

# **Tri County Trap Club**

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## **Organizational Structure and By-Laws**

**The Board of Directors shall consist of the following elected or appointed positions:**

**a) President – The Duties of The President Are:**

- (1) To preside at all meetings.
- (2) To enforce principles, Rules, and By-Laws of the Club.
- (3) To appoint all committees at any time.
- (4) To appoint officers to posts which may become vacant until new officers are elected at the next annual election.
- (5) To pursue the further success of the Club and to recruit new members.
- (6) To issue a presidents letter after each shoot.

**b) Vice President – The Duties of the Vice President Are:**

- (1) To preside in the absence of the President.
- (2) To assume the office of President should it become vacant.
- (3) To supervise and promote all activities of the Club.
- (4) To enforce the principles, rules and By-Laws.
- (5) To keep all minutes and other official records of the Club along with the Secretary and produce such records upon request.

**c) Treasurer – The Duties of the Treasurer Are:**

- (1) To keep account of all monies received by the Club and deposit it in the name of the Club in a bank designated by the Board of Directors.
- (2) To pay all legitimate bills authorized by the officers.
- (3) To produce upon request any records pertinent to this office.
- (4) To issue the monthly Treasurer's Report.

**d) Secretary – The Duties of the Secretary Are:**

- (1) To execute corporate documents as directed by the Board of Directors.
- (2) To maintain the corporate records of the club.
- (3) May be a combined position with that of Treasurer or a separate person.
- (4) Along with the Vice President, share in the keeping of minutes and records.

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**e) Editor – The Duties of the Editor Are:**

- (1) To coordinate and distribute by email or USPO the monthly newsletter consisting of the President's letter, all shoot results, Lewis, Handicap jackpot wins, and the monthly Treasurer's Report.
- (2) To maintain the Club roster, mailing list, members list and website.

**f) Handicapper – The Duties of the Handicapper Are:**

- (1) To classify, record, and maintain Club averages for all members.
- (2) To conduct Reviews as required by the Rules.
- (3) To produce upon request any records pertinent to this office.
- (4) To compete and issue the shoot results.
- (5) To determine the handicap jackpot winners if any.

**g) Shoot Director – The Duties of the Shoot Director Are:**

- (1) To coordinate all shoot activities in a timely manner, including setting trap fields, issuing and return of the squad score sheets, practice squadding etc.

**h) Trustee – The Duties of the Trustee Are:**

- (1) To sit on the Board of Directors.
- (2) To assist in the supervision of operations.
- (3) To perform incidental duties.
- (4) To assist on special committees.
- (5) A total of three trustees are recommended per calendar year, and must have been a past previous officer of the Club.

**i) Board of Directors Meetings.**

- (1) The meeting of the Board of Directors shall be held at such places and on dates as may be deemed by the Board. The general membership is welcome to any Board Meeting.
- (2) The annual meeting of the Board of Directors will be held in conjunction with the club's annual awards banquet unless otherwise notified.

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### **(b) Quorum.**

- (1) A quorum will consist of no less than three officers.

### **(c) Attendance**

- (1) Any member of the Board of Directors or Trustee missing three consecutive meetings without legitimate reason shall surrender his or her position.
- (2) Any member of the Board of Directors who will not be attending the shoot will advise the President in advance of their absence.
- (3) Any member of the Board of Directors who will not be attending the shoot and usually help with the sign-up are responsible for finding a suitable replacement.

### **(d) Conference Telephone and Action by Consent:**

- (1) One or more directors may participate in a meeting of the Board, or a committee of the Board, by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other; participation in this manner shall constitute presence in person at such meeting.
- (2) Any action required or which may be taken without a meeting of the directors, or of a committee thereof, may be taken without a meeting if a consent in writing, including electronic mail, setting forth the action so taken, shall be signed or approved by the directors, or the members of the committee, as the case may be. Such consent shall have the same effect as a unanimous vote.
- (3) Written consent may be executed in several identical counterparts by the directors or committee members with the effect as if the directors or committee members had executed a single document.

### **(e) Term of Office**

- (1) Term of office shall be one year.
- (2) Nominations for officers shall be in July and August.
- (3) Elections will be held in September.
- (4) Those eligible for nomination are any members in good standing for at least one year unless waived by the Board of Directors.

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### **(f) Special Committees. The Duties of the Special Committees are:**

- (1) To accomplish TCTC tasks without the requirement of the entire Board's involvement.
- (2) To evaluate plans, ideas, and activities of the committee tasks.
- (3) To present the finalities to the Board.
- (4) Committees will be chaired by the Vice President or designated Board member and preferably consists of at least one officer, one trustee and one member.
- (5) The Nomination Committee will consist of the outgoing president and three members or officers.

### **(g) By-Laws Changes.**

- (1) By-Laws of Tri County Trap Club may be changes through the following process.
- (2) The Board of Directors may, at it's sole discretion, appoint a "By-Laws Committee" consisting of 2 officers, 2 members at large and 1 trustee.
- (3) The Board shall provide to the committee, related background information regarding the perceived need for a By-Laws change.
- (4) The Board shall then instruct the Committee to prepare an amendment to the specific section or sections of the Rule or Rules in question.
- (5) Upon the Board's receipt of the proposed amended version of the Rule or Rules in question, the Board shall instruct the Editor of the newsletter to publish the proposed amended version in it's entirety in the next Club Newsletter or post it to the club's web site along with a request for member review and comment.
- (6) The Board shall then meet at a time subsequent to the Club shoot, following the publishing of the proposed amendment, and shall fine tune the amendment to reflect a consensus of the membership's input while maintaining the spirit of the committee's proposal and shall determine, by majority vote, it's adoption or rejection of all or part of that amendment.

END