

Walnut Creek Sportsmen's Club Inc.

P.O. Box 21144, Concord, California 94521

Est. May 5, 1939



Operational Policy and Procedure Statement



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Operational Policy and Procedure Statement

DEFINITIONS

Board:	The Board of Directors of the Walnut Creek Sportsmen's Club, Inc.
Auxiliary Member:	Any member's child or grandchild under age 18 years.
Club:	Walnut Creek Sportsmen's Club, Inc.
Director:	Any and all individuals elected to the Board.
Officer:	A member of the Club Board.
Committee Chair	A member in good standing appointed by the President to assist with club duties as necessary. All members on committees serve at the pleasure of the President.
Operative Verbs:	1. "Shall" & "Must" are mandatory. 2. "May" & "Can" are permissive.
OPPS:	Operational Policy and Procedure Statements
U.S.I.:	United Sportsmen Incorporated.
Member Club:	One of five (5) owner corporations of United Sportsmen Incorporated (Bay Point Rod and Gun, Brentwood Rod and Gun, Concord Sportsmen's Club, Diablo Rod and Gun Club, and Walnut Creek Sportsmen's Club). Each owner corporation owns and operates United Sportsmen Incorporated.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 1

PURPOSE

- 1.1 The Operational Policies and Procedures contained herein outline standard practices and procedures necessary for the operation of the Walnut Creek Sportsmen's Club. Such policies contained herein, may be modified or changed from time to time by a majority vote of the Board of Directors. Such changes do not require amending the Bylaws of the Corporation.
- 1.2 The Operational Policies shall define certain practices, fees, and procedures insofar as these policies and procedures are not inconsistent with or in conflict with the Bylaws of the Corporation, or the rules governing California non-profit corporations, or law.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 2

Presidential Appointments

- 2.1 In case there is no immediate past President, such as the President being re-elected, the Immediate Past President position on the Board of Directors shall be a Director at Large for purpose of elections.
- 2.2 Presidential appointments to the Board of Directors shall be subject to the restrictions and limitations of the Bylaws.
- 2.3 The President may appoint any member or members in good standing to chair a committee to assist or manage club activities or tasks as required. Such committees (if any) may include, but are not limited to, Beverage Chair, Social Chair, Fishing Chair, Shooting Chair, and Trophy Chair. A Chairperson serves solely at the pleasure of the President.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 3

Dues and Fees

- 3.1 The Corporation's dues are payable on or before June 30th of each year as outlined in Article II of the Bylaws. Any member who has not paid dues by June 30th of each year will be automatically dropped from the active roster, and all rights as a member in the Corporation and in its property shall cease. ***There is no "grace period" allowed for payment of dues past the due date.***
- 3.2 To rejoin the Corporation after having been dropped for **nonpayment of dues**, that member may apply for reinstatement prior to October 1st. A **reinstatement fee** (late fee) and current dues must accompany the application. On or after October 1st, any member who has been dropped and wishes to rejoin the Corporation must apply for membership as a new member in accordance with all requirements as stated in Article II of the Corporation Bylaws. All accrued membership time shall be lost and will not apply to qualify for club office or towards achieving "Life Membership".
- 3.3 The annual dues and the application fee for new members shall be set and reviewed from time to time by the Board of Directors.
- 3.4 Dues are pro-rated according to the table listed in **Appendix I**.
- 3.5 Any member elected to the Board of Directors shall be exempted from payment of yearly dues during the period such office is held by that member.
- 3.6 Life Members as described in Policy 5.1 are exempted from payment of yearly dues.
- 3.7 Members appointed by the President to chair a committee as described in Policy 2.3 may be exempted from payment of yearly dues during the period such committee chair is held by that member.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 4

Guests

- 4.1 Guests are any person, not a member, attending any Corporation function.
- 4.2 Guests may be charged a fee for attending any Corporation function.
- 4.3 Guests may be subject to any restrictions, requirements, or fees required for use of any range or facility at United Sportsmen Incorporated.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 5

Membership and Life Membership

- 5.1 Under no circumstances shall a membership card be issued to anyone other than a current member in good standing.
- 5.2 Auxiliary memberships may be given to children of members in good standing. Only children under the age of 18 years shall be considered Auxiliary Members. Auxiliary Members cannot vote on matters pertaining to the Corporation business, have no proprietary or monetary interest in the Corporation, and cannot hold any office within the Corporation. An Auxiliary Member may compete in any Walnut Creek Sportsmen trophy competition.
- 5.3 Life Membership may be granted to any member in good standing with twenty (20) or more years of continuous membership with the Corporation. Life Members have full membership rights and can hold any office in the Corporation. Life Membership may also be awarded to any member in good standing without twenty (20) years or more continuous membership only if such member has demonstrated exceptional service to the Corporation as determined by a majority vote of the Board of Directors.
- 5.4 When a member is designated a Life Member, a Life Membership card will be issued and dues shall not be collected from this member.
- 5.5 All prospective members must submit a completed Membership Application with all dues and fees for consideration of membership in the Corporation. All persons seeking membership in the Corporation must meet the requirements in Sec. 2.2 of the Bylaws.
- 5.6 Applicants must be introduced at a monthly meeting, and be sponsored by any member in good standing. All membership applications will be reviewed by the Board of Directors for action according to the Bylaws.
- 5.7 The Membership Application and application requirements, as revised from time to time, and approved by the Board, are listed in **Appendix I & II**.

- 5.8 The Board of Directors may determine from time to time the total number of dues paying members of the Corporation (Bylaw §2.9). The Board of Directors may (at their sole discretion) limit, increase, or reduce the total number of members, or establish a “waiting list” of applicants which may exceed any limits set by the Board.
- 5.9 The Board of Directors has set the total number of dues paying members of the Corporation to _____ effective July 1, 2018. Applicants on any membership waiting list will be processed in the order they were received. Past membership in the corporation shall not grant priority to any person on a waiting list.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 6

Board of Directors of United Sportsmen Incorporated

- 6.1 The United Incorporated Board of Directors has five members, comprised of one (1) Delegate from each Member Club. Walnut Creek Sportsmen's Club Delegate holds one (1) seat on the USI Board.
- 6.2 The President may serve as Delegate on the USI Board, or may appoint any member from the WCSC Board of Directors to serve as Delegate on the USI Board, pursuant to Sec. 6.14 of the WCSC Bylaws and in accordance with the Bylaws of United Sportsmen Incorporated. Any Board Member so appointed serves at the pleasure of the WCSC President.
- 6.3 The President or his or her designee shall attend all USI Board meetings as the Delegate for the Walnut Creek Sportsmen's Club, representing WCSC Board and members. The WCSC Delegate should present and voice any matters or concerns from WCSC to the USI Board, and when required, vote on matters before the USI Board as follows:
 - 6.3A Vote in accordance with any directive or instruction from the WCSC Board;
 - 6.3B Absent any prior directive from the WCSC Board, vote with due consideration for and in the best interests of the Walnut Creek Sportsmen's Club;
 - 6.3C Present any motions or requests for grounds for approval or action by the USI Board.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 7

Audit Committee

- 7.1 The accounts and finances of the Corporation shall be audited by not less than three directors, chosen by the President, subject to approval by the Board. The audit of the past fiscal year shall be completed by September 30th of each year, in accordance with Sec. 6.32 of the Bylaws.
- 7.2 Any member in good standing may observe the audit process, and notice of the audit shall be announced at any General Membership held immediately prior to the scheduled audit.

Operational Policies and Procedure Statement Number 8

Expense and Petty Cash

- 8.1 All expenses incurred by members on behalf of the Corporation shall be submitted to the Treasurer, or any club officer, on an expense report with receipt(s) attached.
- 8.2 The Board of Directors must approve all expenses in advance, excluding petty cash or authorized Bank Access Card (Debit Card) purchases. Expenses incurred by any member without authorization by the Board will be the responsibility of that person.
- 8.3 The Board may from time to time authorize the establishment of petty cash funds for certain necessary and recurring expenses. Such petty cash funds will be entrusted to a Board Member or appointed Committee Chairperson for use in meeting the obligations of the Corporation. The Treasurer will replenish the petty cash fund as necessary to the authorized fund level. The amounts authorized shall be listed in the appendix “**Dues and Fees**” of this policy.
- 8.4 The Board may from time to time authorize the issuance of a Bank Access Card (Debit Card) to any Officer or Committee Chairperson as an alternative to a petty cash fund. Purchases with an issued Debit Card are restricted to authorized expenditures as described in Sec. 8.6. Cash advances are prohibited.
- 8.5 Petty Cash funds or Debit Card transactions shall only be used for authorized purchases, receipts retained, and expense reports submitted.
- 8.6 Board Members or Committee Chairs may be authorized a Petty Cash account or Bank Debit Card for the following purposes:

Newsletter publication and postage;

Membership applications, renewals, and postage;

Bar inventory and associated supplies;

Other recurring expenses as authorized by the Board.

Mileage or cell phone expenses will not be paid by the Corporation.

Upon close of the Fiscal Year, each Board Member or Committee Chairperson entrusted with a petty cash fund shall return all monies to the Treasurer with a full accounting.

Walnut Creek Sportsmen’s Club, Inc.

Operational Policies and Procedure Statement Number 9

Website and Newsletter

- 9.1 The Board may, at its discretion, authorize a website or other electronic message board for use in communicating to the members or to the public.
- 9.2 If established, any website or message board operated by the Corporation shall be used solely for such purposes as authorized by the Board of Directors.
- 9.3 The website shall be the “**walnutcreeksportsmen.com**” (domain name), and be registered to and owned by the Corporation. The President or his or her designee (“webmaster”) shall ensure that the domain name is registered as necessary to retain Corporation domain name ownership.
- 9.4 All fees for registering, hosting, updating, and supporting the website or electronic message board will be the responsibility of the Corporation.
- 9.5 The Board may, at its discretion, publish or distribute or cause to be published and distributed a newsletter. A newsletter, if any, may be published and distributed from time to time as determined by the Board.
- 9.6 Any newsletter that may be published or distributed shall be in such form as approved by the Board. The President may appoint any Board Member or Committee Chairperson as the *newsletter editor*. The newsletter should generally include news, activities, announcements, calendars, photos, and other miscellaneous content related to club activities and events.
- 9.7 If publication of a newsletter is authorized by the Board, the posting of such newsletter at the Corporations principle office as listed in Sec. 1.3 of the Bylaws or on the Corporations website or other electronic message board, if any, shall be deemed to be an acceptable form of publishing. If a newsletter is sent to the membership by email or other electronic means, it must be done in accordance with Sec. 3.9 of the Bylaws. ***There shall be no requirement to send or distribute any newsletter by U.S. Postal Mail.***

Operational Policies and Procedure Statement Number 10

U.S. Post Office Box

- 10.1 The Board of Directors shall maintain a U.S. Post Office box for receipt of all correspondence for the Corporation.

The current address is:

**Walnut Creek Sportsmen's Club
P.O. Box 21144
Concord, California 94521**

- 10.2 Keys to the Post Office Box shall be issued to the appropriate Board members. The mail shall be collected from time to time as may be necessary.
- 10.3 Authorized persons with access to the P.O. Box shall be listed as required with the Post Office.

Walnut Creek Sportsmen's Club, Inc.

Operational Policies and Procedure Statement Number 11

Trophy and Awards

- 11.1 The Board of Directors may authorize the awarding of a trophy, plaque, certificate, gift card, or other award for recognition of achievement for competition, hunting or fishing, or for other activities open to the membership.
- 11.2 The President may appoint a Board Member or other member as a Trophy Chairperson.
- 11.3 The duties of the Trophy Chairperson shall be to receive and record any shooting scores from club events, or any game measurements received from members during the "Trophy Year". Such scores and game measurements will be used to determine qualification for and awarding of a trophy, if any.
- 11.4 The Chet Arthur "Liars Trophy" is a perpetual award given to any member who at the May General Membership meeting tells or describes to the members assembled a story, tale, or experience of his or her adventures or travels. All members competing for the "Liars Trophy" will be judged by and the winner determined by the greatest applause from the members present.
- 11.5 The "Sportsperson of the Year" is an annual award given to any member who enters (*not wins*) the most trophy competition categories during the Trophy Year.
- 11.6 The "Trophy Year" commences at the end of the California Waterfowl Season and continues until the beginning of the next California Waterfowl Season, unless any other time period is set by the Board of Directors.
- 11.7 Trophy Categories and awards are listed in **Appendix III**

APPENDIX I

Dues and Fees

Effective July 12th, 2016 (As approved by the WCSC Board)

Annual Membership Dues: \$25 per year per adult member (Pro Rated):

Members joining anytime during July thru December: **\$25** per member

Members joining anytime during January thru June: **\$12.50** per member

Initiation Fee: Effective October 14th, 2017: \$50

Initiation is “one time” per new adult member. If spouse joins, they do not pay the initiation, only dues.

- Any returned check or payment is deemed “unpaid”

Reinstatement (Late) Fee: \$25

Any member who rejoins the corporation after being dropped for nonpayment of dues must pay a reinstatement (late) fee in the amount of \$25 *per member*.

Guest Fees:

Guests attending club functions may be required to pay a fee as determined by the Board to offset actual costs incurred for that event.

Guests are bound by any established USI range fees and restrictions that may be set by the USI Board of Directors.

Replacement Membership Cards:

Members requesting a replacement membership card *may* be charged a fee for processing.

Petty Cash Funds:

Membership Secretary - \$ 200

Social Chairperson / Bar - \$ 400

Newsletter - \$ 200

APPENDIX II

APPLICATION FOR MEMBERSHIP



WALNUT CREEK SPORTSMEN'S CLUB

Please Print

Date: _____

Name: _____

Spouse: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: (____) _____

(Please print email clearly)

Email: _____

I hereby apply for membership and give my PLEDGE as an AMERICAN to save and faithfully defend from waste the natural resources of my country – its soils and minerals, its forests, waters, and wildlife; and to uphold the Bylaws of the Walnut Creek Sportsmen's Club, Inc.

Sign: _____

Your Sponsor: _____

Dues: \$ _____

Initiation: \$ _____

DUES ARE \$25 Per YEAR pro-rated:
If you join in July - December = \$25.00 (full price)
If you join January - June = \$12.50 (half price)
INITIATION = \$50

Initiation is "one time" per new adult member. If spouse joins, they do not pay the initiation, only dues. Family members under 18 are free. Please use the "contact us" form on the website for any membership questions.

TOTAL: \$ _____

www.walnutcreeksportsmen.com

FULL PAYMENT MUST ACCOMPANY APPLICATION FOR MEMBERSHIP

Make checks payable to: **Walnut Creek Sportsmen's Club, Inc.**

Walnut Creek Sportsmen's Club
P.O. Box 21144
Concord, California 94521

CLUB USE ONLY			
Date			
Paid	Cash		Check
Card	Issued		
Patch	Issued		
Hat	Issued		

New Member Applicants must attend our monthly meeting (held on the second Tuesday of every month at USI, be sponsored by any member is good standing (any member at the meeting may sponsor you), and submit all dues and fee(s) upon applying. Memberships will be reviewed by the Board of Directors, and thereafter approved members will be invited to the next club meeting to be sworn in and receive their membership cards. Your email addresses will be used for the newsletter notification only – you may opt out at any time. Application reviewed by: _____ Date: _____ Rev.

10/2017

APPENDIX III

YEARLY TROPHY AWARDS

Only winners in club shooting events listed as “Trophy Shoots” will qualify for an award: all other shooting events do not qualify. Awards may vary by event, and only ***members in good standing are eligible to participate.***

Shooting: Winners receive one (1) award in each category:

Trap: (Single Trap)
Trap: (Doubles Trap)
Trap: (Wobbles)
Skeet: (Regular)
Skeet: (Doubles)
Five Stand: (HOA)
Rifle and Pistol: (Highest total score combined)
Sporting Clays: (Highest total score combined)

Hunting: Winners receive one (1) award in each category:

Inland Deer, antler measurement
Coastal Deer, antler measurement
Elk, antler measurement
Wild Pig, weight field dressed
Duck, wing measured wingtip to wingtip
Goose, wing measured wingtip to wingtip
Pheasant, tail measured length
Turkey, beard measured length

Fishing: Winners receive one (1) award in each category:

Trout, Mackinaw, Kokanee, Salmon, Large Mouth Bass, Small Mouth Bass, Striped Bass, Halibut, Ling Cod, Sturgeon, Crappie, Blue Gill, Catfish, and Steelhead.

ALL FISH ARE TO BE LISTED BY WEIGHT, LENGTH, AND GIRTH

ALL Fish and Game regulations must be followed.

ALL Shooting Awards will be for the sanctioned Club Shoots.

Antlers will be measured by the number of points, width and length.

The Board of Directors will determine the nature of the awards.

Liars Trophy: Winner receives one (1) award and have their name placed on the perpetual trophy

Sportsperson of the Year: Winner receives one (1) award and have their name placed on the perpetual trophy

CERTIFICATE OF SECRETARY

I certify that I am the duly elected Secretary of The Walnut Creek Sportsmen's Club, Incorporated, a California nonprofit mutual benefit corporation; that these Operational Policies and Procedures, consisting of eighteen (18) pages, are the Revised Operational Policies and Procedures of WCSC as adopted by the Board of Directors on May 8th, 2018; and that these Operational Policies and Procedures have not been amended or modified since that date.

Executed on June 12th, 2018, at Walnut Creek, California

Garst Peterson
Secretary
Walnut Creek Sportsmen's Club