

ROGUE VALLEY SPORTING CLAYS POLICIES AND PROCEDURES PROPOSED CHANGES FOR FOR 2018

The policies and procedures are controlled by the Board. Any item in this document that requires the General Membership to vote on will be added to the By-Laws as a proposal and removed from this document. When revisions are made to this document a new copy will be sent to the General Membership to keep everyone informed to the new policies or procedures.

POLICIES

REVISING/APPROVING BY-LAWS

1. The Rogue Valley Sporting Clays By-Laws will be reviewed and reapproved each New Year by the General Membership at the January meeting.
2. A copy of the By-Laws will be supplied to each member. The membership will have 10 days to submit proposed changes which the Secretary will compile and present to the next General membership meeting for ratification/approval.
3. The Secretary will have the amended By-Laws ready for distribution within 14 days after their approval.
4. The By-Laws will be sent by email to those who have an email on record. Copies will be available to any member who requests them.

OFFICERS

The General Membership must vote to combine or separate the positions of Secretary and Treasurer before the next year's elections take place.

SETTING MEMBERSHIP FEES

1. The Board will review and reset memberships fees if deemed necessary at least once a year. The recommendation will be put to a membership vote at either a Special or General membership meeting.

CURRENT MEMBERSHIP FEES:

1. \$25 New Single member
\$30 New Family member
\$20 New Junior member
\$20 Renew Single member
\$25 Renew Family member
\$15 Renew Junior member.

SETTING SHOOTING FEES

The Board will review and reset shooting fees based on target fees at least once a year. The recommendation will be put to a membership vote at either a Special or General membership meeting.

CURRENT SHOOTING FEES:

- a) \$20 Adult member of both JCSA & RVSC (110 birds)
- b) \$15 Junior member of both JCSA & RVSC (110 birds)
- c) \$30 Non-member of either JCSA or RVSC (110 birds)

BIRDS PURCHASES:

- a) \$20 for 110 birds
- b) \$100 for 560 birds
- c) \$200 for 1160 birds

CLUB DOCUMENTATION REQUIRED

1. The RVSC Secretary will provide to JCSA by January 31st of each New Year a current membership list, a year-end financial report from last year and a list of current officers.

RVSC INVITATIONAL SHOOTS

1. The RVSC Club is allowed up to 4 Invitational Shoots per year by JCSA.
2. Dates must be provided to JCSA as earlier as September but no later than October.

PROCEDURES

PAYMENT OF YEARLY DUES

1. RVSC dues are owed at the same time the membership's JCSA dues are owed.
2. RVSC dues are to be placed in an envelope stamped DUES provided beside the cash box in the JCSA office.
3. Place envelope in the RVSC cash box. The envelope will be the proof of payment. A receipt will be provided on request.

DUTIES & RESPONSIBILITIES OF THE BOARD MEMBERS

THE PRESIDENT

- A. Shall set regularly scheduled Board meetings per By-Laws.
- B. Shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-president, Secretary and/or Treasurer.
- C. Shall preside over and conduct general/special meetings, Board meetings.
- D. Vote ONLY when needing to break a tie.
- E. Shall appoint someone or attend the monthly JCSA Board meeting.
- F. Shall conduct all meetings in accordance with Roberts Rules of Order as a guide
- G. Shall appoint the chairman and members of all ex-officio special committees
- H. Shall ensure Board resolutions are carried out
- I. Shall prepare agenda for all meetings.
- J. Shall conduct new Board member orientation
- K. Shall work with the nominating committee to recruit new Board member nominees
- L. Shall act as an official spokesperson for the organization

THE VICE-PRESIDENT

- A. In the absence of the President, the Vice-President shall assume all presidential duties.

- B. Shall understand the responsibilities of the President and be able to perform and assume these duties in the President's absence.
- C. Chair committees on special subjects as designated by the Board.
- D. Shall attend all Board meetings and general/special meetings of the membership
- E. Shall carry out special assignments as requested by the President
- F. Shall conduct meetings in accordance with Roberts Rules of Order as a guide.

THE SECRETARY

- A. Shall maintain all Board and general/special membership records and ensure their accuracy and safe keeping
- B. Shall attend all Board and general/special membership meetings
- C. Shall take and record minutes at all Board and general/special membership meetings
- D. Shall provide notice of meetings of the Board, general/special membership and committees when such notices are required.
- E. Shall complete and distribute by email minutes of the Board and general/special membership meetings within ten (10) days. Any member may request minutes to these meetings and will receive them within 10 days.
- F. Tape all meetings and hold at least one year. Tapes are not deemed to be the official minutes.
- G. Shall read and review minutes of previous Board and general/special membership meetings for approval by the Board and General/special membership
- H. Shall assume responsibilities of the President in the absence of the President and Vice President and in their absence conduct all meetings in accordance to Roberts Rules of Order as a guide.
- I. Shall send out a reminder to the membership when their dues are owed

THE TREASURER

- A. Shall oversee and report on all of the financial activities of the organization and keep accurate financial records.
- B. Shall present a summary report of the financial status at each Board meeting
- C. Shall disclose financial information of the organization to the Board and/or General membership upon request
- D. Shall assist the Board in preparing the annual budget and presenting to the General membership for approval.
- E. Shall deposit money for the organization.
- F. Shall write checks in the name of the organization.
- G. Shall be responsible for purchasing all supplies that are authorized by the Board or the General Membership
- H. Shall be in charge of the collection of membership dues and maintenance of the General Membership roster
- I. Shall be responsible for providing the appropriate year-end accounting, membership list and Club roster as required by JCSA each January 31th
- J. Make sure that the signature switch for new President and Treasurer is completed at Umpqua Bank. A copy of the election meeting minutes showing the results of the election and an attachment letter showing the account names and numbers with the new names to be added and the old names to be taken off to take to Umpqua Bank along with the two people in person who will be added to the account.

THE COURSE MANAGER WITH SUPPORT

- A. Shall manage all care and maintenance of the course.
- B. Shall manage and establish work groups, work parties or solicit members to assist in some of the course responsibilities. Possible groups:
 - Creating group to help with target setting.
 - Creating group to load traps and stock birds

- Establish trap and battery maintenance
- Establish trash and shell removal.
- Establish work parties to keep course clean of weeds and brush.
- Establish equipment maintenance for mower, carts, stations, and out building, etc.
- Establish road maintenance.

THE DIRECTORS

- A. Whoever represents RVSC and attends the JCSA Board meetings or JCSA Special meetings shall report back to the RVSC Board regarding JCSA policies and/or changes that may affect Sporting Clays.
- B. Shall represent the interests of the Sporting Clays general membership
- C. Shall be responsible for duties as assigned by the President.

Ratified by Board on 2/2016