

# **Saginaw Field and Stream Club**

## **Operating Policies**

These policies were last revised on **May 24, 2016**. They are intended to supplement the by-laws and give direction and consistency to the Board of Directors in its decision-making process. Portions of the by-laws may be repeated here for clarity and should not be interpreted as changing the by-laws.

### **Board of Directors Meetings**

The Board of Directors meetings will be generally governed by Robert's Rules of Order. Accurate minutes will be taken of each meeting and approved by the Board of Directors at the next meeting. Board minutes are generally distributed electronically or mailed to all Board members. Attendance by a non-Board member is at the discretion of the President. The Board members must be able to discuss freely any subject relating to Club business without fear of outside reprisal or criticism. Therefore, Board members should take caution about discussing Board business outside the Board, because, the public's perception of the Board and the cohesiveness of the Board of Directors should not be jeopardized.

### **Board Meeting Attendance**

Members elected to the Board of Directors have an obligation to represent the membership that elected them. As a minimum, that obligation includes Board meeting attendance. Any elected Director with three (3) unexcused absences, or six (6) absences of any type within a twelve (12) month period shall be requested to give reason for such absences to the Board or resign their position. The Secretary is to inform the Board of the occurrence of absences. Absences are considered excused only if the President has been contacted. It is the opinion of the Board that absence from the Board meetings indicates a lack of interest on the part of the Director. The Board understands that conditions could exist that are not controllable and, therefore, force absences. The Board may have an opinion under these conditions and may feel free to request a resignation.

### **The President's duties with respect to committee appointments**

The Board has suggested that the President should appoint committee chairs only and leave it to the chairperson to get members to serve with them. Committee chairs will submit lists of their committees to the President. The President supervises all media activity.

### **Committee Reports**

Committee business should not be handled at the Board meetings. The Board should be presented only pertinent information for which a decision is needed or which the Board should be aware of.

### **Scholarship Program**

From time to time, the Club has offered scholarships to students interested in pursuing a course of study and eventual career in Conservation and/or Natural Resources. These scholarships are to be funded in large part, by memorial donations or dedicated fundraisers. Scholarship applicants are interviewed by the scholarship committee, which consists of, as a minimum, the Committee Chairperson, the Club President or his designate, and a representative of the Board of Education. The final selection of recipients is the responsibility of the committee. Amounts to be awarded per individual and in total are recommended to the Board of Directors for their approval. Historically, the Board of Directors has accepted the recommendations of the committee.

## **Policy Related to Financial Activity**

The following has been agreed to by the Board as the method it will use to control spending and to determine the best way to invest and maintain the funds of the Club:

The Treasurer will maintain a cash forecast which will be presented to the Board at each meeting. The information will contain the financial activity by calendar year and will be separated between operations and fundraisers. This information will be electronically distributed prior to the meeting.

**EXPENDITURES:** All expenditures should be made via club checks. Payments made from the receipts of an event should be infrequent and minimal in size and should never cross events or activities. 50/50 prizes, event prizes paid in cash and small amounts for supplies are the exceptions.

It is preferred that vendor payments be made directly by the Club. The Treasurer should be notified of these types of expenditures so as to allow; proper recording of the expense, funds to be available for the payment and/or the financial forecast to be adjusted accordingly.

When direct vendor payment is not possible, the event chairperson (or the person assigned to get the merchandise) should pay for the merchandise and promptly turn in the invoice for reimbursement. Reimbursements can be made by directly contacting the Treasurer or by e-mailing a copy of the bill to the Treasurer, in either case reimbursement should occur immediately or by next day mail. All significant (as determined by the Board) expenditures must be approved by the Board of Directors.

*Expenditures by check are reviewed monthly by the Board of Directors and annually by the Audit Committee and the CPA doing the lottery audit. Cash payments out of receipts are recorded as "cash activity" but do not include the same level of detail as the check register. Therefore, the scrutiny of the various observers is not at the appropriate level of detail. Further, crossing events or activities in the "cash activity" area further complicates the review activity. The lottery audit is to assure that no member benefits from the activities of the club no matter if the activity is under a lottery license or not. Violations may cause the Club to lose its lottery privileges. Violations uncovered in an IRS audit may cause the Club to lose its non-profit status.*

**CASH RECEIPTS:** All funds should be turned into the Treasurer on a weekly basis. Retaining funds, except start-up, interferes with the Club managing its financials and could result in a loss of funds if the person holding the funds becomes incapacitated. Direct bank deposits are possible; however, this does not alter the need for the Treasurer to have the deposit slip or credit card slip on a weekly basis.

The funds should be accompanied by a list describing the event and how of the funds were derived. Such as; 50/50 amount so that the total income can be recognized, food or concessions should be separated from the event funds because the Club maintains this separately, any cash expenditure made from these funds accompanied by the invoice so the expenditure may be properly recorded.

**EVENT REPORTING:** The event report should be turned into the Treasurer at the end of the event. Weekly events that run for a long period of time should be turned in at the end of the event year; Monthly events should be turned in each month; other events should be turned in promptly after the event. This report is to assure the correct recording of the financial activity and to allow subsequent chairpersons to have the information to assist them in their efforts.

## **Director Spending Levels Without Approval of the Board of Directors**

There is no set rule for the amount a Director may spend without approval of the Board of Directors. However, The President may, from time-to-time set limits on discretionary spending.

Purchases inherent to an undertaking, construction, new equipment, property development, major repairs, etc., must be approved by the Board of Directors. The chairperson must have made the Board of Directors aware of related costs. No project can be started without the approval of the Board of Directors and the spending will be held to the approved levels. Cost overruns must be approved by the Board of Directors PRIOR to spending/commitments being made. In general, the Board members should feel free to spend the funds needed to complete an undertaking, hold an event, or maintain the Club. If there is any question as to the necessity of an expenditure, the request should be brought before the Board of Directors prior to the spending/commitment being made.

## **Reimbursements to Members**

The Club has reimbursed members who attend meetings or events on behalf of the Club. All reimbursable events require prior approval of the Board of Directors. Examples are:

- ✓ The Club has reimbursed some of the expenses for Club representatives attending the MUCC convention. The amount is dependent on the location and is approved annually by the Board of Directors.
- ✓ The Club has reimbursed Club representatives attending the MUCC Leadership Training Seminar for the seminar fees. The amount is approved by the Board of Directors.
- ✓ The Club has reimbursed the registration fee for any member who wishes to take an NRA Instructor's Course. The amount is approved on a case-by-case basis by the Board of Directors.
- ✓ The Board of Directors has decided to reimburse the Club Officers annually for intangible costs incurred such as – gas, telephone, supplies and incidental expenses. The amount of reimbursement is decided annually by the Board of Directors.

## **Earmarking of Funds for a specific use**

The Club generally does not keep separate funds. Some events have separate operating funds for convenience. These are noted in the Club books via the annual committee financial reports. With the exception of the above-mentioned operating funds, all monies are received into and disbursed from the General fund. Donations may, from time to time, be received for specific purposes, such as Scholarships, youth programs, building debt retirement, etc. These donations are recorded and are held for the purposes intended by the donor.

## **Use of Club Property/Equipment for non-Club Activities**

The Club discourages use of its property/equipment for non-Club activities. All use of the Club property/equipment for non-Club activities or by outside organizations or individuals must be approved by the Board of Directors. Generally, a written agreement must accompany such use and a fee, to be determined by the Board of Directors, may be levied. Members may use the Club property as described in the By-Laws.

## **Sales Tax**

The Club, as a 501c4 nonprofit corporation is exempt from paying state sales tax on merchandise it uses in its operation. Project chairpersons should be diligent in using this exemption. The Club tax ID is 38-6072-969. Sales tax should be paid on all event prizes, door prizes and resale items. Sales tax should be paid at the point of purchase rather than collecting the tax and remitting it to the state.

## **Facility Usage/Rental**

The Club house, indoor archery building, picnic pavilion or other Club facilities may be rented from time-to-time to members only for their holding of private parties or events. Rental fees shall be determined by the Rental Manager and should be at least sufficient to cover the cost of cleaning/restocking. The various facilities may also be made available to various organizations/activities such as Conservation Education, Firearms Safety, Specialized Conservation Groups, Scouting, Civic affairs, Municipal activities, etc., which aid the Club's non-profit status.

## **Solicitation of Donations**

The Club, from time to time may solicit funds or prize items for its various events. These solicitation efforts should be coordinated so that each vendor is only solicited by one person throughout the course of the year. Donors should be aware that Saginaw Field & Stream Club is a 501(c)4 organization.

## **Computers**

The Club has adopted the Microsoft Office Suite of software as its official software for records and files. Any Director who uses a computer for Club records is encouraged to use this software.

## **Property Locks, Electronic Access**

The Club has installed an electronic gate at the main entrance. Each member and associate member are allowed to purchase only one (1) gate access card. This card may also be used to access various indoor facilities with approval of the Board and payment of the appropriate fee. If an access card is lost or damaged, the member must pay a replacement fee. If a gate card fails to work and exhibits no apparent damage or detrimental wear, the card will be replaced at no charge. Any access card holder who lends his card to anyone faces a penalty up to and including expulsion as determined by the Board. The Membership Secretary shall be the administrator of access cards.

The south gate is controlled by a padlock for which Club members can obtain a key at no cost provided they have purchased an access card for the main gate. There are various locks throughout the property securing buildings and protecting equipment. Various Club members are assigned individual keys to these locations because they chair or assist in running events. Master keys, which open all locks, can only be assigned to members of the Board of Directors. A list of these keys and their assignment is maintained by the Board of Directors. All individuals are required to turn in all keys when the need no longer exists including Board members whose terms have expired or who have left the Board for other reasons.

## **Conservation, Firearms Laws, Hunting and Fishing**

Conservation, as defined by this Club, is "The wise use of our Natural Resources", which includes Fish and Wildlife. Shooting of animals, birds or fish are not allowed on Club property.

The Club is on record as opposing any restrictions on the Second Amendment to the Constitution of the United States of America. Further, the Club agrees with stringent, enforced penalties for the commission of a crime with a firearm. The Club supports, requires when applicable, adherence to existing firearms laws. This position is based on the fact that firearm laws, although enacted to protect the citizenry, do allow a greater amount of criminal activity, therefore actually endangering the citizenry. The presence of firearms in the general public does not endanger the citizenry. The use of firearms by those of criminal intent does. Some firearms may require a special permitting process, however, the position of the Club is that firearms laws, which require registration or limit access to certain makes or models are not effective in preventing crime, but are a violation of the constitutional rights of the people.

## **Michigan United Conservation Clubs (MUCC) Affiliation**

The Club is affiliated with MUCC and periodically hosts various MUCC meetings. The Club sponsors children to the MUCC youth camp in the form of merchandise or money. The Club has participated in the Tracks magazine program. Unless otherwise specifically stated, The Club supports MUCC positions.

## **Members and Memberships**

For various reasons, the Board of Directors may bestow a complementary newsletter, granted or honorary membership on individuals or organizations. A Complementary Newsletter status gives the individual or organization a copy of the monthly newsletter on an ongoing basis, until rescinded. A Granted or Honorary Membership gives all the benefits of a regular membership.

The Club no longer offers purchased life memberships but will maintain the existing life memberships for the life of the member. Past presidents and members achieving 45 years of continuous membership are honored with a life membership. The Board of Directors has, from time-to-time honored certain members with honorary life memberships.

Membership in MUCC is offered through the Club to General members at the current MUCC dues level at no extra cost. Life members shall have their MUCC dues paid for by the Club.

The Club will assure accessibility to its facilities for the physically challenged.

## **Meeting Door Prize Drawing**

The Club holds a door prize drawing for Members who attend the membership meetings. The amount is determined by the Board of Directors. The Membership Secretary places the names and addresses of each General Member in good standing in a barrel from which the winner is drawn. The Member must be at the meeting or on assignment to win. On assignment is defined as doing the bidding of the President or the Board.

## **Use of Handguns on the Rifle Range**

Members are allowed to use handguns on the rifle range provided they have passed a proficiency test administered by certain Directors. Those Directors authorized to administer the test are appointed by the President. The proficiency test consists of the requesting Member being able to keep 10 shots within the scoring rings of an 8-inch bullseye target posted at 50 yards. No more than three attempts are allowed at one time, and then, only if previous attempts have been close. If the test is passed, the Director administering the test will write "pistol" on the person's membership card. This indicates that the holder of such a card is qualified to use a pistol on the rifle range. As new cards are issued, the Member will be required to have this endorsement transferred to their current membership card. This should be done, if possible, by the approving Director. If not, then by one of the test administrators appointed by the President. Members may be asked to requalify.

## **Dogs on the property**

Members are allowed to enjoy the property with their dogs. Dogs should be under the owner's control at all times and should not be allowed to run loose. During the time period of April thru June, while waterfowl may be nesting on or near the lake shore, all dogs must be on a leash. Members are expected to properly dispose of their dogs' waste.

### **Lake Safety**

Swimming in the lake is not permitted. The water safety requirements for the lake are the same as for any body of water in Michigan. Watercraft on the lake are required to have personal flotation devices for each person of sufficient size to keep the person afloat. The Club does not provide watercraft or watercraft safety equipment. Motorized watercraft are not permitted on the lake except by special permission of the Board of Directors. The south, east, and west sides of the lake are considered lake recreational areas. The North shore of the lake is considered to be part of an active shooting range during periods of trap and/or skeet shooting and should be avoided during these times. Trash barrels are provided to keep the lake clean. Adults are responsible for themselves and the children in their care.

### **Grievance Policy**

For the purposes of this policy, a grievance is defined as any alleged misconduct or violation of Club Rules and Regulations against the good of the Club by a member, or a person in the member's immediate family or a guest of a member. Any grievance presented against any member or Director of the Saginaw Field & Stream Club originating from a Club member, Board member, or outside interest must be presented to the Board of Directors in writing. The entire Board of Directors will then review the grievance and determine the merit of the grievance. If the grievance holds merit, the situation will be rectified by a vote of the Board of Directors, and the grieving party will be notified in writing of the actions taken to rectify the situation. Additionally, the person presenting the grievance may be asked to present further evidence of the situation publicly/verbally to the Board of Directors. If the grievance can be rectified by policy or personnel change, it will be decided on by a Board of Directors vote. If the grievance holds little or no merit, a written communication will be returned to the grieving party acknowledging the dismissal of the grievance with no action taken.

### **Public Spokesperson**

Board of Directors' actions or pending actions may only be published, orally or written, by the President or his designated alternate. Only the president or his designated alternate is authorized to speak for the Club.

### **Other policies**

Other standard operating procedures and policies including those pertaining to, but not limited to kitchen, first aid, safety and shooting range use, are all considered part of these operating policies.