

# NSCA Model State Association By-Laws

## Table of Contents

Preamble

I. Name and Fiscal Year

II. Purpose

III. Offices

IV. Membership

Section 1. Admission to Membership

- A. Qualifications
- B. Member number
- C. Needs of others
- D. Comply with safety rules

Section 2. Classes of Membership

- A. Individual
- B. Club

Section 3. Privilege to Speak

Section 4. Club Responsibilities

- A. Reporting shoot results
- B. Mailing results and winnings
- C. Publish pricing
- D. Violation of By-Laws

Section 5. Voting Privileges of Members

- A. Individual member
- B. Club member

Section 6. Dues

- A. Not to exceed NSCA fees
- B. Club affiliation dues
- C. Good standing

V. Board of Directors

Section 1. Duties

- A. Powers of Board of Directors
- B. Securing and maintaining membership
- C. Annual goals to be established

Section 2. Composition of Board

- Section 3. Voting Privileges
- Section 4. Terms of Offices
- Section 5. Interim Appointment of Director
- Section 6. Qualifications for Officer or Director
- Section 7. Annual Meeting of Board

VI. Officers, Powers and Duties

- Section 1. President
  - A. Election
  - B. Preside over meetings
  - C. Authority
  - D. Calling meetings of the BOD
  - E. Authority to sign
  - F. Assumption of duties by law or BOD
  - G. Term of office
- Section 2. Vice-President
  - A. Election
  - B. Presiding over meetings
  - C. Responsible for general promotion
  - D. Aiding new groups
  - E. Assumption of assigned duties
  - F. Terms of office
- Section 3. Secretary or Secretary/Treasurer
  - A. Election
  - B. Authority
  - C. Term of office

VII. Annual and Special Members Meetings

- Section 1. Annual Meeting
- Section 2. Special Meetings
- Section 3. Notice of Special Meetings
- Section 4. Order of Business
- Section 5. Quorum
- Section 6. Rules of Order

Section 7. Voting by Ballot

- VIII. Shooting Participation
- IX. Tournament Rules and Scheduling
- X. Annual State Tournament
- XI. Amending the Constitution
- XII. State Teams
- XIII. Referees
- XIV. Penalties and Suspension

**CONSTITUTION AND BY-LAWS**  
**(Name of State) SPORTING CLAYS ASSOCIATION, INC.**

**Preamble**

The (*state*) Sporting Clays Association, Inc. shall be a non-profit corporation of persons engaged in promotion and education regarding clay target sports, including safety and activities revolving around sporting clays, NSCA 5-Stand, and F.I.T.A.S.C. shooting in the state of \_\_\_\_\_.

**Article I – Name and Fiscal Year**

**Section 1:** The name of the corporation shall be the (*state name*) SPORTING CLAYS ASSOCIATION, INC. (hereinafter referred to as “*state SCA*” and is incorporated pursuant to the provisions of the (*state name*) non-profit corporation code,

**Section 2:** The fiscal year of the (*state SCA*) shall commence on January 1.

**Article II – Purpose**

The purpose of the *state SCA* shall be as follows:

**Section 1:** The promotion and encouragement of organized sporting clays shooting among the residents of the state of \_\_\_\_\_.

**Section 2:** To increase among \_\_\_\_\_ SCA members the knowledge of the safe handling and proper care of firearms as well as improved shotgun marksmanship education.

**Section 3:** To forward the development of those characteristics of honesty, fellowship, self-discipline, team play and self-reliance, which are the essentials of good sportsmanship and the foundation of true patriotism.

**Article III – Offices**

The principal office of the \_\_\_\_\_ SCA shall be located at the address of the Secretary (Secretary-Treasurer). Other offices for the transaction of business shall be located at such places as the Board of Directors' designate.

## **Article IV – Membership**

### **Section 1: Admission to Membership**

- A. Any individual resident of the state of \_\_\_\_\_ who is a member in good standing of the National Sporting Clays Association (hereinafter referred to as the NSCA) shall automatically be a member of \_\_\_\_\_ SCA , provided said resident is not restricted from owning or operating a firearm under any federal or state laws, and unless such membership is terminated for failing to pay any amount owing to \_\_\_\_\_ SCA or for other violations of the terms hereof upon vote of the Board of Directors, or pursuant to a member's election to cease being a member. Any NSCA affiliated club in the state of \_\_\_\_\_ may be a member club of the \_\_\_\_\_ SCA by complying with the terms set forth herein, and any terms set by the Board of Directors in accordance with the rules and regulations of the NSCA.
- B. The \_\_\_\_\_ SCA member number will be the same as the NSCA member number.
- C. Members need to be sensitive and compassionate to the needs of other members.
- D. Members must abide by all safety rules adopted by NSCA.

### **Section 2: Classes of Membership**

- A. Individual – Any individual NSCA member in good standing who resides in the state of \_\_\_\_\_ shall be a member of the Association.
- B. Club – Any club in the state of \_\_\_\_\_, having at least one sporting clays, NSCA 5-Stand or FITASC course.

**Section 3:** Any member in good standing shall have the privilege of discussion or speaking on any subject at any meeting of the members of the \_\_\_\_\_ SCA. The Board of Directors retains the right to limit the time that any member may speak at any annual or special meeting of the members of the \_\_\_\_\_ SCA. All members are welcome to attend any and all meetings of the Board of Directors.

### **Section 4: Club Responsibilities**

- A. It shall be a club's responsibility of reporting shoot results to the \_\_\_\_\_ SCA within fifteen (15) days of the shoot.

- B. The hosting club will be responsible for mailing its winnings and placement information to the shoot champion, runner-up, class winners and all shooters awarded punches.
- C. Clubs hosting shoots must abide by the pricing they have published in their brochure or flyers.
- D. Violations of the by-laws will be dealt with on an individual basis by the Board of Directors. Penalties, subject to NSCA review, may include temporary suspension of registered events, probationary status or expulsion from the \_\_\_\_\_ SCA.

**Section 5:** Voting Privileges of Membership

- A. An individual member shall be entitled to one vote at all called and special meetings of the Association.
- B. A club member shall be entitled to one vote at all called and special meetings of the Association.
- C. No member or club shall be permitted to cast the vote of any other member or club not present at any called or special meeting.

**Section 6:** Membership Fees

- A. Each individual member shall be charged a state administration fee up to the maximum current NSCA per target fee for all registered events in which they shoot. State administration fees shall be used to pay the expenses of the \_\_\_\_\_ SCA and other activities that support clubs and members as the Board of Directors or members may direction from time to time.
- B. State Club affiliation dues will be determined by the \_\_SCA Board of Directors. Annual Club affiliation dues may not exceed the club affiliation dues of the NSCA. The annual dues are payable in advance and only those clubs which have paid their annual dues shall be considered in good standing. Moneys from the annual dues are to be used solely for the member clubs in the form of a composite shoot schedule of all events at all clubs in good standing in the state and are to support general activities of the association as budgeted by the Board of Directors. This schedule is to be printed and mailed to all NSCA shooters in the state (and can be mailed to those in contiguous states at the discretion of clubs).
- C. No club shall be given any privileges of a club in good standing until their shoot fees are paid.

## Article V – Board of Directors

### Section 1: Duties of the Board of Directors

- A. The Board of Directors shall have all of the fiduciary powers and duties regular customary to Boards of Directors of corporations, including the supervisory direction of the financial and business affairs of this corporation, the preparation of an annual budget, and provision for adequate reserves to insure financial solvency of the corporation. The Board of Directors shall have full charge of all matters covered by the Constitution and by-laws, including special meetings, and any and all other business that is reasonably presumed to fall within the powers or duties of the Board.
- B. Recognizing that membership is fundamental to the success of the association, the board shall strive constantly to secure and maintain a membership which shall include all eligible sporting clay shooters in the state of \_\_\_\_\_.
- C. The Board of Directors shall make an annual review of the activities during the past year and establish goals to be carried out during the ensuing year.
- D. The Board of Directors shall have the authority to conduct investigations or hearings relative to any complaint against any member which in the opinion of the Board, is guilty of unsportsmanlike conduct or any prejudicial acts that are detrimental to the best interest of the \_\_\_\_\_ SCA and to take such action as the Board deems appropriate, subject to NSCA procedures and rules, including termination of such member's membership.

**Section 2:** The Board of directors shall consist of the President, Vice President, Secretary/Treasurer (or Secretary and Treasurer), a representative of the member clubs in good standing, \_\_ Directors at-large, and \_\_ State delegate(s). Each member of the Board of directors shall be elected by the members of the Association.

**Section 3:** Each member of the Board of Directors shall be entitled to one vote at all meetings of the Board.

**Section 4:** Officers, club representative, State delegates, and directors shall serve for terms of one (two) year(s) or until their successors are elected.

**Section 5:** A regular Director vacancy occurring on the Board of Directors may be filled by the appointee of the President with an affirmative vote of a majority of the Board of Directors. The Director chosen shall hold office until the next election of the Board of Directors by members.

**Section 6:** Officers, club representatives, State delegates, and Directors must be individual members to stand for election.

**Section 7:** The annual meeting of the board of Directors will take place immediately following the adjournment of the annual meeting of the members.

## **Article VI– Officers, Powers and Duties**

- Section 1:** The elected officers of the \_\_\_\_\_ SCA shall be President, Vice-President, Secretary/Treasurer, and \_\_\_\_ Directors (at-large or by area?)
- Section 2:** The terms of office for all officers shall be for terms of one (two) year(s) or until their successors are elected.
- Section 3:** Officers shall be limited to two terms for a total of no more than four years of service in the capacity of an officer. Directors shall (shall not) have a term limit of four years.
- Section 4:** The election of officers and directors shall be conducted by mail ballot sent to the NSCA address of record of each \_\_\_\_\_ SCA member in good standing.
- Section 5:** President
- A. The President shall preside over all meetings of members and directors.
  - B. The President shall, subject to the direction and control of the directors, direct the affairs of the association.
  - C. The President shall call the Board of Directors together whenever necessary. The Directors participating shall constitute a forum, and such meetings may be conducted by electronic communications.
  - D. The President shall sign, as President, all contracts, notes and instruments when so directed by the Board of Directors.
  - E. The President shall discharge such other duties as maybe required of him by these by-laws or by the Board of Directors.
- Section 6:** Vice President
- A. The Vice President shall preside in the President’s place if the President is unable to preside over any meeting.
  - B. The vice President shall have the responsibility for the general promotion of clay shooting in the state of \_\_\_\_\_.
  - C. He/she shall aid any new group in the organization of any clay shooting club under the auspices of the \_\_\_\_\_ SCA and NSCA.
  - D. He/she shall perform such other duties as the Board of Directors may require.



**Section 7:** Secretary/Treasurer

- A. The Secretary/Treasurer shall preside in the President's place if the President and Vice President are unable to preside over any meeting.
- B. The Secretary/Treasurer shall be responsible to keep minutes of the \_\_\_\_\_ SCA meetings.
- C. He/she shall issue all notices to membership.
- D. He/she shall submit proposed shoot dates to the NSCA.
- E. He/she shall maintain a list of members consistent with NSCA.
- F. The Secretary/Treasurer shall be the custodian of all monies, trophies, securities and vouchers of the \_\_\_\_\_ SCA and shall preserve the receipts of all monies paid out.
- G. He/she is authorized to receive all funds due the \_\_\_\_\_ SCA and place funds in any bank or banks as the Board of Directors directs.
- H. Disbursements will be authorized by the President or Vice President or directed by the vote of \_\_SCA members at the annual State Meeting.
- I. A detailed report of all monies received and distributed by the Secretary/Treasurer shall be made at the Annual State \_\_\_\_\_ SCA meeting and a copy submitted to the NSCA.

**Article VII – Committees**

**Section 1:** Various committees shall be appointed as is deemed necessary by the Board of Directors. All committee members shall be appointed for a period not to exceed one year.

**Section 2:** If possible, each committee shall include a board member. All members including the chairperson shall be appointed by the president with the approval of the Board of Directors.

**Section 3:** All committees are directly responsible to the president. Any committee or committee member not functioning to the satisfaction of the president can be replaced or changed at any time as is deemed necessary by the president.

**Article VIII – Annual and Special Members Meetings**

**Section 1:** Annual Meetings

The Annual State Meeting of the members of the \_\_\_\_\_ SCA shall be held at the State Sporting Clays Shoot and 30 days advanced written notice by postal mail shall be given to all members.

**Section 2:** Special Meetings

The Board of Directors shall have the right to call a special meeting of the membership at any time. Ten percent of the membership may also file a petition stating the specific business to be brought before the corporation and thus call a special meeting at any time. Upon the filing of such petition, the Board of Directors shall call such special meeting.

**Section 3:** Notice of Meetings

Notice of all annual or special meetings, together with a statement of the purpose thereof shall be mailed to each member at least thirty (30) days prior to the meeting. The cost of providing notice of a special meeting called due to a petition of the members shall be borne by those members signing the petition.

**Section 4:** The order of business at all meeting shall be as follows:

- A. Roll call and seating of Board Members
- B. Reading of Minutes (at the Annual State Meeting reading of the previous Annual Minutes shall be read.)
- C. Public forum (limited to 15 minutes)
- D. Reports of Officers
- E. Reports of Committees
- F. Amendments to the Constitution and By-Laws
- G. Unfinished business
- H. Election of Officers (Annual state Meeting only)
- I. Awarding next Annual State Tournament
- J. New Business
- K. Adjournment

**Section 5:** Quorum

The members appearing at any meeting in person shall constitute a quorum for the transaction of business.

**Section 6:** Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

**Section 7:** Voting by Ballot

The Board of Directors may secure a vote on any resolution pertaining to \_\_\_\_\_ SCA business by sending a letter Ballot on the subject to be voted on to the members. The results on such matters shall be counted within 10 days of the date the Ballots are to be returned to the President at such time all Directors shall be notified of all action voted on. I would suggest the by-laws contain a minimum voting period such as: Members' votes shall be accepted and counted for a minimum of 15 business days from the date of the ballots mailing.

### **Article IX – Shooting Participation**

Any individual member in good standing with \_\_\_\_\_ SCA and NSCA and not in violation of any State or Federal laws or regulations relating to firearms shall be allowed to come upon the grounds of any member club holding a registered open shoot and participate in that shoot. Any member club finding it necessary to deviate from an article of the by-laws shall obtain written permission from the Board of Directors of the \_\_\_\_\_ SCA.

### **Article X – Tournament Scheduling**

**Section 1:** Any member club desiring to register a tournament with \_\_\_\_\_ SCA shall make its application for such dates to the Secretary of the \_\_\_\_\_ SCA before September 15<sup>th</sup> of the year prior to the year of the shoot or shoots. All shoot dates must be approved by the \_\_\_\_\_ SCA Board of Directors and forwarded on to NSCA before October 1<sup>st</sup> of each year.

**Section 2:** If a club chooses a shoot date and then cancels that shoot, notification to the \_\_\_\_\_ SCA and the NSCA is required. It is the sole responsibility of the host club to notify shooters that the tournament has been cancelled.

**Section 3:** The latest revised rules of the NSCA shall govern all tournaments sanctioned by the \_\_\_\_\_ SCA. Alternatively State Associations may elect to schedule tournaments in the following manner:

- A. Any member club desiring to register a tournament with the NSCA shall make its application through the treasurer of the \_\_\_\_\_ SCA in order that the date of said tournament maybe recorded by the Treasurer and the records of the \_\_\_\_\_ be kept up to date.
- B. Tournament dates shall initially be registered at a range owners meeting. Tournament dates shall be selected by the following process:
  - 1. Clubs with tournaments that have averaged an attendance of more than 100 registered shooters for immediate past three year period shall have priority for the same date and tournament.
  - 2. After the priority tournaments are scheduled, all clubs will determine their order of date selection by lottery.

3. Clubs will then select tournament dates in ascending order of their lottery number. Each club will select one date per round. Dates selected may not be changed unless all other member clubs agree to the change. Clubs within xxx miles of fellow member clubs are requested not to select the same dates for a tournament.
4. Dates selected will be approved and submitted to the NSCA.
5. If a club chooses a shoot date and then cancels that shoot, written notification to the \_\_\_\_\_ SCA Treasurer and the NSCA is required. It is the sole responsibility of the club to notify the \_\_\_\_\_ SCA members that the tournament has been cancelled.
6. No member of the \_\_\_\_\_ SCA Board of Directors may act as an agent for any range for the selection of shoot dates.
8. Range owners or their authorized representative must be present at the tournament selection meeting to participate in the selection of shoot dates.
9. Clubs may apply to the \_\_\_\_\_ SCA Treasurer for dates not selected during the tournament selection meeting at any time.

### **Article XI – Annual State Tournament**

Any member club that fully meets the following Host Club requirements may petition the \_\_\_\_\_ SCA Board of Directors for approval to be put on the State Shoot Selection Ballot.

#### **Section 1: State Shoot Criteria**

- A. The \_\_\_\_\_ SCA shall accept bids from member clubs to host an annual state championship. Members of the \_\_\_\_\_ SCA shall select from the applying clubs, the site of the state championship. The choice of the State Shoot Host Club is to be determined by a ballot mailed to the \_\_\_\_\_ SCA voting members. The ballot will have a return deadline. A simple majority of the voting members shall determine the host club.
- B. In order to encourage the development of clubs for the State Shoot, a club can not host the tournament two years in a row, except as provided below.
- C. To be eligible to apply to be on a State Shoot Ballot, a club must hold a minimum of three NSCA Registered Class tournaments in the previous year.
- D. The ballot for the State Shoot shall contain a minimum of two choices. Should there be less than two choices, any club that meets the requirements above may be placed on the ballot including the club that hosted the shoot the previous year.

- E. The club awarded the State Shoot must prove to the \_\_\_\_\_ SCA Board of Directors to their satisfaction, compliance with a minimum set of requirements as stated below, 150 days prior to the scheduled shoot date. The Board of Directors must also approve the State Shoot program 150 days prior to the tournament date.
- F. Should a club which has been awarded a State Shoot default on their commitment to the \_\_\_\_\_ SCA, the \_\_\_\_\_ SCA Board of Directors may assign the tournament to any \_\_\_\_\_ SCA Club the Board of Directors feels would provide a quality State Shoot.

**Section 2:** The Host Club shall provide as a minimum:

- A. A two-day main event with a 100 bird course each day. Registered, classed events of a NSCA 5-Stand (Compaq), 20 gauge, 28 gauge and .410 bore with a minimum of 50 targets each. One trapper and one scorekeeper shall be at each station when manual traps are used, otherwise scorekeeper only.
- B. Provide certificate of liability insurance with \_\_\_\_\_ Sporting Clays Association listed as additionally insured for the event, in an amount approved by the Board of Directors.
- C. The \_\_\_\_\_ SCA shall provide the host club with monies to be used for trophies, awards, meals, door prizes, and/or Lewis class prizes for members to be awarded at the State Tournament. This money is to be raised by the per target \_\_SCA fee at registered events. At a minimum this money will be used to provide additional trophies at the State Shoot, second and third place in each class as well as concurrents. The President shall appoint a committee to determine the distribution of the money and to allocate any other awards deemed appropriate, and to provide support to the host club as deemed necessary.
- D. (Recommended/Optional) It shall be the policy of the \_\_\_\_\_ SCA that all Sub-Junior and Junior members shall pay a reduced fee for entry into the annual State Tournament. The \_\_\_\_\_ SCA target fees collected may be used to offset the costs of Sub-Junior and Junior entries into the Statement Tournament main event. The entry fee for Sub-Junior and Junior shooters at the State Tournament shall be determined annually by the Board of Directors.

### **Article XII- All-State Teams**

**Section 1.** The \_\_SCA will recognize the state team selected annually by the NSCA in accordance with the rules and regulations in effect at the time of the selection.

### **Article XIII – Penalties and Suspensions**

- Section 1.** The \_\_SCA adopts and incorporates the Penalties/Suspension provisions of the NSCA Rules and Regulations, both current and amended from time to time by the NSCA.
- Section 2.** All complaints against a member club or an individual member under the NSCA Rules and Regulations must be in writing and delivered to the Secretary of the \_\_SCA before any action is instigated by the \_\_SCA.
- Section 3.** All complaints, penalties, and/or suspensions against member clubs or individual members will be addressed in executive session to protect the privacy of all parties involved.
- Section 4.** The \_\_SCA Board of Directors reserves the right to impose Penalties and/or suspensions against any member club or individual member after due process hearings or investigations of any complaint received and the Board finds those acts to be prejudicial or detrimental to the best interests of the \_\_SCA and its members, including but not limited to, unsportsmanlike conduct.
- Section 5.** All disciplinary decisions of the Board of Directors regarding member clubs or individual clubs may be appealed to the NSCA under the current Rules and Regulations.

### **Article XIII – By-Laws**

The Constitution and By-Laws may be amended as follows: The Board of Directors or ten percent of the members may propose an amendment. The proposed amendment(s) shall be submitted to the membership in the form of a mail ballot. *Each member voting must state that he or she has shot registered targets within the State of \_\_\_\_\_ during the current shoot year, that he or she is a bona fide resident of the State of \_\_\_\_\_, that individual's NSCA number and signature.* Ballots must be postmarked fifteen (15) days after the date on which they were mailed to the membership. A simple majority of the votes cast by members in good standing and postmarked not more than fifteen (15) days after the ballots were transmitted will govern the decision to pass or defeat the proposed amendment(s).