

CENTRAL OHIO COON HUNTERS ASSOCIATION, INC.

CONSTITUTION

ARTICLE 1 – NAME

Section 1: The name of the organization shall be Central Ohio Coon Hunters Association, Inc.

ARTICLE 2 – PURPOSE

Section 1 : The purpose of the organization is the advancement of conservation, propagation of wildlife, upholding and assisting in enforcement of game laws of the State of Ohio and education of the public in the principles and importance of conservation.

Section 2 : The organization shall work to prevent destruction of property by sportsmen and others and cooperate with landowners to promote good relations between landowners and sportsmen.

Section 3 : The organization is empowered to purchase, own, lease, hold, supervise, and control real estate and chattels as authorized by the articles of incorporation and as directed by the Board of Directors and approved by the membership as provided for in the organization’s bylaws.

ARTICLE 3 – ORGANIZATION

Section 1 : The organization shall be controlled by a Board of Directors consisting of five (5) Trustees and four (4) Officers. The board members shall serve per the specified elections and terms outlined in the bylaws. Five board members shall constitute a quorum.

ARTICLE 4 – COMMITTEES

Section 1 : The following committees shall be considered standing committees :
Building and Grounds, Gun Range, Pond, Archery, Membership, Conservation.
A Committee Coordinator shall be appointed by the Board of Directors.

Additional “AD Hoc” committees may be formed and disbanded as needed and outlined in the organization bylaws.

CENTRAL OHIO COON HUNTERS ASSOCIATION, INC.

BYLAWS

ARTICLE 1- OFFICERS AND TRUSTEES

Section 1: PRESIDENT- It shall be the duty of the president to preside over all Association meetings and all Board of Directors meetings. The president shall be available to ensure that the Association's needs are being met and assist as needed to accomplish the goals of the various committees and operations of the Association. The President shall also serve to assist the Treasurer in his/her duties and be authorized by the Board of Directors to perform those duties in the absence or disability of the Treasurer.

Section 2: VICE PRESIDENT- The Vice President shall perform all the duties of the President in the President's absence or disability. The question of the President's disability shall be determined by the Board of Directors.

Section 3: SECRETARY- The secretary shall keep a complete record of the proceedings of the Association and the Board of Directors and shall issue all notices of meetings and conduct all correspondence. The secretary shall have and keep in his/her custody a list of all members in good standing. The Secretary is responsible for curating the records of the Association.

Section 4 : TREASURER- The Treasurer shall have charge of all funds and securities of the Association and shall keep an accurate account thereof, subject always to inspection by the Board of Directors. The Treasurer shall submit, at each regular meeting of the Board of Directors, a statement of the financial condition of the Association and, upon request, an itemized statement of all receipts and disbursements during the preceding period. The treasurer shall receive all monies payable to the Association and give a receipt thereof and deposit same in the bank as selected by the Board of Directors. The Treasurer shall pay all expenses of the Association as approved by the Board of Directors and membership and keep an accurate record of such payments. Once approved by the Board of Directors, the Treasurer shall once annually present the Board approved records to the Association's certified public accountant for preparation and submission of obligatory financial reporting to the Internal Revenue Service and State of Ohio. Any member may request and be granted the opportunity to review the financial

records of the Association but may not copy, photograph, or otherwise reproduce the material which will be presented to the member in the clubhouse. No records may be removed from the custody of the Treasurer without approval of the Board of Directors.

Section 5 : TRUSTEES- The Trustees shall formulate the policies of the Association and ensure that proper care be taken of the property of the Association. They, together with the Officers, shall constitute the Board of Directors. Trustees who are absent from three or more meetings in one year are subject to removal by a vote of the remaining BOD members.

ARTICLE 2 – BOARD OF DIRECTORS

Section 1: The Board of Directors will be referred to as the BOD or Board in the remainder of this document.

Section 2 : The BOD shall have charge of the business affairs of the Association. The BOD shall purchase and maintain insurance coverage deemed necessary by the Board. The Board shall have the power to mortgage the real estate of the Association provided their intention is made in writing and sent by mail to the membership at least ten (10) days prior to meeting for such announced purpose. No borrowing or mortgaging shall occur unless, at the meeting of the members, the membership approves the proposal by two thirds (2/3) majority of members present at this meeting. The exclusive power to sell real estate of the Association is vested in the BOD which shall, prior to any such sale, notify the membership as set forth above, and provided further that no such sale shall occur without the consent of three quarters (3/4) of the members present at such meeting.

Section 3: The fifth year Trustee shall be deemed the senior Trustee and shall serve as such until the next election. The senior Trustee shall report at the membership meeting the action of the BOD.

Section 4 : The BOD may, as necessary, utilize the professional services of a member to address specialized needs of the Association by hiring a member as a contractor and paying for their services. A member who is paid for his or her work cannot submit the same hours for dues reduction.

Section 5 : The Association shall keep accurate and complete books and records of accounts including meeting minutes of membership and BOD meetings. Records shall be maintained as required by law. Corporate records shall be retained permanently, and financial records shall be retained for seven (7) years. Minutes of

membership and BOD meetings are to be maintained permanently. The Business Information & Documents binder shall be maintained with up-to-date copies of the following documents, and reviewed annually by the BOD: Bylaws, Certificate of Continued Existence, Subsequent Agent Appointment, Sales and Use Tax Blanket exemption Certificate, Letter from the IRS granting Federal Tax Exemption and Articles of Incorporation.

Section 6 : BOD meetings shall be held on the date and time approved by the Board. The BOD may go into Executive session when a motion is made to do so and the majority of the BOD members present approve. While in Executive Session only the Board and any member invited by the BOD may attend.

Section 7 : If an emergency arises requiring immediate repair to prevent further damage to the facility, the Board may declare an emergency and authorize expenditure greater than \$250 without membership approval. A majority of the Board must approve, and a full accounting must be made at the next membership meeting.

ARTICLE 3 – MEMBERSHIP

Section 1 : Any person of good character and who can pass a background check may become a member by submitting an application, remitting an initiation fee and a year's dues. New members are subject to acceptance of the Board and membership of the Association.

Section 2 : New members are subject to a probationary period of twelve (12) consecutive months from the official date of Membership and completion of all stipulations for membership. Prospective new members may be required to submit to an interview with the Central Ohio Coon Hunters Association Membership Committee. The interview will be held before any dues or initiation fees are paid. The Association reserves the right to background check any prospective or new member. After a new member has paid his/her dues and initiation fee, he/she will be given the access codes for the gate and clubhouse or necessary keys for entry to the Association grounds and facilities.

Section 3 : New members will be inducted into the Association after the association meetings as follows. The new member must attend the association meeting in one of the following months; March, June, September or December. After the meeting, a representative from the Membership Committee will give prospective members an orientation and present them with a copy of the Ground

Rules and Range Cease Fire Rules, an overview of the Bylaws and an explanation of the member points system. They also will be informed about where to view the Bylaws and other Association rules and policies. At the time of the orientation the new member must agree to accept and abide by the policies, rules, and regulations of the Association. If a prospective member is waiting for an orientation meeting, he or she will be permitted to use the facilities as a guest of a current member, but only until the next orientation meeting as listed above.

Section 4 : Members who complete the required hours toward credit toward membership dues will receive a reduction in dues not to exceed 50% of dues owed. Members become eligible for life membership status by reaching sixty-five years (65) of age and completing ten (10) consecutive years of membership in good standing or by completing thirty (30) consecutive years of membership in good standing. After meeting the above requirements and paying a one-time fee, determined by the BOD annually, a member may be designated a Life Member. Life members are not subject to any dues or annual payments. There may be a maximum of fifty-six (56) Life Members at any given time. Life Members must reply annually to the renewal reminder sent by the Association for members to renew their memberships. Life Members must complete the information portion of the form and return it with a signed Waiver every year to remain on the membership rolls. Failure to return the member information and waiver for two (2) consecutive years will result in removal from membership rolls.

Section 5 : The BOD shall have the right to limit, suspend or remove a member for conduct endangering the welfare, interest, purpose, or character of the Association. Violation of any of the Bylaws and/or Ground Rules of the Association may result in termination of membership. When a membership is terminated all paid dues and fees are forfeited for that membership.

Section 6 : The Board may take disciplinary action against any member for violation of the Bylaws or Ground Rules. Complaints will be taken by the Board in writing and in person. Complaints may not be anonymous. Upon receipt of a notice of violation, the Board will hold a fact-finding meeting with the person or persons accused of a violation. After reviewing the facts of the claim, the Board will make a decision and depending on the seriousness of the violation may take one of the following actions:

- No further action is required.
- A warning with 30 days probation

- 30-day suspension from the Association
- Dismissal from the Association with forfeiture of all dues and fees.

Section 7 : Honorary membership may be given by the BOD. Honorary members do not have voting rights but can engage in all other activities of the Association. Honorary members include members of the Military who have a parent or grandparent who is a current member of the Association in good standing. Proof of military membership is the member's current military ID for active duty or reserve status, not retired service. The Military member can use the facilities as a guest of the sponsoring parent or grandparent. A waiver must be on file for the current membership year.

Section 8 : Children and grandchildren of Association members in good standing will automatically become Legacy Members upon their eighteenth (18th) birthday as it occurs during a regular membership year which is March 1 through February 28. At the time of the beginning of the next regular membership year the Legacy Member will need to join as a full member, but no initiation fee is charged to Legacy Members. Legacy Members have all the rights of other members, except voting rights. As a member of the Association, the member's spouse and children and grandchildren who are below the age of 18 are non-voting members.

Section 9: For married couples that want both spouses to hold membership with full voting rights and ability to serve on committees and hold office in the Association, a Joint Membership is available. In lieu of payment for two full memberships, the Joint Membership reduces one spouse's dues by one-third of the current full dues cost. For example. spouse #1 pays full dues and spouse #2 pays dues at one-third discount. No initiation fee is due for the spouse of an existing member.

ARTICLE 4 – COMMITTEES

Section 1 : Necessary and desirable committees are to be authorized by the Board of Directors. Chairpersons of the committees shall be recommended by the Committee Coordinator and approved by the Board of Directors. Committees may receive funding for their activities through annual budgets.

Section 2 : Committee chairs will submit budget requests at a meeting called by the committee coordinator, to fund their committee activities for the following year.

The budget requests will be presented for approval by the membership at the next scheduled membership meeting.

Section 3 : The committee coordinator will assist chairpersons in their committee operations and activities as needed and recommend chairpersons for Board approval as the need arises.

Section 4 : Committees are to be represented at every member meeting to report on the activity of each committee. Representation can be any member assigned by the chairperson of a committee to submit a report of their committee activities and planned events.

ARTICLE 5- DUES

Section 1: The annual dues must be paid to the Secretary or Treasurer by the regular meeting in March of each year. Dues not paid by the March Association meeting will be considered in arrears. Dues and initiation fees are fixed by the BOD for each ensuing year based on the projections of budget needs.

Section 2 : Persons failing to pay their dues prior to the March meeting of the Association will be removed from the membership rolls and all privileges will be terminated. They may re-apply for membership as a new member by following the procedures in Article 3 and submitting an application along with dues and fees required of new members, the member's continuous membership would start over from the new membership date.

ARTICLE 6- ELECTIONS

Section 1: Elections of association officers and trustees are to take place at the December meeting of the Association. The President, Vice President and Secretary are elected for a term of one (1) year. One Trustee is elected for a term of five (5) years and, if needed, a treasurer is elected for a term of four (4) years. All officers and trustees are expected to serve for the term for which they are elected at which time a successor may be elected. All elections are conducted by closed ballot which are submitted, counted, and reported out during the same meeting.

Section 2: Vacancies on the Board shall be filled by the Board of Directors and the member or members so selected shall hold office until a successor has been duly elected at the next scheduled election and qualified as set forth hereafter for the remainder of that term.

Section 3: The President shall, at the October meeting, in advance of the annual meeting in December appoint three (3) members of the Association to act as the Nominating Committee, who may submit to the members at the November meeting a list of candidates for each office to be filled. Additional nominations may be taken from the floor at the November meeting. Nominations will be closed at the end of November meeting and ballots will be prepared for the December election. In the event of a tie vote, the nomination committee shall cast their votes and certify as elected the member who has been selected.

ARTICLE 7 – MEETINGS

Section 1 : Regular meetings of the Association shall be held on the second Monday of every month at the clubhouse.

Section 2 : Special meetings of the Association may be held at the call of the President or any member of the Board of Directors.

Section 3 : Ten percent (10%) of the members in good standing shall constitute a quorum for the conduct of business of the Association, except for borrowing money or the mortgaging of real estate owned by the Association which is outlined in Article 2 Section 2.

Section 4 : All meetings of the Association shall be conducted according to accepted parliamentary procedure.

Section 5: If the same proposal is brought before the membership two times in the same 12-month period and fails, it may not be brought up again for 12 months after the second failed motion was made.

Section 6 : A member may request up to \$250 in an open meeting for an unbudgeted expense without BOD review. Expenditures require member approval. In the case of charitable donations, the association has a cap of \$500 annually for such expenditures in aggregate.

ARTICLE 8 – GROUND RULES

Section 1 : The BOD shall publish and enforce all rules approved by the Membership governing the conduct, use, maintenance and other matters necessary to the operation of the Association and its facilities. The BOD shall make these

rules available via email to all members, and the rules shall be posted on the Association's Facebook page and website. New rules become effective as soon as any of these methods of notification occur. Ground Rules may be reviewed at any member meeting or BOD meeting for updating.

ARTICLE 9 – AMENDMENTS

Section 1 : This code of regulations (Bylaws) may be modified, altered, and amended or repealed at any regular meeting of the Association by two-thirds (2/3) vote of the members present provided that a written notice of the proposed modification, alteration, amendment, or repeal is sent to the last known email address of all members of the Association, at least ten (10) days prior to the meeting at which the changes will be presented and acted on. It is the responsibility of each member to provide the Association with a valid email address and to frequently check that email for communications from the Association.

Section 2 : The Bylaws of the Central Ohio Coon Hunters Association are to be reviewed every five (5) years.

These Bylaws were revised and updated by the membership of Central Ohio Coon Hunters Association at the _____ membership meeting.