

Brookhaven National Laboratory

Rifle and Pistol Club

Member Handbook

CONSTITUTION

ARTICLE 1: NAME

This organization shall be known as Brookhaven National Laboratory Rifle and Pistol Club.

ARTICLE 2: PURPOSE

The objects of this club shall be:

- First: To encourage its members in becoming proficient in the safe handling and skillful use of their firearms.
- Second: To promote intra and inter-club competition.
- Third: To promote sociability and recreation among its members.

ARTICLE 3: NOMINATING COMMITTEE

- 3.1 At the October meeting of the club a nominating committee of three shall be elected by the club at large. The committee shall prepare and present to the membership at the November meeting a nominee for each office to be filled. A copy thereof in ballot form shall be mailed by the Secretary to every member two weeks prior to the December meeting.
- 3.2 The foregoing provision shall not exclude the nomination of any other candidates. A petition shall be submitted to the Secretary no later than three weeks prior to the December meeting. The petition shall include the candidate's name, the position they are contesting and the names of those members proposing the candidate, the same to be at least five members in good standing. This shall be cause for the Secretary to enter the candidate's name in contest for the position on the ballot. No member shall be eligible for election to any office unless their name shall have been listed as a candidate on the ballot. All elections shall be by ballot, and shall be returned to the Secretary on or before the December meeting.

ARTICLE 4: ELECTED OFFICES

The elected officers of this organization shall be: President, Vice-President, Executive Officer, Secretary and Treasurer, who, acting as a unit, shall constitute the executive board. The officers elected by ballot at the December meeting shall hold office for one year from the January 1st following the date of election. A majority of the votes cast shall be necessary to elect each candidate, or if the vote is unanimous the secretary may be authorized to cast one ballot for the slate of officers.

ARTICLE 5: DUTIES OF OFFICERS

- 5.1 President - It shall be the duty of the President to take command of the club, preside at all meetings and enforce laws and regulations of the club. The President shall be an ex-officio member of all committees.
- 5.2 Vice-President - It shall be the duty of the Vice-President to assist the President in the discharge of his duties, and in his absence to officiate in his stead.
- 5.3 Executive Officer - It shall be the duty of the Executive Officer to assist the President and Vice-President in the discharge of their duties, and in their absence to officiate in their stead. Subject to the general approval (by vote) of the club members, the Executive Officer shall normally be the previous President to afford a continuity of leadership. The Executive Officer shall keep an account of all BERA property and audit all Activity Chairmen who are responsible for same. He shall vouch for same as required by BERA.
- 5.4 Secretary - It shall be the duty of the Secretary:
 - 5.4.1 To keep the minutes in a book provided for that purpose and to have custody of all reports and documents connected with the proceedings of the club.
 - 5.4.2 To keep a corrected roll of all members.
 - 5.4.3 To issue membership cards and a copy of the Constitution, By-Laws, and Range Regulations to new members upon receipt of application form and acknowledgment of receipt of dues from Treasurer.
 - 5.4.4 To conduct the correspondence of the club.
 - 5.4.5 In case of inability to attend any meeting, to cause the necessary books and paper to be conveyed to the place of meeting.
 - 5.4.6 At the expiration of office, to turn over to the successor all the books, papers and records in possession belonging to the club.
 - 5.4.7 To keep an attendance record of meetings.
- 5.5 Treasurer - It shall be the duty of the Treasurer:
 - 5.5.1 To collect and receive all dues and other monies due the club and deposit same in a bank in the name of the Brookhaven National Laboratory Rifle and Pistol Club.
 - 5.5.2 To pay all bills contracted by the club or its authorized representatives (Activities Chairmen). Activities Chairman to check with Treasurer prior to any expenditure.

- 5.5.3 To keep account of all monies received and paid in a book provided for that purpose.
- 5.5.4 At all meetings of the Executive Board and at each meeting of the club, to make a report including a statement of the balance on hand and in the bank to the credit of the club.
- 5.5.5 To notify the Secretary of any new members by forwarding signed application forms.
- 5.5.6 At the expiration of office, to turn over to the successor all monies, effects and papers in possession belonging to the club.

ARTICLE 6: EXECUTIVE BOARD

- 6.1 Subject to the general approval by the club members, the Executive Board shall have authority in the routine management of affairs and of the finances of the club, and shall have general control of all its property.
- 6.2 They shall appoint Activities Chairmen from among themselves or from among the club, the Nominating Committee excepted.
- 6.3 They shall have general authority over all standing committees, except the Nominating Committee.
- 6.4 To make such rules as they deem proper respecting the use of club facilities, both on and off site, not inconsistent with the Constitution and By-Laws.
- 6.5 They shall fill vacancies occurring during the year in the Board, and any such appointed executive shall hold office until the next election.
- 6.6 Any executive who shall be absent from three (3) consecutive meetings without making a sufficient excuse to the Executive Board shall be dropped from the Board.
- 6.7 They shall appoint a Safety Officer.

ARTICLE 7: AUDIT COMMITTEE

- 7.1 A committee shall be appointed from the membership by the President at the January meeting to audit the Treasurer's books. They will report their findings to the President and membership at the February meeting.
- 7.2 A committee shall be appointed from the membership by the President at the April meeting to perform a safety assessment of the trap/skeet range. The committee shall be headed by the club's Safety Officer. The Safety Officer will report the findings to the President and membership at the May meeting.

ARTICLE 8: QUORUM

Five members, which may consist of a minimum of 3 members-at-large and 2 members of the Executive Committee, shall constitute a quorum at all meetings of the club. Any regular active member or life member (retiree) in good standing shall be entitled to vote.

ARTICLE 9: MEMBERSHIP

- 9.1 BNL employees, as well as official Laboratory guests and full time employees of other on-site facilities are eligible for active membership. Service contract people who are employed full time on-site are also eligible for membership, but their membership shall be limited to their term of employment at BNL. Spouses and children of employees may be members only if the employee is a member. Membership in the club shall entitle the member, along with their spouse and children, to the use of facilities of the club.
- 9.2 Active members are dues paying members as defined in item 1 of this Article.
- 9.3 Life members are retired active members who have been dues paying members for a minimum of five years. Retired BNL employees who were not previously active members or newly retired active members requesting life membership prior to meeting the five year minimum may fulfill this requirement with a lump sum payment, or continue payment annually following retirement until this requirement is met. Requests for life membership are subject to approval by the Executive Board and are not automatic.

ARTICLE 10: CHANGES TO CONSTITUTION, BY-LAWS AND CLUB RULES

No amendments shall be made to this Constitution unless a notice containing a copy of the proposed amendments, together with the notice of the regular or special meeting at which such amendments will be voted upon, shall be mailed to each Active Member of the club at his last known address at least two weeks prior to the time of holding such meeting. A two-thirds vote of the Active Members present at such meeting shall be necessary for the adoption of any such amendment. Amendments to the By-Laws and Club Rules may be proposed and voted on at the same regular meeting.

ARTICLE 11: OMNIBUS CLAUSE

Any question not covered herein shall be decided in accordance with the rules of parliamentary procedure as laid down in Robert's Rules of Order.

BY-LAWS

ARTICLE 1: DUES

- 1.1 The initiation fee shall be forty eight (48) dollars, payable on application for membership. This initiation fee shall include the first year's annual dues.
- 1.2 The annual dues shall be twenty four (24) dollars and shall be payable to the Treasurer on the first day of October of each year, or on application for membership. After the first day of January any member whose dues are unpaid shall be assumed to have resigned from the club. Reinstatement shall require an initiation fee; however exceptions may be made by the Executive Committee on a case-by case basis. Life members (retirees) shall be exempted from payment of dues.

ARTICLE 2: MEETINGS

There shall be a meeting of the club on the second Wednesday of the month. No meetings will be held in July and August.

ARTICLE 3: ORDER OF BUSINESS

The order of business at the meetings of the club shall be:

- First: Reading of Minutes
- Second: Communications of the Secretary
- Third: Report of Executive Board including Treasurer's Report
- Fourth: Reports of standing committees
- Fifth: Reports of Activities Chairmen
- Sixth: Unfinished Business
- Seventh: New Business
- Eighth: Elections
- Ninth: Adjournment

ARTICLE 4: DISCIPLINE

Any member guilty of conduct injurious to the character or welfare of the club or deemed unsafe in the handling of their firearms may be suspended by the executive board or expelled from the club by a vote of the membership at a special meeting called for this purpose. A 2/3 vote of the members present at the special meeting called for this purpose shall be required for expulsion.

CLUB RULES

ARTICLE 1: GENERAL

- 1.1 No member may bring, carry, or fire firearms on the site without authorization of the Safeguards and Security Division.
- 1.2 Infractions of these rules may result in the member's suspension or expulsion from the club.
- 1.3 Notwithstanding the efforts of the Secretary to mail renewal applications to the membership, it is the duty of each member to renew their own membership promptly.
- 1.4 All firearms stored in the Club locker will have a label or tag with the owners name and extension.

ARTICLE 2: USE OF FIREARMS

- 2.1 All members using the Pistol and Rifle Live-Fire range shall follow BNL Safeguards and Security Division (SSD) Range Procedures (SPO 403) and the BNL Rifle and Pistol Club Regulations.
- 2.2 All members using the Trap/Skeet Range shall follow BNL Rifle and Pistol Club Regulations.
- 2.3 Firearms shall be inspected by the user, under the supervision of the Range Officer through a visual and functional manipulation prior to use at the range.
- 2.4 Members shall maintain and inspect their firearms in accordance with manufacturers guidelines.
- 2.5 No ammunition inventory will be maintained on site.
- 2.6 Any member/guest using trap/skeet range or the pistol and rifle outdoor range must review the Range Safety/Operational Rules. An acknowledgment must be signed annually. This acknowledgement is part of the "Range Instructor/Officers Operational Check List" (figure 2).

ARTICLE 3: MEMBER AWARENESS

Members shall be given an annual orientation on range regulations by a Range Officer.

CLUB REGULATIONS

1.0: PURPOSE

- 1.1 To provide a uniform set of standards and rules for the safe use of firearms at the BNL Rifle and Pistol Club (R&PC) Trap/Skeet Range and the Live Fire Range. Skeet shall be shot according to the National Skeet Shooting Assoc. (NSSA) rules. Trap shall be shot according to the Amateur Trap Assoc. (ATA) rules.

2.0: DEFINITIONS

- 2.1 Certified Range Instructor (CRI) - An individual who is a Certified Firearm Instructor under the authority of the National Rifle Association or equal certification.
- 2.2 Range Safety Officer (RSO) - An individual who is a certified Range Safety Officer under the authority of the National Rifle Association or equal certification.
- 2.3 Range Officer (RO) - An individual who is either a Certified Range Instructor or Range Safety Officer.
- 2.4 The club President shall appoint the Range Officers for each range after they have been properly qualified.

3.0: TRAP/SKEET RANGE

- 3.1 The responsibility for the BNL R&PC Trap/Skeet Range lies with the Club President and Activity Chairman. All rules and regulations will be reviewed by the Club's Executive Board and approved by the Firearms Safety Committee.
- 3.2 Only steel loads with #6 or smaller shot are permitted; no shotguns larger than 12 gauge will be allowed.
- 3.3 The keys for the Trap and Skeet houses are kept in the club trailer at the range. Access to the trailer is by means of a combination padlock. The combination to this lock shall be given only to the Club President, Activity Chairman and Shotgun Range Officers. The combination shall be changed periodically, or as determined by the Executive Board.
- 3.4 Range is not to be used later than 1/2 hour after sundown or 1/2 hour before sunup.

- 3.5 The range may be used by retirees at any time consistent with (4) above, and by employed members at times consistent with their work hours as determined by the employee's management.

4.0: LIVE FIRE RANGE

- 4.1 Primary responsibility for the Live Fire Range is with Safeguards & Security Division (SSD). Rules and Regulations are established by SSD, the Firearm Safety Committee, and the R&PC Executive Board.
- 4.2 Firearms allowed on the Range will be determined by the ballistics of the ammunition being used. Shotguns with slugs and blackpowder rifles and pistols of any caliber are allowed.
- 4.3 Keys for the range are signed out at Security Headquarters (Bldg. 50) by the Range Officer. At the end of use keys shall be returned to Security.
- 4.4 The Range Officer Operational Checklist (figure 2) will be completed by the Range Officer.
- 4.5 The Range may also be used evenings and weekends when scheduled with SSD.
- 4.6 The flag shall be raised prior to Range use and the red beacon shall be on a half-hour prior to darkness.
- 4.7 The Range Officer shall verify that the range is policed to an as found condition at end of each shooting session.

5.0: POSSESSION OF FIREARMS ON SITE

- 5.1. No person may bring, carry or fire firearms on the site without authorization of the Safeguards and Security Division. Members of the BERA Rifle and Pistol Club shall be deemed authorized to possess and use firearms on-site at the approved BNL ranges, subject to Club by-laws, Rules and Regulations as well as BNL policy and regulations.
- 5.2. A club member wishing to bring a firearm on site for any reason shall immediately, upon their arrival on site:
 - 5.2.1 Proceed directly to the range. Upon completion of firing, the member must either remove the firearm from the site immediately or deposit it in the Club locker at Police Headquarters (Bldg. 50).
 - 5.2.2 If not proceeding directly to the range, deposits the firearm in the Club locker at Police Headquarters.

- 5.2.3 If planning to be the Range Officer, proceeds directly to Police Headquarters. Check in with the desk officer, make notification that the range will be in use, and then proceed directly to the range. The Range Officer may delegate notification and pick-up of the Live Fire Range key by contacting the desk officer at ext. 2238.
- 5.3. All firearms shall be transported to and from all ranges in a safe and unloaded condition.
- 5.4 Club members are limited to two guests on the range at one time, and all guests shall be briefed on all safety requirements of the club operation and shall sign the Rules Acknowledgement on the Range Operational Checklist (figure 2).
 - 5.4.1 No guest under the age of 16 years shall be allowed to shoot at any BNL Range facility. However, a guest of 14 years or older may shoot provided they possesses a valid N.Y.S. hunting license (two days of NYS approved training is required for a license).
 - 5.4.2 All guests using a BNL Range facility who are transporting firearms on site shall be met at the gate by the sponsoring member and shall be escorted by the member at all times while on-site. Those guests who are accompanied by a BERA Rifle and Pistol Club member for the purpose of using a BNL range shall also be deemed authorized to possess and use firearms on site.
- 5.5. Groups of guests in excess of 2 can be permitted only by review and approval of the Firearms Safety Committee.
- 5.6 The Club will randomly review nametags on firearms stored in the Club lockers and any firearm found without identification will be pulled from the locker. Members will be notified of the non-identified firearm at the next meeting and in the newsletter. If firearm is not claimed after one year it will be declared abandoned and will be disposed of as Executive Board deems fit.

6.0: RANGE SAFETY/OPERATIONAL RULES

NOTE: NO LONE SHOOTING PERMITTED AT THE RANGE.

- 6.1 Notify the desk officer that the range is to be used and follow procedure on the checklist (figure 2) for notification of Fire / Rescue.
- 6.2 A Range Officer must be present when firing at the range. The officer shall instruct users of the safety regulations to be followed.
- 6.3 Before using the range, the range flag shall be displayed in the proper manner.

- 6.4 Both eye and ear protection shall be worn when firing.
- 6.5 Unsafe conditions shall be reported immediately to the Range Officer.
- 6.6 If a firearm is to be exchanged it must be open and the chamber empty. Both parties and the Range Officer shall check it for safety.
- 6.7 When not in use the firearm must be stored in the rack provided, or the shooting table or mat, or in the gun case.
- 6.8 While on the firing line, all firearms must be pointed in a safe direction with the action open, or slide back and chamber empty until ready to fire.
- 6.9 Fingers shall not be placed on the trigger until the firearm is pointed down range and sites are on the target.
- 6.10 Firearms shall be fired only at approved targets.
- 6.11 Until the firing line has been declared safe, shooters shall not move forward of the line.
- 6.12 Only one shooter at a time may shoot at a clay target.
- 6.13 Shooters shall collect empty hulls and brass for proper disposal. The range shall be cleaned to an as found condition at the end of the session.
- 6.14 Smoking, eating, or drinking shall be prohibited on the range.
- 6.15 No alcohol or drugs are permitted on BNL Ranges; no one under the influence of alcohol or drugs shall be permitted at any range.
- 6.16 If any unusual conditions exist, a cease-fire command will be immediately given. Any person at the range may issue a cease-fire order.
- 6.17 All new Club members and individuals using a firearm for the first time shall use the Live Fire Range under the directions of a Certified Range Instructor only. A Range Officer without Instructor qualification is **not** sufficient.
- 6.18 All members/guests using trap/skeet range or the pistol and rifle outdoor range (live fire range) must review the Range Safety/Operational Rules annually and sign an acknowledgment form that he/she understands the rules and will abide by them (figure 2).

GENERAL SAFETY RULES

- Consider all firearms as always loaded
- Never point a firearm at anything you do not want to shoot.
- Keep finger off trigger until sights are on target.
- Be sure of your target and background

FIGURE 1

RIFLE AND PISTOL CLUB OFFICERS

President - James Durnan
Vice President - Otto Jacobi
Executive Officer - Edward Elliott
Secretary - Richard Conte
Treasurer - Vincent Lettieri
Safety Officer- James Durnan

ACTIVITY CHAIRS

Trap / Skeet - Otto Jacobi
Outdoor Rifle / Pistol - Joseph Gatz
Indoor Rifle - Edward Elliott

CERTIFIED RANGE INSTRUCTORS AND RANGE OFFICERS

last name	first name	BNL phone	Shotgun	Live Fire
Bambina	Bill	2765		instructor
Carlson	John	7869		officer
Congemi	Christopher	2238	officer	officer
Conte	Richard	5741	instructor	instructor
Cracco	Joe	3783		officer
Cracco	Joseph	4660		officer
D'Alsace	Roy	3973	officer	officer
Durnan	Jim	5993	officer	officer
Elliott	Edward			instructor
Figuroa	Louis	2238	officer	officer
Foster	Susan	4217	officer	
Gatz	Joseph	3120	instructor	instructor
Heppner	Gregory	5740	officer	
Humbert	Paul	5829	officer	
Jacobi	Otto	2710	instructor	instructor
Klages	John		officer	
Lettieri	Vincent	4092	officer	
LoPresti	Ray			instructor
McCune	Steven	2231	officer	officer
McDonald	Dean	7239		instructor
Moss	Steven	7639		instructor
Parsons	Mark	7978		instructor
Pomaro	Frank	4284		officer
Richardson	Richard		officer	
Robinson	Ted		officer	instructor
Torre	Joeseeph	5856	officer	
Unger	Kerry	3249	Officer	officer
Vaughn	John	7578	officer	officer
Zak	William	8124	officer	

FIGURE 2

BERA RIFLE AND PISTOL CLUB

RANGE INSTRUCTIONS/OFFICERS OPERATIONAL CHECKLIST

To ensure that all safety requirements and operational needs are reinforced, this checklist shall be completed by the Range Officer upon each use of the range.

Upon completion, this document will be kept on file within the BERA Rifle and Pistol Club records. (Documentation will be for one (1) year.)

CHECKLIST ITEMS:

COMPLETED: Y/N

- 1. Police Group notified of range use. _____
- 2. Fire/Rescue notified of range use ext.2350 or radio. _____
- 3. Radio Check _____
- 4. Firearms checked before use (appropriate caliber and ammunition) _____
- 5. Range equipment checked:
 - 5.1. First Aid Kit. _____
 - 5.2. Eye and ear protection. _____
 - 5.3. Ammunition. _____
 - 5.4. Machines operable. (Shotgun Range only) _____
 - 5.5. Check back of Berm Live Fire Range _____
 - 5.6. Safety Briefing Conducted if required. _____

RANGE USE COMPLETION:

- 6. All firearms cleared/safe. _____
- 7. Range policed properly. _____
- 8. Ammunition/Equipment secured. _____
- 9. Range area secured. _____
- 10. Police notified, end of use. _____
- 11. Range radio and key placed in cabinet or returned to Security. _____

FIGURE 2 (cont.)

Range Safety /Operational Rules Acknowledgment

As a member/guest of the BNL Rifle and Pistol Club, I hereby acknowledge that I have received, read, and understand all of the Range Safety/Operational Rules as established by the Club and the BNL Firearms Safety Committee. Furthermore, I acknowledge that I will comply with all of the safety rules and procedures required for the use of the Trap/Skeet Range and/or the BNL Police Group Live Fire Range.

Range Attendance List: Member /Guest Signatures

1.	8.	15.
2.	9.	16.
3.	10.	17.
4.	11.	18.
5.	12.	19.
6.	13.	20.
7.	14.	21.

Additional comments/needs: _____

BERA OFFICER NAME

Date of Use