

MCCSA OPERATING RULES

1. The Operating Rules are defined as the rules to cover the daily operation of Association procedures and are subject to change by a majority vote of a quorum except for rules pertaining to the Point System, which must be changed in the same manner as a Bylaw. These rules shall not alter the purpose and intent of the Bylaws.
2. Each Member is allowed to bring one guest to a meeting, but such guest shall have no voice or vote on Association business. The guest must sign in along with the host Member and should be introduced by the Member at the beginning of the meeting.
3. Dues and assessments if any, will be set by the Executive Board based upon the annual budget and be approved by a majority vote of the full quorum. Dues will be due each May 1 and be payable to the Treasurer by check or money order. Nonpayment of dues by May 31 shall be deemed as notification to the Association that a Member no longer wishes to remain a Member. Assessments will be due on the date prescribed by the Executive Board and be payable to the Treasurer by check or money order. A notification of assessments will be made through a mailing to club Members at least 30 days prior to the due date prescribed by the Executive Board. Non-payment of assessments by the date prescribed by the Executive Board shall be deemed as notification to the Association that a Member no longer wishes to remain a Member. Any exceptions to the scheduled date for the payment of dues or assessments must be submitted in writing to the Treasurer two weeks prior to the payment deadline. All exception requests will be reviewed by the Executive Board.
4. In order to retain membership in the Association, each Member must attain a minimum of 50% of all points assigned for meetings, activities, work details, etc., known as Association points, as administered by the Merrill Creek Reservoir Project. Each regular meeting will be assigned five (5) points, work details ten (10) points, and other activities as decided. Members will be given five (5) points for attending regular meetings, two (2) points per hour for regular work details where the membership has been notified by mail, two (2) points per hour for committee work details that are preapproved by a quorum of the Executive Board, and three (3) points for committee meetings. Other activities such as surveys, etc., will be as announced. There will be one free detail each year where a Member may obtain points but the detail will not be charged to the Association. Extra point details will be made available, on an as needed basis, for those Members unable to attend meetings or work details due to working swing shift or having other legitimate reasons. The Member must request extra point details in writing to the Executive Board stating when he is available and giving details as to why he is not available for regular details. New Members must earn half the Association points assigned from the time they become a Member until the end of the points' year.
5. The point year shall end immediately following the May meeting and the number of Association points will be determined and those Members not having 50% will be considered expelled from the Association.

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The total Association points and a Member's individual point accumulation will show on the sign-in sheet. However, it is the Member's responsibility to know the status of his points.

6. The following Members have special exemptions:

- A. College students - full time students earning at least 12 credits per semester will not be required to earn points. Students must present a schedule of their classes to the Membership Committee, with a copy to the Project Office, within 30 days of the start of each semester.

Service personnel - on full time tour of duty or active duty will not be required to earn points.

The above members must pay full dues and assessments as prescribed by the Executive Board, based upon the annual budget.

- B. Members 65 and over - any Member in this category who has been a Member for at least five (5) years will not be required to earn points but must pay dues and assessments and attend at least three (3) regularly scheduled meetings per year, excluding any other Association point function.
- C. Any other request for exception (i.e. leave of absence) must be presented, in writing, to the Membership Committee for recommendation to the Executive Board for final resolution.
- D. A member in good standing may apply for Honorary Membership Status in the MCCSA by submitting the Honorary Membership Status application form along with their treestand identification tag to the Executive Board. The applicant, upon approval, agrees to the following provisions:

The Honorary Member:

- will not have hunting privileges, including guest status
- will remove their permanent treestand from the property
- will be kept on the mailing list
- will be allowed to attend meetings but will not have voting privileges

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- may attend the Annual Awards Dinner, but must pay the club cost assessed by the Treasurer
- will not be assessed regular membership dues or points
- will submit a written request to reactivate his/her membership to the Executive Board. The request must be submitted at least two weeks prior to the May meeting
- will, depending on available openings, be reinstated as a regular member on a first come, first served basis
- will, depending on available openings, be offered an Associate Membership at the current Associate Membership fee if no Regular Membership openings are available
- will be permitted to receive Honorary Membership Status only twice in a lifetime

will, on an annual basis, for as long as he or she desires to remain an Honorary Member, submit an Application Form to the Executive Board to renew their Honorary Membership Status. The Application Form must be submitted to the Executive Board at least two weeks prior to the May meeting. Failure to submit an Application Form to the Executive Board to renew his or her Honorary Membership Status shall be deemed as notification to the Association that an Honorary Member no longer wishes to remain a Member and his or her membership in the MCCSA will be terminated.

7. Application for membership shall be made to the Visitors Center Office. The MCR Management will have the sole responsibility to administer and maintain the waiting list. The administration procedures for the waiting list will be available to the membership and to the public at the Visitors Center office.

8. Any Member, who brings a non-member onto the property for the purpose of hunting, without first obtaining a guest pass, shall be expelled from the Association.

Exceptions To This Rule Are:

A. A Member (the parent or legal guardian) may bring a son or daughter, under the age of 18, with him or her provided a waiver (Application for Guest Pass) has been duly executed. The son or daughter must remain with the Member (the parent or legal guardian) while hunting.

B. A Member may bring a youth, under the age of 18, with him or her provided a waiver (Application for Guest Pass) has been duly executed by the Member and

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the youth's parent or legal guardian. All Guest Pass Procedures apply to youth hunters and the youth must remain with the Member while hunting.

9. The Wildlife Management Questionnaire, if issued, must be filled out by all Members as an Association activity. Members who fail to file the Questionnaire with the Project Office within 30 days of issuance will have five (5) points deducted from their individual points total.
10. After harvesting a deer on MCCSA property, all members, associate members, guests and children of members must check their deer in at an MCCSA check site and an MCCSA harvest data form must be filled out. If this is not possible, one of the following options must be followed:
 - Contact the MCCSA phone at the Merrill Creek Reservoir Visitor Center and leave a message reporting the harvest, the time and date of the harvest, your name and member number.
 - Or, contact the Deer Management Committee chairperson via telephone or Email reporting the harvest, the time and date of the harvest, your name and member number.

It is mandatory for one of the three options to be exercised within 24 hours of the harvest. Failure to comply with this rule will result in one of the following actions:

- the Member will have 10 points deducted for the club year.
- if a child does not comply, the responsible member (parent or legal guardian), will have 10 points deducted for the club year.
- the Associate Member will be removed from the Waiting List.
- the Guest will be banned from hunting on the MCCSA Club Property.

To be considered for the MCCSA Deer Contest all members must abide by the following rules:

1. The deer must be taken on club property.
 2. The deer must be checked in at an MCCSA approved site as determined before the start of the hunting season.
 3. An MCCSA Harvest Data Form must be filled out and signed by the contestant and a witness.
 4. Award categories will be determined by the MCCSA Deer Contest Committee before the start of the hunting season.
 5. In the event of a tie, each member will receive an award in that category.
 6. Associate Members, Children of Members and Guests are not eligible.
11. All Members must wear their MCCSA identification in a visible location while hunting. The ID will be color-coded each year to show that a Member is in good standing. Likewise, car identification must be displayed in parked vehicles.
 12. Only public streets may be used as access for parking when hunting. There is no vehicular access to interior portions of the reservoir property. If interior access seems necessary for removal of downed game, contact the Visitor's Center at 908-454-1213, ext. 0. After hours, Security can be reached by picking up the "Site Security" phone, located at the Boat Ramp, the Visitor's Center entrance gate and the I/O Tower, or by calling the Merrill Creek Answering Service at 908-835-4138.

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Parking is acceptable in off-road areas with direct access from public streets provided the vehicle is easily visible from the public street.

Normal parking for hunting purposes is expected to extend from about one hour before daylight to about one hour after daylight. If a hunter is trailing a deer after those hours, a note should be placed in the windshield to notify Security.

13. Any Member who shoots and wounds game on site property may follow or pursue such game onto adjacent land, but should first secure permission from the landowners. Permission must be obtained from Merrill Creek Reservoir staff before pursuing wounded or downed game in the Environmental Preserve.

14. GUEST PASS PROCEDURES:

- A. Five (5) Guest Passes are available at the Merrill Creek Reservoir Project Visitors Center, weekdays, between the hours of 8:30 a.m. and 4:30 p.m. and on weekends between 10:00 a.m. and 4:00 p.m.
- B. The MCCSA Member must ensure that the Application for Guest Pass form is filled out in full by the Guest or the Member, and then signed by both the Member and the Guest.

The Member's signature attests to the fact that he/she witnessed the Guest's signature, and that both Member and Guest are fully aware of all rules regulating the Guest Pass availability.

- C. After the form is filled out, the identification button and Guest automobile pass can be given to either the Member or the Guest.
- D. The Guest must wear the identification button at all times while hunting on MCCSA licensed property. If the Guest's vehicle is used, the Guest automobile pass must be placed in the windshield of the Guest's vehicle.
- E. The Member must accompany the Guest at all times while hunting on MCCSA licensed property.
- F. Immediately after hunting, the Guest's identification button and automobile pass (if received) must be returned to the Visitors Center. If the Visitors Center is closed the materials should be returned the following day (unless other arrangements are made with Visitors Center staff).
- G. Although Guest Passes are distributed on a first-come, first-served basis, (one Pass per member), a Guest Pass can be obtained up to two (2) days prior to using it by calling the Visitor's Center at 908-454-1213. Each Member is entitled to use the Guest Pass Procedure four (4) times during the club year. Each

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Guest is limited to using the Guest Pass Procedure two (2) times during the club year.

- H. Prior to the start of the hunting year, Members must complete the Application for Guest Pass form for their children, which will cover hunting by the children until the child turns 18 (see Operating Rule 8). If the son or daughter turns 18 during the hunting year the hunting privilege will be extended for the remainder of the current hunting year. Children will not be issued Guest Pass identification buttons.
 - I. With the exception of Member's minor children and youth hunters, all Guests must be 18 years of age or older (see Operating Rule 8).
 - J. No Guest Passes will be issued the first day or last day of shotgun deer season.
 - K. Guests may use only portable tree stands unless given permission by a Member to use his/her permanent tree stand.
 - L. All applicable portions of the Operating Rules apply to Guests.
 - M. Members accept total responsibility of their Guests. Should a Member and/or his Guest violate any of the Merrill Creek Reservoir Project General Rules & Regulations, the Operating Rules or Bylaws which govern the MCCSA, and/or the requirements as set forth in the MCCSA License, the Member will be subject to disciplinary action as outlined in the Bylaws, Operating Rules, and/or License, and the Guest will be denied permission of future use of Merrill Creek Reservoir Project property.
- 15. Task force chairpersons are to send a sign-in sheet to the Project Office within seven (7) days of a task force meeting.
 - 16. There will be nine (9) meetings per year, weather permitting, for a total of forty five (45) Association Points. They will be held on the third (3rd) Thursday of each month at the Merrill Creek Visitors Center at 7:30 p.m. There will be no regularly scheduled meetings in the following months:
January - in lieu of the Annual Awards Dinner
February - to reduce the total number of meetings
June - due to graduations
 - 17. All new Members and Associate members must attend or have attended an Association Orientation meeting before receiving passes, identification, etc.
 - 18. Members are limited to one permanent tree stand on Merrill Creek Reservoir property.

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Permanent tree stands should be separated by at least one hundred (100) yards unless there is an agreement by members of adjacent stands to forego the distance requirement. The Member's stand must be identified with the MCCSA tree stand tag issued by the Merrill Creek Reservoir Project office. Trees designated for continuous use of a portable stand shall be identified with the MCCSA tag and marking ribbons that are visible for three hundred sixty (360) degrees. Painting or carving on trees to identify tree stands, or permanently marking trails to tree stands, is prohibited.

An existing stand that is not marked with an MCCSA tree stand tag may be removed by a Member or may be taken over as the Member's one permanent stand.

Guests and Associate members may use only portable tree stands unless given permission by a Member to use his/her tree stand.

All portable stands used on Merrill Creek Reservoir property must be the light weight, metal frame, backpack design which can be carried by one person and requires no holes or other damage to the tree. Portable stands must be removed from the property at the end of each hunting day, or whenever not in use, and cannot be locked or fastened to trees in any way.

Cutting or disturbing any vegetation including trees, shrubs, or other plants for any purpose on Merrill Creek Reservoir property is strictly prohibited.

19. Members leaving meetings prior to the end must sign out (noting time) and will receive partial credit at the point chairperson's discretion.
20. The order of business shall be:
 - A. Call to order and introduction of guests
 - B. Approval of minutes
 - C. Treasurer's Report
 - D. Communications
 - E. Committee Reports
 - F. Old Business
 - G. New Business
 - H. Adjournment
21. Absolutely no alcoholic beverages may be brought or consumed on any property owned by the Merrill Creek Owners Group.
22. The Merrill Creek Owners Group provides security personnel for the Reservoir. Requests made by members of that security group with respect to activities on the site are to be followed. Any appeals should be made to the MCR On-Site Coordinator, Jim Mershon at 908-454-1252.

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23. Violations of these rules will subject members to disciplinary action up to and including expulsion from the Association. Disciplinary action will be determined at the discretion of the Association's Executive Board, in cooperation with the Merrill Creek Reservoir staff.

Any MCCSA Member, MCCSA Associate Member, MCCSA guest or individual on the MCCSA Waiting List convicted of violating any federal, state or local laws applicable to hunting shall face disciplinary action up to and including permanent loss of hunting privileges on any properties owned by the Merrill Creek Reservoir Project and/or licensed to the Merrill Creek Conservation & Sportsmen Association.

24. Should a Member be deficient in points at the end of the point year, he/she may make an appeal in writing within two (2) weeks of that date detailing the reason(s) they were unable to obtain the required points. This appeal must be delivered or mailed to the Membership Committee chairperson who will present it anonymously to the Committee. Their recommendation will be forwarded to the Executive Board and a decision made. Should the Member not agree with the decision, the Member may invoke Article VI, Section I of the Bylaws.
25. Before becoming an Associate member, a complete application must be submitted.
26. All Merrill Creek Reservoir "Rules & Regulations" apply to MCCSA members and their guests.
27. Members may hunt in designated areas only as licensed to the Association by the Merrill Creek Owners Group. Entering the Environmental Preserve, or any other safety zone, for the purpose of hunting, driving game, or any hunting related activity is strictly prohibited.
28. The Annual Budget will be prepared by the Treasurer and be submitted to the Executive Board by March 1. At the March meeting, the Executive Board will direct a review of the Annual Budget for the new fiscal year. Approval requires a majority vote of the full quorum.
29. The process for the election of officers shall observe the following guidelines:

The number of members appointed to the Nominating Committee by the President shall be three (3).

After the November meeting, the Nominating Committee shall prepare the necessary information to produce election ballots.

A Member may obtain an absentee ballot by submitting a written request to the Nominating Committee.

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Absentee ballots must be received, in a sealed envelope, by the Nominating Committee at least two (2) days prior to the election.

Rev. 12/04/95

Rev. 05/16/96

Rev. 12/06/96

Rev. 05/15/97

Rev. 04/24/00

Rev. 08/16/01

Rev. 09/20/01

Rev. 10/17/02 (#16 & 29)

Rev. 03/20/03 (#6 B)

Rev. 05/15/08 (#8 and #14 article I)

Rev. 08/21/08 (#6 D very last "will")

Rev. 09/17/09 (titles, hours of operation and phone number updates per J. Mershon)

Rev. 09/17/09 (#14, articles G and H)

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