

# **CONSTITUTION AND BY-LAWS** ***THE PENNSYLVANIA SKEET SHOOTING ASSOCIATION***

## **CONSTITUTION**

Amended November 15, 2015

### **ARTICLE I**

#### ***Name***

The name of this Association shall be The Pennsylvania Skeet Shooting Association.

### **ARTICLE II**

#### ***Duration***

The period of duration of this Association shall be perpetual.

### **ARTICLE III**

#### ***Purpose***

- Section 1. To promote the sport of skeet shooting.
- Section 2. To guide, encourage, and assist in the organization of skeet clubs in the Commonwealth of Pennsylvania.
- Section 3. To strengthen those clubs already organized by increasing the interest in skeet shooting through the distribution of information pertaining to shooting activities within the Association and the National Skeet Shooting Association.
- Section 4. To promote and encourage skeet shooting within the Commonwealth of Pennsylvania and at the clubs affiliated with the Pennsylvania Skeet Shooting Association.
- Section 5. To standardize rules and policies, and to coordinate plans for tournament shooting; to provide a sponsoring and governing body for the annual Pennsylvania State Skeet Championships.
- Section 6. To cultivate good sportsmanship between its member clubs.
- Section 7. To foster and advance good fellowship and a clean competitive interest in the sport of skeet shooting among all members of all clubs within the Association.
- Section 8. To follow the rules and regulations set forth by the National Skeet Shooting Association.
- Section 9. To provide a liaison between member clubs and the National Skeet Shooting Association.

## **ARTICLE IV**

### ***Officers***

Section 1. The officers of the Association shall be President, Vice-President, Secretary/Treasurer, and four Directors-At-Large. The officers shall be elected for a one-year term by a majority vote of the resident Pennsylvania skeet shooters present at the Annual Meeting. The term of office of the President, Vice-President, Secretary/Treasurer, and Directors-At-Large shall begin immediately upon election.

*amended*

Section 2. All officers may be elected to succeed themselves in office but not to exceed three successive years. In the event an officer of the Association wishes to continue in that office, permission from the Board of Directors must be granted to have his name placed in nomination.

Section 3. The President and Vice-President of the Association shall serve without compensation for their services. The Secretary/Treasurer shall be granted an annual stipend, the amount of which will be determined by the Board of Directors. The outgoing President and Secretary/Treasurer are to be presented with an appropriate award at the end of their term or terms.

Section 4. All officers will be members of the Board of Directors with full voting powers.

## **ARTICLE V**

### ***Governing Body***

Section 1. The governing body of this Association shall be the Board of Directors which includes the officers and the representative of each affiliated club as provided for under Article VII, Section 4, and for a one year period, the immediate past president.

Section 2. A majority of the Directors or their alternates need not be present to constitute a quorum of the Board of Directors. At any properly called meeting, of which all member clubs have been sent sufficient written notice, a simple majority of the Directors present can conduct the business of the Association.

Section 3. The duties of the Board of Directors shall be to carry out the purposes of the Association in compliance with its By-Laws. The Board shall meet at the site of The Pennsylvania State Skeet Championships in conjunction with the Annual Meeting and again in January. The site will be located as centrally as possible. The Secretary/Treasurer shall call special meetings by the order of the President or upon request of a majority of the Board. It shall prescribe rules for its own regulation, for its government, and for the government of the Association, and shall define the duties and powers of its committees, which committees it shall appoint at such time, and in such manner as the Board may deem necessary.

*amended*

Section 4. The Board may exercise any of the powers or take any action under this constitution or the By-Laws adopted in accordance therewith, with the assent of a majority of the Directors present at a properly called meeting, which assent may be expressed at a meeting of the Board, or without a meeting with a written vote or resolution, or by a written instrument or separate written instruments signed by a majority of the Directors.

## **ARTICLE VI**

### ***Meetings***

Section 1. The Annual Meeting of the Association shall be held at the site of and during The Pennsylvania State Skeet Championships at a time designated by the President. At least thirty days notice in writing shall be given to all affiliated clubs. The fiscal year shall begin November 1 and end October 31 of the following year.

Section 2. The Annual Meeting may be attended by any member of an affiliated club in good standing, and said member shall be heard on all business open to general discussion, but only the appointed delegates or alternates will be allowed to vote, provided that the annual dues of the club they represent are paid at that time.

Section 3. The election of officers shall take place at the Annual Meeting.

Section 4. The Board of Directors shall serve as a Nominating Committee and will submit to the membership at the Annual Meeting a slate of candidates for any or all of the elective offices of the Association. This slate of candidates shall not be binding on the membership nor prevent any other candidates from being nominated and elected to any position.

*amended*

## **ARTICLE VII**

### ***Membership***

Section 1. The membership of this Association shall be open but restricted to regularly organized skeet clubs situated in the Commonwealth of Pennsylvania whose grounds are laid out and whose rules are in conformity with the rules of the National Skeet Shooting Association.

Section 2. Clubs which have never previously been members of this Association may join by paying the annual dues as determined by the Board of Directors. The Board of Directors, at its discretion, may require a written application subject to acceptance by the Board of Directors.

Section 3. Upon acceptance of the application and/or the annual fee by the Board of Directors, such club shall become a member in good standing. Every club so accepted shall be entitled to representation at each meeting of the Association by a delegate and alternate, only one of whom shall be entitled to vote. All voting delegates must either present credentials from their club secretary or be

acceptable to a majority of the recognized delegates present. Both the delegate and alternate must be resident members in good standing in the club they represent. If neither delegate nor alternate is personally present at meetings, said club loses all representation and right to vote.

Section 4. The appointed delegate of each affiliated club shall be a member of the Board of Directors of this Association along with the officers of the Association, and the immediate past president.

## **ARTICLE VIII** *Amendments*

All proposed alterations, additions or amendments to this Constitution shall be submitted at a Board of Directors meeting, and it shall require a two-thirds vote of the Board of Directors present to alter or change the same.

### **CONSTITUTION AMENDMENTS**

1. **ARTICLE VI - *Meetings* - Section 4.** The first sentence is amended as follows: The Executive Committee shall serve as a Nominating Committee and will submit to the membership at the Annual Meeting a slate of candidates for any or all of the elective offices of the Association.

*Effective August 19, 1994*

2. **ARTICLE V - *Governing Body* - Section 3.** The second sentence is amended as follows: The Board shall meet at the site of The Pennsylvania State Skeet Championships in conjunction with the Annual Meeting and again in February.

*Effective January 20, 1996*

3. **ARTICLE IV – *Officers* – Section 1.** The third sentence is amended as follows: The term of office of the President, Vice-President, Secretary/Treasurer, and Directors-At-Large shall begin with the start of the NSSA Skeet Year, November 1<sup>st</sup> to October 31<sup>st</sup>, following their election.

*Effective August 15, 1997*

*Amended*

4. **ARTICLE V – *Governing Body* – Section 3.** The second sentence is amended as follows: The Board shall meet at the site of The Pennsylvania State Skeet Championships in conjunction with the Annual Meeting and again the second Saturday in March.

*Effective February 19, 2011*

*Amended*

5. **ARTICLE IV – *Officers* – Section 1.** The third sentence is amended as follows: The term of office of the President, Vice-President, Secretary/Treasurer, and Directors-At-Large shall be November 1<sup>st</sup> to October 31<sup>st</sup>, following their election.

*Effective August 21, 2015*

6. **ARTICLE V – *Governing Body*** - The second sentence is amended as follows:  
The Board shall meet at the site of The Pennsylvania State Skeet Championships in conjunction with the Annual Meeting and again at a date determined at the Summer Meeting.

*Effective August 21, 2015*

7. **ARTICLE IV – *Officers* – Section 1.** The third sentence is amended as follows:  
The term of office of the President, Vice-President, Secretary/Treasurer, and Directors-At-Large shall be January 1<sup>st</sup> to December 31<sup>st</sup>, following their election.

*Effective November 15, 2015*

# THE PENNSYLVANIA SKEET SHOOTING ASSOCIATION

## BY-LAWS

Amended November 15, 2015

### ARTICLE I

#### *Duties of Officers*

Section 1. It shall be the duty of the President to preside at all meetings of the Board, to call special meetings of the Board at his discretion, and he shall call such special meetings whenever requested by a majority of the Board members. The President shall discharge such other duties as are or may be imposed upon him by the By-Laws of the Association.

Section 2. It shall be the duty of the Vice-President to discharge all the duties of and exercise all the powers of the President in his absence or disability.

Section 3. It shall be the duty of the Secretary/Treasurer to attend all meetings of the Board of Directors and to keep the minutes of the proceedings, which shall be filed and preserved as the property of the Association; to carry on the correspondence of the Association; to notify members of their election or expulsion; to send newly elected members copies of the Constitution and By-Laws of the Association; to send members notices of meetings; to write to the NSSA requesting registered open or tournament shoot dates for the clubs and return in writing to the club permission or rejection of such dates. No club shall schedule a registered shoot until notice and club approval of the date of holding same shall have been obtained from the State Association or the National Skeet Shooting Association. Application for registered shoots shall be made to the Secretary/Treasurer at least 30 days before the shoot date.

*amended*

Section 4. The duties of the Secretary/Treasurer shall be to collect the dues and other revenue due the Association from every source and to deposit same in the name of the Association in a banking institution approved by the officers; to report thereon at each regular meeting of the Board; to pay all bills for which appropriations have been made or which have been approved by the Board; to make a preliminary financial report, in writing, at the Annual Meeting of the Association; and to present to the officers and directors a full, end-of-the-fiscal-year financial report, in writing, at the January Board of Directors meeting. An audit of the Association's finances can be called for at any time by the President.

*amended*

Section 5. Any officer may be removed from office for good and sufficient cause by a majority vote of the directors present at a Board of Directors meeting.

## **ARTICLE II**

### ***Vacancies***

If the office of the President, Vice-President or Secretary/Treasurer position becomes vacant for any reason, the Board of Directors shall elect a successor, who shall hold office for the unexpired term, and until his successor is elected.

*amended*

## **ARTICLE III**

### ***Order of Business***

Section 1. The order of business at all Association meetings shall be as follows:

- A. Roll Call
- B. Acceptance of Delegates
- C. Reading of Minutes
- D. Reports of Officers
- E. Unfinished Business
- F. Election of Officers (Annual Meeting Only)
- G. New Business
- H. State Shoot Date and Meeting Place
- I. Reports of Committees

Section 2. Robert's Rules of Order will govern all proceedings at meetings of this Association not otherwise provided for in the Constitution and By-Laws.

## **ARTICLE IV**

### ***Committees***

Section 1. There shall be an Executive Committee composed of the President, Vice-President, and the Secretary/Treasurer. The Executive Committee shall carry on the business of the Association between meetings of the Board of Directors.

Section 2. Standing Committees

- A. A State Shoot Committee shall be appointed by the Board of Directors. This committee shall be responsible for planning and managing The Pennsylvania State Skeet Championships and for the preparation and mailing of the State Shoot program.

*amended*

- B. A Classification Committee shall be appointed by the President subject to the approval of the Board of Directors. This committee shall be the arbiter of any classification problems that arise during the year.

**ARTICLE V**  
***Dues and Financial Activities***

Section 1. The annual dues of each affiliated club shall be set by the Board of Directors. No registered shoot dates will be accepted unless dues are paid.

Section 2. All money due the Association from this source shall be paid to the Secretary / Treasurer of the Association on or before November 1, the beginning of the fiscal year of the Association.

*amended*

Section 3. Dues not paid to the Secretary/Treasurer within one month after the due date shall be reported to the Board of Directors for action.

Section 4. The financial activities of the Association shall be kept at a minimum, and no moneys or funds of the Association shall be expended and no indebtedness incurred except by order of the Board of Directors, except such necessary expenses as may be required for routine business of the Secretary/Treasurer.

Section 5. No other fees shall be levied upon members without a majority vote of the directors present at a Board of Directors meeting, Annual meeting, or a special meeting called for that purpose.

**ARTICLE VI**  
***Expulsion or Resignation***

Section 1. Any club may be expelled from the Association for nonpayment of dues and for other good and sufficient causes by a majority vote of the directors present at a Board of Directors meeting, or any club may resign from the Association by tendering its resignation to the Board of Directors.

Section 2. A club having been expelled by the Board may be reinstated by a majority vote of the directors present at a Board of Directors meeting. A club having resigned may be reinstated under the conditions governing membership in the Association's Constitution.

Section 3. With the expulsion or resignation, a club will be automatically barred from any scheduled matches until such time as it shall be fully reinstated to membership in the Association.

**ARTICLE VII**  
***Stationery and Membership Certificates***

Stationery and membership certificates shall be of the design of the Pennsylvania Skeet Shooting Association as now on file with the Secretary/Treasurer or to be approved by the Board of Directors.



## **ARTICLE VIII**

### ***The Pennsylvania State Skeet Championships***

- Section 1. The management of The Pennsylvania State Skeet Championships shall be the responsibility of the Board of Directors of the Association which may delegate to others such aspects of the management as it sees fit.
- Section 2. Date and location of The Pennsylvania State Skeet Championships shall be decided by the Board of Directors and notified to the membership no later than February of the year in which the shoot will be held. The State Officers are authorized to select a date for the State Shoot least likely to conflict with major out-of-state shoots and to coincide with dates for nearby state championship shoots, if possible.
- Section 3. Any affiliated club, having or acquiring suitable facilities, and desiring to be designated in the sequence of rotation as a site for hosting the annual Pennsylvania State Skeet Championships, shall apply in writing to the President for such designation. The President shall place the application as an item on the agenda for the next regularly scheduled meeting of the Board of Directors for discussion and decision. Should the Board approve the application, the Board will designate the place in the sequence of rotation in which the applicant club shall be placed. The amount to be paid to the host club, and the host club's responsibilities to The Pennsylvania State Skeet Championships, will be determined through negotiation with the Board of Directors.
- Section 4. The Pennsylvania State Skeet Championships is an open shoot. Only bona fide Pennsylvania residents are eligible to win State Championship honors. A shooter must be a bona fide resident of the Commonwealth of Pennsylvania to be eligible to compete for State Championship honors, providing this does not conflict with National Skeet Shooting Association rules, in which case NSSA rules shall take precedence. Entrants may not have achieved championship honors in any other state shoot during the current year.
- Section 5. The State Shoot Committee, as appointed by the Board of Directors, shall review with the host club the established events. The awards will be selected by this committee, which all meet no later than January each year for the purpose of the selection and to discuss with the host club any other necessary matters relative to the conduct of The Pennsylvania State Skeet Championships. The established events for the annual State Shoot shall be determined by the Board of Directors.
- Section 6. The entry fee for all events shall be determined by the Board of Directors. Any profits resulting from The Pennsylvania State Skeet Championships shall be turned over to the Pennsylvania Skeet Shooting Association treasury. All proceeds from food sales, beverage sales, shell sales and practice shooting shall be retained by the host club. All awards are to be furnished by the Pennsylvania Skeet Shooting Association at no cost to the host club.
- Section 7. National Skeet Shooting Association rules covering selection of referees for National shoots shall apply to all Pennsylvania State Skeet Championships. Selection shall be made in time to ensure securing the best Pennsylvania or out-of-state referees. The Board of Directors shall appoint a Chief Referee to be responsible for this selection.

Section 8. The cashier selected for The Pennsylvania State Skeet Championships shall be a recognized, qualified shoot cashier.

## **ARTICLE IX**

### ***Registered or Tournament Shoots***

Section 1. Any affiliated club or clubs of the Association may individually or collectively manage and operate an open or registered tournament for resident and/or nonresident shooters, provided that said tournament has been approved by the State Association.

Section 2. The Association shall endorse open shoots or tournaments only if conducted under the rules of the National Skeet Shooting Association and the Pennsylvania Skeet Shooting Association.

Section 3. The Association shall require the collection of a state registration fee at each registered shoot within the Commonwealth of Pennsylvania. The fee will be determined by the Board of Directors. Out-of-state shooters participating in any registered shoot within the Commonwealth shall pay the same registration fee. In all cases this fee shall be in addition to the national registration fee.

Section 4. Within 15 days following a shoot, clubs holding registered shoots must send to the Secretary/Treasurer copies of the shoot slips for each competitor together with shoot fees arising from the shoot.

*amended*

Section 5. No trophy shall be emblematic of a State Championship unless said trophy has been authorized and sanctioned by the Pennsylvania Skeet Shooting Association.

Section 6. In registered shoots, all shooters shall have current National Skeet Shooting Association membership cards in order to compete for any awards or to register the targets.

## **ARTICLE X**

### ***Amendments***

The By-Laws of the Association may be amended at any regularly scheduled Board of Directors meeting by a two-thirds vote of the Directors present.

*Adopted January 21, 1989.*

## BY-LAWS AMENDMENTS

1. **ARTICLE I - Duties of Officers - Section 3.** The last sentence is amended as follows:  
Application for registered shoots shall be made to the Secretary/Treasurer at least 10 days before the shoot date.  
*Effective January 22, 1994*
2. **ARTICLE IX - Registered or Tournament Shoots - Section 4.** Add the following sentences after the existing ones: Payments and reports must be postmarked no more than 15 days after the last day of the shoot. Failure to submit this information within said time will result in a \$25.00 fine to the offending club. All future registered shoots at the offending club shall be null and void until the fine is paid.  
*Effective January 22, 1994*
3. **ARTICLE I – Duties of Officers – Section 4.** The final portion of the first sentence is amended as follows: and to present to the officers and directors a full, end-of-the-fiscal-year financial report, in writing, at the March Board of Directors meeting.
4. **ARTICLE II – Vacancies –** The article is amended as follows: If an Officer or Director-at-Large position becomes vacant for any reason, the Board of Directors shall elect a successor, who shall hold office for the unexpired term, and until his successor is elected.  
*Effective March 6, 2010*
5. **ARTICLE IV – Committees – Section 2 - Standing Committees – Paragraph A –** The paragraph as follows: A State Shoot Manager shall be appointed by the Board of Directors. This manager shall be responsible for planning and managing The Pennsylvania State Skeet Championships and for the preparation and mailing of the State Shoot program.  
*Effective August 23, 2013*
6. **ARTICLE V – Section 2 -** Change November 1 to January 1.  
*Effective November 15, 2015*