

Neighbors' Gun Club, Inc.

Rhinebeck, New York

Standard Operating Procedures

Members and Affiliates
Officers and Appointees
Property Use
Range Use

Conduct

All Members and Affiliates of Neighbors' Gun Club (NGC) are expected to:

- (1) Abide by the prevailing federal, state, and local statutes which pertain to hunting, fishing, trapping, and firearm usage
- (2) Act in accordance with the rules, regulations, and codes of conduct set forth in these Standard Operating Procedures (SOPs) and the NGC Bylaws – including any future amendments to the SOPs, Bylaws, or portions thereof
- (3) Exhibit behavior that is consistent with the purposes for which NGC was founded and which are stated in the Certificate of Incorporation

Failure to comply may be deemed grounds for disciplinary action – including expulsion from NGC

New Members

- (1) Membership application forms are available at the NGC clubhouse (36 Burger Road, Rhinebeck, NY, 12572) and the NGC website (<https://neighborsgunclub.com>)
- (2) Membership application forms must be completed using indelible ink and submitted to the Vice President of NGC; these submissions must include payment for the first year's dues and any applicable initiation fee
- (3) The Vice President shall investigate the candidate and report the findings – along with a recommendation for membership approval or denial - to the Board of Directors (BoD); the BoD decision / recommendation shall be presented to the general membership for confirmation at the regular club meeting which immediately follows the conclusion of the investigation / BoD review
- (4) Membership in NGC will include all individuals who can commit to and uphold the Bylaws and SOPs set forth by NGC
- (5) Candidates who are accepted by the general membership at the May meeting (or later) shall not be required to pay dues until September of the following year
- (6) Candidates who were denied membership, regardless of the reason(s), shall not be reconsidered for a period of twelve (12) months commencing on the date the application was rejected
- (7) Candidates who were not considered because vacancies did not exist shall be placed on a waiting list; any payments received shall be refunded. Such persons shall be contacted when an opening exists and requested to resubmit any payments if still interested in becoming a Member of NGC

Dues, Fees, & Fines

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Dues (checks must be made payable to Neighbors' Gun Club)

- (1) Annual dues for Regular Members shall be one hundred and fifty dollars (\$150.00)
- (2) Annual dues for Sponsor Members shall be seven hundred and fifty dollars (\$750.00)
- (3) Membership dues for the upcoming year, plus any applicable fines from the current year, should be paid in full no later than the regular October meeting; partial payments will NOT be accepted
- (4) The deadline for payment of dues / fines shall be the conclusion of the regular November meeting; persons in arrears after this deadline will be removed from the membership rolls
- (5) Regular Members who are full time students may submit written requests for exemption to the Secretary; such requests must be received prior to the aforementioned deadline and, if approved, only be valid for a period of one (1) year

Application / Initiation Fees (checks must be made payable to Neighbors' Gun Club)

- (1) The initiation fee for Regular and Sponsor Members shall be one hundred and fifty dollars (\$150.00)
- (2) Applications for membership must include both the initiation fee and dues for the first year
- (3) Dues, as noted earlier, shall be dependent upon the type of membership
- (4) Payments shall be refunded to candidates who are denied membership – including those who are placed on a waiting list because openings did not exist at the time the application was received

Dues, Fees, & Fines

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Fines

- (1) Any Member or Affiliate whose vehicle does not bear the proper / current identification when parked on land that is owned, leased, or posted by NGC shall be assessed a fine of thirty dollars (\$30.00)
- (2) Regular Members who do not fulfill committee obligations (refer to the SOP governing these requirements) shall be assessed a fine equivalent to the annual membership dues; consecutive offenses shall result in progressively higher fines (i.e., twice the annual membership dues for the second consecutive offense, thrice the annual membership dues for the third consecutive offense, etc.)
- (3) Regular Members who do not fulfill Posting obligations (refer to the SOP governing these requirements) shall be assessed a fine equivalent to the annual membership dues; consecutive offenses shall result in progressively higher fines (i.e., twice the annual membership dues for the second consecutive offense, thrice the annual membership dues for the third consecutive offense, etc.)

Other

- (1) All Members and Affiliates are subject to fines and/or disciplinary actions (which could include dismissal from NGC)

Refer to the SOP governing disciplinary action for additional information / guidance

Obligations

- (1) Regular Members shall be assigned (annually) to a Special Committee and must comply with the directions provided by the Committee Chairperson(s) throughout the membership year or until the committee has completed its mission (whichever comes first); the decision of the Committee Chairperson(s) shall be the sole determinant of whether this obligation was fulfilled by a given Regular Member; failure to perform assigned committee duties shall be reported to the President and Secretary (in writing) no later than the end of September in the year the obligation was not met
- (2) Regular Members shall be assigned (annually) to a Posting Team and must comply with the instructions included in the Posting Notice and directions provided by the Posting Captain(s) until the team has completed posting its assigned parcel(s); the decision of the Posting Captain(s) shall be the sole determinant of whether this obligation was fulfilled by a given Regular Member; failure to perform assigned posting duties shall be reported to the Posting Commander (in writing) who shall in turn inform the President and Secretary (in writing) no later than the end of September in the year the obligation was not met
- (3) Regular Members who volunteer to assist with the Spring Roadside Clean-up shall receive credit for attending one (1) regular club meeting; the Committee Chairperson shall provide the Secretary with a sign-in roster at the conclusion of the event, and this document shall be the official record of participation
- (4) Charter, Life, Land Owner, and Sponsor Members are NOT required to serve on committees, post land, or attend club meetings, but are encouraged to voluntarily participate in such activities

Affiliates

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Affiliates are persons associated with NGC who may enjoy some of the privileges reserved for Members, but are not actually Members of NGC; the actual privileges afforded to Affiliates and the association with NGC shall be established at the discretion of NGC; Junior Affiliates (see below) shall be required to submit an application whereas all other affiliations shall be determined by the BoD on a case by case basis

All Affiliates

- (1) Must abide by NGC SOPs and Bylaws; failure to comply could result in the termination (by the BoD, at its sole discretion) of any or all NGC affiliations
- (2) Shall NOT be subject to waiting list provisions if / when actual membership is desired
- (3) Will be provided with appropriate identification credentials

Honorary Affiliates

- (1) Must be a minimum of eighteen (18) years of age
- (2) Are persons who, in the judgement of the BoD, have performed distinguished service(s) to NGC
- (3) Are NOT subject to committee, posting, or meeting obligations
- (4) Shall enjoy property use rights and privileges as specified by the BoD

Junior Affiliates

- (1) Junior Affiliates must be between the ages of twelve (12) and eighteen (18) - inclusive
- (2) Junior Affiliate application forms are available at the NGC clubhouse (36 Burger Road, Rhinebeck, NY, 12572) and the NGC website (<https://neighborsgunclub.com>)
- (3) The Junior Affiliate application must be completed and signed by both the Junior Affiliate and his/her parent or legal guardian; the parent or legal guardian must be at least twenty-one (21) years of age

Affiliates

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- (4) Junior Affiliates must be sponsored by (A) an adult Member of NGC who is either a parent or legal guardian, or (B) the sponsoring member must be appointed by the parent or legal guardian to supervise the Junior Affiliate while the latter is participating in NGC functions or using the property / facility that is controlled by NGC; the parent or legal guardian and appointed Member of NGC must document this arrangement by completing and signing the “waiver” that is provided by NGC; this form must be submitted to the NGC Secretary and will be kept on file permanently (refer to the Application for Junior Affiliation document)
- (5) Junior Affiliates are permitted to utilize NGC controlled property / facilities when supervised by a Member of NGC who is the parent, legal guardian, or appointed supervisor of the Junior Affiliate; when the sponsor is a parent or legal guardian, he/she may grant permission for a single, authorized alternative adult member of NGC to supervise the Junior Affiliate when the Junior Affiliate is using the NGC property and the parent or guardian is not present. The parent or guardian must sign a club waiver authorizing the alternative Member. The waiver (refer to the Designation of Sponsor / Supervisor document) must be submitted to the NGC Secretary in a timely fashion prior to the sponsor’s absence. The NGC Secretary will retain the waiver permanently
- (6) Junior Affiliates must be supervised by their adult sponsor or the appointed alternate adult club Member, as defined by the New York State Hunting Regulations, while hunting on club land
- (7) When participating on NGC firing ranges, Junior Affiliates must be supervised in accordance with New York State law
- (8) Junior Affiliates are not subject to work, meeting, or posting obligations but are encouraged to take part in all appropriate NGC functions
- (9) Junior Affiliates are encouraged to apply for membership when they turn eighteen (18) years of age. An application for membership must be completed and submitted along with dues for the first year
- (10) Junior Affiliates are not subject to an initiation fee or to waiting list restrictions
- (11) Junior Affiliation will automatically terminate when the Affiliate becomes a Member or reaches his/her nineteenth (19th) birthday

Privileges

All Members may

- (1) Hunt, fish, trap, and scout land that is owned, leased, or posted by NGC
- (2) Utilize the clubhouse, camps, shooting range, and other NGC facilities
- (3) Lodge complaints against other Members (or Affiliates)
- (4) Obtain permits for guests
- (5) Enjoy all other rights and privileges contained in the current NGC Bylaws and SOPs

Land Owner Members (in addition to the above)

Shall be invited to an annual dinner which will be provided at the expense of NGC

Affiliates

Items (1) & (2) in the All Members section apply – subject to any provisions imposed by the BoD; current NGC Bylaws and SOPs also include items which are specific to Affiliates

Membership Materials

- (1) NGC shall provide Identification Cards and Vehicle Stickers to all Members and Affiliates on an annual basis
- (2) Life Members shall not receive new Identification Cards or Vehicle Stickers each year, but may request replacement items (from the Secretary) when necessary
- (3) Membership Identification Cards are not transferrable and must be signed by either the President or Secretary in order to be valid; these cards must be carried by all Members and Affiliates when hunting, fishing, trapping, or scouting land that is controlled by NGC
- (4) Guest Cards may include restrictions and are only valid under the specified conditions
- (5) Vehicle Stickers must be clearly visible when on land controlled by NGC; additional and/or replacement stickers may be obtained free of charge from the Secretary
- (6) Card keys are necessary to enter the clubhouse and camp facilities; the locks are changed on a regular basis; Members may request one (1) card key from the Secretary; a five dollar (\$5.00) replacement fee will be levied to replace lost card keys

Raffles

Annual Raffle

- (1) Annual raffle tickets shall be distributed to all regular Members; other Members may request these tickets
- (2) Regular Members are obligated to purchase (or sell) a minimum of one hundred dollars' (\$100.00) worth of tickets and return the proceeds to the Raffle Committee chairperson PRIOR to the date of the raffle (an earlier date may be imposed); additional tickets may be requested by individual Members
- (3) The penalty for noncompliance shall be a fine equal to the face value (less any monies returned) of all tickets received by a particular Member
- (4) Life, Land Owner, and Sponsor Members are NOT required to sell / purchase annual raffle tickets; however, those who request tickets are subject to the provisions of item (3) above

Other Raffles

Should NGC hold additional raffles, the tickets must be requested (by any member); here again, all proceeds (or unsold tickets) must be returned to the committee chairperson PRIOR to the date of the raffle (or the date imposed); failure to comply will result in the same penalties described in item (3) under the Annual Raffle section

Disciplinary Action

- (1) Any Member or Affiliate may be subject to disciplinary action – which could include expulsion from NGC – for violating a Bylaw or SOP, or for acting in a manner which was detrimental to the organization
- (2) Any Member or Affiliate may file a complaint (with the President and/or Secretary) against any other Member or Affiliate; said complaint must be in writing, signed by the complainant, and include sufficient information (such as date / time of the occurrence, the party or parties involved, known witnesses to the event, etc.) to describe the alleged violation; electronic communication (including a “signature”) is permissible / adequate
- (3) The President and/or Secretary shall date and initial (or otherwise document) receipt of the formal complaint and notify the BoD; the BoD shall determine whether a special meeting is necessary or if the matter may be delayed until the next regularly scheduled BoD session
- (4) The President may, at his sole discretion, suspend any/all of the privileges of the Member(s) or Affiliate(s) named in the complaint until the matter has been resolved
- (5) The BoD shall appoint one of its members to investigate the complaint and immediately notify the subject(s) of the complaint; this investigation may include, but is not limited to, interviewing the complainant(s), subject(s) and/or other personnel, reviewing the supporting evidence / documentation, and exploring NGC records relevant to the situation; the investigating Director will be responsible for presenting the findings to the BoD (informally or during a regularly scheduled or special session); the BoD will determine – by simple majority vote – a recommended resolution which will be presented to the general membership of NGC; this recommendation may include any combination of restitution, fines, formal (i.e., written) reprimand, loss of tenure for the current year, probation, or expulsion from NGC; the BoD may also recommend that the matter be dismissed with or without prejudice
- (6) The complaint will be placed on the agenda as new business during a regularly scheduled club meeting; the assigned Director shall present the complaint, the results of the investigation, and the BoD recommendation; if present, the complainant and subject shall be recognized and provided an opportunity to speak (the time allotted should be limited to a few minutes apiece); a motion shall be made and duly seconded to substantiate the complaint and impose any sanctions or dismiss the matter and return the subject to good standing; the decision rendered by the membership shall be final and take effect immediately

Elected Officers

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President - the Chief Executive Officer (CEO) - charged with the day to day oversight and operational management of the organization; the President shall communicate with other elected officers as needed to ensure the orderly operation of NGC and the protection of NGC's property; duties include

- (1) Calling special meetings
- (2) Presiding at regular & special NGC meetings
- (3) Seating and providing direction to Special Committees
- (4) Assigning qualified Members to Appointed Positions (and providing any necessary direction)
- (5) Cosigning checks with the Treasurer (this is an optional responsibility)
- (6) Approving petty cash disbursements – Member reimbursements are not to exceed one hundred dollars (\$100) per occurrence
- (7) Assisting the Secretary with the collection of dues, fines, etc.
- (8) Ensuring that each active Land Owner Member is provided with two (2) complimentary tickets to the annual Beef BBQ

Vice President - the assistant to the President who shall serve in his stead as needed or directed by the President; in the event of a vacancy in the office of President, the Vice President shall automatically be elevated to that office and serve as such for the remainder of the former President's term; duties include

- (1) Serving as the ex officio Chairperson of the Membership Committee
- (2) Maintaining a membership waiting list (when necessary)
- (3) Cosigning checks with the Treasurer (this is an optional responsibility)
- (4) Assisting the Secretary &/or Treasurer (when necessary)
- (5) Managing the Guest Permit program
- (6) Sending Christmas Cards (annually) to all Land Owner Members
- (7) Sending sympathy, get well, thank you, etc. cards as directed by the President &/or BoD

Elected Officers

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Secretary - the Secretary is charged with the maintenance of all NGC non-financial records such as

- (a) Bylaws
- (b) SOPs
- (c) Attendance
- (d) Officer names & terms
- (e) Membership roster
 - Contact information
 - Membership type / status
 - Tenure
 - Membership, Vehicle Sticker, and Guest Permit
- (f) Minutes to all regular, special, and BoD meetings
- (g) Member exemption requests
- (h) Inactive / delinquent (i.e., former) members
- (i) Membership applications
- (j) Committee & Posting assignments

Said records shall be kept in written &/or digital format, and made available to any Member in good standing upon request

Additional duties include

- (1) Acting as the Chairperson of the NGC Web Site Committee
- (2) Maintaining the NGC Calendar of Events and ensuring its availability on the web site
- (3) Conducting roll calls, and recording / maintaining roll call records (for all NGC meetings)
- (4) Keeping minutes of all NGC meetings (including BoD meetings)
- (5) Cosigning checks with the Treasurer (this is an optional responsibility)
- (6) Distributing communication to NGC membership (as required)
- (7) Maintaining the membership roster – including tenure calculations
- (8) Managing the membership renewal process and ensuring that all active Members are provided with the appropriate credentials no later than 31 January of each year
- (9) Generating all correspondence at the direction of the President &/or BoD

Elected Officers

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Treasurer - the Chief Financial Officer (CFO) – charged with the oversight of all NGC financial matters such as income, disbursements, and record keeping; said records shall be kept in written &/or digital format, and made available to any Member in good standing upon request

Additional duties include

- (1) Serving as the ex officio Chairperson of the Ways & Means Committee
- (2) Managing all NGC bank / investment accounts
- (3) Maintaining / monitoring the NGC post office box
- (4) Signing all NGC checks
- (5) Providing a financial report at each regular and BoD meeting – contents to include the current balance of each account as well as any income &/or expenditure incurred since the previous report
- (6) Paying all NGC bills & budgeted expenditures promptly
- (7) Ensuring that all applicable tax forms and monies are submitted to the appropriate agency on or before regulatory deadlines

Elected Officers - continued

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Directors (at large) – Four (4) Directors shall be elected by the membership to serve alongside the President, Vice President, Secretary and Treasurer and assist with the general administration of NGC; individual directors do not have regularly assigned duties like other elected officials, but may be assigned specific tasks by the BoD

Board of Directors – the four (4) elected directors and the President, Vice President, and Secretary (the latter three (3) being considered ex officio Directors) shall be collectively known as the BoD; the BoD shall meet on a predetermined schedule to discuss and implement actions (particularly those of a strategic nature) related to the management of NGC; unless expressly noted, all duties and authorities of the BoD are derived from the collective, and no individual may independently act in the name of NGC; regular duties include

- (1) Interpreting the NGC Bylaws
- (2) Investigating formal (i.e., written and signed) complaints
- (3) Recommending land / water resources to be posted by NGC
- (4) Assessing candidates who apply for membership in NGC
- (5) Reviewing the performance of new and probationary members
- (6) Verifying that insurance policies and elected officer bonding are current
- (7) Performing annual audits (to be completed prior to the Annual Meeting in September) of the records maintained by the Secretary, Treasurer, and Trustees

Members of the BoD are expected to be involved, as necessary, in all aspects of NGC administration, and as such, are exempt from individual committee assignments (including Posting) beyond those that are indicated as specific BoD or individual responsibilities

Appointees

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General Comments (apply to all Appointees)

- (1) Appointees serve at the pleasure of the President
- (2) Appointments made by the President shall remain in effect until rescinded by that or a future President; such rescission may be made at any time – in writing, with a copy to the Secretary
- (3) Persons appointed as Special Committee Chairpersons shall be exempt from the annual posting requirement during the membership year said appointment is in effect
- (4) There shall be no limit to the number of appointed positions which may be held simultaneously by a single individual, nor shall there be a maximum amount of time that an individual may hold a particular Appointed Position

Trustee – there shall be three (3) trustees – one (1) for each property owned by NGC; Trustees shall act as custodians for all real property and equipment associated with the assigned parcel and be responsible for coordinating with improvements and maintenance with the Building & Grounds Committee; specific duties include

- (1) Completing an annual inventory of all real property – including equipment and other nonperishable assets – that is owned by NGC and submitting a report of same to the BoD prior to the regular March meeting
- (2) Coordinating the use of NGC facilities and notifying the Secretary (if applicable) of any necessary range closure; this notification must occur at least seven (7) days prior to the anticipated closing
- (3) Ensuring that Members utilizing the assigned NGC property are signing in (as required by policy) and promptly reporting any property use violations to the President
- (4) Preparing written contracts which contain the specific terms and conditions of the rental agreement (e.g., dates, times, facilities, equipment, service fees, etc.)
- (5) Verifying that adequate insurance coverage (if required) will be provided by the lessee(s)
- (6) Obtaining the signed concurrence of the lessee(s) and approval of BoD
- (7) Reviewing the condition of the property / equipment both before and after the rental period
- (8) Providing the Secretary with copies of all documents associated with a rental
- (9) Completing any other site specific task(s) assigned by the President &/or BoD

Appointees

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Posting Commander

- (1) Maintaining an accurate listing of all land posted by NGC and making said list available to the NGC membership via a hard copy in the club house and a digital version on the NGC web site
- (2) Communicating any change in the status of land(s) to the Secretary immediately to ensure that members are notified in a timely manner
- (3) Assigning members to Posting Teams (under the direction of the President)
- (4) Appointing one (1) of the Posting Team members as the Captain for that specific team; the Captain will be responsible for supervising the Posting Team, ensuring that all assigned parcels were properly posted, and reporting any member(s) who fail to fulfill the annual posting requirement; the Commander will forward any delinquencies to the Secretary who will in turn assess the appropriate fine
- (5) Completing any other specific task(s) assigned by the President &/or BoD

Federation Delegate

- (1) Representing NGC at meetings &/or activities held by the Federation of Dutchess County Fish and Game Clubs, and providing summaries of such sessions at regularly scheduled NGC meetings
- (2) Completing any other specific task(s) assigned by the President &/or BoD

Stocking Coordinator

- (1) Coordinating the annual stocking of fish &/or game as directed by the President
- (2) Completing any other stocking task(s) assigned by the President &/or BoD

Appointees

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2nd Amendment Representative

- (1) Monitoring current and pending legislation (federal, state, and local levels) that pertains to gun ownership or other activities in which the members of NGC lawfully engage
- (2) Assessing the position(s) and action(s) of political candidates / incumbents (federal, state, and local levels) with particular emphasis on those who desire to infringe upon the rights guaranteed to citizens by the Second Amendment of the United States Constitution
- (3) Coordinating the National Rifle Association (NRA) recruiting / membership efforts of NGC
- (4) Providing summary reports of the aforementioned activities and making recommendations at regularly scheduled NGC meetings; such recommendations may include the creation and distribution of letters which can be sent to elected officials and/or NGC members
- (5) Completing any other specific task(s) assigned by the President &/or BoD

Land Acquisition Coordinator

- (1) Performing community outreach on behalf of NGC in an effort to increase the amount of land controlled by NGC
- (2) Serving as the liaison between NGC and its Land Owners; making regular contact with the latter to ensure they are satisfied with how NGC Members are using the land
- (3) Assisting the Posting Commander with the creation and maintenance of an accurate list of parcels which should be posted
- (4) Report the status of land holdings / Land Owner membership renewal to the BoD in the September timeframe
- (5) Completing any other specific task(s) assigned by the President &/or BoD

Appointees

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Camp Coordinator

- (1) Maintaining a tally of sponsorship donations to the Dubois Alberg DEC Camp Fund
- (2) Preparing blank DEC Camp candidate applications, making them available to interested parties, receiving completed applications, reviewing candidates, and making recommendations to the BoD
- (3) Engaging the Federation if / when necessary to maximize opportunities for local youths
- (4) Communicating with sponsored candidates (and their parents / guardians)

Roadside Cleanup Coordinator

- (1) Managing the annual Roadside Cleanup project as directed by the President
- (2) Informing the Secretary of members who participated (to ensure meeting credit)

Appointees

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Special Committee Chairpersons (list subject to change as Committees are created / dissolved)

- Archery
- Beef BBQ
- Buildings and Grounds
- Game Dinner
- Skeet
- Turkey Shoot
- Nominating (for NGC elections)
- Membership
- Web Site
- Ways & Means

Election of Officers

(p 1 of 2)

- (1) Election of officers shall take place as the first item of new business during the annual (September) meeting
- (2) The Nominating Committee shall compile a list of the elections that will be held at the annual meeting and announce that nominations (from the floor) are open – this announcement is to be made at the July meeting and repeated at the August meeting; all nominations must occur prior to 1 September, at which point the Nominating Committee will formally close this portion of the process
- (3) The Nominating Committee shall contact each potential candidate to confirm eligibility and willingness to serve (if elected); the results of these conversations shall be presented to the BoD at its September meeting (this takes place prior to the annual membership meeting); this presentation shall include a written list of all candidates (by office) and be signed by the chairperson of the Nominating Committee
- (4) The Secretary shall prepare printed ballots for use during the election; a sample ballot shall be posted (both on the web site and at the club house) at least seven (7) days prior to the annual meeting; the ballot will list the candidate(s) for each office and indicate how many openings exist for that office; multiple candidates shall be listed in alphabetic order according to last name
- (5) In the event that there are single, unopposed candidates (for any position), the chairperson of the Nominating Committee will make a motion for the election to be settled by a single vote to be cast by the Secretary; this may apply to the entire slate of candidates or any portion thereof
- (6) For contested elections, the President shall appoint two (2) impartial tellers and cede control of the meeting to the chairperson of the Nominating Committee, and that chairperson shall retain control until the conclusion of the election; the tellers shall observe the vote, collect the ballots, and tally the results; the results will then be recorded on a form provided by the Secretary and signed by both tellers and the chairperson of the Nominating Committee
- (7) Prior to the casting of ballots, the meeting chair shall recognize each candidate and provide the opportunity for those candidates to address the membership; candidates who choose to do so should limit the time spent to approximately five (5) minutes
- (8) The Secretary will call eligible members to vote in groups (to be determined solely by the Secretary); each voting member will be given a preprinted ballot by a teller; members will indicate selections by marking the ballots appropriately and placing the completed ballots into the provided receptacle – taking reasonable precautions to conceal the selections and maintain secrecy; once a ballot has been placed in the receptacle, it will be considered cast and cannot be amended

Election of Officers

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- (9) The tellers and chairperson of the Nominating Committee shall remove all cast ballots and tally the results; if the total number of votes cast exceeds the number of eligible voters (as determined by the Secretary), the election shall be declared void and the process must begin anew
- (10) The tellers and chairperson of the Nominating Committee shall evaluate each ballot and reject those deemed to be invalid (e.g., those which were completed in a manner which it impossible to determine the desired intention); the chairperson of the Nominating Committee shall make the final decision concerning ballot validity
- (11) The resulting tallies shall be recorded on the summary sheet provided by the Secretary; this summary, which must be signed by both tellers and the chairperson of the Nominating Committee, will be given to the Secretary along with all the ballots (including those which were deemed invalid and marked accordingly)
- (12) The winner of each contested election shall be the individual who received the most votes
- (13) Although unlikely under these new procedures, it is possible that multiple seats of the same type (e.g., Directors-at-large) will need to be filled during a single election; should this be the case, the appropriate number of winners will be declared by selecting the candidates with the first, second, third, etc. most votes
- (14) The Secretary shall retain the original ballots for a period of sixty (60) days, after which they will be destroyed; any Member in good standing may examine the ballots (on request) during the retention period
- (15) The signed tally summary sheet – the official record of the election results - shall be attached to the minutes of the annual meeting and be subject to the record retention policy associated with that document

Recall of Officer(s)

- (1) Any Member may file a written, signed complaint (against an elected officer) with the Secretary; this complaint must contain the name of the officer and all available details associated with the allegation; complaints will be read for the record (as new business) during the next regular meeting and then be tabled until the following regular meeting; the matter will be open for discussion by the floor (as unfinished business) during that second regular meeting; upon conclusion of the discussion, the complainant may make a motion to remove the specified officer for the reason(s) noted in the formal complaint – spending no more than approximately ten (10) minutes to elaborate; if there is no such motion – or no second to the motion – the matter will be summarily dismissed; should the motion be made and duly seconded, the accused officer shall be recognized and given a period of approximately ten (10) minutes to respond to the allegation(s); the floor may further explore the matter via open discussion; following the allegation / response / discussion period, the meeting chair will call for a vote to resolve the recall motion with the outcome being decided by a simple majority
- (2) Any recalled officer shall be removed from office immediately, and the position shall be considered vacant until filled in accordance with the prevailing procedure(s)

Property Use

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All individuals making use of NGC controlled (i.e., owned, leased, or posted) property must

- (1) Abide by the prevailing federal, state, and local statutes which pertain to hunting, fishing, trapping, and firearm use
- (2) Act in accordance with the rules, regulations, and codes of conduct set forth in the NGC Bylaws and SOPs

NGC Owned Property

Property owned by NGC (includes structures and land)

- (1) Club House, 36 Burger Road, Rhinebeck, NY 12572
- (2) Camp Georgia Brook, 304 NY 8, Wells, NY 12190
- (3) Camp Mountain Top, 386 Anderson Road, Schoharie, NY 12122

Member Responsibilities

- (1) Membership cards must be carried when utilizing NGC facilities
- (2) Vehicle stickers should be displayed on a left rear window when parked on NGC facilities
- (3) Members shall limit the number of guests so as not to interfere with the use of the facilities by other members / guests; the number of allowable guests permitted depends on the specific facility and the demands for that parcel by other members during the same timeframe (e.g., it may be unobtrusive to bring guests to the shooting range – behind the club house – during the summer, but doing the same in the weeks preceding firearm season(s) – when many members are using the range to sight in firearms – would be understandably unwelcome); when in doubt, contact the Trustee or a member of the BoD
- (4) The use of alcohol during NGC sponsored events is strictly prohibited unless expressly sanctioned by NGC; provisions must be made for a New York State liquor license (if applicable) and proof of liability insurance which indemnifies NGC (and its officers) must be provided
- (5) Members of NGC may be held personally liable for any damage caused to NGC property by themselves or guests

Property Use

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Facilities

- (1) Member use of the facilities owned by NGC shall be on a first come / first served basis
- (2) Use of the club house facility is limited to the meeting room, ranges, and grounds; private use of the club house facility for parties / catering must be approved by the BoD at least thirty (30) days prior to the event
- (3) Members who desire to utilize the NGC camps must coordinate the date(s) with the appropriate Trustee
- (4) Members who desire to borrow tables &/or chairs must coordinate the date(s) with the appropriate Trustee; NGC will not lend any other equipment

Shooting Range

- (1) Refer to the NGC SOP regarding shooting ranges for rules / regulations
- (2) Refer to the NGC web site or club house bulletin board for dates / times when the shooting range(s) will be closed due to prior reservations (e.g., qualification exercises for local law enforcement officers)

Property Use

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Lease of facilities (primarily Burger Road)

- (1) NGC owned facilities are periodically leased (short term) to benefit the organization; these leases typically involve the use of the Burger Road property (clubhouse, kitchen, grounds, and ranges); the leasing of other properties may occur if approved by the BoD
- (2) The BoD shall establish the rate(s) charged for leases; current fees are outlined below

Item	Members & Affiliates	Other (non-members)
Burger Road Club House	\$100.00	\$300.00
Kitchen	\$100.00	\$100.00
Grounds	\$100.00	\$200.00
Dumpster Fee	\$85.00	\$85.00
Security Deposit	\$0.00	\$100.00
BBQ Pit	Not available for rent	Not available for rent
75 yard shooting range	Not available for rent	Not available for rent
Skeet Range	Not available for rent	Not available for rent
3D Archery Course	Not available for rent	Not available for rent
Camp Georgia Brook	Not available for rent	Not available for rent
Camp Mountain Top	Not available for rent	Not available for rent

- (3) The BoD shall establish the insurance requirements (of the lessee) which shall be part of the written terms and conditions associated with each lease; these requirements are currently
 - (a) \$1,000,000 General Liability (each occurrence)
 - (b) \$50,000 Property Damage (each occurrence)
 - (c) \$5,000 Medical Expenses (any one person)
 - (d) \$1,000,000 Personal Injury
 - (e) \$2,000,000 General Aggregate

Property Use

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Special Arrangements (for other organizations)

- (1) NGC is the charter organization for Boy Scout Troop 128, and makes NGC facilities available to the Scout Troop on a regular basis; Troop meetings are held at the Burger Road club house on Tuesday evenings from 7 PM to 9 PM during the school year; arrangements for additional use of NGC property must be made in advance – with sufficient time for discussion at a regularly scheduled meeting; NGC does not charge any fees for such usage; insurance is provided by Scouting USA
- (2) NGC has historically supported local law enforcement agencies by making the Burger Road club house and 75 yard range available for training and qualifications; requests for use of the NGC facilities must be approved by the BoD thirty (30) days in advance of the event(s); NGC does not charge any fees for police usage of facilities, but all other lease requirements – including insurance provisions – are required
- (3) NGC shares common interests with the Landsman Kill Trail Association (LKTA) and permits LKTA to maintain horse riding trails on NGC property; use of these trails is prohibited during hunting seasons – exclusionary dates are posted near the entrance to the Burger Road facility; NGC does not charge any fees for the use of these trails, and all liability is the responsibility of LKTA and its members; NGC also provides the Burger Road property for the LKTA Hunter Pace event – usually the second (2nd) or third (3rd) weekend in October; the fee charged to LKTA for this event is established by the BoD, and all other lease requirements – including insurance provisions – are required

Property Use

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NGC Posted Property

NGC Posted Property includes land owned by NGC as well as land owned by NGC Land Owner Members; subject to the restrictions in NGC SOPs, these lands are available to NGC Members and guests for hunting, fishing, and trapping

Member Responsibilities

- (1) Membership cards must be carried when utilizing NGC posted land
- (2) Vehicle stickers should be displayed on a left rear window when parked on NGC posted land
- (3) Hunting and fishing shall be prohibited on days in the area(s) where fish &/or game are being released; the specifics of these stocking days will be provided to members in advance
- (4) The daily and season bag limits of NGC shall be identical to those defined (annually) by the New York State Department of Environmental Conservation; this regulation may be amended immediately, and without following the procedures described elsewhere in this document, should NGC obtain a Breeder's License
- (5) Members shall only park vehicles in areas designated by Land Owners or on property that is part of the public domain (the latter being subject to any local ordinances)
- (6) The used of Land Owner property for activities other than hunting, fishing, trapping, and scouting (e.g., camping, target shooting, dumping) is strictly prohibited
- (7) Restricted areas, indicated by appropriate POSTED signage, shall be off limits to NGC members, affiliates, and guests at all times; trespassing for any reason(s) in these areas is prohibited
- (8) Bow hunting only parcels will be indicated by alternative POSTED signs which contain two (2) solid green circles; NGC members, affiliates, and guests shall not discharge firearms in these areas for any reason(s)
- (9) Members shall not operate motor vehicles – including snowmobiles and ATVs – on posted land without the written consent of the Land Owner(s); NGC must be informed of any such permission
- (10) Members shall not erect permanent tree stands or ground blinds which cannot readily be moved without the written consent of the Land Owner(s); NGC must be informed of any such permission
- (11) Members of NGC may be held personally liable for any damage to posted land caused by themselves or authorized guests

Property Use

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Property

- (1) Members' use of NGC posted land is on a first come / first served basis
- (2) NGC maintains a hard copy directory of posted land; a copy this document (which usually includes basic maps indicating boundaries) is located in the club house
- (3) Unless otherwise noted, hunting, fishing, and trapping are permitted on posted land during NYS regulated seasons

Guest Permits

- (1) Members may obtain Guest Permits from the Vice President or his designee; guests must be accompanied by a member whenever on NGC owned / posted land
- (2) Guest Permits shall not be issued
 - (a) To any person who was denied membership in NGC
 - (b) To former members of NGC who departed in other than good standing
 - (c) During the first seven (7) days of the Archery and Regular big game seasons
 - (d) During the first seven (7) days of the Spring Turkey season
 - (e) On pheasant stocking day or the day immediately thereafter
- (3) The cost shall be twenty-five dollars (\$25.00) per Guest Permit per day for big game and pheasant and fifteen dollars (\$15.00) per Guest Permit per day for small game
- (4) Guest Permits must be completed with indelible ink; date(s) must be written in words rather than numerals; any alterations will result in nullification of the Guest Permit
- (5) Guest Permits may include restrictions, and shall only be valid under the specified conditions
- (6) Guest Permits shall have three (3) parts
 - (a) A stub which shall be maintained by the individual (the Vice President or his designee) who issued the Guest Permit
 - (b) A stub which shall be displayed in any vehicle which does not bear a current NGC sticker
 - (c) The Guest Permit itself which shall be carried by the guest while on NGC controlled property
- (7) The date restrictions for Guest Permits may be waived for active members of the US Armed Forces who are on authorized leave during the restricted segment(s) of the hunting season(s)

Range Use

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NGC shooting ranges are for the exclusive use of members, affiliates, and guests; exceptions include the general public when it is invited to participate in NGC sanctioned events and persons affiliated with other organizations which have completed the mandatory prerequisites to “reserve” a range for an event with limited duration

General

- (1) Firearms may NOT be discharged on ranges before 10 AM (Eastern) or after sunset; additional restrictions apply during regular (i.e., firearm) Big Game Season in Dutchess County, New York (refer to Item 12 in the Range Use SOP)
- (2) All NGC ranges are closed (in their entirety) for individual use . . .
 - (a) During NGC scheduled events (at the Burger Road facility)
 - (b) When another organization is using any portion of the Burger Road facility
 - (c) Other specific times that are indicated on the NGC web site &/or bulletin board
- (3) NGC does NOT provide range safety officers when the ranges are open for individual use; persons observing behavior / action(s) which pose a safety threat should contact local law enforcement immediately and inform an officer of NGC when it is safe / practical to do so
- (4) Persons using ranges must comply with National Rifle Association (NRA) safety rules, including
 - (a) Keeping firearms pointed in safe directions at all times
 - (b) Keeping fingers off triggers until ready to shoot
 - (c) Keeping firearms unloaded until ready to use
 - (d) Wearing ear and eye protection
 - (e) Knowing the target and what lies beyond it
 - (f) Knowing how to operate the firearm safely
 - (g) Ensuring that the firearm is in safe, operable condition
 - (h) Using only ammunition designed for the specific firearm
 - (i) Avoiding the use of intoxicating substances before and during shooting sessions
- (5) All guests and junior affiliates must be supervised by an adult member of NGC at all times
- (6) Persons using the rifle / handgun range must
 - (a) Use target stands to prevent rounds from damaging the lawn
 - (b) Only fire directly (i.e., NOT diagonally) into the bullet trap
 - (c) Respect the firing line established by any individual(s) already present
 - (d) Police any targets / stands, spent casings, or other personal debris

Range Use

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- (7) All adult NGC members are responsible for entering the names and other pertinent information of all persons in their party in the range use log book, ensuring that any nonmembers of NGC complete and sign the appropriate waiver (and attaching the forms to the range book), thoroughly explaining all aspects of this SOP and verifying compliance
- (8) Permissible targets
 - (a) Rifle / handgun range – paper / cardboard
 - (b) Skeet range - biodegradable clay “pigeons”
- (9) Rifle / handgun range prohibitions
 - (a) Automatic firearms
 - (b) Glass, plastic, and explosive targets
 - (c) Incendiary, armor piercing, and explosive ammunition
 - (d) Pointing loaded firearms (with the exception of “bird shot”) above the backstop
 - (e) Pouring powder directly from a horn or other container into a muzzle-loading firearm
- (10) A member of the Skeet Committee must be present whenever the houses, equipment, or clay birds belonging to NGC are being used
- (11) Concurrent use of the rifle / handgun range and the skeet range is NOT allowed; the entries in the range use log book will determine which range is open to which member(s) at any given time on a first come / first served basis; the bale house archery range MAY be used concurrently with either the rifle / handgun range or skeet range; the 3-D archery course is only open during NGC sanctioned events (when all gun ranges are not available)
- (12) The rifle / handgun and bale house archery ranges are only available between the hours of 11 AM and 1 PM (Eastern) during the regular Dutchess County, NY big game season – this is typically a twenty-three (23) day period commencing on the third (3rd) Saturday of November; all other ranges are closed during this time
- (13) Range rules are also posted at the respective ranges; the contents of this SOP shall prevail over any differences between it and the posted regulations
- (14) Range closures should be posted on the web site and club house bulletin board at least seven (7) days advance; BoD &/or Presidential decisions may override this advance notice, but for the sake of transparency, any extraordinary circumstances that led to “short notice” range closures must be explained to the membership at the next regularly scheduled club meeting

Range Use

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NGC events

- (1) The chairperson of the NGC event shall ensure compliance with either this SOP or an alternate set of regulations – the latter must have written concurrence from the BoD and be posted in a prominent location; approved deviations from the SOP should take place thirty (30) days prior to the effective date
- (2) The chairperson of the NGC event shall personally, or via a designated NGC member, ensure that all participants in the event complete, sign, and return the appropriate NGC waiver
- (3) Certified range safety officer may be present to assist with adherence to all applicable NGC SOPs and other safety regulations; this item is optional, predetermined by the NGC officers / BoD, and dependent on the circumstances surrounding the particular event

Other organization events

- (1) Each day of range use by another organization is subject to approval by the general membership at a regularly scheduled meeting
- (2) An officer or duly appointed representative of the other organization shall ensure compliance with either this SOP or an alternate set of regulations – the latter must have written concurrence from the BoD and be posted in a prominent location
- (3) At the discretion of the NGC BoD, the other organization may be required to provide additional liability insurance &/or range safety officers at its expense
- (4) An officer or duly appointed representative of the other organization must fully complete and submit the prevailing NGC property use application
- (5) An officer or duly appointed representative of the other organization shall ensure that all participants in the event complete, sign, and return the appropriate NGC waiver after receiving a thorough and accurate briefing of range limitations and safety precautions; this waiver is not required for participants who are members of NGC; waivers must be maintained by the said officer / representative until turned over to the Secretary of NGC

Any person, whether a member of NGC or another organization, who is utilizing an NGC range to conduct a New York State Department of Conservation safety course must ensure certification of the instructor(s) and abide by all aspects of this SOP (as previously indicated) which pertain to chairpersons, officers, &/or duly appointed representatives