

**NORTH SIDE SPORTSMEN'S ASSOCIATION**

**325 Mount Pleasant Road**

**Warrendale, PA 15086**

# **By-Laws**

**ADOPTED**

**AS AMMENDED AND REVISED**

**JANUARY 6, 2026**

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**"NORTH SIDE SPORTSMEN'S ASSOCIATION"**

**BY-LAWS**

**ARTICLE I**

**NAME**

**1.1 Name:** The name of the organization is 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 Meetings 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 Life Membership.

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

**3.3.2 Cutoff:** 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 Board Granted:** 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 an Association Meeting along with the reason(s) for granting Honorary Membership. At the next Association Meeting, the Honorary Nominee may be elected to the Association by a three-fourths majority 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 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 an Association Meeting along with the reason(s) for granting Special Membership. At the next Association 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 would 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 Association 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 Sponsorship of New Members:** 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 Responsibility:** 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 (Ref 8.1.1) of any Board proposed dues or fee changes, thirty days prior to the Association 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 Guest Participation:** 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**

### **BOARD OF DIRECTORS**

**4.1 Board of Directors:** The Board of Directors shall preside over all Association Meetings. The Board of Directors will formulate 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 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 Association Meeting Minutes confers acceptance of all Board of Directors decisions conducted at, and contained in, the previous Association Meeting Minutes.

**4.2 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.

**4.2.1 Support:** Board Members shall support all Committees as requested or direct them as necessary to ensure successful fulfillment of each Committee's obligations.

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

**4.3 Make-up of the Board of Directors:** The Board of Directors will consist of Nineteen Voting Members; all elected from the Association. The Board will elect its Chairman of the Board as well as its Officers from its 19 members. A quorum of the Board is defined in Article 8.5 of these By-Laws.

**4.4 Term of Office:** The term of office for the elected Directors shall be two years. Ten Directors will be Seated during each odd calendar year (elected during each even calendar year), and Nine Directors will be Seated each even calendar year (elected during each odd calendar year). All Directors must be Voting Members in good standing.

**Exception:** At the first Association Meeting following the adoption of these By-Laws, the Executive Officers shall become members of the Board of Directors. To maintain proper rotation of Board Member seats, the President, Secretary and Treasurer shall be seated for two-year terms. The Vice President and Financial Secretary shall be seated for one-year terms. From that time forward, all Board Member Seats shall be elected as prescribed in Article 4.4. In addition, immediately following the adoption of these By-Laws, the Board will re-organize and select its newly defined Officers of The Board to carry out those duties for the remainder of the calendar year. From that time forward, the selection of Board Officers shall be in accordance with Article 5 of these By-Laws.

**4.4.1 Vacant Directors Position:** The Chairman of the Board, at an Association 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 Association Meeting following the Chairman's declaration. If only one candidate is nominated, the candidate will be voted on by the voting members and must receive a majority of ballots cast. 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 Director's unfulfilled term.

**4.5 Meeting Attendance:** Board Members are required to attend all Association Meetings as defined in Article 8.1.

**4.5.1 Board Member Remote Attendance:** Board Members only, may attend a maximum of two (2) regularly scheduled Association Meetings, per calendar year, via Zoom or other approved remote conferencing platforms. Remote attendance is permitted only under the following circumstances: Illness or health related reasons, Vacation or personal travel, work -related travel or obligations or other exceptional circumstances with approval by the Chairman or Board Officers. Requests for remote attendance must be submitted to the Chair or Secretary in advance, specifying the reason for remote participation. All remote participants will be counted as present for quorum and voting purposes, provided their attendance is approved under this policy. Except as provided in Article 5.4, under no circumstance shall any Board Member attending remotely or in person record audio or video of any meeting without prior vote by the Board granting permission for a specific event. These provisions are inclusive of all regular Association Meetings and special meetings of the Board.

**4.5.2 Absence:** Any Board Member not physically present at four regularly scheduled Meetings in a calendar year, may be removed from the Board at the discretion and voting of the Board.

**4.6 Removal of a Board Member:** Accusations by a Board Member that another 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. If by a majority vote of the Board it is decided that some appropriate action be taken and it results in a vacancy on the Board, that vacancy shall be filled in accordance with Article 4.4.1 of these By-Laws.

**4.6.1 Petition by General Membership:** Voting Members of the Association have the right to submit a written petition with a minimum of 50 signatures of Voting Members in good standing, alleging that a current board member has engaged in malfeasance. The petition must clearly state the specific actions or behavior that constitute the alleged malfeasance and provide supporting evidence or documentation where possible.

**4.6.2 Board Obligation:** Upon receipt of a valid petition, the Board of Directors is required to acknowledge receipt of the petition to the petitioners within ten (10) days. The Board shall then initiate an investigation into the allegations. The investigation must be conducted in a timely, impartial, and confidential manner.

**4.6.3 Executive Session Determination:** Within thirty (30) days of receiving the petition, the Board of Directors shall convene an executive session to review the findings of the investigation. The accused Board Member shall be given an opportunity to respond to the allegations and present their case during this session. The executive session shall be closed to the general membership to ensure confidentiality.

**4.6.4 Board Action:** If, after reviewing all evidence and hearing from the accused board member, the Board determines by a majority vote that malfeasance has occurred, the Board shall recommend appropriate actions. Such actions may include censure, suspension, removal from the Board, or other remedies as deemed appropriate under the circumstances and in accordance with these bylaws.

**4.6.5 Notification:** The Board shall provide written notice (Ref 8.1.1) of its determination and any actions taken to the petitioners, the accused board member and the Membership, within seven (7) days of the executive session's conclusion while maintaining anonymity of the accused and petitioners. If the Board Decision results in a vacancy on the Board, it shall be filled in accordance with Article 4.4.1 of these By-Laws.

**4.7 Appeal of Board Decision by Petitioners:** If the petitioners disagree with the Board of Directors' decision regarding the allegations of malfeasance as communicated per section 4.6.5, they may submit a written appeal to the Board within fourteen (14) days of

receiving the Board's notification. The appeal must be signed by at least forty (40) of the Association Members who were part of the original petition (Ref 4.6.1) and must clearly state the grounds for the appeal, including any new evidence or arguments not previously considered. The Petitioners written appeal shall include two (2) names of signed Petitioners from the original petition (Ref 4.6.1), that they select to have on the Appeals Committee.

**4.7.1 Acknowledgment of Appeal:** The Board shall acknowledge receipt of the appeal to the petitioners within seven (7) days. The Board acknowledgement shall include the names of two Board Members selected to serve on the Appeals Committee, neither of which can be an accused Board Member.

**4.7.2 Formation of Appeal Committee:** The Appeal Committee shall be formed within ten (10) days of acknowledgement by the Board (Ref 4.7.1). The Appeal Committee shall be comprised of nine (9) Voting Association Members in good standing, consisting of the two Board Members and the two Petitioners selected. The remaining five (5) members of the Appeal Committee shall be mutually selected by the four initial Committee Members from the Association's Voting Membership that are neither on the Board of Directors nor one of the Signatories on the Petition.

**4.7.3 Appeal Review Process:** The Committee shall elect a chairman to preside over their investigation and discussions. The Appeal Committee shall review the original petition, the Board's investigation findings, the Board's decision, and any new evidence or arguments submitted in the appeal. The Committee may, at its discretion, request additional information or clarification from the petitioners, the Board, or the accused Board Member. The review shall be completed within thirty (30) days of the Committee's formation.

**4.7.4 Appeal Committee Determination:** The Appeal Committee shall determine, by secret ballot with a majority vote, whether the Board's decision should be upheld, modified, or overturned. The Appeal Committee's decision shall outline its findings and provide their decision of appropriate disciplinary action as outlined in Article XIII of these By-Laws. The Committee's decision shall be final and binding.

**4.7.5 Notification of Appeal Outcome:** The Appeal Committee shall provide written notice of its determination to the petitioners, the accused Board Member, and the Board within seven (7) days of concluding its review, maintaining anonymity of the petitioners and the accused in accordance with section 4.6.5. The Board shall communicate the outcome to the general Membership as per section 8.1.1, while preserving confidentiality. If the Appeal Committee's decision results in a vacancy on the Board, it shall be filled in accordance with Article 4.4.1 of these Bylaws.

## ARTICLE V

### BOARD OFFICERS

**5.1 Election of Officers:** Immediately following the annual installation of Board members (ref 7.1) the Board shall elect the following officers from its membership: Chairman of the Board, Vice Chairman of the Board, Secretary, Treasurer and Financial Secretary.

**5.1.1 Duty:** It shall be the duty of all Board 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.

**5.1.2 Officers:** All Board Officers must be elected Board Members of the Association in good standing.

**5.1.3 Term:** The term of office for all Board Officers will be one calendar year.

**5.2 Chairman:** The Chairman of the Board will be the presiding officer and a voting member at all Association and Board Meetings according to parliamentary procedure. The Chairman, when deemed necessary by the Board, may form and appoint special committee members. The Chairman 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 Chairman will also organize and oversee the education and training of Association Board Members and Committee Chairmen.

**5.2.1 President of the Association:** The Chairman of the Board shall also be recognized as the President of the Association

**5.2.2 Chairman Committees:** The Chairman will be an ex-officio voting member of each committee and can call for committee reports at each Association Meeting. He will support each committee Chairman in positive activities of the Association. The Chairman may call for special meetings of Committees, or of the Board, including executive sessions of the Board for the discussion of legal matters, contractual obligations and disciplinary matters. All actions of the Board taken at such meetings shall be reported in summary at the next Association meeting.

**5.3 Vice Chairman:** The Vice-Chairman 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-Chairman will be an ex-officio voting member of each committee. The Vice-Chairman shall preside at meetings when the Chairman is absent and shall assist the

Chairman in overseeing all committees. The Vice-Chairman will automatically assume the office of the Chairman in the event the Chairman can no longer serve in that capacity. Should the Vice-Chairman be unable to fulfill the duties of office, a special election will be held to elect a new Vice-Chairman as defined in Article 5.8 of these Bylaws.

**5.3.1 Vice President of the Association:** The Vice Chairman of the Board shall also be recognized as the Vice President of the Association

**5.4 Secretary:** The Secretary shall keep minutes of all Association Meetings and Board Meetings. ONLY the Secretary may electronically record Association Meetings for the sole purpose of assisting in the preparation of written minutes of said meeting and shall destroy such recordings upon approval of the minutes. 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 Association's 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 Chairman 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.

**5.4.1 Secretary of the Association:** The Secretary of the Board shall also be recognized as the Secretary of the Association.

**5.5 Treasurer:** The Treasurer shall receive a monthly detailed report of all monies collected by and for the Association from the Financial Secretary. The Treasurer shall monitor the deposit of-all-monies in approved financial institutions by the Financial Secretary, 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 Association 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.

**5.5.1 Treasurer of the Association:** The Treasurer of the Board shall also be recognized as the Treasurer of the Association.

**5.5.2 Bills:** 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.

**5.6 Financial Secretary:** The Financial Secretary shall collect all monies, dues, and other receipts, including receipts from all Committee Chairmen. The Financial Secretary shall deposit all monies in approved financial institutions and provide to the treasurer receipts of all deposited funds. He will plan and present methods for raising and or investing funds for the Association.

**5.6.1 *Financial Secretary of the Association:*** The Financial Secretary of the Board shall also be recognized as the Financial Secretary of the Association.

**5.7 Vacancies of Officers:** When the Chairman of the Board declares that a Board Officer position has become vacant, a Special Election will be held by the Board Members at the next Association Meeting. The Chairman will call for nominations of another Board Member to serve out the remaining term of the vacant officer position and then a vote by the Board Members to fill the position will be taken. Any vacancies left on the Board of Directors after the Board Officer seat is filled, will be filled in accordance with Article 4.4.1 of these By-Laws

## **ARTICLE VI**

### **ELECTION of DIRECTORS**

**6.1 Nominations:** Nominations for Directors will be made at the Association 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 Directors will be held at the Association Meeting in December of each year.

**6.3 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.

**6.4 Manner of Election:** The Chairman 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 6.8 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.

**6.5 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.

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

**6.7 Absentee Ballot:** If a Voting Member is unable to attend the first Association Meeting in December, an absentee ballot specific to election of Board Members will be allowed. This member only must request an absentee ballot directly 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.

**6.8 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 BOARD MEMBERS**

**7.1 Installation of Board Members:** The newly elected Board Members will be installed at the January Association Meeting. Each 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 sportsmen, 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**

### **MEETINGS**

**8.1 Association Meetings:** Association Meetings will be the first Tuesday of every month starting at 7:00 PM local time unless prior notification of a different date or starting time is provided to the Membership (ref 8.1.1). If the first Tuesday falls within the first week of Pennsylvania antlered rifle season, the Association Meeting will be held on the second Tuesday of that month. The Chairman of the Board may at his/her discretion and pursuant to notice (ref 8.1.1), schedule, reschedule, postpone or cancel a

meeting as well as add or subtract subjects to the Association Meeting agendas as defined in this Article. Any Association member, in good standing, may attend the Association Meetings. Recognition and participation in Association Meetings by non-Board members will be as prescribed in the in the Order of Business (ref 8.3). In addition, the chairman will accept member comment during “discussion” of any proposed motion.

**8.1.1 Notice:** Notification shall consist of the following: Posting of notice on the Association Bulletin Board, Emailing the notice to all voting members. Notice shall occur a minimum of 7 days prior to the announced meeting date.

**8.2 Meeting Record:** The Secretary shall keep record of all Association Meetings and meetings of the Board in accordance with Article 5.4 of these By-Laws.

**8.2.1 Electronic Recording:** Except as prescribed in Article 5.4, under no circumstance shall any Director, Association Member, or Non-member, electronically record audio or video of any Association Meetings, or Meetings of the Board, or portions thereof, whether attending in person or electronically (Ref 4.5.1) unless explicitly approved by the Board prior to any such recording. Any illicit recordings will not be considered in any Association Proceedings.

**8.3 Order of Business:** The Order of Business of the Association Meeting shall be as follows:

1. Call the Meeting to Order
2. Pledge of Allegiance to the Flag, Conservation Pledge.
3. Roll Call of Board Members
4. Reading of the Minutes of the Previous Association Meeting
5. Acceptance of the minutes of the previous Association Meeting.
6. Communications
7. Treasurer's Report
8. Acceptance and Payment of Current Bills
9. Committee Reports
10. Consideration of Budgeted Expenditures and Non-Budgeted Expenditures Not Exceeding 10% of the Annual Expense Budget: The Board may approve by majority vote, following member discussion.
11. Consideration of Non-Budgeted Expenditures Exceeding 10% of the Annual Expense Budget: Any Non-Budgeted Expenditure that is not an emergency or vital for the un-interrupted operation of club facilities,

Requires advance notice (ref. 8.1.1) and ratification by a simple majority of voting members present, subject to quorum (ref. 8.7).

12. Comments from the General Membership
13. Voting on Prospective New Members
14. Old Business
15. New Business
16. Good of the Association
17. Adjournment

**8.4 Agenda Posting:** The monthly Association Meeting Agenda must be posted pursuant to Article 8.1.1 of these By-Laws, including an outline of any proposed non-budgeted expenditure exceeding 10% of the annual expenditure budget or other business items outside the scope of the approved budget or normal course of Association Business.

**8.5 Board of Directors Quorum:** A quorum of the Board required to conduct business at any Association Meeting must be one half of the actual Members of the Board as defined in Article 4.3 of these By-Laws.

**8.6 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 addition of Roberts' Rules of Order. (12<sup>th</sup> Edition published 9/2020)

**8.7 Membership Quorum:** For any vote requiring general membership ratification (e.g., non-budgeted expenditures exceeding 10% of the annual expense budget, amendments per Article XV, or appeals per Article XIII, conveyance of property as described in Article 11.3 ), a quorum of at least 2.5% of the Associations voting members of good standing (including Board members) must be present. If a quorum is not achieved, the item shall be adjourned and rescheduled for the next regular Association meeting with advance notice (ref. 8.1.1). If quorum is not achieved at the rescheduled meeting, the vote shall default to the Board of Directors, which may proceed under its own quorum rules (ref. 8.5). The Secretary shall record quorum status and outcomes in the minutes (ref. 5.4).

## **ARTICLE IX**

## **OBLIGATIONS OF THE MEMBERS**

**9.1 Members:** Each member of the Association will be responsible for contributing 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.

**9.2 Gender:** All reference or wording in these By-Laws concerning gender will be considered to be both male and female genders.

## ARTICLE X COMMITTEES

**10.1 Standing Committees:** Considering the availability of willing personnel, each Standing Committee as defined in Article 10.1 of these By-Laws will consist of a Committee Chairman appointed by the Board of Directors, who will serve at the discretion of the Board. The Board can replace any Committee Chairman that is not engaging in positive Association activity. The term of office of the Committee Chairman will be as determined by the Board. 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 Chairman of the Board and Vice Chairman of the Board will be ex-officio Voting Members of every Committee. Neither the Chairman nor the Vice Chairman of the Association shall serve as Chairman of more than two (2) committees. A regular member shall be chairman of no more than three (3) Committees.

In addition to the duties listed below, all committee chairmen are responsible for submitting a monthly activity report either in person or in writing at each monthly Association Meeting and maintaining documentation of all revenues and expenditures relating to their committee activities.

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

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

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

**10.1.4 Pistol East Range:** The Pistol Chairman will be responsible for all activities concerning the pistol ranges and shooting on the ranges

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

**10.1.6 *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

**10.1.7 *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

**10.1.8 *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

**10.1.9 *Programs*:** The Program Chairman will arrange for and present suitable activities, entertainment or speakers at all Association Meetings

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

**10.1.11 *Audit*:** The Audit Chairman will audit the financial records, inventory lists, records of the Treasurer and records of the Financial Secretary. These records will be audited by the close of the ensuing Association year. The Auditing Committee will physically inspect all documents, such as the Articles of Incorporation, property deed, insurance certificates, bonding certificates and any other documents he feels are needed to complete the audit. The Committee will recommend to the Board of Directors standard accounting procedures to be followed for continuity and good record keeping

**10.1.12 *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

**10.1.13 *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

**10.1.14 *Buildings 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

**10.1.15 *Grounds And Maintenance:*** Grounds and Maintenance: The Grounds and Maintenance Committee will be responsible for maintaining and upgrading Association grounds and equipment

**10.1.16 *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

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

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

**10.1.19 *Special Events:*** The Special Events Committee will be responsible for coordinating any organized club functions or events not covered by their own Committee, whether they are income generating or not. 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 ten (10) days following the conclusion of the event. The financial report will detail the total funds collected by source, expenses paid out related to the event and the net amount submitted along with the receipts for any expenses paid.

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

**10.1.21 *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 Board 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

**10.2 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 an Association 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

**10.3 Reports:** Reports: all Committees will report their activities to the Board at each regularly scheduled Association Meeting. A yearly, written report containing the past year committee activities and financial dealings will be presented in December. For the purpose of Budgeting, proposed future projects and expenditures for the upcoming year shall be submitted to the Board at the October Association Meeting, for consideration in the preparation of the Budget to be adopted by the December Association Meeting. Committees responsible for handling monies, legal and community affairs, or expenditures for other special projects will submit reports to be approved by the Board before implementing any proposed action.

## ARTICLE-XI

### PROPERTY OF THE ASSOCIATION

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

**11.2 Management:** All property of the Association shall be managed entirely by the Board of Directors.

**11.3 Conveyance of Property:** The sale of any un-used equipment or worn equipment or surplus supplies of a value less than 5% of the annual Budget may be disposed by a majority vote of the Board at an association meeting pursuant to notification as defined in Article 8.1.1 of these By-Laws.

Conveyance of any real estate, real property and other property, except as described above, 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 8.7 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.

**11.4 Dissolution:** At the time of considering dissolution the Voting Members will choose one of the means of dissolution following guidelines as defined in Article 11.4.1 and Article 11.4.2 of these By-Laws

**11.4.1 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 11.3 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.

**11.4.2 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 11.3 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 XII**

### **LIMITATION OF LIABILITY**

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

**12.1.1 Two exceptions shall exist:** (a) the responsibility or liability of a Board Member pursuant to any criminal statute, and (b) The liability of Board Member for the payment of taxes to Federal, state, or local government.

## ARTICLE XIII

### DISCIPLINARY ACTION

**13.1 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. 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 Executive Session 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:

**13.1.1 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 Executive Session 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 13.1 of these By-Laws.

**13.1.2 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.

**13.1.3 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 of the Association for a period of not less than one year.

**13.2 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.

**13.3 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 Chairman of The Board. The Chairman will designate an Association Meeting for the Voting Members to take action on the appeal. The Secretary shall give at least fifteen days' notice, pursuant to 8.1.1 of these By-Laws to all Voting Members of the Association and the Member filing such appeal. At the designated meeting a full hearing will be afforded 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 a majority of the Voting Members is final. The outcome of the appeal will be communicated in writing to the accused within 10 days.

## **ARTICLE XIV**

### **MEMBERSHIP YEAR, FISCAL YEAR**

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

**14.1.1 Annual Budget:** An annual budget outlining projected revenues and expenditures shall be adopted by the Board no later than December for the ensuing year. The budget shall be prepared by the treasurer and financial secretary based upon input from the Board of Directors and Committee Chairmen and shall be used to guide expenditures by the Board.

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

## **ARTICLE XV**

### **AMENDMENTS**

**15.1 Proposed Amendments:** To amend the By-Laws of the Association, the proposed amendments to the By-Laws must be read at three Association 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 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 Association Meeting designated to

accept or decline the proposed amendments. To be accepted, the proposed amendments must obtain a simple majority affirmative vote. (ref 8.7)

**15.2 The Chairman of the By-Laws Committee may:** make spelling or grammatical corrections to the By-Laws with the approval of the Board of Directors. The changes will be entered into the Association Meeting minutes and read at the next Association Meeting. Upon approval of the minutes, the changes will be deemed approved.

## **ARTICLE XVI**

### **EFFECTIVE ADOPTION**

**16.1 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 11, 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, September 2020, December 2020, May 2021, May 2023, January 2026