

# UPPER SUSITNA SHOOTERS ASSOCIATION

P.O. Box 769

Willow, Alaska 99688

## BYLAWS

### ARTICLE I – NAME

The name of this organization shall be Upper Susitna Shooters Association (USSA), which will function as, and adopt the bylaws for an educational, training, competitive association in the shooting and archery sports.

Within the following Bylaws the name of this organization will be referred to as Upper Susitna Shooters Association, USSA, or the Association.

### ARTICLE II – OBJECTIVE

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 – MEMBERSHIP

No person may be denied membership in this Association on account of sex, race, creed, color, national origin or religion. 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 older and are eligible to vote.
2. (Associate) members are individuals 18 years of age and older, shall 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 or to individuals that have maintained a continuous membership for 15 years.
7. Special Membership: AGENCIES/COMPANIES (City, Borough, State, Federal) association membership fees will be set by ACRSO, CRSO, or Range Ops Manager and approved by the Vice President or President of the USSA. Individual members of said agencies or companies will have special membership ids and fall under all rules of Associate Members of the USSA.

### B. Methods for Granting Membership:

Any resident of the United States, upon reaching the age of 18 years old and above, may become a member of this association with proper identification, provide a copy of their State issue Driver's license/ID Card or a current Government ID and fill out the application for membership. All public requesting membership are subject to a background check. No persons applying for membership shall have committed or been found guilty of a felony in a court of law. All Membership is subject to approval by the USSA Membership Director and/or the USSA Board of Directors. If at any time a

membership is denied, a reason in writing will be provided to the applicant, and fees will be refunded.

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.

D. Membership Records:

All Membership records are classified confidential and in a secure database. Members original application records are locked in a secured file. No records are to be publicized in any form with the exception of the USSA Membership Verification Listing that is held at the administration desk of the association and is not authorized to be given to any member or non-member of the association.

## 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 first Thursday 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 with the exception of inclement weather.

#### 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 Unites States Mail, Email, or phone call not less than two weeks prior to the date fixed for the holding of the special meeting.

#### E. Adjournment of Meetings:

All meetings shall be adjourned under the direction of the President or Vice President thru the Sergeant at Arms. In any event that the President and Vice President shall depart from a meeting, the meeting shall be adjourned by the Sergeant at Arms and no further business shall be conducted.

### ARTICLE V - OFFICERS

#### A. Officers:

1. The officers of this Association shall be President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms, which will make up the Executive Board of Directors for the USSA.
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 full term (2 years) and shall serve no more than 3 terms (6 years) in same said position. Exception to this policy is permitted with an 80% vote approval of the full Board of Directors for an extension of 1 full term (2 years).
4. In order to serve as President of USSA, a prospective candidate shall have previously served at least one (1) full Board term (2 years) and have held a position on the executive board of directors for 1 year.
5. In order to serve on the Board of Directors, a prospective candidate shall have been a voting member for a minimum of 2 years and be recommended by a minimum of two voting members of the USSA and have filed board application paperwork with the nomination committee by September 1 of every year.

#### 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 pertains to this office. The President appoints all committee vice-chairs and ensures that all business license stay up to date with the assistance of the treasurer.

2. The Vice President shall perform the duties of the President in the President's absence or at the President's request. The Vice President shall direct all matters of construction on the USSA property thru the assistance of the Range Operations Manager and the Construction manager.
3. The Secretary shall notify the members of the Board of Directors of all meetings and shall notify members of special and annual meetings 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. The Secretary shall ensure that the meeting agenda is complete and emailed to all members of the Board of Directors 2 days prior to all meetings.
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, etc., 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 Executive 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.

## 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. The Board of Directors shall consist of no less than 6 members residing with in the Matanuska-Susitna Borough and the remaining seats shall be held as board members at large.
- B. **Terms of Office:**
  1. Board members shall each serve a term of two (2) years. Non- Executive Board Members shall serve no more than 5 consecutive terms (10 Years) and must have a 1-year break of service before applying for a new position on the Board of Directors.
  2. Terms of office commence at the end of the annual meeting or at the following monthly Board Meeting.

3. Resignation from the Board must be in writing to the Secretary. In the event that a resignation is requested to start upon receipt of the resignation letter, the Secretary shall immediately contact all members of the Board of Directors and inform them of said letter and receive a verbal vote and notate said vote for next monthly Board Meeting. Absolutely no verbal resignations are accepted.
4. Termination from Board: A Board member may be removed for cause consisting of malfeasance, misfeasance, or nonfeasance by a 75% 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.]
5. Board Member Attendance: All Members of the Board are afforded 4 excused absences and 3 non-excused absences over their term of office. The exception to this policy is dictated under medical or family circumstances. If any member of the Board exceeds this policy, they will be placed under a Board Review and with a majority vote of 80% shall either be removed from the Board or Retained. In the event of an excused absence, said board member shall inform the President, Vice President or the Secretary a minimum of 48 hours prior to any meeting.
6. Board Member Voting by Proxy: Any Board Member that is unable to attend the monthly Board meeting or the Annual meeting due to an excused absence will be allowed to name a fellow Board member to vote on their behalf. They must notify the President, Vice President, or Secretary a minimum of 48 hours prior to the meeting. The President can not be assigned to vote on their behalf at any time.
7. All Board of Director Members are required to work as a Range Safety Officer, Instructor, or assist on range maintenance a minimum of two days per month during the open season.

#### 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 are required to fill out application form and have it submitted to the Nominations Committee no later than September 1 of every year.
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. All candidates that are disapproved will be contacted by phone or US Mail stating an approved vote or reason for disapproved vote by the current Board of Directors or Nominating Committee.

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. Closing date for members to renew their Regular (Voting) Membership shall be September 1<sup>st</sup> of each year.
8. 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 association related, work related, and family related obligations, to reduce favoritism or the appearance of favoritism, and to prevent these conflicts from affecting association 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.
4. If at any time a contract is agreed upon by the Board of Directors with any Organization member, Board member or Operations member, an exclusionary letter will need to be signed by said member and the President of the Board.

#### 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. All Annual budgets are to be complete by the end of the February monthly Board meeting.
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” (12<sup>th</sup> Edition, Copyright 2020). This is a guide to assist the Association in all matters pertaining to business and meetings.

## ARTICLE VII - COMMITTEES :

1. Fund Raising – shall be responsible for all events associated with raising funds thru donations, charity drives, and raffles. All funds will be reported to the Board of Directors and turned over the treasurer.
2. Grants – shall be responsible for informing the Board of Directors of available grants for the Association and applying for such grants.
3. Bylaws – shall be responsible for the writing, editing and publication of all association bylaws. Shall ensure that any suggestion additions or deletion are done in a timely manner and approved by the Board of Directors and/or the voting membership as needed.
4. Nominating – shall ensure that all applications for the Board of directors are turned in by the end of business on the 1<sup>st</sup> of September of every year and that they are placed in front of the Board of Directors at the September Board meeting for approval/disapproval and that all members are contacted and informed of the decision.

## ARTICLE VIII - Suspension or Expulsion from the USSA

A. Charges against any officer or member may be filed with the Board of Directors 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 Co-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, as directed by the President, annually and reported to the Board no later than the annual meeting. The President will appoint an audit committee at the January membership meeting. This audit will be available to the membership upon request to the Board.

2. A professional audit will be performed when required.

## ARTICLE XI - RANGE OPERATIONS

1. Range Operations Manager/Assistant Range Operations Manager shall have charge of all operations of the USSA Range, assist in retrieving quotes for all contracts that need to be approved for, maintenance, new construction, and repair/replace USSA equipment. This position is assigned by a majority vote of the Board of Directors.
2. Chief Range Safety Officer/Assistant Chief Range Safety Officer shall have charge of training all Range Safety Officers, develops USSA Range Standard Operating Procedures (SOP), assists with all range scheduling, ensures that all ranges stay in a safe manner for all shooting, makes recommendations for all target steel replacement and range adjustments or range construction. This position is held by a Certified Chief Range Safety Officer, shall be recommended by the Range Operations Manager and assigned by a majority vote of the Board of Directors.
3. Construction Manager shall work directly with the Range Operations Manager and Vice President of the Board of Directors in retrieving any business quotes for repairs at the USSA property or any new construction. This manager is responsible for the update of the 10-year Facility Growth plan for all matters of new construction and ensure that it is all listed on all meeting agendas. This position shall be recommended by the Range Operations Manager and assigned by a majority vote of the Board of Directors.
4. The Director of Membership and Assistant Director shall maintain all membership records, membership computer and associated programs, and storage equipment. The Director/Assistant shall be responsible for developing, editing and updating the Membership Standard Operating Procedures. The Director/Assistant shall report directly to the President of the Association. This position is held by a regular voting member that holds the knowledge of the membership programming and the responsibility of keeping all membership records current and up to date. This position is assigned by a majority vote of the Board of Directors.
5. Maintenance Manager shall be responsible for all aspects of maintenance and repairs at the USSA Facility. Will advise the Range Operations Manager of all maintenance projects and shall report all progress to the Board of Directors. This position is held by a qualified member of the association that holds the knowledge of general maintenance associated with the continuing operations of the USSA Facilities. This position shall be recommended by the Range Operations Manager and assigned by a majority vote of the Board of Directors.
6. Armorer shall be responsible for inspecting all current USSA firearms inventory ensuring that all firearms are in safe operating condition and that all weapons are maintained on a current inventory. Ensuring that any weapons that need repairs are repaired in a timely manner. The armorer shall maintain all records and log books of all said weapons. A yearly weapons report shall be turned into

the President and the Range Operations Manager of the USSA in January of every year. The Armorer shall be the only person authorized to remove any firearm from the USSA Property when needed for repair purposes after notifying the President or the Range Operations Manager of the USSA. The Armorer shall also maintain and keep record of all tools on property related to the Armorer's position. This position is held by a member (in good standing) of the USSA that holds the knowledge of usage and repairs of firearms and shall have a minimum of two prior years' experience. This position is assigned to said qualified member by a majority vote of the Board of Directors.

7. All personnel assigned to Range Operations will be required to work at least two days per month as a Range Safety Officer or Range Maintenance. The exception to this policy, due to the number of hours spent at the range for their positions, is the Maintenance Manager and the Construction Manager.
8. All personnel that hold a position within the Range Operations Section may be members of the Board of Directors but are not required to hold position as Board Members.

## ARTICLE XII – RANGE FACILITY MAJOR REPAIRS AND NEW CONSTRUCTION

The Range Operations Management and Construction Manager will ensure that there is a minimum of three bids, when applicable, turned into the Board of Directors for vote and approval/disapproval for all major repairs and new construction on the USSA Facility and will be responsible for contacting all companies or individuals to inform them of the Board's decision. There is no "promise of work" made to any company or individual for any project on the USSA Facility. This will fall under the grounds of immediate removal from the Board of Directors and/or Range Operations.

## ARTICLE XIII – EMERGENCY OPERATIONS

In the event of natural disasters or operational emergencies Range Operations and the Executive Board of Directors will have the responsibility to make decisions on the continuous safe operation of the USSA Facility. All matters will be voted on in a timely manner to ensure the safety of range personnel, range members, general public and the surrounding area of the facilities. The President of the Board shall inform the complete Board of Directors of the operational situation and what was done and why.

## ARTICLE XIV – COMPLAINTS AND SUGGESTIONS

All complaints and suggestions shall be in writing and submitted to the President or Vice President of the Board of Directors. Verbal complaints shall be considered "hear say" and not investigated. Upon the receipt of a complaint or suggestion the President or Vice President will assign a minimum of two board members to investigate said complaint or suggestion that has been filed within a time period as assigned by them. The President or Vice President will inform all said parties involved of said complaint

or suggestion of the investigation, the results of said investigation and the direction that the Board of Directors will be taking. If the complaint is made on the President or Vice President of the Association the Sergeant at Arms will investigate said complaint with one fellow member of the Board of Directors of his choosing and follow same process as stated above. All complainants' names will be held in private and not released to any member of the association or the general public.

## ARTICLE XV – 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 thru membership vote and vote by the Association Board of Directors. All prior Bylaws are considered desuetude and shall not be used or referenced to.

\_\_\_\_\_  
James S. Gustafson  
President

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Date

\_\_\_\_\_  
Timothy J. D. Newman  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sommer L. Zavorka  
Secretary

\_\_\_\_\_  
Date

All Signatures on file. Original Bylaws passed on 28 October 2023  
by Voting Membership Vote.

Version II of current Bylaws. Addendum and Amendments passed on  
19 April 2024 by majority Vote of B.O.D and Membership. All  
Signatures on file. Signed originals held by Secretary and placed in  
USSA Range SOP/Procedures Binder held on property.