SCHOFIELD ROD & GUN CLUB
MEMBERSHIP APPLICATION POLICY
Effective May 1, 2025

Purpose

The Schofield Rod & Gun Club (the Club) is organized for the purpose of operating as a private nonprofit rod and gun club under Chapter 414D of the Hawaii Revised Statutes, tax exempt as a social or recreational nonprofit organization under Section 501(c)(7) of the Internal Revenue Code and required to operate in accordance with Army Regulation 210-22.

The purpose of this Membership Application Policy is to standardize the Club's membership application and admissions process for the benefit of all stakeholders.

Policy and Procedures

1. Eligibility. Any person of good moral character eighteen (18) years or older and embraces the Club's purpose, and who qualifies under any one of the three categories of membership as set forth in Section 4.2 of this Bylaws, is eligible to become a member without regard to race, creed, sex or national origin.

2. Application.

a. Regular Member Applicant. Any eligible person, who qualifies as a Regular Member in good standing, may apply for membership or membership renewal by submitting the completed regular membership or membership renewal forms, along with payment of dues, to the Membership Director during the Club's monthly meetings.

b. Associate Member Applicant. Any eligible person who qualifies as an Associate Member in good standing may apply for membership renewal by submitting the completed membership renewal form, along with payment of dues, to the Membership Director during the Club's monthly meetings, subject to any quota restrictions as established by the Executive Committee.

3. Preliminary Consideration.

a. Regular Member Applicant. Regular Members are Military Affiliated (Active Duty, Reserve Components, All Branches of Service, Military Retirees, Military Dependents, Former POW's, Purple Heart and Medal of Honor Recipients, Veterans with service-connected disabilities, and DoD full-time current and retired employees). Regular Members are highly encouraged to serve as Range Cadre or on an SRGC Activity/Committee (but only need to perform 12 volunteer hours per year, see Volunteer Policy). Initial applicants for Regular Membership will utilize the SRGC Regular Membership Form. Membership forms can be downloaded from the SRGC Website (www.srgchi.org). Individuals applying for Initial regular membership must bring the completed/signed form in person to a scheduled SRGC Monthly Meeting (see SRGC calendar posted on our website for date/time/location). At the meeting, you will be introduced to the Executive and Membership Committees, and RP/TSA Activity representatives. The application form will be verified with your Military affiliated Identification Card or Veterans Health Identification Card, and a photo will be taken of you, Upon receipt of the application, the Membership Director or Deputy Director shall annotate the receipt date, review the application for completeness, and conduct a preliminary confidential investigation of

the member applicant through inquiries of the applicant to determine the applicant's suitability for membership into the Club. If the applicant is deemed suitable for membership, the Membership Director will submit the applicants name for post security screening, cause the applicant's name to be circulated amongst the membership for review and objectionable comments as to the applicant's eligibility as set forth in the Bylaws and Policies. If the Director receives any objections, the comment(s) shall be submitted to the Executive and Membership Committees for confidential investigation to determine whether the objection(s) are valid, warranted and cause the applicant to be ineligible and tentatively disapproved for membership. Otherwise, the applicant will be tentatively approved for regular membership. The identity of any member submitting an objection shall be kept strictly confidential and known only to the Executive and Membership Committees. Once approved, the Membership Committee will inform the applicant to show up in person for the next SRGC Monthly Meeting. At this meeting, the applicant must make the payment of dues, receive the official SRGC Membership Card, Membership Number (including either an "M" for Military Affiliated; or "D" for DoD Employee), and be introduced as a new member. At that time, the new member will be handed off to either RP/TSA Activity representative for seamless reception and integration in their respective discipline and Range Cadre. The membership committee will add the new members' name, personal and contact data onto the Club's Membership Roster.

Renewal of membership for Regular Members. Regular Members who wish to renew their membership will use the SRGC Membership Renewal Form. Upon receipt of the membership renewal form the Membership Director or Deputy Director shall annotate the receipt date, volunteer hours on record, payment of dues, review the renewal application for completeness, confirm applicant is a Regular Member, post changes of personal and contact data to the Club Membership Roster, and deliver the renewal application to the Executive Committee, Membership Committees, and respective RP/TSA Activities. The Committees and Activities may conduct a preliminary confidential investigation of the applicant through inquiries of the applicant and sponsor. If the applicant is deemed suitable for renewed membership by the Committee, the Membership Director will cause the applicant's name to be circulated amongst Committees and Activities for review and objectionable comments as to the applicant's eligibility as set forth in the Bylaws and Policies. If the Directors receive any objections, the comment(s) shall be submitted to the Executive and Membership Committees for confidential investigation to determine whether the objection(s) are valid, warranted and causes the applicant to be ineligible and tentatively disapproved for renewed membership. Otherwise, the applicant will be tentatively approved for renewal of membership. The identity of any member submitting an objection shall be kept strictly confidential and known only to the Executive and Membership Committees. Once the renewal of membership is approved, a new Membership Card will be issued (retain the same Member Number), and the Regular Member will be handed off to the respective RP/TSA Activity Representative for seamless reception and integration into their respective discipline and/or Range Cadre.

Associate Member Applicant. Associate Members (civilians; non-military or non-DoD affiliated) are Provisional Associate Members (PAM) who have successfully completed their mandatory PAM requirements (see PAM Policy). Associate Members wishing to renew and continue their membership will use the same SRGC Membership Renewal Form (same as Regular Members). PAM applications and renewals are covered in the PAM Policy. Associate Members are highly encouraged to continue serving as Range Cadre or on an SRGC Activity/Committee (but only need to perform 12 hours per year). Upon receipt of the membership renewal form, the Membership Director or Deputy Director shall annotate the receipt date, volunteer hours on record, payment of dues, review the renewal application for completeness, confirm applicant is an approved Associate Member, post changes of personal and contact data to the Club Membership Roster, and deliver the renewal application to the Executive Committee,

Membership Committees, RP/TSA Activities. The Committees and Activities may conduct a preliminary confidential investigation of the applicant through inquiries of the applicant and sponsor. If the applicant is deemed suitable for renewed membership by the Committee, the Membership Director will cause the applicant's name to be circulated amongst Committees and Activities for review and objectionable comments as to the applicant's eligibility as set forth in the Bylaws and Policies. If the Directors receive any objections, the comment(s) shall be submitted to the Executive and Membership Committees for confidential investigation to determine whether the objection(s) are valid, warranted and causes the applicant to be ineligible and tentatively disapproved for renewed membership. Otherwise, the applicant will be tentatively approved for renewal of membership. The identity of any member submitting an objection shall be kept strictly confidential and known only to the Executive and Membership Committees. Upon successful completion of the PAM requirements, a new member ship card will be issued (NOTE: "PAM" will be removed from the number and replaced with an "A"), the Associate Member will be handed off to the respective RP/TSA Activity Representative for seamless reception and integration into their respective discipline and/or Range Cadre.

4. Final Consideration.

a. Membership Director Action. The Membership Director shall cause to be prepared and filed with the Executive Committee a confidential list of tentatively approved and disapproved regular and associate applications for membership at the end of each month for the Committee's review, evaluation and approval or disapproval. The list of tentatively disapproved applications shall provide a clear and concise statement as to why the respective applicant was tentatively disapproved.

b. Executive Committee Action. Upon receipt of the list of tentatively approved and disapproved regular and associate applications for membership, the Committee shall conduct a confidential review, evaluation and approve or disapprove each applicant in its sole discretion, as provided in the Bylaws, and return the confidential list to the Membership Director.

5. Notification. Upon the Membership Director's receipt of the confidential list of approved and disapproved applications by the Executive Committee. The Director shall notify the applicant and sponsor, if applicable, of the Executive Committee's decision without any further explanation or justification as to why application was approved or disapproved. Whereupon approved regular member applicants will be processed and added to the membership roster upon receipt of the applicable dues, and approved associate member applicants will be placed on good hold and waitlisted until such time that the associate members can be added to the membership roster due to vacancies and receipt of the applicable dues.

Process Time

It is anticipated that the application processing time will normally take 60 to 90 days.

Confidentiality

It is imperative and in the best interest of the Club that information secured during the membership application and approval/disapproval process remains confidential. Also that names and identity of any member submitting comments regarding an applicant shall be kept strictly confidential for official investigative use only by the Membership Committee and no other. The Club uses mass emails to get pertinent messages and information out to our members. The Communications Director works directly with the Membership Director to obtain current member email addresses. Email addresses in these mass emails are protected by listing

them only in the “blind copy (bcc)” block. It is imperative that all members keep their personal contact information up to date (at the minimum, data will be recaptured at the time of membership renewal).

Delegation Authority

None.

Reporting

The Membership Director will provide a monthly status report as the number regular and associate members approved, to include associate members being waitlisted during the monthly meetings.

References
SRGC Bylaws
SRGC PAM Policy
SRGC Volunteer Policy
SRGC Range Cadre Policy
SRGC Regular Membership Form
SRGC Membership Renewal Form