NORTH ALABAMA REGULATORS
OPERATING PROCEDURE MANUAL

(REVISED July 2025)

DUES

Membership Dues (new and renewals) are:

1. **Individual $35 per calendar year**
2. **Couple $45 per calendar year**
3. **Family (3 or more) $55 per calendar year**
4. **New members joining after the first month of the year dues will be prorated based on the number of months remaining in the calendar year. Individual prorated dues are $3 per remaining month and others are $4 per remaining month.**

OFFICERS/DUTIES

Persons running for office must be members in good standing with paid dues for the year they are running for office. No single household may hold more than one office on the Board of Directors in a given year. The Board consists of the nine offices defined in this section.

A. **President: Duties are as follows:**
   1. **Preside over all meetings of the club and the Board of Directors.**
   2. **Preside over all monthly matches**
   3. **Serve as an *ex officio* member of all regular and special committees.**
   4. **Serve as Match Director for "Ambush at Cavern Cove" & "Shootout at Cavern Cove".**
   5. **Perform all such routine duties as applicable to this office**

B. **Vice-President: Duties are as follows:**
   1. **Perform the duties of the President in his/her absence or at his/her request.**
   2. **Serve as an *ex officio* member of all regular committees.**
   3. **Serve as Chairperson of all Special Committees.**
   4. **Coordinate and supervise training activities.**
   5. **Any additional duties as assigned by the President.**

C. **Secretary/Treasurer: Duties are as follows:**
   1. **Conduct all official correspondence in the name of the club and with the NRA and all such Organizations.**
   2. **Notify the members of the special and annual meetings.**
   3. **Notify the Board of Directors of all meetings.**
   4. **Keep a record of minutes and attendance of all Board meetings as well as a recorded vote for all decisions.**
   5. **Maintain a current membership list in conjunction with the Treasurer**
   6. **Serve as custodian for the club files and records.**
   7. **Serve as editor of club newsletter: THE REGULATOR ROUNDUP.**

8. Maintain current financial records and balances pertaining to club monies, transactions and receipts.
9. Responsible for the collection of all shooting fees, membership dues, sales of club property, and other transactions requiring the exchange of money. All money withdrawals from the club account shall be by check signed by the Treasurer and for the payment of such bills as approved by the Board of directors.
10. Prepare a financial report for the year and present it to the membership at the annual meeting.
11. Notify members of annual dues renewal.
12. Control all finances in conjunction with "Ambush at Cavern Cove" & "Shootout at Cavern Cove" and prepare a special report at the conclusion showing all expenditures and income.

D. Stage Marshal/ Duties are as follows:
   1. Responsible for storing, repair, replacement, and control of the targets and props in conjunction with other officers.
   2. Responsible for coordinating match stage design and setup in conjunction with other officers.
   3. Maintain the club's stage logbook in conjunction with the club secretary.
   4. Maintain a written inventory of props and targets.

E. Range Marshal/ Duties are as follows:
   1. Responsible for coordinating the maintenance of the range grounds in preparation for shooting matches or special events.
   2. Responsible for coordinating the maintenance of the stage fronts in preparation for shooting matches or special events.

F. Awards Marshal/ Duties are as follows:
   1. Responsible for coordinating the design, quantity, and purchase of trophies for all matches.
   2. Responsible for printing certificates and purchasing any special awards as required.

G. Territorial Governor: It is a requirement that the Territorial Governor shall be a current member of the NRA. The Territorial Governor is elected by the membership for an indefinite term. The term ends only at such time as the Territorial Governor wishes to resign, is no longer able to fulfill the duties associated with the office, or is challenged to an election by another which will take place at the annual meeting. Duties are as follows:
   1. Preside over/appoint range officer to direct shooting activities.
   2. Responsible for enforcing all club safety rules and regulations. This includes correcting any unsafe situations that may occur with the authority to eject any shooter from the range.
   3. Have charge of the club range when active.

4. Represent the club at any SASS function attended.
5. Responsible for keeping current with changes in rules, clothing requirements, firearms, categories, or interpretations made by SASS along with informing the membership of such.

MATCH FEES

Currently the regular monthly match fees are:

1. Members - $15.00
2. Non-members - $20.00
3. Juniors - $5.00
4. First Time Shooters - Match fee is waived for first time shooting a monthly match

Fees for "Shootout at Cavern Cove" are:

1. First Shooter - $140.00
2. Spouse - $105.00
3. Junior - $35.00

Fees for "Ambush at Cavern Cove" are:

1. First Shooter - $150.00
2. Spouse - $100.00
3. Junior - $60.00

Member's Appreciation Match:
The fee is waived for club members and a meal will be provided.

DRESS REQUIREMENTS

All clothing and accouterments must be SASS legal.

BUSINESS MEETINGS

1. The Board of Directors shall conduct regular business meetings. All Club members are welcome to attend as observers but may not interrupt the proceedings unless asked to do so by the presiding official.
2. All meetings will be conducted under a modified Roberts Rules of Order.
3. A proper set of minutes and a record of meeting attendees shall be kept. A copy of minutes shall be kept on file by the Secretary and will be available for review on request by any club member.
4. A quorum of five Board members is required to conduct an official Board meeting.

5. A recorded vote is required for all decisions.
6. Passage of all business decisions shall be by a simple majority of Board members present at the meeting. The President may cast a vote only in the event of a tie or may opt to table that specific issue until further support can be obtained either for or against.

CLUB PROPERTY

The North Alabama Regulators has accumulated an inventory of club owned possessions since its incorporation. Every member in good standing has an equal share in the ownership of all club property. Therefore, members may borrow (sign out) certain club items for personal practice under the following guidelines:

1. Anything borrowed must be returned prior to set up for the next shoot in the event it is needed. (It can be signed out again afterward)
2. Targets may be signed out by the Stage Marshal. The number of targets shall be limited to a maximum of one stage worth (5 pistol, 5 rifle, 4 shotgun) and/or one long rang target in order not to jeopardize the stages for the next monthly match. See guideline 1 above.
3. Props (e.g. Splinters, Sally the Mule, Saloon Doors, hitching post, etc) may be signed out from the Stage Marshal. The quantity is limited at the discretion of the Stage Marshal in order not to jeopardize the stages for the next monthly match. See guideline 1 above.
4. A timer (limited to one) or scoring tablet (limited to one) may be signed out from the Secretary for practice purposes. See guideline 1 above.

These guidelines apply to private use only. They are not applicable to non-conflicting, established clubs who support the NAR. For example: the Mississippi River Rangers have donated targets to our club, the Cherokee Cowboys have loaned us two-way radios for use at Ambush, and the Alabama Rangers have loaned us numerous props over the past years. Supporting other clubs is considered a NAR club function and material loans will handled on a case by case basis.

As approved by Board of Directors:

9/7/25
President/Date

9/7/25
Territorial Governor/Date

9/7/25
Vice-President/Date

Range Marshal/Date

9/7/25
Secretary-Treasurer/Date

Stage Marshal/Date

9/7/25
Awards Marshal/Date