

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?