

Shongum Sportsmen's Association
Executive Committee Best Practices Policies
As of January 4, 2016

The following statements of policy were established by vote of the Executive Committee ("EC"). As provided for in the SSA By-Laws, these policies guide the EC with the decision making process beyond what is included in the By-Laws. Where these or future policies might conflict with provisions in the then-current By-Laws, the By-Laws take precedence. The date for each is the date the motion was passed.

1. **Quorum requirement for Executive Committee meetings.** The quorum required for an Executive Committee meeting is seven Executive Committee Members and shall include in that number at least one of the following – President, Vice President, Treasurer, or Secretary. (1/4/2016)
2. **Junior Members and the Membership Waiting List.** Junior Members upon reaching 21 years of age who have participated in SSA Junior activities may request a waiver from the waiting list and the initiation fee requirements for joining SSA as Probationary Members. The request should be presented to the EC with a recommendation from the Juniors Activities Chairperson and/or the Pistol Activities Officer. If the request is approved by vote of the EC, the Junior Applicant will not have to go on the Waiting List and will not have to pay an Initiation Fee. All other membership requirements must be met before this Applicant can be voted to Probationary Membership. (1/4/2016)
3. **Funding advances to Members for SSA approved projects and activities.** Shongum Members are often charged with executing SSA approved projects and activities. These members are required to report income and receipted expenses as needed. In many cases the responsible members need to pay for approved purchases relative to these activities from their own funds, submit the receipts on expense reports, and wait for payment from SSA. Recognizing that these volunteer members may have to advance funds in amounts that represent financial inconvenience or even hardship, the EC will approve and issue funds as advances to the requesting member to allow the member to use an SSA provided advance (as "working capital" or "cash on hand") rather than personal funds to pay for approved activities. The member will still account for expenditures via the expense reporting process and at the end of the project or activity or upon request of the EC will return any remaining funds to SSA. (1/4/2016)
4. **Executive Committee Meeting Attendees.** Any SSA Member may attend Executive Committee Meetings but may not participate. Any SSA Member who has business to be presented to the Executive Committee must notify the EC Chairperson in advance of the meeting. The Chairperson will determine the nature of the business and place the business on the meeting agenda. (1/4/2016)

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5. **Member responsibility for possessing a valid New Jersey Firearms Identification Card.** In the By-Laws in Article III – Membership, it states “Regular Active Members MUST possess a valid New Jersey Firearms Identification Card and provide proof of same”. Upon a change of address, NJ requires that the holder of a NJFID Card requests a duplicate card with change of address via an STS-3 Form within 30 days of the change of address. Where there is a change of address as determined by the Membership Officer, the Membership Officer will ask the Member to provide a copy of the new card. A copy of the completed STS-3 as filed by the member with the local Police Department or the NJ State Police will satisfy this requirement until a new card is issued. If the new card or the STS-3 copy is not provided by the member, their membership privileges may be suspended until the copy is provided to the Membership Officer. (1/4/2016)

6. **SSA Spousal Member Rights.** Spousal membership is described in the “Regular Active Membership” section in the SSA By-Laws. Unless otherwise stated in the By-Laws via a future revision, a Spousal Member who has been voted to regular Active Membership after completing the 12-month Probationary Membership has all of the rights, privileges, and responsibilities of a Regular Active Member but continues to pay the reduced annual dues payment for future renewals. (1/4/2016)