



# CALIFORNIA SKEET SHOOTING ASSOCIATION CONSTITUTION AND BY-LAWS

Adopted February 5, 2017

## ARTICLE I NAME

**Section 1** - The name of this association shall be the **California Skeet Shooting Association** (CSSA).

**Section 2** - This organization shall be affiliated with the **National Skeet Shooting Association** (NSSA).

## ARTICLE II PURPOSE OF ASSOCIATION

**Section 1** – The purpose of this association is to constitute a central body for the coordination, supervision and promotion of the sport of skeet shooting in the State of California, and for the mutual benefit of all skeet shooters within California.

**Section 2** - This association is organized exclusively for educational purposes and in particular to foster national and international sports competition within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Section 3** - To schedule and conduct the annual California State Skeet Championships. This competition shall be open to all NSSA members with the exception that non-residents of California are not eligible to win the California State title.

**Section 4** - To insure cooperation with the NSSA in the promotion of the sport of skeet shooting, and to enforce directly and abide by the By-Laws, Rules and Regulations of that association.

## ARTICLE III MEMBERSHIP

**Section 1 - Types of Membership** There shall be four types of membership: Individual, Association or Club, Honorary and Life.

**Section 2 - Individual** All members in good standing of the National Skeet Shooting Association (NSSA) residing in the State of California may become members of this Association. Members agree to abide by the Constitution and By-Laws of this Association. An individual who has paid CSSA annual dues and shot at least 100 registered targets is considered an active member for that year.

Anyone who is not a current member of this Association shall not be entitled to vote on matters submitted to the general membership, or (b) hold any office in this Association including that of National Director of NSSA.

**Section 3 - Association and Club** Associations and Clubs in good standing with the NSSA may become members of this organization by submitting requests for approval of registered shoots to this Association. Any such Association or Club may hold NSSA registered competition. Nothing herein is intended to preclude the formation or continuation of Associations or Leagues within specific geographical areas of the state for various purposes such as conducting registered shoots at various Clubs or Public Ranges within their area, coordinating schedules for associated Clubs and conducting inter-club or inter area league competitions.

**Section 4 - Honorary** The Board of Directors of this Association may grant honorary membership in this association to any Company, Group or individual not normally considered a member of the association for noteworthy contributions to the sport of Skeet Shooting. Honorary memberships have unlimited duration.

**Section 5 - Life** The Board of Directors of this Association may grant life membership to individuals for their achievement or contributions to the sport of Skeet Shooting. Nomination for life

membership may be submitted by individuals, clubs, associations or other groups for consideration by the Board of Directors at any scheduled meeting of the Board. Justification and documentation of the achievement and contribution shall accompany each nomination. Hall of Fame Inductees are granted life membership.

**Section 6 - CSSA Membership year** shall coincide with the NSSA shooting year.

**Section 7 - Dues.** Dues shall be kept to a minimum consistent with the requirements for funds for administration, postage, printing, maintaining perpetual trophies and a minimum working balance to fund advance preparation for the California State Championship Shoot. The amount of the annual dues shall be established by the Board of Directors at their first meeting of each year.

**Section 8 - Target Fee** At registered shoots within the state a target fee will be collected to offset the costs of administering the state oversight of registered shoots. The amount of the target fee shall be established by the Board of Directors at their first meeting of each year.

## ARTICLE IV OFFICERS AND DIRECTORS

**Section 1 - General** The Board of Directors of this Association consists of State Directors and the NSSA National Directors from California. Officers are elected by the Board of Directors from among these Directors.

**Section 2 - State Directors.** The state directors are elected by the membership of CSSA. They shall hold office for two years. The state board will conduct this election.

**Section 3 - California National Directors.** The California National Directors are elected by members of NSSA from California. This election is held by NSSA, and the rules of service of the National Directors are governed by NSSA.

**Section 4 - Board of Directors.** State Directors along with the California National Directors of NSSA shall serve as the Board of Directors of this association.

**Section 5 - Officers.** The CSSA Officers are elected by the Board of Directors. The officers of this association shall be a President, a Vice-President, a Secretary and a Treasurer.

The board of directors may elect to combine the offices of Secretary and Treasurer.

Annually, three months after the state shoot, the newly elected Board of Directors shall meet jointly with the Board of Directors for the expiring year. At that meeting the new Board shall elect, from among the members of the incoming Board of Directors, the Officers for the ensuing shooting year

**Section 6 - Officer Term of office.** The elected Officers shall serve for a term of one year.

**Section 7 - Nomination and Election of Directors.**

**A. State Directors.** Eight (8) Directors will be elected from active state membership from the previous skeet year for a term of two (2) years. Four (4) will be elected in odd numbered years and four (4) in even numbered years.

1. **The nominating committee** will be made up of the State NSSA National Directors who will nominate any active Director that submits a letter of intent to be re-elected or any active member that submits a letter of intent to be elected that is endorsed by five (5) active state members.
2. **Active Director Letter of Intent** - An active Director that desires to be a candidate for re-election, must submit a letter of intent to the nominating committee for receipt by the last day of the state shoot.
3. **New Candidate Endorsed Letter of Intent** - A new candidate that desires to run for a position as a State Director must submit a letter of intent with the signature endorsement

of five (5) active state members to the nominating committee for receipt by the last day of the state shoot.

4. **Balloting in the event of a contested election (More than 4 Candidates seeking election),** The NSSA Directors will process ballots for the election of the Board of Directors either via electronic means or by mail to the current active state membership by the third Monday following the state shoot.
  - Mail in Ballots must be returned postmarked on or before the sixth Monday following the state shoot to be counted.
  - No write-in vote will be allowed.
  - Ties - If there is a tie after counting the ballots, the tie will be resolved by a vote of the current Board of Directors.
  - The NSSA Directors will submit the results of the election to the nominating committee to certify the results of the election.
1. **In the event of an uncontested election (The correct number or fewer Candidates than available positions).** The NSSA Directors will submit to the Cal Skeet Board, the candidates who submitted letters of intent to certify their election to the Board of Directors.
- B. **National Directors.** The NSSA will conduct elections for a number of National Directors in proportion to the skeet shooting population of the state.
  1. **The nominating committee.** A slate of NSSA National Director Nominees for the state will be prepared by a committee of the eight (8) elected state directors.

**Section 8 - Removal** Any Officer, Director or National Director may be removed from the Board of Directors for the balance of their term if it is deemed appropriate by two-thirds (66%) of the Board of Directors. Such action may be taken at any regular or special meeting of the Board of Directors, but only when written notice specifying the reasons for such proposed action is given to the affected party and to each member of the Board of Directors.

**Section 9 - Vacancies** If a vacancy shall occur among the members of the Board of Directors of this Association, it shall be filled as follows:

- A. **National Director** If such a vacancy is in the office of a NSSA National Director from California, it shall be filled by NSSA in accordance with their established procedures.
- B. **State Director** If such vacancy is in the office of a Director elected by membership, that director may be replaced by appointment of the board for the remainder of the year. If the vacancy occurred in the first year of a two year term, then in the next election of directors, the candidate with the fifth highest vote total shall be selected for the one year term to complete the vacancy.
- C. **Officer** If such vacancy is also in one of the offices of President, Vice-President, Secretary or Treasurer of this Association, the Board of Directors shall elect a replacement to this office from among the members of the Board of Directors, including the replacement Director(s) established by the process stated above.

## ARTICLE V DUTIES OF OFFICERS

**Section 1 - President** The President shall be the chief executive officer of the Association. He/She shall, in general, chair meetings of the Board of Directors, supervise and execute the affairs of the Association. He/She shall perform all duties incident to his/her office and such other duties as may be required by law, by the Constitution and By-Laws of the association, or which may be assigned to him/her from time to time by the Board of Directors or by the members.

**Section 2 - Vice-President** In the absence of the President, or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President.

**Section 3 - Secretary** The Secretary shall:

- A. Certify and keep at the principal office of the Association the original or a copy of the Constitution and By-Laws as amended or otherwise altered to date.
- B. Keep at the principal office of the Association a book of minutes of all meetings of the Board of Directors and the Members, recording therein the time and place of holding, whether a regular or special meetings, and, if a special, how it was authorized, notice was given, names of those present at Board of Directors meetings, the number of members present at general membership meetings and the proceedings thereof.
- C. Provide meeting notification with the agenda within 30 days of a regular meeting and 21 days of a special meeting, with exception of the annual membership meeting during California State Skeet Championships. E-mail is acceptable for this notification.
- D. Record and maintain the association's minutes of all meetings and make notations of amendments or changes within the minutes during and after the associations meetings.
- E. See that all notices are given in accordance with the provisions of these By-Laws.
- F. Be custodian of the records of the Association.
- G. Maintain the membership records of the Association.
- H. Perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Constitution and By-Laws of this Association, or which may be assigned from time to time by the Board of Directors.

**Section 4 - Treasurer** The Treasurer shall:

- A. Receive and keep all the funds of the Association and pay them out only on the check of the Association, signed by two Officers for amounts above \$5,000.00 and in the manner authorized by the Board of Directors. The check shall be payable out of a bank branch within state of California that is authorized by the Board of Directors.
- B. Treasurer will enforce a budget that has been assigned to an individual, a director, or a committee. If any expenditure exceeds that budget, the individual, director, or committee will be responsible for that amount until it is approved by the Board of Directors.
- C. Keep accurate books of accounts showing in detail all items of income and all expenditures made on behalf of the Association, and shall prepare, prior to the annual meeting of the Board of Directors, a statement of income and expenses of the Association from the previous annual meeting up to and including the date of said meeting.
- D. Make an annual report containing a balance sheet and statement of income and expenses covering the period during which he/she held office. This report shall be delivered to the new Board of Directors for their consideration upon taking office following their election.

**Section 5 - Chief Referee** The Chief Referee shall:

- A. Serve as Chief Referee at the California State Championship Shoot.
- B. Designate qualified Assistants to function at various shoots throughout the State.

**Section 6 - Directors** The Directors shall:

- A. Serve as member of the Board of Directors along with the NSSA National Directors, voting on all matters coming before the Board.

This Board will represent the skeet shooters of the State of California in carrying out the dictates of the Constitution and By-Laws of this Association. They shall assist the Officers in their duties, attend scheduled meetings, chair or serve on the various committees, supervise and conduct the annual State Championship Shoot. They shall conduct all the business of the Association.

- B. Prepare and submit on even years to NSSA by the deadline, at their call, a slate of nominees to fill authorized vacancies in the office of National Director of that association to represent the State of California.

## ARTICLE VI MEETINGS

**Section 1 - Board of Directors.** The President may call meetings as frequently as is necessary to conduct the business of the association.

- A. **Regular meetings.** The Board of Directors shall meet three times a year. The open meeting is held during the California State Championship Shoot. The next meeting will be held three months after the state shoot for the purpose of electing Officers and establishing State Shoot Committees for the next shooting year. The January or February meeting is held to organize the state shoot.
- B. **Special meetings** may be called at the request of three or more members of the Board of Directors.
- C. **Place of Meeting.** Meetings may be held at any convenient place. The president will announce the time and place of each meeting.

**Section 2 - Proxies.** Written proxies for the specific purpose executed and delivered to the association secretary shall be accepted and shall be effective for the establishment of quorum and voting on decisions at a meeting.

## ARTICLE VII QUORUM

**Section 1 - Board of Directors Meetings.** A simple majority of the members of the board of directors will constitute a quorum.

## ARTICLE VIII CALIFORNIA HALL OF FAME

**Section 1 -** The California Hall of Fame is an acknowledgement awarded to Skeet Shooters residing in California who have had notable achievements in their skeet careers.

## ARTICLE IX COMMITTEES

**Section 1 - Standing Committees** The following are the standing committees of the Association

- A. Constitution and By-Laws Committee.
- B. Hall of Fame Committee.
- C. State Team Selection Committee.
- D. State Championship Shoot committee. The entire Board of Directors are members of this committee.

- E. Shoot Co-ordination Committee. Will coordinate and forward to the NSSA, for its approval, such schedules and requests for registration of matches and tournaments, submitted to it by NSSA affiliated Associations and Clubs within California, as may seem best suited in the interest of skeet shooters residing in the State of California.

**Section 2 - Ad-hoc Committees** The president may from time to time appoint temporary committees of the Association to address any subject not specifically included in the scope of the standing committees.

## ARTICLE X IRC 501(C)(3) TAX EXEMPTION PROVISIONS

**Section 1** - Said association is organized exclusively for the charitable purpose of promoting the sport of Skeet Shooting including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 2** - No part of the net earnings of CSSA shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of this Constitution.

**Section 3** - No substantial part of the activities of CSSA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**Section 4** - Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 5** - Upon the dissolution of The Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## ARTICLE X PARLIAMENTARY AUTHORITY - ORDER OF BUSINESS

**Section 1** - Robert's Rules of Order, current edition, shall govern the proceedings of the Association. Order of business will be as provided therein.

## ARTICLE XI AMENDMENT OF THE CONSTITUTION AND BY-LAWS

**Section 1 - Adoption and Amendment.** The Constitution and By-Laws may be amended in whole or in part by a two-thirds majority vote of the members of the Board of Directors of this association at its regular meetings or at a special meeting called for that purpose. Twenty-one (21) days before such meeting, written notice of the meeting along with the text of any proposed amendment and adoption shall be given by regular or electronic mail to the members of the Board of Directors.

## ARTICLE XII ADOPTION OF THE CONSTITUTION AND BY-LAWS

**Section 1** - This Constitution was adopted officially at a meeting of the Executive Board held at Redlands, California, on January 30, 1982. Amendments, copy attached, were approved at a regular meeting of the Executive Board at Fresno, California, on June 16, 1982, and are incorporated herein.

*Dated: June 16, 1982*

*Erlene E. Troth - Secretary/Treasurer - California Skeet Shooting Association*

*Dated and Adopted April 25, 1987*

*Philip Troth - Secretary/Treasurer - California Skeet Shooting Association Dated and Amended - October 1, 1995*

*Dale Koprnik - Secretary - California Skeet Shooting Association*

*Dated and Adopted September 27, 1998*

*Robert Leach - Assistant Secretary - 1998 Secretary -California Skeet Shooting Association*

*Dated and Adopted February 10, 2002*

*Robert Williams – 2002 Secretary – California Skeet Shooting Association*

*Dated and Adopted February 25, 2006*

*Robert Williams – 2006 Secretary – California Skeet Shooting Association*

*Dated and Adopted February 18, 2007*

*Robert Williams – 2007 Secretary – California Skeet Shooting Association*

***Dated and Adopted February 5, 2017***

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***Robert Williams – 2017 Secretary – California Skeet Shooting Association***

*Amendments, incorporated herein: January 14, 1984, March 27, 1986, October 4, 1986, April 25, 1987, September 27, 1998, February 10, 2002, February 25, 2006, February 18, 2007, November 15, 2009, February 5, 2017*