

**Fredericksburg-Rappahannock Chapter  
Izaak Walton League of America  
Bylaws**

**Attachment A – Operational Policies baseline version, approved November 5, 2014  
with  
approved change 1, July 30, 2015  
approved change 2, July 5, 2016**

The Operational Policies reflect key decisions to further define Chapter operations as implied in the Bylaws. The policies are organized to each major Article and Section in the Bylaws.

**1. Bylaws ARTICLE I: MEMBERSHIP AND DUES**

Section 3

Item 1: Dues

- Annual Membership is valid from January 1 through December 31<sup>st</sup>.
- Annual dues shall be:
  - Individual Membership: \$75.00
  - National Life Membership requires an initial payment of \$1,000 fee to National; thereafter \$35.00 for individual and \$40.00 for National Family Life Membership
  - Family Membership: \$100.00
  - Student Membership: Not available at this time.
  - Senior Citizen Membership: \$65.00 Individual or \$90.00 for Senior Citizen Family Membership. This membership is no longer available except to those who are currently covered under this membership.
  - New Membership Applicant: \$300.00 Initiation fee, plus annual dues
  - Annual Shooters Fee: \$10.00 per member
- The Chapter portion of the New Membership dues received after September 30<sup>th</sup> will be prorated monthly for the remainder of the year.
- When the Family Membership includes children under the age of 18, living at the same address, the gate code access and Member voting are restricted to the two adults over the age of 18.

Item 2: Late Dues

- Membership dues received after December 31<sup>st</sup> requires an additional late fee payment of \$20.00.

Item 3: Prospective Member Sponsor Responsibilities

- The Prospective Member Sponsor must be a member in good standing for the past 12 months
- Sponsor responsibilities include:
  - Describing and encouraging the prospective member to review Bylaws and Operational Policies, Range and Ground rules of the Chapter
  - Describing new member requirements, including initiation fees, member dues, participation in Chapter Orientation, and Chapter service policy

- Describing date/time, fee payment, appropriate attire, and process for initial Chapter Meeting
- Attending initial Chapter Meeting with Prospective Member
- Encouraging the new Member to participate in the first available Chapter Orientation
- Encouraging new Member to participate in work days or conservation efforts to meet the first year membership requirements
- Explaining that the ranges are not used for tactical practice and/or rapid fire shooting

#### Item 4: New Member Requirements

- A prospective New Member must meet with Membership Committee composed of two Directors and one At-Large Member for the purpose of ensuring understanding of Chapter New Member Requirements.
- New Member Requirements:
  - New Members may not vote during their initial meeting.
  - New Members are required to attend a Chapter Orientation, usually scheduled the Saturday after the Chapter Membership Meeting, prior to receiving gate code/grounds access.
  - Upon successful completion of a Chapter Orientation, the Membership Director shall furnish the Member with credentials and gate access.
- Additional Requirements for First Year of Membership
  - New Individual Members are required to perform 20 hours of service to the Chapter within twelve months of application submission or immediately pay a \$150.00 fee. If the fee is not paid, the Member will be immediately expelled from the Chapter.
  - New Family Memberships are required to perform 40 hours of combined service to the Chapter within twelve months of application submission or immediately pay a \$300.00 waiver fee. If the fee is not paid, the Members will be immediately expelled from the Chapter.
  - In cases of extreme hardship or unforeseen circumstances, the Member may appear before the Board of Directors for resolution.

### Section 5

#### Item 1: Misconduct

- Misconduct is described as any written, verbal or non-verbal behavior that threatens or significantly offends another Member or guest. An ethical misconduct is an inappropriate use of Chapter financials and/or resources for personal use or gain. Misconduct is also used to describe rules violations.
- All misconduct charges are reviewed by the Board of Directors at a closed meeting upon receipt of a written statement to determine the severity of misconduct, fact finding, compliant validation and appropriate response.
- Members involved with the misconduct may be invited to the closed meeting.
- The Board of Directors has sole discretion for sanctions, suspension, or membership revocation as deemed appropriate.

## Item 2: Written Statement

- A written statement is required to describe the misconduct, including date and time, and is signed by the offended Member or guest. Witnesses of the alleged misconduct may also sign the written statement.

## 2. Bylaws ARTICLE II: MEETINGS

### Section 1

#### Item 1: Time of Chapter Membership Meetings

- Monthly Chapter Membership Meetings shall start at 7:00pm unless otherwise specified by electronic communication on the Chapter website calendar or email and printed notice posted at the Chapter House.

## 3. Bylaws ARTICLE III: BOARD OF DIRECTORS

### Section 1

#### Item 1: Time of Board Meetings

- Regular Board Meetings are generally held the Monday before the Chapter Membership meeting, starting at 6:30 pm. These meetings are open to all Members, unless previously identified as a closed meeting.

#### Item 2: Board Meeting Records

- The Board Meeting proceedings including motions, decisions, and voting shall be documented by the Chapter Secretary through meeting minutes.
- All minutes of open Board meetings shall be available in hardcopy format for review upon request.
- New Operational Policies shall be identified and posted in accordance with Bylaws Article X Section 4.

### Section 4

#### Item 1: Special Meetings

- Special Board of Directors meetings may be open or closed to membership

#### Item 2: Closed Meetings

- The Board of Directors may convene closed meetings as required to perform sensitive Chapter Business, such as personal or disciplinary actions.
- The Board of Directors may invite individual Member or Members to a closed meeting for the purpose of conducting the business of the closed meeting.
- Closed Board of Directors Meetings shall be documented by the Chapter Secretary.
- Records of closed Board of Directors meetings may not be released to Membership without concurrence from the Board of Directors.

## 4. Bylaws ARTICLE IV: DIRECTORS

For this article, no operational policies have been identified to date.

## **5. Bylaws ARTICLE V: CHAPTER OFFICERS**

### Section 3

#### Item 1:

- The Virginia State Commission Corporation (SCC) Tax Exempt filing is the responsibility of the President, but may be delegated.

## **6. Bylaws ARTICLE VI: REMOVAL OF CHAPTER DIRECTOR OR OFFICER**

For this article, no operational policies have been identified to date.

## **7. Bylaws ARTICLE VII: ELECTIONS AND NOMINATING COMMITTEE OPERATIONS**

### Section 3

#### Item 1:

- Each position. Officer, or Director, is considered an individual, separate position and shall be treated as such during the nomination and election process. There are no “at large” Director positions. An incumbent Director who informs the Nominating Committee that they desire to run for their position will be automatically nominated by the Nominating Committee.
- A Director may be elected for a one year term when necessary to maintain a balanced number of Directors elected each year.
- Elections will normally be by a single, written ballot.
- For election, all positions require a majority affirmative vote by the Members present at the August membership meeting.

## **8. Bylaws ARTICLE VIII: COMMITTEES**

### Section 1

#### Item 1: Standing Committees

- The Chapter Standing Committees include:
  - Finance Committee
  - Membership Committee
  - Nominations Committee
  - Fundraising Committee
  - Conservation Committee
  - Range Management Security & Range Safety Officers Committee
  - Communication Committee (including Chapter Website, Newsletter Reminder, Chapter Facebook, and Dog Mart Facebook)
  - Safety Committee
  - Dog Mart Committee
  - Family Activities Committee

- Pond Management Committee
- Grounds Maintenance Committee
- Building Maintenance Committee
- Food Coordinator Committee
- Chapter Store Committee
- Strategic Planning Committee

Item 2: Responsibilities of Committee Chair

- Committee Chairs are required to document their annual plan and budget and submit it to the Board of Directors (through the Finance Committee) no later than October 1<sup>st</sup> for the following calendar/fiscal year.
- Committee Chairs are required to provide a written and verbal report to the Board of Directors at least quarterly on activities accomplished since their last report. The report must include budgeted and actual expenditures.
- Committee Chairs shall meet and collaborate with their committee members as needed to perform the business of the committee as stated in their plan
- Committee Chairs are authorized to spend funds to their approved levels and as scheduled in their approved budget without Board of Directors approval. Receipts are required for expenditures.
- Any increases to the budget (over \$100) or schedule change must be approved by the Board of Directors before initiating committee action.

Item 3: All Onsite and Offsite Chapter Special Events shall be coordinated through the Chapter Event Committee/Chapter President and with concurrence of the Board of Directors.

Item 4: All communications regarding the Chapter activities shall be reviewed by the Communications Committee prior to release to the Chapter Membership and/or public, including all Special Events, email Reminders, Newsletters, Websites, Facebook, and Twitter.

## 9. Bylaws ARTICLE IX: FINANCES

### Section 1

Item 1: Budget

- The Finance Committee shall draft an annual operating budget using the following timeline and process:
  - No later than October 1<sup>st</sup>: Board of Directors and Committee Chairs submit a written budget plans and justification to the Finance Committee
  - No later than November 20<sup>th</sup>: The Finance Committee completes review of requests and submits a budget plan to Board of Directors for review and approval
  - December Board of Directors Meeting: The Board of Directors approve the Budget by majority vote
  - February Chapter Membership Meeting: The Finance Committee briefs the Board-approved budget during the regularly scheduled Chapter Membership Meeting. This Budget is approved by the membership with majority vote of

members present.

Item 2: Financial Review

- The Finance Committee shall perform a quarterly review of Chapter Financials
- Annually, in February, the Finance Committee shall appoint an individual to review and report the status of Chapter financials to the Board of Directors at the March Board Meeting. Results of the review are available upon request.

Item 3: Signature Authority

- The Chapter President, Vice President and Treasurer shall maintain signature authority for checks, opening credit cards, and electronic funds transfers.

Item 4: Credit Cards

- The Chapter maintains the following credit cards:
  - Quarles – to be used for Gas.
  - VISA with a limit of \$1,000 – to be used for Chapter incidental and operational items of nominal value.
  - COSTCO
- Committee Chairs may also use credit cards for Chapter purchases to perform committee activities as long as the charges do not exceed approved budgets.
- All credit cards are for Chapter use only. Any personal expenditure on Chapter credit cards is considered ethical misconduct.

Item 5: Three Year Strategic Plan

- The Strategic Planning Committee is responsible for developing an evolving three year Strategic Plan for the Chapter.

## **10. Bylaws ARTICLE X: OPERATIONS**

### Section 3.

Item 1: Range and Grounds Rules

- This operational policy adopts and enforces the rules associated with the following:
  - Pistol, Rifle, and Shotgun Range Rules dated: September 15, 2014
  - Chapter House and Grounds Rules dated: June 7, 2001

Item 2: Gate Access

- Gate access is updated annually on January 31<sup>st</sup>

Item 3: Chapter House Access

- Members of the Board of Directors have keys for the Chapter House.
- A lock box containing a door key has been established which allows the Range Safety Officers to enter the building while they are on duty.

Item 4: Guests

- A guest is anyone who does not hold an Individual, Student, Senior, or Family Membership as defined by the Bylaws.
- Children of Family Members as defined in the Bylaws must be accompanied by an Adult Family Member while on Chapter Grounds.
- No more than 10 guests may accompany a Member at any one time without written approval by the Events Coordinator and documented in records by the Chapter Secretary.
- All Chapter Guests, over the age of 18, are limited to three visits per year to the ranges. More than three visits per year by the same guest must have approval of the Range Chairman. If the three visits per year are exceeded, without approval of the Range Chairman, the Chapter Member may be asked to appear before the Board of Directors.
- Members shall sign in their shooting range guests who are not immediate family members. The guest sign-in book will be located in the entry booth at the gate.
- Individual or Family Membership are allowed a maximum of two guests on the ranges per visit.
- Only Members with a Mobility Disability Concern may apply to get a signed Limited Board Approval Pass, to give a Guest their Gate Code. The Pass enables a Guest to assist the Member in entering to the chapter grounds. The Pass will be provided by the Membership Chairman.

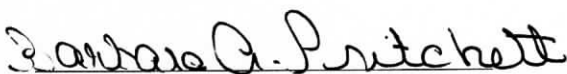
**11. Bylaws ARTICLE XI: AMENDMENTS**

For this article, no operational policies have been identified to date.

The forgoing Operational Policies were reviewed, approved and adopted by the Chapter on the 6<sup>th</sup> day of November 2014 and changed on July 30, 2015 and July 5, 2016.

  
Chapter President

  
Chapter Vice President

  
Chapter Secretary

  
Chapter Treasurer