

Hudson Fish and Game House Rules

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SCOPE and Authority

1. The House Rules (formerly known as the "Property Rules" and the "Standard Operating Procedures") and Range Rules (formerly known as the "Range Operations Guide") are the general operating rules of the Hudson Fish and Game Club, Inc., as opposed to the governing set of rules contained in the By-Laws of that organization.
Whenever there is a conflict, the By-Laws take precedence

2. Definitions:

1. *Club* or *HFGC* means the Hudson Fish and Game Club, Inc.
2. *Shall* means mandatory.
3. *May* means permissive
4. *Member* means a Member in good standing of the Hudson Fish and Game Club, Inc.
5. *Probationary Member* means a New Member during their first six months after having been voted in by the Membership (or as extended by the Membership due to exigent circumstances) and who has submitted a favorable background check. Probationary Members are restricted as required by applicable By-Law, Range Rule and House Rule provisions.
6. *Members on Disciplinary Probation* are those Members on probation due to disciplinary action. They are restricted according to the terms of the discipline imposed (voted) by the Membership.
7. *Applicant* means a person who has submitted an application for membership. When an Applicant has submitted all required fees and paperwork, he/she may also be referred to as a Prospective Member.
8. *Prospective Member* means a person who has submitted an application, paid the application fee and the yearly dues, submitted a favorable background check, and has been read in at his or her first General Membership Meeting, but has not had a third reading, nor has been voted in as a Member. An Applicant who has not yet turned in a favorable background check, but has been voted in as a Member after a third reading remains does not become a Prospective Member, but remains an Applicant until the background check is submitted to the Membership Chairman, at which time he/she becomes a Probationary Member.
9. *Executive Committee* means the Board of Directors and the elected Officers of the Club.

10. *Good standing* means that a Member is not subject to the new member probationary period or is on disciplinary probation or suspension, and has either paid the current year's dues or is a retired Member per Article VI, Section 6.
 11. *Background Check* or *Clear Background Check* mean a document from the Member's Probationary Member's or Prospective Member's home state showing no convictions for a felony or other offense such as domestic violence or a Fish and Game violation that would preclude that person from becoming a member or possessing a firearm.
3. House Rules and Range Rules may be adopted, modified or deleted by a majority vote at any General Membership meeting
1. At the discretion of the Club President or the Board of Directors, proposed House Rules and Range Rules may be assigned to the committee that oversees the area to which the proposed rule applies (e.g. Range Committee for Range Rules, Ways and Means Committee for fiscal rules).
 2. The President may appoint an ad hoc committee to investigate and evaluate proposed rules that do not fall into the normal scope of a standing committee.
 3. Committee recommendations or other initial input from the Membership shall normally be introduced at an Executive Board Meeting prior to a vote by the Membership. The President may allow a House Rule or Range Rule amendment to be initiated at a General Membership Meeting if deemed appropriate due to minor scope or impact or time constraints.
 4. House Rules and Range Rules may be introduced at either an executive Committee Meeting or a General Membership Meeting;
 1. The Club President has the discretion to refer any action regarding rules from a General Membership Meeting to the Executive Committee for initial consideration.
 2. In such cases, or where the proposed change is first introduced at an Executive Committee meeting, the Executive committee shall report its decision at the next General Membership Meeting.
 5. House Rules and Range Rules may be waived or modified by majority vote at a General Membership Meeting for a specific event or circumstance.

Hours

1. Hours represent volunteer time given by the Member in service to the club.
2. Hours are required as stated in the By-Laws.
3. Hours are normally credited on a one-for-one basis.
 1. Members who use gas or diesel powered equipment such as chainsaws, and leaf blowers are credited with two hours service for each hour worked.
 2. The use of a vehicle by a Member for tasks such as snow plowing or driving to transport foodstuffs and materials are credited with two hours for each hour worked.
 3. Members who utilized heavy equipment such as Bobcats and other loaders, graders, backhoes and other heavy equipment are credited with three hours for each hour worked.
 4. The Board of Directors or the President may authorize credit above one-for-one for a particular task or project.
4. Hours are credited in half hour increments.

5. Hours are reported on hour-slips, which are located above the cooler nearest the Office. They are deposited into the receptacle located next to the blank slips.
6. Hour-slips shall be dated, contain the project for which the hours were worked, the total hours, the Member's name and key number (or "not assigned" for prospective Members prior to key number assignment), and signature of one of the following:
 1. Club Officer or Director
 2. Project chairman for the project for which the hours were worked
 3. Member him or herself, if the hours were worked by one of the above or by a Member with over 500 hours.
7. Hours slips shall be turned in by the end of the month following the work performed or they shall not be credited.

The Well Cover

1. The Well Cover is the recreation room at the southeast corner of the Clubhouse.
2. Food and Beverages
 1. Food and beverages are available for Members and Guests, and Members are responsible for reimbursing the Club for their costs according to the values for each item assigned by the Ways and Means Committee and/or Beverage Steward.
 1. Food and soda reimbursements are to be placed in the receptacle marked "Snacks."
 2. Other beverage reimbursements are to be placed in the covered can affixed to the serving surface of the pass-through from the food storage area to the general seating/recreation area.
 1. The can is intended to have sufficient cash and coin to make reasonable change for Members.
 2. Any bills larger than \$5 and any accumulation greater than \$20 are to be placed in the slot below the snack shelves (referred to as being "sunk").
3. Members are responsible for cleaning up after themselves, placing trash in receptacles and notifying the Beverage Steward, Ways and Means Committee Members or Buildings and Grounds Committee Members if there are broken, faulty or unserviceable items.
4. The pool table is for use by Members and their guests on a first-come-first-served basis.
 1. It shall be covered when not in use.
 2. Heavy items shall not be placed directly on the pool table, whether covered or uncovered. If it needs to be used for serving or other intensive use, it shall be topped with the plywood top that is stored in the entryway to the Club Meeting Room.
5. Smokers shall turn on the air filtration system when smoking in the Well cover.
6. The wood stove is for heating the room, and Members are encouraged to use it rather than turning up the gas furnace to heat the space. Members shall replace wood in the wood rack from the outside supply when the wood rack is becoming depleted.
7. Information regarding range closures, events and rentals are found on the whiteboards in the Well Cover.
8. The door from the parking lot to the Well Cover may be left ajar and the door to the patio may be left open when members are in the Well Cover, but they shall be closed and locked when the last Member leaves.
9. Members shall pay for refreshments or file an IOU and "sink" it in the cash receptacle. IOUs are due within 30 days.

10. Only Members are allowed behind the counter in the Well Cover where food and beverages are stored and the Club office is located; however Probationary Members may go behind the counter if, and only if a Member is present.

The Kitchen

1. The kitchen is available for general use by Members and persons renting the hall (if included in their rental agreement).
2. The items and utensils in the unlocked portion of the Kitchen may be used by members and renters.
 1. All dishes, pots, pans, utensils and other items used are to be washed, dried and returned to their storage location.
 2. Condiments in the Kitchen refrigerator are available for general use.
 3. Items that are labeled for a specific event may not be used without permission of the person in charge of that event. If they are not labeled, they may be used by any member.
 4. Soiled kitchen towels shall be placed under the kitchen table in the soiled linen container. (Members taking full containers home to launder them receive double hours.)
3. The stove and oven shall be cleaned of any spills and spatters.
 1. The flat grill shall be cleaned of grease and burned-on stains, but shall not be scrubbed to bare metal unless the person cleaning the grill also properly seasons the grill before leaving. The grill is best used with a very thin layer of old oil embedded in its surface (known as "seasoning"). This creates a slightly non-stick surface. Slight yellow coloration and a few light stains are evidence of proper seasoning. If the grill needs to be fully cleaned and re-seasoned due to overheating and scorch marks, use the following procedure:
 1. When the grill is clean and dry, it is be heated to medium-low heat.
 2. A generous layer of olive or vegetable oil is rubbed over the entire surface.
 3. The heat is turned down to low and left for a minimum of 15 and a maximum of 30 minutes.
 4. The excess oil is wiped off, and the grill is allowed to cool.
 2. When the stove is cleaned, the user shall ensure that all pilot lights are lit before leaving the Kitchen.
 3. The hood light switch is located to the left of the breaker box. Do not use the breaker to turn the lights on and off.
 4. The hood fan switch is the breaker switch labeled for that device. The hood fan shall be turned on whenever he stove, griddle or ovens are in use and turned off after such use.
5. The Pantry.
 1. The Pantry is the locked closet at the rear of the Kitchen.
 2. The keys are issued only by the Kitchen Manager and shall not be loaned without first obtaining the permission of the Kitchen Manager. When the key is contained in a lockbox, the Kitchen Manager and/or other authority appointed by the Membership are responsible for issuing the combination to those who require access to the pantry.
 3. The items in the Pantry may be used for general Club Member use unless they are otherwise marked or obviously stacked and stored for an upcoming event.
 4. When any Member observes that an item is running low, he or she will notify the Kitchen Manager.
 5. All utensils removed from the Pantry shall be cleaned, dried and returned to their proper location.

The Clubhouse

1. The main building that houses the Indoor Range, the Well Cover and the Kitchen as well as the Meeting Room and other areas is known as the Clubhouse.
2. The Meeting Room of the Clubhouse is the designated location for all Executive Committee and General Membership Meetings.
3. Changes, modifications or other work done to the building shall be approved by the Buildings and Grounds Committee and may also be subject to vote at a General Membership Meeting.
4. The entire Clubhouse is available to any Members and their guests at any time, but such use is not exclusive.
 1. Member who wants exclusive use of any area shall request a hall rental at the Member rate, which requires approval at a General Membership Meeting.
 2. If time is a factor, the Member may rent the facility at the public rate by contacting the Hall Rental Committee Chairman. The Member may request a rate reduction to the Member rate at the next General Membership Meeting, but this is subject to the vote of the membership and is not automatic.
 3. The Well Cover may not be reserved for exclusive use.
5. Members and their guests shall not smoke in any areas of the Clubhouse that are presently open to the general public (e.g., Thanksgiving preparation, hall rentals to non-members, Family Outing dates, HFGC Jr Rifle Team practices and matches, etc.).

The Grounds and Outbuildings

1. The grounds are generally all areas other than the Ranges and Clubhouse.
2. The grounds are open to all Members and their guests unless reserved for an event or rental.
3. Members shall ensure that any areas they use are cleaned afterward. with all trash picked up and deposited in appropriate receptacles.
4. Members, their immediate family members and guests may use any trails, roads, paths and other appropriate access for hiking, using off-road vehicles, cross country skiing, snowshoeing and other outdoor activities. All activities shall be conducted in a safe manner. Members shall be present when their guests are using the Grounds.
5. Open fires shall be allowed only in the Burn Pit, and only in accordance with the burn permit issued by the Town of Hudson. Notification and confirmation from the Hudson Fire Department are required by the Club Fire Warden each time a fire is lighted. Please contact the Club Fire Warden for details.
 1. No painted wood, wood over 5 inches in diameter or other items prohibited by the terms of the permit may be placed in the Burn Pit and/or burned. Only Pallets, and Brush under 5 inches in diameter are permitted, and then, only in certain conditions.
 2. Only the Club Fire Warden is permitted to oversee the burns.
6. The gas grill is available for Member use. The key is in the Office.
 1. Members using the grill are responsible for cleaning it and covering it after it has cooled.
 2. Gas cylinders may be available at the Club, but Members should count on supplying their own propane if the cylinder on the grill runs out. If no replacement cylinder is available at the Club, a Building and Grounds Committee member shall be notified.
7. The Cook Shack and other cooking facilities outdoors shall only be used with permission of the Club.
8. The Pondview building is open for general use by any Member.

9. The storage trailer is for storage of Club property only, and keys shall be issued on a need basis by the Buildings and Grounds Committee.
10. Camping by Members and their guests is allowed.
 1. Overnight camping is allowed.
 2. Camping for more than one night and two days requires Club permission.
 3. Open fires shall not be permitted, but portable grills are permitted. Portable fire pits may be used, but are subject to the provisions of the Burn Permit, and require Hudson Fire Department notification and permission each time they are used.
11. The Pond is available for use by Members and their guests.
 1. Catch-and-release with crimped barbs or barbless hooks is encouraged, but Members may keep fish caught for \$5 per fish. Payment and a payment slip (available in the Range Book) shall be deposited in the Snack payment receptacle in the Well Cover.
 2. Swimming and wading in the Pond shall only be allowed when the Pond Committee posts a notice that the Pond is safe for such activities.
12. Vehicles shall not be parked so as to block driveways.
13. There is a posted handicapped space in front of the Well Cover. Members, visitors and guests may not park in that space without a valid handicapped plate or tag.

General Rules

1. Decorum

1. Abusive behavior shall not be allowed within the Club.
2. During meetings, Members shall keep incidental noise to a minimum.
3. Inappropriate behavior, violence, illegal activities, disclosure of confidential Club information and breaches of the By-Laws, Range Rule and House Rules shall be reported to the Disciplinary Committee for further action, and may result in probation, suspension or dismissal from the Club as provided in the Club By-Laws.
 1. Inadvertent or unintentional minor breaches of any Club Rule may be corrected on the spot by any Member observing the breach, and reasonable discretion may be used to decide whether or not it should be reported to the Disciplinary Committee.

2. Dues

1. Dues are due at the beginning of each calendar year, and are payable on or before the last day of January of that year.
2. Hours shall be completed prior to January 1st of each year, or the full cash equivalent will be added to the dues of all Members lacking full hours for the year.
3. Extensions and waivers due to exigent circumstances may be granted by the General Membership on an ad hoc basis for either late dues, short hours or both.
4. Dues slips are available via the Club website or in the Well Cover. If a dues slip cannot be found, a Member may write his/her name, key number, and contact information on a plain piece of paper. Dues slips shall be placed in the Snack money receptacle handed personally to the Membership Chairman or Treasurer or mailed to the Club address.
5. Delinquent dues past January 31st without an extension will result in the delinquent Member being dropped from the Club membership roll. Dropped Members shall submit a new application to request

readmittance to the Club.

3. Member numbers

1. Active Members shall be assigned a permanent member number between 1 and 125 without a preceding letter.
 1. The exception is for children or grandchildren of Members when the active member roll is full.
 2. In that case, the child or grandchild shall be issued a number above 125, and when the first vacancy in the 1 to 125 range occurs, the child or grandchild shall be issued the number corresponding to the vacancy.
2. Retired Members that meet the requirements of the By-Laws shall be issued a number beginning with the letter R, and that series shall start at R1 and continue as needed.
3. Anyone turning 65 and retiring during the dues grace period will not have to pay dues for that year.
4. Honorary members appointed under the provisions of the By-Laws shall be issued either number H1 or H2.

4. Equipment

1. Members are responsible for all Club equipment they use, and shall report any problems, lost items, etc, to the appropriate Committee, Director or Officer.
 2. Members may borrow some Club equipment with permission of the responsible Committee. The item must be listed in the Range book, along with the name of the Member borrowing the item and the date it is to be returned. Members are personally responsible for lost, broken or damaged borrowed items.
 3. Items stored in the storage trailer may not be borrowed without explicit permission by vote of the General Membership or a quorum of the Executive Committee.
 4. Meeting hall chairs may not be borrowed without explicit permission by vote of the General Membership or a quorum of the Executive Committee.
5. Funds from fundraising events shall be turned in to the Treasurer no later than one calendar month after the event.
6. The General Membership may elect to create specific accounts to earmark funds for particular Committee or special project use. Currently the earmarked accounts are:
1. Thanksgiving
 2. Trap
 3. HF&GC Jr. Rifle Team
 4. Range
7. All buildings Building shall be left in a clean and orderly manner after being used.
8. The last Member to leave any building will shall be sure all doors are locked, and in the Clubhouse, ensure that the fans, lights, electronic appliances (e.g., TV) and kitchen appliances are off, and the thermostat is set at 60 degrees during winter time.
9. Members shall be responsible for the conduct of their guests. No Member shall bring a guest who is under the influence of drugs or alcohol.
10. Members may not lend their card keys or other Club keys.
11. No Member shall add or remove any pictures, trophies, decorations or other Club property from premises without specific permission of the Buildings and Grounds Committee or other responsible committee.
12. No Member or guest shall use the clubhouse and property for any purpose other than what is law abiding.
13. Parties and posted pictures shall not feature pornographic material or performances.
14. Hall and Property Rentals

1. The Clubhouse Meeting Room, Indoor Range, Kitchen and grounds are available for rental to Members and the general public.

1. The Member rate is currently \$50

2. The rate for the general public is:

1. \$225 Meeting room/Indoor Range only

2. \$325 Meeting Room/Indoor Range with Kitchen (Hall rentals does do not include the kitchen or equipment unless specifically stated in the rental agreement.)

3. \$425 Clubhouse and Grounds

4. \$25 additional for use of Clubhouse fireplace when renting the Clubhouse.

5. The cleaning deposit is \$100 and will be returned unless the rental space is not left in a clean and orderly condition.

3. Rented parties shall not exceed 1:00 a.m. unless specifically noted in the rental agreement

4. Rentals shall be for lawful purposes only, and are at the sole discretion of the Club.

15. Members observing full trash containers should take the trash to the dumpster and place a new bag in the trash container.

1. The key for the dumpster is in the office on the wall.

2. The trash bags are located in the Kitchen in the cabinet over the sink.

3. Cardboard boxes shall be broken down if placed in the trash, or they may be placed in the box next to the Meeting Room fireplace for kindling.

16. Projects

1. Projects are any activity that require expenditure of Club funds or modification/addition/removal of Club facilities or property.

2. Projects involving any Club property and/or facilities shall be approved in advance by the appropriate Committee or the General Membership.

3. Projects involving funds that require a vote of the General Membership shall be initiated at an Executive Committee Meeting, followed by a recommendation of the Executive Committee to the membership at a subsequent General Membership Meeting. Exigent circumstances may require a project to be brought up initially at a General Membership Meeting if time does not allow for initial discussion at an Executive Meeting.

4. Funds encumbered (voted for) for a special project (e.g., Kitchen remodel, outbuilding construction, etc.) shall be spent within one year of the vote of the General Membership or the project shall require a re-confirmation vote to continue to encumber those funds.

17. Committee funds may be expended by Committees without further vote of the Club. The Committee funds are presently:

1. Buildings and Grounds:

2. Kitchen:

3. Beverage Steward:

4. Range:

18. Voting

1. The hours for casting Club ballots shall be set by the Executive Committee and announced in the notice of the election.

2. The Recording Secretary shall prepare a roster of all Members eligible to vote, which shall contain only Members in good standing and Members currently in their New Member probation period

3. On the advertised day(s) of voting, Members on the roster of Members eligible to vote who wish to cast a ballot shall sign the roster, make their selections on a ballot provided by the Club, and deposit that ballot into the ballot box provided by the Club.
4. Members eligible to vote may cast an absentee ballot as follows:
 1. Obtain a ballot by contacting the Recording Secretary or use the mailed or emailed notice of the election.
 2. Mark selections
 3. Place the ballot into an envelope, seal it, print the members name and key number, and sign the envelope.
 4. Place that envelope in another envelope and mail it (at the Member's own expense) to the Recording Secretary at the Club address, postmarked no later than December 10th.
 5. On the announced voting day, the outer envelope shall be opened and the Member's information checked against the eligible member roster. If found to be from an eligible Member, the ballot shall be removed from the inner envelope and placed in the ballot box.
 6. The postmarked envelope and signed inner envelope shall be retained and attached to the eligible member roster for retention by the Recording Secretary.
5. The President shall appoint a Vote Tally Committee who shall tally all of the ballots and make a report of the outcome of the election as the last order of business at the December General Membership Meeting prior to adjournment.

19. Notifications

1. The Call of the Meeting, Club newsletter and all other notifications shall be delivered as follows:
 1. Delivery shall be by email to all Members who have provided the Recording Secretary with an email address.
 2. If the Member does not have an email address on file, the delivery method shall be First Class Mail.
 3. The exception is for notifications regarding the sale of Club real estate, which shall be done only in accordance with the provisions of Article XI, Section C of the Club By-Laws, and which currently requires notification by Registered Mail.

Membership Process

1. When a membership application request is received by the Membership Chairman he/she will put the application (name and sponsor) in the queue. The Applicant's sponsor may be informed of the approximate wait time, if known.
2. When the Membership Chairman matches the application with an opening, the sponsor shall be notified.
 1. The Applicant shall submit the appropriate fees along with a completed application for membership.
 2. The Applicant will apply for a background check and submit it to the Membership Chairman when received.
 3. When all paperwork is received, including the Background Check, the Applicant will become a Prospective Member, which entitles the Applicant to additional privileges, such as being able to qualify at the ranges and other privileges as the Membership may approve.
3. The Applicant or Prospective Member shall normally appear at two General Membership Meetings and one Executive Committee Meeting, with the Executive Committee Meeting being prior to the final General

Membership Meeting.

1. The first General Membership Meeting is intended to introduce the Applicant to the Membership.
 2. The Executive Committee Meeting is intended to further review the Applicant and vote on a recommendation to the General Membership.
 3. The final General Membership Meeting is where the actual Club vote on the Applicant's membership takes place.
 1. If, at the time of the vote to grant membership, the Applicant has still not submitted a background check, the Applicant will continue to remain an Applicant until the background check is submitted and approved.
 2. An Applicant who has not submitted a background check will not become a Probationary Member and begin his/her six month probationary period until the date the background check is received and approved. Due to the length of time some states take to fulfill background check applications, the Applicant will normally have 60 days to submit his/her background check after the final vote of the membership to accept him/her as a member, after which that time may only be extended by vote of the Membership.
 4. The Applicant is required to attend the Executive Committee Meeting and either of the General Membership Meetings. Attendance at a second General Membership Meeting is encouraged, but optional.
 5. Based on prior practice, the Executive Committee may combine the first or second General Membership Meeting with the Executive Committee Meeting at their discretion because of a cancelled, combined or postponed meeting, or for other reasons.
4. When voted in by the General Membership, the Applicant (or Prospective Member) shall become a Probationary Member.
1. The Probationary Member shall complete 20 work hour credits within the next six calendar months or be dropped from the Club membership roll. The Member may apply for an extension due to exigent circumstances, but it is at the discretion of the General Membership. If the Probationary Member does not complete the 20 hour requirement by the end of six months (or extension, if voted by the Membership) he/she will be dropped from the membership rolls and must wait one year before resubmitting an application for membership.
 2. Until both the six-month probation is finished and the Probationary Member has completed 20 hours of work, he/she may not vote as a Club Member, access or remain in the buildings without a Member present, hold Club office, or handle Club funds. A Probationary Member may go behind the counter in the Well Cover only when a Member is present.
 3. At the end of the probationary period a key card shall be issued and the individual shall become a full Member, provided that the 20 hour work requirement has been met and there are no disciplinary actions pending.