

# Colorado Sporting Clays Association By-Laws

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**CONSTITUTION AND BY-LAWS  
COLORADO SPORTING CLAYS ASSOCIATION, INC.**

**Preamble**

The Colorado Sporting Clays Association, Inc. shall be a non-profit corporation of persons engaged in promotion and education regarding clay target sports, including safety and activities associated with sporting clays, NSCA 5-Stand, COMPAK, and F.I.T.A.S.C. shooting in the state of Colorado.

**Article I – Name, Seal and Fiscal Year**

**Section 1:** The name of the corporation shall be the COLORADO SPORTING CLAYS ASSOCIATION, INC. (hereinafter referred to as “CSCA” and is incorporated pursuant to the provisions of the Colorado non-profit corporation code).

**Section 2:** The seal of this association shall be a shield with pointed bottom with two shotguns crossed above a broken clay target and the word “COLORADO” across the top with the words “SPORTING CLAYS ASSOCIATION” in a banner across the bottom. The aforementioned may be engraved, cut, sewn or embroidered thereon, with other designs and adornments as may be approved by the Board of Directors of this association. The seal is depicted below.



**Section 3:** The fiscal year of the CSCA shall commence on January 1.

**Article II – Purpose**

The purpose of the CSCA shall be as follows:

**Section 1:** The promotion and encouragement of organized sporting clays shooting among the residents of the state of Colorado.

**Section 2:** To increase among CSCA members the knowledge of the safe handling and proper care of firearms as well as improved shotgun marksmanship

education.

**Section 3:** To forward the development of those characteristics of honesty, fellowship, self-discipline, team play and self-reliance, which are the essentials of good sportsmanship and the foundation of true patriotism.

### **Article III – Offices**

The principal office of the CSCA shall be located at the address of the Secretary (Secretary-Treasurer). Other offices for the transaction of business shall be located at such places as the Board of Directors' designate.

### **Article IV – Membership**

**Section 1:** Admission to Membership

- A. Any individual resident of the state of Colorado who is a member in good standing of the National Sporting Clays Association (hereinafter referred to as the NSCA) shall automatically be a member of the CSCA , provided said resident is not restricted from owning or operating a firearm under any federal or state laws, and unless such membership is terminated for failing to pay any amount owed to the CSCA or for other violations of the terms hereof upon vote of the Board of Directors, or pursuant to a member's election to cease being a member. Any NSCA affiliated club in the state of Colorado may be a member club of the CSCA by complying with the terms set forth herein, and any terms set by the Board of Directors in accordance with the rules and regulations of the NSCA.
- B. The CSCA member number will be the same as the NSCA member number.
- C. Members need to be sensitive and compassionate to the needs of other members.
- D. Members must abide by all safety rules adopted by NSCA and local clubs.

**Section 2:** Classes of Membership

- A. Individual – Any individual NSCA member in good standing who resides in the state of Colorado shall be a member of the Association.
- B. Club – Any club in the state of Colorado, having at least one sporting

clays, NSCA 5-Stand, COMPAK or FITASC course.

**Section 3:** Any member in good standing shall have the privilege of discussion or speaking on any subject at any meeting of the members of the CSCA. The Board of Directors retains the right to limit the time that any member may speak at any annual or special meeting of the members of the CSCA. All members are welcome to attend any and all meetings of the Board of Directors.

**Section 4:** Club Responsibilities

- A. It shall be a club's responsibility of reporting shoot results to the NSCA within fifteen (15) days of the shoot.
- B. The hosting club will be responsible for mailing its winnings and placement information to the shoot champion, runner-up, class winners and all shooters awarded punches. Punch reports shall be posted on the club's website or the CSCA website within 5 days, and placement and winnings shall be mailed within 14 days.
- C. Clubs hosting shoots must abide by the pricing they have published in their brochure or flyers.
- D. Violations of these by-laws will be dealt with on an individual basis by the Board of Directors. Penalties, subject to NSCA review, may include temporary suspension of registered events, probationary status or expulsion from the CSCA.

**Section 5:** Voting Privileges of Membership

- A. An individual member shall be entitled to one vote on all matters presented to the general membership for a vote.
- B. A club member shall be entitled to one vote at all meetings of the Board of Directors and at all called and special meetings of the Association.
- C. A Board Member or club shall be permitted to cast the proxy vote of only one other member or club not present at any called or special meeting. No individual member is permitted to cast the proxy vote of any other individual member.

**Section 6:** Membership Fees

- A. Each individual member shall be charged a state administration fee up to the maximum current NSCA per target fee for all registered events in which they shoot. State administration fees shall be used to pay the expenses of the CSCA and other activities that support clubs and members as the Board of Directors may direct from time to time.

- B. State Club affiliation dues will be determined by the CSCA Board of Directors. Annual Club affiliation dues may not exceed the club affiliation dues of the NSCA. The annual dues are payable in advance and only those clubs which have paid their annual dues shall be considered in good standing. Moneys from the annual dues are to be used solely for the member clubs in the form of a composite shoot schedule of all events at all clubs in good standing in the state and are to support general activities of the association as budgeted by the Board of Directors. This schedule is to be printed and mailed to all NSCA shooters in the state (and can be mailed to those in contiguous states at the discretion of clubs).
- C. No club shall be given any privileges of a club in good standing until their shoot fees are paid.

## **Article V – Board of Directors**

### **Section 1: Duties of the Board of Directors**

- A. The Board of Directors shall have all of the fiduciary powers and duties regular customary to Boards of Directors of corporations, including the supervisory direction of the financial and business affairs of this corporation, the preparation of an annual budget, and provision for adequate reserves to insure financial solvency of the corporation. The Board of Directors shall have full charge of all matters covered by the Constitution and by-laws, including special meetings, and any and all other business that is reasonably presumed to fall within the powers or duties of the Board.
- B. Recognizing that membership is fundamental to the success of the association, the board shall strive constantly to secure and maintain a membership which shall include all eligible sporting clay shooters in the state of Colorado.
- C. The Board of Directors shall make an annual review of the activities during the past year and establish goals to be carried out during the ensuing year.
- D. The Board of Directors shall have the authority to conduct investigations or hearings relative to any complaint against any member which in the opinion of the Board, is guilty of unsportsmanlike conduct or any prejudicial acts that are detrimental to the best interest of the CSCA and to take such action as the Board deems appropriate, subject to NSCA procedures and rules, including termination of such member's membership.

- Section 2:** The Board of directors shall consist of a representative of each of the member clubs in good standing, an equal number of Directors, alternate Directors, and 4 State delegates. Each member of the Board of directors, who is not a member club representative, shall be elected by the members of the Association.
- Section 3:** Each member of the Board of Directors shall be entitled to one vote at all meetings of the Board.
- Section 4:** All elected board members shall serve for terms of two years. Elected board members shall have no term limits.
- Section 5:** A regular Director vacancy occurring on the Board of Directors shall be filled by the appointment of the next alternate to that vacated position. The newly appointed Director shall hold office for the remainder of the term of the original Director he/she replaced on of the Board of Directors.
- Section 6:** Officers, club representatives, State delegates, and Directors must be individual members to stand on the Board of Directors.
- Section 7:** The annual meeting of the board of Directors will take place immediately following the adjournment of the annual meeting of the members.

#### **Article VI– Officers, Powers and Duties**

- Section 1:** The officers of the CSCA shall consist of a President, Vice-President, Secretary/Treasurer (or Secretary and Treasurer).
- Section 2:** The terms of office for all officers shall be for terms of one year or until their successors are elected.
- Section 3:** Officers shall have no term limits.
- Section 4:** Officers shall be elected by and from the incoming Board members at the first meeting of the Board of Directors following the State Championship Tournament. Each officer-elect assumes full obligation upon election at said Director meeting.
- Section 5:** President
- A. The President shall preside over all meetings of members and directors.
  - B. The President shall, subject to the direction and control of the directors, direct the affairs of the association.
  - C. The President shall call the Board of Directors together whenever necessary. The Directors participating shall constitute a quorum, and such

meetings may be conducted by electronic communications.

- D. The President shall sign, as President, all contracts, notes and instruments when so directed by the Board of Directors.
- E. The President shall discharge such other duties as maybe required of him by these by-laws or by the Board of Directors.

**Section 6:** Vice President

- A. The Vice President shall preside in the President's place if the President is unable to preside over any meeting.
- B. The Vice President shall have the responsibility for the general promotion of sporting clay shooting in the state of Colorado, and aid any new group in the organization of any sporting clay shooting club under the auspices of the CSCA and NSCA.
- C. The Vice President shall conduct an audit of the association books within the last thirty (30) days preceding the end of the fiscal year, specifically noting any uncorrected discrepancies in either procedures, figures, or unauthorized expenditures. He/she will sign and date the books upon completion of the audit and report the results at the next Board of Directors meeting.
- D. He/she shall perform such other duties as the Board of Directors may require.

**Section 7:** Secretary

- A. The Secretary shall preside in the President's place if the President and Vice President are unable to preside over any meeting.
- B. The Secretary shall be responsible to keep minutes of all CSCA meetings, which shall be filed and preserved as property of the association.
- C. The Secretary shall issue all notices to membership and conduct any correspondence of the association, filing all such documents for safe-keeping.
- D. He/she shall submit proposed shoot dates to the NSCA.
- E. He/she shall maintain a list of members consistent with NSCA.

**Section 8:** Treasurer

- A. The Treasurer shall be the custodian of all monies, trophies, securities and vouchers of the CSCA, shall preserve the receipts of all monies paid out, and maintain detailed records of all financial transactions of the CSCA.
- B. The Treasurer is authorized to receive all funds due the CSCA and place funds in a banking institution approved by the Board of Directors.
- C. The Treasurer shall make any disbursements authorized by the President or Vice President or directed by the vote of CSCA members at the annual State Meeting. Any check or single invoice must be signed by both the President and Treasurer for legal payment.
- D. The Treasurer shall provide a detailed report of all monies received and distributed by the CSCA, and shall present this report at the Annual State CSCA meeting.

**Article VII – Committees**

**Section 1:** Various committees shall be appointed as is deemed necessary by the Board of Directors. All committee members shall be appointed for a period not to exceed one year.

**Section 2:** If possible, each committee shall include a board member. All members including the chairperson shall be appointed by the president with the approval of the Board of Directors.

**Section 3:** All committees are directly responsible to the president. Any committee or committee member not functioning to the satisfaction of the president can be replaced or changed at any time as is deemed necessary by the president.

**Article VIII – Annual and Special Members Meetings**

**Section 1:** Annual Meetings

The Annual State Meeting of the members of the CSCA shall be held at the Colorado State Sporting Clays Shoot and 30 days advanced written notice by postal mail shall be given to all members.

**Section 2:** Special Meetings

The Board of Directors shall have the right to call a special meeting of the membership at any time. Ten percent of the membership may also file a petition stating the specific business to be brought before the corporation and thus call a special meeting at any time. Upon the filing of such petition, the Board of Directors shall call such special meeting.

**Section 3:** Notice of Meetings

Notice of all annual or special meetings, together with a statement of the purpose thereof shall be mailed to each member at least thirty (30) days prior to the meeting. The cost of providing notice of a special meeting called due to a petition of the members shall be borne by those members signing the petition.

**Section 4:** The order of business at all meetings shall be as follows:

- A. Roll call and seating of Board Members
- B. Reading of Minutes (at the Annual State Meeting reading of the previous Annual Minutes shall be read.)
- C. Public forum (limited to 15 minutes)
- D. Reports of Officers
- E. Reports of Committees
- F. Amendments to the Constitution and By-Laws
- G. Unfinished business
- H. Election of Officers (Annual state Meeting only)
- I. Awarding next Annual State Tournament
- J. New Business
- K. Adjournment

**Section 5:** Quorum

The members appearing at any meeting in person shall constitute a quorum for the transaction of business.

**Section 6:** Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

**Section 7:** Voting by Ballot

The Board of Directors may secure a vote on any resolution pertaining to CSCA business by sending a letter Ballot on the subject to be voted on to the members.

The results on such matters shall be counted within 10 days of the date the Ballots are to be returned to the President at such time all Directors shall be notified of all action voted on. All ballots to be counted must be postmarked within 15 days from the date the ballots were originally mailed to the members.

### **Article IX – Shooting Participation**

Any individual member in good standing with CSCA and NSCA and not in violation of any State or Federal laws or regulations relating to firearms shall be allowed to come upon the grounds of any member club holding a registered open shoot and participate in that shoot. Any member club finding it necessary to deviate from an article of the by-laws shall obtain written permission from the Board of Directors of the CSCA. This article does not circumvent or otherwise nullify the range owner's right to refuse access or services to a customer based on that customer's conduct or history of conduct. Any person denied access or services, by a range owner shall not be considered as having access or services denied by CSCA or its members.

### **Article X – Tournament Scheduling**

**Section 1:** Any member club desiring to register a tournament with CSCA shall make its application for such dates to the Secretary of the CSCA before September 15<sup>th</sup> of the year prior to the year of the shoot or shoots. All shoot dates must be approved by the CSCA Board of Directors and forwarded on to NSCA before December 15<sup>th</sup> of each year.

**Section 2:** If a club chooses a shoot date and then cancels that shoot, written notification to the CSCA Treasurer and the NSCA is required. It is the sole responsibility of the host club to notify the CSCA members that the tournament has been cancelled.

**Section 3:** The latest revised rules of the NSCA shall govern all tournaments sanctioned by the CSCA. Member clubs must schedule tournaments in the following manner:

- A. Any CSCA member club desiring to register a tournament during the current year with the NSCA shall make its application through the President of the CSCA in order that the date of said tournament may be recorded by the President and Treasurer and the records of the CSCA be kept up to date.
- B. Tournament dates for the upcoming year shall initially be determined at a range owners meeting to be held before October 1<sup>st</sup> of the prior year. Tournament dates shall be selected by the following process:

1. Any club that had a tournament on a given date the previous year has first right of refusal for that date in the subsequent year. If that club wishes to forfeit that date in the upcoming year, then that date becomes available for selection by any other club desiring it.
2. In the event that more than one club desires the same date, the clubs in question must resolve the conflict between them and either determine the one club to be awarded the date, or unanimously agree to host their tournaments simultaneously. Schedule conflicts must be resolved before December 1<sup>st</sup>.
3. In the event that a tournament schedule conflict cannot be resolved between range owners, the Board of Directors must meet and mediate the conflict by a vote of the Board of Directors by December 15<sup>th</sup>.
4. Dates selected will be approved by the CSCA Board of Directors and submitted to the NSCA.
5. No member of the CSCA Board of Directors may act as an agent for any range for the selection of shoot dates.
6. Range owners or their authorized representative must be present at the tournament selection meeting to participate in the selection of shoot dates.
7. Clubs may apply to the CSCA President for dates not selected during the tournament selection meeting at any time.

### **Article XI – Annual State Tournament**

Any member club that fully meets the following Host Club requirements may petition the CSCA Board of Directors for approval to be put on the State Shoot Selection Ballot.

#### **Section 1: State Shoot Criteria**

- A. The CSCA shall accept bids from member clubs to host an annual state championship. Members of the CSCA shall select from the applying clubs, the site of the state championship. The choice of the State Shoot Host Club is to be determined by a ballot mailed to the CSCA voting members. The ballot will have a return deadline. A simple majority of the voting members shall determine the host club.

- B. In order to encourage the development of clubs for the State Shoot, a club can not host the tournament twice in any three year period, except as provided below.
- C. To be eligible to apply to be on a State Shoot Ballot, a club must hold a minimum of three NSCA Registered Class tournaments in the previous year.
- D. The ballot for the State Shoot shall contain a minimum of two choices. Should there be less than two choices, any club that meets the requirements above may be placed on the ballot including the clubs that hosted the shoot the previous two years.
- E. The club awarded the State Shoot must prove to the CSCA Board of Directors to their satisfaction, compliance with a minimum set of requirements as stated below, 150 days prior to the scheduled shoot date. The Board of Directors must also approve the State Shoot program 150 days prior to the tournament date.
- F. Should a club which has been awarded a State Shoot default on their commitment to the CSCA, the CSCA Board of Directors may assign the tournament to any CSCA Club the Board of Directors feels would provide a quality State Shoot.

**Section 2:** The Host Club shall provide as a minimum:

- A. A two-day main event with a 100 bird course each day. Registered, classed events of a NSCA 5-Stand or COMPAK, 20 gauge, 28 gauge and .410 bore with a minimum of 50 targets each. One trapper and one scorekeeper shall be at each station when manual traps are used, otherwise scorekeeper only.
- B. Provide certificate of liability insurance with Colorado Sporting Clays Association listed as additionally insured for the event, in an amount approved by the Board of Directors.
- C. The CSCA will provide the host club with monies to be used for trophies, awards, and/or Lewis class prizes for members to be awarded at the State Tournament. This money is to be raised by the per target CSCA fee at registered events. At a minimum this money will be used to provide additional trophies at the State Shoot, second and third place in each class as well as concurrents. The President shall appoint a committee to determine the distribution of the money and to allocate any other awards deemed appropriate, and to provide support to the host club as deemed necessary.

- D. It shall be the policy of the CSCA that all Sub-Junior and Junior members who have shot at least a prerequisite 500 registered targets during the current year shall pay a reduced fee for entry into the annual State Tournament. The CSCA target fees collected will be used to subsidize by 50% the entry fee of Sub-Junior and Junior entries into the State Tournament main event. The entry fee for Sub-Junior and Junior shooters at the State Tournament shall be approved annually by the Board of Directors.

### **Article XII- All-State Teams**

- Section 1.** The CSCA will recognize the state team selected annually by the NSCA in accordance with the rules and regulations in effect at the time of the selection.

### **Article XIII – Penalties and Suspensions**

- Section 1.** The CSCA adopts and incorporates the Penalties/Suspension provisions of the NSCA Rules and Regulations, both current and amended from time to time by the NSCA.
- Section 2.** All complaints against a member club or an individual member under the NSCA Rules and Regulations must be in writing and delivered to the Secretary of the CSCA before any action is instigated by the CSCA. A written record of the complaint, the response and any action taken shall be forwarded to the NSCA Director.
- Section 3.** All complaints, penalties, and/or suspensions against member clubs or individual members will be addressed in executive session to protect the privacy of all parties involved.
- Section 4.** The CSCA Board of Directors reserves the right to impose penalties and/or suspensions against any member club or individual member after due process hearings or investigations of any complaint received and the Board finds those acts to be prejudicial or detrimental to the best interests of the CSCA and its members, including but not limited to, unsportsmanlike conduct.
- Section 5.** All disciplinary decisions of the Board of Directors regarding member clubs or individuals may be appealed to the NSCA under the current Rules and Regulations.

#### **Article XIV – Amending Constitution and By-Laws**

The Constitution and By-Laws may be amended as follows: The Board of Directors or ten percent of the members may propose an amendment. The proposed amendment(s) shall be submitted to the membership in the form of a mail ballot. *Each member voting must state that he or she has shot registered targets within the State of Colorado* during the current shoot year, that he or she is a bona fide resident of the State of Colorado, that individual's NSCA number and signature. Ballots must be postmarked fifteen (15) days after the date on which they were mailed to the membership. A simple majority of the votes cast by members in good standing and postmarked not more than fifteen (15) days after the ballots were transmitted will govern the decision to pass or defeat the proposed amendment(s).