

# **“NORTH SIDE SPORTSMEN’S ASSOCIATION”**

## **BY-LAWS**

### **ARTICLE I**

#### **NAME**

1.1 Name: The name of the organization will be the "North Side Sportsmen's Association", hereafter referred to as the "Association."

### **ARTICLE II**

#### **MISSION STATEMENT**

2.1 Mission: The Association is formed to support and encourage non-partisan legislation and policies pertaining to the conservation of our natural resources, especially the wildlife and our environment. The Association will provide for the social enjoyment of its members, will promote safe shooting sports, other outdoor activities and add to the betterment of the community.

### **ARTICLE III**

#### **MEMBERSHIP**

3.1 Voting Rights: the members entitled to participate in all government functions of the Association are Regular, Life, Collegiate, Honorary and Military and shall be hereafter referred to as “Voting Members”.

3.2 Regular Membership: regular membership of the Association will be composed of adults age 18 years and older, who are interested in conservation, sportsmanship and/or any form of positive, responsible, outdoor activities, such as, but not limited to: hunting, fishing, shooting and trapping. Regular Members are eligible to vote at a General Membership Meeting of the Association and to hold Elective Office in the Association. A Regular Member's spouse and children under the age of 18 years will be entitled to utilize all facilities and participate in all social functions of the Association, but shall have no rights of the government of the Association, except that Regular Member’s spouses can serve on committees. A Regular Member’s spouse may obtain membership in the Association upon application to, and approval by the Board of Directors and tendering applicable initiation fees and dues.

3.3 Life Membership: in order to be eligible for Life Membership, a Regular Member joining prior to the Associations 2005 membership year must have fifteen continuous years membership in the Association and have reached his or her sixtieth birthday. The Regular Member must make a written request for Life Membership to the Board of Directors, upon receiving the written request, and if the Regular Member qualifies in accordance with this article the Board must grant the Life Membership.

3.3.1 Life Members shall not pay dues and are entitled to the same rights and benefits as a Regular Member.

3.3.2 No Life Memberships will be granted to Regular Members joining after the Associations 2004 membership year, except as specified in article 3.3.3.

3.3.3 The Board of Directors from time to time may issue Life Membership to an individual or any group of individuals for the benefit of the Association as the need arises regardless of the year the regular member joined, or will join, or regardless of his or her age.

3.4 Junior Membership: junior membership of the Association will be available to persons less than eighteen years of age. Junior Members will not have voting privileges nor be able to hold office in the Association, but may serve as a member of a committee. A Junior Member, upon reaching the age of eighteen, will automatically become a Regular Member by paying the Regular Membership dues for the next year. Providing a Junior Member maintained a continuous junior membership in the Association for two consecutive years prior to his eighteenth birthday the Junior Member upon achieving Regular Membership will not be assessed an initiation fee. If the Junior Member maintained a Junior Membership for less than two years prior to his eighteenth birthday he shall be assessed an initiation fee of 50% of the current regular member's initiation fee but the fee will be reduced by the total amount of dues paid as a Junior Member.

3.4.1 Collegiate Membership: Regular members age 26 and under who are enrolled in a postsecondary education program on a full-time basis are eligible to pay a reduced dues rate set by the membership committee. Documentation of full-time student status must be submitted with dues each year to qualify for this benefit.

3.5 Honorary Membership: honorary membership may be offered to an individual who has performed an outstanding service for the Association or has exemplified himself in promoting the goals of the Association. This person's name must be presented for Honorary Membership at a General Membership Meeting along with the reason(s) for granting Honorary Membership. At the next Board Meeting, the Honorary Nominee may be elected to the Association by a three-fourths vote of the

Board Members present. Honorary Members are entitled to the same rights and benefits as a Regular Member. Honorary Membership is a Life Membership.

3.6 Associate Membership: any current Associate Member may maintain his Associate status by paying his yearly dues. These Associate Members will be entitled to utilize all facilities and participate in all social functions of the Association, but shall have no voice or rights in the government of the Association except that Associate Members can serve on Committees. Any existing Associate Member may upgrade to a Regular Membership upon application to, and approval by, the Board. Upon acceptance as a Regular Member, the applicant will tender an initiation fee in accordance with the current initiation fee of the Association.

3.7 Special Membership: special membership is available for an individual who has contributed goods and/or services to the Association. This person's name must be presented for Special Membership at a General Membership Meeting along with the reason(s) for granting Special Membership. At the next Board Meeting, the Special Member Nominee may be elected to the Association by a three-fourths vote of the Board Members present. Special Members are entitled to utilize all facilities and participate in all social functions of the Association, but shall have no voice or rights in the government of the Association except that Special Members can serve on Committees. At the time of election to the Association the Board of Directors will specify the duration of the Special Membership.

3.8 Military Membership: military membership is available to personnel on active United States military duty. If the person was not a former member, he will tender the initiation fee. Yearly dues will be suspended. If the person is a current member, yearly dues will be suspended. Military Members are entitled to the same rights and benefits as a Regular Member.

3.9 Conditions of Membership: In order to be considered for membership into The Association, all prospective members must be citizens of the United States of America, have a regular member in good standing as a sponsor, attend a scheduled orientation session, submit a copy of either a Pennsylvania State Police Criminal Background Check (background checks are considered valid for no more than six months) or a current PA Concealed Carry Permit and submit a completed application with the appropriate initiation fee and dues. Once a prospective member has met all of these requirements, they may then be voted via closed ballot into the association by the Board of Directors at a regularly scheduled Board of Directors' meeting with no more than one dissenting vote allowed for acceptance. Control and scheduling of the membership process is at the discretion of the Membership Committee.

3.9.1 Members must maintain their membership for one full year before they are eligible to sponsor new members. After one full year, Sponsorship will be limited to one candidate per year for the first five years of their membership. After five years of NSSA membership, the member may sponsor up to and no more than 5 candidates per year.

3.10 Membership Chairman: The Membership Chairman is responsible to notify the new member of their acceptance or rejection. The yearly dues and initiation fee submitted by the prospective member will be returned if the prospective member is not accepted.

3.11 Dues and Fees: The Board of Directors shall set the annual dues and initiation fees for the year. The membership will receive notification of any Board proposed dues or fees change thirty days prior to the Voting Members ratifying the Board proposal at a General Membership Meeting.

3.11.1 Current Membership Dues & Fees: the membership year of the Association will be October 1 to September 30. The annual dues of each member will be payable in advance during the months of July, August and September. If a member's current dues are not paid by the last day of September that membership automatically expires. The Membership Chairperson must receive delinquent dues no later than October 31 in order to reinstate membership status without incurring a new membership fee.

3.11.2 New Members Dues & Fees: membership applicants pay dues as described in 3.11.1 above plus an initiation fee. Membership applicants accepted in the months of May, June, July, August and September will pay dues and initiation fee for the following year and will qualify as a member for the remainder of the present year.

3.12 Membership List: any Association membership list cannot be sold or disseminated. Members, officers and officials of the Association will take the utmost care to protect the privacy of any and all members, and will use all available technology to preserve the privacy of the membership list in any computer database.

3.13 Guest: a non-member individual or group, which is invited by an Association member or committee to act as an observer or participant in a scheduled Association activity. Such guests may participate in an unlimited number of scheduled events per year. All guests must follow registration procedures for each activity.

3.13.1 Guests participating in an unscheduled activity are limited to two visits per year. Guests should be encouraged to become a member of this Association by the inviting member or inviting committee.

## ARTICLE IV EXECUTIVE OFFICERS

4.1 Executive Officers: The Executive Officers of the Association will consist of the President, Vice-President, Secretary, Treasurer, Financial Secretary and Chairman of the Board.

4.1.1 It shall be the duty of all Executive Officers to uphold the By-Laws of the Association, act in a fair and sportsman-like manner, and to bring to the attention of the Board of Directors any and all possible improprieties of which they become aware.

4.1.2 All Executive Officers must be Voting Members of the Association in good standing.

4.1.3 The term of office for all Executive Officers will be one calendar year.

4.2 President: The President will lead and promote the Association with commitment, honesty, and virtue. This task will include maintaining harmony among the members, motivating the membership, representing the Association in extra and inter organizational activities, and promoting the Association from within and without. The President will also organize and oversee the education and training of Association Officers and Committee Chairmen. The President is the presiding officer at all General Membership Meetings according to parliamentary procedure.

4.2.1 The President: will be an ex-officio voting member of each committee and can call for committee reports at each General Membership Meeting. He will support each Committee Chairman in positive activities of the Association. The President may call for special meetings of Committees, or General Membership Meetings.

4.3 Vice-President: The Vice-President shall promote the benefits of the Association, maintain harmony among the members, motivate members toward positive action, support programs for the good of the majority of the members, initiate procedures for direct contact with new members and promote the Association from within and without. The Vice-President shall preside at meetings when the President is absent and shall assist the President in overseeing all committees. The Vice-President will automatically assume the office of the President in the event the President can no longer serve in that capacity. Should the Vice-President be unable to fulfill the duties of office, a special election will be held to elect a new Vice-President as defined in Article 4.8 of these Bylaws.

4.4 Secretary: The Secretary shall keep minutes of the General Membership and Board Meetings. The Secretary shall handle all communications and send out all notices. The Secretary shall promote the benefits of the club, maintain harmony among the members, motivate members for positive action, support the good of members, and promote the Association from within and without. The Secretary must have a copy of the Associations By-Laws, with up to date amendments, and Roberts' Rules of Order for use as a reference at all meetings. The Secretary shall assist the President in conducting the business of the Association, keep a list of all committee appointments and shall preserve all documents of the Association, and provide all documents for review and audit.

4.5 Treasurer: The Treasurer will receive all monies collected by and for the Association from the Financial Secretary. The Treasurer shall deposit all monies in approved financial institutions, assist the

Financial Secretary with the collection of dues when necessary and pay all financial obligations of the Association. All disbursements shall be made by check signed by two authorized Executive Officers. The Treasurer will keep an account of all receipts and submit reports at all General Membership and Board Meetings listing beginning cash, checking, investments, savings balances, current income, expenses and ending account balances. The Treasurer may be bonded, at the expense of the Association, in such amounts as prescribed by the Board of Directors.

4.5.1 In order to prevent the Association from incurring unnecessary costs due to late payment fees, the treasurer is authorized to make timely payments of known recurring bills and invoices for projects that have been previously approved by the Board of Directors and General Membership. These payments will be included in the order of business pertaining to "Acceptance and Payment of Current Bills" and shall be approved retroactively.

4.6 Financial Secretary: The Financial Secretary shall collect all monies, dues, and other receipts, including receipts from all Committee Chairmen. The Financial Secretary shall deliver all receipts to the Treasurer and take the Treasurer's receipt. He will plan and present methods for raising and/or investing funds for the Association.

4.7 Chairman of the Board: the Chairman of the Board must be a duly elected member of the Board of Directors (with the exception of not being elected to the Board for the following year) and will be elected from within the Board, by the Board Members, at the start of the January Board Meeting. Chairman of the Board term of office will be from his election at the start of the January Board Meeting until his replacement is elected by the Board at the start of the following January Board Meeting. The Chairman of the Board will conduct all Board Meetings, serve as an ex-officio member of all Committees, add or subtract subjects to the Board Meeting agendas as defined in Article 9.6 of these Bylaws and appoint special committee members, as directed by the Board. He shall assist and report to the President of the Association. The Chairman of the Board will be a voting member, and the presiding officer at all Board Meetings.

4.8 Vacancies of Officers: when a Treasurer, Secretary or Financial Secretary position becomes vacant, a Special Election will be held at the next General Membership Meeting. The members at this meeting will nominate and elect a replacement. Within thirty days of the Vice-President assuming the President's duties, the now presiding President will make a recommendation for the now vacant position of Vice-President. The recommendation must be approved by a 60% majority vote at the next General Membership Meeting. If the Vice-President position becomes vacant, the President will make a recommendation for the position, which must be approved by a three-fourths majority vote at the next General Membership Meeting. If the Chairman of the Board position becomes vacant the Board will elect a new Chairman at the next regularly scheduled Board Meeting.

4.8.1 Election of Chairman: If one or more candidates are nominated for the position of Chairman of the Board a paper ballot will be cast. If none of the candidates receive a three-fourth majority vote

additional ballots will continue to be cast until all but one of the candidates retires or one of the candidates receives a 60% majority vote. If all but one candidate retires one additional ballot will be cast. To be elected to the position of Chairman of the Board a 60% majority vote of the Board Members present must be obtained.

4.9 Officers: The Executive Officers are defined in Article IV of these By-Laws. Members of the Board of Directors are defined in Article V of these By-Laws. The Executive Officers and the Board of Directors collectively, constitute the Officers of the Association.

## ARTICLE V BOARD OF DIRECTORS

5.1 Board of Directors: The Board of Directors will actively assist in the formulation of programs to promote activities in the Association for the betterment of the membership and to enhance the financial position of the Association. The Board of Directors will direct and assist Association Officers and Committees in the implementation of policies, rules, and regulations of the Association. The Board will conduct all business, financial and otherwise, of the Association and act on all issues, in keeping with the Mission Statement of the Association. The acceptance of the previous Board Meeting Minutes confers acceptance of all Board of Directors decisions conducted at, and contained in, the previous Board Meeting Minutes. The Voting Members at this time (the first Regular Membership Meeting following the Board Meeting minutes under discussion) may exercise a line item veto of any or all of the decisions conducted at the previous Board Meeting as defined in Article 9.3 of these By-Laws.

5.2 Duties of the Board: The Board of Directors will govern and protect the Association and all Association properties and ensure adherence to the By-Laws of the Association. The Board will provide the direction for growth of the Association and its members and maintain a nonpartisan Association perspective for all Association activities. The Board will promote the Association from within and without and motivate the members for positive action. The Board of Directors will stimulate interest in, and support conservation, shooting sports, and outdoor activities of the membership.

5.2.1 Board Members shall support all Committees as requested or direct them as necessary, to insure successful fulfillment of each Committee's obligations.

5.2.2 The Board shall monitor the Association, its Officers, Committees and Membership for compliance with the By-Laws and make appropriate changes and/or recommendations where necessary. All business, disciplinary actions of any members, and any contracts that effect the current or future stability or direction of the Association are the responsibility of the Board of Directors.

5.3 Make-up of the Board of Directors: the Board of Directors will consist of fifteen Voting Members, including the Chairman of the Board, elected from the Association, plus the five current Executive Officers who will have an ex-officio voting position on the Board during their term of office, for a total of twenty. Each year the President may appoint two Directors at Large. These members will be chosen for their outstanding service and dedication to the Association. At full capacity, (if all elected and appointed seats are occupied) the Board of Directors will consist of twenty-two members. A quorum of the Board is defined in Article 9.7 of these By-Laws.

5.4 Term of Office: the term of office for the elected Directors shall be two years. Seven Directors will be elected during each odd calendar year and eight Directors will be elected each even calendar year. Directors at Large (maximum of two) will serve to the end of the calendar year of their appointment. All Directors must be Voting Members in good standing.

5.4.1 Vacant Directors Position: The Chairman of the Board, at a Board Meeting will declare when a Director's position becomes vacant. Nominations for a replacement Board Member will be made and voted on by the Voting Members at the next General Membership Meeting following the Chairman's declaration. If only one candidate is nominated the candidate will be voted on by the voting members with one dissenting vote permissible. If more than one candidate is nominated, the voting members will cast a ballot and by popular vote will choose one of the nominated candidates. This appointment will be for the duration of the retiring Directors unfulfilled term.

5.4.2 Absence: any Board Member having an un-excused absence of three Board Meetings in succession may be removed from the Board at the discretion and voting of the Board.

5.4.3 Definition: any Board Member, either verbally or in writing, informs the Chairman of the Board of his intention to not be in attendance at the next Board Meeting, will be considered to have an excused absence5.5 Removal: accusations that a Board Member appears unwilling to perform his duties, or is incompetent, malfeasant, irresponsible or reckless will be deferred to the Board of Directors for appropriate action or removal.

## ARTICLE VI ELECTION OF OFFICERS AND DIRECTORS

6.1 Nomination: nominations for Officers and Directors will be made at the General Membership Meeting in September, October and November. Voting Members in good standing may nominate other Voting Members in good standing. A Voting Member in good standing need not be present in

order to be nominated. Any absent nominee must be notified by the Secretary of said nomination within one week following the nomination.

6.2 General Elections: the annual election of Officers, with the exception of the Chairman of the Board, will be held at the General Membership Meeting of the Association in December of each year.

6.3 Special Elections: special elections will follow guidelines as set down in Article 4.8 of these By-laws.

6.4 Eligibility to Vote: only Voting Members in good standing and presenting a current and valid membership card shall be permitted to vote in any election.

6.5 Manor of Election: The President shall appoint a Presiding Officer to take his chair during the election. This Presiding Officer must be a Voting Member in good standing and if possible, a past Officer who did not accept any nomination. The Presiding Officer has no vote other than as defined in Article 6.9 of these By- Laws. Previous to the casting of the ballots, one Judge and two Tellers will be appointed by the Presiding Officer. Their responsibility will be to tally the votes and report the results.

6.6 Preparing the Ballots: The Secretary will prepare the ballots containing the names of the nominees. Tellers will distribute and collect the ballots. The candidate receiving the highest number of votes will be declared the winner. The number of votes for each candidate will not be made public and the ballots will be destroyed at the conclusion of the election.

6.7 Write-in's: write-in candidate votes will be permitted, providing the write-in candidate meets all of the eligibility requirements of the By-Laws. There will be a space provided on the ballot to write in a name.

6.8 Absentee Ballot: If a Voting Member is unable to attend the first General Membership Meeting in December, an absentee ballot will be allowed. This member must request an absentee ballot from the Secretary, and return the ballot before any voting takes place. The members name, membership number and signature must be written on a tear off portion of the ballot.

6.9 Tie Votes: in the case of a tie vote, the Presiding Officer of the election will cast his vote to break the tie, or he may present the names of the nominees directly involved in the tie to the Voting Members and settle the vote by ballot.

## ARTICLE VII INSTALLATION OF OFFICERS

7.1 Installation of Officers: The newly elected Executive Officers and Board Members will be installed at the January General Membership Meeting. Each Executive Officer and Board Member will raise his or her right hand and answer, "I will" to the following oath administered by the Presiding Officer.

7.2 Oath of Office: "On my honor as a true sportsman, I promise to act fairly, to be unprejudiced in my decisions, to uphold the honor of my office and to abide by the By-Laws of this Association to the best of my ability, Upon termination of my office, I will promptly surrender all Association property and records entrusted to me."

## ARTICLE VIII REMOVAL OF EXECUTIVE OFFICERS

8.1 Removal: Any Executive Officer having an unexcused absence of three General Membership Meetings in succession may be removed from office at the discretion and voting of the Board of Directors.

8.1.1 Definition: Any Executive Officer, either by letter or verbally, who informs any other Executive Officer of his intention to not be in attendance at the next General Membership Meeting, will be considered to have an excused absence.

8.2 Non-Performance of Duties: Accusations that an Executive Officer appears unwilling to perform his duties or is incompetent, malfeasant, irresponsible or reckless will be deferred to the Board of Directors for appropriate action or removal.

## ARTICLE IX MEETINGS

9.1 General Membership Meetings: General Membership Meeting will be the first Tuesday of every month starting at 7:30 p.m. local time unless prior notification of a different date or starting time is provided to the Membership. If the first Tuesday falls within the first week of the Pennsylvania antlered rifle season, the General Meeting will be held on the second Tuesday of that month. The

President may at his/her discretion, and pursuant to notice, schedule, reschedule, postpone or cancel a meeting.

9.1.1 Attendance: All Officers are required to attend the General Membership Meeting as defined in Article 8.1. of these By-laws.

9.2 Order of Business: The Order of Business of the General Membership Meeting shall be as follows:

1. Call the Meeting to Order
2. Pledge of Allegiance to the Flag, Conservation Pledge
3. Roll Call of Officers
4. Reading of the Minutes of the previous Regular Meeting
5. Acceptance of previous Regular Meeting Minutes
6. Reading of the Minutes of the previous Board of Directors Meeting
7. Line item Review of previous Board Minutes (see Article 9.3 of these By-Laws
8. Acceptance of previous Board Meeting Minutes
9. Treasurer's Report
10. Acceptance and Payment of Current Bills
11. Introduction of New Members
12. Old Business
13. Nomination of Officers (at November Meeting Only)
14. Election of Officers (at December Meeting Only).
15. New Business
16. Good of the Association
17. Pre-Planned Activities
18. Adjournment

9.3 Board Meeting Minutes: the acceptance of the previous Board Meeting Minutes confers the acceptance of all Board of Directors decisions conducted at, and contained in, the previous Board Meeting Minutes. The Voting Members at this time may exercise a line item veto of any decisions by the Board conducted at the previous Board Meeting and contained in the previous Board Meeting Minutes. However, in any vote taken at a General Membership Meeting to veto or override a decision of the Board; the number of votes cast to veto or override must be greater than the number of votes cast by the Board for that measure, in order for the veto or override to prevail.

9.4 Voting at General Membership Meeting: Voting at General Membership Meetings by the voting Members will be limited to: election of Officers (at appropriate times or as needed), acceptance of current Treasurer's report, payment of current bills, acceptance of previous Regular and Board Meeting Minutes, line item veto of previous Board Meeting decisions, recommendations to the Board, disciplinary appeals, By-Law amendments, adjournment, dissolution and conveyance of property.

9.4.1 Reports: Any recommendation to the Board voted on by the Voting Members at a General Membership Meeting must be considered and voted on by the Board Members at the next regularly scheduled Board Meeting and the results of said vote reported in the Board Meeting Minutes, to be read at the next regularly scheduled General Membership Meeting.

9.4.2 Effective date: any recommendation by the Voting Members at a General Membership Meeting and approved by the Board will take effect immediately following the affirmative vote by the Board and will not be subject to the line item veto at the next General Membership Meeting.

9.5 Board Meetings: Board Meetings will be the third Tuesday of every month starting at 7:00 p.m. local time unless prior notification of a different date or starting time is provided to the Board Members. The Chairman of the Board may at his/her discretion and pursuant to notice, schedule, reschedule, postpone or cancel a meeting. Any Association member, in good standing, may attend the Board Meetings. Recognition and participation in Board Meetings by non-Board members will be by invitation only.

9.5.1 Attendance: all Officers are required to attend the Board Meeting as defined in Article 5.4.2 of these By-Laws.

9.6 Order of Business: The Order of Business of the Board Meeting shall be as follows:

1. Call the Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call of Officers
4. Election of Chairman of the Board (January Meeting Only)
5. Reading of the Minutes of the Previous Regular Meeting
6. Reading of the Minutes of the Previous Board Meeting
7. Communications
8. Treasurer's Report
9. Acceptance and Payment of Current Bills
10. Voting on Prospective New Members
11. Committee Reports
12. Old Business
13. New Business
14. Good of the Association
15. Adjournment

9.7 Quorum: A quorum to conduct business at any Board Meeting must be one half of the actual Officers of the Association as defined in Article 4.9 of these By-Laws (which at maximum would be twenty-two).

9.8 Quorum: A quorum to conduct business at any General Membership Meeting must at minimum be three Executive Officers and eight additional Voting Members.

9.9 Conduct of Meetings: On all affairs not accounted for by these By- Laws, the Association will be governed by parliamentary procedure as set forth in the latest edition of Roberts' Rules of Order.

## ARTICLE X OBLIGATIONS OF THE MEMBERS

10.1 Members: Each member of the Association will be responsible to contribute to the success of the Association in all of its endeavors and support the goals of the Association. Members are encouraged to attend Association meetings and support the activities of the Association. Members are also responsible for safe and sportsmen like conduct at all times.

10.2 Gender: All reference or wording in this By-Law concerning gender will be considered to be both male and female gender.

## ARTICLE XI COMMITTEES

11.1 Standing Committees: considering the availability of willing personnel, each Standing Committee as defined in Article 1 1.1 of these By-Laws will consist of a Committee Chairman appointed by the Executive Officers, who will serve at the discretion of the Executive Officers. The Executive Officers can replace any Committee Chairman that is not engaging in positive Association activity. The term of office of the Committee Chairman will coincide with the yearly election of Officers. The Committee may consist of as many members as needed and as appointed by the Committee Chairman. All members of the Committee will be Association Members in good standing. The President of the Association, Vice President of the Association and Chairman of the Board will be ex-officio Voting Members of every Committee. Neither the President nor the Vice President of the Association shall serve as a Chairman of more than two (2) Committees. A regular member shall be chairman of no more than three (3) Committees.

11.1.1 Trap: The Trap Chairman will be responsible for all activities concerning the trap ranges and trap shooting.

11.1.2 Skeet: The Skeet Chairman will be responsible for all activities concerning the skeet ranges and skeet shooting.

11.1.3 Rifle: The Rifle Chairman will be responsible for all activities concerning the rifle ranges and shooting on the ranges.

11.1.4 Pistol: The Pistol Chairman will be responsible for all activities concerning the pistol ranges and shooting on the ranges.

11.1.5 Archery: The Archery Chairman will be responsible for all activities concerning the archery ranges and archery shooting including all activities concerning (JOAD) the Junior Olympic Archery Development program.

11.1.6 Membership: The Membership Chairman will be responsible for initiating new programs, with the permission of the Board, for the purpose of securing new members and keeping the current members active. The Membership Chairman will issue Membership cards and keep accurate records in a Membership Registry of the Association. Membership Chairman duties include specifications as defined in Article 3.9 of these By-Laws and privacy of all membership information in compliance with Article 3.12 of these By-Laws.

11.1.7 Publicity: the Publicity Chairman will be responsible to advertise all Association activities in the newspapers, and other news media, contribute to the Association Newsletter, email to members as practical, keep the telephone information line current, set posters about the property advertising upcoming events, and advise Members of all Meetings via the Association Newsletter.

11.1.8 Program: The Program Chairman will arrange for and present suitable activities, entertainment or speakers at all General Membership Meetings.

11.1.9 Newsletter: The Newsletter Chairman will be responsible to publish a newsletter containing Association news and articles of interest to the membership.

11.1.10 Audit: The Audit Chairman will audit the financial records, inventory lists, minutes of all Association meetings and records of the Treasurer, Financial Secretary and Secretary. These records will be audited by the close of the Association year, at the request of the President or Chairman of the Board. The Auditing Committee will physically inspect all documents, such as the Articles of Incorporation, property deed, insurance certificates, bonding certificates and any other documents. The Committee will recommend to the Board of Directors standard accounting procedures to be followed for continuity and good record keeping.

11.1 .1 1 Interaction: The Interaction Committee will strive to share the ideals and facilities of the Association with the community, the public, and with other organizations. This committee will promote the use of seminars, courses of instruction and orientation, public awareness programs, and social activities.

11.1.12 By-Laws: The By-Laws Committee will be responsible for maintaining an up to date By-Laws in keeping with the current attitudes and requirements of the Membership and Association.

11.1.13 Building Management Committee: The Building Management Committee will be responsible for the use, equipment, maintenance, upgrading and condition of all buildings on Association grounds. The Building Management Committee will be responsible for all Association property.

11.1.14 Grounds and Maintenance: The Grounds and Maintenance Committee will be responsible for maintaining and upgrading Association grounds and equipment.

11.1.15 Kitchen: The Kitchen Committee will direct all food service activities required by various Association and non-Association functions. The Kitchen Committee will be responsible for the availability and condition of kitchen equipment, supplies, accessories, appliances, and other items assigned to the kitchen area.

11.1.16 Advertising: The Advertising Committee will be responsible for soliciting and selling advertisement space in the Association newsletter.

11.1.17 Civilian Marksmanship Program (CMP): The CMP Chairman will be responsible for all activities concerning the CMP program.

11.1.18 Special Events: The Special Events Committee will be responsible for the Gun Bash, Fish Fries and any other income generating events not covered by their own Committee. The Special Events Committee will be responsible for handling all monies collected from special events. A financial report and funds will be submitted to the Financial Secretary no later than forty-five (45) days following the conclusion of the event. The financial report will detail the total funds collected by source, expenses paid out of the collected funds and the net amount submitted along with the receipt(s) for any expense(s) paid.

11.1.19 West Range: The West Range Chairman will be responsible for all activities concerning the West Range and shooting on the West Range.

11.1.20 Safety & Training: the Safety & Training Chairman will be responsible for:

Appointment of Chief RSO

- A. Organizing and monitoring RSO's at NSSA
- B. Training or arranging training for new RSO candidates
- C. In coordination with Range Chairmen, arranging of RSO volunteers for needed events, and documenting work completed
- D. Ensuring all RSO's are familiar with all NSSA range policies
- E. Coordination and Organization of training for Members and the General Public

- F. Approval and Monitoring of Third Party Training Instructors or Organizations
- G. Maintaining all policies and procedures pertaining to Safety at NSSA
- H. Reporting to the President and the Executive Officers any major instances of range violations or misconduct and/or concerns of safety at any range or event.

The Safety & Training Chairman will be assisted by the Chief RSO in maintaining an up to date database of NSSA RSO's and assist the Chairman in facilitating RSO's participation at all range activities for the safety and general welfare of the Club during all shooting activities.

11.2 Special Committees: all Special Committees may be appointed by the Chairman of the Board to address special interests or problems from time to time. The Special Committee will make monthly progress reports and a final completed report to the Voting Members at a Regular Membership Meeting. All documents, monies, etc. associated with the committee will be turned over to the Association after the final report or as directed by the Chairman of the Board. The term of the Committee will end coinciding with the completion of the specified task the Special Committee was enacted to perform.

11.3 Reports: all Committees will report their activities to the Board at each regularly scheduled Board Meeting. A yearly, written report containing the past year committee activities, financial dealings, income if it pertains and proposed future plans will be provided for the February meeting and be presented to the Voting Members at the March General Membership Meeting. Committees responsible for handling monies, legal and community affairs or other special projects will submit reports to be approved by the Board before implementing any proposed action.

## ARTICLE XII PROPERTY OF THE ASSOCIATION

12.1 Ownership: North Side Sportsmen's Association, Inc. will own all Association property until such time, if and when, the Association becomes insolvent or dissolves.

12.2 Management: all property of the Association shall be managed entirely by the Board of Directors.

12.3 Conveyance of Property: any real estate, real property and other property belonging to or owned by the Association shall not be sold or conveyed, mortgaged or disposed of except upon resolution of the Board of Directors and subsequent concurrence by a three-fourths vote of the eligible Voting Membership present at a General Membership Meeting and adhering to Article 9.7 of these By-Laws after receiving 30 days written notice of such meeting and such resolution. The Secretary shall mail all such notices at the same time and an affidavit by the Secretary shall be sufficient proof of said mailing.

12.4 Dissolution: at the time of considering dissolution the Voting Members will choose one of the means of dissolution following guidelines as defined in Article 12.4.1 and Article 12.4.2 of these By-Laws

12.4.1 Dissolution: The Association cannot be dissolved as long as twenty Voting Members in good standing vote to continue. When and if the Association is to be dissolved a vote for dissolution tendered by a minimum of 10% of the Voting Members is required following the notification procedures as defined in Article 12.3 of these By-Laws. No member shall individually or collectively share in the assets or profits of said dissolution. Any and all assets, after payment of all obligations shall be transferred over to a recognized nonprofit organization chosen at the time of dissolution by the Voting Members.

12.4.2 Dissolution: The Association cannot be dissolved as long as twenty Voting Members in good standing vote to continue. When and if the Association is to be dissolved a vote for dissolution tendered by 10% of the Voting Members is required following the notification procedures as defined in Article 12.3 of these By-Laws. The proceeds of the sale of all property and buildings, after payment of all obligations, shall be divided among all current Voting Members of the Association. Such division shall be based on a prorated division based on the years of continuous voting membership in the Association, with each year of continuous voting membership in the Association constituting one share of the proceeds.

### ARTICLE XIII LIMITATION OF LIABILITY

13.1 Liability: pursuant to 15 Pa. C. S. A. Section 5713, no Officer shall be personally liable for monetary damages for any action taken unless: the Officer has breached or failed to perform the duties of his office under 15 Pa. C. S. A. 5701 et eq.; and the breach or failure to perform constitute self-dealing, willful misconduct or recklessness.

13.1.1: Two exceptions shall exist:

(a) The responsibility or liability of an Officer pursuant to any criminal statute, and (b) The liability of an Officer for the payment of taxes to Federal, state, or local government.

### ARTICLE XIV DISCIPLINARY ACTION

14.1 Violations: violation of the rules and regulations of the Association, conduct unbecoming of a sportsman, abusing the position of an elected office or appointed position or any irresponsible action may result in disciplinary action. Any member witnessing a violation shall bring it to the attention of the Board or an Officer. The Secretary must notify a member being brought up for disciplinary charges by certified mail. The Secretary will schedule a time at a Board of Directors Meeting for the disciplinary case to be heard. The accused, accuser, and any witnesses or bystanders should be present at this Board of Directors Meeting and will be given ample time to explain and defend their action. The following is a list of judgments that the Board will use to discipline members. A three-quarters vote of a quorum is needed to institute any of the following:

14.1.1 Warning: for a minor offense as determined by the Board, a warning, either verbally, or by unregistered letter initiated by the Board of Directors may suffice. For a minor offense the accused is not required to be present at a Board Meeting, and is not required to present evidence in his defense. A second offense of the same nature initiated by the same member will be handled following Article 14.1 of these By-Laws.

14.1.2 Suspension: for a more serious offense the offending member's membership may be suspended from one to six months. The offender's membership card will be collected by the Secretary and held for the specified period of suspension chosen by the Board of Directors. The suspended member will not take part in Association activity, is not entitled to a yearly dues or initiation fee refund or be permitted to use the Association's facilities for the period of suspension.

14.1.3 Expulsion: this is an extreme disciplinary action and is reserved for the most serious infractions. The expelled member is not entitled to a yearly dues or initiation fee refund and cannot reapply for membership to the Association for a period of not less than one year.

14.2 Remedy: The Board of Directors may permit the member who is found guilty of a reversible incident to correct his wrongdoing. A warning or suspension may also accompany this ruling.

14.3 Appeal: any Member disciplined by the Board may appeal to the full Voting Membership. Such an appeal shall be made in writing to the Secretary who will notify the President. The President will designate a Meeting of the Voting Members for acting on the appeal. The Secretary shall give at least fifteen days' notice, by letter or newsletter to all Voting Members of the Association and the Member filing such appeal. At the designated meeting a full hearing will be accorded to the defending Member. A decision will be tendered at the time of the Meeting by secret ballot with a decision of the majority of Voting Members in attendance to uphold or dismiss the prior Board decision. The decision of the majority of the Voting Members is final.

## ARTICLE XV

## MEMBERSHIP YEAR, FISCAL YEAR

15.1 Fiscal year: The fiscal year of the Association shall follow the calendar year, January 1 to December 31.

15.2 Membership year: The Membership year will be from October 1 to September 30 of the following year.

## ARTICLE XVI AMENDMENTS

16.1 Proposed Amendments: to amend the By-Laws of the Association, the proposed amendments to the By-Laws must be read at three General Membership Meetings. Voting Members must be notified of the proposed changes by email to club member distribution list and posting on the club bulletin board at least 15 days prior to the General Membership Meeting of the first reading. Discussion of the proposed change(s) may take place after each reading. The proposed change(s) will be voted upon after the third reading by the Voting Members present at a normally scheduled General Membership Meeting designated to accept or decline the proposed amendments. To be accepted, the proposed amendments must obtain a simple majority affirmative vote. The Voting Members present must follow the directive as defined in Article 9.8 of these By- Laws.

16.2 The chairman of the By-Laws committee may make spelling or grammatical corrections to the By-Laws with the approval 60% of the Board of Directors. The changes will be entered into the Board meeting minutes and read and the next General Membership meeting. If the General Membership approve of the minutes the changes will be approved.

## ARTICLE XVII EFFECTIVE ADOPTION

17.1 Adoption: The submitted By-laws shall be effective after adoption by the Association as provided in the Charter By-Laws. These submitted By-Laws were adopted March 7, 2000, amended July 1 1, 2000, September 5, 2000, June 6, 2001, December 4, 2001, April 2, 2002, March 4, 2003, April 2004, August 2004, June 2005, February 2007, July 2007, May 2009, February 2010, August 2010, May 2012, October 2015, January 2017, May 2017, December 2018 and September 2020, December 2020, May 2021, May 2023.