

**THE MINNESOTA STATE SKEET SHOOTING ASSOCIATION
BY-LAWS**

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Article I. Name, Object and Logo

Section I. Name

The name of this organization is the "**Minnesota Skeet Shooting Association**". The official abbreviation is **MSSA**.

Section II. Object

This Association is organized to:

- encourage and regulate skeet shooting within the State of Minnesota,
- oversee compliance with the official rules of skeet as set forth by the National Skeet Shooting Association,
- foster safe firearm usage and ownership,
- provide leadership and guidance in all matters pertaining to the sport of skeet shooting within this state,
- support and manage annual registered shoots that determine state champions,
- regulate registered shoots within the state, and
- mitigate conflicts in schedules of registered shoots.

Section III. Seal

The seal of the MSSA is shown in Appendix A.

Article II. Membership

Section I. Membership

The membership of this association is composed of

- a) Members, and
- b) Member Clubs.

Section II. Members

Any individual who supports the general aims and objects of this association may make application for membership. Furthermore, all Minnesota residents must obtain membership in this association prior to participation in any association sanctioned registered skeet tournament. Membership in this association may be obtained through the association secretary or through an affiliated Membership Organization. At the time of making application for membership in the association, the applicant shall be required to designate a Membership Organization for the purpose of determining the number of Directors said Membership Organization shall be entitled to elect as set forth in these bylaws.

Section III. Member Clubs

Any duly organized gun club, country club, hotel, sportsmen's association or similar such active group may apply for membership in this association. If the candidate organization has shooting facilities intended for NSSA registered tournaments, these facilities must be in compliance with construction and safety standards for skeet fields as specified by the National Skeet Shooting Association. The MSSA Board of Directors will approve candidate applications.

Section V. Suspension and Expulsion

Any Member or Membership Organization may be suspended or expelled for cause at the discretion of the MSSA Board of Directors.

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Article III. Dues

Section I. Dues of Members

The annual dues for individual members of this association is set by the MSSA Board of Directors. All annual memberships shall expire on December 31 of each year.

Section II. Dues of Membership Organizations

The annual dues for Membership Organizations in this association is set by the Board of Directors. Payable on or before January 1 of each year.

Section III. Failure to pay dues by Members

No Minnesota resident shall be permitted to participate in a Minnesota registered skeet shoot, in any year, without having first acquired membership in the MSSA for that year. Member dues collected by an affiliated Membership Organization must be remitted promptly to the Secretary.

Article IV. Meetings, Nominations, and Election of Officers

Section I. Annual Meeting of Directors and Election of Officers

The annual meeting of this Association for the election of officers and for the transaction of business shall be held each year at the conclusion of the shooting on the first day of the Association sanctioned State Skeet Shooting Championship tournament. Such meeting shall be held at the Membership Organization at which such state tournament is conducted.

Each annual meeting will be separated into two parts - starting with a general meeting in which all MSSA members may participate. The agenda for the general meeting will follow these guidelines:

- Call the meeting to order.
- Record the Directors and Officers present and establish that a quorum exists.
- The presiding officer, normally the president, but in his or her absence the executive vice president, will ask the secretary to read the minutes of the previous meeting.
- The treasurer of the Association will present a report.
- Unfinished (old) business will be reviewed.
- Reports of any committee or committees will be presented.
- New business will be considered.
- Meeting adjourned.

The general meeting will be followed by a meeting of the MSSA Officers and Directors. The purpose of this meeting is to entertain nominations for new MSSA Officers, to elect new officers, and to appoint new or revised organization directors. Each member of the Board of Directors of this Association and each organization officer shall be entitled to cast only one vote for election of Officers. Although a Director may also be an Officer, he/she shall nevertheless have only one vote.

MSSA Officers:

- President
- Vice President
- Treasurer
- Secretary
- Chief Referee
- Technical Director

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Section II. Year-end Meeting

A year-end meeting will be held annually at a time and place to be designated by the MSSA Officers and Board of Directors. The primary purpose of this meeting is to establish the registered tournament schedule for the up-coming skeet season and to nominate candidates for induction to the MSSA Skeet Shooting Hall Of Fame. The MSSA Officers and Members of the MSSA Board of Directors are expected to attend this meeting.

Section III. Special Meeting of Directors

Special meeting of the Directors of this Association may be called by a) the president, b) any three members of the Board of Directors, and c) by petition of any 10 members, any such request being forwarded to the secretary. Upon receipt of the request to call a special meeting of the Association, the Secretary will provide notice to the Directors, Officers and petitioners ten days prior to such special meeting and the Secretary will select a mutually agreeable date and place for such meeting. Additionally, the Secretary shall briefly set forth the reason or purpose of such special meeting.

Section IV. Quorum

At any annual or special meeting of the Association, a majority of the Board of Directors present in person shall constitute a quorum to the transaction of business, but a smaller number may for the lack of a quorum adjourn to a future date, written notice thereof to be given to each Membership Organization and member of the Board.

Article V. Management and Board of Directors

Section I. Board of Directors

The control and management of this Association and its affairs, funds and property shall be entrusted to and vested in a Board of Directors. Each member of the MSSA Board of Directors will be appointed or elected by a Membership Organization.

- a) The number of Directors each Membership Organization may have will be in ratio to and determined by the total number of Association members each MSSA Annual Meeting. The ratio is established to be:
 - 1. 1 to 9 members: 1 director
 - 2. 10 to 19 members: 2 directors
 - 3. 20 to 29 members: 3 directors
 - 4. 30 or more members: 4 directors
- b) No Membership Organization will be entitled to more than 4 Directors, regardless of the total number of Association Members.
- g) Membership Organizations shall have the right to replace one or more of the selected Directors at any time, following notice to the secretary of such change.

Section II. Term of Office

The President, Vice-President, Secretary, Treasurer and members of the Board of Directors, shall be elected annually and shall hold office for one year and until their successors are elected, but this does not limit a Director or Officer from serving indefinitely subject to his or her annual reelection or re appointment.

Section III. Attendance of Members at Board of Director's Meetings

Any member of this Association may attend any meeting of the Board for the purpose of presenting his or her views and present petitions for change in the manner of the conduct of the

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Association and such member or members will be allowed full and ample discussion, although such members shall have no vote.

Section IV. Powers of the Board of Directors

The control and management of this Association and its funds and property shall be vested in the Board of Directors acting on behalf of the entire membership in and to this Association. Without limiting their powers, the Board of Directors is to conduct all business matters of this Association, elect Officers, establish and collect fees, dues, assessments and fines which may be levied upon the Members, enforce the rules of skeet in sanctioned tournaments by the appointment of a Chief Referee who shall supervise the qualification of state referees, to schedule registered skeet shoots to be held within the state, to make and adopt any rules and regulations pertaining to registered skeet shooting within the state so long as rules and regulations do not conflict with the official rules of skeet as set forth by the National Skeet Shooting Association, to alter and amend rules of their own government, to appoint such Officers, agents and assistant not specifically provided for in these bylaws as they may deem necessary and advisable, and to prescribe the duties thereof and their compensation if any, to fill any vacancies among the Officers of this Association from their number or without their number, in either case by majority vote, to control and manage the affairs of the Association to the best of their ability and to the advancement of the sport of skeet shooting.

Section V. Committees

For the better execution of the powers and duties, association may appoint various committees as it may require.

Article VI. Duties of Officers

Section I. President

The President shall preside at all meetings of the Board of Directors and shall enforce all bylaws and rules of this Association. The President shall be entitled to cast one vote on election of Officers and on all matters coming before said board.

Section II. Vice President

The Executive Vice President shall perform the duties of the President in his or her absence or at his or her request. The Vice President shall be entitled to cast one vote on election of Officers or on any other question coming before the Board of Directors.

Section III. Secretary

The Secretary shall maintain an electronic database that contains member information, member organization information, and MSSA archival information. Tournament target fees are mailed to the secretary. The secretary will receive and record all checks for target fees. The secretary will then send these checks to the treasurer for deposit.

Each Year:

- Keep a record of all proceedings (minutes) of all meetings of the Association.
- Update the MSSA Letterhead to reflect new officers, Membership Organization Directors, and National Directors
- Keep a correct record of the Members and Membership Organization of the Association.
- Order, record, and mail MSSA member badges. Badges can be purchased by sending a check to the MSSA secretary who will then order them from a supplier.
- Conduct all official correspondence and maintain custody of all communication received.
- Make such notifications to Members, Membership Organizations, Directors and Officers as may be required by the bylaws or as so ordered by the Board of Directors.
- Send specific tournament schedules to each Membership Organization for verification
- Send a gun club kit to each member organization that includes
 - a) A shoot schedule for the entire year

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- b) A set of mailing labels on label stock for the current MSSA membership
- c) A set of mailing labels on plain paper for the current MSSA membership
- d) An income statement form (number of targets thrown) for each registered shoot scheduled at the member organization
- e) An envelope addressed to the secretary for each registered shoot scheduled at the member organization
- f) MSSA membership application forms
- Generate and send a newsletter by way of e-mail to all MSSA members. The newsletter e-mail will typically contain:
 - a) A Hall Of Fame banquet registration form
 - b) An Annual membership update form
 - c) State shoot results of the previous year
 - d) Target counts for the previous year
 - e) A tournament schedule for the current year
 - f) The minutes of all previous year's meetings
- Hall Of Fame
 - a) Generate a Hall Of Fame program for the currently inducted nominee
 - b) Generate a Hall Of Fame banquet registration form
 - c) Generate and e-mail Hall Of Fame ballots
 - d) Generate and maintain Hall Of Fame biographies
- State Championships
 - a) Generate a state championship spreadsheet that contains scores and awards.
 - b) Update state champion data for the MSSA database historical records

Throughout each year:

- Maintain membership data, member organization data, and tournament data
- Forward checks from each tournament (target fees) to the treasurer
- Take minutes at meetings

Section IV. Treasurer

The office of treasurer shall be vested in one individual who shall,

- a) Receive, and maintain custody of all funds received by the Association, deposit said monies in the name of the Association in an approved banking institution, and make such payments and disbursement from said funds as required.
- b) Keep an accurate account of all receipts, disbursements, and other financial transactions and submit a detailed report of these matters at the annual meeting.

Article VII. Interpretation of Bylaws

The Board of Directors of the Association shall have full power and authority to interpret these bylaws and each of them its decision on all such questions shall be final, binding and conclusive.

Article VIII. Amendments to the Bylaws

These bylaws may be amended in any annual or special meeting of the MSSA. Also, request for amendment of these bylaws may be made by the MSSA Board of Directors.

Article IX. Rules of Order

Except as otherwise provided in these bylaws, Roberts Rules of Order shall regulate the conduct and procedure at all Association meetings.

Article X. Responsibilities of Club Directors

- Provide scoreboard help, register shooters, and assist management in running registered shoots
- Prepare proposed shooting dates for the up-coming year and attend the year-end MSSA meeting to discuss and finalize tournament dates

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- Prepare nominations for the MSSA Skeet Shooting Association Hall Of Fame
- Mail shoot programs to the MSSA members
- Promote shoots at the member organization and raise funds for shoots
- Help new shooters and participate in Minnesota High School League activities at the member organization
- Send shoot reports and payment for targets and MSSA member dues as collected at registered shoots.

Article XI. Dissolution

In the event of liquidation, dissolution, or termination of the Corporation, whether voluntary or otherwise, the assets, less accrued liabilities, shall be donated in their entirety to the NSSA by the Board of Directors, subject to the provisions of Law

Appendix A. MSSA Logo

This is the Minnesota Skeet Shooting Association logo:



Appendix B. Hall Of Fame Requirements and Selection Procedures

1. MSSA members may nominate one or more Hall Of Fame candidates. The candidate name(s) are submitted to an MSSA director at any MSSA affiliated Membership Organization. Each nomination **must** include a detailed narrative that serves as an introduction of the nominee along with a list of reasons that promote the nominee's candidacy. **If a narrative is not included with the nomination the nominee will not be placed on the ballot.**
2. All nominees must have a minimum of 10 years membership and 25,000 registered skeet targets to be considered.
3. The list of nominees may be accumulated continuously, but nominations are closed on or before the year-end MSSA meeting.
4. The Membership Organization directors will submit their lists of nominees to the MSSA President or the MSSA Secretary on or before the year-end MSSA meeting.
5. The MSSA Secretary, consulting with the MSSA President, may prudently shrink the nominee list to suit the values and traditions of the MSSA. The final nominee list will include no more than three candidates.
6. The MSSA Secretary will produce a ballot containing the final list of nominees and their detailed narratives.
7. The current MSSA Hall Of Fame Inductees will vote to select each new inductee. The MSSA Secretary will send a ballot to each current MSSA Hall Of Fame Inductee along with a stamped return envelope addressed to the MSSA Secretary. Ballots will be mailed no later than January 31st each year.
8. Hall Of Fame Inductees may vote by sending an e-mail to the secretary or by mailing the ballot. Mailed ballots must be postmarked on or before January 10 of the following year. The Secretary will tabulate returned ballots and submit the name of the nominee who receives the most votes to the MSSA President. No other details of the ballot results will be disclosed and the ballots will be destroyed after the inductee is named. The Secretary will consult with the MSSA officers to resolve a tie vote. Multiple inductees may be named.
9. The MSSA Secretary will notify the selected inductee.
10. The inductee will be asked to submit a biographical summary to the MSSA. This biography will be published in the form of a brochure for the Hall Of Fame dinner.
11. The inductee will be asked to submit a photograph suitable for framing to be included in the Minnesota Skeet Shooting Hall Of Fame displays at affiliated Membership Organizations.

Appendix C. Minnesota All State Skeet Team Eligibility Requirements

The Minnesota All State Skeet Teams are selected based on the registered targets shot in the previous year. Five shooters will be named to the first team and five shooters will be named to the second team. The MSSA will name a champion for each gauge and doubles. It will also provide awards for selected concurrents. Shooters will be considered for all state awards provided that they meet the following requirements:

1. A shooter is eligible for all state honors if he or she has registered a minimum of 400 registered targets in all 4 gauges in the prior year. These targets must be shot **IN COMPETITION** and in Minnesota. The definition of "in competition" includes all registered shoots held on weekends, even if they are designated as "Targets Only". However, 25% of targets shot as "Targets Only" that are shot in the spirit of competition at various clubs may be counted as part of the minimum 400 targets required in each gauge for all state consideration. This means that **ALL** registered targets shot in Minnesota and other states will be used to compute HOA averages after the 400 target "in Minnesota" minimum criteria is met.
2. The criteria for individual gauge champion awards will be the same 400 registered targets shot in competition in Minnesota. The requirement for the doubles is 200 registered targets shot in competition in Minnesota. A shooter will be considered for individual gauge and doubles awards even if he or she does not have the minimum in **ALL** gauges.
3. A shooter is eligible for all state honors only if he or she is a resident of Minnesota and a member of the Minnesota Skeet Shooting Association.

Appendix D. Minnesota State Championship Added Money Eligibility

The Minnesota Skeet Shooting Association provides added money in addition to honors and awards at its annual state championship tournament. The amount of added money to be awarded is determined by consideration of the financial state of the association prior to each state tournament. A state championship participant is eligible for a share of added money provided that the participant has shot the target minimums at NSSA registered shoots in Minnesota prior to the state championship. The minimums are:

- 400 targets in each gauge (12 gauge, 2012 gauge, 2812 gauge, and 410 bore.
- 200 targets in doubles events.

Shooters who have not shot the minimums required for added money may win honors and awards.