

**JOSEPHINE COUNTY SPORTSMAN ASSOCIATION**  
**JCSA**  
**BY-LAWS**  
**2022**

**ARTICLE I: NAME**

The name of The Association shall be known as stated in the Articles of Incorporation (Josephine County Sportsman Association) hereafter called JCSA.

**ARTICLE II: PURPOSE**

The purpose of JCSA is to promote shooting sports to include but not limited to archery, shotguns, rifle, pistol, and muzzle loaders along with fish and game conservation. JCSA may promote and develop junior programs within those disciplines.

**ARTICLE III: MEMBERSHIP**

JCSA Board shall review membership dues annually. Changes to membership dues will need approval by the members JCSA at the annual general membership meeting each November.

**Club Membership:** is available only to organized clubs.

**Adult Membership:** is available to individuals who are 18 years of age or older. Adult membership affords the adult member voting privileges at the JCSA General Membership Meeting each November.

**Junior Membership:** is available to individuals who have not attained their 18<sup>th</sup> birthday.

**Family Membership:** is available to two (2) adult members and their junior children, living at home, who have not attained their 19<sup>th</sup> birthday. Family membership affords the two (2) adult members voting privileges at the JCSA General Membership Meeting each November.

**Law Enforcement Membership:** is available to Law Enforcement departments in our local area. Each Law Enforcement department will submit a membership Roster of personnel using JCSA facilities.

**Honorary Membership:** shall consist of those whom the Directors of JCSA wish to honor because of their achievements in the field activities described in ARTICLE II of JCSA By-Laws and may be chosen by a two-thirds (2/3) majority vote of the Board of Directors. Honorary members have no voting privileges in any meetings of JCSA. Honorary Memberships are good for one (1) year.

**Life Membership:** The cost of the Life Membership is 20 times the prevailing annual Single Membership cost. At the age of 60 and if a member has been a continuous member, in good standings of JCSA for 10 years or more, the member may purchase a Life Membership for him or herself at 10 times the prevailing single membership rate. Their spouse may purchase a Life Membership for \$100. A life membership affords the Life member/s the additional benefits of proxy voting privileges at all the JCSA General Membership Meetings.

**Note:** Proxy votes will be the exclusive privileges of Life Members. Proxy forms shall be provided by the Secretary of JCSA.

#### **ARTICLE IV: DUES AND FEES**

Dues and fees are explained in depth in **Section XXXV. Fees** of JCSA Policies and Procedures.

**Law Enforcement Departments** will pay a fee to JCSA for each officer on their department roster using the Law Enforcement Range in the amount of one half a single membership.

Members on a law enforcement roster will be charged the difference between prevailing JCSA dues and the amount paid by the department to JCSA to be eligible to use the remaining park facilities the same as a general member. All other department personnel, not on the roster, will pay a day-use fee and or membership.

**Special Consideration** may be given by the JCSA Board of Directors for waiving day-use fees for educational programs and waiving the application or reinstatement fee.

#### **ARTICLE V: OFFICERS & DIRECTORS AT LARGE**

The officers of JCSA shall consist of a President, Vice-President, Executive Vice-President (EVP), Secretary, and Treasurer, who, acting together shall constitute the Executive Committee and shall be responsible to the Board of Directors. The Executive Committee and Directors at Large shall be elected by a majority voice or ballot vote of JCSA members in good standing at the annual general membership meeting in November. The Executive Committee shall hold office for one (1) year and the Directors at Large hold office for two (2) years. All officers must be members in good standing with JCSA.

#### **DUTIES OF THE OFFICERS**

**President** shall preside at all meetings of the General Membership, Executive Committee, and the Board of Directors. Implement policies established by the Board. Appoint committees as directed by the Board. The President shall perform all duties which generally pertain to their office. The President is a member ex-officio of all regular and all special committees, except the nominating committee and may not be named to the nominating committee. The President has no vote except in the case of a tie.

**Vice-President** shall perform the duties of the president in his/her absence or at his/her request. The Vice-President is responsible for supervising the membership of JCSA and report monthly to the Board of Directors. The Vice-President will coordinate the publicity and printing for JCSA.

**Executive Vice-President (EVP)** shall coordinate the operational affairs, employee supervision, and scheduling of all shooting ranges and facilities. The EVP will monitor and assist, when necessary, in order to maintain the activities of junior programs approved by the JCSA Board of Directors. EVP is responsible for all aspects of personnel management to include hiring and termination (approved by the executive committee) and maintaining personnel records.

Note: The EVP will receive a \$100.00 per month stipend.

**Secretary** shall keep recordings and written documentation of all meetings of the Executive Committee, Board of Directors, and the General Membership of JCSA. The Secretary shall give such notice of meetings as are required by the Board of Directors. Secretary is responsible for the maintenance of motion log of approved motions from the Board of Directors and General Membership. The Secretary will collect all affiliated clubs' roster of current members, officer, By-Laws, and the financial report of preceding year's activities at the January meeting of the Board of Directors. All proposed amendments to the By-Laws will be given to the Secretary to be reviewed by the Board of Directors. It is the responsibility of the Secretary to keep a log of all JCSA records that were copied and left JCSA premises. Secretary will provide and maintain voting proxy forms for Life Members unable to attend general membership meetings.

**Treasurer** shall be responsible for all monies received by JCSA and shall be accountable for all funds belonging to JCSA. There will be three (3) signers on all the JCSA accounts. The Treasurer will work with JCSA's Bookkeeper/Accountant. Normal monthly expenses such as utility, propane, payroll taxes, and annual taxes may be paid directly on-line by electronic funds transfer (EFT). All other expenses such as payroll, repair, maintenance, services of equipment, construction will be paid through JCSA's Bookkeeper/Accountant or direct deposit. The Treasurer shall work with the Bookkeeper to render a detailed report at all meetings of the Board of Directors and an annual report at the annual general membership meeting of JCSA. The Treasurer shall work with the Bookkeeper/Accountant to keep an accurate record of all financial reports of JCSA. The Treasurer shall file all financial reports for JCSA and its member clubs that are required by federal and/or Oregon state law. All checks must be signed by two (2) members of the Executive Committee.

**The Executive Committee** shall meet regularly at least one (1) week before the Board meeting. Special meetings may be held on the call of the President or on demand and in writing to the Secretary by three (3) members of the Executive Committee. Executive Committee will set the agenda for the monthly Board meetings.

Individuals, organizations, and/or sub-clubs may present proposals to the Executive Committee to be placed on the agenda.

Four (4) members of the Executive Committee shall constitute a quorum.

A vacancy on the Executive Committee shall be filled by a majority vote of the Board of Directors.

The Executive Committee shall maintain membership in JCSA for their tenure in office.

The EVP shall receive a stipend of \$100 a month.

**Directors at Large** are members whose interest reflects the general membership of JCSA. Directors at Large are elected for a two (2) year term with one director being elected on alternating years. Therefore, Director at Large 1 will be elected on the odd numbered years and Director at Large 2 will be elected on the even numbered years for their respective 2-year term. Directors at Large shall maintain membership in JCSA for their tenure in office. In the event of a vacancy for a Director at Large, the position is to be filled by a majority vote of the Board of Directors. Their position will be held until the following general membership meeting at which time the membership will elect the Director at Large to fill that position for the standard term.

## **ARTICLE VI: BOARD OF DIRECTORS**

The Board of Directors shall consist of the Executive Committee, two (2) Directors at Large, and designated Directors of the affiliated clubs. All members of the Board of Directors must be members in good standing of JCSA.

They will be responsible for setting policies and procedures conducting all business affairs of JCSA and accountable for enforcing all the rules and Policies and Procedures of JCSA.

Each affiliated club will elect at their annual meeting two (2) directors to serve on JCSA Board of Directors. Clubs must notify the Board of Directors of changes in their directors. When both directors of one club are present at a meeting, each will have one half (1/2) vote, or the designated director will have one full vote. Directors are to be members of JCSA and their affiliated club. An affiliated club is responsible for their director attending the Board of Directors meetings. Should they miss said meeting three (3) consecutive months, that affiliated club may lose one (1) invitational shoot, status subject to Board of Directors vote. Said club will be given ten (10) days' notice of Board action.

All members of JCSA may attend meetings of the Board of Directors. They shall have discussion rights, but only elected officers and directors will have voting rights.

The Board of Directors will meet on the second Wednesday of each month.

A quorum of the Board of Directors shall consist of nine (9) votes with three (3) Executive Committee members and at least four (4) clubs represented.

## **ARTICLE VII: CLUB AFFILIATION**

For a club to be affiliated with JCSA, it shall be organized as an adult club. Their By-Laws and Policies shall conform and comply with JCSA By-Laws and Policies. All JCSA affiliated clubs shall provide the Secretary with a roster of current members, officers, By-Laws, and a financial report of the preceding year's activities by the January monthly Board meeting each year. A receipt will be given to each club as the paperwork is received. In the event the filing is not met, the non-complying club's activities shall be canceled effective the first of the month (February) and until the requirement is fulfilled. An affiliated club **may not** become a non-profit incorporated club.

To become an affiliated club of JCSA one must submit to the Board of Directors an outline of the club's mission statement, schedule, with ranges needed, along with the benefits to JCSA for approval.

## **ARTICLE VIII: FOREITURE BY AFFILIATED CLUBS**

All applicant clubs shall execute an agreement providing that, in consideration of their acceptance as members, they agree, that, in case of dissolution of JCSA, they shall have no interest in the assets or funds of JCSA. All assets not affected by existing agreements shall be disposed of by merging with a selected organization of similar aims and purpose.

## **ARTICLE IX: SUSPENSION AND TERMINATION OF CLUB MEMBERSHIPS**

JCSA club directors will cease to be members of JCSA Board of Directors whenever the affiliation with JCSA and their club is suspended or terminated.

The application or affiliation of any club will be suspended for non-compliance with JCSA By-Laws and Policies.

Before the affiliation with any club can be suspended or terminated; such club will be given thirty (30) days' notice, in writing, of the time and place at which such action will be considered; the reason thereof and will be allowed to be heard in its own defense. A vote of two-thirds (2/3) of the Board of

Directors shall be required for the suspension or termination. JCSA shall appoint an impartial mediator to assume control of all assets of the club in question until all liabilities owed to JCSA are resolved or paid.

#### **ARTICLE X: SPECIAL MEETINGS**

A special meeting of the General Membership of JCSA may be called by the President with approval of the Board of Directors or by the Board of Directors.

#### **ARTICLE XI: ANNUAL MEETING AND NOMINATIONS OF JCSA OFFICERS**

The annual meeting shall be held the second Saturday of November, each year at which time election of officers and directors at large will take place. Officers and directors at large elected shall be installed as the first order of business at the first meeting in January following their election.

Each affiliated club is responsible to have two (2) representatives in attendance at the annual meeting. The Chair of the Nominating Committee shall name the other members of the Nominating Committee, selecting at least two (2) other JCSA members representing diverse affiliated clubs and/or general membership in addition to the Chair. The sitting President of JCSA is not an ex-officio member of the Nominating Committee and may not be named to the committee.

The President will read the recommendations from the Nominating Committee one officer at a time and open the floor for additional nominations at the annual general membership meeting in November. All nominations will follow the order: President, Vice-President, Executive Vice-President, Secretary, Treasurer and Directors at Large. Each position will be voted on in order by either voice or ballot and will announced out loud to the membership after each vote is completed.

#### **ARTICLE XII: QUORUM**

A quorum at any special or annual general membership meeting shall be a minimum of twenty-four (24) adult members and four (4) members of the Executive Committee present.

#### **ARTICLE XIII: VOTING**

Each adult JCSA member, in good standing shall be entitled to vote at the annual general membership meeting and all special general membership meetings of JCSA. Proxy votes will be the exclusive privilege of life members only.

#### **ARTICLE XIV: NON-DISCRIMINATION**

JCSA will not discriminate based on gender, race, creed, marital status, sexual orientation, religion, color, age, national origin, disability, or familial status as per Oregon law.

#### **ARTICLE XV: RULES**

In the absence of specific provisions in the By-Laws proceedings shall be in accordance with the current and authorized edition of Robert's Rules of Order. Any person using any JCSA facility will abide by the By-Laws, Policies and Procedures, and any additional safety rules.

#### **ARTICLE XVI: AUDIT OF THE BOOKS**

The President of JCSA may appoint a committee of three (3) to audit the accounts of each club annually.

If an audit is deemed necessary by the Board of Directors, a committee shall be appointed to recommend an auditing firm to the Board of Directors for the approval to audit JCSA accounts.

### **ARTICLE XVII: BUDGET**

The Board of Directors shall submit an annual budget to be approved by the General Membership at the annual meeting. A copy of the proposed budget will be published on the website ~~newsletter~~, special mailing, or the newspaper in Josephine County at least two (2) weeks in advance of the meeting for the purpose of notifying adult members.

Budgeted funds cannot be obligated more than \$800 without Board approval.

The Board of Directors may, with adequate justification, approve the transfer of budget authority between budget categories, but may not increase the budget without the vote of the general membership.

### **ARTICLE XVIII: AMENDMENTS TO THE BY-LAWS**

Amendments to the By-Laws may be proposed by any adult member. A proposed amendment must be submitted in writing to the Secretary who shall give notice of the proposed amendment to the adult members of JCSA either through the website, special mailing, or the newspaper in Josephine County. No vote on any amendment shall be exercised unless at least ten (10) days prior notice of the proposed amendment shall have been given to all adult members. Such vote shall only be taken at the annual general membership meeting or at a special general membership meeting of JCSA.

### **ARTICLE XIX: RECORDS**

All JCSA records will be maintained at Josephine County Sportsman Park, 7407 Highland Ave., Grants Pass, Oregon. If at any time records are requested by county, state, city government, JCSA's accountant, or attorney said records may be copied for the requestor with the stipulation that the copies be returned to JCSA. Documentation of what records are copied, when the copies left JCSA, who requested them, and when they were returned will be kept by the Secretary

### **ARTICLE XX: TERMINATION OF MEMBERSHIP**

Any member who does not adhere to the By-Laws and Policies and Procedures, or endangers the health, safety, and well-being of JCSA will be given a thirty (30) day notice of termination and must respond, in writing to the Board of Directors within ten (10) days to appeal the action of the Board. Termination of membership requires a 2/3 vote of the entire Board of Directors of JCSA.