

THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws

ARTICLE I – Name

This organization shall be known as The Michigan Skeet Association, a Michigan Corporation chartered April 15, 1965, as a non-stock, non-profit organization.

ARTICLE II – Preamble

In the following pages will be found the Constitution and Bylaws, and the Rules of Procedure of the Michigan Skeet Association. These documents define the purpose, objectives and procedures whereby the Association shall be governed by its Members. A society whose affiliates are numerous and whose membership is widespread must have rules and regulations which are workable and consistent. Democracy and membership control cannot be instituted or maintained by verbal promises or good intentions. The basic law of the organization must be clearly stated and defined. Rules must provide for government in an orderly manner while, at the same time, guaranteeing continued membership control. To this end we, the Membership, have compiled this Constitution and Bylaws as adopted effective August 1965 and amended effective April 1976, March 1990, December 1996, November 2000, November 2002, May 2005, April 2015, and April 2017.

ARTICLE III – Definitions

In this document:

- 1) The Michigan Skeet Association shall be referred to as the MSA.
- 2) The words “Constitution” and “Bylaws” shall be more or less synonymous. The word “Bylaws” refers to the detailed articles, while the word “Constitution” embraces the entire document.
- 3) The parent organization, the National Skeet Shooting Association shall be referred to as the NSSA.
- 4) Throughout this document, the masculine gender shall be deemed to include the feminine gender, and the singular may include the plural, unless the context clearly indicates the contrary.

ARTICLE IV – Objectives

The objectives of the MSA shall be to join together the Skeet Shooters of Michigan and thereby:

- 1) Promote closer acquaintances.
- 2) Foster friendly competition.
- 3) Increase knowledge among sportsmen regarding shotguns, and their proper and safe handling.
- 4) Engender and maintain in all MSA activities the highest possible degree of sportsmanship.

**THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws**

ARTICLE V – Constitution

This Constitution shall be the supreme law of the MSA and can be amended only by a $\frac{3}{4}$ vote of the full Board of Directors.

ARTICLE VI – Headquarters

The headquarters of the MSA shall be located in a place designated by the Board.

ARTICLE VII – Membership

- 1) Any person residing in the State of Michigan is eligible for either annual or life membership. Likewise, any Gun Club located in the state devoted to skeet shooting is eligible for membership.
- 2) Any person residing in the State of Michigan over the age of 60 is eligible for senior life membership.
- 3) Membership shall not be transferable.
- 4) The annual dues shall accompany the application for Membership as provided in Article VIII.
- 5) A person whose membership is terminated for any reason shall have no right or interest in any property of the MSA, real or personal.
- 6) A Member may be suspended or expelled from the MSA for just cause; e.g. violation of the MSA Constitution and Bylaws, violation of the MSA Rules of Procedure, or engagement in activities detrimental of the MSA. Notice of Change shall be mailed by the MSA Secretary, by certified mail, return receipt requested.
- 7) Any Member so charged shall have the right to be heard. He shall have the right to be represented by counsel. Said Member may appeal the decision of the Board to the next Annual Meeting, which shall be first order of business at that meeting. (For trial procedure, see Article XVI).
- 8) Upon being accepted for membership in the MSA, a Member shall be entitled to one vote at all Membership and Annual Meetings, to hold office and to otherwise enjoy the privileges of Membership as provided herein.
- 9) Any new member joining after October 1st shall be recognized as a member in good standing and not subject to dues for the subsequent shooting year.

ARTICLE VIII – Dues

- 1) The Board shall determine the amount of annual and senior life membership dues and payment shall accompany each individuals and/or club application for membership. Annual dues shall be due on January 1st of each year.
- 2) Junior and Sub-Junior shooters, as defined by NSSA rules, will not be required to pay membership dues.
- 3) Honorary Membership may be awarded by action of a $\frac{2}{3}$ vote of the Board, who shall determine the terms and conditions of such membership.
- 4) Any Member or Affiliated Club whose dues are delinquent shall be denied participation in any registered shoot until such dues are paid.

THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws

ARTICLE IX – Powers of Administration

The MSA shall be governed by its Members in the following manner:

- 1) The highest authority shall be the MSA Membership at any Membership meeting.
- 2) Between Membership meetings, the highest authority shall be the Board.
- 3) Between Board meetings, the highest authority shall be the MSA President. He shall be responsible to the Board and to the Membership for his actions.
- 4) In case of absence or incapacity of the President, his powers and duties shall be assumed by the Vice President.

ARTICLE X – Election of the Board

- 1) To qualify for office, a candidate must be a Member in good standing.
- 2) There shall be twelve (12) Board Members elected by secret ballot at the first Meeting in 1965; the six (6) having the largest plurality shall serve for 2-year terms, the next (6) shall serve for 1-year terms. Each year thereafter, six (6) Board Members shall be elected for 2-year terms. Effective with the election of the 2018 Board, the number of Board Members elected each year will be five (5) for a total of ten (10) Board Members after the election of the 2019 Board Members. Each year thereafter, five (5) Board Members will be elected for 2-year terms.
- 3) A nominating committee appointed by the President shall make nomination of candidates for Board Members.
- 4) No candidate shall be nominated for more than one office.
- 5) Voting shall be by secret ballot, in either of two manners:
 - a. by absentee mail or electronically, or
 - b. by direct casting of the ballot at the State Shoot.For Election Procedure, see Rules of Procedure: Nominations, Credentials and Election Committee.
- 6) The Secretary-Treasurer shall insure that all Members are notified through the MSA website, mailing or electronic mailing, such as the ballots, of the time and place of the Election. A ballot listing nominated candidates and proposal shall be published on the MSA website at least 30-days prior to Election. Ample space shall be provided for write-in candidates.
- 7) Election ballots will be sent to members 30 days in advance of the State Shoot.

ARTICLE XI – Regular, Special and Annual Meetings

- 1) A meeting of the Board shall be held annually as the first meeting after the election of the new Board (see Rules of Procedure-Board of Directors) at such time and place as the Board determines. There shall be a minimum of at least one additional meeting during the year.
- 2) A Special Membership meeting may be called by not less than 40% of the Membership. Thus assembled, the Membership shall decide upon issues as may come before it.
- 3) A Special Meeting of the MSA may be called at any time by the President, or in the event of his failure to act, by such other Officer or Member as the Board shall designate.

THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws

- 4) An Annual Membership Meeting, including Officers and Affiliated Club representatives, will be held prior to the first Regular meeting of the new Board.
- 5) The order of business for the Annual Membership Meeting shall be as defined in the Rules of Procedure-Board of Directors.
- 6) The Membership present at a Regular Meeting shall constitute a quorum, provided notice was published via mail, email or the MSA website. Note: No less than 10% of the Membership shall constitute a quorum at a Special Meeting.

ARTICLE XII – Officers

- 1) The Officers of the MSA shall consist of a President, Vice President and Secretary-Treasurer.
- 2) The President, Vice President, and Secretary-Treasurer shall be elected by the Board at their first meeting subsequent to the State Shoot and shall hold office for one year or until their successors are elected and qualified.
- 3) Any individual Member of the MSA in good standing shall be eligible for election to the office of Secretary-Treasurer by the Board.
- 4) No one person may hold any combination of offices.
- 5) Only Board Members elected by the Membership shall be eligible for the offices of President or Vice President.

ARTICLE XIII – Past President

The most recent Past President shall, by Constitutional authority and privilege, be a member of the Board and shall enjoy both voice and vote in the functioning of that Body.

ARTICLE XIV – Board of Directors

- 1) The Board shall have general supervision and control over the activities of the MSA.
- 2) A majority of the Board shall constitute a quorum. Approval by the Board will require a simple majority, a greater if so stated, of those members present unless otherwise stated.
- 3) Resignation of any Officer or Board Members may be accepted by a majority vote of the remaining Members of the Board at the next scheduled Board Meeting.
- 4) The Board, by 2/3 vote, may suspend any Officer pending trial and hearing, on charges of misfeasance, malfeasance, neglect of duty or activities detrimental to the best interest of the MSA
- 5) The Board shall have the power to discharge any appointed representative of the MSA.
- 6) The Board may, if it sees fit, order that the MSA property and interests be protected by insurance.
- 7) The Board shall approve the financial institution where the MSA funds are deposited.
- 8) A Board Member who ceases to be a Member of the MSA in good standing shall cease to be a Board Member.

THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws

- 9) A vacancy on the Board shall be filled by the Member having the next highest plurality at the last election of the Board of Directors.
- 10) Should any Board Member be absent from two (2) consecutive meetings, without notification to the President, the Office may be declared vacant and such Office may be filled as herein provided.
- 11) Any Board Member who is unable to attend a meeting may be allowed to vote by proxy.
- 12) Only Board Members elected by the Membership shall have a vote in Board decisions.

ARTICLE XV – Duties of Officers

President

- 1) The President shall preside at the Annual Meeting and at all other meetings of the Board. He shall be member ex-officio of all regular and special committees, and shall perform such other duties as usually pertain to his office.
- 2) The President shall, with the approval of the Board assign or withdraw the assignment of any Member or Officer to represent the MSA, and he shall further appoint representatives and/or legal, technical or professional help as authorized by the Board, except the Office of Secretary-Treasurer.
- 3) He shall settle disputes and questions of controversy, subject to appeal as covered in Article XVII.
- 4) He shall be bonded when so instructed by the Board, in an amount that shall be determined by the Board, and paid for by the MSA to insure faithful discharge of his duties.
- 5) The President shall select the following Standing Committees:
 - a. Constitution and Bylaws
 - b. Finance
 - c. Shoot
 - d. Nominations, Credentials and Elections
 - e. Michigan Skeet Shooting Hall of Fame (MSSHof)
 - f. All State and State Gauge Teams
 - g. Awards
 - h. MSA Website

The president may designate such other committees, as deemed appropriate by the Board, and may appoint members of the Board, or other members of the Association to serve on such committee. The President may, at his discretion, combine one or more of these Committees. The President shall appoint the Chairperson of each Committee

Vice President – The Vice President shall assist the President and shall carry out the duties of the President during the absence of that Officer.

Secretary-Treasurer

- 1) The Secretary-Treasurer shall be the custodian of the funds of the MSA. He shall account for all money received and pay all expenses incurred by the MSA unless directed otherwise by the Board. The Secretary-Treasurer shall submit detailed statements of income and disbursements to the Board and to the

THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws

Membership at their meetings. A copy of the financial statement shall be published yearly on the MSA Website.

- 2) The Secretary-Treasurer shall be bonded, in an amount determined by the Board, which shall be paid by the MSA, to insure faithful discharge of his duties.
- 3) The Secretary-Treasurer shall keep accurate minutes of meetings; keep a complete record of committees appointed by the President, including names, addresses, and phone numbers of such committee members; keep a file of Committee Rules of Procedure; aid the President in compiling an agenda for every meeting; and do such other and further duties as may be directed by the President or the Board. The Secretary-Treasurer shall have custody of the Minute Book and the General Ledger.
- 4) The Secretary-Treasurer shall keep a current membership roll alphabetically and numerically by MSA membership number; conduct official correspondence; and keep the membership informed on Registered Shoots and other important events. The Secretary-Treasurer shall keep records and scores of all MSA Shoots.
- 5) The Secretary-Treasurer shall be allocated a fee for services, the amount of which shall be determined by the Board.

ARTICLE XVI – Charges and Trials of Members

- 1) Charges against MSA officials shall be filed in one of two manners:
 - a. Upon written affidavit assigned by two or more Board Members and filed with the Secretary-Treasurer.
 - b. Upon written affidavit signed by at least five (5) Members and filed with the Secretary-Treasurer.
- 2) In the event the charges are against the Secretary-Treasurer, they shall be filed with the President, who shall alone perform the duties with reference to the trial procedure.
- 3) The Secretary-Treasurer shall notify the accused of the charges by mail with copies to all Board Members. The Secretary-Treasurer shall notify the accused that he has fifteen (15) days to prepare a defense and shall notify the Board Members of a Special Board meeting to be called within ten (10) days for the purpose of establishing trial proceedings. The accuser(s) shall likewise be notified. The accused shall have the right to be represented by counsel.
- 4) Pending trial, the accused shall continue to function in his capacity unless a Special Board Meeting is convened and the Board votes, by 2/3 majority, for his suspension.
- 5) The accused shall have the right to face his accuser(s). Should the accuser(s) fail to appear, the case against the accused shall be dismissed. The trial committee however, shall have the right to try the accuser(s) as provided in Section 7.
- 6) Upon completion of the hearing, the Board shall go into closed session to determine the verdict and penalty. A 2/3 vote shall be required to find the accused guilty. In the event that he is found guilty, the Board may, by a majority vote, reprimand the accused or, by 2/3 vote, may suspend or remove the accused from office and/or expel him from Membership.

**THE MICHIGAN SKEET ASSOCIATION
(A Michigan Corporation)
Constitution and Bylaws**

- 7) In the event the Board finds the accused innocent, they may then make a determination as to the honesty and/or intent of the accuser(s). If they find the accuser(s) guilty of obvious malice, they may assess a penalty against him in accordance with the preceding sections of this article.

ARTICLE XVII – Appeals

- 1) All Members and Officers shall be entitled to appeal.
- 2) Such an individual shall first appeal to the Board and, if he desires to appeal the Board's decision, he may appeal to the Membership. The decision of the Membership shall be final. In all cases, these specific steps must be followed before the right of appeal can be accepted by the next higher authority.
- 3) Any member wishing to appeal must file a written notice within thirty (30) days of the date of the decision being appealed. The appeal shall be filed with the Secretary-Treasurer in writing

In no case shall a Member or Officer appeal to a civil court for redress until he has exhausted his rights of appeal under these Bylaws. Violation of this provision is cause for summary expulsion from the MSA by a 2/3 vote of the Board or, should they fail to act, by 2/3 vote of the assembled Membership.

ARTICLE XVIII – National Skeet Shooting Association (NSSA)

For appeals to the NSSA concerning decisions relating to shooting rules or other NSSA provisions binding on the MSA, see Shoot Committee Rules of Procedure, Section IV-j.

ARTICLE XIX – Shooter's Responsibility

- 1) In accordance with NSSA rules, it shall be the responsibility of the Shooter to see that his Classification Card is up to date, displaying all scores from previous shoots.
- 2) The Shooter shall be responsible for seeing that he is entered in the correct Class, which by NSSA rules, his average demands.
- 3) Any shooter who knowingly enters a shoot in a lower Class, or knowingly allows a Club Classifier to enter him in a lower Class may, upon proven evidence of such wrongdoing, be summarily expelled from the MSA and denied further participation in any Registered Shoots.

ARTICLE XX – 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.

RULES OF PROCEDURE
Board of Directors

I. General Provisions

The Board of Directors shall perform its duties, as defined in the Constitution in the following manner:

- 1) The President shall preside and maintain order. He shall have sole authority to refer any question to a person or committee for clarification, study and/or future report. As Presiding Officer (PO), the President shall be the sole referee in interpreting parliamentary procedure.
- 2) After a Motion has been made and seconded, no member may have the floor until the Motion has been stated by the PO.
- 3) A Motion may be withdrawn by the Maker upon consent of the Second before debate.
- 4) When two people rise to speak at the same time, the PO shall decide who shall have the floor.
- 5) Speeches shall be confined to the subject matter under debate.
- 6) No individual shall be permitted to speak twice on the same subject until all wishing to speak have spoken once.
- 7) No individual may be interrupted except on a point of order. The PO shall decide if the speaker is out of order.
- 8) When an appeal is taken from a ruling by the PO, the PO shall vacate the chair and an officer designated by the PO, usually the Vice President, shall take the chair.
- 9) Any motion passed or defeated may be brought up again in a "Motion to Reconsider".
- 10) During Board elections, a member may not nominate more than one candidate for any office.
- 11) Elected positions shall be filled in the following order: President, Vice President, and Secretary-Treasurer.
- 12) The PO shall decide when nomination for any office have been completed, asking "Are there any further nominations"? "There being no further nominations, the PO hereby rules that nominations are closed".
- 13) Elections may be by a show of hands of those present or by secret ballot.
- 14) If by secret ballot, the PO shall appoint two (2) election tellers, none of whom are candidates, to distribute ballots, collect them and report the results to the PO who shall announce the result.
- 15) In case of a tie, another ballot shall be cast. If still tied, a flip of a coin shall decide the winner.
- 16) All procedures not covered by these rules shall be decided by the current edition of Robert's Rules of Order.

II. Order of Business and Points of Order

- 1) Order of Business
At the first regular meeting of the shooting year, the order of business shall be:
 - a. Call to Order. Introduction of new members/guests.
 - b. Reading of the minutes of the previous meeting by the Secretary-Treasurer.
Call for Approval.
 - c. Secretary-Treasurer's Report. Call for Approval.
 - d. Reports of Committees.

- e. Old Business
 - f. Election of Officers. The newly elected Officers then preside.
 - g. New Business
 - h. Shoot Schedule Approval
 - i. Designation of MSA Chief Referee
 - j. Approval of Committees. The PO shall submit a list of Committees – announcing any changes since the previous meeting.
 - k. Adjournment.
- 2) Points of Order
- a. Reports of Committees (See 1-d above)
A motion made by a Committee member for the first time, shall be subject to discussion but NOT subject to amendment. It shall be passed, defeated, or tabled with suggestions for Committee consideration.
 - b. Old Business
Old business from previous meetings shall be disposed of before considering New Business. Topics to be presented shall be submitted to the President before the meeting begins and shall be taken up in the order received. Any business not resolved shall be abandoned and stricken from the record or tabled for a future meeting.
 - c. New Business
 - 1. All New Business shall be presented in writing to the Secretary-Treasurer prior to the meeting. The Secretary-Treasurer shall then place it on the agenda or refer it to a Committee having authority over the subject matter of the proposal.
 - 2. Special reports by Officers and/or Committees shall be in writing.
 - d. Approval of Committees – Standing Committees shall be:
 - 1. Constitution and Bylaws
 - 2. Finance
 - 3. Shoot
 - 4. Nominations, Credentials and Elections
 - 5. Michigan Skeet Shooting Hall of Fame (MSSHof)
 - 6. All State and State Gauge Teams
 - 7. Awards
 - 8. MSA Website

The President shall have sole authority to appoint or withdraw an appointment to a Committee as he sees fit.
 - e. General Rules of Procedure
 - 1. Questions involving the Constitution, Rules of Procedure, MSA policy or substantial sums of money must be cleared through a committee before they can be entertained by the Board.
 - 2. Where an oral motion is made, the President may immediately refer the question to the appropriate Committee for a later report at the same meeting or a future meeting.

As an established principle, all motions should be in writing. However, the Board may act on an oral motion where the object of the motion is obvious, and the wording relatively unimportant. The President shall allow or disallow any oral motion.

RULES OF PROCEDURE
Chief Referee

I. Corpus

The Chief Referee of MSA shall be appointed by the MSA President and shall be accountable to the Board for his actions. The Chief Referee must have Official or Associate Referee credentials from NSSA.

II. Function

The Chief Referee shall provide guidance to Affiliated Clubs in holding registered shoots in accordance with the Official Rules & Regulations of the National Skeet Shooting Association (NSSA) and in accordance with these Bylaws.

III. Duties and Responsibilities

The Chief Referee, or his designated alternate, shall approve all applications from MSA members for Official or Associate Referee credentials from NSSA.

The Chief Referee will hold a referee's clinic each year as soon as practical after November 1st, for the coming season.

IV. Credentials

It is required that each affiliated Club send at least one representative to the referee clinic in order to become familiar with registered shoot procedures and NSSA rule changes for the coming season. This representative should take the NSSA Referee's Examination and receive credentials as an Official or Associate Referee from NSSA. This representative will be responsible for assuring that his or her club abides by the Official Rules & Regulations of NSSA in administering and refereeing registered shoots. The Board may waive this requirement provided the Board, in its sole opinion, is satisfied that a club has sufficient qualified personnel to conduct registered shoots.

V. Duties and Responsibilities of Referees at Registered Shoots

- 1) Shoot Management shall designate referees for registered shoots at their club in accordance with NSSA rules and shall be responsible for their conduct at all times during the shoot.
- 2) Shoot Management shall also designate a Protest Committee, as required by NSSA rules, and clearly post the names of said committee prior to the beginning of all registered shoots.
- 3) Referees appointed for the State Shoot shall work with the State Shoot Committee.
- 4) For the State Shoot, the State Shoot Committee should consider referees residing in the State of Michigan before choosing any out-of-state referees.

RULES OF PROCEDURE
Constitution and Bylaws Committee

I. Corpus

This Committee shall consist of no less than three (3) members appointed by the President.

II. Function

This Committee shall review the overall content and format of the Constitution and Bylaws of the Association and make recommendations to the Board for appropriate changes.

It is intended that this committee will make a complete review of the Constitution and Bylaws at least once every four years.

III. Duties and Responsibilities

This committee shall supervise and direct all activities required to accomplish the revision of the MSA Constitution and Bylaws (as required) and mailing, electronically mailing, and posting on the MSA website a copy to all members if significant changes are made:

- 1) Obtain copies of the current Constitution and Bylaws from the Secretary-Treasurer.
- 2) Contact the current chairpersons of each Standing Committee and review the corpus, function, and duties and responsibilities to assure that the descriptions of same, as included in this document, are appropriate.
- 3) Prepare a revised draft of the Constitution and Bylaws and submit to the Board for approval.

RULES OF PROCEDURE
Finance Committee

I. Corpus

This Committee shall consist of three (3) members. The Treasurer is the chair of the Finance Committee, which includes two other people, one of which must be a board member.

II. Function

This Committee shall ensure the Board understands the MSA's financial position.

III. Duties and Responsibilities

It shall be the duty of the committee to have general supervision of all expenditures, and to perform an annual audit of the MSA's books:

- 1) The Finance Committee is responsible for developing and reviewing fiscal procedures; and any fundraising plans with the Board members.
- 2) The fiscal year shall be the calendar year.
- 3) Reports are required to be submitted to the Board showing income, expenditures and pending income. At a minimum reports will be provided to the Board at the Fall and Spring Board meetings.

RULES OF PROCEDURE
Awards Committee

I. Corpus

This Committee shall consist of no less than three (3) members appointed by the President.

II. Function

This Committee shall be responsible for the procurement of all awards of the Association.

This Committee will make recommendations to the Board regarding an annual budget for design and production of these awards.

III. Duties and Responsibilities

This Committee shall supervise and direct all activities required to design and procure all awards of the Association, including, but not limited to, the following:

- 1) Engrave the winners names of the following awards at the State Shoot on the plaques:
 - D. Jeane Shields – Lady HOA Champion
 - Lou Raden High Target Award
 - Traveling Sub-Junior Plaque
 - Traveling Junior Plaque
- 2) Certificates for “First 100 Straight” and certificates for designated awards in item 1, above.
- 3) Updates to the State Champions Plaque in the MSSHoF.
- 4) Updates to the All State Team Plaque in the MSSHoF.

This committee shall select appropriate sources and contract with these sources, within budget, to produce the awards as designated above. This committee shall assure that awards are prepared and delivered (in person or via U.S. Mail) to the recipient.

RULES OF PROCEDURE
All-State & State Gauge Team Committee

I. Corpus

This Committee shall consist of no less than three (3) members appointed by the President.

II. Function

This Committee shall be responsible for selection of the Michigan All State Team, State Concurrent HOA Leaders, State Gauge Teams and Lou Raden High Target Award according to criteria established by the Board.

III. Duties and Responsibilities

This Committee shall supervise and direct all activities required to design and procure Belt Buckles for the All State Team, State Concurrent HOA Leaders, and State Gauge Teams.

This committee shall document and maintain the latest criteria, as established by the Board, for selection of members of the Association for these various honors.

This committee is authorized to request from the Secretary-Treasurer, or from NSSA Headquarters, any and all data required to determine eligibility and ranking of members of the Association in qualifying for these honors.

This committee shall supervise and direct all activities required to accomplish the identification and reporting of winners of these honors by April 1st following conclusion of the previous shooting year on December 31st. The winners in a given year will be based on the prior year's shooting; e. g. the members of the 2016 All State Team will be based on shooting results of the 2015 shooting year, ending on December 31, 2015.

This committee shall notify the Awards Committee, the MSA website committee and NSSA Headquarters of winners for the purpose of recognition on the MSA Website and Clay Target Nation, and so that designated awards can be ordered and delivered to the recipients.

RULES OF PROCEDURE

Shoot Committee

I. Corpus

This Committee shall consist of no less than five (5) members appointed by the President.

II. Function

This Shoot Committee shall strive for harmonious relationship between the MSA and Affiliated Clubs. It shall lend advice and assistance so that Registered Shoots may be conducted smoothly and efficiently.

III. State Shoot

This Committee will be responsible for the State Shoot and will be guided by the following:

- 1) The Michigan State Skeet Championships (State Shoot) will be the property of MSA, and its location each year shall be determined by the Board in the best interest of the skeet shooters in Michigan.
- 2) The Shoot Committee shall determine the content of the State Shoot Program and shall deliver necessary information to the MSA Website Committee to produce, print, mail or electronically mail to all members.
- 3) MSA will pay the host club on the basis of targets thrown, or any other basis as the Board shall determine.
- 4) The Shoot Committee, and the MSA Chief Referee, shall determine the number of Referees necessary to conduct the shoot, and the fees due to the field referees shall be paid by MSA.
- 5) The Shoot Committee and the Secretary-Treasurer shall determine the number of cashiers and other help necessary, and their fees shall be paid by MSA.
- 6) Order Participant Pins, Award Pins and Championship Belt Buckles awarded at the State Shoot.

IV. Registered Shoots

- 1) Affiliated Clubs shall submit applications for dates of registered shoots at the Annual Membership Meeting. The final shoot schedule shall be presented to the Board for approval at the following Board meeting.
- 2) The Board shall see to that the following rules are observed:
 - a. There shall be no registered shoots in Michigan on the days of the State Shoot.
 - b. Registered shoots may be awarded only to MSA Affiliated Clubs, and must be held on the grounds of said club, unless prior approval of the Board is obtained.
 - c. Affiliated Clubs awarded registered shoots must conform to all rules and regulations of MSA and NSSA.
 - d. Clubs will make remittances to shooters who have won purses and awards within two weeks of conclusion of the shoot.
 - e. Clubs shall make reports and remit funds to MSA and NSSA pertaining to winners, daily shooting fees and membership fees collected at the

shoot. The amount of these fees shall be in accordance with fee schedules that may be approved from time to time by MSA and NSSA.

- f. Each Lower Peninsular Affiliated Club shall be granted a “Protected Shoot Date” for their number one shoot. This date will normally be repeated annually, and no other shoot will be permitted in Michigan on that date unless that club consents. However, if a club chooses not to hold a shoot on its “Protected Shoot Date”, they will be placed at the bottom of the list for choosing available open dates. New clubs, or clubs that did not hold a shoot the previous year, will have first selection of open dates for a “Protected Shoot Date”.
- g. Remaining open weekends may be awarded to Affiliated Clubs that want to hold more than one shoot. Any club that held a shoot on a given weekend during the previous year will have first choice to repeat that shoot. Any disputes regarding shoot dates, if not decided by the clubs involved, will be decided by the Board members present at the scheduling meeting. If they cannot decide, then it will be determined by a draw between the clubs involved for the date in question.
- h. Shoot Management shall be required to provide Referees at all registered shoots in accordance with NSSA rules (see Rules of Procedure – Chief Referee).
- i. Shoot Management shall be responsible to see that appeals concerning decisions related to shooting rules, or other NSSA provisions, are handled in accordance with NSSA rules including final appeal to NSSA if required.
- j. Affiliated Clubs shall absolve MSA and NSSA from all liability in connection with registered shoots held at their club.
- k. An Affiliated Club hosting the State Shoot must comply with the requirement of Section III as noted above.
- l. Finalize the schedule by December 31st of each year and make it available to the Secretary-Treasurer for mailing to all members along with their annual dues notice.
- m. Direct the Secretary-Treasurer to prepare a “wallet sized” copy of the official schedule and mail a copy of same, to all members along with their membership card.

RULES OF PROCEDURE
Nominations, Credentials & Election Committee

I. Corpus

This Committee shall consist of at least three (3) members appointed by the President. Any one of the Committee members may act as the Credentials Officer (CO) at voting time.

II. Credentials

Candidates for election to the Board must be residents of Michigan certified as members of MSA in good standing. Votes cast in the election may only be made by members in good standing that has paid their dues for the current year.

III. Nominations

This committee shall prepare a list of nominees, who have been contacted and who have agreed to serve on the Board if elected:

- 1) All Officers and Board Members, whose term will expire in the year of the election, shall automatically become candidates for reelection unless they refuse.
- 2) The number of candidates on the ballot shall not be less than 1.5 times the number to be elected for any office.
- 3) Geographic area shall be considered in selecting nominees in the interest of statewide representation but shall not be a mandatory restriction.

IV. Election

- 1) A ballot shall be mailed or e-mailed at least 30 days prior to the election, which will be held on the last day of the State Shoot.
- 2) The ballot shall list all known candidates and provide adequate space for write-in candidates.
- 3) The ballot may, from time to time, contain questions of interest to the membership of MSA as directed by the Board.
- 4) Complete and unbiased instructions shall accompany the ballot.

V. Absentee Voting (By Mail or Electronically)

Absentee voting shall take place as follows:

- 1) The official ballot, or a reasonable facsimile that is legible and complete, may be used to vote.
- 2) Choices shall be marked plainly with an "X" and shall not exceed the number of choices as stated in the instructions.
- 3) If a voter wishes his ballot to be secret, he or she must mail the ballot individually and separately. The ballot must be enclosed in an envelope on which his name and MSA number has been printed. This envelope must then be inserted in an envelope for mailing to the MSA Secretary
- 4) The Secretary – Treasurer will deliver the sealed ballot envelope to the State Shoot, and the Credentials Officer shall certify that the member is in good

standing and mark the roster accordingly. The still unopened envelope shall then be dropped in the Ballot Box.

5) If a voter does not require his ballot to be secret, he must include his name and MSA number on the ballot and mail it or fax it according to instructions on the ballot.

VI. Direct Voting (At the State Shoot)

- 1) Ballots identical to those mailed will be available at the State Shoot.
- 2) The Credentials Officer shall prepare a sealed ballot box and insert a signed statement that states that the ballot box was empty and sealed prior to casting of any ballots.
- 3) The Credentials Officer must certify the voter before he or she can cast a ballot. The CO may demand identification of any voter. The CO will mark the roster to indicate those having cast ballots.
- 4) The voter is not required to identify his or her ballot in any way once the CO has determined their eligibility to vote.

VII. Polling Place

The polling booth will be open from the beginning of the State Shoot until 2:00 PM on the last day of the State Shoot.

VIII. Tellers

Two or more Tellers shall be appointed by the Committee who are not known candidates:

- 1) The Tellers shall open the ballot box in the presence of the Elections Committee member in charge.
- 2) The Tellers shall open and destroy any envelopes that contain absentee ballots and stack all ballots.
- 3) Ballots shall be checked for irregularities, and, if the intent of the voter is in doubt, the Teller shall lay it aside until all other ballots have been tabulated.
- 4) Together the Tellers shall determine the intent of the voter. If the ballot is in error, it shall be disqualified for the candidate(s) to which the error applies, but it shall not be invalidated with regard to a correct vote for any other candidate or question; i. e. if a voter votes for more than the specified number of candidates for the Board of Directors, none of his selections will be counted.
- 5) Failure to vote, or to vote for less than the maximum number of candidates, shall not invalidate a ballot.

IX. Results

The Credentials Officer and the Tellers shall agree upon the results and sign the tabulation sheets. They shall report to the President, who shall announce the results of the election. The tab sheets, original ballots, and the statement by the CO that the ballot box was empty and sealed prior to the election shall be given to the Secretary-Treasurer, who shall retain this record until the next election is held.

RULES OF PROCEDURE
Michigan Skeet Shooting Hall of Fame Committee

I. Corpus

This Committee shall consist of five (5) members. Three of the members shall be the current MSA President, and two (2) volunteers selected from the current Board members. The remaining two (2) members may be appointed by the President from the MSA members at large. This committee will be determined at the Annual Membership Meeting for selection of the following year's inductees.

II. Function

The Board will institute a Michigan Skeet Shooting Hall of Fame (MSSHof) to honor those residents of the State of Michigan who have distinguished themselves by a high degree of proficiency in the sport of skeet shooting and/or by a major contribution to the promotion and welfare of the sport, exhibiting in the process a high degree of sportsmanship and dedication.

III. Rules and Guidelines for Selection

This committee shall prepare a list of nominees, who meet the following criteria:

- 1) The nominees for this award must have been residents of the State of Michigan and members in good standing of MSA – both for a period of at least ten (10) years. The award will emphasize excellence in shooting, both on a state and national level, though this will not be a required criterion. In addition, nominees must be over the age of fifty (50) or have won a World championship. A World championship is defined as having won the 12, 20, 28, .410, doubles, HOA, HAA, Champion of Champions, or Wayne Mayes Championship event in the main events at the NSSA World Shoot.
- 2) Any member of the MSA who has been accepted into the NSSA Hall of Fame will automatically be named to membership in the MSSHof.
- 3) After the first year, there will be no more than two (2) inductees into the MSSHof each year based on shooting merit. An additional individual, however, may be awarded the Chet Crites Service Award in recognition of outstanding volunteer work, which has helped to promote skeet shooting and/or represent Michigan on a local and/or national level. Such a person should also exhibit a degree of interest in competitive shooting. It is not necessary to have any recipients of either award in any given year if the committee feels that there are no suitable candidates, however, the banquet may be held in any event.
- 4) A formal induction will take place at a banquet, and an appropriate personal award will be presented at that time. MSA will provide the funds for said awards.
- 5) The permanent site for the recognition of the MSSHof inductees will be at the Detroit Gun Club. A suitable display will be provided by MSA.
- 6) A nominee who is considered for induction, and is not selected for a given year, may be reconsidered an unlimited number of times in future years.
- 7) If the shooting career of a deserving individual should be interrupted by an untimely death or disablement, it shall be the responsibility and privilege of the MSSHof committee to reduce the residency and shooting requirements as they deem appropriate under such unfortunate circumstance.

8) Information on nominating deserving individuals shall be provided to the membership through the MSA website. The committee will make its recommendations to the Board at the first summer meeting of the Board. The announcement of the inductees for each year will be made in advance of the formal induction so that the inductees, and their families, can arrange to attend the induction ceremonies and banquet.

IV. Duties and Responsibilities

- 1) Prepare a list of eligible persons according to the above listed criteria.
- 2) Make recommendations to the Board for persons to be inducted into the MSSHoF for the current year.
- 3) Obtain appropriate photographs of persons to be inducted and research information about shooting accomplishments and other pertinent information to be included on the MSSHoF plaques.
- 4) Direct all activities required to obtain duplicate photoengraved plaque – one to be awarded to each inductee and one to be placed in the MSSHoF.

RULES OF PROCEDURE
MSA Website

I. Corpus

This Committee shall consist of no less than three (3) members appointed by the President.

II. Function

This Committee shall determine the overall content, format, and specifications for the official website of the Association “MichiganSkeet.com”

This Committee will make recommendations to the Board regarding the general operations of MichiganSkeet.com and any other social media outlets.

III. Duties and Responsibilities

This Committee shall supervise and direct all activities required to accomplish the maintenance and content of MichiganSkeet.com and any other social media outlets.

THE MICHIGAN SKEET ASSOCIATION

CONSTITUTION AND BY-LAWS

INDEX

Article I Name.....Page 1
Article II Preamble..... Page 1
Article III Definitions..... Page 1
Article IV Objectives..... Page 1
Article V Constitution.....Page 2
Article VI Headquarters.....Page 2
Article VII Membership.....Page 2
Article VIII Dues.....Page 2
Article IX Powers of Administration..... Page 3
Article X Election of the Board..... Page 3
Article XI Regular, Special and Annual Meetings..... Page 3
Article XII Officers.....Page 4
Article XIII Past President.....Page 4
Article XIV Board of Directors..... Page 4
Article XV Duties of Officers.....Page 5
Article XVI Charges and Trials of Members..... Page 6
Article XVII Appeals.....Page 7
Article XVIII National Skeet Shooting Association (NSSA)..... Page 7
Article XIX Shooter’s Responsibility.....Page 7
Article XX Dissolution..... Page 7

Rules of Procedure

Board of Directors.....Page 8
Chief Referee..... Page 10
Constitution and By-laws Committee..... Page 11
Finance Committee..... Page 12
Awards Committee.....Page 13
All-State & State Gauge Team Committee..... Page 14
Shoot Committee..... Page 15
Nominations, Credentials & Election Committee..... Page 17
Hall of Fame Committee.....Page 19
MSA Website Committee.....Page 21