

FLORIDA SPORTING CLAYS ASSOCIATION, INC. CONSTITUTION & BYLAWS

*[as revised 1/16/2000, restated 10/22/2017, **revised 5/23/2024**]*

The organization is known as the **Florida Sporting Clays Association, Inc. (FSCA)**. It is organized as a 501 (C)(7) social organization per the IRS, effective January 29, 2018.

FSCA will, at all times, be governed by the National Sporting Clays Association (NSCA) Rules & Regulations.

The fiscal year shall be from January 1 – December 31.

ARTICLE I. Purpose

The FSCA is organized to promote and advance the sport of Sporting Clays in the State of Florida through individual and club memberships, and sponsorship of registered sporting clays tournaments in affiliation with the National Sporting Clays Association (NSCA). The FSCA controls the calendar of registered shoots in Florida and is responsible for submitting the approved annual calendar of registered tournaments to the NSCA for sanctioned shoot number registration. The FSCA is responsible for scheduling, awarding, and overseeing the annual State Championship tournament.

ARTICLE II: Board of Directors

The Board of Directors shall be comprised of four (4) duly-elected Officers and seven (7) duly-elected Board Members. These eleven (11) positions shall have one vote per position at all meetings of the FSCA Board, whether regularly scheduled meetings or special meetings. The immediate Past-President shall also serve as a non-voting, advisory Board member who may be called upon to cast a tie-breaking vote in a Board meeting. In addition, one (1) representative each of the Florida Scholastic Clay Target Program (SCTP) and the FSCA Honeybellies Ladies Initiative shall be invited to attend all Board meetings in a non-voting, advisory capacity if these groups are not already represented by an elected Board member.

In no case shall any person be permitted to occupy more than a single voting position on the Board in the same term.

All members of the Board serve as volunteers and receive no remuneration for their service to FSCA.

II.1.) Officers

The elected Officers shall be President, Vice-President, Secretary and Treasurer. Terms shall be 2-year terms starting in even-numbered years at the conclusion of the Annual General Membership Meeting in January, and ending at the conclusion of the General Membership meeting in January two years later. The Officers shall be elected by a vote of the General Membership. All members of the FSCA in good standing at the time of the election shall be allowed one vote.

- a.) Eligibility – any individual member of FSCA in good standing as defined in Article III may be eligible to run for officer positions. Candidates must have shot a minimum of 1,000 registered sporting clays targets in the previous NSCA shoot year. Exception: the office of Treasurer may be filled by election of a qualified non-FSCA member, with no “targets-shot” requirement, who has the necessary accounting/bookkeeping skills.

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- b.) Nomination – Nominations for Officers will be opened for a period of 10 days at least 40 days before the January Annual Membership Meeting.

Candidate nominations for each office may be:

- 1.) proposed by the FSCA Election Committee, or
- 2.) made by self-nomination, or
- 3.) by nomination by another FSCA member.

In all cases, the nominee must accept the nomination in writing by email to the FSCA Secretary, indicating their willingness to serve a 2-year term and participate in the business of the FSCA Board. Each candidate must submit a brief bio to inform voters of their shooting experience and their qualifications for office.

- c.) Election – Upon close of the nominations, the general membership will be informed via the FSCA e-Newsletter of the slate of candidates and their qualifications at least one month in advance of the January Annual meeting. Officers are elected by on-line (electronic) voting of the general membership, or in-person balloting at the January Annual Membership Meeting if required to determine election results (in case of ties, etc.). The online ballots will be e-mailed by the Secretary to all current FSCA members in good standing using the NSCA e-mail address list. Members will have at least 2 weeks to vote and complete their electronic ballots. The candidate receiving the most votes wins that office; in the event of a tie, a run-off election will be held electronically. Election results will be announced at the January General Membership Meeting and published in the next FSCA e-Newsletter.
- d.) Filling of vacancy or resignation – A vacancy may be filled by a qualified candidate (per section II.1.a) by the affirmative majority vote of the Board of Directors. The newly appointed officer will serve in that position through the end of that term until the next scheduled election cycle.

II.2) Board of Directors Members

In addition to the four (4) Officers noted in Article II.1. above, the Board shall also consist of three (3) Range Owner/Club Representatives, three (3) Membership At-Large Shooter Representatives, and one (1) FSCA Delegate to the NSCA.

Terms for six (6) of the above seven (7) Board positions shall be 2-year terms starting in even-numbered years at the conclusion of the Annual General Membership Meeting at the State Championship and ending at the conclusion of the General Membership meeting at the State Shoot two years later. The FSCA Delegate position will be elected in conjunction with the NSCA election calendar in even-numbered years as described in II.2. c. 3.

- a.) Eligibility -

- 1.) For Florida Range Owner/Club Representative: must be a bona fide Florida resident as defined in Article III and NSCA member in good standing and must have shot a minimum of 500 registered sporting clays targets in the previous NSCA shoot year.

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- 2.) For Membership At-Large Directors: must be a bona fide Florida resident as defined in Article III and NSCA member in good standing and must have shot a minimum of 1,000 registered sporting clays targets in the previous NSCA shoot year.
- 3.) For NSCA Delegate: must be a bona fide Florida resident as defined in Article III, and a current, duly elected NSCA Delegate from Florida.

b.) Nomination -

1.) For the three (3) Range owner/Club Directors: These Board positions belong to the Range/Club who may at any time select a qualified person who shall represent their entity. Each Range/Club in good standing interested in being on the ballot for a Range/Club position must submit the name of their representative by email to the FSCA Secretary in writing at least 30 days prior to the State Championship shoot. If a Range/Club does not appoint a rep, their Range/Club will not be included on the ballot. The Club representative of the three elected clubs need not be directly affiliated with the range or club but must be duly-designated in writing as their representative by the owner, general manager or sporting clays director. These respective three (3) appointees must accept the appointment in writing, stating their willingness to serve a two (2) year term.

2.) For the three (3) Membership At-Large Directors: Nominations for these three (3) positions will be opened for a period of 10 days at least 40 days before the State Shoot Annual Membership Meeting. Candidates may be self-nominated or nominated by another FSCA member in good standing. Nominations must be made by email to the FSCA Secretary and include the Nominee's acceptance of the nomination in writing, stating their willingness to serve a two (2) year term. No Membership At-Large Director may be affiliated as Range/Club Owner, Manager or full-time employee of any Range or Club, nor with any industry that places him/her in a position of dealing substantially with only one particular Range/Club.

c.) Election –

The FSCA Secretary will manage the election calendar of events for these seven (7) non-officers positions. Online balloting will be conducted by email using the same prescribed timing as the Officer elections (Section II.1.c) for the Range/Club reps and the Membership-At-Large reps. The NSCA Delegate position will be elected according to the timing defined in II.2.C.3 (below).

In all cases, the ballot shall include the candidate's name, NSCA#, and the number of years as an NSCA member.

1.) Each FSCA Range/Club rep will receive one ballot to vote to elect the three (3) Range/Club Directors. The elected Range/Club may be represented by the Owner, General Manager or the Sporting Clays Director, or has the option to appoint a representative to serve on the BOD on their behalf. The person representing the club need not be directly affiliated with the Range/Club, but must be duly designated in writing as their representative by the owner, General Manager or Sporting Clays

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Director. The three (3) Ranges/Clubs receiving the most votes shall be elected to the Board. In the event of a tie, there shall be a run-off email vote to break the tie for that position.

2.) For the Membership-At-Large Director positions, each individual FSCA member in good standing will receive one ballot electronically to vote to elect the three (3) representatives from the FSCA general membership.. The three (3) nominees who receive the most votes shall be elected to the Board. In the event of a tie, the Secretary will prepare a ballot and there shall be a run-off electronic vote by all individual FSCA members in good standing to break the tie for that position.

3.) For the NSCA Delegate position, one (1) Delegate will be selected by an electronic vote conducted by the FSCA Secretary. Upon confirmation from NSCA of their Delegate election results, the FSCA Secretary will e-mail a ballot to each of the newly-elected Florida NSCA Delegates listing all the names of those newly-elected Delegates. Those Delegates will vote to elect one (1) to represent them on the FSCA Board. Ballots are due two (2) weeks from mailing. The newly selected Delegate will be seated on the FSCA Board at the next FSCA Board meeting and their term will last for two (2) years from that date.

- d.) Filling of a Board vacancy or resignation – A vacancy/resignation may be filled with a qualified candidate (per section II.2.a) by the affirmative majority vote of the Board of Directors. The newly appointed Board member will serve in that position through the end of that term until the next regularly scheduled election cycle.

II.3) Board Responsibilities

The Board shall have full charge of all matters covered in the Constitution and Bylaws, including scheduling and conducting regular monthly Board meetings & annual Membership meetings; holding special Board meetings when required; holding bi-annual elections and filling Board vacancies when required; defining the program for, soliciting bids, selecting the location, and sponsoring the annual State Championships; and publishing the BOD-approved annual shoot calendar (see Appendix A.)

Further, the Board is responsible for defining State target fees in conjunction with FSCA budget needs for registered targets shot in Florida. The approved amount shall be documented in the Board Meeting Minutes and also posted on the FSCA web site noting the effective date. These fees may not exceed the NSCA fees per target.

The Board is also responsible for reviewing and resolving any disciplinary actions that are brought to it in writing by a current FSCA member or member club which are deemed by the Officers to be valid complaints.

- a.) Officers' Duties:

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President:

- 1.) Set the schedule, set the agenda with input from other Board members, and preside over all meetings of the Board.
- 2.) Be empowered to execute all contracts and legal instruments on behalf of FSCA.
- 3.) Act as the Association's point person in all disciplinary matters to achieve proper resolution. The President has the authority to enlist legal counsel as necessary for resolution in instances where the Board has so approved.
- 4.) With input from the Treasurer, create the operating budget for the next fiscal year for BOD approval.
- 5.) In conjunction with the FL Delegates to NSCA, represent the FSCA to the other State Associations in the Southeast Region and to the NSCA as appropriate.
- 6.) Create Committees as necessary to investigate specific business topics. Said Committees serve at the pleasure of the President.

Vice- President:

- 1.) Preside over FSCA Board meetings in the absence of the President.
- 2.) Assist President with e-Newsletter and other duties as requested by the President.
- 3.) Order trophies and give-a-ways for the annual FSCA State Championship.
- 4.) Ensure FSCA insurance policies are up-to-date and renewed as required.
- 5.) Maintain control (inventory) of and order plaques for the State Championship perpetual trophies.

Secretary:

- 1.) Maintain the official file of BOD Minutes, Association correspondence and other important documents as required. Be the focal point for all FSCA member correspondence using the NSCA email distribution list of Florida residents.
- 2.) Annually:
 - Prepare & distribute BOD Meeting minutes, including online posting of Minutes after BOD approval.
 - Email all member correspondence (i.e., *Constant Contact*).
 - Conduct member surveys (i.e., *Survey Planet*) as instructed by the President.
 - Maintain FSCA website and Social Media postings.
 - Assign annual shoot dates & calendar, and interface with NSCA for shoot registration (see Appendix A for the calendar process).
 - Assist FSCA member clubs with any shoot date changes (cancel, add, move).
- 3.) Bi-annually:
 - Coordinate the biannual election process for FSCA Officers and BOD members as detailed in Article II.

Treasurer:

- 1.) Maintain & provide monthly financial reports to the BOD.
The monthly Treasurer's Report should include:
 - a. Monthly expenses

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- b. Number of Registered targets thrown for the previous month
 - c. Amount of fees accrued
 - d. Amount of fees paid/due
 - e. Running total of Registered targets thrown year-to-date
 - f. Year-to-date fees accrued
 - g. Bank balance
 - h. Status of Budget, expenditures vs. allocations
- 2.) Issue Invoices for club fees after each shoot. (i.e., WAVE accounting program.).
 - 3.) Deposit checks and pay invoices.
 - 4.) Maintain a running list of targets thrown and shoot fees collected/due.
 - 5.) Upon request, provide input and a financial summary to the President for creation of the operating budget for the subsequent fiscal year.
 - 6.) Update the FL SUNBIZ web site to register the organization.
 - 7.) File annual taxes.

II.4 Quorum

A simple majority of the elected Board of Directors shall constitute a quorum for the transaction of business at any Board or Membership meeting.

ARTICLE III. Membership

Individual Members: Any current NSCA member in good standing who is a bona fide* resident of the State of Florida will be considered a member of FSCA. The FSCA will comply with the NSCA's definition of age and concurrent classes for all members.

Member Clubs: Similarly, any range or gun club in the State of Florida which is affiliated with NSCA as an NSCA Member Club in good standing will be considered a member club of FSCA.

Target fees per FSCA registered target rates shall be paid by check or ACH, payable to the FSCA, and sent to the FSCA Treasurer within two weeks of the event with either the State Financial Report or a copy of the FSCA invoice attached.

No dues or annual fees will be charged for membership in the FSCA. NSCA daily target fees (as defined by the national organization) and FSCA daily target fees (as defined by the FSCA Board) will be collected at all registered Sporting events approved by the FSCA and held in the State of Florida. In no case shall the FSCA daily target fees exceed those of the NSCA at that time.

*permanent abode where one votes and pays taxes.

ARTICLE IV. Meetings

IV. 1. General Membership

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There shall be a minimum of two (2) regularly scheduled meetings of the General Membership during each calendar year.

- a.) The Annual General Membership meeting is to be held in January of each year for the conduct of general business. In even-numbered years, this meeting will also be required to announce the results of the Officer Elections as a mandatory order of business.
- b.) The Annual State Championship meeting is to be held for the benefit and information of the general membership during the FSCA Florida State Championship where the date and location of the State Shoot for the following year will be announced. In even-numbered years, the election of Board members for the next term will also be announced.

IV. 2. Special Meetings

The President may call a special meeting of the FSCA for the Board or Membership at any time.

Any member of the FSCA in good standing may, upon written request, petition the Board to have specific business conducted for the good of the organization. Upon the approval of one-third (1/3) of the Board voting members, a special meeting of the Board may be called to conduct business if that business supports the intent and context of the Bylaws.

Such special purpose meetings may be conducted electronically via email or telephone, and Minutes shall be recorded.

IV.3. Order of Business

The order of business at the January and State Shoot Annual meetings shall be as follows:

- 1.) Roll Call & seating of Board members
- 2.) Reading of previous Minutes
- 3.) Reports of Officers
- 4.) Reports of Committees
- 5.) Proposed Amendments to the Constitution and Bylaws (Annual State Shoot Meeting only)
- 6.) Unfinished business
- 7.) New business
- 8.) Announcement of next Annual State Championships (Annual State Shoot Meeting only)
- 9.) Announcement of Election of Officers (even-numbered years at January meeting only)
- 10.) Announcement of Election of Board members (even-numbered years at State Shoot meeting only)

ARTICLE V. Committees

In addition to the committees called out in Appendix B regarding the Annual State Shoot, the President may designate committees from time to time, with approval of the majority of the Board, to carry out fact-finding on specific issues or for a specific purpose. Said committees shall have no decision-making authority, but shall report findings and make recommendations to the Board. Committee members may or may not be duly-elected Board members.

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ARTICLE VI. Amendments

The Constitution and Bylaws may be amended as follows:

Proposal of Amendment: Any FSCA member in good standing may propose an amendment to the Bylaws by submitting it to the FSCA Secretary at least sixty (60) days prior to the Annual State Meeting or a special in-person meeting called specifically for the purpose of amending the Bylaws. In the event that a special meeting is called for this purpose, it shall be mandatory that the FSCA Secretary shall inform the entire FSCA Membership by newsletter of the date and time a minimum of thirty (30) days before the meeting date, then notify each Board member at least fifteen (15) days prior to the meeting date stating the exact amendment to be presented to the Membership.

Adoption: Amendments must first be approved by a majority of the Board before a General Membership vote. If the proposed amendment is approved by the Board, it will then be published in an e-mail newsletter or posted on the FSCA web site at least 15 days prior to the Annual State Shoot Meeting or special meeting date. It will be presented to the General Membership for a vote at said meeting and a simple majority vote of the membership present shall pass or defeat the proposed amendment.

In the event a special meeting is called for the purpose of amending the Constitution & Bylaws, this may be handled electronically by an email ballot. This ballot will be emailed to all FSCA members in good standing on the date of the special meeting with a 7-day response window. In that case, a simple majority of the membership ballots returned by the 7-day deadline shall pass or defeat the proposed amendment.

APPENDIX A

FSCA TOURNAMENT SCHEDULING GROUND RULES

TOURNAMENT SCHEDULING

A.1 The Secretary of the FSCA shall be the designated contact person who shall be identified to the NSCA as the only person authorized to represent the FSCA for purposes of tournament scheduling and registration for shoot numbers. The designated contact shall inform the NSCA of the FSCA shoot schedule, and shall obtain NSCA shoot numbers for all shoots, and inform the NSCA of any schedule changes.

A.2 The Secretary of the FSCA will coordinate and approve the assignment of shoot dates annually by mirroring the prior FSCA shoot calendar adjusted for the following year dates. The Secretary will communicate with all range/clubs to collect their input and finalize the annual schedule for the upcoming year prior to submitting it to the NSCA. The goal of the annual calendar is to benefit the

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range/clubs and shooters to maximize the number of shoots available for shooters to attend, and to maximize the number of shooters available to attend any shoot. To this end, the board shall, to the greatest extent possible, discourage:

- Conflicting shoot dates for any clubs within 100 miles of each other
- Weekend overlaps (i.e., Sat/Sun “back to back” shoots) for clubs in close proximity
- Any conflict with certain FSCA “traditional” shoot dates deemed to be “major events”
- Conflict with the Florida State Championship (no conflict will be permitted)
- Conflict with the Southeast Regional Championship shoot (if held in Florida)
- Conflict with major “family holiday” dates

NOTE: The SCTP STATE CHAMPIONSHIP is a registered NSCA event and therefore is included in this annual calendar process to be approved.

A.3 Any unresolved conflicts for the annual calendar shall be decided by majority vote of the Board of Directors, in the best interest of both the shooters and the range/clubs. The annual shoot schedule shall be posted on the FSCA website and announced at the conclusion of the process.

A.4 Shoot Cancellations: If a club/range chooses a date, and then cancels that shoot, notification to the FSCA Secretary is required immediately. It is the sole responsibility of the club/range to notify shooters of the cancellation. Any club that cancels a shoot for other than provident cause shall lose any claim to that date in future years. The Board of Directors shall resolve any issue pertaining to provident cause.

A.5 If any club/range ceases operations or cancels any shoot, the Secretary shall notify all the other clubs/ranges. The date for the current year only may be reassigned to any club able to utilize the date without a conflict on a first application basis.

APPENDIX B

ANNUAL FSCA STATE CHAMPIONSHIP TOURNAMENT

B.1 The FSCA Board of Directors shall serve as a committee for organizing the Florida State Championship tournament. The Board may solicit additional members to serve on the committee as needed.

B.2 At least fifteen (15) months prior to the date of the tournament, the Committee shall prepare and present a Request for Proposal (RFP) to be sent to all FSCA clubs/ranges. This RFP shall clearly specify any aid that FSCA will provide to the host club, such as trophies for selected shoot participants, banquet subsidy, or any other support deemed proper by the Board. The RFP shall include information regarding minimum standards for the shoot and shall require that any club bidding for the shoot provide specific information, in the requested format, in order for the Committee to fairly evaluate all

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bids received. Any FSCA club/range in good standing which meets these minimum standards shall be eligible to host the tournament.

B.3 Any club desiring to bid for the subsequent year's shoot shall submit their proposal not less than sixty (60) days prior to the current year's championship shoot.

B.4. The State Shoot Committee shall designate a sub-committee to visit or be in contact with the bidding clubs to assure that the club has the facilities and capabilities to host a satisfactory tournament based on criteria set forth by the Board of Directors. Following the report of this sub-committee, the full Board shall select, by majority vote, a site for the tournament. The site will be announced at the current year's tournament. Immediately thereafter, the winning club shall sign a contract with the FSCA based on the bid proposal. Said contract shall contain language requiring the host club to work closely with the FSCA during the coming year to assure the success of the tournament.

B.5. At least six (6) months prior to the State Shoot, the Board will nominate three (3) to four (4) individuals (who may or may not be Board members) to serve as the State Shoot Committee with responsibility to oversee, monitor, and make recommendations on State Shoot details such as awards, compliance with accepted bid, adequate facilities, etc. FSCA-sponsored items like subsidies, giveaways, trophies, will be shared with the Host club to assist with coordinated planning. This Committee will report to the full Board at each subsequent monthly Board meeting. The Board may approve or deny any recommendations.

APPROVALS

BYLAWS UPDATED & APPROVED BY THE FSCA BOARD ON 4/24/2024

BYLAWS APPROVED & ADOPTED BY THE FSCA GENERAL MEMBERSHIP ON 5/23/2024

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