

**BY-LAWS OF
MONTCALM COUNTY 4-H SHOOTING SPORTS COMMITTEE**

ARTICLE I – NAME

The name of the organization shall be:
Montcalm County 4-H Shooting Sports Committee.

ARTICLE II – PURPOSE

Section 1. The purpose of this organization shall be as follows:

- (a) To provide for and develop leadership opportunities for youth and adults.
- (b) To encourage community involvement in the youth programs.
- (c) To cooperate with the MSU Extension staff in administering the Shooting Sports Project.
- (d) To create and sustain the interest of youth in Shooting Sports.
- (e) To develop and support 4-H youth in their project areas.
- (f) To coordinate youth educational activities around the Shooting Sports Projects.
- (g) To encourage, educate and support 4-H membership in Shooting Sports.

ARTICLE III – MEMBERSHIP

Section 1. Membership.

This committee shall be comprised of up to 5 adult Certified Shooting Sports Instructors, up to 5 Teen Certified Shooting Sports Instructors and at least 1 Montcalm County MSU Extension Staff Member as an ex-officio member. All youth members must be at least 16 4-H age and a teen certified Shooting Sports Instructor or agree to attend training in the next program year. There shall be a maximum of 2 voting adults and 2 voting youth per club. Appointment of committee members is as follows. If less than the maximum members are nominated, all qualified members that accept the nomination will be approved. If the maximum number of members is exceeded, then a general election shall be held with all active Certified Instructors enrolled in the Montcalm County Shooting Sports Program eligible to vote. The deadline to nominate members shall be the State 4-H Shooting Sports Tournament. The election shall be completed and new members seated at the next regular meeting following the State 4-H Shooting Sports Tournament.

Section 2. Definition of 4-H Shooting Sports Personnel.

- (a) **Michigan 4-H Shooting Sports Instructor** is an individual who has successfully completed the mandatory 4-H instructor certification workshop and is registered both with the county and the state as a certified shooting sports instructor.
- (b) **Michigan 4-H Shooting Sports Leader** is an individual who has successfully completed the 4-H volunteer leader selection process and is working under the direct supervision of a certified shooting sports instructor.
- (c) **Michigan 4-H Shooting Sports Assistant** is an individual who has **NOT** successfully completed the 4-H volunteer leader selection process and is working under the direct supervision of a certified shooting sports instructor.

ARTICLE IV – OFFICERS

Section 1. Officers. Officers of the organization will be as follows:

- (a) **President.** The duties of the President are as follows: To schedule and preside over all

meetings, prepare the agenda, call special meetings as needed, make appointments and assignments, serve as ex-officio member of all sub-committees and ensure the timely introduction of calendar events.

- (b) **Vice President.** The duties of the Vice President are as follows: assist the MSU Extension Staff with ensuring all Shooting Sports Instructor Certifications are current, maintain a list of current shooting sports instructors, tracking the inventory of equipment under the care of the committee, assist MSU Extension Staff with sending out recertification forms and filing the annual report forms prior to October 1st of each year.
- (c) **Secretary.** The duties of the Secretary are as follows: Send out notices of all meetings, take minutes of each meeting and submit formalized minutes to the Montcalm County MSU Extension Office within 5 business days.
- (d) **Treasurer.** The Treasurer shall keep a record of all financial activity of committee accounts, present a financial report at each meeting, authorize payments from committee accounts, provide and submit all needed financial information to MSU Extension Office when requested and must utilize the Michigan 4-H Treasurer's Record Book or a reasonable facsimile.

Section 2. Appointment of Officers.

Officers will be appointed based on consensus of the committee members at the first meeting following the State 4-H Shooting Sports Tournament.

Section 3. Nominations.

Nominations will open at the meeting preceding the elections and shall remain open until the start of the Michigan State 4-H Tournament.

Section 3. Terms of Office.

Officers will be:

- (a) Appointed for a one-year term
- (b) Eligible for re-appointment yearly.
- (c) 2 year consecutive term limit.
- (d) May be eligible to run for the same office after a 1 year pause.
- (e) May run for a different office without delay.

ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee is to be comprised of all elected officers and at least one Montcalm County MSU Extension Staff Member. Any decisions made by the Executive Committee must be brought to the board at the next regularly scheduled meeting.

ARTICLE VI – MEETINGS OF THE COMMITTEE

The Committee shall meet at least three times annually. All meetings shall follow Robert's Rules of Order. Meetings of the Committee shall be an open forum unless previously stated. Meetings shall include establishment of the annual calendar, certification questions, assignments, and committee reports. The President may call further meetings as needed.

ARTICLE VII – QUORUM

Five members shall be necessary to constitute a quorum for the conduct of business and a majority of the members present at any meeting shall decide any questions coming before the Committee.

ARTICLE VIII – REMOVAL OF SHOOTING SPORTS INSTRUCTORS / SHOOTING SPORTS LEADERS

Section 1.

Removal of individuals not adhering to the State of Michigan 4-H Shooting Sports Rules including:

- (a) Certified shooting sports instructors / leaders not adhering to the “Michigan State Shooting Sports Instructor Certification Policy” and “Michigan State 4-H Shooting Sports Program Safety Practices & Policies”.
- (b) Individuals falsely representing themselves as certified shooting sport instructors.

Section 2.

All issues relating to Shooting Sports safety and violations of the Michigan 4-H Shooting Sports Rules shall be handled by the Executive committee. All other infractions of 4-H rules and Regulations shall be handled by the Montcalm MSU Extension Staff Member.

ARTICLE IX – MONTCALM COUNTY 4-H SHOOTING PROGRAM OPERATING POLICIES AND PROCEDURES

All Montcalm County Shooting Sport programs and operating polices will adhere to:

- (a) Michigan State 4-H Shooting Sports Instructor Certification Policy.
- (b) Michigan State 4-H Shooting Sports Program Safety Practices & Policies.
- (c) Montcalm County 4-H Policies and Procedures.

ARTICLE X – DISSOLUTION

In the event this committee is dissolved for any reason, any and all funds, assets, equipment and inventory shall become the sole property of the Montcalm County MSU Extension Office for the use of county 4-H programming.

ARTICLE XI– AMENDMENT OF BY-LAWS

These by-laws may be amended, altered, or repealed, in whole or in part, at any regular or special meeting of the Committee (at which a quorum is present) by a three-quarters (75%) vote of the members present at such meeting, provided notice of such proposed amendment has been included in the notice of the meeting or were presented at a previous meeting of the Committee.

ARTICLE XII – CIVIL RIGHTS STATEMENT

The Montcalm 4-H Shooting Sports Committee agrees to follow MSU Civil Rights Statement as follows: *MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.*

AMMENDMENT 1

There shall be a standing committee to decide the scheduling of the State Shoot Qualifiers. This committee shall convene once annually to determine the final assignment of all Montcalm County Shooting Sports participants at the Michigan 4-H Shooting Sports Tournament. This committee shall consist of 1 member from each discipline (archery, shotgun, rifle) and include the President and MSU Extension Staff Member both as ex-officio members. This committee shall be appointed annually by the President.

Adopted and Approved on _____

President _____