

**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 shall 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 shall be able to legally own, possess and use firearms under all applicable Federal, State, and local laws.

### **Section B: Probation and Expulsion**

1. New Members shall be on probation for twelve months after taking the Safety Orientation Course and paying dues. During that time they may be expelled by a simple majority vote of the Officers for any reason not contrary to Federal, State, or local laws. No explanation needs to be given. Dues shall be refunded pro rata.
2. After the probation period, any Member may be expelled per the requirements of the Bylaws Article III Section H and Article X Section B for reasons other than safety violations.
3. Members shall be subject to public records search at any time.

## **Section C: Initiation Fee**

New Members shall pay an initiation fee. The amount of this fee shall be determined by the Officers.

## **Section D: Dues**

All Adult, Adult Family, Senior, Senior Family, and Junior Members shall pay yearly dues as determined by the Officers. Dues are paid for a Membership valid July 1st through June 30th. Dues may be paid starting April 1st each year. Accepted payments for dues are cash, check, or credit card. There is a non-refundable processing fee for credit cards, and the fee is determined by the Officers. If dues are not paid as of June 30th, Member shall not use the ranges until dues are paid 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 E: Memberships**

1. An Adult 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 the Officers.
2. Adult 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 shall 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 Membership year and pays a one time initiation fee and discounted yearly Membership dues, as determined by the Officers.
4. A Senior Family Membership will have both spouses' names on the CDSA Membership card. Both must be at least 65 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 shall 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 Senior Family Membership option will pay one initiation fee.

5. A Junior Member is one whose age is up to 17 years of age in the Membership 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 the Officers.
6. Life Member Memberships may be offered to Members by CDSA from time to time, especially for the purpose of raising funds for substantial improvements or repairs to CDSA property. The 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. Life Memberships use of the ranges can be revoked for major violations. Life Members shall fill out a Membership renewal form to receive their yearly Membership card and have their fob activated for range use.

## **Section F: Membership Cards**

All Members shall be issued a Membership card upon payment of dues. 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, 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 G: 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 H: Expulsion**

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

## **Article IV - CDSA Officers and Board of Directors**

### **Section A: Titles and Terms of Office**

The CDSA Officers shall be: President, Vice President, Secretary, Treasurer, Membership Officer, Finance Officer, and Members of the Board of Directors. Executive Officers shall be President, Vice President, Secretary, Treasurer, 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 shall be open at the August Membership monthly meeting and shall be closed at that meeting, not to be opened again. Nominees 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 shall be called.
2. To be eligible for nomination of Officers and Directors, the individual must be a Member 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 the 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 Officers' Meeting following their election in September.
6. 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 Officers' or Membership meetings, and without good reason accepted by the CDSA Officers, may be replaced using the method described in the preceding paragraph. Officers shall notify the Secretary if they are unable to attend a meeting.

## **Article V - Meetings**

### **Section A: Membership Meetings**

Monthly Membership meetings of CDSA shall be held in the Social Hall on the third Tuesday of each month at 7:30 p.m. All Members are encouraged to attend monthly Membership meetings. Any monthly Membership meeting may be canceled and/or rescheduled at the discretion of the Officers.

### **Section B: CDSA Officers Meetings**

CDSA Officers' monthly meetings shall be held in the Social Hall on the first Tuesday of the month at 7:30 p.m. All CDSA Officers are encouraged to attend CDSA Officers' meetings. Any monthly Officers' Meeting may be canceled and/or rescheduled at the discretion of the 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 Pledging Allegiance to the U.S. Flag.
2. Roll call of CDSA Officers.
3. Read and approve minutes from the prior meeting.
4. Read the Treasurer's report and file with the minutes.
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: Officers' Email Voting**

1. The Officers' Motion to Vote Email shall include what the motion to vote is, why the vote can not wait until a scheduled meeting, and any additional information the voter may need to assist with a decision for their vote. This email becomes the "original" Motion to Vote Email.
2. Original Motion to Vote Email shall be sent to ALL Officers that provided a contact email.
3. Responding to a Motion to Vote Email from a "Reply" is invalid. Officers shall reply to an original Motion to Vote Email only by "Reply All". This gives the Officers the ability to tally the votes.
4. Officers shall include "Yes" or "No" and their name in the reply. Nothing else shall be written. Once a vote is cast, the vote is final.
5. When an Officer can not access their email, the officer shall immediately notify the President, Vice President, or Secretary.



6. A simple majority ( 50% of Officers plus 1) shall be needed to pass an Officers' Email Vote.
7. At the next Officers' Meeting after the cut-off date of an Officers' Email Vote, the Secretary shall:
  - a. Read the original email.
  - b. Give the total number of replies, total "yes" votes, total "no" votes, and if the vote met the requirement to pass or was denied.
8. The Original Motion to Vote Email shall be the only required document to print. The date and time, replies and vote tally, and the initials of the officer who printed the email shall be included below the email as documentation. The Motion to Vote Email is then filed with the Officers' Meeting minutes.

### **Section E: Quorum**

A quorum for the Membership Meeting shall consist of 10 Members.

A quorum for the 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 Bylaws and Rules, to preside over monthly Members' Meetings and Officers' Meetings.

The President shall have authority, with the approval of the 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 their duties and act as President in the President's absence from any 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 Members' and Officers' monthly meeting and any other time the Officers or President request a report. In the event that the Treasurer can not attend any meeting, they shall provide a ledger to the Secretary to be presented at the meeting. The Treasurer shall be prepared to answer questions or provide documentation for all expenditures.

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 the Officers for all expenses not customary and/or in the ordinary routine of business.

The Treasurer shall balance the checkbook monthly, make monetary deposits in CDSA's approved banking account, empty range boxes monthly with the Secretary, prepare annual license application for Small Game of Chance, prepare and file W-9s and 1099 NEC when necessary, and prepare documents to finalize tax preparation to Certified Public Accountant (CPA) to file 990 EZ.

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

## **Section D: Secretary**

The Secretary shall make accurate legible minutes and records for all Officers' and Members' Meetings, shall call the roll of Officers, keep attendance records for Officers' and Members' Meetings, and shall keep Bylaws, Policies, Rules, and other important documentation available for meetings. The Secretary shall read the minutes for approval or appoint someone to read on their behalf, make any amendments to the minutes, and file the minutes in a timely manner. The Secretary shall keep a written calendar for CDSA. The calendar includes all programs, scheduled training and events, and when important CDSA business is due for services or renewals. The Secretary shall complete the duties for voting and the President shall appoint an Executive Officer to complete the voting duties in the Secretary's absence.

The Secretary shall complete and update assigned notices and correspondences, send a copy to the President for approval, or if unavailable send to the Vice President, before sending the notice or correspondence. The Secretary shall keep the Membership Wait List record, notify the Officers when the desired number is reached to schedule a Safety Orientation Class, notify individuals on the Wait List of the scheduled Safety Orientation Class, and assist with assigned tasks for the Safety Orientation Class. The Secretary shall complete printing tasks for yearly Membership cards, Administrative Rules and Policies, and any other print tasks assigned.

The Secretary shall complete other secretarial duties for voicemail, Secretary email, and the Newsletter. The Secretary shall complete affiliation renewals or services when approved by the President, purchase supplies for cleaning, kitchen, and office, make approved purchases, collection of committee minutes, and file documents for safekeeping. The Secretary shall assist the Treasurer with emptying the range boxes monthly. The Secretary shall complete other secretarial duties assigned by the President.

## **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 their absence to all Safety Orientation courses to sign up New Members, and shall provide a monthly report to the Officers and Members. The report shall include a monthly total Membership and totals for adult, family, senior, junior, and life 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 annual operating and capital budgets.
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 Officers' Meetings.
4. Conduct meetings with one representative from each CDSA group to assist in the developing and updating of project-based budget requirements.
5. Establish that the necessary funding is available and that information shall be presented to the 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. Advise and inform the Officers the status of CDSA budgetary and financial matters.
8. The Finance Officer shall provide vendor management for CDSA. This includes but is not limited to:
  - a. Working directly with vendors.
  - b. Maintaining a preferred vendor list for all vendor provided services. This includes range maintenance, grass cutting, snow removal, camera / security system, HVAC, electric, fob system, internet provider, tree service, tractor repair, excavating, asphalt, fencing, and any others the Officers deem necessary.
  - c. Ensure Quotes are provided and ensure services and costs remain in line.
  - d. Maintain vendor agreements as needed.
  - e. Ensure competitive quotes are provided by all vendors.
  - f. Ensure payment is requested and received on time according to the contract.
  - g. Maintain a file with all vendors and current and past service requests.
  - h. Negotiate all required contracts as required.

All project requests shall be finalized prior to fiscal year-end and presented to the Officers by December 31st. All project requests shall be voted upon at the Officers' Meeting in January. Projects needing immediate action shall be voted upon at the next 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. The President, with the Officers, 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 Officers shall have the authority to disburse funds to the limit of \$100.00 without approval of the 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 the Officers. Any disbursed funds in excess of these amounts shall be approved by the 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, and Membership Officer.

To request emergency expenditures over the Officers' limits, the President shall be notified of the issue and expense. If the President is unavailable, the Vice President shall be notified.

## **Article VII - Committees**

### **Section A: General**

Standing Committees and Special Committees shall be established by the President with the approval of the Officers. Committee Chairpersons shall be filled by appointment by the President with the approval of the Officers. No committee or program shall have the right to obligate CDSA in any way without prior approval of the Officers. All committees and programs shall report on their activities to CDSA Officers at the monthly Members' Meeting or whenever requested, and are under the direct supervision and control of the Officers. If the Committee Chair or program leader is unable to attend a Members' Meeting, they shall email their report to the Secretary prior to the Members' Meeting.

### **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.
2. To present the annual funding and encumbrance of funds required for projects designed to improve CDSA property.
3. To present monthly budget disclosures at appropriate 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 the 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. All project requests shall be finalized prior to fiscal year-end and presented to the Officers by December 31<sup>st</sup>. All project requests, with exceptions due to immediate need, shall be voted upon at the Officers' Meeting in January.

## **Section C: Other Committees**

The 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 the 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**

The Officers shall approve safety rules, policies and regulations and they shall be posted on all ranges. Members shall receive a copy upon payment of dues.

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

### **Section B: Safety Rule Enforcement**

The Officers shall review any complaint regarding a Member or group of Members of CDSA. The 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, Policy, or Regulation of CDSA. This shall include conduct which in the opinion of the Officers is detrimental to the welfare, safety, or to the good order of discipline therein, or upon its premises, or any improper use of or damage to CDSA 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) shall be given a warning which shall be issued orally, by phone, email, text or US Postal Service. If a Written Rule Violation Report is issued the Member shall leave the range immediately for the day. If they commit a major violation, they must relinquish their Membership card and fob to the RSO. The RSO will complete a CDSA Rule Violation Report form and must inform the Officers the day the major violation occurs. The Member must be notified to attend the next 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 a secret ballot will be held to expel or otherwise penalize the offending Member.

## **Section C: Safety Rule Violation Penalties**

### **Firearm and Archery**

1. **Warning (Minor Violation)**
  - a. No report to Officers is made, may stay on the range. Will be recorded for future reference. Shall be issued orally, by phone, email, text, or U.S. Postal Service. A second warning for the same violation will result in a Written Rule Violation Report.
2. **Written Rule Violation Report (Minor Violation)**
  - a. A Written Rule Violation Report shall be issued. Member must leave the range immediately for the day.
  - b. After the second Written Rule Violation Report in a one year period, the offending Member must attend the Safety Orientation Course, even if they have already attended once.
  - c. Three Written Rule Violation Reports in a one year period may lead to expulsion.
3. **Written Rule Violation Report (Major Violation)**
  - a. Must turn over Membership card and fob to RSO. A Written Rule Violation Report will be issued. Report shall be issued in person or U.S. Postal Service if confirmed by video evidence or another Member's complaint after the range usage. Member's fob shall be deactivated.
  - b. Must leave range and property immediately until after resolution of complaint.
  - c. The Member shall attend the next Officers' or Membership Meeting, whichever is scheduled first.
  - d. Member shall present evidence in their defense to the Officers only.
  - e. Secret ballot is held: may result in expulsion.

## **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 or on CDSA property.
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.