

CONSTITUTION AND BY-LAWS

OF THE

NEW HAMPSHIRE CLAY TARGET ASSOCIATION, INC

ADOPTED: July 7, 2013

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ARTICLE I. NAME

This organization shall be known as the New Hampshire Clay Target Association (hereinafter referred to as the "NHCTA" or "Association". The Association is a non-profit corporation formed pursuant to RSA 292. The Association was originally organized on January 8, 1948 under the name of the New Hampshire State **Trapshooters' Association, Inc.** and officially maintained that name until June 14, 2012. In addition, the name New Hampshire Trapshooting Association (NHTA) had been used between **1968** and 2012 to describe the organization. All names and acronyms shall be considered synonymous for historical purposes including corporate records and documentation.

ARTICLE II. CONFORMITY

The NHCTA hereby adopts and incorporates as a part of these by-laws, for the purpose of regulation of all trap shoots in the State of New Hampshire, the rules and regulations of the Amateur Trapshooting Association (hereinafter referred to as "ATA") as they may now exist or hereafter from time to time be amended. If the NHCTA by-laws or amendments thereof are in conflict with the ATA by-laws the NHCTA by-laws shall automatically conform to ATA by-laws.

ARTICLE III. PURPOSE

This Association is organized under the auspices of the ATA to promote the sport of trapshooting in the State of New Hampshire and sanction State trap championship tournaments.

The Association is organized and shall be operated exclusively for purposes described in Section 501 (c) (7) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

This Association is organized to do all things necessary or desirable, incidental to the maintenance and support of **clubs** in New Hampshire whose purpose is to furnish recreational entertainment for citizens interested in trapshooting, foster the principles of good fellowship, social intercourse, and a higher standard of marksmanship among its member and patrons of trapshooting in the State of New Hampshire. This support will be provided to clubs regardless as of whether ATA registered targets are thrown or not.

One or more offices, to carry on all or any of its operations and business and, without restriction or limit as to amount, to purchase or otherwise acquire, hold, own, mortgage, sell, convey, or otherwise dispose of real and personal property of every class and description in any of the State of New Hampshire, subject to the laws of this State.

ARTICLE IV - INUREMENT

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its Trustees, Directors, Officers, Members or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles.

ARTICLE V. ORGANIZATION

- A. The Association shall have Members as provided in these By-laws. The affairs of the Association shall be managed by its Executive Committee which consists of the following positions: President, Vice-President, Secretary, Treasurer and Directors; each position to be elected at the annual meeting. No individual on the Executive Committee can hold more than one position at a time. The immediate Past-President may serve on the Executive Committee in an advisory capacity for 1 year at the expiration of his/her term.
- B. **Fiscal Year** – The Fiscal Year of the Association shall end October 31 of each year.

ARTICLE VI. MEMBERSHIP

- A. **Active Members:** - Individuals who have been legal residents of the State of New Hampshire for a minimum of six months; are members in good standing of the ATA; and have paid their State dues shall be considered Members of the NHCTA and shall have all rights and privileges of membership.

- B. **Rights of Members** - A duly qualified NHCTA member, shall be permitted to speak on any subject considered in order at any general membership meeting of the Association and the right to vote at such meetings.
- C. **Residency** - Residency will be determined in accordance with Section X., A Residence of the Amateur Trapshooting Association Rules and by-laws.
- D. **Automatic Forfeiture:** Any person who shall be prohibited by law from possessing a firearm shall, upon the effective date of said prohibition, forfeit all rights of membership in the NHCTA. Any person suspended by the ATA or expelled there from shall, from that date until reinstated, forfeit all rights of membership in the NHCTA. No refund of any dues if applicable shall be made because of said forfeiture.

ARTICLE VII. FEES AND DUES

Annual membership dues and state fees will be set by the Executive Committee on or before the December Annual meeting.

ARTICLE VIII. CLUBS

- A. Any club, whether private or public, in the State of New Hampshire which has at least one trap field is eligible to hold registered trap shoots provided that the field and its operation are in compliance with ATA specifications.
- B. All shoot dates must be coordinated annually through the Secretary of the Association. Clubs situated within a 50 mile radius of one another shall not schedule concurrent registered trap shoots except if both clubs agree to the conflict.
- C. All sanctioned tournaments will comply with and be conducted in accordance with ATA and NHCTA rules.

ARTICLE IX. STATE CHAMPIONSHIP TOURNAMENT

- A. **Date and Duration:** The date and duration of the annual championship tournament shall be decided by the Executive Committee provided it does not conflict with ATA requirements.
- B. **Contract:** A standard contract shall be prepared for the annual tournament. Each year prior to November 1st the Executive Committee shall negotiate a contract with the club they feel best meets the needs of the Association, providing said club meets the eligibility requirements set forth in these By-Laws. That club shall have until December 1st of that year to sign and return the executed contract. The Association shall attempt to achieve a fair balance among eligible clubs taking into account geography, facilities, and equal opportunity to serve as host club.
- C. **Eligible Clubs:** The host club must meet the Amateur Trapshooting Association qualifications.
- D. **Trophies:** The NHCTA will provide such trophies and participation pins for the annual tournament, as the Executive Committee may deem necessary. This will include the ATA as well as traditional state trophies.

ARTICLE X.-STATE TEAM

The Executive Committee shall announce the members of the NH State Team for the current target year at the December Annual Meeting. The team shall consist of the top ten (10) shooters, from the previous target year, rank ordered by combined averages of individual averages in singles, handicap and doubles. The highest average shall be deemed Team Captain. The Executive Committee shall annually award the team suitable pins, patches or other appropriate recognition at the Annual Championship Tournament. State Team candidates must meet minimum target requirements for each category as established by the Executive Committee.

ARTICLE XI. - EXECUTIVE COMMITTEE

A. PRESIDENT

1. The President shall be the Chief Executive Officer of the Association
2. Shall preside at all meetings of the Association and the Executive Committee.
3. Shall appoint all standing and special committees, unless otherwise prescribed herein, and be an ex officio member of all committees.

4. Shall sign all contracts and other legal documents as directed by the Executive Committee and shall have general charge and supervision over all business and activities of the Association.
5. Shall, along with the Vice-President, negotiate a contract with a host facility for the annual tournament. Such a contract is subject to Executive Committee approval prior to the execution of the contract.
6. The President shall also perform all other duties as are incidental to the office.
7. All duties of the Executive Committee apply to this position.

B. VICE-PRESIDENT

1. The Vice-President shall perform the duties of the President in the absence of the President.
2. Shall assist the President and exercise such powers and perform such other duties as may be prescribed by the President &/or the Executive Committee.
3. Shall secure a Directors & Officers insurance policy with the premium to be paid by NHCTA.
4. Shall, along with the President, negotiate and enter contract with a host facility for the annual tournament. Such a contract is subject to Executive Committee approval prior to the execution of the contract.
5. The Vice-President shall also perform all duties as are incidental to the office.
6. All duties of the Executive Committee apply to this position.

C. SECRETARY

1. The Secretary shall conduct the official correspondence of the Association at the direction of the Executive Committee, and shall keep minutes of all meetings of the Association.
2. Shall keep a listing of all active NHCTA members and be responsible for validating member voting.
3. Shall be the custodian of all the official Association records.
4. The secretary shall approve all registered shoot dates issued to member clubs and maintain a record of same.
5. Shall perform all other duties incidental to the office of Secretary or as may be delegated thereto by the President or Executive Committee.
6. All duties of the Executive Committee apply to this position.

D. TREASURER

1. The Treasurer shall have custody of all funds, securities, evidences of indebtedness and other personal property of the Association.
2. Shall receive and give receipts for all monies paid in on account of this Association, and shall deposit the same in such bank or trust company as shall be authorized by the Executive Committee.
3. The treasurer shall ensure that access and signature authority on current bank documents is provided for at least the current President.
4. On order of the Executive Committee, shall pay all bills, payrolls, and other just debts of the Association of whatever nature upon maturity of the same
5. Shall keep a full and accurate account of all monies received and paid out on account of the Association, and may pay miscellaneous and sundry bills not to exceed \$250.00 without prior Executive Committee approval.
6. Shall render, when required by the Executive Committee an account of all transactions as Treasurer, and of the financial condition of the Association.
7. At the completion of each fiscal year, shall prepare a detailed financial report. A copy of such report will be provided to every member in good standing of the Association attending the annual meeting.
8. The Treasurer shall file all Federal and State Tax Returns annually as required by law.
9. The Secretary will provide the Treasurer with a list of all scheduled registered shoots. The treasurer shall verify that all fees are collected from individual clubs. If a club is delinquent in remitting fees and dues, the Treasurer shall notify said club. If said fees remain unpaid twenty (20) days after said notice, said delinquency shall be reported to the Executive Committee.
10. Prior to the annual December meeting, will prepare a written budget for the Annual State Tournament.
11. The Treasurer shall also perform all other duties as are incidental to his or her office.
12. There shall be a perpetual reserve fund of not less than **\$3000.00** and as much in addition thereto as the Executive Committee may decide as necessary or advisable to the financial security of the Organization.
13. All duties of the Executive Directors apply to this position.

E. DIRECTORS

1. Shall serve and/or chair various State Committees as appointed by the NHCTA president.

2. Shall have general charge of the affairs of the Association and may properly assume such other duties as are not specifically assigned to or performed by any other committee or officers.

F. EXECUTIVE COMMITTEE

1. Shall be comprised of the officers of the Association and 3 Directors elected at the Association's December Annual meeting.
2. Shall have supervision over the competitive and administrative aspects of the annual state tournament.
3. The Executive Committee shall have the authority to conduct investigations or hearings relative to complaints of unsportsmanlike conduct or conduct prejudicial to the best interest of the Organization by shooters and/or clubs, and shall have the power to discipline said misconduct in accordance with its findings. Further, it shall have the right to refuse any individual entry for cause.

ARTICLE XII. COMMITTEES

A. Nominating Committee-

1. No later than September 1 of each year, the President shall appoint a member of the Directors as Chair for this committee. In addition, a minimum of two (2) individuals from the general membership will be asked to serve on this committee.
2. The committee will receive recommendations and qualifications of candidates from the Executive Committee and any active NHCTA member. In addition, the committee can submit its own nominations.
3. The committee shall submit at least one name for each of the positions to be filled. At the annual December meeting, the committee will submit its recommendations for the office of: President, Vice-President, Secretary, Treasurer, and three (3) Directors. At the Annual Tournament meeting, the committee will submit its recommendation for the position of Delegate, 1st Alternate and 2nd Alternate. In addition to the qualifications stated under the Amateur Trapshooting Association rules, the Delegate should be an active participating member of NHCTA organization.
4. Each candidate must be a member of both the NHCTA and ATA to be eligible to hold an elected position.
5. Prior to the Annual State Tournament, the committee will receive recommendations and qualifications of candidates from the Executive Committee and any active NHCTA member for the positions of Delegate and Alternate(s). All candidates for this position must meet all qualifications as stated in the Amateur Trapshooting Rules and Bylaws.

B. Audit Committee

An Auditing Committee shall be appointed by the Executive Committee and this committee shall audit the financial accounts of the Association and certify as to the Correctness of the Annual Financial Statement.

C. Real Property Advisory Committee.

1. The President shall appoint a Committee consisting of four (4) Members, one (1) from each region of the state, to be known and designated as the Real Property Advisory Committee. The original members of the committee shall have the following terms: one for 1 year, one for 2 years, one for 3 years, and one for 4 years. Each year thereafter at the annual tournament meeting of the membership, the President shall appoint a member of the Committee for a term of four (4) years, to fill the vacancy upon the Committee. All appointments to the Committee shall be subject to confirmation by the Executive Committee.
2. The Real Property Advisory Committee shall have the following duties:
 - (a) To investigate all proposals by the Executive Committee relative to the acquisition of any real property or the permanent improvement of any real property now owned by the Association.
 - (b) At all times to advise the Executive Committee relative to proposed acquisition or improvement of real property;
 - (c) To advise, in writing, the Executive Committee prior to the annual meeting thereof, of the recommendation of said Committee relative to any proposal for the acquisition or improvement of real property as submitted to it by the Executive Committee.

ARTICLE XIII. NOMINATIONS & ELECTIONS

Election of all officers and Directors, excluding Delegates and Alternate Delegates:

1. Will be held at the December annual meeting of the Association at a time and place set by the President.
2. Notice of such meeting will be sent via US mail to every registered NHCTA member for whom the secretary has a known address at least 20 days in advance of the meeting.

3. The Nominating Committee will present its recommended candidates for each office. Further nominations will be accepted from the floor, and each candidate must be prepared to present proof of membership prior to voting.
4. The term of office of those elected will begin immediately after election and will expire with the following year election.

Election of Delegate, 1st Alternate, and 2nd Alternate:

At the annual State championship tournament sanctioned by the ATA, a business meeting will be held on a date and at a time specified in the program for the tournament in accordance with ATA Rules and Bylaws.

ARTICLE XIV-VACANCIES

All vacancies in the elected offices of this Association caused by death, resignation or removal shall be filled by majority vote of the remaining Executive Committee held at the next regular or special meeting called for that purpose. The person chosen to fill the vacancy shall serve until his successor has been elected at the next annual membership meeting and be duly qualified.

ARTICLE XV. MEETING OF MEMBERS

A. ANNUAL MEETING

1. The annual meeting of the NHCTA shall be held in accordance with the ATA regulations at a date and time specified in the program for the Annual Championship tournament.
2. Notice of such meeting shall be printed in the official program of the Tournament designating time and place. Notice shall be delivered to each NHCTA member for whom the secretary has a known address at least 30 days in advance via either US mail or electronically. No further notice shall be required.
3. The annual December meeting shall be held at a time and place selected by the Executive Committee and notice thereof sent by either US mail or electronically to all members for whom the secretary has a known address at least 20 days in advance. No further notice shall be necessary.

B. SPECIAL MEETINGS

Special meetings of the membership may be called by the President or four (4) members of the Executive Committee. Notice of such meetings and the purpose of such must be mailed via US mail or electronically to all members for whom the secretary has a known address fifteen (15) days prior to the date of the meeting, together with the agenda for said meeting, including the text of any proposed resolution, regulation, or motion

C. EXECUTIVE COMMITTEE MEETINGS

The President shall conduct Executive Committee meetings as the need dictates for the purpose of conducting the business of this organization between annual membership meetings. Any committee member thereof may participate in a meeting of such committee by means of a conference telephone if permitted by state law. Participating by such means shall constitute presence in person at meeting. Any decision must be approved by a majority of the Executive Committee. In order for there to be a meeting of the Executive Committee there must be no less than five (5) members of the Committee present.

D. QUORUM

Those members of the NHCTA who are present at annual or special meetings shall constitute a quorum for the transaction of business of the NHCTA, regardless of the number which shall be present. The action of the majority of the members present at any regular or special meeting of the NHCTA shall constitute the action (or will) of the Association.

E. ORDER OF BUSINESS

The order of business at all Executive Committee meetings and special meetings of the membership shall be at the discretion of the President. The order of business at all annual meetings of the membership shall be as follows:

1. Reading of previous minutes
2. Report of the President
3. Report of the Treasurer
4. Report of the Secretary (including correspondence)
5. Report of the Delegate

6. Report of the Committees
7. NHCTA sponsored STATE TEAM Awards
8. Unfinished business
9. New Business
10. Election of Officers & Directors (December meeting only)
11. Election of Delegate(s) (Annual championship tournament only)
12. Adjournment

ARTICLE XVI. CHANGES AND AMENDMENTS

1. Active members may submit recommendations for amendments to or a revision of the NHCTA bylaws.
2. These bylaws may be amended at the annual tournament meeting by a two-thirds (2/3) vote of the NHCTA members present and voting providing written notice has been submitted to the NHCTA members for whom the secretary has a known address at least thirty (30) days prior to the annual meeting, or by a three-fourths (3/4) vote of the members present and voting without previous notice.
3. Amendments to these bylaws revisions shall become effective at the close of the annual meeting at which adopted unless otherwise specified in said bylaws.

ARTICLE XVII. PARLIAMENTARY PROCEDURE

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the NHCTA bylaws and the ATA bylaws.

ARTICLE XVIII. DISSOLUTION

Upon the dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Association, distribute all the remaining assets of the Association to an organization then qualified under section 501(c) (3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

First preference will be given to an association with similar interests as this Association. No remaining assets shall be transferred to, or in any respect whatsoever inure to the benefit of any director, officer or member of the corporation.