Blue Ridge Riders Sportsman's Club

Board Policy Handbook

This handbook contains all Board-adopted policies governing the operations of the Blue Ridge Riders Sportsman's Club. Policies are adopted and amended by Board resolution and are subordinate to the bylaws.

BP-01 Membership Policy

Purpose

This policy defines membership structure, eligibility, dues, and member standing for the Club.

Membership Classes

- Individual Membership: One vote per paid member age 18 or older in good standing.
- Family Membership: Each spouse age 18 or older receives one vote.
- Business Membership: One vote per business; only one owner may vote unless additional owners purchase individual memberships.

Eligibility and Non-Discrimination

Membership shall not be limited on the basis of age (except minimum age 18), race, color, national origin, sex, genetic information, ancestry, religion, caste, creed, veteran status, disability, military service, sexual orientation, or political beliefs.

Membership Year

The Club's membership year shall begin on October 1 and end on September 30.

Dues

- Annual dues are established by the Board of Directors.
- Dues apply to all classes of membership, including Directors and Officers.
- Dues shall not be changed during a membership year.
- Failure to pay dues by the announced deadline constitutes loss of good standing.

Schedule of Dues

Membership Classification	Annual Dues Amount
Individual	$40.00
Family	$55.00
Business	$75.00

New Members

Applications and payments shall be submitted to the Membership Chair.

Members in Good Standing

Members in good standing are those with current dues and no active disciplinary sanctions. The Membership Chair maintains the list of members in good standing.

BP-02 Member Code of Conduct & Discipline

Purpose

Defines standards of conduct, conflict of interest rules, disciplinary authority, and enforcement procedures.

Standards of Conduct

Members are expected to demonstrate honesty, integrity, civility, and respect for others while participating in Club activities.

Conflict of Interest

- Members and Directors shall disclose any real or apparent conflicts of interest.
- Conflicted activities require prior discussion with the President or Vice President and approval by the Board.

Discipline

The Board may suspend or terminate membership by majority vote for conduct materially harmful to the Club, its Board, or its members.

Board Ethics

Board members shall act exclusively in the interest of the Club and not for personal or business gain.

BP-03 Board Roles & Expectations

Purpose

Defines attendance expectations, fiduciary duties, director undertakings, and performance standards.

Director Responsibilities

- Perform duties outlined in Board-approved undertakings and role descriptions.
- Fulfill fiduciary duties of care, loyalty, and obedience.

Quorum

Number of Directors	Minimum Required for Quorum
7	4

8	5
9	5

Voting

Directors Present	Majority Vote Minimum to Pass	2/3 Vote Minimum to Pass
4	3	3
5	3	4
6	4	4
7	4	5
8	5	6
9	5	6

Vacancies

If the office of any Director becomes vacant by reason of death, resignation, or incapacity to act, a majority of the remaining Directors, or the remaining Directors though less than a quorum, may fill the vacancy. The Director so chosen shall hold office until their successor shall be elected at the next Annual Meeting of the Members. In other words, if Director leaves for any reason the remaining Directors can replace them even if there are not enough remaining Directors to create a quorum. For example, if you have 7 Directors and 4 leave at the same time. That means you only have 3 remaining board members. That is not enough for a quorum. This rule creates a special case where there can be a vote with less than a quorum, but only to elect replacement Directors. Once they are elected the normal rules apply. Since they are appointed by the Directors as fill ins, they need to be voted in as Directors at the next annual meeting of the membership. At that point they may be voted in for a normal term or the membership may vote someone else for that position. This paragraph is not intended for the board to go to 8 members if the members only voted 7 Directors, it is only to replace, not increase.

Attendance

Directors are expected to attend at least two-thirds of Board meetings annually, either in person or virtually.

Performance

Failure to meet attendance or role expectations may constitute grounds for removal.

BP-04 Officer Role Descriptions

Purpose

Defines duties and responsibilities of the President, Vice President, Secretary, Treasurer, Communications Coordinator, Trail master, and advisory roles.

President

- Presides at meetings of members and the Board.
- Oversees management and welfare of the Club.

- Appoints committees and signs official documents.

Vice President

- Performs duties of the President in the President's absence.
- Assists in coordination of Club activities.

Secretary

- Maintains minutes, records, and official documents.
- Issues notices and maintains corporate records.
- Acts as a system of record for membership data.
- Maintain the club's website

Communications Coordinator

- Assists the Secretary with membership administration.
- Issues dues notices and maintains member contact information.
- Disseminate club information to the membership.
- Maintain the club's social media channels.

Treasurer

- Manages financial affairs, accounts, and reporting.
- Prepares budgets and financial statements.
- Oversees tax filings and audits.

Trailmaster

- Oversees trail layout, maintenance, grooming, and equipment.
- Coordinates volunteers and landowner permissions.
- Manages trail-related expenditures within budget-approved limits.
- Oversees Trail Committee and may delegate their authority to one or more members of the committee.

Immediate Past President

- Serves in an advisory, non-voting role for one term.

BP-05 Financial Management Policy

Purpose

Defines budgeting, spending authority, signatory authority, audits, reimbursements, and financial reporting.

Fiscal Year

The fiscal year of the Club shall begin on October 1 and end on September 30.

Budget

The Treasurer prepares an annual budget for Board review. Board adopts annual budget. Variances >15% reviewed. Unbudgeted expenses >$5,000 require approval.

Transparency Policy

Annual budget presented to members. Financial reports provided regularly. Major decisions communicated in advance.

Spending Authority & Threshold Policy

Amount	Authority
Under $2,500	Officers within budget
$2,500 to $9,999	Board approval
$10,000 to $25,000	Board approval + member notice
Over $25,000	2/3 Board approval + member presentation

Accounts and Signatories

The Treasurer, President, and Secretary shall have signatory authority on Club accounts.

Reserve Policy

The Club shall maintain a minimum reserve equal to one (1) year of average operating expenses. Use of reserves below this minimum requires a two-thirds vote of the Board and prior presentation to Members. Reserves may be designated for equipment, trails, emergencies, and capital improvements.

Capital Project Policy

Projects over $10,000 require scope, cost, impact analysis, and alternatives. Projects over $25,000 require member presentation and 2/3 Board approval.

Audits and Reporting

- Annual audits/reviews may be conducted within 60 days of fiscal year end.
- Financial reports shall be provided to the Board and members as required.

Expense Reimbursement

Reimbursable expenses include approved Club events, banking costs, and website expenses. Transportation, entertainment, meals, and lodging are generally non-reimbursable.

BP-06 Trail Operations Policy

Purpose

Defines trail maintenance authority, equipment use, volunteer coordination, grants, and contracts.

Authority

The Trailmaster oversees all trail and equipment operations subject to Board oversight.

Expenditures

Trailmaster may authorize expenditures within approved budgets and officer limits; larger expenditures require Board approval.

Grants and Contracts

The Trailmaster may enter grants and contracts with state agencies subject to Board approval and compliance requirements.

BP-07 Communications & Technology Policy

Purpose

Defines approved communication platforms, member conduct in digital spaces, and enforcement authority.

Official Communications

Official communications shall be conducted in English through Board-approved platforms.

Online Conduct

Members using official platforms must use real names and comply with Board-adopted terms of use.

Enforcement

The Board may restrict access to platforms for violations of policy.

BP-08 Data Protection & Privacy Policy

Purpose

Defines permitted use of member data, access controls, privacy safeguards, and prohibited uses.

Use of Data

Member data shall be used solely for Club business.

Access

The Board and designated committee members may access data for official purposes only.

Prohibited Uses

Member data shall not be used for sales, marketing, or personal purposes.

BP-09 Meetings & Parliamentary Procedures

Purpose

Defines meeting structure, quorum verification, voting methods, and order of business.

Order of Business

Meetings shall generally follow this order: call to order, quorum verification, approval of minutes, officer reports, committee reports, unfinished business, new business, and adjournment.

Voting

Unless otherwise required, actions are approved by a majority vote of those present. All votes shall be cast anonymously.

BP-10 Amendment & Governance Review Policy

Purpose

Defines periodic review of bylaws and policies, documentation standards, and governance continuity.

BP-11 Director Orientation

Role of the Board

Directors govern the organization, approve budgets, set policy, and ensure legal compliance.

Role of Officers

Officers are directors with assigned tasks (President, Treasurer, Secretary, etc.). They do not form a separate layer.

Voting Structure

Each director receives one vote. Officers do not possess extra authority over votes.

Working Board Reality

Without paid staff, the board must perform both governance and operations. This is normal and recommended for small volunteer nonprofits.

Path to Future Growth

If the organization adds staff or contractors in the future, the board may shift toward a governing model, where operations are handled by staff and the board focuses on oversight.

BP-12 Checks & Balances Policy

This policy outlines safeguards within a working board structure.

One Director = One Vote

All directors, including officers, have exactly one vote on board actions.

Budget Authority

Officers may draft budgets, but only the board approves, amends, or rejects them by majority vote.

Financial Reporting

Treasurer provides monthly or quarterly financial reports to the board for review and acceptance.

Spending Limits

Board sets spending approval thresholds; expenditures above limits require prior board approval.

Officer Accountability

Board may remove officers by majority vote if duties are not fulfilled.

Board Accountability

Members elect directors; directors answer to membership at annual meetings and via elections.

BP-13 Governance Transition Policy

Temporary Suspension of Expenditures Following Election

Upon completion of the annual election of officers and directors, all discretionary spending and financial commitments of the organization shall be temporarily suspended until the newly elected officers and board members are formally sworn in at the next regular meeting of the organization. During this interim period, only expenditures necessary for routine operations may be authorized. Such expenditures shall be limited to previously approved budgeted obligations, contractual payments, utilities, insurance, or other essential operating expenses. No new financial commitments, purchases, contracts, or transfers of funds may be initiated during this interim period unless required to address an emergency situation and approved by a two-thirds vote of the current Board of Directors. The suspension of discretionary spending shall automatically terminate upon the swearing-in of the newly elected officers and board members.

Transfer of Financial Authority

- Immediately upon the swearing-in of newly elected officers, all financial authority shall transfer to the new officers and Board of Directors.
- Outgoing officers shall provide all financial records, bank account information, passwords, financial software access, and related documentation to the incoming officers within seven (7) days.
- Authorized signers on bank accounts, credit cards, and other financial instruments shall be updated promptly to reflect the newly elected officers.
- Outgoing officers shall cooperate fully to ensure a smooth transition and continuity of the organization's financial management.

Restrictions on Contractual Commitments After Election

Following the announcement of election results and prior to the swearing-in of new officers and board members, the outgoing officers and board shall not enter into new contracts, leases, agreements, or financial commitments on behalf of the organization, except for obligations necessary for the immediate and routine operation of the organization. Any contract or commitment made in violation of this provision may be subject to review or cancellation by the incoming Board of Directors.

Officer and Board Transition Procedures

- The newly elected officers and board members shall be sworn in at the next regularly scheduled meeting following the election unless otherwise specified by the bylaws.
- A transition meeting between outgoing and incoming officers is encouraged to review finances, ongoing obligations, pending issues, and organizational records.
- All physical property of the organization including keys, documents, equipment, and financial records shall be transferred to the incoming officers no later than seven (7) days after the swearing-in.
- The incoming Board of Directors shall have full authority to review and audit financial transactions conducted during the transition period if necessary.

Additional Financial Protection Provisions

- No officer or member may individually obligate the organization to financial liability without written authorization from the Board of Directors.
- Debt exceeding a threshold established by the bylaws (for example $10,000) must be approved by a vote of the general membership.
- The organization may establish a maximum total debt limit to ensure long-term financial stability.

BP-14 Policy on Incurring Organizational Debt

This policy establishes procedures and requirements for the organization to incur debt or enter into financial obligations requiring repayment over time. The purpose of this policy is to ensure responsible financial management, transparency, and oversight by the Board of Directors.

Budget Requirement for Debt Obligations

Prior to entering into any debt agreement, a detailed budget shall be prepared outlining the total cost of the obligation over the full term of the debt. The budget must include:

- Total principal amount of the debt.
- interest and finance charges over the life of the obligation.
- Payment schedule and duration of the debt.
- Identification of revenue sources that will service the debt.

Pre-Approval from Financial Institutions

Before any debt agreement is finalized or presented for vote, the organization must obtain preliminary approval or qualification from the lending financial institution. Documentation shall include:

- Confirmation of loan eligibility.

- Estimated interest rate and repayment terms.
- Required collateral, if any.
- Estimated payment obligations.

Additional Requirements for Equipment Purchases

If the proposed debt is for the purchase of equipment, the following information must be presented to the Board of Directors:

- Total purchase price of the equipment.
- Estimated cost of operating the equipment.
- Estimated annual maintenance and repair costs.
- Insurance costs associated with ownership and operation.
- Any additional storage, licensing, or regulatory costs.

Board Approval Requirement

No officer, director, or member shall enter into a loan, financing agreement, lease purchase agreement, or other debt obligation on behalf of the organization without prior approval through a formal vote of the Board of Directors and, when required by the bylaws, approval of the membership.

Additional Board Policies may be added sequentially as needed and recorded in BP-00 Policy Adoption Log.