

# Logan's Ferry Sportsmen's Club

Approved Policies and Procedures Effective 5/23/2019

**To propose a change, see change process at the end of the document.**

## Policies and procedures defined by LFSC Bylaws on August 2, 2017:

Policies and procedures defined as existing by the Club Bylaws may not be rescinded as long as the Bylaw defining them exists. Only the values or limits may be changed

### **Bylaw Review Date**

Bylaw review by LFSC membership will normally begin in September

### **Junior Member**

A Junior Member who does not have their dues paid by December 31st of each year, shall be suspended until their dues are paid

### **Membership types are:**

Single, Family, Senior, Senior Family, Junior  
Board revision adopted August 9, 2017

### **Members in Arears**

The renewal period is from October 1 to December 31.

The methods for renewal are as follows: Renewals submitted by mail MUST be postmarked no later than December 31. If postmarked after December 31, the renewal will be returned. If placed in the Drop Box, mark name and drop date on the envelope. Renewals picked up after December 31 will be returned. Renewals may be given to the Membership Secretary at the October, November or December business meetings.

Board revision adopted April 16, 2018

### **Range Use Exceptions**

See Posted range rules

### **Senior Members**

The minimum age for Senior Membership is 62 as specified on the application or renewal form.

## Policies and procedures defined by the LFSC Board:

### **Child from Family Membership to Single Membership**

The orientation fee requirement is waived when a child who is part of a family membership turns 18 and applies for a membership within one year of turning 18.

Board revision adopted April 16, 2018

### **Confidentiality, Privacy & Cell Phone Usage**

Logan's Ferry Sportsmen's Club is a private social organization. Membership meetings are open to members and invited guests only.

Any discussion of club finances, business transactions including bids for contracts, policies and procedures, etc. are strictly confidential and not to be discussed with non-members or potential contractors. These matters are openly discussed at monthly meetings to fully inform members on

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matters that require their approval.

Recording of any club related meetings by cell phone or other devices is strictly prohibited unless authorized by the Executive Board. Cell phones must be on mute when attending club meetings. Anyone who needs to take a call may step out of the meeting. Board adopted July 17, 2018

### **Driver's License Check**

If there is a suspicion a person on the premises is using a borrowed membership card or gate key, the investigating member may ask to see the person's photo ID to verify membership. The investigating member may then proceed as appropriate.

Board adopted April 16, 2018

### **Guest Passes**

Must be a member for one year to apply. Guest passes are assigned to the member only. In family memberships the spouse or child cannot bring a guest. The LFSC Guest Pass is a privilege intended to be used as a way to introduce non-members to our facilities, and to introduce and/or promote shooting to others. We reserve the right to revoke a Guest Pass for abuse of the privilege.

Members are responsible for the safety and behavior of their guests. Guests must be on the same range with the member. Unsafe behavior or disregarding LFSC rules will result in the revocation of the Guest Pass and possibly Club Membership. In the event of Guest Pass and or Membership revocation there will be no refund.

Board adopted April 16, 2018

### **Supplemental 1 day Guest pass** Board adopted April 16, 2018:

1. You must have a current membership with Guest Privileges.
2. If you possess a Family Membership, only the main member, who is the individual with the "G" notated on their membership card, can bring a guest or use a Guest Day Pass.
3. You are limited to one additional guest for a specific day, for a total of two guests at that time. One with guest privileges, and one with Day Guest Pass.
4. Our bylaws prohibit the use of our facilities for the purpose of personal gain, so the Guest Day Pass or Guest Pass is not to be used for that purpose.
5. Requests should be submitted at least 1 day prior to the requested day of use.
6. Prior to arrival at the range, send an email to: [lfscmail@gmail.com](mailto:lfscmail@gmail.com) and include your name and membership number, and specific day and approximate time of arrival to the range. Please make email subject "Request Guest Day Pass" so we can prioritize the request. You'll receive an email acknowledgement to verify your request. You can print the email as your verification, and have it at the range in the event you're asked to verify individuals in your group.
7. Upon arrival, and prior to using any range, place \$15.00 in an envelope, preferably check or Money Order, and note on the outside of the envelope your Name, Membership Number, and date for Guest Day Pass to be used. Place the envelope inside the blue Drop Box located inside the clubhouse foyer.
8. Once you make the request, and you've received an acknowledgement, you owe the club \$15.00. If you decide not to bring the additional guest, and we're not given notice by emailing [lfscmail@gmail.com](mailto:lfscmail@gmail.com) prior to the date you've told us, you still owe the fee. This is the only way to audit who is and isn't paying the fee.

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9. As with the usual guest privileges, no guests are permitted to use the Indoor Range or any part of the 300 Yd. Range.

The above procedure is necessary for purposes of insurance and accountability of individuals on our property.

### **Late Membership Renewal** Board adopted April 16, 2018

If a membership renewal is received after the bylaw due date:

1. The member may renew their membership by attending an orientation session, paying the orientation fee, the initiation fee and membership fee
  - a. If the member has a gate key the gate key fee will be waived
  - b. A sponsor is not required
  - c. Orientation sessions are from January to June
2. If a membership has not been renewed by June the member **must** join as a **New Member** paying all fees and having a sponsor. If the late renewing member has a gate key the gate key fee is waived.

Board revision adopted April 16, 2018

### **Limiting Membership**

The board has the right to limit the total membership. Board adopted July 17, 2018

### **Membership Joining Process**

Orientation sessions are held the last Wednesday of the month in the months of December and January to June and are limited to a number of applicants determined by the board as beneficial to the club; applicants will be accepted into each orientation session based on their order of application to the LFSC. Board adopted July 17, 2018

An applicant for membership must attend one of the next three business meetings after the orientation date to complete the joining process.

Board adopted April 16, 2018

### **Signs and Postings on the LFSC access road.**

LFSC related postings may only be authorized and made by the LFSC Board. Board adopted July 17, 2018

### **Signs and Postings on LFSC Property**

1. May only be authorized and made by the LFSC Board or its designated representatives responsible for an activity; such as Committee Heads for their respective events and Safety Officers.
2. Members may post notices of items or events (with expiration dates) consistent with LFSC interests, goals and policies on LFSC provided bulletin boards in the Club House and any other bulletin board established by the LFSC Board. Board Adopted July 17, 2018

### **Sympathy and/or Get Well Cards**

The Recording Secretary shall only send sympathy and/or get well cards as appropriate; to a member, a member's spouse, partner or significant other as well as any children under 18 years of age when informed by a club officer or member of the club. Board adopted July 17, 2018

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### Method to change/adopt a policy or procedure. Board revision adopted April 16, 2018;

1. A LFSC Board member or LFSC member may propose a change in policy or procedure. The change must be submitted in writing to the LFSC Policies and Procedures Committee.
2. The LFSC Policy and Procedure committee will review the proposed change
  - a. Identify submitter's perceived benefits or risks to the club
  - b. Identifies any conflict with existing Bylaws or Policies and Procedures
  - c. Conducts research of the proposed change if necessary
  - d. The Policy & Procedure committee must present all reviewed proposed changes to the LFSC Board during each Board meeting with their recommendation along with a list of any proposed changes received and under review by the committee
3. The LFSC Board reviews the proposed change and
  - a. Identifies Benefits and or risks to the club
  - b. Recommends for
  - c. Recommends against
  - d. Recommends a more suitable approach
  - e. Recommends the proposal should be researched and resubmitted
4. A majority vote by the board is required to approve or reject the change
5. Present the approval or rejection to the membership at the next business meeting
6. The Policy and Procedure committee will present a review of current policies and procedures and identify potential changes to be considered by the LFSC Board

### **Members violating the rules**

Members access to the Logan's Ferry Sportsmen's Club facilities, ranges, or a specific range may be suspended for violation of LFSC rules.

The President may initiate the suspension:

1. when notified of the rules violation
2. when the violation is observed

The suspension will be in effect until discussed:

1. with the member and sponsor
2. with the sponsor
3. with the member
4. with one or more Executive Board members to resolve the issue.

Continued rules violations may result in permanent suspension from use of the range where the violation occurred, multiple ranges, all ranges or all LFSC facilities.

### Version History

1. Created by Bylaw Change
2. August 9, 2017 – Board defined revision process
3. April 16, 2018 Revision
4. July 17, 2018 Revision
5. May 23, 2019 Revision