

By-Laws
Global Benchrest Association
9 November 2020

1. General:
 - a. The Global Benchrest Association is structured to:
 - i. Earn and sustain the good will of its members
 - ii. Assure that all clubs are equally represented in Board decisions
 - iii. Conduct all matches with fair and equal rules
 - iv. Have transparency so that actions/decisions by the Board of Directors are known by all members.
 - b. We make it easy for domestic and international clubs to join the Association. We make it easy for new clubs to form.
2. Organization:
 - a. The Association is composed of clubs that host benchrest competitions at ranges of their choice.
 - b. Each club appoints one person from its club to serve on the Association Board of Directors.
 - c. The Board of Directors role is the governance of the Association.
 - d. To better represent the separate needs of our Long Range and Short- Range disciplines, the persons serving as Chairman and Co-Chairman must not be from same discipline (i.e., one is selected from Long Range and the other is selected from Short Range).
 - e. One member of the Board of Directors serves as Chairman for a 2-year term. The Chairman's role is:
 - i. Preside as leader of the Board of Directors at meetings, and serve as coordinator for any issues that may arise during the year which arise within the discipline represented by the Chairman, prepare meeting agendas and other meeting documents, maintain the Club Match Schedule for the discipline represented by the Chairman, approve Association operational expenses, and communicate with other Board members throughout the year to assure that we are maintaining the good will of our members, especially within the discipline represented by the Chairman.
 - ii. The Secretary, Treasurer, Regional Directors, and Web Master report to the Chairman.
 - iii. The Records Administrator, Prize Administrator, and Points Keepers for the discipline represented by the Chairman report to the Chairman.
 - iv. In the event the Chairman is unable or unwilling to serve in this role throughout the 2-year term, the Board of Directors may appoint another Board Member to fill this role throughout the balance of the 2-year term.

- f. One member of the Board of Directors serves as Co-Chairman for a 2-year term. The Co-Chairman's role is:
 - i. Preside as the leader of the Board of Directors in the absence of the Chairman.
 - ii. Maintain the Club Match Schedule for the discipline represented by the Co-Chairman, and communicate with other Board members throughout the year to assure that we are maintaining the good will of our members, especially within the discipline represented by the Co-Chairman.
 - iii. The Records Administrator, Prize Administrator, and Points Keepers for the discipline represented by the Co-Chairman report to the Co-Chairman.
 - iv. In the event that the Co-Chairman is unable or unwilling to serve in this role throughout the 2-year term, the Board of Directors may appoint another Board Member to fill this role throughout the balance of the 2-year term.
 - g. The Board of Directors appoints from the general membership or the Board of Directors the following roles, each serving a 2-year term; one person may hold one or more of these roles:
 - i. Treasurer who maintains bank accounts, keeps financial records, pays bills, provides financial information for audit, and projects future income and expenses for the Association.
 - ii. Secretary who keeps and publishes meeting minutes, maintains a record of Board Proceedings and decisions, issues communications to the Board and members, prepares, issues and tabulates membership voting ballots, maintains the Official Rules for Competition, and conducts analysis and issues reports on topics important to the Association. All Points Keepers for all disciplines and all classes of competition report to the Secretary.
 - iii. Web Site Administrator who maintains the web site and keeps it up to date.
 - iv. Records Administrator who verifies targets and publishes records.
 - v. Awards and Prizes Administrator, who obtains awards for Lifetime Marksman and other awards for the various benchrest disciplines, and arranges for sponsors for National and Regional championships.
 - vi. GBA Regional Administrators. These may be country specific or cover multiple countries within a region. The Regional Administrators are to coordinate activities within their region and handle regional issues that arise during the season.
 - vii. Points Keepers who tabulate points from all matches during the season, tabulate Top Gun and other shooter standings, and report the results to the Treasurer/Secretary. Ideally, one Points Keeper should be appointed for each of 1000-yard, 600-yard, 1 Mile, and Score.
3. Responsibilities:
- a. Each member and Board Member of the Association is responsible to:
 - i. Act safely and responsibly at all matches, and comply with all safety rules.

- ii. Act with sportsmanship at and after matches.
 - iii. Not engage in any drug use. Not engage in any alcohol use while matches are in progress. If a range or club does not allow any alcohol use or possession at the range, members must respect this rule.
 - iv. Promote good will among the membership.
 - v. Support and attend club matches to the best of their ability
 - vi. Not engage in any ill will generating activities toward the Association or its members.
 - vii. Not engage in any blogging or web forum activities that are detrimental to the Association or its members.
- b. Any Association Member who does not comply with their responsibilities may be ejected from the Association at the sole discretion of the Board of Directors.
4. Membership and Fees:
- a. Each Club shall purchase an Association Club membership at a fee of \$45 per calendar year unless changed by action of the Board of Directors.
 - b. Each Individual member shall purchase an Association Individual membership at a fee of \$45 per calendar year unless changed by action of the Board of Directors.
 - c. Junior members (Under 18 years of age on January 1st of the year the membership covers) shall pay a membership fee of \$20 per calendar year unless changed by action of the Board of Directors.
 - d. Each Club will pay to the Association a match fee equal to \$2 per shooter per match. If the match extends for two or more days, an additional \$2 fee per shooter shall be paid for each day beyond the first day of the match.
 - e. Special Rules for International Clubs and Members: Because of the difficulty and cost to make international payments, International Clubs will:
 - i. Determine at their own discretion the amount to charge for Club and Association member fees.
 - ii. Determine at their own discretion the amount to charge for Match fees.
 - iii. Retain these fees within their Clubs.
 - iv. And the Clubs are then responsible for acquiring and paying for:
 - 1. Any Association awards earned by their members, such as Lifetime Marksman awards, records awards, and other awards
 - 2. Printing of Association membership cards, and all forms and other Association materials needed to conduct their matches
5. Board of Directors Meetings, Quorum, and Voting:
- a. The Board of Directors Chairman may call meetings at any time to handle Association business. The Board of Directors Chairman will schedule at least one Board meeting annually.
 - b. Meetings may be conducted in person, by email, by phone, or by other method.
 - c. Meeting agendas and any documents or materials needed for the Board of Directors to make decisions will be distributed by the Chairman to all Board Members well in advance of the meeting.

- d. If a Board Member is not able to attend the meeting, he should forward any concerns or remarks about the agenda topics to the Chairman for review at the meeting.
 - e. Quorum
 - i. The Quorum for any Board meeting is 51% of the total number of Board Members.
 - ii. If a Board Member cannot attend a meeting but has submitted comments on agenda topics to the Chairman, he is included in the Quorum as if he were in attendance.
 - f. Voting by the Board of Directors
 - i. Each Board Member has one vote on any issues on matters that come before the Board provided that matter is not specific to a discipline or class.
 - ii. For issues that affect only one discipline or class, only those Board Members representing Clubs that hold Association Matches for that discipline or class shall vote.
 - iii. If a Board Member cannot attend a Board meeting, he may cast his vote in advance of the meeting by advising the Chairman or may give a proxy for his vote to another Board of Directors member.
 - g. The Board of Directors votes on the following items:
 - i. Appointment of Administrators which requires a 51% vote of the Board.
 - ii. Appointment of any person or entity for a specific task which requires a 51% majority.
 - iii. Nominating candidates from the Long Range and Short-Range disciplines for Chairman and Co-Chairman elections which requires a 51% vote of the Board.
 - iv. Approval of any Association expenses that are beyond normal operating expenses which requires a 51% vote of the Board.
 - v. Regional Administrator Appointment which requires a 51% vote of the Board.
 - vi. Structuring and approving the initial rules for any new discipline or class of competition which requires a 51% vote of the Board.
 - vii. By-Laws changes which requires a 51% vote of the Board.
 - viii. Member and Club discipline issues which requires a 2/3 vote of the Board.
 - ix. Setting Membership fees and conditions, setting the per-shooter match fee collected by the Association, and other financial matters which requires a 2/3 vote of the Board.
 - x. Dissolution of the Association which requires a 2/3 vote of the Board.
6. Member Annual Meeting, Member Voting and Quorum:
- a. An Annual Membership Meeting will be called by the Board of Directors Chairman one time per year. Meeting agendas, notes, venue, and date will be communicated to the membership by email, GBA web site posting, or other means.

- b. Membership voting shall be by ballot, such as written ballot, electronic ballot, or other balloting method as prescribed by the Board and implemented by the Secretary.
- c. To reduce the administrative load, membership voting should be conducted only one time per year.
- d. For those items voted on by the Members:
 - i. All members vote on items that are not specific to a discipline or class.
 - ii. For items that are specific to a discipline or class, only those members who have competed in those disciplines or classes in the year of the voting or the year of just finished competition will be issued ballots and be allowed to vote.
- e. The Quorum for Membership votes is the return of 51% of all ballots issued.
- f. The Membership votes on the following items, except for those items that would fall into the scope of or would conflict with Board of Directors voting as noted in section 5:
 - i. Election of the Chairman and Co-Chairman of the Board of Directors, who must be Board of Directors Members, which requires a 51% vote of the ballots returned. The election will be conducted as follows:
 - 1. The Board of Directors nominates two slates of candidates who are Board of Directors and who separately represent the Long Range and Short-Range disciplines.
 - 2. Long Range members vote for one Long Range candidate only.
 - 3. Short Range members vote for one Short Range candidate only.
 - 4. Votes are tabulated by the Secretary to determine the candidate who received the highest number of votes in the Long-Range discipline, and separately the candidate who received the highest number of votes in the Short-Range discipline.
 - 5. Of these two candidates, the person with the highest number of votes becomes the Chairman. The candidate who received the highest number of votes in the other discipline becomes Co-Chairman.
 - ii. Rules Changes:
 - 1. Suggested Rule Changes may be raised by any Member to their Club Board Member.
 - 2. These suggested Rule Changes will be reviewed by the Board of Directors which may at its discretion create the exact wording for a proposed rule change, or may choose not to make a proposed rule change if the suggested rule change would be expected to create an unfair competitive advantage, or if the suggested change is not in the best interest of the Association.
 - 3. For items that become proposed rule changes, they will be put to a membership vote as prescribed above and require a 51% vote of all ballots returned.

7. Other:

a. Awards and Records

- i. Each Club is responsible for selecting, funding, and presenting its own awards for Club matches.
- ii. Awards for National competitions for all disciplines shall be selected and funded by each region, and then provided to the host Club for their presentation at the competition.
- iii. Records are determined at the end of each year and only one record for each record category (the best for the year that betters the previous record) will be recognized by the Association.
- iv. The Board determines and selects the specific trophies or awards or other form of recognition for Lifetime Marksman, Records, and other Association awards.