

Organized 1920
Incorporated 1982

**CONSTITUTION
and
BY-LAWS
of
WEST VIRGINIA AMATEUR
TRAPSHOOTING ASSOCIATION
INCORPORATED
ADOPTED 1982**

**Amended 2006
Amended 2008
Amended 2009
Amended 2012
Amended 2018**

**WEST VIRGINIA AMATEUR TRAPSHOOTING ASSOCIATION, INC.
CONSTITUTION AND BY-LAWS**

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CONSTITUTION and BY-LAWS

ARTICLE I NAME

This organization shall be known as the West Virginia Amateur Trapshooting Association. Inc., here in after referred to as the "Association", and shall be incorporated under the laws of West Virginia.

ARTICLE II OBJECT

The object of this Association shall be to better promote the sport of trapshooting, to encourage the shooting of registered targets, in conjunction with the Amateur Trapshooting Association of America's rules and regulations, and to do everything in the promotion of good fellowship, and true sportsmanship within this association.

ARTICLE III CLUB MEMBERSHIP

Section 1. Any regularly organized gun club in West Virginia publicly or privately owned shall be eligible for membership in the Association. A membership fee for each club shall be \$20.00 per target year. Each club shall hold a minimum of one (1) registered shoot per target year. (1994 amendment)

Section 2. No club shall become a member of the state association unless it can demonstrate compliance with the minimum requirements for its physical plant as determined by said Board of Directors.

Section 3. Applications for registered shoot dates shall be made prior to first registered shoot date requested. Any disagreement between clubs as to registration of dates is to be decided by the clubs themselves or by the President of the Association. President's decision to be final.

ARTICLE IV INDIVIDUAL MEMBERSHIP

Section I. Any amateur shall be eligible to compete for state championships and championship trophies donated to or by this Association or Host Club of championship or by the Amateur Trapshooting Association of America provided.

(1) shall have been a legal resident of West Virginia for not less than six consecutive months prior to the scheduled shoot, and

(2) shall be a member of the Amateur Trapshooting Association of America and have paid his annual dues.

(3) At the Annual State Shoot.

(A) To be eligible for added money, one must have registered 1500 targets during the current year and/or the previous two target years of which at least 500 targets must be registered during the current year for any specific event.

(B) Shooters without 1500 16 yard, 1500 handicap and 1000 doubles registered targets shot in the current and previous two target years of which 500 16 yard, 500 handicap, and 500 doubles targets must have been shot in the current year, shall be classified class "A" 16 yard, class "A" doubles and 25 yards or two yards farther than their present handicap yardage (maximum penalty, yardage shall not exceed 25 yards).

(C) Targets shot in the preliminary days of the West Virginia State Championship would be counted toward the target requirements for the tournament.

(D) *(deleted in 2009 amendment)*

**ARTICLE V
DIRECTORS AND OFFICERS**

Section 1. The management of the affairs of this Association shall reside in the Board of Directors, inclusive of a President, Ex-Officio, Vice-President, Secretary, Treasurer, ATA Delegate, Alt. ATA Delegate, 1st Alt. ATA Delegate, 2nd Alt. ATA Delegate, Directors from affiliated clubs, and a Director-at Large. (2nd Alt. ATA Delegate added to officers July 2000)

Section 2. The offices of Secretary and Treasurer may be held by the same person.

**ARTICLE VI
ELECTION OF DIRECTORS AND OFFICERS**

Section 1. The election of officers will take place at the annual meeting during the championship tournament. The nominees shall be ATA members in good standing. A President, Vice-President, Secretary, Treasurer, ATA Delegate, 1st Alt. ATA Delegate, and 2nd Alt. ATA Delegate shall be elected when necessary. The President's term is for three years. The Secretary and Treasurer are elected for three years but must be reconfirmed each year. All other officers are to serve for one year.

Newly elected officers shall take office at the conclusion of that championship tournament or as soon as an orderly/timely transition is accomplished. The ATA shall be duly notified of election results in the subsequent shoot report.

Section 2. Those eligible to vote must be a member in good standing of the ATA and residents of West Virginia.

Section 3. The election of officers when there is more than one candidate for any position under consideration shall be by secret ballot. The president shall appoint two tellers, who are not candidates for any contested office, whose responsibility it will be to conduct the election, tabulate the results, and to report the results prior to the end of the annual membership meeting. Unopposed candidates shall be elected by acclamation. Ballots used for contested offices shall be numbered and only given to WVATA members in good standing.

Section 4. Each club in good standing with the Association will appoint one member to the Board of Directors. This director should be from the membership of each respective club.

Section 5. One member to the Board of Directors shall be elected at large by members present at the annual meeting.

Section 6. The terms for each member of the Board of Directors shall be one target year.

Section 7. The ATA Delegate, 1st Alt. ATA Delegate, and 2nd Alt. Delegate must be life members of the ATA and in good standing with the West Virginia ATA.

Section 8. The Ex-Officio will be a member of the Board until the next Ex-Officio takes the position.

Section 9. Only those members in attendance in the annual meeting shall be permitted to vote on any matter. There shall be no absentee voting nor shall voting by proxy be permitted.

**ARTICLE VII
DUTIES OF THE BOARD OF DIRECTORS**

Section 1. The Board of Directors shall have general charge of the affairs of this Association. They shall assume such other duties as are not specifically assigned to the officers or committees; they shall appoint such committees, as they deem advisable; they shall supervise all tournaments given under the auspices of this Association. They shall have charge of all matters relative to the activities and finances of the Association being guided therein by any resolution that may be adopted at the meeting of the Association. They shall conduct any investigation of complaint against an individual or against a club member or member-club believed guilty of unsportsmanlike conduct, or of conduct prejudicial to the best interests of the Association. They shall fill such vacancies as may be caused by the death, resignation, or removal from West Virginia of any of its members. They will appoint a nomination committee for the purpose of nominating candidates for positions to be open on the West Virginia ATA Board of Directors for the next target year.

Section 2. The West Virginia ATA Board of Directors will be responsible for conducting and running the annual West Virginia State Championship Tournaments. The Association President and the Board of

Directors will enter into a working contract agreement with the host club for use of their facilities and materials. This is to begin with the 66th tournament held in 1986. All monies accumulated by the West Virginia ATA from conducting or running the annual championship will be deposited into the Association treasury. This money is for general use by the Association such as conducting the annual championship shoot and general expenses of the Association.

Section 3. The Board of Directors will oversee the West Virginia ATA Hall of Fame, which started in 1986. The number of members to be selected on an annual basis will be based upon the Board of Directors nominations, provided they (he or she) meet the characteristics in the following paragraph. Nominations for candidates to the West Virginia ATA Hall of Fame shall be submitted to the President by January 1 each year to be considered for that year's induction. Nominations will be accompanied by written supporting evidence. Hall of Fame candidates must have been West Virginia ATA and ATA Members for five years. Candidates' character, integrity and contributions to trapshooting in general and/or shooting ability will be the governing factors for induction into the Hall of Fame. The final selection will be made by the Board of Directors at a mid-year meeting (amended 2008).

ARTICLE VIII DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Board of Directors, at all meetings of the Association, execute all contracts and legal instruments, and have general charge and supervision of overall business of the Association. He shall appoint committees as necessary. He shall be a member of all committees. There shall be a standing five member By-laws Committee. The President shall appoint/reaffirm members to this committee within thirty (30) days after the beginning of the next target year. The President shall have responsibility for coordinating the printing and mailing of the annual state shoot program. The program shall be mailed on or before the fifteenth day of June each year.

Section 2. In the absence of the President, it shall be the duty of the Vice-President to discharge all the duties of the office of the President.

Section 3. The Secretary shall keep the minutes of all meetings of the general membership or Board of Directors. He/she shall issue all notices of meetings and perform such other duties as may be required by the Board of Directors or by the President. A copy of the minutes of each meeting will be sent to each member of the Board of Directors within thirty (30) days following each meeting. A copy of the minutes of a meeting shall be sent to an Association general member upon written request to the President or Secretary. The Secretary shall maintain the Association by-laws in an up-to-date manner. An updated copy of the by-laws shall be sent to each member of the Board of Directors within thirty (30) days of any change(s) in the by-laws. The Secretary shall maintain an "ASSOCIATION RECORDS LOG" in which the following items are to be retained in chronological order:

- A. Each version of by-laws.
- B. All minutes of Association meetings.
- C. All Treasurers' reports.
- D. Copies of important communications received and sent by the Association.

The Secretary shall bring the "ASSOCIATION RECORDS LOG" to all Association meetings and make its contents available for review by the general membership and Board of Directors. Upon the completion of his/her term, the Secretary shall forward the complete "ASSOCIATION RECORDS LOG" to the next Secretary of the Association within fifteen (15) days after the beginning of the next target year. Upon written request from the President or a majority of the Board of Directors, the Secretary shall submit the "ASSOCIATION RECORDS LOG" to the President and/or Board of Directors for inspection. The "ASSOCIATION RECORDS LOG" shall be forthcoming from the Secretary within fifteen (15) days of the date of the written request.

The Secretary shall be removed from office by a majority vote of the Board of Directors for:

- A. Failure to maintain a complete and orderly "ASSOCIATION RECORDS LOG".
- B. Failure to forward Association records to the President/Board of Directors within fifteen (15) days of a valid request.

Section 4. The Treasurer shall collect all dues, shall be custodian of all monies, securities, vouchers, and trophies of the Association, and shall preserve the receipts of all monies paid.

The Treasurer shall, within thirty (30) days of receiving monies, deposit said monies to the credit of the Association in such bank(s) as the Board of Directors may designate. He shall make deposits according to the following guidelines.

- A. "General" Fund: State shoot program advertising revenues, Miscellaneous income.
- B. "Added Money" Fund: Annual dues from each WVATA affiliated club, ATA rebates, \$1.00 daily shoot fees, 1 cent per registered state shoot target.
- C. "Emergency" Fund: \$0.50 from daily shoot fee.

Only the Association Treasurer should pay Association debts. All payments must be supported by written invoice from the vendor and be made directly to the vendor by the Treasurer.

The Treasurer shall not reimburse a "third party" payment of an Association debt without written approval from the President. A copy of each written approval must be forwarded to the Secretary for inclusion in the ASSOCIATION RECORDS LOG.

The Treasurer shall pay Association debts within thirty (30) days from the date of invoice. All withdrawals of funds from the Association bank account(s) must be made by check and carry the signature of both the President and the Treasurer.

On a quarterly basis, the Treasurer shall issue detailed (accrual basis) reports showing the following:

- A. Accounts Receivable
- B. Accounts Payable
- C. Monies Received (Income)
- D. Monies Disbursed (Expenses)

These reports shall cover the quarters ending 31 March, 30 June, 30 September and 31 December. The reports shall be sent to each member of the Board of Directors within thirty (30) days of the last day of the period covered.

The Treasurer shall notify the President in writing of the failure of any Association member or affiliated club to forward to the Treasurer collected monies due the Association within (30) day of said monies being collected. Any Association member or affiliated club failing to remit collected monies to the Treasurer within thirty (30) days shall be deemed to be "not in good standing" with the WVATA.

Upon written request from the President or Board of Directors the Treasurer shall submit complete Association books and records to the President and/or Board of Directors for inspection. These Association books and records shall be forwarded by the Treasurer within fifteen (15) days of the date of the written request.

The President and/or Board of Directors may, at his/their discretion, submit the Association books and records for audit by a Certified Public Accountant of his/their choice.

The Treasurer shall be removed from office by a majority vote of the Board of Directors for:

- A. Failure to perform the duties of the office as specified in these by-laws.
- B. Failure to forward the Association financial records to the President/Board of Directors within fifteen (15) days of a valid request.

Section 5. The ATA Delegate shall be a voting member of both the ATA and the WVATA Board of Directors. The ATA Delegate shall notify WVATA Board of Directors and any affected individual WVATA member, in writing, of the following within fifteen (15) days of the effective date of the occurrence:

- A. Any important business decisions or action by the ATA Board of Directors or Executive Committee affecting WVATA operations.
- B. Any WVATA member if "R" or "L" coded.
- C. Any WVATA member is refused a class or yardage reduction that has been recommended by the ATA Central Handicap Committee.

The WVATA Board of Directors decisions shall be final in all matters relating to WVATA members, including classification and yardage changes not mandated by the ATA.

The ATA Delegate shall have primary responsibility for coordinating shooter classification at the annual state championships. The decision of the ATA Delegate shall be final in all classification and yardage disputes.

Section 6. An Alternate ATA Delegate shall be elected to serve in the absence of the regular ATA Delegate. The Alternate Delegate shall attend Board of Directors meetings and shall have voting rights as all other officers. (1995 amendment)

ARTICLE IX

MEETINGS

Section 1. The annual general membership meeting of the West Virginia ATA shall be held during the annual championship tournament. Notice of the meeting shall be printed in the official tournament program.

The annual Board of Directors meeting shall be held no later than the second Saturday in March each year. A notice of the meeting will be mailed twenty-eight (28) days prior to the meeting. The President shall be responsible for selecting the meeting location and publishing the meeting agenda. The meeting agenda shall be sent to each Board Member fifteen (15) days prior to the meeting. (Meeting Date Amendment July 1999)

Section 2. Special Association general membership meetings may be called by the President, by written request of a majority of the Board of Directors, or by written request from ten (10) percent of the general membership. Business conducted at such special meetings shall be strictly limited to those issues published in the meeting agenda. The date, time, place and specific purpose of the special meeting shall be mailed to each member fifteen (15) days prior to the meeting date.

Section 3. Board Members, who are unable to attend a Board of Directors meeting, may assign their vote to an alternate representative. This assignment must be in writing.

General members, who are unable to attend the general membership meeting, may not assign their vote to another individual. Individuals attending the Association general membership meeting must be members in "good standing" with the ATA and the West Virginia ATA. Non-members must receive approval from the President before being permitted to attend the general membership meeting.

Section 4. The order of business at the annual meeting of this Association shall be:

1. Sign in sheet
2. Reading of minutes of previous general membership meeting by Secretary.
3. Financial report by Treasurer.
4. Old business.
5. New business.
 - A. Report of By-Laws Committee
 6. Report of Nominating Committee.
 7. Election of officers, ATA Delegate, Alternate, 1st Alt. ATA Delegate, 2nd Alt. ATA Delegate and Director-at-Large (2nd1 Alt. ATA DELEGATE added July 2000)
 8. Reconfirm Secretary/reconfirm Treasurer (as necessary)
 9. Adjournment

Section 5. Robert rules shall be used to conduct all meetings unless otherwise stated.

ARTICLE X

ANNUAL TOURNAMENT

Section 1. The annual championship tournament will be held on the first weekend after July 4 and be held for no more than four days. However, when the 4th of July falls on a Wednesday, the annual championship tournament will begin on Thursday, July 12 and end on Sunday, July 15 of the same year. (July 2006 Amendment)

Section 2. The West Virginia ATA shall be the permanent host of the annual state shoot. A written contract, covering the annual state shoot, shall be executed between the WVATA and the club selected by the WVATA Board of Directors.

Section 3. The Association Board of Directors shall give first consideration to those clubs in good standing with the WVATA that have expressed an interest in conducting the next annual state shoot. Requests for consideration shall be made in writing to the Association's President not less than thirty (30) days prior to the present years state shoot. In the absence of an "Association Home Grounds", the Association Board of Directors shall attempt to alternate the site of the state shoot between clubs in the north and clubs in the south.

Section 4. The WVATA shall be reimbursed on a "per registered target" basis by the club throwing the state shoot targets. The fee per registered target shall be defined in the state shoot contract.

Section 5. The Association Board of Directors shall meet on the day prior to the annual membership meeting to determine the site for the next annual state shoot. The President shall announce during new business in the annual membership meeting the site selected for the next state shoot.

ARTICLE XI FEES

Section 1. All shooters taking part in any registered shoot within the State of West Virginia will pay a fee of \$2.00 (amended 2012) for each day of registered shooting at each club or location. This will be in addition to any ATA fees. Club management of the registered shoot will forward this fee to West Virginia ATA Treasurer for deposit in the Association treasury.

Section 2. The host club of the annual championship tournament shall reimburse the Association treasury not less than (*amended 2009*) \$0.01 per registered target during the four days of the tournament. These fees are due thirty (30) days after last day of championship.

Section 3. Any fees, penalties or assessment, assessed the state Association that was incurred by a club or person will be the responsibility of the club or person that caused the fee, penalty or assessment.

Section 4. A fund made up from \$0.50 of each \$2.00 (amended 2012) daily registration fee collected (ARTICLE XI, SECTION 1) shall be maintained and accounted for in quarterly reports by the Treasurer, called WVATA Emergency Fund. All monies in this Emergency fund shall be totaled separately from other monies if kept with other bank account funds described in ARTICLE VIII, Section 4. Withdrawal and use of any part of the emergency

fund shall require majority vote - approval by WVATA membership at the annual membership meeting. During other times of the year withdrawal and use of any part of the emergency fund shall require (2/3) two-thirds majority vote-approval of officers and Board of Directors.

Section 5. The West Virginia ATA will accept at the discretion of the Board of Directors, donations of money or any item, which has a monetary value. The Disposition or sale of these items is to be under the direction of the Board of Directors. The money from donations and from the sale of items will be deposited into the Association "Emergency Fund Account".

ARTICLE XII SHOOTING RULES

The latest revised rules of the Amateur Trapshooting Association of America shall govern all tournaments conducted under the auspices of this Association.

ARTICLE XIII DETERMINING ADDED MONEY FOR CHAMPIONSHIP TOURNAMENT

The added money awarded to shooters at the Annual State Championship shall be determined by the Board of Directors during the annual meeting and based upon available funds (amended 2008).

Section 1. *deleted* (amended 2008)

Section 2. Other Added money:

(A) The host club may either by advancing money from its own treasury or by soliciting money from whatever source it deems appropriate, have special purses or merchandise to be awarded to competition at the annual championship tournament, providing however, such money or merchandise must be listed separately in the program.

(B) Other clubs or individual members may designate money prizes or merchandise for category or designated events and must be listed as such in the program

(C) The State Association will continue to solicit additional added money such as "Budweiser Added Money", and shall determine by action of the officers and directors how such money is to be distributed and such money must be listed separately in the program.

Section 3. Excess added money funds:

The balance of the "Added Money" Fund, defined in ARTICLE VIII, SECTION 4.,B., exceeding \$3600.00 shall be transferred by the Association Treasurer into the "General" Fund, ARTICLE VIII SECTION 4.,A., by the end of June each year. (1995 amendment)

Section 4. Improper payouts of added money:

Any contestant receiving WVATA money payouts from any event shall be required, as a condition of remaining in good standing, to reimburse the cashier or tournament director promptly upon having received notice of an improper payout. Failure to comply shall result in suspension from WVATA events until repayment has been made and shall result in a formal complaint being made to the ATA for possible disciplinary action.

ARTICLE XIV INVESTIGATIONS

Investigations undertaken pursuant to Article VII of the Constitution of the West Virginia Trapshooting Association shall be promptly reported to the Board of Directors at the annual meeting or at a special meeting of said Board for their action. In the event that said Board of Directors determines that the individual member or member club guilty of unsportsmanlike conduct, conduct prejudicial to the best interest of this association or in violation of the Constitution, By-Laws, or Rules and Regulations of the Amateur Trapshooting Association said individual member or member club shall be notified of such determination and shall be given an opportunity to appear before the Board of Directors to rebut the charges made before any action is taken by said Board.

In those instances, in which the Board of Directors, after providing the individual member or the member club ample opportunity to rebut the charges or the results of the investigation, determines the individual member or the member club guilty of unsportsmanlike conduct, conduct prejudicial to the best interest of the Association, or in violation of the Constitution, By-Laws, or Rules and Regulation of this Association or the Amateur Trapshooting Association, said Board by a majority vote of a quorum present may penalize or suspend said individual member or club member as said board may deem appropriate.

Section (1) Penalties and or suspension derived from investigations conducted by the State ATA delegate, which are directly by the ATA, are final.

ARTICLE XV INDEMNIFICATION

The West Virginia Amateur Trapshooting Association shall indemnify any and all persons, who may serve, or who have served at any time as directors or officers of this corporation, their respective heirs, administrators, successor and assigns against any and all expense, including amounts paid upon judgments, fines, legal fees and amounts paid in compromise or in settlement (whether before or after suit is commenced) actually and reasonable incurred by such person in connection with the investigation, defense, compromise or settlement of any claim, action, suit or proceedings in which they or any of them are made or threatened to be made parties or a party, or which may be asserted against them or any of them, by reason of being or having been a director of or officer of this corporation, irrespective of whether any such claim, action, suit or proceeding be civil, administrative, or criminal in nature, whether or not such person may ever successfully defend any such claim, action, suit or proceeding: provided that indemnification shall be denied it, by any final and executory judgment of a competent court such person is found to have been liable for his own willful misconduct in the performance of his duty to the corporation, or if such person expressly conceded his willful misconduct and in writing, waives or relinquishes indemnity in connection with compromise or settlement of any such matter.

**ARTICLE XVI
SELECTION OF ALL-STATE TEAM**

Section 1. The all-state teams will consist of two teams. The 1st team: A captain, four team members, a lady 1 and lady 2, a veteran, a senior veteran, a sub veteran, a junior, a junior gold, and a sub junior (if two or more are in each category) (*amended 2018*). The 2nd team: A captain, four team members, and all special categories. (*ALL SPECIAL CATEGORIES ADDED TO THE SECOND TEAM AMENDMENT JULY 1997*)

Section 2. The state ATA delegate shall determine the team from state residents that are qualified and in good standing with the Association and the ATA.

Section 3. Minimum qualifications: (*amended 2009*) (*amended 2016*)- registered targets only – does not include registered league targets (*amended 2018*).

(A) Men 1000 16 yard targets
 Sub Vet 1000 Handicap
 800 Doubles

(B) Lady 1 & 2 800 16 yard targets
 Veteran 800 Handicap
 Sr. Veteran 500 Doubles
 Junior & Junior Gold
 Sub Junior

(D) Shooters are required to shoot the 400 CHAMPIONSHIP TARGETS at the State Shoot to qualify for the State Team (Amendment July 1997)

Section 4. Computations for all around average: 16 yd average + handicap average + doubles average / 3 = all around average. The captain will have the highest average regardless of category, except for Captain of 1st team, special categories will take precedence over regular team member placement. Example: the Veteran with the highest must take his category placement unless he has the highest average then he can choose to be captain or category. Category based on Classification at WV State Shoot.(*amended 2016*).

**ARTICLE XVII
LIQUIDATION**

In the event of liquidation of this corporation, all of its remaining assets, after payment or provision for all liabilities, shall be distributed to Amateur Trapshooting Association, Vandalia, Ohio 45377.

**ARTICLE XVII
AMENDMENTS**

Section 1. Any proposed amendment to the By-Laws of the West Virginia Amateur Trapshooting Association must be submitted to the Board of Directors in writing and in the hands of the Secretary not less than thirty (30) days prior to any duly constituted meeting by the Board of Directors and shall require a majority of all Board Members present voting upon said amendment.

Section 2. The Board of Directors shall submit under new business any proposed amendment that had a majority vote by the Board members to the floor of the annual meeting. A majority vote of the Association members present and in good standing with the Association will then amend the Constitution and By-Laws.