

**PATHFINDER FISH AND GAME CLUB**

**RULES, POLICIES AND OPERATING GUIDES**

**Approved Sept 8, 2025**

## **1. Preface**

- a. The "Rules and Operating Guide" (ROG) serves to supplement the Constitution and By-Laws. While the Constitution and By-Laws outline the fundamental governing framework, the ROG provides detailed guidance on the day-to-day operations of the club. In case of any conflicts between the two documents, the Constitution and By-Laws shall take precedence over the ROG.
- b. As operational needs evolve due to changing technology and circumstances, the ROG will be treated as a living document. Updates and changes will be made through a streamlined process to ensure that the guide remains current and relevant.

## **2. Change / Revision Process**

- a. Changes, additions, or deletions to the ROG can be made using one of two methods: a page replacement method or a full document revision. Each revision of the document will be assigned a revision date, which will be updated with each full revision. For page replacements, the revision date will be noted in the footer of the affected pages.
- b. Any changes or full revisions to the ROG must be approved by a majority vote at a single Board meeting. Both the Membership and the Board will be promptly informed of any changes made to the ROG.

## **3. Tiered Rules and Guidelines**

- a. To clarify decision-making authority, all rules and guidelines will be categorized into specific Tier levels. These tiers are designed to balance empowering the general membership with providing the Board the ability to effectively manage the club. Tier levels will be assigned conservatively and are under the sole authority of the Board.
- b. For clarity, rules and guidelines related to pricing will always be assigned as Tier 2 since they fall under the Board's responsibility for managing the club's operations.

## **4. Tier Levels**

- a. **Tier 1**  
Rules and guidelines classified as Tier 1 require approval from both the Board and the General Membership. A majority vote from both groups is necessary for these changes to take effect.
- b. **Tier 2**  
Rules and guidelines classified as Tier 2 require only Board approval. A majority vote of the Board is sufficient for these changes to be enacted.

## Record of Revision

Revision #	Summary of Changes	BOD meeting date	General Membership meeting date	Approval Signature
<b>1</b>	New rule book format and senior membership pricing reviewed at July 2022 BOD and Membership meeting along with the By-Law revision. Changes to the Membership, Guest, and Clubhouse Rental sections approved at the Aug 2022 BOD meeting	7/13/2022 8/22/2022	7/11/2022	
<b>2</b>	Page replacement of membership and Senior Membership Pricing, Guest and Club House Rental Sections	12/12/2022	N/A	
<b>3</b>	Full Revision of Document, incorporating all previous changes and adding Operating Guidelines for Chairpersons & Officers	9/8/2025	9/10/2025	

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# **Rules**

## **Memberships and Senior Membership Pricing (Tier 2)**

### **1. Application Requirements**

- a. All new member applicants must be prepared to present a valid photo ID when submitting their application.
- b. Applications for new members must be completed fully; incomplete applications will not be processed.
- c. Renewals may be conducted by mail, phone or in person.

### **2. New Member Orientation**

- a. New applicants are required to attend a Pathfinder new member orientation course before gaining membership.
- b. Annual dues must be paid on or before the day of the orientation.
- c. ID cards will be issued upon completion of the orientation.

### **3. Acknowledgment of Rules**

- a. Members must sign their application to confirm that they have read, understood, and agreed to abide by club rules.
- b. Violations of these rules may result in disciplinary action by the Board of Directors (BOD).

### **4. Junior Memberships**

- a. Junior membership is available for individuals aged 12 through 17.
  - i. If a junior member turns 18 during the calendar year, they will remain a junior member until the end of the calendar year.
  - ii. If a junior member wants to upgrade their membership to a Full Member, they can do so by paying the difference in membership price.
- b. Applicants can provide a school ID or have a parent/guardian present during the application process.
- c. The parent/guardian or sponsor must be an active club member. Group sponsorship by a single member is not allowed.
- d. Junior members do not have voting rights.

### **5. Membership Dues**

- a. Membership dues amounts are determined by the BOD.

- b. Membership pricing is based on the applicant's age at the time of payment and is not prorated.

## **6. Special Discounts**

- a. **Active Duty Military:** Membership dues are 50% of the regular membership price.
- b. **Senior Membership:** Members aged 65 or older are eligible for a half-price membership renewal fee starting at age 65. New members aged 65 or older become eligible for this discount in their second year of membership.
- c. First-year members are not eligible for discounts, except for active-duty military.

## **7. Joint Memberships**

- a. Couples applying for joint membership must both be present and complete individual membership applications.
  - i. Discounts do not apply for new members. Discounts only apply to renewals.

## **8. Membership Cards**

- a. Lost or damaged membership cards will be replaced for a \$15 fee after the member's status is verified in the club's database.

## **Guests (Tier 2)**

### **1. Sponsorship and Accompaniment**

- a. All guests must be sponsored and accompanied by an active club member while using the Clubhouse, Archery, Trap, Skeet, 5 Stand, or Rifle/Pistol ranges.
- b. Guests on the Sporting Clay's course must receive a Count Up card from the clubhouse, prior to entering the field.
  - i. Collateral must be left behind in order to receive the Count Up card.

### **2. Guest Sign-In**

- a. Guests who are consuming alcohol from the club bar must sign the guest book located just inside the club entrance.
- b. The sponsoring member is responsible for ensuring their guest signs the guest book.

### **3. Junior Members**

- a. Junior members are not permitted to sponsor guests.

### **4. Guest Limit**

- a. Each member is limited to sponsoring up to four guests on the shooting ranges.



## **Clubhouse / Archery Room Rental (Tier 2)**

### **1. Eligibility**

- a. The clubhouse and archery room may be rented by club members only.
- b. Law enforcement agencies may also rent the facilities for training purposes.

### **2. Rental Fees**

- a. Use of the clubhouse/archery room: \$50.00.
- b. Use of the clubhouse/archery room with access to the kitchen: \$100.00.
- c. Special Event Use area may be rented by Law Enforcement or similar agencies: \$75 per day and donations above are acceptable.

### **3. Responsibilities of Renters**

- a. Renters must remove all decorations, clean the space, and return it to its original condition.
  - i. This includes resetting tables and chairs, clearing the floor, and disposing of all garbage.
- b. Heating must be turned down, lights turned off, and doors locked before leaving the premises.
- c. The reserving member is responsible for arranging access to the clubhouse on the day of the event, by contacting a Board Member or Club Officer

### **4. Damage and Replacement**

- a. Any club property that is damaged or broken during the rental must be replaced at the renter's expense.

### **5. Alcohol Policy**

- a. Alcohol may be purchased at the club bar during the event.

### **6. Booking and Priority**

- a. The first member to book the room has priority for the selected date and time.

### **7. Guest Rules**

- a. All non-members attending the event must follow the club's guest rules.

## **Borrowing Club Property (Tier 2)**

### **1. Eligibility**

- a. Only club members are allowed to borrow club property.

### **2. Before Borrowing**

- a. Check the club calendar to ensure the item is not needed for club activities during the borrowing period.

### **3. Borrowing Process**

- a. Fill out the borrowing ledger located at the bar.
- b. Record the following details:
  - i. Item being borrowed.
  - ii. Date of borrowing.
  - iii. Borrower's name and signature.
- c. Upon returning the item, note the return date in the ledger.

### **4. Borrower Responsibilities**

- a. Items must be returned promptly and in a timely manner (48 hours).
- b. Return all items to their original location.
- c. Borrowers are responsible for replacing any lost or damaged items.

### **5. Exclusions**

- a. Motorized equipment, their attachments, tools, and garage items are not available for borrowing.

## **Operating Instructions for Club Tractors (Tier 2)**

### **1. Authorization and Training**

- a. Only members listed below, who have received an operator orientation from the Buildings and Grounds Chairperson, are authorized to operate the tractors.
- b. Operation of club equipment is a privilege and may be revoked by Club Officers, Board Members, or Chairpersons if misuse is suspected.
- c. Members considered for operation must already be familiar with the tractor and possess prior operating experience.

### **2. Access and Use**

- a. Keys will only be provided to authorized operators.
- b. Club Tractors may be used exclusively for club-related purposes; personal use is strictly prohibited.

### **3. Operational Responsibilities**

- a. Authorized operators must perform daily maintenance checks prior to use, including but not limited to:
  - i. Engine oil levels, Transmission oil levels, Tire pressure.
- b. Tractors are primarily to be used for:
  - i. Mowing, Brush cutting, Snow removal, operating forks for target or trap machine manipulation.
- c. Loader buckets are intended for handling loose or lightweight materials and must be used accordingly. A ballast weight may be applied to the rear of the tractor when lifting heavy loads.

### **4. Care and Maintenance**

- a. Operators must restore the tractor to a clean and well-maintained condition after use.
- b. Activities such as bulldozing or bushwhacking that could damage the hood or undercarriage must be avoided.

### **5. Reporting and Accountability**

- a. All damage, regardless of severity, must be reported immediately to Club Officers.

- b. Operators are personally responsible for adhering to these rules and ensuring safe use of the equipment.

## **6. Acknowledgment**

- a. By signing below, members confirm they have read, understand, and agree to comply with these operating rules.

User Sheet - Club Tractors

Print Name	Sign Name	Kubota / Mahindra	Approved by	Date

## **Operating Rules for Kubota UTV (Tier 2)**

### **1. Authorization and Training**

- a. Only members listed below, who have completed an operator orientation with the Buildings and Grounds Chairperson, are authorized to operate the UTV.
- b. Operation of the UTV is a privilege and may be revoked by Club Officers, Board Members, or Chairpersons if misuse is suspected.
- c. Keys will only be issued to authorized operators.

### **2. Permitted Use**

- a. The UTV is strictly for club purposes; personal or recreational use is prohibited.
- b. Approved cargo for the UTV bed includes targets, trash barrels, boxed items, or similar materials that will not damage the bed or fenders.
- c. Use of the UTV to pull a trailer is allowed for items that could damage the UTV bed, such as firewood, lumber, or scrap metal.
- d. The UTV is not to be used as a dump truck.

### **3. Operational Responsibilities**

- a. Operators must perform daily maintenance checks before use, including but not limited to:
  - i. Engine oil levels, Transmission oil levels, Tire pressure.
- b. Operators are responsible for ensuring safe and proper use of the UTV at all times.

### **4. Care and Maintenance**

- a. Operators must return the UTV in a clean and well-maintained condition after use.
- b. Any damage, regardless of severity, must be reported immediately to Club Officers.

### **5. Acknowledgment**

- a. By signing below, members confirm they have read, understood, and agreed to comply with these UTV operating rules.

Sign up sheet for Kubota UTV

Print Name	Sign Name	Approved by	Date

## **Clubhouse Access (Tier 2)**

### **1. Access Control**

- a. The Club President shall have the primary responsibility for implementation of the following policy on club access.
  - i. BOD (Officers & Directors) shall be granted club access for the period of their active duty.
  - ii. Club Members, if actively conducting club duties that require access, may also be granted access while performing such duties.
  - iii. Access granted under qualification to the above criteria shall be removed when individuals no longer meet the criteria for access.
  - iv. Annual review of access permissions shall be conducted.



## **Hunting Club Property**

### **1. Eligibility Requirements**

- a. Must be a member (NO GUESTS) in good standing with a minimum of 5 consecutive years and must have documented volunteer hours (20 hours for the calendar year). This is for the member to document and initialed by an officer, board member or chairperson. (Members responsibility).
- b. The Board shall appoint a point of contact for coordination of this policy and orientation.

### **2. Compliance with Laws**

- a. Hunters are required to obey all applicable State and Federal laws
- b. Hunters must remain on Club property unless they have explicit permission to hunt on adjoining properties.

### **3. Identification and Documentation**

- a. Hunters must have their Club Membership card, hunting license and hunting card with them and present them upon request.
- b. Any hunter failing to provide the required cards and licenses will be asked to leave the property.
- c. Non-members found hunting on Club property will be reported to law enforcement (Members Only).
- d. When hunting on Club property, card holders must sign in each day, providing the following information.
  - i. Record your license plate number and which zone you will be hunting, on the sign up sheet, which will be hung outside the main clubhouse door.

#### 4. Safety / Field Rules

- a. One hunter per hunting zone at a time. First come, first choice - on a daily basis (See attached zone map).
- b. Shooting sports take precedence over hunting. Weather permitting, if Sporting Clays is open during hunting season, hunters must be aware of shooting and leave the area.
- c. No hunting immediately down range of the Special Events Area, Pistol/Rifle Ranges and the 5 Stand, Trap & Skeet Ranges.
- d. Hunters must wear "Hunter Orange" while hunting on the property. Archery hunters must wear "Hunter Orange" to and from their tree stands. (Not required once in the tree stand). **Note: Hunters not complying with this rule will have their hunting card revoked.**

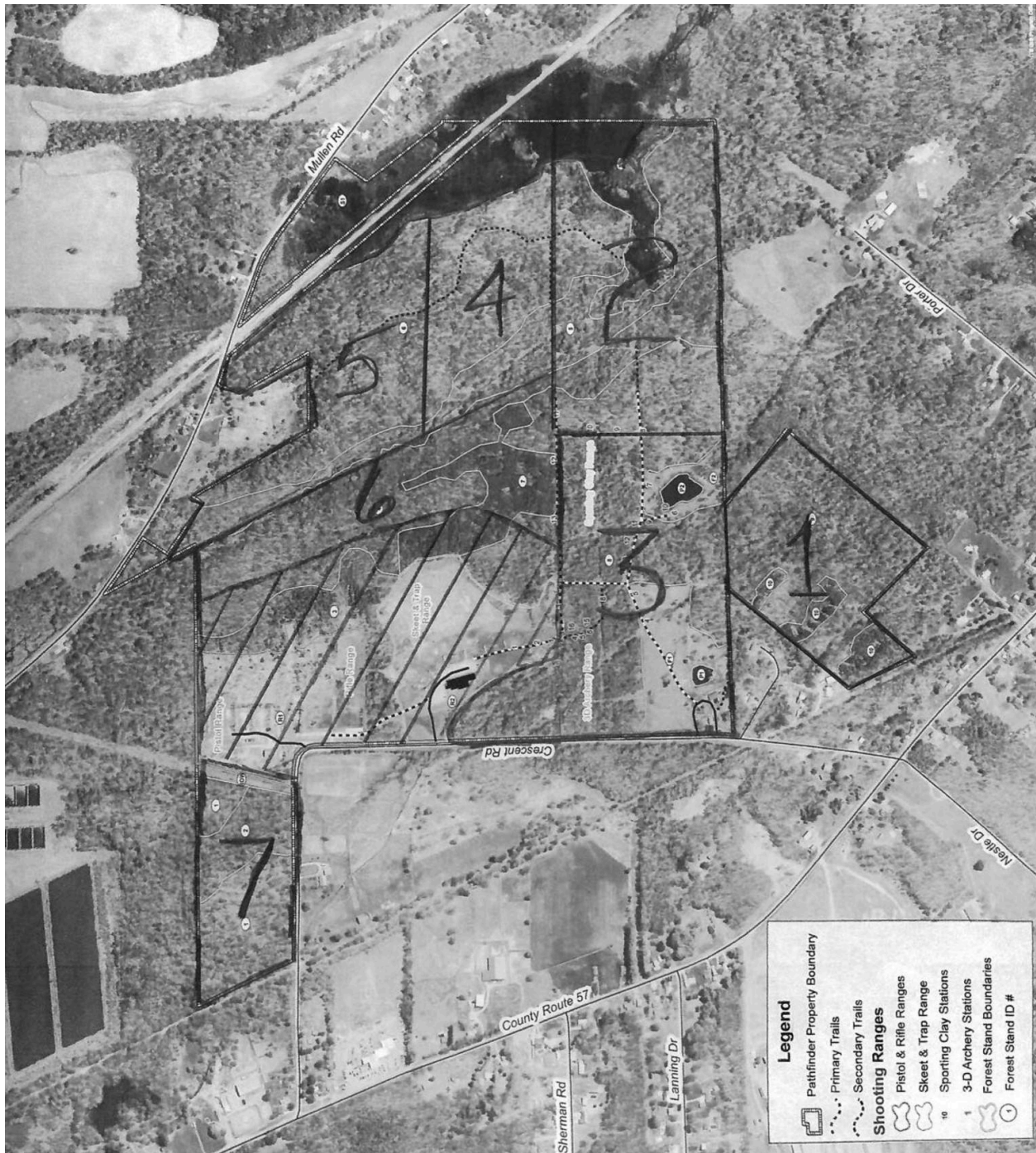
#### 5. Tree Stands

- a. Limit of 2 tree stands per member on Club property
- b. All tree stands must be climbers, ladder stands or hanging stands.
- c. Screw in steps, permanent stands (Home built) are not allowed on club property. (Screws and nails are prohibited)
- d. Tree stands must have the owner's name and phone number on the tree stand.
- e. Permission must be obtained prior to using someone else's tree stand.

#### 6. Junior Members

- a. Junior member who meet the required volunteer hours are eligible for a hunting card and must have a valid NYS hunting license.
- b. Junior members must be accompanied by an adult (18 or older) that is a member and has a **CLUB HUNTING CARD** and a valid NYS hunting license.

## Hunting Club Zones



## **General Range Rules (Tier 2)**

### **1. Age Restrictions**

- a. No one under the age of 12 is permitted on any firearm range.
- b. Junior members must be accompanied by an adult member at all times while on the ranges.

### **2. Special Events Area**

- a. The special events area is reserved for designated activities and is not available for general membership use.

### **3. Protective Equipment**

- a. Eye and ear protection are MANDATORY for everyone, including participants, referees, spectators, scorers, trap personnel, and pullers, on all ranges.

### **4. Alcohol Policy**

- a. Alcoholic beverages are strictly prohibited on all firearm ranges.

### **5. Range Hours**

- a. **Monday through Saturday:** 8:00 AM – Legal Sunset
- b. **Sunday:** 9:00 AM – Legal Sunset

### **6. Range Access**

- a. The ranges are exclusively for active members and their invited guests.

### **7. Safety Practices**

- a. Adhere to safe gun handling rules at all times.

## **Rifle Range Rules (Tier 2)**

### **1. Downrange Safety**

- a. When someone is downrange, firearms must not be handled.
- b. All firearms must remain unloaded chamber and magazine, action open, before the person leaves the covered area.

### **2. Muzzle Control**

- a. Always ensure the muzzle is pointed in a safe direction.
- b. Accidental discharges must not result in a projectile leaving the property.

### **3. Shooting over the berm is strictly prohibited.**

### **4. Permitted Firearms**

- a. The range is designated for rifles, shotguns, and handguns in rifle calibers only.
- b. Shotgun shells with shot may only be used on targets specifically designated for patterning shotguns (e.g., snow fence).

### **5. Target Rules**

- a. Shoot only at paper targets mounted on the plywood backing; do not attach targets to structural framing.
- b. All targets must be positioned with a berm behind them.
- c. Do not shoot across the range; shoot down your designated lane.
- d. No shooting is allowed at distances less than 25 yards.

### **6. Shooting Conduct**

- a. All shooting must be done from the benches.
- b. Maintain a safe and controlled rate of fire.
  - i. Rapid fire (no more than 5 rounds at a time) is not allowed on the range.
- c. The following are prohibited as targets:
  - i. Glass, Cans, Exploding targets, Metal targets, or Ground placed target.

### **7. Clean-Up**

- a. Remove all targets and debris when finished shooting. Dispose of trash properly in designated garbage receptacles.

- b. All members and guests are expected to police (clean up) their spent brass

#### **8. Safety Interventions**

- a. If you observe an unsafe action, politely introduce yourself and point it out.
- b. If the individual is uncooperative or resistant, notify a club officer immediately.

#### **9. Guest Use and Payment**

- a. For all range guests, complete a range envelope and deposit it in the clubhouse dropbox.

## **Pistol Range Rules (Tier 2)**

### **1. Downrange Safety**

- a. When someone is downrange, firearms must not be handled.
- b. All firearms must remain unloaded chamber and magazine, action open, before the person leaves the covered area.

### **2. Muzzle Control**

- a. Always ensure the muzzle is pointed in a safe direction.

### **3. Shooting over the berm is strictly prohibited.**

- a. Firearms must not be pointed in any direction where an accidental discharge could result in a projectile leaving the property.

### **4. Permitted Firearms and Ammunition**

- a. The pistol range is for handguns only.
- b. Rifles, shotguns, and rifle-caliber handguns are not permitted.
- c. Steel targets must not be used with:
  - i. Rifle calibers, Magnum load or Armor-piercing rounds
- d. Loads that could damage club property (e.g., target plates) shall not be used.

### **5. Target Rules**

- a. Only paper targets are permitted for backer boards.
- b. Targets must be mounted on the plywood backing, not on structural framing.
- c. Do not shoot across the range; always shoot down your designated lane.

### **6. Shooting Conduct**

- a. All shooting must be conducted from the benches.
- b. Drawing from a holster (e.g., for tactical practice) is prohibited on the pistol range.
- c. Maintain a safe and controlled rate of fire.
- d. The following are prohibited as targets:
  - i. Glass, Cans, Exploding targets, Metal targets, or Ground placed targets

## **7. Clean-Up**

- a. Remove all paper targets and dispose of them properly in the trash.
- b. Ensure the range is left clean and orderly after use.
- c. All members and guests are expected to police (clean up) their spent brass

## **8. Guest Use and Payment**

- a. For all range guests, complete a range envelope and deposit it in the clubhouse dropbox.



## **Archery Range Rules (Tier 2)**

### **1. Sign-In Before Shooting**

- a. **Electronically:** If you have purchased the annual/unlimited archery range fee option.
- b. **On-Paper:** At the bar or by using the yellow archery envelopes.

### **2. Pay to Shoot**

- a. If you purchased the annual/unlimited archery range fee option, no additional payment is required.
- b. If you have not purchased the annual fee, please pay at the bar or use the yellow archery envelopes. The fees are listed on the envelopes.

### **3. Target Points**

- a. Only Target Points are allowed at Pathfinder ranges.
- b. If you wish to shoot broadheads or practice with broadheads, please bring your own target butt and set it up at the outdoor range, to the side of the club's target butt, at the appropriate distance.

### **4. Crossbow Use**

- a. **Crossbow Operation:** After cocking the crossbow, point it at the target before loading the arrow, then shoot the arrow. Do not "wave" a loaded crossbow around.
- b. **Crossbow Restrictions:**
  - i. Do not use crossbows on the outdoor (Morrell) bag targets, as the arrows may go right through.
  - ii. Do not use crossbows on 3-D targets, as the energy of the crossbow arrows melts the foam, which then solidifies, making it difficult to remove arrows without damaging the target.

### **5. Guests**

- a. You may bring up to four (4) guests to shoot with you; you are responsible for ensuring they act safely.

### **6. Guest Fees:**

- a. Guest fees are listed on the yellow envelopes. Payment can be made at the bar or using the yellow envelopes.

## **7. Youth under 12:**

- a. Youth under the age of 12 shoot for free, but an adult must stay with them to ensure safety.

## **8. Leagues**

- a. **Make-Up Shoots for League Members:** If you are shooting a make-up for a league, sign in either electronically or on paper at the bar. Do not pay at the bar or with the yellow envelopes; instead, pay your league's director.
- b. **Non-Members for League Make-Ups:** If you are shooting a make-up and are not a member of Pathfinder F&G Club, you are considered a guest and must be accompanied by a club member.

## **9. Indoor Archery Range**

- a. All shooters must shoot from the same line, from wall to wall.
- b. Ensure the overhead doors are closed to prevent anyone from walking into your shooting lane.
- c. If shooting beyond 20 yards, ensure the personnel door is locked and latched to prevent entry into your shooting lane.

## **10. Outdoor Archery Range**

- a. The shooting line is marked with metal tiles recessed into the ground. Locate the 20-yard tile, and the others will be in line to the left.

## **11. 3-D Targets/3-D Course**

- a. The annual/unlimited archery range fee does not apply to 3-D targets due to the cost of the targets.
- b. Everyone must pay to shoot 3-D targets. Fees are listed on the yellow envelopes.
- c. Only compound and traditional bows are permitted; crossbows are not allowed on the 3-D course.
- d. When retrieving arrows beyond a target, ensure you remain visible so that other archers do not shoot at the target while you are downrange.

## **Trap / Skeet / 5-Stand / Sporting Clays Range Rules (Tier 2)**

### **1. General Shotgun Rules**

- a. No shotgun larger than 12 gauge is permitted on the fields.
- b. Ammunition: Only target loads are allowed, with shot size no larger than 7 ½.
- c. All firearms must be unloaded with the action open until the shooter is in position at the shooting station.
- d. Never move from a station with a loaded firearm.
- e. Always check the barrel after any abnormal discharge.
- f. Pick up only your empties, and only after your squad's shooting has been completed.
- g. Shouldering or mounting unloaded shotguns is allowed on the fields, but must be done facing in a safe direction away from the clubhouse and other people.
- h. Fields shall be closed down according to posted instructions after shooting, and machines should be refilled.

### **2. Trap Field Rules**

- a. No one is allowed beyond the skeet houses while skeet shooting is in progress on other fields, unless the other fields are informed and stop shooting.

### **3. Skeet Field Rules**

- a. Do not walk in front of the low house window or any trap machine while the release mechanism is in the hands of the puller.
- b. Only one shell may be loaded on station 8 high house.

### **4. 5 Stand Field Rules**

- a. There are five shooting stations. Only one shooter is allowed at each station.
- b. Shooters may shoot 2 shots at a single target; if the target is broken on either shot, it is scored as dead.

## **5. Sporting Clays Field Rules**

- a. Only shotguns are allowed on the sporting clays course.
- b. Shooting may only occur inside the shooting stations, with only one shooter at a time.
- c. Shotguns must be unloaded and actions open at all times, except when standing on the shooting station and ready to shoot, at which point the firearm may be loaded.
- d. No member or guest may load more than 2 shotgun shells at any time.

## **Vehicle Use (Tier 2)**

### **1. Motor Vehicle Use**

- a. Motor vehicles (any registered vehicle, such as cars, trucks, SUVs, etc.) may only be used on parking lots and established roadways leading to shooting areas and the Sporting Clays course.
- b. Exceptions are allowed for property maintenance, course maintenance, and access for handicapped individuals to targets.
- c. Other exceptions require approval from a Club Officer or the Board of Directors (BOD).

### **2. Other Vehicles Use**

- a. Other vehicles such as UTVs, golf carts, side-by-sides, mobility scooters, etc., may be used on the Sporting Clays course, 3D Archery Range, Special Events Area, and the Rifle Range.
3. Exceptions may also be made for property and course maintenance.

## **Rules Governing Operating Expenses**

### **1. Definition of Operating Expenses**

- a. Operating expenses include all costs necessary to maintain the daily functions of the club. Examples of such expense include:
  - i. Utilities
  - ii. Taxes
  - iii. Property maintenance
  - iv. Insurance
  - v. Routine equipment maintenance
  - vi. Maintenance of Bar and Kitchen stock
  - vii. Ordering of targets (Clays or paper archery targets)
  - viii. Other Expenses required for routine operation of the club

### **2. Annual Operating Budget**

- a. The Board of Directors shall establish an annual operating budget, which must be approved by a majority vote of the board.

### **3. Authorized Spending Limits**

- a. Officers, Members of the Board Directors, committee chairs or other members designated by the Board of Directors may use operating funds for club-related expenses but must obtain board approval for any purchases exceeding \$250. The following exceptions to the \$250 limit are made:
  - i. The Club Treasurer or Assistant Treasurer may pay operating expenses such as insurance, Taxes, utilities, or other approved routine administrative activities.
  - ii. Bar and Kitchen Chairs may spend up to \$600 for replenishment of stocks.
  - iii. Skeet/Sporting Clays/Trap and 5-stand Chairs may order clays as needed with concurrence of the Club President and the Club Treasurer
  - iv. Building and Grounds chair may spend up to \$600 for material necessary to maintain equipment associated with grounds maintenance (e.g. tractors, lawn mowers, snow removal equipment, UTV, or similar equipment).

- b. Emergency expenses beyond budgeted amounts may be approved by the President with concurrence from the Board of Directors but must be reported to the board and club membership at the next meeting.
  - c. Any expense, not considered as an operating or emergency expense, must be reviewed and approved by the board and the club membership before funds are disbursed.
- 4. Expense Reporting and Documentation
  - a. All expenses must be documented with receipts and submitted to the Treasurer for record-keeping.
  - b. Expenses paid for from the club register shall be documented on an expense voucher with a receipt. The voucher must be approved by a club officer or member of the board of directors before reimbursement. If the reimbursement is to a club officer or board member then a different officer/board member must do the approval.
  - c. The Club Treasurer shall monitor spending of operating funds to ensure that spending, on a year to date basis, in any individual area is not excessive.
  - d. A designated member of the Board of Directors will review operating expenses each month to determine if they were appropriate and report their findings to the Board.
  - e. A financial report shall be presented to the Board at each monthly meeting, detailing income, expenses, and account balances.
- 5. Compliance and Oversight
  - a. Any misuse of club funds may result in disciplinary action as determined by the Board.
  - b. The Board may conduct periodic audits to ensure financial accountability and transparency.

Approved by the Board of Directors 4/7/2025

## **Conflict of Interest Policy for Pathfinder Fish and Game Inc.**

### **1. Purpose**

- a. The purpose of this Conflict of Interest (COI) Policy is to protect the interests of Pathfinder Fish and Game, Inc. when it is contemplating or engaging in transactions or arrangements that might benefit the private interests of its members, officers, or directors. This policy is intended to ensure that the decision-making process remains fair and impartial, and that the organization's integrity is maintained.

### **2. Scope**

- a. This policy applies to all individuals who have a formal relationship with Pathfinder Fish and Game, Inc. and are involved in making decisions that impact the finances of the organization. (collectively referred to as "covered persons").

### **3. Definition of Covered Persons**

- a. As a minimum the following classes of individuals shall be considered covered persons:
  - i. Officers of the Organization
  - ii. Members of the Board of Directors
  - iii. Committee Chairpersons
  - iv. Other individuals designated by the Board of Directors to conduct business for the organization

### **4. Definition of Conflict of Interest**

- a. A conflict of interest arises when a covered person's personal, financial, or other interests interfere, or have the potential to interfere, with the best interests of Pathfinder Fish and Game, Inc.. This includes situations where an individual's actions, decisions, or relationships could compromise, or appear to compromise, their ability to act impartially in the best interests of the organization.

### **5. Examples of Conflicts of Interest**

- a. While this list is not exhaustive, conflicts of interest may arise in the following situations:
  - i. Personal Relationships: A covered person has a family member, close friend, or business partner who stands to benefit from an action or decision made by Pathfinder Fish and Game, Inc.



- ii. Financial Interests: A covered person has a financial interest in a business or entity that could be influenced by Pathfinder Fish and Game, Inc. decisions or operations.
  - 1. Gifts and Benefits: A covered person accepts gifts, services, or other benefits that may influence their impartiality.
  - 2. Outside Employment or Business Activities: A covered person has outside employment or business interests that conflict with the responsibilities of their role within the organization.
  - 3. Corporate Opportunities: A covered person takes advantage of business or investment opportunities that belong to Pathfinder Fish and Game, Inc. for personal gain.

## 6. Disclosure of Conflicts

- a. A covered person shall disclose any Conflicts of interest upon initially assuming a position potentially impacting the financial well-being of the organization. In addition, disclosures shall be made as outlined below:
  - i. Annual Disclosure: All covered persons must disclose any potential or actual conflicts of interest annually in writing, using the form provided by Pathfinder Fish and Game, Inc.
  - ii. Ongoing Duty to Disclose: If a new conflict of interest arises during the year, the covered person must promptly disclose it to the president of the club.
  - iii. Confidentiality: All disclosures will be treated confidentially to the extent possible, consistent with the organization's obligations.

## 7. Procedure for Addressing Conflicts

- a. Once a conflict of interest is disclosed, the organization will take the following steps to manage or resolve the conflict:
  - i. Review: The disclosure will be reviewed by the President, the Board of Directors, or a designated committee.
  - ii. Assessment: The review body will determine if the conflict is material and how it should be addressed. This may involve assessing whether the conflict is unavoidable or if it can be mitigated.
  - iii. Actions: The covered person may be asked to:
    - 1. Recuse themselves from decisions related to the conflict.

2. Divest or modify any personal financial interests.
    3. Limit their involvement in specific activities that present a conflict.
    4. Resign from roles or responsibilities if necessary.
  - iv. In certain cases, the organization may implement other actions that are deemed appropriate to address the conflict.
8. Consequences of Non-Compliance
- a. Failure to comply with this Conflict of Interest Policy may result in disciplinary actions, including termination of membership or other relationships with Pathfinder Fish and Game, Inc.. The organization may also take legal or corrective action as needed to resolve any conflicts.
9. Monitoring and Enforcement
- a. The Board of Directors will be responsible for ensuring compliance with this policy. Regular reviews will be conducted to assess potential conflicts of interest, and corrective actions will be taken as necessary.
10. Policy Review
- a. This Conflict of Interest Policy will be reviewed bi-annually by Pathfinder Fish and Game, Inc.'s Board of Directors and updated as needed to ensure continued compliance with applicable laws and best practices.
11. Acknowledgment
- a. All covered persons are required to acknowledge receipt and understanding of this policy by signing the Conflict of Interest Acknowledgment form, which will be kept on file.

Approved by the Board of Directors 4/7/2025

Acknowledgment of Receipt:

I, the undersigned, acknowledge that I have received and reviewed the Conflict of Interest Policy of Pathfinder Fish and Game, Inc. I understand my responsibilities under the policy and agree to comply with its provisions.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **Operational**

# **Guides**

## **Rules Governing Operating Expenses**

### **1. Definition of Operating Expenses**

- a. Operating expenses include all costs necessary to maintain the daily functions of the club. Examples of such expense include:
  - i. Utilities
  - ii. Taxes
  - iii. Property maintenance
  - iv. Insurance
  - v. Routine equipment maintenance
  - vi. Maintenance of Bar and Kitchen stock
  - vii. Ordering of targets (Clays or paper archery targets)
  - viii. Other Expenses required for routine operation of the club

### **2. Annual Operating Budget**

- a. The Board of Directors shall establish an annual operating budget, which must be approved by a majority vote of the board.

### **3. Authorized Spending Limits**

- a. Officers, Members of the Board Directors, committee chairs or other members designated by the Board of Directors may use operating funds for club-related expenses but must obtain board approval for any purchases exceeding \$250. The following exceptions to the \$250 limit are made:
  - i. The Club Treasurer or Assistant Treasurer may pay operating expenses such as insurance, Taxes, utilities, or other approved routine administrative activities.
  - ii. Bar and Kitchen Chairs may spend up to \$600 for replenishment of stocks.
  - iii. Skeet/Sporting Clays/Trap and 5-stand Chairs may order clays as needed with concurrence of the Club President and the Club Treasurer
  - iv. Building and Grounds chair may spend up to \$600 for material necessary to maintain equipment associated with grounds maintenance (e.g.

tractors, lawn mowers, snow removal equipment, UTV, or similar equipment).

- b. Emergency expenses beyond budgeted amounts may be approved by the President with concurrence from the Board of Directors but must be reported to the board and club membership at the next meeting.
- c. Any expense, not considered as an operating or emergency expense, must be reviewed and approved by the board and the club membership before funds are disbursed.

#### 4. Expense Reporting and Documentation

- a. All expenses must be documented with receipts and submitted to the Treasurer for record-keeping.
- b. Expenses paid for from the club register shall be documented on an expense voucher with a receipt. The voucher must be approved by a club officer or member of the board of directors before reimbursement. If the reimbursement is to a club officer or board member then a different officer/board member must do the approval.
- c. The Club Treasurer shall monitor spending of operating funds to ensure that spending, on a year to date basis, in any individual area is not excessive.
- d. A designated member of the Board of Directors will review operating expenses each month to determine if they were appropriate and report their findings to the Board.
- e. A financial report shall be presented to the Board at each monthly meeting, detailing income, expenses, and account balances.

#### 5. Compliance and Oversight

- a. Any misuse of club funds may result in disciplinary action as determined by the Board.
- b. The Board may conduct periodic audits to ensure financial accountability and transparency.

Approved by the Board of Directors 4/7/2025

## **Rules Governing Social Media Use**

### **1. Purpose:**

- a. The Pathfinder Fish & Game Sportsman's Club values the use of social media platforms such as Facebook, email, and our official website to communicate with members and the public. This policy outlines guidelines to ensure the respectful, accurate, and responsible use of these platforms.

### **2. Official Club Communication**

- a. All official information, announcements, event promotions, and updates will be shared via:
  - i. The Club's official Facebook page.
    - 1. Pathfinder Fish & Game
  - ii. The Club's Gmail account.
    - 1. pffgwebmaster@gmail.com
  - iii. The Club's official website.
    - 1. [www.pathfinderfishandgame.com](http://www.pathfinderfishandgame.com)
- b. Only authorized individuals (Social Media Chair, Board Members, or approved representatives) may post on behalf of the Club.

### **3. Respectful Conduct**

- a. Posts, comments, and shared content must reflect the values of sportsmanship, respect, and ethical conduct.
- b. Members are expected to refrain from posting:
- c. Personal attacks, harassment, or derogatory remarks.
- d. Discriminatory, obscene, or inflammatory content.
- e. Political or religious commentary unrelated to club activities.

#### 4. Privacy and Safety

- a. Members must respect the privacy of others. Personal information, including names, addresses, phone numbers, or private conversations, should not be shared without consent.
- b. Photos of minors must not be posted without prior permission from a parent or guardian.
- c. Photos or videos showing unsafe firearm handling or violations of club safety rules will not be tolerated and will be removed.

#### 5. Event Promotion and Content Sharing

- a. Photos from club events should highlight safe, responsible enjoyment of outdoor sports, including fishing, shooting, and conservation activities.
- b. All posts must accurately represent the club's mission and values.
- c. Members are encouraged to share club events and positive experiences but should avoid posting misleading or unofficial information.

#### 6. Moderation and Enforcement

- a. The Social Media Chair and designated moderators reserve the right to:
  - i. Remove any post or comment that violates this policy.
  - ii. Address violations with the individual involved, which may include formal warnings or revocation of posting privileges.
  - iii. Escalate repeated or serious breaches to the Board of Directors for further action.

#### 7. Representation of the Club

- a. Members should avoid representing their personal views as the official stance of Pathfinder Fish & Game unless authorized to do so.
- b. When in doubt, members should clarify that opinions expressed are their own and not those of the Club.



8. Policy Updates

- a. This policy may be reviewed and updated as needed by the Board of Directors to address new social media practices or concerns.

9. Questions or Concerns:

- a. If you have questions about this policy or see content that may violate these guidelines, please contact the Social Media Chair at [pffgwebmaster@gmail.com](mailto:pffgwebmaster@gmail.com).