

Since the Bylaws establish the legal foundation, these two documents serve as the practical "boots on the ground" tools to protect the organization and its members.

## 1. Membership Code of Conduct & Liability Waiver

*This document should be signed by every member annually.*

### Unity Defense Firearms Club (UDFC) | Code of Conduct

I, the undersigned, agree to uphold the **Three Pillars of UDFC**: Education, Safety, and Empowerment. I acknowledge that my membership is a privilege contingent upon my behavior.

- **Standard of Excellence:** I will conduct myself with the highest level of professionalism, recognizing that I represent the Black gun ownership community.
- **Safety Compliance:** I will strictly adhere to the Four Universal Firearms Safety Rules and follow all RSO commands without hesitation.
- **Substance Policy:** I certify that I will not participate in any UDFC activity while under the influence of alcohol, cannabis, or any controlled substance.
- **Legal Standing:** I certify that I am not legally prohibited from possessing firearms under Massachusetts or Federal law. I will immediately notify the Board if my LTC/FID status changes.
- **Disciplinary Acknowledgment:** I understand that safety violations or conduct detrimental to UDFC's 501(c)(3) mission may result in immediate revocation of my membership without a refund of dues.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Official Incident Report (OIR) Template

*Per Article VI of your Bylaws, this must be completed within 48 hours of any incident.*

### UDFC INCIDENT REPORT FORM

#### I. GENERAL INFORMATION

- Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_
- Location/Range: \_\_\_\_\_
- Reporting Officer (RSO/Instructor): \_\_\_\_\_

II. NATURE OF INCIDENT [ ] Medical Emergency/Injury [ ] Safety Violation (Negligent Discharge, Muzzle Sweep, etc.) [ ] Property Damage [ ] Conduct/Dispute Issue [ ] Other: \_\_\_\_\_

III. DESCRIPTION OF EVENT *Provide a factual, step-by-step account of what occurred. Avoid speculation.*

#### IV. PERSONNEL INVOLVED

- Member Name: \_\_\_\_\_ LTC/FID #: \_\_\_\_\_
- Witness Name: \_\_\_\_\_ Phone: \_\_\_\_\_

V. ACTION TAKEN [ ] First Aid Rendered [ ] 911 Contacted [ ] Range Cleared/Secured [ ] Individual Removed from Range [ ] Membership Suspended Pending Board Review

#### VI. BOARD REVIEW (Internal Use Only)

- Review Date: \_\_\_\_\_
- Resolution: [ ] No Further Action [ ] Disciplinary Hearing [ ] Insurance Claim Filed
- Clerk Signature: \_\_\_\_\_

## **Why this matters for your 501(c)(3):**

These documents provide a "paper trail" of safety and professional governance. If a legal issue ever arises, having signed Conduct Agreements and formal Incident Reports proves that UDFC operates with **due diligence**, which is vital for maintaining your non-profit status and liability insurance.

**Would you like me to create a "New Member Intake Checklist" to ensure you collect all the required 501(c)(3) and Massachusetts-specific data?**