

**CONSTITUTION AND BY-LAWS
OF
THE UNITED CONSERVATION & OUTDOOR ASSOCIATION
OF HANCOCK COUNTY, OHIO**

ARTICLE I

Name of Organization:

1. The name of this Organization shall be "United Conservation and Outdoor Association of Hancock County, Ohio"
2. This Organization is a corporation, not for profit, organized under a Charter granted by the State of Ohio. At all times this Organization shall operate within the Statutory Law of the State of Ohio regarding the control and operation of Corporations Not For Profit.

ARTICLE II

The Fundamental Purposes of this Organization are:

1. To promote firearm education, safety, and awareness.
2. To perpetuate and preserve the natural resources, and the wildlife of Hancock County, the State of Ohio, and the United States.
3. To promote a spirit of cooperation and education in matters of conservation, hunting, fishing, trapping, and shooting sports including archery.
4. To work in harmony with all governmental bodies, officials, and other sportsmen's and conservation groups in projects dealing with conservation, hunting, fishing, and trapping.
5. To practice true sportsmanship in hunting, fishing, and other outdoor sports; and, at all times, to oppose any and all illegal, destructive, and poaching of fish and game.

ARTICLE III

Membership:

1. Any person of the age of eighteen (18) years, or over, and a legal United States Citizen who agrees to support and maintain the constitution and by-laws of this Organization; may, upon completion and acceptance of an application, and completion of required safety training, become a member of the Organization.
2. Every application for membership in this Organization must be signed by the applicant and, must be accompanied by the first annual dues payment.

3. Each application submitted for membership shall be acted upon by the Board of Trustees or a representative of the Board of Trustees, which shall have the authority by its own action to accept an applicant to the Organization. An applicant may be rejected for membership by the Board of Trustees.
4. Any member of this Organization may be expelled from Membership, upon trial and conviction in the court of law involving violation of the fish and game laws, and regulations of the State of Ohio; or, violation of any other State Statute directly related to Conservation of Natural Resources. A member may also be subject to expulsion for a violation of the Constitution and By-laws of this Organization. Any member of the Organization may initiate proceedings for expulsion of a member by filing a written charge with the Board of Trustees. The Board of Trustees shall then hear all evidence upon such charge, including any defense of the accused member, and make a decision whether the member should or should not be expelled. The decision of the Board of Trustees shall be final.
5. Each member in good standing of six (6) months shall have the right to hold office.
6. Honorary memberships can be voted upon by the Board of Trustees with a majority vote. Honorary members are required to meet safety training requirements but will not be required to pay annual dues.

ARTICLE IV

Dues :

1. The Board of Trustees will establish membership dues based on the needs of the organization to be self-sufficient. Any changes to the membership dues will be posted for 60 days explaining the rationale for the charge.
2. Dues shall be paid on a yearly basis and are non-refundable.
3. Any member who fails to pay their annual dues within thirty (30) days of notification shall have their membership suspended until the dues are paid in full.
4. If membership dues are unpaid for 365 days or greater, the member shall be required to retake the new member safety training.

ARTICLE V

Meetings:

1. Regular business meeting shall be held on the second

Thursdays of each month.

Regular business meetings shall convene promptly at 8:00pm, at the clubhouse of the organization on Marion Township Road 243.

The President or Vice President and one other officer, plus ten (10) members in good standing shall constitute a quorum at any meeting of this organization. In the absence of a quorum at any meeting, the presiding officer may declare the meeting adjourned until such time as a quorum is present.

2. Special meetings of the membership may be called by the President of the organization by giving five (5) days' public notice.
3. The order of business for all regular and special meetings of this Organization shall be governed by "Robert's Rules of Order."
4. Alcohol shall not be consumed by any Officer or Trustee during the Trustees meeting or the Membership meeting.

ARTICLE VI

Officers & Trustees:

1. The officers of this Organization shall be as follows:
 - A. President
 - B. Vice President
 - C. Recording Secretary
 - D. Membership Secretary
 - E. Treasurer

The named officers shall be elected by the Membership-At-Large at the February Meeting.

If the office of President becomes vacant through any means, the Vice President shall become the President of the Organization until the next February Meeting.

If any other office becomes vacant through any means, the remaining officers shall elect a member of the Organization to serve in such office until the next February Meeting.

2. In addition to the officers named, this Organization shall have a Board of Trustees

consisting of seven (7) members, of which six (6) shall be elected by the membership as hereinafter provided. The seventh member of the Board of Trustees shall be the immediate Past President of the Organization with exceptions hereinafter provided.

- A. At each Annual Meeting the membership shall elect two (2) members to the Board of Trustees to serve for a term of three (3) years, with the immediate past president serving for a term of one (1) year only. It being the intention of this provision that the rotation of membership on the Board of Trustees be so arranged that three (3) of its members' terms expire at the date of the February Meeting; and, that three new members become members of the Board of Trustees by election, or by virtue of completion of a term of office as President of the Organization. If the immediate Past President of the Organization is re-elected or unwilling to serve as a Trustee, then a member shall be elected to the Board of Trustees for a term of one (1) year during the February meeting.
 - B. In addition, any vacancy in the membership of the Board of Trustees shall be filled by an election by the Board of Trustees until the next February meeting.
 - C. No member may serve on the Board of Trustees for more than 7 consecutive years.
3. Trustees or Officers shall not hold more than one elected position unless the Board of Trustees grants an exemption to this rule by a majority vote. If the exemption is granted, the individual will be allowed to hold multiple elected positions. In the absence of an exemption, an individual may run for another elected position but will immediately forfeit their current position if they are successfully elected to the desired position.

ARTICLE VII

Elections of Officers & Trustees:

1. The election of Officers and Trustees shall take place during the February Membership meeting on the second Thursday of the month at the clubhouse of the Organization on Marion Twp. Rd. 243.
2. Quorum is required for the elections to take place. In the event that quorum is not met, the elections will be

postponed until the next Membership Meeting where quorum is achieved.

3. The election of Officers and Trustees shall be by ballot. The candidate for each office, receiving the majority of votes of those members present, shall be declared elected.
4. All officers, except the members of the Board of Trustees, shall be elected for a term of one (1) year.
5. The Officers and Trustees must be members in good standing.
6. Members of the Board of Trustees shall be elected for a term of one (1) year, two (2) years, or three (3) years as required to replace those members of the Board of Trustees whose terms of office have expired on or before the date of the Annual Meeting. The candidates receiving the largest number of votes for membership on the Board of Trustees shall be declared elected; a majority of the votes cast not being required for election as a member of the Board of Trustees. Elections will be held for each Trustee in an individual manner with the largest vote getter declared as the Trustee. This will be repeated for each elected Trustee.
7. New Officers and Trustees elected at any February Meeting shall assume their respective offices on the first day of March immediately following the February Meeting, and shall serve until new officers are elected, or their term as a Trustee expires.

ARTICLE VIII

Standing Committees:

1. The President shall have the authority to initiate committees as they shall deem necessary to carry out the purposes and the projects of the Organization. It will be the responsibility of the Board of Trustees to review and approve proposed committees and activities.
2. All Officers by the first day of March immediately following the Annual Election shall turn over all organization documentation to the incoming Officers and Trustees.

ARTICLE IX

Duties of Officers:

1. It shall be the duty of the President to preside at all regular and special meetings of the Organization; and, assist all committees in carrying out their assigned duties. It shall also be the duty of the President to be thoroughly advised of all of the activities and projects of

the Organization; and to keep all members informed with regard thereto. It shall also be the duty of the President to preserve order at all meetings and functions of the Organization; and, to execute disciplinary actions as advised by the Board of Trustees.

2. It shall be the duty of the Vice President to preside at any meeting of the Organization at which the President is not present. It shall further be the duty of the Vice President to assist all other officers in carrying out their functions, and to make sure all committees are functioning properly. It shall also be the duty of the Vice President to serve as Treasurer, when the present Treasurer cannot perform the duties of his office for any reason whatsoever; for a period not to exceed thirty (30) days or until such time as either the present Treasurer resumes his duties or a new Treasurer is appointed.

3. It shall be the duty of the Recording Secretary to keep a faithful record of all proceedings at the meetings of the Organization: It shall further be the duty of the Recording Secretary to keep safely all of the documents and records of the Organization. It shall also be the duty of the Recording Secretary to prepare and direct any and all correspondence of the Organization as directed by the vote of the membership; or, as directed by the President or Board of Trustees. It shall also be the duty of the Recording Secretary to keep a faithful record of all the proceedings of the Board of Trustees. It shall be the duty of the Recording Secretary to report Board of Trustees proceedings at the monthly Membership Meetings.

The Membership Secretary shall have the duty of keeping the records of membership in the Organization; the status of the dues of each Member; and, the sending of notices to the Members when their membership dues are to be paid. The Membership Secretary shall have complete charge of the issuance of membership cards, and shall be entitled to receive and collect dues from the members. The Membership Secretary shall have the duty of accounting for all dues received by him, and delivering the monies received to the Treasurer.

The Membership Secretary, and/or appointees, shall be responsible for approving guest approvals to access the facility via email or other communication method.

4. It shall be the duty of the Treasurer to receive and keep safely all of the monies belonging to the Organization; and, at all times, to keep an adequate record of all such monies of the Organization in his hands.

It shall be the duty of the Treasurer to establish such checking accounts and savings accounts in the name of the Organization as are necessary to carry forth the purposes of the Organization.

Any bills against the Organization in the amount of less than \$800.00 dollars may be paid by the Treasurer, and treated as current expenses, unless there is some question as to the correctness of the amount of the bill, or the correctness of the purpose for which the bill was submitted.

Any Member of the Organization can request in writing that an Officer or Board of Trustees member provide in writing a financial statement of the club. The Treasurer will assist with such documentation.

All such questionable bills, and bills in an amount in excess of \$800.00 dollars shall be presented by the Treasurer at a regular meeting of the Organization, and voted upon by the membership before being honored and paid. Approval for payment of the bill can be completed before or after the work is completed. For the avoidance of doubt, any project or expenditure previously approved by the Board of Trustees and voted upon at the Membership Meeting, as detailed in Article X, can be immediately paid by the Treasurer upon receipt.

Whenever possible, all bills shall be paid by check, and the Treasurer shall have the obligation of keeping all canceled checks on file. When it is not possible to pay a bill by check, the Treasurer shall accept such other form of receipt as, in his judgement, will make an adequate record of the expenditure of funds.

At the death of an Officer, Trustee or an active member of this Organization, flowers will be ordered by, and paid for by the Treasurer only.

ARTICLE X

Duties of Trustees:

1.

The duties, powers, and responsibilities of the Board of Trustees of this Organization shall be as follows:

- A. It shall be the duty of the Board of Trustees to supervise and carry out any and all repairs, maintenance, remodeling, changes, or improvements upon any of the buildings or grounds of this Organization.
- B. The Board of Trustees shall approve, by a majority vote, the allocation of funds in excess of \$500. Upon approval by the Board of Trustees, allocated funds

must be approved by a majority vote of the membership meeting. This qualifies as approval in order for the Treasurer to honor and pay subsequent bills.

- C. It shall be the duty of the Board of Trustees to determine appropriate discipline for Members who fail to abide this Constitution, Organization By-Laws, Range Safety Rules, or other guidance as deemed appropriate by the Officers or Trustees. This discipline will be executed by the President as specified in Article IX.
- D. It shall be the duty of the Board of Trustees to create a set of rules and regulations governing the use of the lands, buildings and facilities owned by the Organization; and, from time to time, to amend, supplement and implement such rules and regulations as the needs of the Organization dictate. In all of such rules and regulations the Board of Trustees shall be guided first by the wishes of the general membership; and, the most complete use of all facilities by, and for, the benefit of the members.
- E. It shall be the duty of the Board of Trustees to determine the need for, and to secure insurance of the proper kinds and amounts of coverage to secure the property of the Organization against loss from any natural catastrophe; or from legal liability to persons or property legally upon the premises.
- F. It shall be the duty of the Board of Trustees to see to the establishment of a policy, by rules and regulations, for the rental or use of the property of the Organization by persons or groups, other than the members, and to supervise such rental or use by persons or groups, other than members.
- G. Whenever the members of the Organization request additional facilities, or improvements of existing facilities, it shall be the duty of the Board of Trustees and Officers of the Organization in the planning of such facilities, or improvements; and, the securing of finances to accomplish such objects.

In this connection, the Board of Trustees shall have the authority to borrow funds; and to pledge the property of the Organization as collateral to secure such loan. Provided, however, that the Board of Trustees shall not borrow any money, or mortgage any property of the Organization, in an amount in excess of \$1,500.00, without the prior vote of the membership of the Organization, at a regular meeting of the membership.

- H. The Board of Trustees have the ability to sell or repurpose the land of the Organization. Such action shall require approval of $\frac{3}{4}$ of the Board of Trustees

and approval by $\frac{3}{4}$ of the Members present at the monthly meeting.

- I. In addition to the duties herein specifically enumerated, the Board of Trustees shall act as an advisory body to assist and counsel the Officers in carrying out the projects and programs of the Organization.

In addition, the Board of Trustees shall accept and carry out any further duties and responsibilities delegated to the Board of Trustees by the vote of the general membership.

ARTICLE XI

Organization of Trustees:

1. At the first meeting of the Board of Trustees following the Annual Meeting of the Organization, the Trustees shall elect a Chairman from among the members of the Board. The Chairman shall preside at all meetings of the Board of Trustees.

The Chairperson may appoint committees from among the members of the Board of Trustees to supervise and carry out the various duties and responsibilities assigned to the Board of Trustees.

2. The Officers of the Organization shall be entitled to the right of attendance at meetings of the Board of Trustees, and participate in the deliberations of the Board; but, shall not be entitled to vote upon any matters brought to a vote of the Board of Trustees.

ARTICLE XII

Amendment:

1. The Constitution and By-Laws of this Organization may be amended at any regular meeting held not sooner than seven (7) days after any such proposed amendment or amendments have been given two (2) readings at two (2) regular meetings, (1) mass communication to the membership, and posted in the Club House or Range for 2 weeks.

A two-thirds ($\frac{2}{3}$) vote of those members present at the membership meeting shall be required to pass any such amendment or amendments.

2. Any five (5) members may propose an amendment or amendments in writing, by submitting the same to the President, at a regular meeting, or to the Board of Trustees, at a regular Trustees meeting.
3. Any individual routinely paid by the UCOA will not be eligible to hold any elected office of the club (UCOA). Any elected official who is periodically

paid by the club for professional services rendered shall abstain from voting on payment of aforementioned services.

4. Alcohol is not to be consumed by an individual before or while participating in shooting activities.

Current Revision Date: 10/10/2019