

Procedure #1, General Operations

1.0. Introduction and Authority

This Procedure, and the Procedures to follow, have been enacted by the Folsom Shooting Club, Inc., Board of Directors under the authority of the Bylaw Section 5.1.2.1. The procedures implement the Bylaws and apply to the operation of the Sacramento Valley Shooting Center, elected members of the Board of Directors, its members, staff, the public and guests. It governs the facility operations, elections, meetings, range use, safety, maintenance, facilities improvement projects and other subjects provided herein.

Each procedure and any amendments thereto must be approved by the Board of Directors. Each procedure displays the Board of Director's approval date and reference to the Bylaw section providing authority for the enacting procedure, and any Bylaw section being implemented by the procedure.

A copy of the procedures is to be available to members at the Main Range Office and Shotgun Range Office during regular business hours. The approved procedures are also available on the FSC website.

1.2. Fees

See Fee Schedule available in Appendix 2 of these procedures.

1.3. Operating Hours, Ranges 2 through 12.

See Schedule of Operating Hours available in Appendix 3 of these procedures.

1.4. Range and Firearm Safety

In order to promote the safest environment possible for the use and enjoyment of all ranges at the Sacramento Valley Shooting Center, Procedure #10 has been adopted by the Board of Directors for Ranges 1 through 12. FSC Staff, including designated Range Safety Officers (RSO) charged with the operation of ranges shall strictly follow the procedures set herein and any deviation from the approved procedures requires prior approval of the FSC Operations Manager, or his or her designee. At any range where there is no RSO present, the FSC members and guest shall adhere to the applicable range Procedure #9, as applicable.

Bylaw Reference	Section 3.2.1~ 3.1.6, and 5.1.2.
Date Board Approved this Procedure	10/25/2017

Procedure #2, Membership

2.0. Membership Applications

2.0.1. Application Forms. Persons seeking membership in the FSC must complete and submit the FSC application forms as appropriate for the membership class.

2.0.2. Applicants for Voting Membership shall use FSC Form #5, Application for Voting Membership and satisfy requirements of Bylaw Section 4.3.1.

2.0.3. Applicants for Non-Voting Membership shall use FSC Form #6, Application for Non-Voting Membership and satisfy requirements of Bylaw Section 4.3.2.

2.0.4. Junior Members petitioning for Voting Membership shall use FSC Form #8, Junior Member Petition for Voting Membership and satisfy requirements of Bylaw Section 4.1.3 and 4.3.1.

2.0.5. Voting Membership Applications. Applications for Voting Membership submitted to the Secretary during any regular open Board of Directors meeting shall be accompanied by proof of application fee payment issued by the Main Range Office, and a Work Hour Record signed by the Operations Manager.

2.0.6. Simultaneous Applications. If two or more Non-Voting Members submit applications for Full Membership at the same Board of Directors meeting, the Non-Voting Membership date of issuance shall be used to establish seniority for Voting Member acceptance of the application. This provision is intended to apply only when the Voting Member limit established by Bylaw Section 4.13 has been reached or will be reached by the number of applications received.

2.0.7. An application submitted prior to meeting all eligibility requirements of the Bylaws and these procedures, will be rejected.

2.0.8. Membership application fees paid by an applicant for Voting or Non-Voting Membership are non-refundable regardless of the cause for rejection or disapproval of the application.

2.1. Membership

2.1.1. Membership Year and Renewal. The membership year shall begin on January 1 and expire on December 31. The membership is renewable until January 31 of the year following expiration without penalty. After January 31, and until the close of business on the last day of February, memberships are renewable with a payment of the applicable renewal fee and penalty equal to 100% of the applicable renewal fee. Members failing to renew by close of business on the last day of February, shall forfeit his or her membership unless eligible for reinstatement as provided in Section 2.1.4 and 2.1.5.

2.1.2. Membership renewal and annual membership fees do not apply to life members, associate members or junior members.

2.1.3. Membership Reinstatement. The Board of Directors may, at its sole discretion, reinstate an expired membership of the types defined in Bylaw Section 4.1, when military or public service resulted in the former member being away for duty and unable to renew the membership.

2.1.4. Requests for membership reinstatement shall be submitted in writing with supporting documentation and received by the Board of Directors within 180 days of the expiration of the membership. The Board of Directors may accept later requests deemed appropriate based on the circumstances.

2.1.5. The applicant for reinstatement must appear before the Board of Directors in order to submit the written request for reinstatement and respond to questions.

2.1.6. It shall be the responsibility of each Member to notify the FSC of any change of mailing address, email address, and telephone number.

2.2. Membership Fees.

All fees are established by the Board of Directors during regular open meetings of the Board. See the Fee Schedule available in Appendix 2 of these procedures.

2.2.1. Membership Fees at Renewal. Voting and Non-Voting members shall pay the annual membership fees at the time of applying for membership renewal.

2.2.2. Applicants for Non-Voting Membership, who have not been a previous member, may have the membership application fee prorated based on the number of months remaining in the calendar year, but not less than 50% of the annual fee. All other applicants shall pay the full annual membership fee, except as provided herein.

2.2.3. Life Members, Junior Members, and Associate Members are exempt from annual membership fees.

2.3. Earned Fee Reduction

Voting members may perform Range Improvement projects and earn a reduction in the annual membership fee or application fee as provided in this section.

2.3.1. Qualifying range improvement projects require no less than 10-hours of work time, except that range projects by members of age 60 or more require no less than 5-hours of work time.

2.3.2. A voting member of less than 60 years of age completing an approved range improvement project as defined in this Section earns a \$50.00 reduction in the annual membership fee. A voting member of 60 years of age or more, earns a \$25 reduction in the annual membership fee.

2.3.3. A Non-Voting Member, making application for Voting Membership may not complete a range improvement project to receive a reduction in the membership fee or application fee.

2.3.4. Range improvement projects shall be approved in advance of the start of work by the Board of Directors, or by delegation to the Operations Manager, and completed prior to the membership renewal on January 31.

2.4. Membership Records

The FSC shall keep a membership book containing the name, address and class of membership of each Member. The membership book may be in the form of a book, file, electronic data base, or other form that is readily available for inspection. Such book or other form shall be kept in the FSC's principal office and shall be available for inspection by any member of the Board of Director during regular business hours.

2.4.1. The membership book shall include the name, contact information, membership number, NRA membership number, and any other information necessary for the operation of the FSC.

2.4.2. Termination of a membership shall be recorded in the membership book, or other form, together with the date on which such membership ceased.

Bylaw Reference	Sections 4.1 ~ 4.6.
Date Board Approved this Procedure	10/25/2017

Procedure #3, Meetings

3.0. Board and Membership Meetings.

Except as provided in this section, monthly Board of Director meetings shall be held on a recurring day of each month at a time and location established by the Board of Directors. Annual meetings shall be held within 30 days of the regular meeting of the Board of Directors held in April of each year, at a time and location established by the Board of Directors.

3.0.1. No meeting of the membership or the Board of Directors shall be held on Thanksgiving, Christmas or New Year's day. When a regularly scheduled meeting is not held because of a holiday, that meeting shall be rescheduled and held within 10 days following the holiday.

3.0.2. When circumstances warrant, the Board of Directors may change the regularly scheduled date, time, or location for the monthly Board of Directors meeting. Notice of a change shall be announced as provided in Bylaw Subsections 4.15.4, 4.15.5, and 5.6.3.

3.0.3. Except as authorized in Section 5.8 of the Bylaws, all meetings of the Membership, the Board of Directors, and all Committees shall be open to all Members and guests of the FSC.

3.1. Structure of Meetings.

3.1.1. Meetings shall be presided over by the President of the FSC or, in the President's absence, by the Vice President or, in the absence of both, by a chair chosen by a majority of those entitled to vote at the meeting.

3.1.2. Meetings shall proceed according to a printed agenda provided by the President. The agenda shall include at least the following elements:

3.1.2.1. Items requested by the membership, provided such items have been received by the President no later than 20 days prior to the scheduled meeting date.

3.1.2.2. Any new and old business of the FSC of general interest.

3.1.2.3. Any program or activity of general interest.

3.1.2.4. Adjournment.

Bylaw Reference	Sections 4.15 and 5.6.
Date Board Approved this Procedure	10/25/2017

Procedure #4, Elections

4.0. Elections

This section implements Sections 4.15.12 and 5.3 of the Bylaws in regard to the election of Directors, bylaw amendments, and other matters requiring a vote of the membership. Proposals and candidates shall be identified on a printed ballot complying with Section 4.2.

4.1. Nominations. Nominations for two-year positions as directors on the Board of Directors will be accepted at the December Board of Directors meeting. Nominations will be accepted at each open meeting of the Board until the election at the annual meeting.

4.1.1. Only Voting Members may be nominated for positions on the Board of Directors.

4.1.2. Accepted nominations to be included on the official printed ballot must be received prior to the adjournment of the February Board of Directors meeting. All candidates nominated at this and prior meetings shall have their names printed on the official ballot.

4.1.3. Nominations can be made from the floor at the March, April, and the annual meeting. All candidates nominated in March, April, and at the annual meeting shall be write-in candidates, and their names shall be read at the annual meeting prior to the voting.

4.1.4. After the close of nominations at the annual meeting, candidates will be allowed a minimum of three minutes to address the membership prior to the casting of ballots.

4.2. Ballots. Ballots shall be printed and suitable for mailing.

4.2.1. Ballots shall contain the following information as may be appropriate.

4.2.1.1. The name of any and all candidates for the Board of Directors.

4.2.1.2. An area for write-in candidates for the Board of Directors.

4.2.1.3. Any matter requiring voting membership approval as identified in Section 11.1 of the Bylaws.

4.3. Ballots Distribution. Ballots shall be mailed to all FSC Voting Members not later than March tenth of each year. Returned ballots shall remain their sealed envelopes, placed in a secured ballot box, and opened and counted the night of

the election by members of the Election Committee, except as provided in Subsection 4.4.4.

4.4. Counting of Ballots.

4.4.1. The Election Committee shall conduct all election by ballot counts.

4.4.2. The Election Committee Report shall report the results of each ballot count to the Membership as soon as practical, but not later than 10 days following of the election count.

4.4.3. Following an election by ballot, the election record, including ballots, and any records of the committee's count, including preliminary counts, worksheets and summaries, shall be delivered by the Committee Chairperson to the Secretary pursuant to Bylaw Section 4.15.12.

4.4.4. When the volume of received ballots exceeds 500 for any one FSC election, the Election Committee may conduct a pre-count of up to 500 received ballots prior to the membership meeting established by the Board of Directors for counting ballots. The pre-count may only be conducted with a majority of the committee members present and on the date of the meeting established for counting ballots. A regular meeting of the Board of Directors may be considered a meeting for the purpose of counting ballots to satisfy this section.

Bylaw Reference	Section 4.1.5, 5.3, 7.2, and Article 6.
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Procedure #5, Committees

5.0. Committees

Bylaw Article 7 establishes the following standing committees.

- Executive Committee
- NRA Relations and Shooting Discipline Committee
- Range Infrastructure Committee
- Club Communications Committee

Additionally, the Board of Directors may establish advisory committees as needed. This section will provide policies, rules and procedures for the standing committees and advisory committees. Membership on committees is governed by Bylaw Article 7.

5.1. Committee Chairperson Responsibilities.

5.1.1. Each committee chairperson shall be responsible for carrying out the duties of their respective committee in accordance with the applicable provisions of Bylaw Article 7.

5.2.2. Each committee chairperson shall report on the committee activities at each meeting of the Board of Directors.

5.2. Election Committee.

5.2.1. The FSC President shall establish an Election Committee pursuant to Bylaw Section 5.3.1, which is not a standing committee, for the purpose of overseeing elections. The Election Committee shall to be chaired by a Director and consist of five FSC Voting members and shall not include any person who is a candidate for a position on the Board of Directors.

5.2.2. The membership of the Election Committee shall be posted in the next issue of the FSC Newsletter and introduced prior to any ballot counting during the meeting held for the purpose.

5.2.3. An Election Committee shall assist the President in carrying out Bylaw Section 5.3, and shall perform all the duties specified in Bylaws Section and this Section and Section 4.4 of these Procedures.

5.2.3.1. The election committee shall be responsible to assure the election process is conducted in a fair and equitable manner.

5.2.3.2. Maintain a current list of the nominees and incumbents, and report that list at each Membership and Board of Directors meeting.

5.2.3.3. Create and cause the ballots to be distributed.

5.2.3.5. Other duties as required by the Board of Directors.

5.3. Scholarship Committee.

The Board of Directors may establish a Scholarship Committee, which is not a standing committee, to be chaired by a Director for the purpose of carrying out a funded scholarship program. A scholarship program is for the benefit of the FSC membership, and others specified herein, when funding is available as determined by the Board of Directors.

5.3.1. The Board may make changes to any aspect of the scholarship program or committee deemed necessary to carry out a Scholarship Program.

5.3.2. The Director appointed to chair a Scholarship Committee shall appoint two additional members, both of which shall be Voting Members. The Chairperson shall, when appointing committee members, attempt to avoid any possibility of a conflict of interest. No member appointed to the Scholarship Committee shall take part in the evaluation, recommendation, discussion, or voting on any Scholarship Program application where the applicant's eligibility for a scholarship is in any way based on a relationship with the Committee member. It is the intent of this section that there will be no actual, or the appearance of, a conflict of interest in the Scholarship Program.

5.3.3. The Scholarship Committee will be responsible for accepting Scholarship Program development, announcements, application forms and information, evaluating applications, making recommendations to the Board of Directors for awards, and otherwise carrying out the Scholarship Program as approved by the Board of Directors.

5.3.4. The Scholarship Program Committee shall make recommendations to the Board of Directors to improve the success of the Scholarship Program.

5.3.5. Candidate Eligibility. The Scholarship Program shall be for the benefit of the membership as defined in Article 4 of the FSC Bylaws, except as provided in this section.

5.3.5.1. No scholarship award may be made for any person of the age of 25 or more. Applicant age shall be determined on the application period closure date established by the Scholarship Committee. In addition to those membership classes specified in Bylaw Article 4, the grand children, great grand children and legal dependents of any Voting or Non-Voting FSC member in good standing are eligible scholarship applicants.

5.3.5.2. Eligible applicants must be registered for or enrolled in a college, trade school or other institution for post high school education, as deemed acceptable to the Scholarship Committee.

5.3.5.3. Eligible applicants who have been awarded two or more previous FSC scholarships, may be given lower priority to other applicants.

5.3.6. Application Period. Applications made available at the Main Range Office or FSC website, must be received by the FSC on or before June 30 of each year, or other date established by the Board of Directors. Applicants must use only the provided FSC Scholarship Application form.

5.3.7. Enrollment Verification. Scholarship Grantees must provide evidence in the form of copies of receipts, transcripts, or other documents showing the FSC funds have been used for tuition, books, and related educational expenses at the educational institution listed on the scholarship application. Such documents will be due within 6 months of the scholarship award date.

Bylaw Reference	Sections 5.1, 7.1, 7.2, and 7.6.
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Procedure #6, Hall of Fame

6.0. Hall of Fame Plaque. There shall be a Hall of Fame plaque permanently displayed in the FSC Main Range Office, and or Clubhouse.

6.1. Hall of Fame Members. It is the intent of the Board of Directors that names of FSC members who have made substantially contributions to the establishment, growth, improvement, enjoyment and success of the FSC, are displayed on the Hall of Fame plaque. Such contributions may be in the form of a donation, time, or a gift.

6.3. Hall of Fame Nominations. Any FSC member may make nominations for placement on the Hall of Fame plaque. Such nominations shall be made during a Board of Directors meeting, along with substantiation for the nomination. The substantiation shall show how the nominee met the criteria set in Subsection 6.1 of this Procedure.

6.4. Approval of Nominees. The Board of Directors shall approve all nominees to the Hall of Fame during a meeting of the Board of Directors. The approval shall be by favorable vote of two-thirds of the directors present at the time of the vote.

6.5. Permanency. All approved members of the Hall of Fame shall forever remain on the Hall of Fame unless removed by two-thirds vote of the Board of Directors for cause. Cause for removal will be any substantiated information that brings shame to the FSC.

Bylaw Reference	Section 5.1.
Date Board Approved this Procedure	10/25/2017

Procedure #7, Financial Controls and Records

7.1. Annual Budget

A budget shall be prepared on an annual basis in such detail as is reasonably deemed necessary for the operation of the FSC.

7.1.1. The President shall be responsible for proposing a budget to the Board of Directors for consideration no later than the regular monthly meeting of the Board of Directors in November of each year. During such meeting the Board of Directors may by majority vote approve the budget as presented or approve the budget with amendments. During the course of the fiscal year, the Board of Directors may by majority vote amend the budget as needed to continue the safe and orderly operation of the FSC.

7.1.2. Notwithstanding the approved budget, payment for unanticipated expenses for taxes, insurance, wages, labor related settlements, and for emergency repairs to facilities essential to the operation of the FSC, may be authorized by the FSC President and Treasurer jointly. Notice shall be provided the Directors and Voting Members of such payment in the FSC newsletter and website within 45-days after making the payment, and the payment shall be explained at the next occurring regular monthly meeting of the Board of Directors.

7.1.3. The approved budget shall be made available within 45 days of a written request submitted by a Voting Member to the FSC Treasurer.

7.2. Annual Financial Report

The Treasurer shall present an annual report to the Board for review and approval within 60 days of the end of the fiscal year. The report shall include at least the following.

7.2.1. A report of FSC revenue.

7.2.2. A report of FSC expenditures.

7.2.3. The balance of all bank accounts and cash on hand.

7.2.4. Any transactions during the fiscal year in which the FSC was a party and in which any Director or Officer had a direct or indirect material financial interest involving more than \$5,000.00, or which was one of a number of transactions in which the same interested person had a direct or indirect material financial interest and which transactions in the aggregate involved more than \$5,000.00.

7.3. Books and Records. Member access to financial reports, records, and minutes of meetings of the membership, Board of Directors and Committees of the Board of Directors, are subject to Bylaw Article 9, and this Procedure.

7.3.1. Minutes of all meetings shall be available to the members at the Main Range Office during regular business hours.

7.3.2. Member requests for financial reports and records shall be made in writing and submitted to the Operations Manager, or to any Director during a meeting of the Board of Directors. The requested financial reports or records shall be made available to the requesting member within 45 days.

7.4. Financial Delegation. Except as provided in subsection 7.5, the Board of Directors may delegate its authority to authorize the reimbursement for necessary expenses, payments for expenditures, deposits to accounts, and other transactions necessary for the continued operation of the FSC and facilities.

7.5. Emergency Expenditures. An emergency expenditure may be made with FSC funds for services, equipment, materials, devices, and similar items, that is not specifically authorized in the FSC annual budget, because the problem, situation or condition was unforeseen and developed suddenly and created an urgent condition that if allowed to exist will interrupt the safe and orderly operation of the FSC, or lead to further damage and possibly a greater expenditure if not corrected immediately and where there is not time to obtain a budget amendment at the regular meeting of the Board of Directors. This emergency expenditure procedure is not to be used when an expenditure is merely useful or beneficial or that might prevent a failure or disruption in the future.

7.5.1. Emergency Expenditure Approval Requirements. The following FSC Officers are able to authorize a transfer of funds from FSC's Emergency account to our Main Operations account for the purpose of making an emergency expenditure.

7.5.1.1. President & one other FSC Officer or Director.

7.5.1.2. President & FSC Operation Manager.

7.5.1.3. FSC Treasurer & one other FSC Officer or Director.

7.5.1.4. The FSC Vice President may act in the absence of the President.

7.5.2. Reporting of Emergency Expenditures. All emergency expenditures must be reported in the following matter.

7.5.2.1. at the next regular monthly meeting of the Board of Directors and recorded in the meeting minutes.

Folsom Shooting Club Inc. Operations Manual

7.5.2.2. The FSC President must report the expenditure to the Full Membership in the next issuance of the FSC newsletter.

7.5.2.3. In the situation where the FSC President or Treasurer were absent and an emergency expenditure was made, the Vice President shall notify the absent FSC President or Treasurer of the emergency expenditure as soon as possible.

7.6. Fiscal Year. The fiscal year shall be from October 1 to September 30 of each year.

Bylaw Reference	Sections 5.1, 5.1.2.7 9.1, 9.4, 9.6, and 10.1.
Date Board Approved this Procedure	10/25/2017

Procedure #8, NRA Grants

8.0. Availability of NRA Grants. Each year the NRA offers the opportunity of obtaining a grant for the support of shooting programs or for range improvement projects. The FSC has been very successful at obtaining range improvement project grants. Guidelines with information and requirements, and the application, are available at the website <https://www.nrafoundation.org/grants/>.

8.1. FSC Application Authority. The FSC Board of Directors will make all decisions regarding NRA Grants affecting the SVSC. The decision to seek a grant, the subject of a grant, who will complete the application, and related matters will be decided only by the Board of Directors.

8.2. Application Period. In the past the application period has opened on or about August 1 of each year with a deadline date in the third week of October.

8.3. Application Process. The application for an NRA grant is to be completed online and all required attachments must be uploaded to the application in pdf format. The process is paperless and there is no exception.

The FSC process should be started in April of each year to gain Board approval and assignments. Considerable time will be required to obtain quotes, letters of support and the documents listing herein. In past years the application has included 14 screen pages with numerous questions. The application may be opened, saved, and reopened as often as needed before making the submittal. The completed application must be approved by the FSC President before submittal.

8.4. Required Documentation. The application may (as in the past) require the following information, or documents in pdf format.

IRS Tax Identification Number and Filing Status [(501(c)(4)].

IRS Tax Form W9.

Financial Statement, including operating budget, treasurer's report, previous year's Form 990 or similar, income and expenditure report, recent checking account statement, etc.

- Grant Deed for SVSC property.
- FSC Bylaws.

- Board of Director member names, position titles, email addresses and telephone numbers.
- Description of the project to be funded by the grant.
- Quotes for any materials, devices or equipment to be funded by the grant.
- Three letters of support from outside organizations.

However, check the application each year to determine if there are additional requirements, or revisions to the requirements listed above.

8.5. NRA Application Decision. The review and decision making process by the NRA is a two step process. First, a regional or state committee will meet early in the year following the application period closure. For the NRA Eastern California region, the committee generally meets in February or March. The committee makes their recommended selections from the received applications that are then forwarded to the NRA Foundation Board of Trustees, who make the final decision. Notification of a decision will come as early as April, or as late as June.

8.6. Obtaining Support Letters. As said in Subsection 8.4.9 of this Procedure, three letters of support are usually required. The letters must be from outside organizations that will benefit from the proposed project to be funded by the grant. Seek the support letters as soon as possible. Obtaining the letters will consume considerable time.

8.6.1. Contacting outside organizations to request letters of support may be completed by email or by letter. The following is suggested language, which may be amended as needed for the situation.

This is a request for your assistance from the Folsom Shooting Club Inc. As you know we own and operate the Sacramento Valley Shooting Center. We are preparing an application to the National Rifle Association (NRA) for a grant to fund (describe the project).

One requirement of the NRA is for letters of support from organizations that may benefit from the grant. We are requesting such a letter from you. If you will write a support letter, please include the following elements.

- 1. The name of your program.*
- 2. A description of your shooting program.*
- 3. The number of participates in your program.*
- 4. (for youth programs) The age range of the participates.*
- 5. The number of people, other than the participants, present during shooting activities.*
- 6. The number of coaches, parents, and others in attendance.*
- 7. A statement of support for our grant application and how the project to be funded by the grant will be beneficial to your shooting program.*

*Please address and mail your support letter to:
(Name), President
Folsom Shooting Club Inc.
P.O. Box 1407
Sloughouse, CA 95683*

*Thank you in advance for your assistance. We will advise you if we are successful.
Grant applications in (year) will be considered in the spring of (year).*

8.6.2. It will be helpful to request a pdf format of the letter and have it sent directly to the person making the request and or completing the application. This will save time.

8.7. Post Grant Requirements. The NRA website instructions provide the follow up requirements for organizations receiving a grant. In past years the application has included the question "How will your organization show recognition of the NRA Grant?" The FSC practice has been to post professionally made metal signs with statements such as "Skeet machines made possible by an NRA Foundation Grant", or "Shade Structure obtained by an NRA Foundation Grant", or other language appropriate for the subject of the grant.

Another requirement is for a Final Report. The report is completed online at the NRA website where the NRA Grant Application was completed. There are several questions to answer regarding the use of the Grant, dates, descriptions, and recognition of the grant. There is a deadline for the final report. Late reports will jeopardize future grants.

Bylaw Reference	Section 5.1.
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