

YOUTH SHOOTING SPORTS ASSOCIATION

BY-LAWS

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Rev Date: Dec/03/2018

ARTICLE I NAME AND PURPOSE

Section 1 Name

The name of the organization shall be the Youth Shooting Sports Association. It shall be a nonprofit organization incorporated under the laws of the State of Illinois.

Section 1.2 Purpose

The Youth Shooting Sports Association is organized exclusively for charitable, educational, and amateur athletics purposes.

The purpose of this corporation is:

- To make youth aware of shooting sports.
- To educate and coach youth on the appropriate and ethical use of firearms within shooting sports, including service and conservation.
- To provide opportunities for youth to experience shooting sports for both recreation and competition
- To create lifelong shooting sport participants.

ARTICLE II MEMBERSHIP

Section 2 Membership

Membership shall consist of the board of directors and Head Coaches that are in good standing with the board of directors.

ARTICLE III BOARD OF DIRECTORS

Section 3 Board role, size, and compensation

The board is responsible for overall policy and direction of the corporation, and delegates responsibilities of day-to-day operations to the staff and committees. The board shall have up to 10 members, but not fewer than 3 members. The board receives no compensation other than reasonable expenses.

Section 3.2 Terms

All board members shall serve two-year terms,* and are eligible for re-election.

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Section 3.3 Meetings and Notice

The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least two weeks in advance.

Section 3.4 Board elections

During the last quarter of each fiscal year of the corporation, the board of directors shall elect Directors to replace those whose terms will expire at the end of the fiscal year. This election shall take place during a regular meeting of the directors, called in accordance with the provisions of these bylaws.

Section 3.5 Election procedures

New directors shall be elected by a majority of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year.

Section 3.6 Quorums

A quorum must be attended by at least forty percent of board members * for business transactions to take place and motions to pass.

Section 3.7 Officers and Duties

There shall be three officers of the board, consisting of a president, treasurer and secretary. When necessary the positions of treasurer and secretary can be held by one person. Their duties are as follows:

The president, shall convene regularly scheduled board meetings, shall preside or arrange for the secretary/treasurer to preside at each meeting.

The secretary, shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained.

The treasurer, shall make a financial report at each board meeting, shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

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Section 3.8 Vacancies

When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 3.9 Resignation, termination, and absences

Resignation from the board must be in writing and received by the secretary. A board member shall be terminated from the board due to excess absences, more than two unexcused absences from board meetings in a year. A board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 3.10 Special meetings

Special meetings of the board shall be called upon the request of the president, or one-third of the board. The secretary shall send out notices of special meetings to each board member at least two weeks in advance.

ARTICLE IV COMMITTEES

Section 4.1 Committee formation

The board may create committees as needed, such as fundraising; grant writing, public relations, etc. The board Chair appoints all committee chairs.

Section 4.2 Executive Committee

The three officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of Directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

Section 4.3 Finance Committee

The treasurer is the chair of the Finance Committee, which includes two other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plan, and annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. The board or the Executive Committee must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to board members and the public.

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ARTICLE V AMENDMENTS

Section 5 Amendments

These bylaws may be amended when necessary by two-thirds majority of the board of directors. Proposed amendments must be submitted to the secretary to be sent out with regular board announcements.

CERTIFICATION

A two-thirds majority approved these bylaws at a meeting of the board of directors

Held on: April 16th 2013

Claudia Miller
Secretary

4-16-2013
Date

ARTICLE VI CHANGE LOG

Date:	Change:	Date effective:
21 / Dec / 16	Added To: Article II Section 2 “and coached that are in good standing with the board of directors”.	18 / Jan / 2017
21 / Dec / 16	Removed from Article III Section 3.2 Terms *for up to five consecutive Terms,	18 / Jan / 2017
21 / Dec / 16	Corrected some spelling errors and removed any reference to .LTD	18 / Jan / 2017
21 / Dec / 16	Added web address in footer disclaimer	18 / Jan / 2017

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Date:	Change:	Date Effective:
Oct/03/2018	Article III Section 3 Changed from 7 to 8 to add a position of marketing / media director “The board shall have up to 8 Members”	Dec / 2018
Oct/03/2018	Re-Formatted Document Added Rev. Date to document.	Oct/03/2018
Oct/03/2018	(Header) Moved By Laws to after name in title	Oct/03/2018
Oct/03/2018	(Header) Moved page numbers to header.	Oct/03/2018
Oct/03/2018	(Footer) Standardized location of “Disclaimer Paragraph	Oct/03/2018
Oct/03/2018	Article II Section 2 Removed “ And Coaches Changed to: “ Head Coaches that are in good standing with the board of directors”	Oct/03/2018
Nov / 2018	Article III Section 3 Changed from 8 to 10 to add 2 Open director positions to allow for future growth “The board shall have up to 10 members	Dec/3/2018

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POSITION DESCRIPTIONS

For the Youth Shooting Sports Association Voluntary Board of Directors

PRESIDENT

Function:

To assure that the board of directors fulfills its responsibilities for the governance of the organization

Responsibilities:

Has general active management of the business and governance of the organization

Convene and preside over regularly scheduled board meetings or arrange for other members of the executive committee to do so

See that orders and resolutions of the board are carried out

Sign and deliver legal documents in the name of the organization

Maintain records of and, when necessary, certify proceedings of the board and members.

Assist in recruiting board and other talent for voluntary assignments

Be available as a spokesperson when necessary

Give a charitable contribution, in an amount reasonable relative to personal assets, to the general fund of the organization

Perform other duties as prescribed by the board

SECRETARY

Function:

To Keep records and maintain them correspond actions and minutes to the board members

Responsibilities:

Oversee the taking of minutes at all board meetings, sending out meeting announcements,

Distributing copies of minutes and the agenda to each board member, assuring that corporate records are maintained.

Give a charitable contribution, in an amount reasonable relative to personal assets, to the general fund of the organization

Perform other duties as prescribed by the board

TREASURER

Function:

To assure that the board of directors fulfills its fiduciary responsibilities for the staff

Responsibilities

Keep accurate financial records for the organization

Assure the accurate completion and timely submission of IRS Form 990, and, if applicable, oversee the organization's annual independent audit Deposit and endorse money, drafts, checks in the name of the organization Report at each board meeting on the finances of the organization Serve as chairperson on the finance committee Assist in the preparation of an annual budget Aid with development of fundraising plans

Give a charitable contribution, in an amount reasonable relative to personal assets, to the general fund of the organization

Perform other duties as prescribed by the board

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MEMBER, BOARD OF DIRECTORS

Function:

To provide overall governance to the organization, represent it in the community, and accept the ultimately legal authority for it

Responsibilities

Oversee the organization's philosophy and review management's performance in achieving its mission

Annually review the environment and approve strategic operating and fundraising plans and annual budget

Approve major policy changes

Elect, monitor, advise, support and, when necessary, change top management in the organization

Propose a slate of directors to fill vacancies as needed

Review the results achievement by the management as compared with the organization's mission, annual and long range goals

Provide candid and constructive criticism, advice and comments

Approve major actions of the organization, such as capital expenditures and major program and service changes

Assure that the board and its committees are adequately and currently informed through reports and other methods of the condition of the organization and its operations Review compliance with relevant laws affecting the organization

Assist the fundraising committee with developing contacts and fulfilling a fundraising plan Give a charitable contribution, in an amount reasonable relative to personal assets, to the general fund of the organization

Perform other duties as prescribed by the board

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