

Bylaws

of the

Coraopolis District Sportsmen's Association.

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Article I - Name

Section A: Name

The name of this organization shall be CORAOPOLIS DISTRICT SPORTSMEN'S ASSOCIATION, INC., hereinafter referred to as "CDSA". CDSA is a 501(c)7 corporation registered with the United States Internal Revenue Service. The shooting ranges, buildings, equipment and other property of CDSA are located at 106 Coketown Road, Coraopolis, PA 15108.

Article II - Object

Section A: Object

CDSA is established as a not-for-profit association. The purpose of CDSA is to:

1. Own, establish, and maintain target ranges and such other facilities as are deemed necessary for the lawful and safe use of firearms and archery equipment,
2. To provide instruction and promote responsible use of firearms and archery equipment and the conservation of natural resources,
3. To provide wholesome recreational activities for youth, and
4. To encourage among its members good fellowship and cooperation.

Article III - Membership and Dues

Section A: Membership Cap

The membership shall be closed when 1,200 openings have been filled. A Wait List will be maintained and vacated memberships will be filled in order of the Wait List, unless openings exceed The Wait List. Junior members will not count against the 1,200 member cap. Junior members will go to the top of the list in the year they turn 18. To be considered for membership a person must be able to legally own, possess and use firearms under all applicable Federal and state laws.

Section B: Initiation Fee

New members shall pay an initiation fee. The amount of this fee shall be determined by CDSA Officers.

Section C: Dues

All Regular, Junior and Senior members shall pay yearly dues as determined by CDSA Officers. Dues are paid for a membership valid July 1st through June 30th. Dues may be paid starting April 1st each year. If dues are not paid as of June 30th, member shall not use the ranges until in good standing during the grace period between June 30th and July 31st. All non-renewed memberships shall be made available to the Wait List or the public on August 1st.

Section D: Memberships

1. A Regular Member is one whose age is between 18 and 64 years of age in the calendar year, passes the CDSA Safety Orientation Class, and pays an initiation fee and yearly dues to be determined by CDSA Officers.
2. A Family Membership will have both spouses' names on the CDSA membership card. Both must be at least 18 years of age. After attending the CDSA Safety Orientation Course the spouse will be entitled to range use as a full member. A family membership is entitled to one vote in all club business, and would count as one member in the membership cap. Only the primary card holder, (first named on the card), may vote or hold office. Spouses must use the same range when both are present. The Family may have only two guests at a time. The membership may be revoked as per the Bylaws for infractions of either spouse. New members taking the Family membership option will pay one initiation fee.
3. A Senior Member is one who is 65 years of age or older in the fiscal year and pays a one time initiation fee and discounted yearly membership dues, as determined by CDSA Officers.
4. A Junior Member is one whose age is up to 17 years of age in the fiscal year. Upon the 18th birthday, a Junior Member can convert to Adult Membership. The Initiation Fee will be calculated as: Initiation Fee minus Total Junior Membership dues paid in prior years. Initiation fee and yearly dues will be determined by CDSA Officers.
5. Life Member memberships may be offered to Regular Members by CDSA from time to time, especially for the purpose of raising funds for substantial improvements or repairs to CDSA property. CDSA Officers will determine the appropriate fee if and when it deems that Life Membership opportunities should be offered. Life Members are not required to pay yearly dues and will be considered in good standing for their lifetime. Life Memberships use of the ranges can be revoked for major violations.

Section E. Membership Cards

All members in good standing shall be issued a membership card. This card is required to use any CDSA facility or range and must be displayed by the member any time they are on CDSA property. Any person who is not a guest of a member in good standing or participating in an event open to the public and is unable to present a valid membership card shall be required to leave CDSA property immediately.

Section F: Resignations

Any member may withdraw from CDSA for any reason by submitting a written resignation to the Secretary. A resignation exempts CDSA from any refund of any dues and makes compulsory the settlement of all obligations to CDSA: the return of the key fob, keys and any property or materials to CDSA.

Section G: Expulsion

If, while a member of CDSA, the member becomes unable to legally own, possess or use firearms under any applicable Federal and state laws, the member will immediately lose all rights of membership and be expelled from CDSA.

Article IV - CDSA Officers and Board of Directors

Section A: Titles and Terms of Office

The CDSA Officers shall be: President, Vice President, Treasurer, Secretary, Membership Officer, Finance Officer and Members of the Board of Directors. Executive Officers shall be President, Vice President, Treasurer, Secretary, Membership Officer and Finance Officer. There shall be ten members of the Board of Directors. The term of office shall be one year for all CDSA Officers.

Section B: Nominations and Elections

1. Nominations for office will be open at the August Membership monthly meeting and will be closed at that meeting, not to be opened again. Nominee must be present to accept nomination or inform CDSA Secretary before the meeting of an unavoidable absence. Annual election of Officers shall be by written ballot at the September Membership meeting. Candidates receiving a simple majority of votes shall be declared elected. In the event of a tie, more balloting between the tied candidates will be called.
2. To be eligible for nomination Officers and Directors must be members in good standing. A member in good standing is defined as one having attended a minimum of fifty percent of membership meetings held between August 1st and July 31st of the prior/present year, and with no written violations of Bylaws, rules or procedures during the same time period.
3. A member may be on the ballot for more than one Executive Office (President, Vice President, Treasurer, Secretary, Membership Officer or Finance Officer) and also be on the ballot as a candidate for the Board of Directors. Elections for Executive Office positions will be held first, in order listed above. Candidates who win an Executive Office shall be removed from the ballots of other offices. Ballots will be printed before the election and list all nominated members. The order of officer elections shall be:
 - a. Voting for office to be elected.
 - b. Announce winner. Follow same procedure for remaining offices.
4. Members must show a valid membership card to receive an official ballot. Junior members are not eligible to vote in elections.
5. Newly elected officers shall take office at the October Board of Directors meeting following their election in September.

6. CDSA Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by CDSA.

Section C: Vacancies in Office

Any office vacated during the year shall be filled for the remainder of the unexpired term of such office by appointment made by CDSA Officers.

Executive Officers or Directors absent from three consecutive meetings, and without good reason accepted by the CDSA Officers, may be replaced using the method described in the preceding paragraph.

Article V - Meetings

Section A: Regular Meetings

Regular monthly meetings of CDSA shall be held at the clubhouse on the third Tuesday of each month at 7:30 p.m. All club members in good standing are encouraged to attend regular monthly meetings.

Section B: CDSA Officers Meetings

CDSA Officers monthly meetings shall be held at the clubhouse on the first Tuesday of the month at 7:30 p.m. All CDSA Officers are encouraged to attend CDSA Officers meetings. Any monthly CDSA Officers meeting may be canceled and/or rescheduled at the discretion of the CDSA Officers.

Section C: Parliamentary Rules

In the conduct of all meetings, Robert's Rules of Order and the following agenda shall govern:

1. Meeting called to order by saluting the U.S. Flag.
2. Roll call CDSA Officers.
3. Read and approve minutes from the prior meeting.
4. Read and approve the Treasurer's report.
5. President's report.
6. Committee reports.
7. Old business.
8. New business.
9. Announcements.
10. Suggestions for the good of CDSA.
11. Adjournment.

Section D: Quorum

A quorum for the regular monthly meeting shall consist of 20 members in good standing.

A quorum for the monthly CDSA Officers meeting shall consist of 10 Executive Officers and/or Directors.

Article VI - Officers and Board of Directors

Section A: President

The President shall be the Chief Executive Officer of the organization, and shall perform duties that are pertinent and necessary to the office, including, but not limited to, enforcement of the CDSA Bylaws and Rules, to preside over monthly regular meetings and monthly meetings of CDSA Officers.

The President shall have authority, with the approval of CDSA Officers, to direct the work of the organization, to represent the organization in related matters, to appoint the creation of committees and committee chairpersons, and other duties as deemed necessary.

Section B: Vice President

The Vice-President shall assist the President in his duties and act as President in the President's absence from any CDSA meeting or sponsored event.

Section C: Treasurer

The Treasurer shall have custody of all CDSA funds, supervise the financial activities of the organization, and keep full and accurate records of all receipts and expenditures.

The Treasurer shall make a report at every regular monthly meeting and any other time that CDSA Officers or President request a report. In the event that the Treasurer cannot attend a regular monthly meeting, he/she shall provide a written report to be read at the meeting.

The Treasurer shall be permitted to make any disbursements within the normal course of the organization's business (such as utilities, mortgage payments, and other recurring expenses), but must seek approval from CDSA Officers for all expenses not customary and/or in the ordinary routine of CDSA business.

The Treasurer shall make no changes regarding CDSA bank account location or account signatory cards without prior permission or direction of CDSA Officers.

Section D: Secretary

The Secretary shall take and keep a record of the minutes of all meetings.

Section E: Membership Officer

The Membership Officer shall collect membership dues to be given to the Treasurer, issue membership cards and key fobs, maintain the key fob system and membership cap. The Membership Officer shall attend, or assign someone in his/her absence, all Safety Orientation

courses to sign up new members, and shall provide a monthly report to CDSA Officers and members.

Section F: Finance Officer

The Finance Officer shall create yearly budgets for all projects to be completed within the Fiscal Year. The Finance Officer shall create projections for the next one, three and five years based on historical information and projected income and expenses. The Finance Officer shall:

1. Develop, maintain and monitor the CDSA annual operating and capital budgets in accordance with Generally Accepted Accounting Principles (GAAP),
2. Present the annual funding and encumbrance of funds required for projects designed to improve CDSA property,
3. Present quarterly (and as needed) budget disclosures at appropriate CDSA Officers meetings,
4. Conduct meetings with one representative from each CDSA group to assist in the developing and updating of project-based budget requirements for CDSA,
5. Establish that the necessary funding is available and that information shall be presented to CDSA Officers for review and approval,
6. Develop and maintain a record of all needed and requested projects with costs and efforts needed to achieve a successful completion within the budgeted financial and time constraints,
7. Do cost/benefit analysis, actual versus project analysis, timeline projections on all projects, and report to CDSA Officers all scope creep including financial and time issues, and
8. Advise and inform CDSA Officers the status of CDSA budgetary and financial matters.

All project requests shall be finalized prior to fiscal year-end and presented to CDSA Officers by December 31st. All project requests shall be voted upon at the CDSA Officers meeting in January. Projects needing immediate action shall be voted upon at the next CDSA Officers meeting.

Section G: Board of Directors

It shall be the duty of the Board of Directors to serve as representatives of the membership, to plan, to make recommendations to the membership and to conduct the business affairs of CDSA. The President, with the Board of Directors, shall have the right to temporarily close any range for any purpose deemed necessary without approval of the membership.

Section H: Disbursement of Funds

Individual CDSA Officers shall have the authority to disburse funds to the limit of \$100.00 without approval of CDSA Officers. The President shall have the authority to disburse funds to the limit of \$500.00 and the other Executive Officers shall have the right to disburse funds to the limit of

\$300.00 without the approval of CDSA Officers. Any disbursed funds in excess of these amounts shall be approved by CDSA Officers in advance. All checks shall be drawn by the Treasurer and shall be signed by any two of the following: Treasurer, Secretary, Finance Officer, Membership Officer.

Article VII - Committees

Section A: General

Standing Committees and Special Committees shall be established by the President with the approval of CDSA Officers. Committee Chairpersons shall be filled by appointment by the President with the approval of CDSA Officers. No committee shall have the right to obligate CDSA in any way without prior approval of CDSA Officers. All committees shall report on their activities to CDSA Officers at the monthly CDSA Officers meeting or whenever requested, and are under the direct supervision and control of CDSA Officers.

Section B: Finance Committee

The Finance Committee shall be composed of the Finance Officer and an annually-appointed representative from Junior Archery, Junior Rifle, Wednesday Night Indoor Pistol, Bullseye Pistol, Adult Archery and all Standing Committees. It shall be the duty of this Committee to:

1. Develop, maintain and monitor the CDSA annual operating and capital budgets in accordance with Generally Accepted Accounting Principles (GAAP),
 2. To present the annual funding and encumbrance of funds required for projects designed to improve CDSA property,
 3. To present quarterly budget disclosures at appropriate CDSA Officers' meetings,
 4. To conduct meetings to assist in the developing and updating of project-based budget requirements for CDSA,
 5. To establish that the necessary funding is available and that information shall be presented to CDSA Officers for review and approval,
 6. To develop and maintain a record of all needed and requested projects with costs and efforts needed to achieve a successful completion within the budgeted financial and time constraints,
 7. To do cost/benefit analysis, actual vs. project analysis, and timeline projections on all projects reporting to CDSA Officers all scope creep including financial and time issues, and
 8. To advise and inform CDSA Officers the status of CDSA budgetary and financial matters.
- All project requests shall be finalized prior to fiscal year-end and presented to CDSA Officers by December 31st. All project requests, with exceptions due to immediate need, shall be voted upon at the CDSA Officers meeting in January.

Section C: Fundraising Committee

The Fundraising Committee shall be composed of one Board Member and at least one General Member. The Committee shall have a Chairperson and Secretary. It shall be the duty of this Committee to:

1. Develop a Quarterly Calendar of Events for approval from CDSA Officers, based on an Annual Monetary Goal for the Committee to reach for the calendar year set by CDSA Officers.
2. Once the Calendar is approved by CDSA Officers, the Committee develops a Plan of Action for each Event and places deadlines for each Event Task onto the Calendar.
3. Develop a Time Frame to complete each Task within the Event Plan of Action.
4. Present in-order and separately each Event Plan of Action to CDSA Officers for consideration. If the Committee will need assistance from CDSA Officers with any part of the Event Plan of Action, provide a detailed request.
5. Provide monthly Progress Reports to CDSA Officers at CDSA Officers' Meeting and to the General Membership at CDSA Regular Meeting.
6. Provide Summary to CDSA Officers and General Membership upon completion of each Event Plan of Action.
7. Assist with all activities that create funding, such as 50/50, Snack Bar, Gun Raffle, and Gun Bash.
8. Develop a new Event Calendar annually after reviewing past Events' performance. Determine if improvements in Event Plans of Action validate continuation of the Event in the future.
9. The Committee Chairperson must check with the Finance Officer or Treasurer frequently to ensure CDSA stays within the 501(c)7 Tax Guidelines.

Section D: Other Committees

CDSA Officers shall establish such additional committees as may be required for the operation of CDSA. The President shall be ex officio a member of all committees except the Nominating Committee.

Article VIII - Parliamentary Authority

Section A: Robert's Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern CDSA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order CDSA may adopt.

Article IX - Amendment of Bylaws

Section A: General

These Bylaws may be altered, amended or changed at any regular or special meeting of the members or CDSA Officers. No alterations, amendments or changes shall be voted on without having been discussed at a minimum of one prior membership meeting.

Section B: Process

To alter, amend or change a bylaw or part thereof, a member shall make a motion to amend a specific bylaw or part thereof with the exact wording in writing to be discussed. To proceed, the motion must be seconded, the President shall state the question on the motion and discussion follows. At the close of the discussion the motion is not voted on, but shall be brought before the membership for vote at the next membership meeting.

Article X - Safety

Section A: Range Safety

CDSA Officers shall approve safety rules and regulations and they shall be posted on all ranges.

All members shall observe all rules, regulations, and policies of CDSA, shall act in a safe and considerate manner at all times, shall not violate any state or federal or local laws, and shall not consume alcohol or intoxicating drugs prior to or while using any ranges on CDSA property.

Section B: Member Conduct and Safety Rule Enforcement

The CDSA Officers shall review any complaint regarding a member or group of members of the club. CDSA Officers shall have full authority to privately discipline or publicly reprimand, suspend or expel any member for just cause. Such cause may consist of the violation of any Bylaw, Safety Rule, Regulation, or Policy of the Club, or of conduct which in the opinion of the CDSA Officers is detrimental to the Club's welfare, safety, or to the good order of discipline therein, or upon its premises, or any improper use of or damage to the Club or its property. Public reprimand, suspension or expulsion of a member shall not be made until the member shall have had an opportunity to present a defense.

Any member who breaks the rules or does not respect the Range Safety Officer (RSO) may be given a verbal warning or told to leave the range immediately for the day depending on the severity of the infraction. If they commit a major offense they must relinquish their membership card and fob to the RSO. The RSO must inform CDSA Officers the day the major incident occurs. The member must be notified to attend the next CDSA Officers or Membership Meeting (whichever is scheduled first), to present evidence in their defense. The RSO who witnessed the infraction must be at the meeting to present evidence. After presentation of evidence and questions from the Officers of CDSA a secret ballot will be held to expel or otherwise penalize the offending member.

Section C: Safety Rule Infraction Penalties

Firearm and Archery

1. Verbal warning (Minor Violation)

a.) No report made, may stay on the range.

2. Written Warning (Minor Violation)

a.) Record kept, must leave range immediately for the day.

b.) After the second written warning the offending member must attend the safety orientation course, even if they have already attended once.

c.) Three written warnings in a one year period may lead to expulsion from Club.

3. Major Violation

a.) Must turn over membership card and fob to RSO.

b.) Must leave range and property immediately until after resolution of complaint.

c.) Member attends next CDSA Officers or membership meeting, whichever is scheduled first.

d.) Member presents evidence in their defense to CDSA Officers only.

e.) Secret ballot is held: may result in expulsion from club.

Section D: Examples of Major Violations

1. Bullet over the backstop or side berm.
2. Any discharge of a firearm except on the firing line on the ranges.
3. Use of, or under the influence of, alcohol or intoxicating drugs while shooting.
4. Sweeping of other shooters with a gun.
5. Shooting through barrier, roof, lights or other club property.
6. Loading gun while others are down range.
7. Muzzle climb over the backstop during firing.
8. Shooting in front of yellow chain or behind rear yellow line.
9. Unloading a firearm anywhere except in front of a backstop on one of the ranges.

Article XI - Dissolution

Section A: General

If, for any reason, CDSA is dissolved or ceases to operate as a viable entity, all unencumbered assets of the association shall be distributed as per Federal and state laws pertaining to tax exempt organizations. An attorney shall be retained to act on behalf of CDSA in this matter.