



PARDOE SPORTSMEN'S ASSOCIATION POLICIES AND PROCEDURES

Section I. GENERAL ASSOCIATION RULES

- A. See Appendix Form A_02-2014gar

Section II. OUTDOOR RANGE RULES

- A. See Appendix Form A_02-2014orr

Section III. INDOOR RANGE RULES

- A. See Appendix Form A_02-2014irr

Section IV. VIOLATION/SANCTION OF RULES

- A. At the Pardoe Sportsmen's Association, safety is a top priority. Safety is the responsibility of each member at all times. It is the obligation of each member to report any unsafe condition or activity, any violation of Association Rules or damage to Association property. The report should be made promptly by:

EMAIL info@pardoesportsmens.com or CALL 724-264-5719

The report shall, in turn, be forwarded to the Association President for final disposition by the Board of Directors. Only the Board of Directors shall have final authority over safety violations.

In an effort to have uniform punishments for varying levels of safety violations, the following levels of violations and punishments shall be used wherever possible. These classifications are not meant to be all inclusive. The Board may, by majority vote of Board Members present at a particular meeting, add violations or modify the violation levels as individual situations may require. In addition, the Board may, in its discretion, by majority vote of Board Members present, alter or amend these guidelines or, where appropriate, suspend their application.

B. Violation Levels:

Minor - These are generally violations of Association Rules that do not involve improper handling or discharge of a firearm or placing oneself in a line of fire, and therefore do not constitute a threat to the safety of persons or property. Examples of minor violations would include: missing badge; smoking on firing line; driving on non-authorized Association property, on the pistol range - being forward of the green line (without a firearm) when not permitted; cross firing. Repeated minor violations by one member can be grounds for an Intermediate or Major Violation, depending upon the situation.

Intermediate - These are generally violations that have the potential to result in injury to persons or damage to property. Examples of Intermediate Violations would include: failure to comply with the legitimate request of a safety/range officer; improper/unsafe gun handling, failing to have action open when not on a shooting station ready to shoot, and when the firearm is not in rack (except for break

action shotguns which may be placed closed and unloaded in a gun rack); failure to wear proper safety equipment (i.e. safety glasses and ear protection); unsafe or inappropriate pointing a gun when not on a shooting station. Repeated Intermediate Violations by a member should be brought to the attention of the Board for appropriate handling and could constitute a basis for a Major Violation.

Major - These are generally violations that place persons and/or property in immediate and imminent risk of injury or damage. Examples of Major Violations would include: possessing a loaded gun when not on a shooting station (except for the carrying of a permitted concealed carry weapon which remains concealed); improper discharge of a firearm (i.e. when not on a shooting station or at the patterning board); handling a firearm anywhere on the firing line while anyone is down-range.

C. Sanctions/Punishments

Minor - These can generally be dealt with by any member or Range Officer when they occur, and no further action should be necessary. However, repeated Minor Violations by a member should be brought to the attention of the Board for appropriate handling. Sanctions for a Minor Violation will normally be a verbal or written warning from the Association President, Committee Chair or the event coordinator. A copy of any warning shall be provided to the Association Secretary.

Intermediate - Sanctions for a Minor Violation will normally be a written warning, but could also include a temporary suspension of shooting privileges by the Association President pending further review by the Board. A copy of any such warning shall be provided to the Association Secretary.

Major - The incident should be placed on the agenda for discussion at the next Board meeting. Pending resolution by the Board, the Association President shall have the authority to issue a written warning and to suspend the shooting privileges of the member in question. A copy of any written warning shall be provided to the Association Secretary.

D. Board Procedure

The Board shall have the final authority to determine the level of any violation and the appropriate sanction. In any proceeding where a violation is to be considered by the Board, the affected member shall be given reasonable notice of the date and time of the Board meeting and be asked to attend said meeting. Notices shall be given by the Association Secretary, shall be in writing and may be given either by US Mail or e-mail. A failure of the said member to attend shall constitute a waiver of said member's rights as set forth herein. The member shall be given a reasonable opportunity to present his/her defense, including the right to cross-examine witnesses. Said member may be represented by counsel of his choice, at his/her expense. Decisions by the Board shall be by a majority vote of the Board members present at said meeting. Upon a guilty finding by the Board, the Board is authorized in its discretion to impose any one or more of the following punishments: suspension of shooting privileges for a time to be determined; suspension of membership for a time to be determined; revocation of membership (including permanent ban from shooting or other use of Association facilities as a guest). Findings by the Board shall not be appealable but said member may request reconsideration by the Board based upon new or additional evidence.

Section V. MEMBERSHIP

- A. Membership year is from 1 July to 30 June of the following year.
- B. Dues are payable from 1 May onward. This includes renewals or new memberships.
- C. Dues may be prorated at the discretion of the Board of Directors for new memberships only.
- D. Adult memberships are from eighteen (18) years and over.

- E. Associate members are immediate family (spouses and or children under the age(s) of eighteen (18). Associate member have no voting rights.
1. Juniors seventeen (17) and younger must be accompanied by a parent or legal guardian while on Association grounds.
- F. New membership cards will be mailed the third (3) Monday of June each year. Exceptions are for holidays.
- G. There will be no more honorary or paid Life Memberships.
- H. Group membership
1. Group membership includes up to 15 participants per event per day and limited to two (2) consecutive days.
 2. Range Safety Officer is required for all events.
 3. Group membership cost will be \$150 per membership year.
 4. Groups are permitted use of the Association only as a group participant up to six (6) times per membership year. Any individual from the group desiring to use the Association beyond those occasions or not as a group participant must purchase an adult membership.
 5. Groups will be issued one membership card with access to both indoor and outdoor ranges. Group must display the membership card while on the grounds.
 6. A 30 day written notification of intended use of the grounds must be given and approved prior to scheduled use. This is to prevent conflicts of time with other members.
 7. Groups are required to clean up the grounds and/or indoor range following use. This means that brass and or shot shells is retrieved and disposed of in proper receptacles, no paper targets are left on the range, and no litter remains.
 8. Any special requests by groups will be considered by the Board of Directors for approval.
 9. Pardoe Sportsmen's Association events are excluded
 10. All ranges must not be unavailable to the general membership.
 11. Pardoe Sportsman's Association Waiver of Liability must be signed by all non-members of Pardoe before participating.
- I. Group Event
1. Group event consist of two (2) or more participants per event per day and limited to two (2) consecutive days.
 2. Range Safety Officer is required for all events.
 3. Cost will be \$20 per person per event.
 4. Any special requests will be considered by the Board of Directors for approval.
 5. A 30 day written notification of intended use of the grounds must be given and approved prior to scheduled use. This is to prevent conflicts of time with other members.
 6. Event participants are required to clean up the grounds and/or indoor range following use. This means that brass and or shot shells is retrieved and disposed of in proper receptacles, no paper targets are left on the range, and no litter remains.
 7. Pardoe Sportsmen's Association events are excluded
 8. All ranges must not be unavailable to the general membership.
 9. Pardoe Sportsman's Association Waiver of Liability must be signed by all non-members of Pardoe before participating.

- J. Any new memberships shall be approved by the Board of Directors before membership card will be mailed.
- K. Except for activities open to the public, use of Association facilities is restricted to Association members in good standing and when accompanied by the member, their spouse, family members under 16 years of age, and one guest per Association member. The guest provision is to introduce people to the Association. More than 2 visits a year must produce a membership.

Section VI. MEETINGS

- A. Meetings will be held on the second (2nd) Monday of each month. The Board of Directors will meet at 7:00PM and the members will meet at 7:30PM.

Section VII. GUEST SPEAKERS

- A. No political campaigning allowed (this could jeopardize our non-profit status with the Internal Revenue Service.)
- B. Guests should address shooting, conservation, and the interests of all sportsmen.
- C. Length of speech to be determined by the chairman of the meeting.

Section VIII. NEWSLETTER

- A. There shall be a newsletter sent to all members either electronically or by mail each month. Its purpose is to keep members updated on activities of the Association, any conservation, hunting, or sportsmen's concerns, and the latest news from the Pennsylvania Federation of Sportsmen's Clubs.
- B. Proposed- that advertising be sold to defray the monthly cost of the newsletter.
 - 1. Twenty-five dollars (\$25) for a business card size ad for the membership year (ie. 1 July through 30 June.) A business card must be submitted with fee for the ad. Pardoe Sportsmen's Association will not construct, compose or otherwise create an ad for the purchaser. Note the adherence to membership year for ease in renewing ads.

Section IX. VOTING METHOD

- A. Shall be by written ballot. Qualified voters must have been a member in good standing for a period of not less than sixty (60) days prior to the election. Voting is restricted to the paid member, no substitutes shall be permitted.

Section X. ASSOCIATION ACTIVITIES

- A. All Association activities shall be approved by the Board of Directors.

Section XI. CONTINGENCY FUND

- A. The Board of Directors shall be permitted authorization to use up to five-hundred dollars (\$500) for emergency purposes. Amounts in excess of said amount will require authorization of the membership.

Section XII. INVENTORY

- A. An Inventory Officer shall be appointed from the Board of Directors to be responsible for conducting and reconciling the inventory.
- B. The Inventory shall be reconciled each year at the December meeting. The timing is due to the elections, audits should be done before the elected assume office.

1. Sequentially numbered property stickers shall be attached to each piece of Association property with the exception of fixed assets herein defined as having definite size and shape, are used in operations of the Association, and are not intended for sale to customers.
- C. He/she will promptly report any anomalies in the inventory to the Board of Directors.
- D. Use of Association property off of Association grounds must be approved by the Inventory Officer in advance and a Association member must sign for it.
 1. The Association member signing for property is held responsible for its return in good working order and will be charged with its replacement if not returned.
 2. Borrowing/using Association property may be restricted due to a conflict of need.
- E. Inventory will be completed using the appropriate Form A_01_2010inv found in the appendix.

Section XIII. PROJECTS

- A. Present a diagram of proposal, if applicable.
- B. Be specific with requests ie. Cost per unit, number of units, extended costs per item.
- C. For emergency approval the President is to call each member of the Board of Directors and explain the need and get a verbal approval from each or from a quorum (ie. three (3) people).
- D. Document for project proposal will be completed using the appropriate Form A_02-2014proj found in the appendix.

Section XIV. BUILDING FUND

- A. Annually on December 31, the treasurer shall determine the income, minus the expenses to determine the profit or loss for the year. Following this determination, in the event of a profit, twenty-five percent (25%) is to be placed into the building fund for future use of the Association.

$$\text{INCOME} - \text{EXPENSES} = \text{PROFIT/LOSS}$$
- B. While profit or loss is to be determined at the end of the calendar year, the twenty-five percent of the profit is not to be placed into the building fund until 30 June of the next year. This will insure that there are enough funds to get through the rest of the winter.

Section XV. AMENDMENTS

- A. These above Policies and Procedures shall be examined for needed changes no longer than every two (2) years from the date of adoption. They may be revised as needed prior to that time period.
- B. These policies and procedures may be amended by a majority vote of the Board of Directors; provided that said amendment(s) shall have been submitted in petition form and presented to the general membership for comments.
- C. Those desiring to present an amendment should do so on the required form in the appendix A_10-2010rpc.

APPENDIX

1. General Association Rules	A_02-2014gar
2. Indoor Range Rules	A_02-2014irr
3. Outdoor Range Rules	A_02-2014orr
4. Inventory Form	A_10-2010inv
5. Project Request Form	A_02-2014proj
6. Request for By-Laws Amendment	A_01-2014rba
7. Request for Policies and Procedures changes	A_10-2010rpc
8. Waiver of Liability	A_08-2011waiv
9. Expense Reimbursement Form	A_02-2014erf

All forms are available on the Pardoe Sportsmen's Association website or by request submitted to the secretary

These Policies and Procedures have been duly voted on and adopted this day, May 12, 2014.

These Policies and Procedures have been duly voted on and adopted this day, March 11, 2013.

****Changes to the membership section only****

These Policies and Procedures have been duly voted on and adopted this day, June 11, 2011.