

ECCL OPERATING PROCEDURES

Purpose of Operating Procedures

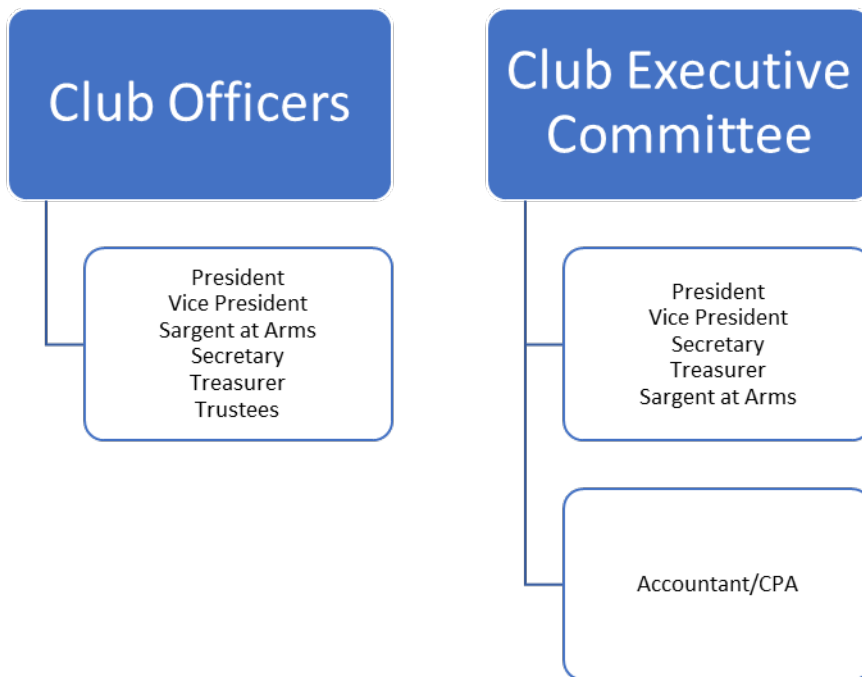
The purpose of these Operating Procedures is to identify and assist officers, volunteers and members at large to understand and follow the procedures of the ECCL day-to-day business needs and activities.

At no time should this manual be deemed a Policy for the organization, but instead a guide or map of the functions of the areas included. This manual was prepared with the information provided within the approved Policies of the Club and the Procedures that have been established by those Committees/Groups of Volunteers performing them.

Updates, additions and deletions may be added at any time by the Board of Trustees as appropriate.

A full copy of these procedures is available in the boardroom at the clubhouse and are maintained by the Secretary Board of Trustees.

ORGANIZATION CHART



COMMITTEES & COORDINATORS

The following Committees have been established:

- Membership
- Finance and Investment Committee
- Range Safety Committee (RSO)
- Grounds and Maintenance
- Programs and Events
 - Archery
 - Action Shoot
 - 300 Yard
 - High Power
 - NRL 22
 - Rimfire Steel Challenge
 - Rimfire Benchrest
 - Trap & Skeet
 - Women's Defensive Shooting

 - Revere's Riders Rifle and Pistol
 - Marie Casper Day
 - Youth Field Day
- Technology
- Kitchen & Clubhouse Use

It is understood that Coordinators may change from year to year. All should be reviewed each year and presented to the Board of Trustees during the November or December Board of Trustee Meeting.

PURCHASING AND CREDIT CARD AUTHORIZATIONS

All purchases must be approved by the Board of Trustees. No officer or trustee alone may authorize purchases unless deemed an emergency. Authorization may be requested either through an email to all of the board members or during a regularly scheduled meeting. Exceptions to this procedure are described below with use of club credit cards.

Checks

Authorized persons for writing checks – Only two (2) will be authorized to sign checks for authorized purchases. This should be one (1) officer/trustee and the club's designated accountant. Where appropriate, automatic payments shall be set up by the accountant to relieve the need for writing checks. Should a check be required the first choice will be to obtain a check from the accountant and second choice would be to obtain from the designated officer/trustee. The officer/trustee will be voted and approved by the majority of the board of trustees with each change of the president's term.

There will be no more than two (2) credit card holders at anyone time. The appointed and approved card holders shall be those directly involved with 1) maintenance and repairs; and 2) program and events materials as well as general office supplies.

Credit Cards

The primary card holder on the credit card account shall be the maintenance and repairs representative. The additional card holder shall be the program and events coordinator. Each card holder shall have specific limits of authority without approval by the board with the understanding it must be reported during the next scheduled board meeting. (i.e., cardholder for maintenance and repairs limit - \$1,000; program and events coordinator - \$500.00). Where possible all office supplies shall be purchased directly from a supplier and/or added to the program and events coordinator card.

OTHER TOPICS

Keys and Area Badge Access

Safety and Range Operations (All Range Rules & Club Rules)

 Range Safety Committee

 RSO Training Requirements and Reports

Election Committee Procedures

Finance & Investment Committee

 Handling of Finances and Responsibilities

Membership Committee

 New Member Orientation, Replacement Badges

Website and Mailchimp Procedures