range scheduling, training requirements, and operating procedures. The Range Scheduling Coordinator shall have final approval for all committee scheduling commitments. The Executive Range Officer shall have final approval for all committee proposed “law enforcement agency only” range operating procedures. The LEO committee shall report directly to the membership.

ARTICLE III

MEMBERSHIP DUES AND PRIVILEGES

Section 1. Life membership – shall be awarded for outstanding contributions to the organization. Such persons shall be selected by the Life Membership Committee. These members shall be exempt from annual dues per the schedule specified in Article III, Section 11 of these Operating Procedures as well as any other fees and assessments.

Section 2. Regular membership – shall be held by those members who do not qualify for membership under Article III, Section 1 of the Operating Procedures. These members shall be assessed annual dues in the amount per the schedule specified in Article III, Section 11 of these Operating Procedures.

Section 3. Junior membership – shall be held by those members between the ages of 11 and 18 who wish to join the Junior Rifle and Pistol Division. The privileges enjoyed with this membership shall be restricted to junior activities. These members shall be assessed annual dues in the amount per the schedule specified in Article III, Section 11 of these Operating Procedures.

Section 4. Retired membership – shall be assessed annual dues in the amount of one-half (1/2) the regular membership dues as described in the schedule specified in Article III, Section 11 of these Operating Procedures. A retired member shall be defined as those persons who either: 1) have reached the age 65, or 2) are under age 65 and are on a fixed income from a pension or other similar source, and have no other regular source of income. Eligibility based on age may be reviewed and approved by the membership chair. All other requests must be reviewed and approved by the Board on an individual basis.

Section 5. Student membership – shall be assessed annual dues in the amount of one-half (1/2) the regular membership dues as described in the schedule specified in Article III, Section 11 of these Operating Procedures. A student member shall be defined as those 18 years of age, or older, and enrolled full time (with proof of enrollment) in high school or post-secondary education.

Section 6. Government Agency (Agency) (including Law Enforcement) – This is available to law enforcement agencies as a departmental membership for official department training. The agency shall have reserved, non-exclusive use of the range for training to be scheduled at least three months in advance, preferably at the November scheduling meeting. The Agency shall be assessed annual dues in the amount per the schedule specified in Article III, Section 11 of these Operating Procedures or alternatively a per diem as approved by the Board. Prior to being issued a key to CSF facilities, the trainer(s) in charge must attend a new member orientation.

Section 7. Properties – shall be those members who hold Certificates of Membership in Cascade Rifle and Pistol Properties on January 1, 2010. These members shall be exempt from dues. This membership is not transferable.

Section 8. A new member is any applicant who has not maintained membership in good standing during the year preceding the year of application. Prior to being issued a key to CSF facilities, the new member must attend a new member orientation.

Section 9. Membership renewal – shall be due at the General Membership (Annual) meeting in the month of May. All renewal payments must be received or postmarked no later than the first Monday in June. Members not completing their renewal by the June General membership meeting will be dropped from the membership roster. If continued membership is desired, they will be required to submit a new member application and will be subject to the waiting list. Re-orientation of the entire membership may be implemented by the Board of Directors on an as-needed basis. The need will be reviewed on a year-to-year basis.

Section 10. New members joining after the General membership meeting in November shall be assessed dues for the remainder of the year in the amount of one-half (1/2) of the normal annual dues.

Section 11. Schedule of annual dues and fees. Applicable Sales tax shall be added to any money due CSF.

(A) Annual dues:

Life membership	\$0.00
Regular membership	\$130.00
Retired membership	\$65.00
Junior membership	\$10.00
Student membership	\$65.00
Agency	\$1,500.00
Properties	Exempt

(B) Special assessments. The Board of Directors, by majority vote, may establish the need for a special assessment to the membership for a fiscal emergency. A full explanation of the emergency and the need for assessment must be mailed to the entire membership at least thirty (30) days prior to the vote on the assessment. Upon approval by the Board of Directors, the assessment shall take effect immediately, with notification to the membership of the amount and due date(s) of the assessment. Hardship exceptions to the assessment must be applied for in writing, and will be considered by the Board on a case by case basis.

(C) The organization is administered and maintained largely by support and participation of the membership. A yearly work requirement of 8 (eight) hours shall be assessed to each membership to be completed no later than 35 days prior to the renewal due date (Operating Procedures, Article III, Section 9). If any portion

of the work requirement is not completed, the member shall pay a fee of equivalent of the current state minimum wage at the time of renewal, per hour of work not completed. (e.g. \$125.92 for none of the required 8 hours worked (\$15.74/hr current 2023 WA state minimum wage rate)). Completion of this work requirement is required for membership renewal. Methods for completing this work requirement shall be determined by the Board. Record of hours worked by each member toward this requirement shall be maintained throughout the year. This work requirement shall apply to each individual membership (Regular, Retired, Junior, Student, and Properties).

Section 12. Life, Regular, Retired, Properties and Student memberships in the organization are family memberships and shall include the member's spouse and any children under the age of 18 living at home. Each member shall enjoy full membership privileges, except minors under the age of 18 must be under the immediate supervision of an adult member when using any of CSF facilities.

Section 13. Membership in the National Rifle Association of America (NRA) is required as a condition of membership in CSF.

Section 14. A member in good standing is defined as a member with all dues and fees current (where applicable) and has no disciplinary action pending, or in effect. All members in good standing shall enjoy equal membership privileges. Expulsions and suspensions are covered in the Bylaws. Individual members and their families shall have the right to use all CSF facilities in accordance with the regulations listed in Article III.

Section 15. Each member shall be responsible for observing all general and safety regulations concerning the use of the facilities. Each member shall be responsible for all actions of their guests.

Section 16. Each member shall be responsible for leaving the facilities in a clean and tidy manner after each use.

Section 17. No member shall loan a CSF key to a family member or any non-member. A key shall be issued to the spouse of a member upon request and upon completion of a New Member Orientation. A fee of \$5.00 will be charged for any key which is not returned or is lost, and no other key may be issued until this fee is paid. Duplication of any CSF key is not permitted. Violation of this regulation shall result in confiscation of the key and disciplinary action taken against the offender in accordance with Article X of CSF Bylaws.

Section 18. All guests on CSF facilities must be accompanied by a member. A CSF member and his/her guest shall not monopolize any CSF facility. Scheduled CSF activities which are open to the public or any authorized organization shall be exempt from these requirements. Common courtesy shall prevail.

Section 19. CSF members may elect to receive CSF related communications via electronic means (email). This applies to any communication from the organization, with the exception of sending and receiving ballots. This election may be changed at any time by the member via written notice to the Secretary.

ARTICLE IV

CLUBHOUSE AND RANGE USE REGULATIONS

Section 1. General Rules:

- (A) Uncased/unholstered firearms must be unloaded with action open and all clips or magazines removed at all times while on CSF facilities, except when preparing to fire on the firing line. Washington State Law concerning carry of firearms must be followed at all times while on CSF property. RCW 9.41.050.
- (B) It is the duty and responsibility of each member that observes an improper or unsafe action at CSF facilities to discreetly bring it to the attention of the Executive Range Officer or Range Safety Officer if present, or to the offender. It is the duty and responsibility of each member to know and adhere to the Range Standard Operating Procedures in accordance with CSF Bylaws.
- (C) Each organization group may shoot at their practice sessions or organized shoots any type target determined to be safe by the group. Any target changes must be approved by the Board of Directors. All members or groups will be responsible for the clean-up of targets and supporting materials before leaving the range.
- (D) Range Standard Operating Procedures (RSOP) shall be posted or available for review at all CSF facilities used for shooting sports. If the RSOP is not available the member shall contact the Chief Range Safety Officer for replacement.
- (E) Each member shall wear their CSF membership badge at all times while on CSF facilities unless participating in special events where the badge detracts from event costume or while participating in work parties.
- (F) All visitors and guests of members shall wear a visitor badge while on CSF facilities.
- (G) All members, visitors, and guests shall sign in when entering range facilities. The sign-in is to be done at the entry gate using sign-in sheets provided. Member's use of keycard constitutes a sign-in for the member. Temporary badges will be provided for Members, visitors, and guests to fill out at the entry gate house. First and last name, and name of host member is to be entered on the badge.

Section 2. Clubhouse/ Rangehouse/Range Rules. The clubhouse/rangehouse/range is available on a scheduled basis for all CSF functions. The use of the clubhouse/rangehouse/range by individual members for private functions is not allowed without prior approval of the membership. Prior arrangements for its use must be made by motion, in person, at the General Membership meeting at least 30 days prior to the proposed use. Said use, unless waived by vote at the General Membership meeting, shall not include any consecutive days. The request shall be brought before the membership for a motion and vote in accordance with Article VIII, Section 5 of these Operating Procedures. The facilities must be left in a clean and orderly condition after its use.

Section 3. All wildlife and domestic animals are protected on CSF facilities. The shooting or harassment of any animals by a member or guest is strictly prohibited. Any violation of this section will result in disciplinary action taken against the offender in accordance with Article X of CSF Bylaws.

ARTICLE V

CSF-OWNED EQUIPMENT USE REGULATIONS

Section 1. The Master at Arms shall maintain a current inventory of all CSF-owned equipment, listing items, quantities, and the condition of each item. The Master at Arms shall also maintain a list of individuals that have custody of such equipment. Inventory will be kept current at all times.

Section 2. CSF members shall not transfer any CSF equipment to another member. Failure to return loaned equipment to the Master at Arms shall make the member liable for subsequent loss of the equipment.

Section 3. CSF sponsored activities shall have priority in using CSF equipment over that of the individual members.

Section 4. Individual members may use CSF-owned firearms by contacting the Master at Arms. Each member using a CSF firearm will sign for it, stating address, phone number, and purpose for use. There shall be a \$25.00 deposit on each firearm, refundable when that firearm is returned in good working and clean condition. The using member assumes financial responsibility if the firearm is returned in abused condition or declared a lost or stolen item. Each rifle will be checked in quarterly at the General meeting for inspection and re-issue. The Board of Directors may grant an individual an exemption from quarterly check-in for special cases. Use of firearms for events have priority of use over individuals, and Juniors have priority over events.

Section 5. Members shall be responsible after using any CSF equipment for returning such equipment to its original storage area and for picking up all paper targets, both new and used, and disposing of same in a proper manner.

Section 6. The following listed equipment is not available for use by individual members: walkie-talkies, outdoor range kitchen equipment, portable generators, moving pistol range targets, megaphones or PA equipment, portable heaters, pistol range target stands, movie projectors, competition silhouette targets, electrically operated trap, media players, projectors and TV sets, 3-D archery targets, 3-D hunter education targets. Additional equipment may be added or deleted from this list as deemed necessary by the Board of Directors.

ARTICLE VI

SALE OF SHOOTING SUPPLIES

Section 1. CSF shall maintain a current listing of members holding Federal Firearms Licenses who are willing to sell at a discount to the general membership.

Section 2. CSF members responsible for the selling of CSF-purchased ammunition to individual members shall comply with all state and federal regulation. No ammunition or supplies and equipment of any kind will be sold to the general public.

Section 3. At CSF-sponsored shoots the Range Officer or chairperson in charge shall be responsible for the collection of such fees as necessary so as to defray all cost for the shoot to CSF. Those fees charged may be in excess of the actual shoot if desired. After each shoot, or quarterly at the discretion of the Treasurer, the Range Officer or Chairperson shall file a complete financial report and forward all funds to the Treasurer for accountability.

ARTICLE VII

RELATIONSHIP AND OBLIGATION OF CSF AND JUNIOR DIVISIONS

Section 1. CSF shall sponsor a Junior Division.

Section 2. The organization shall make available for use by the Junior Division, range facilities, utilities, targets, and a basic complement of firearms, ammunition, and other necessary equipment.

Section 3. The organization shall assume the responsibility and costs of providing liability insurance for the Junior Division members.

Section 4. The organization shall provide adult members, as required, to supervise and assist in the direction of the activities of the Junior Division.

Section 5. The Junior Division shall leave such facilities in a clean and orderly condition after their use.

Section 6. The Junior Division shall furnish a financial report, proposed activities schedule, and current membership status to the organization on a quarterly basis.

ARTICLE VIII

GENERAL BUSINESS MEETING PROCEDURES

Section 1. To ensure the orderly conduct of the CSF monthly business meetings, Roberts Rules of Order shall be used as a guideline.

Section 2. A parliamentarian shall be appointed by the President from the general membership if a competent member is available and willing.

Section 3. CSFs monthly business meeting shall be held in accordance with Article V, Section 1 of the CSF Bylaws. The meeting shall begin at 7:00 pm at the Ravensdale clubhouse unless a special announcement is sent to each member prior to the regular scheduled meeting, specifying a change in day or location of such meeting.

Section 4. The business meeting shall commence promptly at 7:00 pm and be adjourned by 9:00 pm. If a motion is on the floor pending a vote, this order of business shall be completed prior to adjournment. Any unfinished business shall be carried over to the next regular meeting. The order of the agenda shall be as follows:

- Meeting called to order
- Pledge of allegiance
- Roll call
- Introduction of guests
- Minutes of last meeting
- Treasurers report
- Membership applications
- Correspondence
- Committee reports
- Old business
- New business
- Good of the order
- Adjournment

Section 5. All motions brought up on the floor and seconded, except for amendments to the Bylaws and Operating Procedures, shall pass or be defeated by a simple majority vote of those members voting at that meeting. A quorum is delineated in the Bylaws Article V, Section 4.

Section 6. The Secretary shall maintain a master copy of the Bylaws and Operating Procedures. It shall be the responsibility of the Secretary to post changes to the Bylaws and Operating Procedures master copy and notify membership of the posting by a club-wide email or direct mailing for members requesting no emails.

ARTICLE IX

RENTALS OF CSF FACILITIES

Section 1. Rental of CSF facilities shall be considered only after motion is made, in Person, at the General Membership meeting at least 30 days prior to the proposed use. Said use, unless waived by vote at the General Membership meeting, shall not include any consecutive days and shall comply with Article IX, Sections 4 and 5 of these Operation Procedures. The request shall be brought before the membership for a motion and vote in accordance with article VIII, Section 5 of these Operation Procedures. The daily rental fee plus tax shall be established by a vote of the membership. This discussion and vote will occur annually at the November General Membership meeting. The established rental fee will be in effect the following calendar year (January through December). Half day rentals will be half the daily rental fee in effect. This fee can be waived for nonprofit use with membership approval. Nonprofit use is defined as any activity or event that does not charge participants a fee or the requestor can show that the amount being charged is the approximate cost of material being used and or supplied to those attending.

Section 2. The representative of the organization requesting use of any CSF facilities shall show written proof of liability insurance naming CSF as additionally insured (and King County as additionally insured if on the outdoor range) and stating waiver of all responsibility and any liabilities for accidents to their members or the general public for the event. This liability policy shall also state that the user, individual or organization, shall be held responsible for any and all damages or personal injuries that occur by use of such facilities.

Section 3. Government agencies shall be allowed use of CSF facilities for officer training. Request for said use shall be in accordance with Article IX, Sections 1, 2, 4, and 5 of these Operation Procedures. Law Enforcement agencies may be exempted from the consecutive day's clause by a simple majority vote by the membership in accordance with Article VIII, Section 5 of these Operation Procedures. Training use shall be extended for official department use only, and the use of the facilities by individual officers, or groups of officers, is not allowed unless accompanied as a guest of a CSF member in accordance with Article III, Section 16 of these Operation Procedures or as a paying member of the public.

Section 4. Rentals of any of the Ranges at Cascade Shooting Facilities (Archery Walk Through, Archery Broad Head, "A" Range, "B" Range, "C" Range, "D" Range, "E" Range Bays 1-5) shall only be permitted on weekdays (Monday, Tuesday, Wednesday, Thursday, and Friday) excluding legal holidays. Exceptions to the weekend constraint may be granted by the Board provided 75% of the requested range is available for unimpeded use by the membership (e.g., E1 is designated for rental, and E2-E5 are available for member use).

Section 5. The Rental of any of the Ranges at Cascade Shooting Facilities shall only be approved if at the time the request is made there would remain available for general members use: One range for Archery ("A" Range, Archery Walk Through, or The Broadheads Range),

One range for rifle shooting (“B” Range, “C” Range, or “D” Range) and two ranges / bays for pistol shooting (“E” Range, Bay 1 and 2, 3, 4, or 5).

Section 6. Lottery opportunity for exception. The Range Scheduling Coordinator of Cascade Shooting Facilities will maintain a list of the names and contact information of any person or business that would like to enter their name into a lottery for the purpose of renting a range at CSF on an available weekend day (Saturday or Sunday) of a month in the upcoming year, beginning the following January, for the purpose of providing training. The selected date must comply with Article IX, Section 5 of these Operation Procedures.

Section 7. The normal rate of rent and club rules will apply to this rental.

Section 8. At the November General Membership meeting each year the names of those persons or business that are interested in this opportunity will be placed in a container and the names drawn by a random member in attendance. The names will be drawn in the order of the calendar (January –December). Two additional names will also be drawn as alternates in the event that a person or business declines the opportunity. If additional names need to be drawn it will occur at the November Board of Directors meeting. The person or business who are drawn will be contacted by the Range Scheduling Coordinator. Absent a special request or exception the drawing will be considered the Motion and approval to rent a range, in compliance with Article IX, Section 6 of these operation Procedures, at Cascade Shooting Facilities and shall be coordinated with the Range Scheduling coordinator.

Section 9. A person or business can only have one entry in the lottery per year.

ARTICLE X

CSF KEYS AND LOCKS

Section 1. The Master at Arms shall maintain control and accountability of all keys and locks with the exception of general membership keys after being issued general membership. Unless otherwise delegated, the Master at Arms shall be responsible to issue all keys. A record of issuance and key numbers issued will be maintained by the Membership committee. Prior to issuing a key to an existing member, the Master at Arms shall verify with the Membership Chair that the member is in good standing. After issuing the key, the Master at Arms shall provide the corresponding key number(s) to the Membership Chair. All members in good standing shall be issued a brass general membership key as well as an electronic general membership key card. The brass and electronic key card shall provide limited access to the club house, indoor range, outdoor range, range house and range bathrooms. All keys shall be consecutively numbered and stamped 'DO NOT DUPLICATE'. A record of issuance and key numbers issued will be maintained by the Membership committee. The Master at Arms shall maintain custody and sufficient quantity of unissued brass and electronic key. All previously issued general membership keys returned for whatever reason shall be returned to the Master at Arms for disposition. For all other non-general membership locks, the Master at Arms will maintain a master key system set up by a reputable locksmith service. This system shall incorporate a grand master key, master key and dedicated special use keys issued to club entities and individual members as directed by the Board of Directors. Special use keys shall have markings identifying the use as well as sequential numbering. All Board members shall be issued master keys upon the assumption of the Board position and shall surrender to the Master of Arms his or her master key upon vacating the Board position. The Master at Arms shall maintain accountability of three sets of executive keys to include a key for every lock CSF owns. One set shall be issued to the President, one set to the Master at Arms, and one set placed in the CSF safety deposit box. Three hard copies of the master key system codes shall be maintained by the Master at Arms, in the CFS safety deposit box and by the originating Locksmith. The Master at Arms shall maintain a record of all keys issued within the master key system. A hard copy of this shall be supplied for record keeping to the Secretary on a quarterly basis or upon request by the President, Vice president or Secretary. Any keys or safe combinations can be issued to any persons at the discretion of the Board of Directors. The Master at Arms may not issue keys, combinations, change locks or generally change access without consent by President or Board of Directors. All members are forbidden to add, substitute, duplicate or disable any locks, keys or combinations, or in any way, limit the Master at Arms ability to perform his or her duty. Requirements for additional locks, keys, changes or combinations shall be routed through the Master at Arms. All extra locks, keys components and equipment related to the Master at Arms duties shall be maintained in the custody of the Master of Arms in an organized fashion and available for inspect upon request by the President, Vice President or Secretary.