

Oak Harbor Conservation Club

Policies and Procedures

As amended November 11, 2024

Introduction

For years the trustees have passed motions regarding various things. However, the motions that direct how things are to be done have not been in running the club have been spread out over decades of minutes and changed from time to time and been lost to the officers, trustees and membership due to changes in leadership and membership. This manual is to put those items into a single place that can be updated on a regular basis so everyone knows what has been decided. The policies and procedures are not cast in stone and can be changed at any time. However, they will provide a source of information when something is to be done so everyone is aware of how and what has been done before. This manual is divided into sections to deal with different topics to make locating policies easier to locate.

Policy Areas

- I. Policies and Procedures
- II. Facility Use
- III. Club Management
- IV. Finance
- V. Activities

I. Policies and Procedures

1. Amendment. Amendment or changes to the club's Policies and Procedures must be approved by a 2/3 vote of the trustees. An addition or change is not voted upon earlier than the next trustees meeting after the addition or change is made. 11-11-2024

II. Facility Use.

1. Members may obtain a FOB that will allow them to enter the Gordon Road clubhouse upon payment of a \$20 deposit. The FOB will not grant access to the ranges until the member has attended the range orientation course.

2. Members may use the ranges after completing the range orientation course conducted by the Chief Range Officer. Until a member has completed the orientation, members are not allowed to use either indoor or outdoor ranges.

3. The Chief Range Officer will prepare range rules for the club's various ranges and present them to the trustees for approval. Once approved, the range rules will be posted in at least one place at each range site. The range rules may be amended from time to time as needed to provide for the safe and efficient use of the facilities. The rules will also be available on the club's website.

4. The Darr Chairman will prepare a set of rules for the use of the Darr Memorial Wetland to provide for the safe and efficient use of the property and conservation of the resources of the facility. The rules will be posted at the Darr property and available on the club

website.

5. The trustees may authorize the use of club facilities for purposes consistent with the clubs purposes and goals. All groups will be treated equally.

If a person, group, or organization, wants to use the club's property or facilities, the trustees may require a payment for the use. The amount for the use will be determined by the trustees based on the extent of the club property being used, such as the meeting room or one or more ranges, or part of the Darr. The trustees may also require a deposit to cover any damage to the club property, facilities, or to clean up after the event or activity.

Where all of the funds generated by the event are deposited in the club general fund, it is not considered a for profit event. If all of the proceeds of a club activity are not to be allocated to the general fund, then 10% , or 20 % if non- member event, of the net proceeds will be allocated to the general fund with the balance of the fund allocated as the sponsor of the activity provides. The allocation of the funds must be approved by the trustees in advance. 11-11-2024

III. Club Management

1. The trustees and officers will manage the business of the club as provided by the constitution and bylaws of the club.
2. The club president is granted authority to take actions necessary for the operation of the club, maintenance, repairs, other actions that require action before the next trustees meeting. In furtherance of his responsibilities, the President may expend funds for repairs or necessary purchases and shall submit receipts or bills to the treasurer. The President will report tot he trustees when such actions are taken.
3. Members are granted use of club property. Members are to treat the club property with care and respect and to assist in the maintenance of the properties.
4. Damage to club property by a member may result in the member having to pay for the cost of repairs, perform the repairs or other club work, have their membership privileges limited, or may be removed from the club. Damages with firearms will be treated as a serious violation and will be investigated by the appropriate club personnel. Members are required to cooperate with the club representative in investigating damages or incidents. The trustees may authorize a club representative to investigate damages or use complaints and attempt to resolve them without intervention by the trustees or officers. If there is a damage incident and it is resolved, the club representative will make a report and provide it to the club president indicating what happened and the resolution reached. The report will be maintained by the club, but will not be made public without authorization of the trustees. If the club representative and the member can not agree on a resolution, either party may request that the matter be submitted to the trustees for resolution. The trustees and officers will meet with the representative and member in private and determine what actions are appropriate.

The club will provide what actions the representative may take regarding the member in resolving the incident. Termination of club membership or a suspension will only be done by the trustees and officers. The representative may restrict a members access to the club or ranges by deactivating their FOB until a first meeting or contact is made and a resolution made.

5. Range Safety Officers. Club approved range safety officers will be in attendance at all organized live fire events, including matches, league events, and calendared shooting events. The range safety officer will have full authority to insure that the activity is being conducted safely and in accordance with the club's range rules.

6. No one will solicit donations from any person or organization except with the permission of the president or trustee. The president will notify companies if a solicitation for donations is approved by the club and who may request donations. Approval by the president for one event does not authorize an individual to solicit for subsequent events or other events. A person who wants to solicit donations should request permission from the trustees and the president will provide a letter authorizing the solicitations if approved by the trustees. All donations are to be reported to the president so appropriate recognition can be made for the donation. 11-11-2024

7. A. The club shall maintain an off premises electronic storage account, such as Dropbox for records retention and storage.
- B. Club records shall be scanned and stored in clearly marked folders scanned into the records storage program. The records should be scanned and stored within 30 days of their creation.
- C. The records to be stored include, trustees meeting minutes, member meeting minutes, contracts, committee minutes, match records including participants and scores, grants and grant report, hunting records including game taken by type and person taking the game, event reports, and financial records.
- D. The records shall be available to the trustees and information may be provided to members upon written request.
- E. Due to the sensitive nature of information provided by members when becoming members or renewing, membership information shall be limited to the president and treasurer. Membership lists shall not be made public. Contact information may be provided to committees for their members.
- F. All club records shall be maintained at the club facility at 975 South Gordon Road, Oak Harbor, OH. Hard copies of records shall be maintained for 3 years unless otherwise provided by the trustees

IV. Finance

1. All contracts, grants, or other obligations of the club must be signed by the president and a detailed and itemized report for the contract, grant, or obligation will be made to the president at the conclusion of each event or project.

2. All funds approved for expenditure, other than budget line items, have to be spent within 90 days of the authorization or the funds have to be re-approved by the trustees. If not re-approved or expended within the allotted time, the authorization will be considered withdrawn. Where the amount authorized for an expenditure is more than that required for the project, the excess will be reallocated to the general fund.

3. Operating budgets for each committee or event shall be submitted to the budget committee by May of the preceding year. The budget committee shall determine, to the extent possible, the income for the next year and budget those funds for the operation of the club. The operations of the club should be self supporting, except for new activities, which may require funds for start-up purchases and expenses.

4. The operation of the club should not be funded from reserves or savings. If the annual operations of the club can not be conducted by use of annual income, programs or functions should be reduced or eliminated.

5. Budgeting. A fiduciary is someone who manages money or property for someone else. When serving as a fiduciary and accepting the role, they must – by law – manage the organization’s money and property for their benefit of the whole organization and not allow the allow loss or endanger the solvency of the organization or waste of funds or property. Therefore, in preparing the annual operating budget for the club, the budget committee will budget based on the dues and fund raising income reasonably expected for the next year based on the present year’s dues and fund raising income. The operating budget shall not include use of funds from saving, investments, or interest on investments, which are reserved for major building projects or major unanticipated emergency expenses. The club will maintain a minimum unallocated balance in the checking account to fund major unanticipated emergency expenses in an amount established by the trustees. 11-11-2024

6. For the year 2025, dues paid by members will be assigned as follows: 1. New member fee will be deposited in the capital improvement line item. 2. The full amount of the Darr members dues will be deposited in the C-3 checking account or designated account for the Darr. 3. Non Darr member dues will be deposited into the C-4 checking account or designated account for the C-4. Spouse dues will be treated as set forth above. 11-11-2024

V. Activities

The purposes and goals of the club include wildlife conservation, wildlife education, shooting and firearms safety, marksmanship training, trapping education, hunting, and support of organizations supporting our goals. Youth training programs are to be encouraged and conducted by the club.

SAFETY:

1. All shooting activities conducted by the club must be conducted on club property or at a match conducted by another organization at their range or facility.
2. All shooting activities conducted under the auspices of the OHCC must be conducted on a club range or hunting on club property and must be under the supervision of a club certified range safety officer. Hunts on club property may be supervised by trained or experienced club members.
3. Youth that are being transported for an event that is not being held on club property must have signed releases signed by their parent for that event. Transportation of persons under the age of 18 must be provided by a person who is 21 years of age or older who has automobile insurance with liability limits and under insured/uninsured of \$250,000 per incident.
4. The person in charge of an event will provide child sexual abuse information to all supervising persons and volunteers taking part in the event. The information should include:
 - General information about child sexual abuse, including what constitutes appropriate, inappropriate, and harmful behavior from adults and other youth. For example, youth need to know that no one has the right to force, trick, or coerce them into sexual situations and that sexual offenders, not their victims, are responsible for their behavior.
 - Teach youth how to interact appropriately with each other.
 - Discuss the importance of reporting sexual abuse.
 - Tell youth to whom they should report what they believe is inappropriate or harmful behavior.
 - Seek assistance from other organizations that have created personal safety programs if your organization is interested in implementing one.

Information is available from: National Children's Advocacy Center (NCAC); Centers for Disease Control and Prevention; Prevent Child Abuse America.

5. The person in charge of an event or the trustee may require an individual to undergo a criminal background investigation prior to participating or as a condition of participating.
6. The person in charge of any youth event involving shooting should take precautions to insure that a participant who has a juvenile delinquency history, history of discipline issues, or may have a firearms disability not be allowed to participate in the event. Such incidents that involve expulsion from school, juvenile court actions, drug use, alcohol use, or violence against a family member or other person.
7. The club provides liability insurance. That insurance only protects the club, not the individuals involved in a club sponsored event. If an injury happens, the individuals participating in the event may be sued personally and are not covered by the club's liability insurance. Each person participating as a volunteer should be aware that they should have their own insurance coverage. Organizations like the National Rifle Association and insurance agencies can provide policies.