

# **CONSTITUTION AND BY-LAWS OF THE SPORTING CLAYS ASSOCIATION OF ALABAMA, INC.**

## **Article I. Name**

The name of the corporation shall be the SPORTING CLAYS ASSOCIATION OF ALABAMA, INC. (hereinafter referred to as "Alabama Sporting Clays Association (ASCA)"). This corporation is intended to be operated as a Nonprofit Corporation according to IRS guidelines.

## **Article II. Purpose**

The purpose of the ASCA shall be as follows:

1. The promotion and encouragement of organized sporting clay shooting among residents of the State of Alabama.
2. To encourage residents of other states to shoot sporting clays at Alabama ranges/clubs
3. To increase among ASCA members the knowledge of the safe handling and proper care of firearms, as well as improved shotgun marksmanship.
4. To further the development of those characteristics of honesty, self-discipline, team play, and self-reliance which are the essential qualities of good sportsmen and the foundation of true patriotism.
5. To encourage participation by all sportsmen in Alabama in the shooting sport
6. To develop the membership in the ASCA in order to involve as many residents as possible.
7. Annually, to promote and or conduct, as the Board of Directors of the Association shall see fit, the "Alabama State Championship", to be held at such time and at such location as the ASCA Board of Directors shall determine. The hosting club will not be required to pay the ASCA fees for the Alabama State Championship.

## **Article III. Offices**

The principal offices of the ASCA shall be located at the address of the Secretary. Other offices for the transaction of business shall be located at such places as the Board of Directors designates.

## **Article IV. Meetings (Annual, Regular, Special, Quorum)**

There shall be four regular meetings during the course of each calendar year, shoot dates will be reviewed at all meeting:

1. **General Planning Meeting** – To be held during the first two weeks of October each year, this meeting shall include committee appointments, Alabama Trail shoot date(s) selection and general financial discussions.

2. **Annual State Meeting** – To be held Saturday at the Alabama State Championship for the benefit of the general membership, and the announcement of the host/location for the upcoming year Alabama State Championship. A full and complete annual accounting of the financial condition of the ASCA shall be made available to the membership.
3. **Board of Directors Meetings** – To be held in February and August of each year, these meetings shall be held to: 1) consider all association business brought before the Board since the last meeting, 2) review the status of all committee assignments, particularly the state shoot committee, and 3) such other business as the Board, in its' sole discretion, shall determine. These meetings shall be held at a time and at a location to be determined by the President of the Board of Directors.
4. **Special meetings** – Special Meetings of the ASCA may be called at any time by the President. Any member of the ASCA may request a special meeting through the President, in writing to have specific business conducted for the good of the organization. A special meeting of the Board may be called to conduct said business, if it supports the intent and content of the Constitution and By-Laws of the ASCA. Special meetings shall be limited to the stated purpose, which must be communicated in advance to all of the Board of Directors.
5. **Quorum** – A quorum for the transaction of all business at any meeting shall constitute 1/3 of the Board of Directors. A quorum for transaction of any committee shall be 1/3 of the committee. A majority vote of the Board of Directors present is needed to approve any ASCA business not otherwise specified in the Constitution and By-Laws of the ASCA herein.
6. **Proxies** – The use of written proxies is hereby permitted for those members of the Board of Directors unable to attend any regular, special, or Annual Meeting. A proxy vote will be counted when it pertains to a specific issue previously discussed by the Board of Directors, not to issues brought up and decided at the missed meeting or amendments to the Constitution and By-Laws. The ASCA President may secure a vote on any resolution pertaining to the ASCA business, by sending a ballot by US Mail, on the subject to be voted on and the vote on such matters shall be counted within ten days after the date such letter ballot has been mailed. At such time, all members of the Board of Directors shall be notified of the results of any such action voted on.
7. **Electronic Voting** – The use of email to obtain voting on issues shall be sent to all member of the Board of Directors, if a Director wishes to vote he/she must reply to all directors, if he/she failed to reply to all, the vote will not be counted.
8. **Amendments to the Constitution and By-Laws** – A majority of the Board of Directors shall be present at any regular, special, or Annual Meeting before amendments to the Constitution and By-Laws of the ASCA can commence. A majority vote of the Board of Directors present is needed to approve amendments to the Constitution and By-Laws of the ASCA.

#### **Article V. Board of Directors (Positions and Responsibilities)**

1. Each member of the Board of Directors shall be entitled to one vote at all meetings of the Board of Directors.

2. No member of the Board of Directors shall receive any compensation for services rendered as a Director. In the event that door prizes are given at the State Championship no member of the Board of Directors will be eligible for winning, any prizes, other than the prize (money or trophy) that is given for winning an event in said tournament.
3. The Board of Directors shall have the responsibility to receive written complaints or protests regarding the conduct of any shooter or club which has openly violated the guidelines outlined in the Constitution and By-Laws of the ASCA, including but not limited to un-sportsmanlike conduct or prejudicial acts that are detrimental to the best interests of the ASCA.
4. Upon consideration of all facts, the ASCA board may take action against said shooter or club, limited to the revocation of ASCA membership and notification to the NSCA of their actions.

Positions to be included on the Board of Directors shall consist of and shall be determined in the following manner:

1. **Officers** – The elected officers of the ASCA shall be President, Vice-President, Secretary and Treasurer. One person may hold the Secretary/Treasurer position. The terms of the officers shall be for two years, elected in odd years unless changed by a vote of the membership.
2. **National Delegates** –National Delegates shall consist of members in good standing to hold office as follows: National Delegates shall be bona fide residents of, and elected from, the States of Alabama. Nominations for the position of National Delegate shall be opened in July of odd numbered years for a period of no less than 21 calendar days. A member in good standing may self nominate, may be nominated by another member in good standing, or be a write in candidate. A nominated candidate must be endorsed in writing by five (5) current NSCA members in the state where he or she is a bona fide resident. The election of National Delegates shall be held in August of odd numbered years. A candidate for the position of National Delegate must receive the votes of five (5) NSCA members from the current state membership in order for the election to be valid. The term of office for all National Delegates shall be two (2) years. It shall begin on the first day of the target year following their election and shall end on the last day of the second target year after their election or until a successor has been elected in a valid election. Any National Delegate vacancies occurring shall be filled for the balance of the unexpired term. A person from the same geographic subdivision receiving the next highest number of votes, in the same election as the vacant Delegate, will be eligible, as long as that number of votes is equal to five (5) members of the current state membership. If that person signifies that he or she does not choose to serve, the position shall be declared vacant and an election shall be held within 45 days to fill the vacancy. Candidates for the position of National Delegate are required to shoot a minimum of 500 registered targets, in the year of election and each year while serving or lose their position. *Annually, the voting record of all National Delegates will be reviewed by the NSCA Executive Council. Any Delegate found to have missed more than one (1) vote during the previous year will be removed from office and replaced as*

*outlined. A Delegate that has been removed from office may not run again for a Delegate position in any State for the next term.*

3. **Member Club Representative** – One Member Club representative from each member club - appointed by each member club.
4. **At Large Shooters** – Five at-large shooters from the State of Alabama – appointed by the President.
5. **Candidates** – The nomination of candidates for each office will come from the general membership of the ASCA or from the Board of Directors by mail to the secretary of the ASCA no later than April 1<sup>st</sup> of the election year. Any member of the ASCA who is in good standing as of the date of elections shall be allowed one vote. The Election Committee will manage the election process.
6. **Nominations** – The Secretary will forward all nominations to the Elections Committee, on or before April 5<sup>th</sup> of the election year.
7. **Election of Officers** – Officers of the association shall be elected by the general membership of the ASCA. Ballots will be mailed to the general membership on April 10<sup>th</sup> of odd years by the Election Committee. Only ballots postmarked on May 1<sup>st</sup> or before will be counted. Any member of the ASCA who is in good standing as of the date of elections shall be allowed one vote.
8. **New Officers** – The introduction of the newly elected Officers will take place at Annual meeting at the Alabama State Championship, and will taking office on October 1<sup>st</sup> of the election year. Each officer elect will be allowed to observe the Board of Directors meetings and/or special meeting until taking office.
9. **Removal of Officer/Board of Director** – If any member of the Board of Directors misses two meetings in a row or cannot help out and do his/her duties, can be dismissed from the board by the President.
10. **Vacancy** – A During the un-expired term of the position, the President shall have the authority to fill any vacancy in any officer's position, any committee or any delegate slot. The President may consult with other members of the Board of Directors regarding the appointment of a member to fill any such vacancy, but he/she SHALL NOT be obligated to do so. All such appointed positions shall serve only for the un-expired term of the position.

## **Article VI. Officers Duties**

1. **President** – The President shall schedule meeting dates and locations appoint committees preside at all Board of Directors' meetings of the ASCA sees that the resolutions passed by the Board of Directors are carried out. The President is empowered to execute all contracts and legal instruments, and have general charge and supervision of all the affairs of the ASCA and shall be a member of all committees. If the President is unable to preside, the Vice-President shall preside in his place and if both are unable to preside, the Secretary shall preside over any said meeting. The President shall be the designated liaison between the ASCA and the NSCA and shall regularly report to the Board of Directors on the status of that relationship. The President shall issue all notices, and shall submit shoot dates to the NSCA.

2. **Vice-President** – The Vice-President shall have the responsibility for the general promotion of clay shooting with shooting members, ranges and industry representatives. He/She shall aid any new group in the organization of any clay-shooting club under the auspices of the ASCA.
3. **Secretary** – The Secretary shall keep all minutes of the ASCA meetings. Keep current the list of all members of the ASCA and shall perform such other duties as the President or Board of Directors may require.
4. **Treasurer** – The Treasurer shall be the custodian of all monies, trophies, securities and vouchers of the ASCA and shall preserve the receipts of all monies paid out. The Treasurer is authorized to receive all funds due the ASCA and to place such funds in any bank as authorized by the officer on the current Bank Deposit Resolution form. The Treasurer shall be responsible for communication with all member ranges for the collection of all fees due from each member range. Said bank must be convenient to the Treasurer's place of business or residence. The Treasurer shall present a detailed report of all monies received and distributed by the Treasurer at the Annual State Meeting. The Treasurer shall be responsible for communication with all member ranges and the collection of all fees due from each member range.

The names of the members of the Board of Directors, along with their respective e-mail addresses and telephone numbers, will be posted on the ASCA web site for making all ASCA directors accessible by the membership.

## **Article VII. Committees**

The following committees of the Board of Directors shall serve at the pleasure of the Board of Directors for the purpose of conducting specific business for the Board and the membership the President shall server on each Committee:

1. **Election Committee** - consisting of five (5) members of the Board of Directors who will have responsibility to manage the election process of the officers; such committee to be appointed by the President, under the authority of the Constitution and By-Laws of the ASCA. The five (5) members shall include the President, (4) members of the Board of Directors.
2. **Fiscal Committee** - consisting of five (5) members of the Board of Directors for the purpose to approving expenditures. The five (5) members shall include the President, Treasurer, two (2) club members of the Board of Directors and one (1) at-large shooter who is a member of the Board of Directors.  
Spending authorities shall be as follows:
  - a. President may authorize or make expenditures not to exceed \$2,500;
  - b. A quorum of the Fiscal Committee (1/3 of the Fiscal Committee) is required for all expenditures in excess of \$2,500.
3. **Shoot Committee** – consisting of (9) ASCA members. The committee to be appointed by the President, under the authority of the Constitution and By-Laws of the ASCA. The (9) members shall include the President, (6) members of the ASCA, with the chair to sit on

the Board of Directors. The hosting club for the upcoming State Championship will appoint a representative, and the outgoing president. Should the current president get re-elected the past president will remain on the Committee. Should the past president resign from the Committee, the President will make every attempt to appoint a past president of the Board of Directors or a past member of the Board of Directors. If the President is unable to fill the position with the criteria listed above, the President will appoint any member of the current Board of Directors, or a member of one of the other committees to fill this position. This committee shall:

- a. Developing the criteria used to adjust the set price of \$0.47 per target for the Alabama State Championship based on inflation and other factors. The set price does not include the NSCA fees, which the ASCA shall pay to the club for a total of \$0.50 per target currently. The state fees will be waived for the host club for the Alabama State Championship.
  - b. The design of the Alabama State Sporting Clays Championship Logo used each year starting in 2010.
  - c. Reviewing shoot dates submitted by member clubs.
  - d. Work with the hosting club to set the State Championship date.
  - e. The four Member Club that are in the rotation and currently scheduled are
    - i. 2010 Northeast Alabama Sporting Clays
    - ii. 2011 Circle W Preserve and Hunting Preserve
    - iii. 2013 Lower Wetumpka Shotgun Sports
  - f. Each year the host club will move to the back of the rotation. Should any other club wish to be in the rotation for the State Championship:
    - i. Each club will have to submit a request in writing to the Board of Directors for review to be placed on the rotation. If the Board chooses to place the club in the rotation, they would be placed at the end of the rotation. Each club who is on the rotation will have to have at least four registered shoots each year to remain eligible to hold the State Championship.
  - g. This amendment shall not be review for change until 2015, unless a unanimous vote from the general membership. The President of the Board of Directors will only vote if his/her vote is needed for a tiebreaker.
4. **Audit Committee** – consisting of five (5) ASCA members such committee to be appointed by the President, under the authority of the Constitution and By-Laws of the ASCA. The five (5) members shall include the President, (4) members of the ASCA, one off which will be a Certified Public Accountant, with the chair to sit on the Board of Directors. The Audit Committee shall review semi-annually all financial transactions/records.
  5. **Scholastic Clay Target Program Committee** – consisting of (5) ASCA members, such committee to be appointed by the President, under the authority of the Constitution and By-Laws of the ASCA. The five (5) members shall include the President, (4)

members of the ASCA, with the chair to sit on the Board of Directors. The purpose of this committee shall be to develop a Statewide SCTP program for the ASCA.

6. **Any other Committee** – That are determined to be necessary by the Board of Directors. The Board of Directors shall have full charge of all matters covered in the Constitution and By-Laws of the ASCA, including special meetings, and any and all other business that is reasonably presumed to fall within the powers or duties of the Board of Directors.

## **Article VIII. Club Membership and Responsibilities**

### **1. Membership**

- a. Any gun club in the State of Alabama, having at least one sporting clays course, shall be eligible for membership in the ASCA, if the gun club is in good standing with the National Sporting Clays Association.
- b. Upon application, which shall be submitted together with payment of the appropriate annual fee (\$50.00 per year), and subsequent vote by the Board of Directors, any club within the State of Alabama may become a member and shall enjoy all the privileges of the ASCA and shall be entitled to one vote at all meetings of the ASCA Board of Directors.

### **2. Responsibilities**

- a. All following responsibilities are in addition to any responsibilities the Member Club may have to the NSCA.
- b. The annual fee will be paid on or before the 1<sup>st</sup> day of October of each year, prior to the General planning meeting to determine shoot dates for the following year.
- c. It shall be the host club's responsibility to forward all money due to the ASCA to the Treasurer within fifteen days following completion of the shoot.
- d. It is the responsibility of the host club to report shoot results to the NSCA.
- e. The President of the ASCA shall have the authority to impose a fine of not less than \$5.00 not more than \$500.00 on a club found to be in violation of the By-Laws.

## **Article VIII. INDIVIDUAL MEMBERSHIP**

Any resident of the State of Alabama who is a member of the NSCA will automatically be a member of the ASCA, provided said resident is not restricted from owning or operating a firearm under any state or federal laws. Anyone not wanting to be a member of the ASCA must withdraw membership in writing.

Any member in good standing shall have the privilege of discussion or speaking on any subject at any annual or special meeting of the ASCA and is entitled to one vote on the election of officers at the Annual State Meeting. All members are welcome to any meeting of the Board of Directors.

## **Article IX. Annual Dues**

1. **Club Affiliation Dues** – Club affiliation dues (\$50.00 per year) with the ASCA shall be due upon acceptance of membership and will be due yearly on or before October 1<sup>st</sup> of each year. Only those Clubs which have paid their dues by the prescribed due date and are in good standing with the National Sporting Clays Association shall be considered in good standing and shall enjoy the privileges of membership.
2. **Individual Membership Dues** – The ASCA reserves the right to set dues on an annual basis. The annual dues are payable in advance and only those residents who have paid their annual dues shall be considered in good standing. Payment of annual dues shall be made to the Treasurer and are due and payable prior to registration of targets for the target year.
  - a. Each registered shooter shall be charged a state registration fee of three-cents (.03) per registered target or \$3.00 per 100 targets by the club except for the Alabama State Championship where as the fees are waived.
  - b. All clubs interested in hosting registered shoots during the coming year will either submit their shoot dates in advance of the "date selection" meeting or be present or represented by proxy. Final date schedule for the year will be approved by the Board of Directors prior to adjournment of the meeting and said schedule will stand. This meeting will take place, normally in the 1<sup>st</sup> two weeks in October of each year.
  - c. In order to protect the integrity of the state shoot schedule and promote cooperation between clubs and the continuation of the sporting clays industry, it is agreed that any club wishing to add a shoot date after said schedule is approved, may not do so on any date in which any club within 75 statute miles has an approved date, without the written permission of club with the approved date (permission to be submitted in writing to the ASCA President). In addition the Board of Directors will review shoot dates at all ASCA meetings.

If a club chooses a shoot date and then cancels that shoot, notification to the ASCA is required. It is the sole responsibility of the host club to notify shooters that the tournament has been canceled.

#### **Article X. Order of Business**

1. The order of business at all meetings shall be as follows:
2. Roll call of Board Member(s)
3. Reading of Minutes (at the Annual State Meeting reading of the previous Annual Meeting shall be read)
4. Unfinished Business
5. Reports of Officer(s)
6. Reports of Committee(s)
7. Amendment(s) to the Constitution and By-Laws
8. Election of officer(s) (Annual Odd Year State Meeting only)
9. Announcement of the location of the next Annual State Championship (Annual State Meeting only)

10. New Business

11. Adjournment

#### **Article XI. Book of Account**

The Book of Account shall be a complete set of accounts, consisting of assets, liabilities, individual ASCA accounts, and appropriate revenue and expense accounts.

#### **Article XII. Annual Accounting**

Each calendar year, a full and complete account of the condition of the ASCA shall be made to the Board of Directors. The presentation of the annual accounting report shall take place at the Annual Meeting for the preceding year.

1. All financial transactions shall be reviewed semi-annually by the Audit Committee.
2. A detailed financial statement shall be sent out to the board of Directors monthly.
3. A detailed financial statement shall be sent by email to the general membership quarterly.