



Policies of Arlington-Fairfax Chapter, Inc., IWLA

This document contains the current set of policies maintained by the Arlington-Fairfax Chapter, Inc. of Izaak Walton League of America (IWLA). Policies may be added, modified, or rescinded at any Board of Directors meeting by a majority vote of the Directors present at that meeting. Policy decisions are to be recorded in the Board of Directors Meeting Minutes, and the Policy document.

GENERAL			
#	Date Initiated	Description	Date Revised
1	Feb 1996	Minutes of the Board of Directors and General Membership meetings are to be made available to the chapter membership.	Oct 4 2022
2	Aug 2002	<p>Accidents, injuries, medical situations, criminal activities, or behavioral incidents occurring on Chapter property are to be reported by Designated Directors using the approved Incident Report Form.</p> <ul style="list-style-type: none"> • Policy Document: ARL-FX Incident Report Template 	Apr 2024
3	Mar 2003	Where appropriate, Designated Directors may restrict or forbid the Legal concealed carry of firearms on Arlington-Fairfax Chapter of IWLA property under their purview. Such areas will be clearly and appropriately posted.	Apr 2024
4	Jan 2008	<p>Designated Directors control bulletin boards in their area of responsibility and shall ensure organizational notices and postings will have priority of display. As space permits, they may grant permission for the posting of “For Sale or Trade” ads by members subject to the following conditions:</p> <ul style="list-style-type: none"> • No commercial notices are allowed. • Posted items will be signed and dated by the person posting it and countersigned by the authorizing Director. • Time limits for display should not exceed 30 days without cause. <ul style="list-style-type: none"> • Policy Document: ARL-FX BOD Bulletin Board Policy 	Apr 2024
5	Jul 2015	Policy decisions are to be recorded in Board of Directors Meeting Minutes., and in the master Policy listing.	Apr 2024
6	Jan 2016	Appropriate electronic methods are to be used to track and record members’ volunteer hours. Sign-Up Genius is the approved process for the chapter.	Apr 2024

Policies of Arlington-Fairfax Chapter, Inc., IWLA

GENERAL

#	Date Initiated	Description	Date Revised
7	Aug 2020	<p>BOD Consent to Email Policy</p> <p>Written notice of any meeting shall be mailed or sent by a form of electronic transmission to such address as the officer or director has consented to in writing. Any such consent by an officer or director shall be revocable by the officer or director by sending written notice of such revocation to the corporation. The officer or director also consents to receiving motions via electronic transmission and to vote via the same.</p> <p>Note: If one officer or director does not consent to receiving meeting notifications or motions for voting by e-mail, then this process in null.</p> <ul style="list-style-type: none"> • Policy Document: ARL-FX BOD Email Consent Policy 	June 2020
8	Apr 2022	Only a Chapter corporate officer may sign a legal binding contract after approval from the Chapter's Board of Directors.	Apr 2024
9	Nov 7 2023	Guest Release/Liability documentation will be retained for a period of 5 years. Document destruction at the end of this period will be performed by shredding or burning paper records and the deletion of electronic records, if applicable.	Apr 2024
10	Dec 5 2023	<p>Officers and Directors must complete the Conflict-of-Interest (COI) Disclosure Questionnaire in January of every year.</p> <ul style="list-style-type: none"> • Policy Document: BOD COI Policy <ul style="list-style-type: none"> ○ BOD COI Questionnaire 	Apr 2024

CHAPTER PROPERTY

#	Date Initiated	Description	Date Revised
1	Prior 1995	Drones or other remotely controlled flying objects may not be operated on Chapter property without prior Board of Director's approval.	Jul 2020 Apr 2024
2	Sept 2004	Persons must use the proper disposal receptacles for waste when butchering game on Chapter property. Violators are subject to potential confiscation of their range badge and will be required to explain their actions to the Board of Directors who may impose sanctions for the activity.	Apr 2024
3	Nov 2012	Metal detectors may not be used on Chapter property without the prior approval of a Designated Director or Officer. The only exception – archery ranges may use a metal detector only to search for lost arrows.	Apr 2024
4	Jul 2017	Trailers are not to be permanently parked near/around the large pavilion.	Apr 2024
5	Apr 2021	Easter/Christmas policy – Firearm ranges will be closed on Easter Sunday and on Christmas Day. The remainder of the Chapter will remain open on these days.	Apr 2024

Policies of Arlington-Fairfax Chapter, Inc., IWLA

MEMBERSHIP			
#	Date Initiated	Description	Date Revised
1	Prior 1995	Membership Dues Credit – Members who work 8+ hours of volunteer service for the ARL-FX Chapter will receive \$50 dues credit for the following membership renewal year	
2	Feb 1996	All new members (including new family members) must attend the Chapter New Member Orientation Safety Briefing and sign the liability release form to be eligible to receive a range badge.	Apr 2024
3	Oct 4 2022	New members must perform their 6 volunteer hours within 6 months of the date of their new member orientation.	Apr 2024
4	Oct 2010	New members may not host guests on Chapter property before they have completed their volunteer hour obligation and received their permanent range badge.	Apr 2024
5	Sep 2018	8 hr. dues credit - Volunteer hour credits earned between October 1 and September 30 of any given year will be applied to the following year's renewal invoice.	
6	Sep 2020	The Range Badge replacement fee is set at \$10. Depending on the circumstances of loss, the Board of Directors has the option of imposing disciplinary action related to the loss after an appropriate hearing of the member's position.	Apr 2024

Policies of Arlington-Fairfax Chapter, Inc., IWLA

FINANCIAL			
#	Date Initiated	Description	Date Revised
1	Feb 1999	Any person or entity within the Chapter, including various chairmen of entities within the Chapter who raise or handle funds, shall submit written, full and accurate financial reports to the Board of Directors at each of its monthly meetings	
2	May 7 2019	<p>ARL-FX Financial & Accounting Policies & Procedures All financial transactions must be processed and recorded in accordance with ARL-FX IWLA Finance and Accounting policies.</p> <ul style="list-style-type: none"> • Policy Document: ARL-FX Financial & Accounting Policies & Procedures <ul style="list-style-type: none"> ○ ARL-FX IWLA Purchases over \$3,500 request document 	Jul 2024
3	Apr 2021	Collection mechanisms – When a member uses any collections mechanism where a fee is charged, the member is charged a \$6 processing fee.	

Policies of Arlington-Fairfax Chapter, Inc., IWLA

ARCHERY RANGES			
#	Date Initiated	Description	Date Revised
1	Jun 1996	Compound bows, under 35-pound draw weight, will be allowed on the Target Archery Range with prior written approval from the Target Archery Director.	Apr 2024

AIR RIFLE RANGE			
#	Date Initiated	Description	Date Revised
1	Jul 2024	Use of eye protection is always strongly recommended and mandatory for any student under 9th grade, unless modified by the Program Director under the Special Events rules.	

RIFLE & PISTOL RANGE			
#	Date Initiated	Description	Date Revised
1	Nov 28 2023	Steel Target Use: Steel plates can only be shot with 22 LR or non-magnum centerfire handgun rounds with lead bullets (no jacketed ammo.) The only exception to this is the steel plates that are permanently at the 100-yard line; those targets can be shot with jacketed ammunition (rifle or pistol) from stations 7, 8, 9, or 10. All other steel plates on the property are for use with 22 LR or lead projectile, non-magnum handgun calibers only.	

SKEET & TRAP RANGE			
#	Date Initiated	Description	Date Revised
		Placeholder	

Policies of Arlington-Fairfax Chapter, Inc., IWLA

<i>Rescinded Policies</i> <i>For Historical Use Only</i>			
#	Date Initiated	Description	Date Rescinded
1	Mar 2013	All grant request to only be signed by President and handled by the Treasurer (Tabled for further research by Treasurer)	Unknown
2	Feb 2016	If Fairfax County Public Schools/Facilities are closed due to weather conditions, the Chapter property will also be closed.	Feb 2019
3	Feb 2 2016	Financial Procedures Simple version produced for chapter accounting procedures (NOTE: incorporate in the May 7, 2019 ARL-FX Financial & Accounting Policies & Procedures.) Merged into ARL-FX Financial & Accounting Policies & Procedures	May 7 2019
4	Feb 2 2016	Purchases greater than \$2,500 require approval of the Board of Directors. August 13, 2016 - Revised: Purchases greater than \$3,500 require approval of the Board of Directors. Goods and/or services costing more than \$3,500 should be purchased via a bidding/proposal/contracting system. (NOTE: incorporate in the May 7, 2019 ARL-FX Financial & Accounting Policies & Procedures.)	Aug 13 2019
5	Jan 1996	Membership: Sponsors will be required for all new members beginning February 1996.	Oct 4 2022
6	Feb 1996	Minutes of the Board of Directors' meeting shall be posted at all Chapter facilities to make the information available to the membership. Revised: (Reference section: GENERAL; #1)	Oct 2022
7	Jun 1996	Members not renewing by March 1 each year shall be required to attend an orientation and may be required to pay fee before reinstatement.	Oct 4 2022
8	Sep 2002	Membership Policy: Beginning with the next new member orientation class (in 2003), all new members must perform their 6 volunteer hours within 12 months of the date of their new member orientation, or by the end of the calendar year in which their dues have been paid, whichever is later, or they must reapply for membership. Revised: (Reference section: MEMBERSHIP dated Oct 4 2022)	Oct 2022
9	May 2021	6hr new member volunteer obligation \$300 - New members have an option to pay \$300 to remove their 6-hour volunteering obligation.	Oct 4 2022
10	Nov 1998	No sub-element of the Arlington-Fairfax Chapter of the IWLA may donate, give, or otherwise transfer funds to any outside (non-AFC person, entity or group), other than normal fees paid or purchased of materials and/or services for which written receipt is made. - Per the Treasurer Officer: This policy is incorporated in the Finance and Accounting Policies and Procedures , dated May 7, 2019, in Cash Disbursements .	Apr 2024

Policies of Arlington-Fairfax Chapter, Inc., IWLA

<i>Rescinded Policies - Continued</i>			
<i>For Historical Use Only</i>			
#	Date Initiated	Description	Date Rescinded
11	Oct 1995 Dec 1996	Treasurer of the Board signatory shall be on each subgroup checking account. Dec 1996 (Reiteration) - Per the Treasurer Officer: This policy is incorporated in the Finance and Accounting Policies and Procedures , dated May 7, 2019, in Banks Accounts , paragraph 4.	Apr 2024
12	Jul 2020	BOD approved a one-time policy exception for drone usage on chapter property for the purpose of taking aerial pictures and video of the Chapter property.	Jun 2024
13	Nov 28 2023	Automatic Firing Mechanisms and Techniques on Modern Sporting Rifles and Pistols. Automatic firearms are not permitted to be used on the range. Included in the definition are any firearm that has the ability to fire automatically or mimic the automatic firing of the firearm. This includes modifications such as bump stocks, binary triggers, or any other feature that permits rapid fire. The range officer has complete discretion to order removal from the range any firearm that in his/her discretion fall into this category.	Jun 2024

<i>Pending Policies for Future Consideration</i>			
#	Date Initiated	Description	Date Revised
		Placeholder	