

**CONSTITUTION AND BYLAWS  
OF THE  
MINNESOTA SPORTING CLAYS ASSOCIATION**

ARTICLE I – NAME

1. The name of the corporation shall be the MINNESOTA SPORTING CLAYS ASSOCIATION, INC., hereinafter referred to as the “MSC”.

ARTICLE II – PURPOSE

1. The purpose of the MSC is as follows:
  - a. The promotion and encouragement of organized sporting clays among the residents of the State of Minnesota.
  - b. To increase among MSC participants the knowledge of safe handling and proper use of firearms, as well as improved shotgun marksmanship.
  - c. To forward the development of those characteristics of honesty, good fellowship, self-discipline, team play, and self-reliance, which are the essentials of good sportsmanship.

ARTICLE III – MEMBERSHIP

1. Club Membership. Any gun club in the state of Minnesota, having at least one sporting clays, FITASC, or five-stand course shall be eligible for membership in the MSC.
  - a. Membership. Upon application and subsequent vote of acceptance by the Board of Directors, herein referred to as the “Board”, any Club, who is a NSCA member, within the state of Minnesota may be a member and enjoy all privileges of the MSC and shall be entitled to one vote per open Director seat, and said Director who shall, upon being properly elected become a member of the Board of Directors of the MSC.
  - b. Responsibilities. Any member club may apply to host a NSCA sanctioned event.

2. Individual Members. Any resident of the state of Minnesota who is a member of the NSCA will automatically become a member of the MSC, provided said resident is not restricted from owning or operating a firearm under any state or federal law. Any member in good standing shall have the privilege of one vote on the election of State-at-Large Directors at the Annual State Meeting. Members are encouraged to communicate with their representing Board members to voice their questions and concerns. All members in good standing are welcome to attend any meeting of the Board of Directors and shall have the privilege of speaking at said meeting.
3. Board of Directors. All persons participating on the Board of Directors must be NSCA members, as required by the NSCA. Club directors are allowed to use their club's affiliation with the NSCA as substitute for individual membership with the exception that if they are to hold an Office on the Board of Directors they would need to be an individual member of the NSCA.
4. Dues and Fees. No club dues are required at this time. Individual member dues are not required at this time. Each registered shooter shall be charged with a state fee of two cents per target at all NSCA registered shoots for registration of targets with the MSC. This fee shall apply to all resident, non-resident and international registered shooters. The State fees along with any other money, prizes, and/or gifts collected on behalf of the MSC shall be used only to pay the expenses of the MSC with the balance, if any, utilized for promotion of sporting clays within the state of Minnesota.

#### ARTICLE IV – BOARD OF DIRECTORS

1. Membership - Board of Directors. The Board shall consist of Five Club Directors, five State-at-Large Directors, Administrative Director, and the NSCA National Delegates. No Club or State-at-Large representation will have more than one vote in all matters concerning the MSC.
2. Elections. The Vice President, who chairs the Nominating Committee, shall publish a list of all candidates running which shall include those on the ballot as well as those who wish to run as a write-in. The names must be published on the MSC Website at the earliest possible time, but no later than one week prior to the Election. The list must also be posted at Registration at the Club hosting the Annual State Shoot. Announcement of all candidates shall also be made prior to the distribution of ballots to inform all members of any last minute write-in candidates.
  - a. Five Club Directors will be elected at the State Sporting Clays Tournament by ballot. All Ranges in good standing with both the MSC and NSCA shall have one vote to decide their representation. Voting by

proxy shall be allowed for those clubs not attending the State Sporting Clays Tournament. All ties will be decided by majority vote of clubs in attendance. Term shall be two years with voting starting at 2002 State Sporting Clays Tournament for 2 Director seats in target years 2003 and 2004. 3 seats will be voted for in 2002 for target year 2003 only, this will prevent complete turnover of the Board in any one year. The nominating committee shall recommend interested and willing candidates and their names shall be placed on a ballot, which shall be distributed to club members for a vote at the Annual State Sporting Clays Tournament. Said ballot shall include a spot for write-in candidates. Voting shall take place on Saturday evening, at the State Sporting Clays Tournament, with Director-Elects posted on Sunday, or as soon as possible thereafter. Successful candidates will have their names and contact information distributed to the general membership along with the shoot calendar so as to make them accessible to the Clubs in the State. MSC member clubs that are not represented by a current NSCA National Delegate or State-at-Large Director are eligible to have one Club Director.

- b. State-at-Large Directors are elected at the Annual State Sporting Clays Tournament by the general membership. Five members shall be elected to serve on the Board of Directors. Term shall be two years with voting starting at 2002 State Sporting Clays Tournament for 2 Director seats in target years 2003 and 2004. 3 Director Seats will be voted for in 2002 for target year 2003 only, this will prevent complete turnover of the Board in any one year. The nominating committee shall recommend interested and willing candidates and their names shall be placed on a ballot, which shall be distributed to our state shooting members for a vote at the Annual State Sporting Clays Tournament. Said ballot shall include a spot for write-in candidates. Voting shall take place on Saturday evening, at the State Sporting Clays Tournament, with Director-Elects posted on Sunday, or as soon as possible thereafter. All ties will be decided by majority vote of members in attendance. Successful candidates will have their names and contact information distributed to the general membership along with the shoot calendar so as to make them accessible to the general membership. MSC member shooters who are not Club Directors or NSCA National Delegates are eligible to be State-at-Large Directors. Eligible MSC member shooters shall be defined as current NSCA members having shot a minimum of 500 registered targets within the state of Minnesota in the target year previous to serving.
- c. Administrative Director shall be elected to office by the Board of Directors and will maintain this position until he/she gives 3 months notice to be replaced or the Board of Directors has a 2/3-majority vote to remove the incumbent from office. This person shall offer long-term continuity to the MSC organization.

- d. NSCA National Delegates shall act as the liaison between the NSCA and the MSC. NSCA National Delegates shall be determined by current NSCA policy. Term dictated by NSCA policy. NSCA National Delegate(s), or a Board appointed person, will collect and submit to the MSC Board for approval, the shoot schedule for the State of Minnesota. The Board approved shoot schedule will be submitted to the NSCA for shoot number assignment and magazine publication.
3. Powers of the Board of Directors. Each member of the Board is entitled to one vote.. Vote by proxy shall only be according to the provisions of ARTICLE VI.
- a. The Board shall have the general charge of the MSC's affairs and properly assume such other duties as are not specifically assigned or preformed by committees.
  - b. The NSCA retains authority over complaints registered from NSCA members or NSCA member clubs. In the event NSCA determines that any individual complaint should be resolved by the state association, the MSC shall act upon that complaint. The Board shall have the authority to conduct investigations or hearings relative to any complaint against any shooter or club, who in the opinion of the Board, is guilty of unsportsmanlike conduct or any other acts that are detrimental to the best interests of the MSC and to take such action as the Board deems appropriate. Complaints shall be accepted only when submitted in writing to the President of the MSC and the President shall form a committee, within 15 days, to hear and report findings to the Board for a vote. Vote shall be completed and the appropriate parties notified within 30 days of President receiving written complaint.
  - c. Eraser Clause-The Board shall have the power to remove from office by a 2/3-majority vote of the Board, any member of the Board of Directors whose actions or philosophy conflict with the best interests of the MSC. This includes, but is not limited to, the following:
    - i. Exposing the Board to civil liability.
    - ii. Intentional disregard for the will of the Board.
    - iii. Taking action on MSC matters without the approval of the Board.
    - iv. Actions, which may alienate shooters, range owners/managers, or spectators.
    - v. Disrupting the harmony of any event.
    - vi. Behavior, which may disrupt the harmony of the Board.

- vii. Conduct unbecoming a Board member, such as public intoxication, rude or abusive behavior.
  - viii. Voting on MSC matters to pursue a personal agenda, which is not in the best interests of the MSC.
  - ix. Violations of NSCA policy or rules.
- d. The Board may appoint non-voting directors to the following positions at their discretion: League Director, Promotion Director, Publicity Director, and such other positions, such as committees, as the Board may, from time to time, deem appropriate.
  - e. The Board shall have full charge of all matters covered in the Constitution and Bylaws, including special meetings and all other business that is reasonably presumed to fall within the powers or duties of the Board.
  - f. The minimum number of Board members for the transaction of any business at all meetings shall constitute a majority of those voting Board members present.
  - g. In the event any individual club desires to withdraw from the MSC, said withdrawal must be in writing. If a club becomes inactive, the MSC shall notify said inactive club in writing sent by certified mail, return receipt, and request that said club withdraw in writing. Ten days subsequent to the delivery date of said letter, if no response is received, said club shall be removed from the MSC.

#### ARTICLE V – OFFICERS

1. Officers. The officers of the MSC shall consist of President, Vice-President, Secretary, Treasurer and Administrative Director. The Board of Directors at the Annual Fall Meeting shall elect its Officers from the Board to be seated for the upcoming target year. The voting members shall include all five current Club Directors and any Club Director-Elects, all five current State-at-Large Directors and any State-at-Large-Elects, the Administrative Director, and current NSCA National Delegates and any Delegate-Elects. The Officers will serve on the Board of Directors as set forth hereinafter.
  - a. President. The president shall preside at all meetings of the Board and is empowered to execute all contracts and legal instruments, have general

charge and supervision of all affairs of the MSC. The President may elect an audit team of three to audit the Treasurer's books.

- b. Vice-President. The Vice-President will have the general charge of promoting clays shooting in the state of Minnesota. He/She shall aid any new group in the organization of any clay shooting under the auspices of the MSC. In the event that the President is unable to preside, the Vice-President shall preside in their place. The Vice-President shall chair the committee formed to facilitate the election of Directors at the State Sporting Clays Tournament.
  - c. Secretary. The Secretary shall keep and issue all minutes of MSC meetings, shall issue such notices, and shall perform such duties as the President or Board may require. In the event that both the President and Vice-President cannot preside, the Secretary shall preside in their place.
  - d. Treasurer. The Treasurer shall collect all dues and fees, shall be the custodian of all monies and vouchers of the MSC and shall preserve the receipts of monies paid out. He/She is authorized to receive all funds due to the MSC and place such funds in the MSC bank account. In the event that the President, Vice-President, and Secretary cannot preside the Treasurer shall preside in their place. The treasurer shall provide a detailed report of all monies received and distributed at the Annual State Meeting of the Board.
  - e. Administrative Director. The Administrative Director shall maintain the official business address and checking account for the MSC. He/she will collect and maintain all records and history files for the organization including the State Incorporation annual updates, annual insurance policy, website name registration, MSC name trademark and complete State Shoots result/mailling list data base.
2. Vacancies. Whenever any vacancies shall occur in any office by death, resignation, or otherwise, the same shall be filled as follows:
- a. In the case of the elected Officers or State-at-Large Directors, a majority of the remaining Directors present at the meeting called for the purpose will appoint that person to fulfill the remainder of the term for the office vacated.
  - b. In the case of Club Directors, There shall be a vote, facilitated by the Vice-President, whose purpose is to elect a Director to fill the remainder of the term of the office vacated. All MSC member Clubs in good standing shall receive one vote for each Director seat open.

- c. In the case of the NSCA National Delegate, the new NSCA National Delegate will be appointed according to the rules of the NSCA. Should there be a failure of the NSCA to secure a replacement and/or during the time from resignation to replacement, the Board shall continue to function as if fully constituted.

#### ARTICLE VI – VOTE BY PROXY

1. Written proxy. Written proxy may represent any member of the Board in the event that he/she is unable to attend any meeting. The proxy must state the position of the absent Board member for their vote on all published issues. For all business issues requiring an impromptu vote of the Board, only members present will be counted.
  - a. The President may secure a vote on any resolution pertaining to MSC business, except amendments to the Constitution and Bylaws, by receiving a letter ballot by regular mail, e-mail or other electronic document transfer means pertaining to the subject to be voted on. The proposal and outcome of all votes will be presented at the next meeting of the MSC Board to be included in the minutes and records.
  - b. If a Board member has duly executed a proxy and that Board member does attend the meeting in person and desires to vote, they may do so, thereby revoking their proxy by their attendance and vote.

#### ARTICLE VII – MEETINGS

1. Annual State Meeting. The Annual State meeting of the MSC shall be held during the Annual State Sporting Clays Tournament. Notice of said meeting shall be printed in the Annual State Tournament Program.
  - a. The purpose of this meeting shall be to address any MSC business as deemed necessary by the Board.
  - b. The election of State-at-Large Directors.
  - c. The election of Club Directors.
  - d. Present a recap of the year's activities.
2. Annual Fall Meeting. The Annual Fall Meeting shall be held between the completion of the State Sporting Clays Championship Shoot and October 15, as

determined by the Board. The two primary agenda items for this meeting are to select and elect the Officers and approve the shoot schedule for the upcoming year. All current Officers, Directors and newly elected Directors are to attend this meeting.

3. Special Meetings. Special meetings of the Board may be called at any time by the President or upon written request to the President by any two Board members.
  - a. Notice of any special meeting and the purpose thereof shall be sent out by the President or Secretary to each Board member at least 15 days prior to date of said meeting.
  - b. No business shall be transacted at such meeting except as specified in the notice.
4. Business Meetings. The President may hold periodic Board meetings to conduct on going affairs of the MSC and its committees.
  - a. A calendar of all proposed meetings and their locations for the upcoming year will be presented to the Board by the President at the last meeting of the year.
  - b. An agenda for all business meetings will be sent by the President to all Board members one week prior to each meeting.

#### ARTICLE VIII – SANCTIONED EVENTS

1. Scheduling. NSCA delegate(s) or a Board appointed person will collect, obtain Board approval, and submit to the NSCA the upcoming year’s shoot schedule according to the following guidelines:
  - a. Clubs shall apply to host registered events on the appropriate NSCA shoot application.
  - b. No event shall conflict (share dates) with the Annual State Sporting Clay Championship Shoot.
  - c. No event shall conflict with a NSCA major shoot held within the state without the written permission of either the MSC Board or host club for whom the conflict is with.
  - d. Clubs will have their proposed shoot dates to the MSC Board by August 15<sup>th</sup> of each year for the next calendar year.

- e. After the shoot schedule is completed, the MSC Board will hold a meeting before the 15<sup>th</sup> of October to approve the shoot schedule for the upcoming year.
  - f. The Shoot Calendar shall be printed and released to all mailing list shooters and MSC Clubs by November 15<sup>th</sup> for the new shooting year.
  - g. Any shoot request submitted after the approval and printing of the upcoming state shoot schedule will be brought before the Board at the next monthly meeting. If approved, the date will be added to the website schedule but no new calendar will be created for mailing. It will be the responsibility of the Club to advertise their new approved shoot.
  - h. Any club that is denied a request for hosting a NSCA/MSC sanctioned event may appeal the denial to the Board. Appeals must be in writing and submitted to the President. The President has 15 days to notify the Board of the appeal. Board members have 7 days to respond in writing as to their vote on the appeal. The secretary shall inform the Board members and the appealing club of the results of the appeal.
2. Annual State Tournaments. The Annual State Tournaments will be awarded to applying clubs with preference given to all clubs not having hosted same said event in the previous two years.
- a. The Board will select the site and date of the Annual State Tournaments and will do so for a period of two years ahead of the current year.
  - b. Any club wishing to host one of the Annual State Tournaments should submit their bid to the Board by June 1, two years prior to said tournament. This bid is to be submitted on the appropriate State Tournament Application. The decisions of the Board will be completed by July 1 and made public information.
  - c. The hosting club shall determine entry fees, purses, and options. It is understood that no substantial deviation from the previous years pricing will be allowed without Board approval.
  - d. The Board will provide any interested club a list of the necessary facilities in order to be considered as a site for the Annual State Tournaments.
  - e. Host clubs shall be responsible for preparing and distributing the program for the Annual State Tournaments. Assistance shall be provided by the MSC Promotions Committee as needed. Said program shall be distributed no later than 30 days prior to each Annual State Tournament.

- f. It shall be the responsibility of the host club to forward a complete shoot report and attendee mailing list to the Administrative Director of the MSC within 15 days of the conclusion of the State Tournaments.
3. Annual League/Team Event. The Annual State League/Team event, when viable, is recommended to be held in conjunction with the Annual State Sporting Clays Tournament. Only MSC member clubs may send a team or teams to the Annual League/Team event. Teams shall be awarded trophies by lewis class awards only.
4. Cancellation of Events. Any club wishing to cancel a scheduled, sanctioned event must notify the MSC Secretary and the NSCA at the earliest opportunity available. It shall be the responsibility of the host club to notify the shooters of said cancellation. Any club failing to notify the MSC and/or its shooters of a cancelled event and failing to forward a shoot report indicating that the event was cancelled shall be subject to a \$25.00 fine.
5. Event Rules. Any registered NSCA/MSA event must be governed by NSCA rules. Clubs may not deviate from these rules for any registered event.
6. Referees. Each club shall have the responsibility of using qualified referees (as defined by NSCA rules) for all main events at our State, Zone and National Tournaments.
7. Shoot Reports. It shall be the responsibility of any club hosting a NSCA registered event to prepare a shoot report, NSCA “Financial Report”, for each registered event hosted at their club. It shall be the responsibility of the host club to forward this report within 15 days following the event to the NSCA and a copy to the MSC treasurer. The Board shall fine any club \$25.00 for failure to forward the MSC fees and shoot report to the MSC Treasurer within 15 days following the sanctioned event.

#### ARTICLE IX – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

1. The Constitution and Bylaws may only be amended as follows:
  - a. The proposed amendment(s) shall be submitted to the Secretary or Administrative Director at least 30 days prior to the meeting for which said proposed change shall be voted on.
  - b. The Secretary or Administrative Director shall then notify each member of the Board at least 15 days prior to said meeting of exactly what amendments are being contemplated.

- c. Any proposed amendment shall be presented to the Board and a quorum for this vote shall be the total number of Board members, whether present or not. To amend any provisions of this document, approval by two-thirds of said quorum shall be required. For example, if the Board consists of 13 or 14 members, nine (9) votes are needed to pass the amendment.

## ARTICLE X – ORDER OF BUSINESS

1. The guidelines for order of business at the Annual State and Fall Meetings are as follows:
  - a. Roll call and seating of Board members.
  - b. Reading of the minutes/agenda.
  - c. Reports of the Officers.
  - d. Reports of the NSCA Delegate(s).
  - e. Reports of the committee(s).
  - f. Amendments to the Constitution and Bylaws.
  - g. Unfinished business.
  - h. Election of Officers. (Fall only)
  - i. New business.
  - j. Adjournment.
  
2. For all other meetings the order shall be:
  - a. Roll call and seating of Board members.
  - b. Reading of the minutes.
  - c. Reports of the Officers.
  - d. Reports of the committee(s).
  - e. Amendments to the Constitution and Bylaws.

- f. Unfinished business.
- g. New business.
- h. Adjournment.

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