

JVMSC CLUB GUIDELINES

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1. MEMBERSHIP

1.1. Annual membership is from after Labor Day weekend through May 15th of the following calendar year.

1.2. All members will receive a JVMSA hunting license each year.

1.2.1. Membership dues and fines must be paid before license is issued.

1.2.2. Members are not permitted to hunt until they have received a hunting license from club management.

1.3. It is a privilege to be granted a JVMSA hunting license not a right.

1.4. Mutual respect will be a necessity if this hunting situation is to continue for years to come.

2. MEMBER RESPONSIBILITIES

2.1. All members are expected to uphold and obey all Indiana Fish and Game Regulations

2.1.1. Anyone that violates Indiana Fish and Game Regulations may be expelled from the club with a refund.

2.2. All hunters will supply themselves with all necessary equipment, including license, state permits etc.

2.3. Club members are expected to police each other by reporting to the club manager any infractions listed below in Section 3 - Member Rules.

2.4. Each member/hunter is expected to abide by the hunting territory rules listed in Section 6 – Hunting Territories.

2.5. All members are expected to work two days to improve the club property. See Section 3.3 – Property Care and Improvement below for a full explanation of these duties.

3. MEMBER RULES

3.1. NO PERMANENT STANDS EXCEPT CLUB STANDS. (major)

3.2. PERSONAL TREE STANDS

3.2.1. All tree stands must be a factory built and safety tested per Treestand Manufacturers Association. (major)

3.2.2. Absolutely no homemade stands allowed on club property. (major)

3.2.3. Personal seasonal tree stands are permissible only under the following conditions. (major):

3.2.3.1. Only strap on stands are allowed.

3.2.3.2. Only strap-on tree steps are allowed.

3.2.3.3. No nails, screws, bolts, etc. are to be placed in trees.

3.2.4. All members' stands must have their names and addresses permanently marked on the tree stands. (minor)

3.2.5. Member stands left in a territory will in no way intimidate other members from using the territory or even the stand.

3.2.6. Stands left in territories are to be available to any hunter who is checked in to the area.

3.3. PROPERTY CARE and IMPROVEMENT

3.3.1. No littering or leaving trash on club property, including cigarette butts. (minor)

3.3.2. No cutting live trees above 1.5" diameter, without property manager's approval, through owner. (major)

3.3.3. It is mandatory that all members participate in two days of work activities per year to help improve the club property.

3.3.3.1. Work days are to be completed between the dates of January 15th and September 1st of each calendar year.

3.3.3.2. Those members that do not participate in work detail will be charged \$50.00 per day not worked.

3.3.3.3. Fines for missing work days will be doubled each year that the member doesn't participate.

3.3.3.4. Fines for missing work days have to be paid before JVMSC hunting licenses are issued. See section 1.

3.3.3.5. Those members who live out of state, or more than two hundred miles away, are exempt from participating in the work detail days.

3.3.3.6. All work and/or donations are for the betterment of the club/property, not individual members or faction members.

3.3.3.7. Suggestions for projects are welcome.

3.4. ATV's (all terrain vehicles)

3.4.1. Use of ATV's is permissible only for the following:

3.4.1.1. Property maintenance

3.4.1.2. Work day duties

3.4.1.3. Scouting

3.4.1.4. Transportation of hunting gear and equipment to and from the field

3.4.1.5. Transporting harvested animals from the field.

3.4.1.5.1. Members are expected to transport harvested animals from the woods at a time and manner that will not disturb other hunters.

3.4.2. Transportation of hunting gear and equipment to and from the field should be completed by September 15th. (minor)

3.4.3. During deer hunting seasons, the use of ATV's is restricted to retrieving harvested animals from the field. (major)

3.4.4. From April 15th through the end of turkey season, the use of ATV's is restricted.

3.4.5. Recreational use of ATV's is strictly prohibited. (major)

3.5. MISC. RULES

3.5.1. No bad language or disrespectful behavior toward other members. (minor)

3.5.2. All hunters must provide their own safety belt and use it at all times while in tree stand.

3.5.3. All animal remains must be disposed of properly or left far out in the woods, and away from trails, for coyotes, buzzards, possums, etc. to eat. (minor)

3.5.4. No unauthorized guests. (major)

3.5.5. No leaving tags on the area charts the night before or after your hunt. (major)

3.5.6. No leaving personal items in territories, with the exception of the approved and marked stands (see section 3.2). (major)

3.5.7. All members MUST comply with all herd management rules in section 11 of these guidelines. (major)

3.5.8. No tampering with placement of tags other than your own. Be sure you are tagging the territory you want. (major)

3.5.9. It is no accident to shoot a cow or horse, be aware there is some pasture area.

3.5.10. No shooting dogs.

3.5.11. No baiting. (major)

3.5.12. No organized deer drives. (major)

3.5.13. No abusing alcoholic beverages. (major)

3.5.14. Members are expected to avoid, as much as possible, walking and scouting outside their claimed territory, during deer hunting season, to prevent disturbing other hunters. (minor)

3.5.15. Members are not to visit property outside membership period, except during work periods. Lodge area should be avoided during summer unless previously arranged. Unexpected visits to lodge makes relatives nervous. See Section 1 for membership period dates. (minor)

3.5.16. Owner and family members, non-hunting guests of owner and family, the farmer and his immediate family and employees, and representatives/employees of owner are not to be disturbed during normal operations of the property. These normal operations include but are not restricted to farming operations, checking/ looking for cattle, checking fences/property lines, trail maintenance, hiking, atv's, horseback riding, exploring, etc. These operations are rarely done during deer hunting season but may be necessary.(minor)

3.5.17. Members are to be aware of property lines and stay on club property.

3.5.18. No hunting dogs unless special arrangements are worked out with all members/manager/owner. (major)

3.6. PENALTIES FOR BROKEN RULES

3.6.1. Violation of a Major rule = minimum of \$50.00 fine – maximum \$150.00 fine and / or cancellation of membership without refund.

3.6.2. Violation of Minor rule = minimum of \$10.00 fine – maximum \$50.00 fine.

3.6.3. The third Minor violation will be considered a Major violation.

3.6.4. Fines must be paid before JMVSC hunting license can be issued to members. See section 1.

4. MEMBERSHIP RENEWAL

4.1. Established members

4.1.1. Memberships will be renewed for established members starting in May each year.

4.1.2. One half of membership renewal fees must be paid by June 7th.

4.1.3. The balance of the membership renewal fees must be paid by October 1st.

4.1.4. Total of membership fees must be paid before a hunting license is issued.

4.1.5. If membership is not renewed by June 7th, new members will have the opportunity to join, replacing old members.

4.1.6. All fines must be paid before JMVSC hunting license can be issued to members. Fines by definition are those monies owed to the club for infractions or missed work days. See sections 1, 3.3, and 3.6.

4.1.7. Owner reserves the right to deny membership renewals.

4.1.7.1. This note is now being sent to all ex-club members:
“People with expired memberships know the routine of placing warning stickers on trespassers vehicles informing them of being placed on a list, giving 1 chance before prosecuting as a courtesy to the general public. You being a previous member are not considered as the unaware general public

and therefore are automatically placed on this list as a precaution. We would like to inform you to be aware; we prosecute aware trespassers as part of an agreement with the CO's. The list is distributed to the current JVMSC members, neighbors, farmers, employees, and CO's. Please, out of respect for all involved and yourself, do not place us in this position."

4.2. New members

4.2.1. After June 7th new members will be allowed to submit their applications for membership.

4.2.2. New members will be accepted first come first served after acceptance of application.

4.2.3. New members will be accepted to fill the following quota:

6 members on the Buchanon Chapter

10 members on the Canadian Chapter

2 members on the 800S Chapter

4.2.4. Minor age child of existing member after coming of age 18 is given preference to join ahead of other potential members in waiting for membership opportunity.

5. CLUB MANAGER RESPOSIBILITIES

5.1. Club manager, after approval and/or assistance from the club owner and the club planning committee, will delegate chores to the chapter managers that are deemed appropriate for the continued benefit of the club, such as maintaining trails, property enhancements for better hunting, keeping property line posting current, etc.

5.2. Club manager shall establish lines of communication with members, plan/call meetings (mandatory if necessary), organize the lottery, discuss ideas to make improvements for the betterment of the club and hunting conditions, harvest management, guidelines, rules, etc....

5.3. Club manager shall recruit new members and attempt to keep membership quota filled.

5.4. Club manager shall arrange meetings between new club members and the appropriate chapter managers.

5.5. Club manager shall insure equality between club chapters with respect to improvement tasks, herd management, and member guideline reinforcement.

5.6. Club manager shall accept and log all comments, criticisms, suggestions, and complaints of undesirable actions and rules broken. A report is to be submitted to the club owner by May 21st of each year.

5.7. The report will be considered and used as part of the deciding factor for next year's membership renewals and help with editing these guidelines.

5.8. Use this information for contacting the club manager:

5.8.1. Club Manager: john.allman.rev1@gmail.com or
bn623@cummins.com

or mail:

John Allman

4681 W 950 N

Edinburgh, IN 46124

6. CHAPTER MANAGER RESPONSIBILITIES

6.1. Chapter manager shall support the interest and needs of the club with respect to their chapter property, and represent them to the club manager and the property owner.

6.2. Chapter manager shall generate ideas for the improvement of their chapter property, herd improvement, and the club.

6.3. Chapter manager shall insure that their chapters are in the best condition they can be in with respect to herd, food plots, trails, and security.

6.4. Chapter managers shall help organize workdays per instructions from the planning committee. They are responsible for contacting club members, giving them plenty of time to plan for their workday attendance. They shall arrange times and meeting places for particular tasks with club members.

6.5. Use this information for contacting the appropriate chapter manager:

Buchanon Chapter: hbailey35@sbcglobal.net

or mail:

Harvey Bailey

1002 East Main Cross Street

Edinburgh, IN 46124

Canadian Chapter: broutier184@sbcglobal.net

or mail:

Brandon Routier

5302 W Black Hawk Hills Ct.

Edinburgh, IN 46124

6.6. An in person meeting can be scheduled with the club management and ownership by using the previous methods only. No calls during managers' personal life except for serious issues that must be handled promptly

7. HUNTING TERRITORIES

7.1. Each chapter of the JVMSA is divided into hunting territories and assigned a number.

7.2. Each hunter must check in at the appropriate check-in locker of his or her respective chapter before each hunt.

7.3. With in the check-in locker is an aerial photo of the hunting property divided into hunting territories by number, with a hook fastened to each territory

7.4. Each hunter is to designate which territory he or she will be hunting in by placing their personal identification tag on the hook representing the area he or she are hunting in.

7.5. Crossing one territory line is acceptable outside deer hunting season, meaning you may hunt in all territories surrounding the one you tagged.

7.5.1. If you decide to hunt farther from your original area, then you should return to check in locker and move your tag to your desired area.

7.6. After your hunt the tag must be removed.

7.6.1. Leaving the tag cannot reserve the territory, i.e. "first come first served".

7.7. Members are to be aware of property lines and stay on club property. (minor)

7.8. Members are expected to avoid walking and scouting outside their claimed territory during deer hunting season to prevent disturbing other hunters. (minor)

7.9. The territories are not marked in the field; they are a way for members to have a general idea where they are in comparison to the other members. By using natural landmarks you can have a fairly good idea of where you are.

7.10. All hunters are to stay on club property. Crossing property lines is trespassing and the neighbors may prosecute. If you track a shot deer off club property it is at your own risk. Please do everything you can to avoid upsetting neighbors.

7.11. No words or actions shall discourage any members from hunting any area they desire as long as the territory is available.

8. HUNT EXCHANGE

8.1. A member can hunt other chapters of JVMSA by exchanging with a member from the chapter desired to hunt.

8.2. The member who wishes to try an exchange must notify the club manager of the desired period of time and the area he/she wishes to hunt. This should take place at least two weeks ahead of the desired hunting date.

8.3. The information will then be forwarded to all members in that chapter. The members in the chapter will respond either yes or no.

8.4. When members agree on a period of time a temporary license will be issued to all participating in the exchange.

8.5. If there is no response from club members after two weeks, the club manager may issue a temporary license for the other chapter.

8.6. No exchanges will be allowed during the first 9 days of gun season.

8.7. A holder of a valid temporary license will have the option of hunting both chapters involved during an exchange.

8.8. No more than 3 exchanges per person per season.

9. TEMPORARY LICENSE

9.1. A temporary license is not to exceed more than a five day period.

9.2. A temporary license must be approved and signed by club owner or club manager seven days before taking effect.

10. GUN SEASON DEER HUNT LOTTERY

10.1. There will be a lottery held each year before November 1st for each day of the first 3 days of gun season.

10.1.1. This will eliminate competition over desired/popular hunting territories.

10.2. The club manager will administer the lottery.

10.3. To participate in the lottery, each member is expected to supply the property manager the following information by October 25th:

Personal ID number.

1st choice for desired hunting territory.

2nd choice for desired hunting territory

3rd choice for desired hunting territory

Desired hunting date.

10.4. The property manager will inform the members of a meeting date, and place, when the lottery drawing will take place. All members are welcome to attend. Results of the lottery will be emailed to all members and posted in the check in centers.

10.5. Conflicting territories will be entered into a hat and drawn at random.

10.6. Those members not receiving their first choice will have to enter his/her next choice into the hat and start the lottery over until all members are placed.

10.7. Any members not participating in the lottery will be able to hunt on any remaining territories not reserved by lottery participants.

11. HERD MANAGEMENT

11.1. Because JVMS is focused upon providing a trophy deer herd for its members the following herd management regulations must be followed:

11.1.1. A buck must score at least 125 Boone and Crocket points, and / or...

11.1.2. A buck must have at least an eight-point rack and an inside spread of greater than seventeen inches.

11.1.2.1. The penalty for taking a non-qualifying buck will be \$150.00.

11.1.2.2. All penalty monies will be put back into the hunting club and used for food plot enhancement.

11.1.2.3. It is the responsibility of each member to make sure the hunting club manager has photographs and the gross score of any harvested buck. No exceptions!

11.1.1.4 It is the responsibility of each member to make sure the hunting club manager has a Boone and Crocket score sheet (or equivalent) to accompany any harvested buck. No exceptions!

11.1.2.5. Pictures and score sheets should be provided within one month of the harvest date.

11.1.2.6. If a member does not have photographic evidence and a score sheet for the buck they harvested, club management will assume that the buck does not meet the club herd management rules and the member will be fined accordingly. No exceptions! See section 3.6 for payments of penalties.

11.1.2.7. Harvested bucks without photographic evidence or a score sheet will not be eligible for the Large Buck Award.

11.1.2.8. Multiple photographs from different angles are advised.

11.1.2.9. Property Owner and Club Manager retain the right to review each particular harvest situation where the buck falls short of the described size limit.

11.1.2.10. Photographs can be emailed to the club manager at:

John.allman.rev1@gmail.com or bn623@cummins.com

Or mailed to the club manager at:

John Allman

4681 W 950 N

Edinburgh, IN 46124

11.1.2.11. Any member failing to abide by the Herd Management rules is subject to be expelled from the club without refund.

11.1.2.12. This is a club that is operated and ruled by its members and as such all members should report any questionable harvesting behavior by fellow members that challenges the scope and direction of the hunting club. Any member not reporting questionable activities will be equally responsible for the rules broken and may lose membership (guilt by association).

11.1.3. Management Buck Rule

11.1.3.1. If a member spots a deer that he or she feels carries inferior genes and should be removed from the herd, the member may take a photograph of the particular deer and submit it to the club management. . Photos from trail cameras will also be accepted.

11.1.3.2. Club management will review the photographs to see if the buck should be considered a “management buck”.

11.1.3.3. The pictures of deer that qualify as management bucks will be posted in each check-in locker for members.

11.1.3.4. Members will be allowed to harvest these management bucks without being penalized for not meeting the criteria listed under section 11.1.1 & 11.1.2.

11.1.3.5. Deer posted as management bucks in the check-in lockers are the only exceptions to the criteria listed under section 11.1.1 and 11.1.2

11.2. The hunter is expected to log every hunt before leaving JVMSC.

11.2.1. Failure to log hunt data will jeopardize the quality of the wildlife herd at JVMSC for future members.

11.2.2. Hunt log cards will be provided at the check-in locker.

11.2.3. Drop the hunt log card into the locked drop box in the check-in locker.

11.2.3.1. This information will be private and read only by the club owner and the club manager.

11.2.4. If for some reason a log card is not filled out you can email the info to the club manager. Be sure to include all the information.

11.2.4.1. The logged information is to include the following:

The area hunted.

Weather conditions.

Number of does seen, even if none were seen.

Number of bucks seen, even if none were seen.

Estimated size of bucks.

Number of turkeys seen, even if none were seen.

Number of hours hunted and what hours of the day.

Other animals seen.

Animals harvested.

Animals wounded.

11.2.5. A summary of all gathered hunt data will be provided to all members at years end.

11.3. No more than 1 buck per member per season.

11.4. Children of members under the age of sixteen (16), that have not yet harvested a deer, are exempt from these herd management rules as a courtesy of the club.

11.5. Spouses, hunting as guests of the members, are eligible to harvest management bucks.

11.6. For additional information on deer herd management and accurately identifying a qualifying buck, please see the "Field Judging Deer" section on page 24.

12. LODGE RENTAL

12.1. The lodge is available first come first served, depending on availability.

12.2. Nobody is to use the lodge without prior notice to owner.

12.3. Members may have guests after special arrangement with owner.

12.4. Lodge rental will be \$50.00 per day per room, limit 2 (first come first served, determined by the keys) for the first 9 days of opening gun season, and \$30.00 per day any other time during membership period only. If all rooms are filled members are welcome to sleep in the common areas (couch, chair, floor) at \$10.00 per day. Lodge is also available for family vacations during warmer months. Call for price and availability.

12.5. All common areas are shared and everybody shall clean up after themselves.

12.6. Lodge must be taken care of, respected, cleaned, and left the way it was found.

12.7. The lake farm will be available for hunting (be extremely aware of others in the vicinity) and fishing during rental period only.

12.8. Availability can be confirmed and payments made, through the Maple Glen Apartments office 812-432-5697,

10055 Maple Glen Dr.

Dillsboro, In 47018

12.9. The lodge is shared by JVMSC members, family, distant family, employees and their families. We all need to introduce ourselves and politely confirm authorization of our presence.

12.10. Failure to comply with rules may result in loss of membership or even loss of lodge availability to the club. Always keep in mind MUTUAL RESPECT.

13. LAKE FARM RULES

13.1. Access to the lake and fishing is allowed during lodge rental or special reservations only. Nobody is to be on the lake farm without making reservations through the owner.

13.2. No frog gigging.

13.3. No boats.

13.4. No ice fishing.

13.5. No ice-skating.

13.6. The lake rarely freezes over, but if it does do not walk on ice, if often has thin spots that are not apparent. Please remind your guests of the ice danger

13.7. The lake farm is shared by JVMSC members, family, distant family, employees and their families. We all need to introduce ourselves and politely confirm authorization of our presence. Carry your ID tags.

14. CAMPING

- 14.1. Camping is available first come first served, depending on availability. Members must call in advance for reservations through the owner.
- 14.2. Camping will be allowed at a rate of \$10.00 per day, \$50.00 per week, or \$150.00 per month.
- 14.3. Camping is permitted in designated areas only unless special arrangement with owner.. (major)
- 14.4. Campfires must be in fire pit. (major)
- 14.5. Members may have guests after special arrangement with owner
- 14.6. The lake farm will be available for limited hunting and fishing during rental period ONLY. (Be extremely aware of others in the vicinity)
- 14.7. No campers until October 1st.
- 14.8. Campers must be removed at end of season, weather permitting. (major)
- 14.9. Campers left after deadline without special arrangement with owner., are subject to towing and storage at members expense.

15. MEMBER GUESTS

- 15.1 Members may bring guests to the hunting property under the following conditions:
 - 15.1.1 Guests that are minor age children of members (under 18 years) and spouses of members:
 - 15.1.1.1. These guests have free admittance.
 - 15.1.1.2 These guests may hunt with the member an unlimited number of times per season.
 - 15.1.1.3 These guests are allowed to hunt the with the member the entire season .
 - 15.1.1.4. These guests are restricted to following the herd management rules in section 11.
 - 15.1.1.5 These guests must hunt in the same area as the member. If under the age of 16, the guest must hunt in the same location (blind or treestand) as the member.
 - 15.1.2. Guest that are NOT minor age children of members, or spouses of members:
 - 15.1.2.1. Members may only bring these guest three (3) times per season. (3x the same person, or 3 different people, but only 3 guests total)
 - 15.1.2.2. These guests are restricted to harvesting does.

15.1.2.3. These guests may harvest only 1 doe per year.

15.1.2.4. These guests must pay \$50 for each doe harvested.

15.1.2.5. These guests are not allowed to hunt with the member during the first week of gun season.

15.1.2.6. These guests must hunt in the same location (blind or treestand) as the member.

15.1.3. Members sponsoring a guest are responsible for any rules broken by the guest, and may lose membership for severe violations.

16. PRE SEASON MEETING

16.1. There will be a pre season meeting about the second weekend after Labor Day.

16.2. This could a good time to discuss with each other to see if a lottery is going to be necessary, go over member list, get acquainted with each other, schedule / discuss remaining work details, and any other ideas?

16.3. We will discuss and elaborate on issues, if any, for purpose of editing future guidelines and/or postponing any membership renewals that need prior investigating, and/or paying fines for any rules broken. (No final conclusions shall take place at a meeting)

17. POST SEASON REUNION

17.1. There will be a post-season reunion sometime around the first week of June.

17.2. All members, potential members, owners & employees, farmer, and all families are invited to meet at the lodge on the lake for a pitch-in dinner.

17.3. Members are welcome to bring in samples of their harvest to cook on the grill or stove, and also welcome to bring fishing poles for fresh fish.

17.4. Drinks and snacks will be provided.

17.5. A club meeting will be held after lunch around 1:00, for the purpose of:

17.5.1. Getting acquainted

17.5.2. Exchanging information

17.5.3. Awards. (Bring your pictures and information on your harvest)
Owner may appoint judges if necessary to assist. Everybody should bring in their own pictures and any info that may assist in judging.

17.5.4. Discuss any guideline issue or change recommendations.

17.5.5. Discuss and plan work details, food plots, etc.

17.5.6. Elaborate on issues if any for purpose of editing future guidelines and/or postponing any membership renewals that need prior investigating. (no final conclusions shall take place at a meeting)

17.6. Applications/Renewals will be accepted for next season clubs.

17.7. Tours will be offered to familiarize members and potential members with the properties and lines.

17.8. Arrive as early as you like to fish, throw horseshoes, scout around, tours, etc.

18. SUGGESTIONS

18.1. These guidelines are a "Living Document" and are subject to change. Study and learn them. They should give you a very clear idea of what we all can expect from each other, which is simply organization, safety, and mutual respect. Give suggestions that you think will benefit the club, to the club owner and property managers.

18.2. Carry a compass; hunters have been known to get lost in the woods for hours.

18.3. Watch out for wells, cisterns, and sinkholes, some sinkholes are deep and hard to see, especially if it gets dark.

18.4. Learn the property lines well and hunt 100 yards or so within them. This precaution is put in place so that if an animal strays after being shot hopefully it will stay on club property.

18.5. Get an aerial photo from the State Land office, Indianapolis they charge \$3.00. Then you can copy the property lines and territory lines from the map in the check in center.

18.5.1. Canadian chapter maps are Ripley County sheet # 06 –14 and sheet # 06-13

18.5.2. Buchanon chapter maps are Jefferson County sheets # 05-14.

18.5.3. County farm chapter is to be determined later.

18.5.4. 800S farm chapter are to be determined later.

18.6. You can purchase a laminated maps, with all the lines and territories marked, from club owner for \$30.00

19. OWNERS NOTES

19.1. Keep in mind that this is a family farm. Its' primary use is for family functions and farming. Club members, like the owner, family, and farmers, are representatives of owner and are expected to treat everybody with great respect. The hunting club is meant to

work as a symbiotic relationship for the benefit of both owner/farmer and hunters. If it can't function as such the club will be terminated.

19.2. The barns within the territories are available for the club members to use as long as they are taken care of and not hindering progress of farming, tobacco, and cattle.

19.3. All time, labor, materials, research, or anything donated for the club and/or club property is greatly appreciated. All members, not just the donator, shall share the benefits of these donations equally. In no way is there to be any type of vested interest reflected towards any individual or faction of members within the club. The club is not a free society.

19.4. If all these rules and guidelines intimidate you then you may want to consider not joining. This club will require honesty, self-discipline, responsibility, and mutual respect for all things. A true hunter will already possess these assets, or at least be aware of them, and aspire to achieve them. This is the kind of man John Vincent was.

19.5. Complaints of undesirable actions and rules broken are suggested to be anonymous to prevent bias, misunderstandings, and hard feelings.

19.6. These latest editions of the JVMSJC guidelines were edited in November, 2021. Changes are highlighted in BLUE text.