

UPPER SUSITNA SHOOTERS ASSOCIATION ANNUAL BOARD MEETING

UPPER SUSITNA SHOOTERS ASSOCIATION

P.O. Box 393
Talkeetna, Alaska 99676

BYLAWS

ARTICLE I - NAME

The name of this organization shall be Upper Susitna Shooters Association, which will function as, and adopt the bylaws for, a sport shooting educational association.

ARTICLE II - OBJECT

The objective of this Association shall be:

- A. To be dedicated to firearms and archery safety training and education as a public service, marksmanship education, coaching, training as a contribution to individual preparedness for personal and national defense, and the sport of shooting as a wholesome form of recreation.
- B. To pledge to uphold and defend the Constitution of the United States of America, promote and practice the safe use of firearms, respect the rights and property of others, and wisely use the natural resources of the State of Alaska.
- C. To foster the development of those characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance, which are essentials of good sportsmanship and the foundation of true patriotism.
- D. To encourage organized shooting sports among residents of the United States residing in our community with a view toward a better knowledge on the part of such residents of the handling and proper safe use of firearms, as well as improve marksmanship, shooting competition, and education.

ARTICLE III - MEMBERS

No person may be denied membership in this Association on account of sex, race, creed, color, or national origin. No member may obligate this Association in any manner without prior approval of the Board of Directors.

A. Classes of Membership:

- 1. (Regular) members are individuals 18 years of age and are eligible to vote.
- 2. (Associate) members have all range privileges and are non-voting members.
- 3. (Juniors) Under 18 years of age. No Membership is required and no range fees. They must be accompanied by a responsible adult.
- 4. (Lifetime) LIFE MEMBERS can be of any age but must be 18 years of age to be eligible to vote.

5. (Senior Life Members) are individuals 65 years of age and above and are eligible to vote.
6. Meritorious Lifetime Membership is given by the Board of Directors to individual(s) who have displayed above and beyond the call in their service to the Association.
7. Special Membership:
AGENCIES (City, Borough, State, Federal) organizational membership fees will be set by Association Range Use Scheduler or President. Individual (Regular) Memberships of said agencies or companies will have special membership ids and use fees to be set according to each group.

B. Methods for Granting Membership:

Any resident of the United States may become a member of this Association with proper identification, and subject to approval of the Board of Directors after submission of a properly completed application and payment of applicable dues.

C. Dues:

1. The Board of Directors will set membership dues. After dues are set there shall be a majority vote by the Board of Directors. They will be published and posted at the range and the Association internet site for all to see. If there are no issues, they will be effective 30 days after posting.
2. No voting member in arrears shall be eligible to vote.

ARTICLE IV - MEETINGS

A. Quorum:

No business may be conducted at any special or scheduled meetings without a quorum. For meetings of the general membership a quorum consists of at least one tenth of the members entitled to vote at a meeting, one of which must be the President or the Vice-President.

B. Annual Meeting:

The annual meeting of the Association shall be held on the fourth Saturday of October each year. If the annual meeting shall not take place on the date fixed, it shall be held within a reasonable time thereafter, and the officers shall hold over until their successors have been elected.

C. Regular Business Meetings:

The regular business meeting of the Association for the transaction of ordinary business shall be held on the third Friday of each month at such time and place as may be fixed by the Board of Directors, there must be a quorum of fifty-five percent (55%) of Seated Board Members, of which one must be the President or Vice President. In the event of change of time or place of a regular meeting, the Board of Directors must give two weeks' notice.

D. Special Meetings:

A special meeting of the Association may be held at any time upon the call of the President or the Board of Directors or upon the demand in writing, stating the object of the proposed meeting, and signed by not less than 20 percent of the members eligible to vote. Notice of the time, place, and object of any special meeting shall be given all officers and members in good standing, in writing, by United States MAIL not less than two weeks prior to the date fixed for the holding of the special meeting.

ARTICLE V - OFFICERS

A. Officers:

1. The officers of this Association shall be a President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms.
2. They shall be elected from the Board of Directors by a majority vote of the members of the Board after the annual meeting and no later than the next scheduled regular meeting of the Board.
3. They shall hold office for one year or until their successors are elected.
4. To serve as President of USSA, a prospective candidate shall have previously served at least one (1) full Board term (Two years)

B. Duties:

1. The President shall preside at all meetings of the Association. The President shall be a member ex officio of all regular and special committees and shall perform all such duties as usually pertain to this office. The President appoints all committee chairs.
2. The Vice President shall perform the duties of the President in the President's absence or at the President's request.
3. The Secretary shall notify the members of the Board of Directors of all meetings and shall notify members of special and annual meeting as required. The Secretary shall keep a true record of all meetings of the Board of Directors and the Association and have custody of the books, papers, and files of the Association except the Treasurer's books of account.
4. The Treasurer shall have charge of all funds of the Association and place the same in such bank or banks as may be approved by the Board of Directors. The Treasurer shall keep accurate accounts of all transactions and render a detailed report at any meeting of the Board when requested and an annual report to the Association. The Treasurer will maintain a petty cash account as approved by the Board. The Treasurer has the authority to pay routine bills, such as utilities and routine supply acquisitions such as targets, postage, insurances, business licenses, without prior approval.
5. The Sergeant-at-Arms shall hold the position as written or determined by the by laws of the USSA. The Sergeant-at-Arms will be an assigned member of the Board of Directors for the USSA. The Sergeant-at-Arms will be responsible to call all board meetings to order and to call adjournment

to all board meetings. The Sergeant-at-Arms is to help maintain order and discipline during all board meetings. The Sergeant-at-Arms is responsible for ensuring that all by laws of the USSA are not violated. The Sergeant-at-Arms will escort any unruly or disruptive member from a board meeting.

6. The Membership Director / Coordinator is not an elected officer but can be a member of the Board of Directors and reports to the President. All Membership records are classified confidential and in a secure database. Members original application records are locked in a secured file.

ARTICLE VI - BOARD of DIRECTORS

A. Composition:

The Board of Directors consist of nine (9) seats. Fifty-five percent (55%) of seated members constitute a quorum, one of which must be the President or Vice President. Five (5) members will be elected in even numbered years and four (4) elected in the odd number years. In the event of an empty seat, the Board of Directors may appoint someone to serve until the next annual membership meeting.

B. Terms of Office:

1. Board members shall each serve a term of two (2) years.
2. Terms of office commence at the end of the annual meeting.
3. Resignation from the Board must be in writing to the Secretary. Verbal resignations are not valid.
4. Termination from Board: A Board member may be removed for cause consisting of malfeasance, misfeasance, or nonfeasance by a $\frac{3}{4}$ vote of remaining Board members [Malfeasance is the performance of an act that is legally unjustified, harmful, or contrary to law. Misfeasance is the wrongful performance of a normally lawful act. Nonfeasance is the omission of some act which should have been performed.]

C. NOMINATIONS and ELECTIONS:

1. Any individual who wishes to be nominated for election to the Board of Directors, must be a member in good standing for no less than two consecutive years prior to annual meeting elections.
2. All prospective candidates must fill out application form and have it submitted to the Board no later than September 1st.
3. All candidates must be nominated by two (2) USSA members in good standing.
4. All candidates are approved/disapproved by the Board of Directors by simple majority vote.
5. The voting membership elects the Board of Directors, as required, at the annual meeting. Elections shall be made by ballot.

6. An Official Ballot will be furnished to all Regular (Voting) members upon sign-in at the Annual Meeting. Write-in candidates are not permitted.
7. The Board Officers are elected by the full Board immediately after the annual meeting, and no later than the next regular Board meeting.
8. Closing date for members to renew their Regular (Voting) Membership shall be September 1st of each year.
9. Any/All election ties shall be resolved by revote before annual meeting is adjourned.

D. Conflict-of-Interest:

It is in the best interest of the USSA to avoid conflicts between club related, work related, and family related obligations, to reduce favoritism or the appearance of favoritism, and to prevent these conflicts from affecting club operations. The following circumstances shall be deemed to create a Conflict of Interest:

1. Any contract or transaction between USSA and a responsible person or family member. [A responsible person is any person serving as an officer, employee, or member of the Board of Directors of USSA]
2. Any contract or transaction between USSA and an entity in which a responsible person or family member has a material financial interest, or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
3. A responsible person's having a material financial interest in, or serving as director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with USSA in the provision of services or in any other contract or transaction with a third party.

E. Nepotism:

Relatives may not serve together on the Board of Directors. A relative includes a board member's spouse, parents, grandparents, children, grandchildren, siblings, mothers and fathers-in-law, sons, and daughters-in-law, brothers, and sisters-in-law, aunts', uncles, nephews, nieces and any person living in the same domicile.

F. Responsibilities and Duties:

1. The Board conducts the day-to-day business of the association
2. The Board prepares the annual budgets.

3. Minutes of the Meeting of the Board shall be available to the Board and Association Members within 72 hours of end of meeting.
4. Meetings of the Association are conducted in accordance with "Robert's Rules of Order".

ARTICLE VII - COMMITTEES

A. Standing Committees:

1. Fund Raising.
2. Grants
3. Range Management, Operations, and Safety:
 - a. Range Facility Manager / Administrator. Facility use scheduling and changes. Facility maintenance, repair, upgrades, and new construction.
 - b. Chief Range Safety Officer and RSO Trainer and RSO Scheduler. Development and dissemination of range safety rules and procedures.
 - c. Armorer.
4. Education, Training and Competitions Manager:
 - a. CMP Training clinic.
 - b. USAR MTU Precision Conventional Service Rifle and Pistol.
 - c. Action Pistol.
 - d. Precision Conventional (Bullseye) pistol competition.
5. Events:
 - a. Annual open house and family fun day.
 - b. Annual RSO banquet.
 - c. Annual Christmas gathering and potluck.

B. Special committees shall consist of, but not limited to:

1. Bylaws
2. Nominating

ARTICLE VIII — Suspension or Expulsion

A. Charges against any officer or member may be preferred by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary, who will immediately notify the President. The President will call a meeting of the Board to hear the charges. The Secretary will give at least two weeks' notice of the meeting to each member of the Board, to the accuser, and to the accused. Such notice shall be in writing and will include a true copy of the charges and of the supporting affidavits and the exhibits. At such meeting, the member under charges will be accorded a full hearing. If the Board decides to pursue expulsion or suspension, after considering all the facts and testimony the Secretary will notify the membership in writing of the special meeting to consider the Board's recommended action at least two weeks prior to the special meeting.

B. Any officer or member may be removed by a two-thirds vote of the members in good standing present at any special meeting called for this purpose, provided there is a quorum. No vote on suspension or expulsion may be taken unless at least two weeks' notice in writing shall have been given to the member or officer accused. Vote shall be by secret ballot.

C. Any member suspended or expelled may appeal the action provided the appeal is received by the Secretary no later than sixty days after the suspension or expulsion. Upon receiving an appeal, the Secretary shall notify the President immediately. The President will call a special meeting of the membership for the purpose of acting on the appeal. The Secretary shall give at least two weeks' notice in writing to all members of the Association in good standing stating the date, time, place and reason for such special meeting. A full hearing will be given to the member. A vote will be taken by secret ballot of the members in good standing present and a two thirds vote shall be required to reverse the action, provided there is a quorum.

ARTICLE IX - BYLAW AMENDMENTS, CHANGES, and REVISIONS

A. Suggested Bylaw changes, additions, corrections, or revisions will be made to the Secretary in writing. The Secretary will notify the President.

B. The President will appoint a Bylaw committee Chair and give the chair the recommend changes.

C. The Bylaw committee will review the proposed changes and report the action recommended at the next regular meeting. The committee may recommend immediate implementation of a change, revision, or amendment, if necessary, or delay until the next annual meeting. A simple majority of the membership present is required for adoption.

D. Bylaw changes, additions, corrections, and revisions will be noted in affected areas of the basic document and referenced to the attached change. All changes, by date, will be noted on the front page of the Bylaws.

E. Bylaws shall be reviewed once a year after the annual elections.

ARTICLE X- FISCAL PROCEDURES

A. The fiscal year will begin January first and end December thirty first.

B. Audits:

1. An internal audit will be performed annually and reported to the Board and Membership no later than the annual meeting. The President will appoint an audit committee at the January membership meeting.
2. A professional audit will be performed when required.

ARTICLE XI - RANGE MANAGEMENT OPERATIONS and PROCEDURES

A. Safety on the range is paramount and is everyone's responsibility.

B. See Article — VII, 3 a and b for range management, safety, and operations.

ARTICLE XII – DISSOLUTION:

In the event of the dissolution of the association, the procedures to be followed will be those of the IRS for all tax-exempt organizations as well as State of Alaska Statutes 10.20.290 on Dissolution and 10.20.295 on Distribution of Assets.

We hereby certify that these Bylaws have been adopted by this Association.

Jack R. R.
President

11/10/15
Date

[Signature]
Secretary

11/10/15
Date

Jack R. R.
President
Nella Hansen
Vice President
Rise Peto
Secretary

9/20/2015
Date
9/20/201 2
Date
9/20/201
Date

Revisions:

11/16/2018 - Article A - addition

Article VII [A6] – addition

Article X [B1] - changed

Article X [B2] - changed

08/16/2019 - Article IV [B] – changed

- Article VI [C4] - changed

09/20/2019 - Article IV [B] - changed

[C] - changed

- Article V [A1] - addition (SAA)

[A4] - addition

[B6] - addition/ Duties of Sergeant at Arms

- Article VI [A] - addition

[B3] - addition

[C2] - addition

[C3] - addition

[C4] - addition

[C6] - addition

[C8] - addition

[C9] - addition

[C10] - addition

[D1, D2, D3] - addition

[F3] - addition

- Article IX - [E] – addition

07/16/2021 - Article XII - addition of complete Article

- Article III - [A5] - addition

[C] - change

- Article IV – [B] - change

[C] - change

- Article VI – [A] - change

[F5] - change

08/20/2021 – Article VI – [B1] - changed

[B4] – addition

[C9] – deletion

[F5] - deletion