

SHONGUM SPORTSMEN'S ASSOCIATION

By-Laws

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Article I - Name

The name of this organization shall be the **Shongum Sportsmen's Association**. (SSA)

Article II – Mission Statement

The purpose of this organization shall be to encourage the lawful use and safe and proper handling of firearms and archery equipment to provide conditions for the improvement of marksmanship among law abiding sportsmen who are legal holders of valid New Jersey Firearms Purchaser Identification Cards (NJFID). The organization shall actively support the conservation of wildlife through hunting and other methods. It shall also be our objective and purpose to further the development of those characteristics of honesty, good fellowship, self-discipline, team play and self-reliance, which are the essentials of good sportsmanship and the foundation of true patriotism. All SSA members are expected to adhere to the principles as stated in the Mission Statement.

Article III – Membership

A. Membership

Membership applicants must be twenty-one (21) years of age. An applicant seeking membership other than Junior Membership MUST:

- 1) Possess a valid NJFID and provide proof of same. Address on the card must match current residence.
- 2) Be a member in good standing of the National Rifle Association (NRA) and provide proof of same.
- 3) Certify that he is registered to vote and undertakes to vote regularly or possess a legal resident alien card.
- 4) For safety reasons, (e.g., cease fire), member applicants must be able to communicate in English.
- 5) Members are encouraged to provide and maintain a current email address.

B. Prospective Membership

- 1) An application shall be made to the Executive Committee Membership Officer, who will then place the applicant's name on the Waiting List.
- 2) A person applying for membership may apply either by mail, online via the SSA web site, or in person at a Regular Meeting.
- 3) The Membership Officer shall notify the applicant when he becomes eligible for membership. Once notified, the applicant must attend two (2) out of the next three (3) consecutive meetings unless a waiver is granted for good cause.
- 4) The applicant shall be interviewed by the Membership Officer. If appropriate, the Membership Officer shall determine the validity of the applicant's request to be excused from Regular Meetings as a Night Work Exclusion (NWE) and present his findings to the general membership at the next Regular Meeting.
- 5) The applicant must attend a range orientation and second reading within the three (3) consecutive months from the date of that individual's first reading unless a waiver is granted for good cause and before being considered for Probationary Member status.
- 6) The applicant's probationary status shall be voted on at the second Regular Meeting after the Membership Officer's review.
- 7) The maximum number of applicants that can be accepted that are excused by an NWE from attendance at Regular Meetings shall be at the discretion of the Membership Chairman with the consent of the Executive Committee (EC).
- 8) All other terms and conditions of membership in the SSA as stated in these By-Laws for Regular Active Members remain in effect for those requesting an NWE.
- 9) In the event an applicant's application is questioned, the EC shall investigate said question and at the next meeting submit a report to the membership of their findings.
- 10) Membership cards and key cards will not be issued until all the above conditions are met and all of the dues and fees are paid in full.
- 11) A current or former member of the Armed Forces who received an Honorable Discharge and is verified by their active ID or DD-214 or DD-215 shall be exempt from paying an initiation fee.

C. Probationary Membership

- 1) An applicant shall be considered a Probationary Member when his application has been accepted by a simple majority vote of Regular Active Voting Members in attendance when his application is voted upon, pending no objections.

- 2) A Probationary Member is not eligible to hold office, vote or make motions.
- 3) A Probationary Member must possess a valid NJFID card and provide proof of same.
- 4) A Probationary Member must be a member in good standing of the NRA and provide proof of same.
- 5) The Probationary Member will be interviewed by the Membership Officer or his designee. After meeting all the requirements of Probationary Membership the Probationary Member shall have all range privileges and must obey all SSA By-Laws and Range Rules.
- 6) A Probationary Member shall attend at least three-Monthly Meetings in a year (excluding December meeting). Probationary Members are encouraged to contribute their talents and skills and participate in SSA activities. Failure to attend Regular Meetings shall extend Probationary Membership. A Night Work Exemption (NWE) from this requirement may be granted by the Membership Officer.
- 7) The probationary period is twelve (12) months from date of election, unless extended by 6) above.
- 8) A Probationary Member shall become a Regular Active Member by a simple majority vote of Regular Active Voting Members in attendance at a Regular Meeting, provided all membership requirements have been met and there are no valid objections to the Probationary Member's character and/or eligibility. A Probationary Member must attend their anniversary meeting or a subsequent agreed to meeting in order to be voted upon for Regular Active Membership unless they can demonstrate a valid need for an NWE that precludes their attendance. This decision will be left to the discretion of the Membership Officer.
- 9) The EC shall investigate said objections and at the next meeting submit a report to the membership of their findings.

D. Regular Active Membership

- 1) A Regular Active Member is eligible to hold office.
- 2) A Regular Active Member shall have all voting rights and motion privileges.
- 3) A Regular Active Member must possess a valid NJFID card and certify to the same.
- 4) A Regular Active Member must be a member in good standing of the NRA and certify to same.
 - a. An NRA life member is not required to provide proof, as long as the Membership Officer has the information.
- 5) A Regular Active Member shall pay annual dues within thirty (30) days of the expiration date of membership.

- 6) Regular Active Members are encouraged to attend Regular Meetings and contribute their talents and skills by participating on committees and work parties.
- 7) Regular Active Members, whose spouse (husband or wife) is a Regular Active Member, shall pay dues at fifty percent (50%) of the annual dues. This dues reduction applies to only one member in a spousal relationship (husband or wife). Spousal member candidates go to the top of the Waiting List and do not need to pay an initiation fee upon joining.
- 8) A Regular Active Member shall become a Life Member after fulfilling the following requirements:
 - a. A Regular Active Member shall become a Life Member in SSA upon completion of twenty-five (25) years of continuous and consecutive membership.
 - b. A Regular Active Member, whose twenty-five (25) years of membership was interrupted, will be considered for Life Membership accordingly:
 - i. The interruption of membership is restricted to a single incident, for any reason, which may extend for not more than two years (24 months). The period of absence, two years (24 months) shall be determined to be the time that elapses between the date the member discontinued membership and the date on which the member reapplied for membership.
 - ii. The returning member will pay the current year's dues and immediately be fully reinstated, but be subject to the conditions listed under III, D. 8), b., iv.
 - iii. The Membership Officer will provide the reinstated member with a complete explanation of the adjustment to the original membership date.
 - iv. Upon reinstatement to membership, the member's original membership date shall be adjusted for the length of time absent from membership in SSA, excluding any period of time on the Waiting List. The period of interrupted membership shall not be included in the determination of twenty-five (25) years of continuous and consecutive membership.
 - v. If the length of time was greater than 24 months, the returning member shall reapply for membership in accordance with III, B)
 - vi. The above incident will be reviewed at the discretion of the Membership Officer and approval of the EC.
- 9) Regular Active Members must obey all SSA By-Laws and Range Rules.

E. Honorary Members

- 1) Honorary Membership shall be a Life Membership.
- 2) Honorary Membership status can be proposed by the EC at any meeting.
- 3) An individual is declared an Honorary Member by a simple majority vote of Regular Active Voting Members present at the meeting at which the membership is voted upon.
- 4) An Honorary Member is exempt from paying dues, fees, and assessments.
- 5) An Honorary Member shall have the same rights as a Regular Active Member, except the right to vote, but none of the obligations.
- 6) An Honorary Member shall obey all SSA By-Laws and Range Rules.

F. Regular Active Voting Member

- 1) Regular Active Voting Members shall be defined as the Regular Active Members, the Life members, and the Benefactor Life Members.

G. Junior Membership

- 1) A Junior Member is a person who is under 21 years of age and who participates in SSA sanctioned junior shooting activities.
- 2) Junior Members will not have voting rights.
- 3) Junior Members will not be counted as individual members included in the SSA Capacity Limit.
- 4) Junior Members must obey all applicable By-Laws and Range Rules.
- 5) Individuals who have participated in SSA Junior activities as Junior Members may request a waiver from the waiting list and the initiation fee requirements for joining SSA as Probationary Members. The request should be presented to the EC with a recommendation from the Juniors Activities Chairperson and/or the Pistol Activities Officer. If the request is approved by vote of the EC, the Junior Applicant will not have to go on the waiting List and will not have to pay an initiation Fee. All other membership requirements must be met before this Applicant can be voted to Probationary Membership.

H. Membership Capacity/Waiting List

- 1) The total Membership Capacity shall be determined at the Annual Meeting by a majority vote of Regular Active Voting Members present at that meeting.

- 2) If a Capacity is approved, and new applications exceed this figure, those applicants shall be placed on a Waiting List.
- 3) As openings become available, those individuals shall be selected for consideration in the order in which they were placed on the Waiting List.
- 4) Placement on a Waiting List at no time entitles those individuals to SSA privileges.

I. Life Membership

- 1) A Regular Active Member of SSA shall become a Life Member of SSA upon completion of twenty-five (25) years of membership as provided under III. D., 8).
- 2) A Life Member shall be exempt from paying dues during the period of his membership.
- 3) A Life Member shall have all the rights of a Regular Active Member.
- 4) A Life Member shall obey all SSA By-Laws and Range Rules.

J. Benefactor Life Membership

- 1) A Regular Active Member of SSA may become a Benefactor Life Member of SSA by applying for such membership during an open enrollment period, and by paying the requisite fee for such membership.
- 2) A Benefactor Life Member shall be exempt from paying dues during the period of his membership.
- 3) A Benefactor Life Member shall have all the rights of a Regular Active Member.
- 4) An open enrollment period shall extend for sixty (60) days when opened by the EC and approved by the membership, or until fifty (50) persons have purchased membership under this section, whichever comes first.
- 5) The opening of the Benefactor Life Membership shall be accomplished by a vote taken at the Annual Meeting or at a Special Meeting called for such purpose. The enrollment period once opened shall extend for a period of 60 days or until 50 eligible members have purchased membership under this section, whichever comes first. The 50-person total is the cumulative total of such members in SSA and is not a new count for each opening of this class of membership.
- 6) Fees shall be set by the EC at the time the enrollment period is opened.
- 7) A Benefactor Life Member shall obey all SSA By-Laws and Range Rules.

Article IV - Membership Fees

A. Assessments

- 1) An Assessment is a one-time fee approved by two-thirds majority vote of Regular Active Voting Members, present at that meeting.
- 2) Notice must be given in the newsletter, email and US mail as needed of a proposed Assessment at least twice before a vote can be taken on the proposed Assessment.
- 3) Assessments are not refundable.
- 4) All Assessments shall be paid in full within the time frame approved by the membership at the time the amount is established.
- 5) Any penalty for nonpayment of an Assessment shall be defined as part of the approved Assessment.

B. Dues

- 1) Dues shall be determined at the Annual Meeting by a two-thirds majority vote of Regular Active Voting Members at that meeting. If two-thirds majority vote not reached, the prior year dues remain in effect.
- 2) Dues are payable to SSA by the last day of the member's anniversary month, with a membership cut-off date one month following. Exceptions may be made to accommodate special circumstances such as illness, military duty, etc. These exceptions shall be at the discretion of the Membership Officer and/or the EC. If Dues remain unpaid for more than one month after the due date and without an approved, valid excuse justifying an exception or without an approved request for temporary suspension of membership the member will lose their membership and the privileges that accompany membership. They may need to reapply for membership and start at the bottom of the Waiting List. These incidents will be judged in accordance with their merits by the Membership Officer and/or the EC.
- 3) Probationary Member Dues are payable at the time of election to Probationary Membership.
- 4) Minimum Dues for Probationary Members shall be the sum of a one time initiation fee, the regular annual dues, the cost of the key card plus any applicable State mandated fee, i.e. sales tax.
- 5) There is a one time, nonrefundable initiation fee of not less than \$125.00 The amount of the initiation fee will be determined at the

Annual Meeting, and is in addition to membership dues and Assessments.

- 6) Minimum Dues shall be \$175.00 per year for Regular Active Members plus any applicable State mandated fee, i.e. sales tax.
- 7) All Dues will cover the membership year which commences on the anniversary date for a period of twelve (12) months.

Article V - Meetings

All meetings will be conducted under Robert's Rules of Parliamentary Procedures as declared by the President with the concurrence of the Executive Committee at the Annual Meeting. This version of "Robert's Rule of Parliamentary Procedures will be in effect from 1 January through 31 December of the calendar year following the Annual Meeting, and posted on the SSA website.i

A. Annual Meetings

1. The Annual Meeting of SSA will be held in October.
2. The purpose of the Annual Meeting shall be to nominate and elect members of the EC and Board of Directors, establish dues and fees for the next calendar year, establish membership Capacity and establish time, date and location for Regular Meetings.
3. A Regular Active Voting Member must be present at the Annual Meeting to be able to vote in any SSA elections or other business. Absentee or Proxy voting is not allowed. A member need not be present to be elected to an SSA office.
4. Nominations of EC members and members of the Board of Directors must be submitted no later than two (2) weeks prior to the Annual Meeting or the Regular Meeting in which an election for said individuals is to be held. Any individual wishing to run for the above stated Officer/Director positions that has not contacted the Nomination Committee prior to the two-week deadline may run as a write-in candidate. All Regular Active Members attending the meeting at which a vote for the above stated Officer/Director positions is being held will receive a ballot containing the names of the nominated individuals and with space provided for write-in votes. Regular Active Voting Members of SSA may receive a ballot upon entry to the meeting any time prior to the vote for said officers/directors. The individual Regular Active Voting Member casting the vote must be present at the time of the actual vote. The SSA membership will be notified of the results as soon as the votes are tallied. Actual individual vote counts for each Officer/Director will not be divulged to anyone other than Nomination Committee, candidates, President,

and Secretary. In the case of a contested race, the ballots will be held for 90 days after the election.

5. For all official votes other than the EC and Board of Directors vote, Regular Active Voting Members may vote by displaying their membership card. Those Regular Active Voting Members who do not have their membership card with them will, prior to the start of the meeting, have their status verified and will be issued a temporary voting card.
6. All official votes other than those cited in Article V, B, 4) shall have the wording of the motion and/or vote and outcome of the vote to become part of the SSA's official record.

B. Regular Meetings

- 1) The Regular Meetings of SSA will be held each month at such time and location as fixed by and approved by a majority of Regular Active Voting Members present at the Annual Meeting.
- 2) The President may request display of membership cards for a vote.

C. Special Meetings

- 1) A Special Meeting may be called at any time by the President or a majority of the EC or by twenty percent (20%) of Regular Active Voting Members.
- 2) Notice of Special Meetings:
 - a. The President or the EC must notify all Regular Active Voting Members. Said notice is defined in c. below.
 - b. Request for Special Meetings shall be by written petition, signed by no less than twenty percent (20%) of all Regular Active Voting Members and submitted to the EC.
 - c. Notice of Special Meetings must be in writing (to include e-mail) and contain the time, place, and purpose of the Special Meeting. Notices must be sent to the Regular Active Voting Members by email or U.S. Mail as needed, at least seven (7) days prior to the date of the Special Meeting.
- 3) The President may request display of membership cards for a vote.

D. Quorum

- 1) Regular Meetings: Three (3) executive officers and twenty (20) Regular Active Voting Members shall constitute a quorum at a Regular Meeting. If a quorum is not met within thirty (30) minutes of the time the meeting is called to order, the meeting may continue but no votes or motions shall be taken.

- 2) Special Meetings: Three (3) Executive Officers and sixty (60) Regular Active Voting Members shall constitute a quorum for Special Meetings. If a quorum is not met within thirty (30) minutes of the time the meeting is called to order, the meeting is canceled, and no votes shall be taken.
- 3) EC Meetings: The quorum required for an EC meeting is seven EC Members and shall include in that number at least one of the following – President, Vice President, Treasurer or Secretary.

Article VI - Capital Expenditures

A. Definition

- 1) A capital expenditure shall be defined as any amount exceeding \$1,000.00 except as listed in the following section.
- 2) Exceptions to capital expenditures are property taxes, utility bills (heat, light, water, gas, and phone), insurance, and necessities for the operation of a fund-raising function, range security, maintenance, and mortgage (if applicable).

B. Authorization

- 1) A majority vote of Regular Active Voting Members present at any meeting shall be required to authorize a capital expenditure.

Article VII - Executive Committee

A. Officers

The Officers of SSA shall be comprised of the Executive Officers: President, Vice President, Treasurer, Secretary and the Operations Officers: Rifle Activities Officer, Pistol Activities Officer, Shotgun Activities Officer, Membership Officer, Chief Range Safety Officer, Building and Grounds Officer, Hunting Archery Activities Officer, Event and Activities Officer, and Training Activities Officer.

- 1) The Officers shall be elected at the Annual Meeting by the majority vote of Regular Active Voting Members present at the meeting.
- 2) They shall hold office for one (1) year commencing with the first day of January following their election.
- 3) These elected officers will be members of the EC.
- 4) The Chairman of the EC shall be the President and shall have voting powers for the EC but shall only vote to break a tie for any other committee.

- 5) To run for the office of President, Vice President, Treasurer, or Secretary, a member must have been a member in good standing for a minimum of three (3) years, starting from the date of election to Probationary Membership, at the time of taking office.
- 6) The immediate past President, who has completed at least one term of elected office, and who continues to maintain current membership in SSA, shall be a member of the EC and shall have voting powers for a term not to exceed two (2) years at which time his term on the EC expires. This only applies if he does not hold another regular EC office.
- 7) All Officers and Directors must have working computers and an active email account.

B. Executive Committee

Meetings of the EC shall be held at such time and location as it may be deemed necessary by the EC.

- 1) The priority for all EC Meetings is for participation to be in person. However, when certain members cannot attend, their participation will be allowed via electronic means as set forth in Appendix 1.
- 2) If an emergency does not allow for an in-person meeting (e.g., state of emergency, weather, pandemics) meetings may be held electronically as set forth in Appendix 2.
- 3) Any SSA Member in good standing may attend EC Meetings, but may not participate, unless the SSA member notifies the chairperson in advance of the meeting and is placed on the agenda.

C. Resignation

- 1) Resignation of any Officer shall be made in writing (to include e-mail) to the President. If the President resigns, he shall tender his resignation to the Secretary.
- 2) Vacancies in the EC shall be filled by a majority vote of Regular Active Voting Members present at the Regular Meeting following the official announcement of the vacancy at a prior meeting.

D. Removal from office

- 1) Any Executive Officer, Director or Chairperson can be removed from the position of responsibility that the individual holds for nonperformance of assigned duties by a vote of the majority of the EC and/or a two-thirds majority vote of the Regular Active Voting Members present at a Regular Meeting or Special Meeting called for that purpose.

- 2) Vacancies of any Officer, Director or Chairperson due to removal shall be filled by a majority vote of Regular Active Voting Members present at the Regular Meeting following the official announcement of the vacancy at a prior meeting.

E. Board of Directors

- 1) There shall be an elected Board of Directors who will be responsible for an annual SSA audit of assets conducted.
- 2) The Physical Audit shall consist of all SSA property and assets that is used in the operation/conductance of any program in SSA. In addition, the audit will include any other item/s requested by the EC. The audit shall include both a written audit and photos to provide objective evidence of count and condition and to provide a historic data base. Each Club Officer, as appropriate and Event Directors (e.g., Pistol, Rifle, Cowboy Action, USPSA, Trap, etc.) shall maintain an Inventory of their SSA property/assets (non-consumables) and provide this to the Board of Directors on an annual basis. The audit reports will be delivered to the Vice-President. All inventory records will be archived by the Secretary. The Board of Directors shall conduct an audit of the Treasurer's records and books of account at the end of each calendar year. The audit will be completed and provided to the membership by the fourth meeting following the month in which the records and books of account are provided to the Board of Directors.
- 3) There will be six (6) members of the Board, each of whom will be a regular member in good standing of the Association for three (3) years prior to election. The Board shall appoint a chairperson annually.
- 4) The Board member terms will be two (2) years.
- 5) Members of the Board-shall be elected at the Annual Meeting by a majority vote of Regular Active Voting Members present at that meeting. The Board of Director's two-year terms will be divided into (2) groups of three (3) each. Each group of three will be elected on alternating years.
- 6) Unexpired terms will be announced at the next Regular Meeting and filled by special election at the following Regular Meeting.
- 7) Members of the Board of Directors shall not be members of the EC.

Article VIII - Duties of the Officers

A. President

- 1) The President shall preside at all meetings of SSA. He shall be a member ex-officio of all regular and special committees and give guidance to see to it that all such committees are operating in the best interests of SSA.

- 2) The President or his designee shall be the official representative of SSA. If the President or Vice President is unavailable to represent SSA and no designation has been made for an alternate by the President, the EC will designate a representative.

B. Vice-President

- 1) The Vice-President shall assume the duties of the President in his absence or at his request or upon the President's resignation.
- 2) The Vice-President shall coordinate the responsibilities of the Operations Officers and all IT activities.
- 3) The Vice-President shall coordinate with the Board of Directors to assure compliance with Article VII, Section E.

C. Secretary

- 1) The Secretary shall keep a true record of all meetings of the EC and of SSA and have custody of the books and papers of SSA except the Treasurer's books of account.
- 2) The Secretary shall maintain any archival records of SSA (including inventory lists) as directed by the President, the EC and/or the Board of Directors. The Secretary may petition the President and the EC to be allowed to remove items from the Archive Files as they become outdated or redundant. All paper documents received (other than billing for service or goods) shall be retained for one (1) year as a minimum.
- 3) The Secretary shall provide a record of the minutes of the Regular Meetings, Annual Meetings and any Special Meetings in a timely fashion allowing for the publication of that information on the SSA website newsletter.
- 4) The Secretary will generate needed external correspondence at the pleasure and/or direction of the President in conjunction with the EC's official needs.
- 5) All documents as required by the Policy Book shall be backed-up electronically, in a manner that is accessible to all members of the EC.
- 6) The Secretary shall recommend a chairman for the SSA newsletter, archivist and technical committees.

D. Treasurer

- 1) The Treasurer shall have charge of all funds of SSA. Such funds shall be placed in a bank or banks as approved by the EC, except for cash on hand needed for immediate expenses.
- 2) Moneys deposited shall be withdrawn by check or draft signed by two (2) of the following: President, Vice-President, Treasurer and/or

Recording Secretary, except for funds to be transferred from one of SSA's accounts to another of SSA's accounts.

- 3) The Treasurer shall keep an accurate account of all his transactions and render a detailed report, with supporting documentation, at all business meetings.
- 4) The Treasurer shall make his records and books of account available to the Board of Directors in April.

E. Rifle Activities Officer

- 1) The Rifle Activities Officer shall be responsible for recommending Chairpersons for all matters of rifle activities, i.e., CMP matches, Junior rifle activities, .22 rifle match and black powder.
- 2) The Rifle Activities Officer shall act as liaison between rifle activities Committee Chairpersons and the EC.
- 3) The Rifle Activities Officer shall report newsworthy items about his portfolio to the Secretary.
- 4) The Rifle Activities Officer shall collect all rifle-activities property from persons who are no longer members of SSA. He will be responsible for the securing and maintenance of all SSA property relative to the rifle activities, i.e., safes and contents, rifle targets. He shall maintain an inventory list of SSA property and who is in possession of it, if not SSA. This list shall be made available to the Board of Directors on a yearly basis.
- 5) The Rifle Activities Officer shall file a Civilian Marksmanship Program (CMP) report as required by the CMP.

F. Pistol Activities Officer

- 1) The Pistol Activities Officer shall be responsible for and recommend Chairpersons for all matters of pistol activities, i.e., Pistol League, USPSA, Pistol Team, Cowboy Action, Junior Pistol Activities, and Ladies Night.
- 2) The Pistol Activities Officer shall act as liaison between Pistol Activities Committee Chairpersons and the EC.
- 3) The Pistol Activities Officer shall report newsworthy items about his portfolio to the Secretary.
- 4) The Pistol Activities Officer shall collect all pistol program property from persons who are no longer members of SSA. He will be responsible for the securing and maintenance of all SSA property relative to the pistol activities, i.e., pistol targets. He shall maintain an inventory list of SSA property and who is in possession of it, if not SSA. This list shall be made available to the Board of Directors on a yearly basis.

G. Shotgun Activities Officer

- 1) The Shotgun Activities Officer shall be responsible for and recommend Chairperson for all matters of shotgun activities, i.e., Trap, Sporting Clays, Skeet and Junior Shotgun Activities.
- 2) The Shotgun Activities Officer shall act as liaison between Shotgun Activities Committee Chairpersons and the EC.
- 3) The Shotgun Activities Officer shall report newsworthy items about his portfolio to the Secretary.
- 4) The Shotgun Activities Officer shall collect all shotgun program property from persons who are no longer members of SSA. He will be responsible for the securing and maintenance of all SSA property relative to the shotgun activities, i.e., trap houses, trap machines, and trap targets. He shall maintain an inventory list of SSA property and who is in possession of it, if not SSA. This list shall be made available to the Board of Directors on a yearly basis.

H. Membership Officer

- 1) The Membership Officer will be responsible for enforcing all rules of the membership process.
- 2) The Membership Officer shall receive and process all applications for membership.
- 3) The Membership Officer shall bring to the attention of the EC any infraction of membership, i.e., loss of New Jersey Firearms Identification Card, lapse of membership in the National Rifle Association, etc.
- 4) The Membership Officer shall be responsible for the issuance of membership cards.
- 5) The Membership Officer shall keep an accurate club roster.

I. Chief Range Safety Officer

- 1) It shall be the duty of the Chief Range Safety Officer (CRSO) to appoint and manage SSA Range Safety Officers (RSO).
- 2) The Chief Range Safety Officer shall bring to the attention of the EC any Range Rules violations that are repetitive in nature or that constitutes a serious or damaging incident to SSA and make recommendations for Disciplinary Action.
- 3) The CRSO or any SSA RSO may take immediate corrective action for safety concerns related to range safety and range operations. Any corrective action or recommendations for Range Safety and range operations will be reported to the EC in a timely manner.
 - Any recommendations or actions by any SSA RSO shall be reported to the CRSO.

- 4) The Chief Range Safety Officer has responsibility for all firearm and archery safety associated with all shooting activities and training programs.
- 5) At the time that the CRSO officially assumes his duties, the Chief Range Safety Officer must be an NRA RSO.

J. Buildings and Grounds Officer

- 1) The Buildings and Grounds Officer shall be responsible for setting up and overseeing any committees to keep the clubhouse neat and in working order, i.e., Kitchen, Club House Maintenance, etc.
- 2) The Buildings and Grounds Officer shall have responsibility to oversee the maintenance of the fixed assets of SSA to include snow plowing, road repair, garbage disposal, pest control, indoor range, barn, outbuildings, and all physical structures on the property.
- 3) The Buildings and Grounds Officer shall have responsibility to oversee the maintenance of all SSA equipment (as defined in J.2, above) and vehicles.

K. Hunting/Archery Activities Officer

- 1) The Hunting/Archery Activities Officer shall be responsible for recommending Chairpersons for all manners of Hunting/Archery Activities i.e., work parties, hunting activities, archery activities, hunting and archery safety and hunting environmental improvement, etc.
- 2) The Hunting/Archery Activities Officer shall act as liaison between the Hunting/Archery Chairpersons and the EC.
- 3) The Hunting/Archery Activities Officer shall keep a roster of SSA members eligible to hunt, their proof of insurance covering them as an approved hunter while on SSA property, their fulfillment of any obligations required to be eligible to hunt and to verify that each individual hunter has the proper license and permits (zone & sex).
- 4) The Hunting/Archery Activities Officer shall assign/regulate the hunting opportunities/stands/locations and in turn arbitrate any disputes over said opportunities in as equitable manner as possible. If the Hunting/Archery Activities Officer is unable to mediate a dispute, he will elevate the dispute to the EC.
- 5) The Hunting/Archery Activities Officer shall maintain a map of all hunting stands and their locations. In addition, all hunters are required to sign into the stand/location they are hunting from every time they hunt from said stands.
- 6) The Hunting/Archery Activities Officer shall report newsworthy items about his portfolio to the Secretary.

- 7) The Hunting/Archery Activities Officer shall promote the sport of hunting and actively promote the practice of archery. He shall ensure that an archery practice range of varying distances be maintained.
- 8) The Hunting/Archery Activities Officer shall collect all SSA Hunting/Archery material from persons who are no longer eligible or are no longer members of SSA. He shall maintain an inventory list of SSA property related to the Hunting/Archery Activities and who is in possession of said material, if not SSA. This list shall be made available to the Board of Directors on a yearly basis.

L. Event and Activities Officer

- 1) The Event and Activities Officer shall be responsible for the maintenance and accuracy of SSA's events calendar. In addition, the Event and Activities Officer will be the point of contact for the filing of all applications for events and their approval.
- 2) A current Event and Activities Calendar will be posted in a prominent location at SSA Club House and on the SSA website. The website calendar will be the official calendar in the case of dispute.
- 3) The Event and Activities Officer or his designee shall present all event/activities applications to the EC for their approval.
- 4) All event/activities forms must be presented to the Event and Activities Officer no later than 90 days prior to the date of the event/activity. Waivers to the 90-day requirement may be granted by the EC on a case-by-case basis if the merit and immediacy of the application is in SSA's best interest.

M. Training Activities Officer

- 1) The Training Activities Officer shall be responsible for recommending Chairpersons for all matters of training activities i.e., NRA certified training, discipline specific training, independent subject matter training, training and efforts to encourage participation in the shooting sports.
- 2) The Training Activities officer shall act as liaison between Training Activities Chairpersons and the EC.
- 3) The Training Activities Officer must be at a minimum an NRA Certified Instructor in at least one (1) discipline.
- 4) The Training Activities Officer shall coordinate efforts to introduce new shooters to the various shooting disciplines supported by SSA.
- 5) The Training Activities Officer shall collect all training activities property from persons who are no longer members of SSA. He will be responsible for the securing and maintenance of all SSA property

relative to training activities, i.e., course materials course and related shooting props and any SSA owned teaching equipment. He shall maintain an inventory list of SSA property and who is in possession of it, if not SSA. This list shall be made available to the Board of Directors on a yearly basis.

N. Best Practices Policy

The EC shall write and maintain a Best Practices Policy which will govern any actions and policies of SSA's Officers, Directors, and Members not specifically covered by SSA's Bylaws, Range Rules or higher companion association's rules i.e., the NRA. These policies shall be posted and maintained on the SSA website, Members Only area, under Policies Page.

Article IX - Suspension, Expulsion and Disciplinary Action

A. Definition of terms:

- Expulsion – An action whereby a member permanently loses all rights and privileges of Membership in the SSA. An expelled member may never return to membership in the Association.
- Suspension – An action whereby a member temporarily loses all rights and privileges of membership in the Association. A suspended member may return to full membership in the SSA at the conclusion of the period of suspension.
- Discipline – An act by which the member is disciplined for any action where expulsion or suspension is not considered appropriate.

B. Disciplinary Action:

- A member may be disciplined for an action which causes harm to the SSA, e.g., a violation of the By-Laws or Range Rules of the SSA, etc.
- Disciplinary Action may include the loss of rights and privileges for a period of time. However, the loss of all rights and privileges will be considered a suspension or expulsion, and not a disciplinary action.
- Upon receiving a disciplinary action, the member recipient has the right to appeal the decision before the general membership.

C. Suspension/Expulsion:

Any member may be suspended or expelled from the SSA for ethical misconduct, misappropriation of funds of the SSA or any component of the SSA, offenses causing substantial injury to the SSA and its members in general, slandering of officers or any other member, significant or repetitive Range Rule/safety infractions or any other cause deemed sufficient.

D. Suspension or Expulsion Procedure

- 1) Any member may prefer charges against any other member.
- 2) Such charges shall be in writing (to include e-mail) and submitted to the Secretary who will immediately notify the President, who will determine the appropriate course of action. (I.e., Ethics Committee, Safety Committee or EC)
- 3) Charges will be accompanied by all affidavits and exhibits which substantiate the charges.
- 4) Any member whose actions are so detrimental to the SSA may be barred from the SSA's property until a final determination has been made.
- 5) No EC determination on expulsion or suspension may be taken unless at least-seven (7) days' notice in writing by registered mail, or confirmed e-mail or in person has been given to the member outlining the charges preferred and the time and place of the meeting at which such charges will be reviewed, and decision rendered.
 - a. A member can appeal an expulsion or suspension decision to the general membership as follows. Such appeals should be filed with the Secretary within 21 days of the decision. The Secretary shall give at least seven_(7) days' notice to all SSA members of the Regular Meeting to discuss the charges.
 - b. This notice shall include a copy of the charges and supporting affidavits and exhibits.
 - c. A two-thirds vote of those members eligible to vote at that Regular Meeting will be required to overturn the decision.

E. NRA/NJ State Firearms ID:

Any officer, director, or member of the SSA who has been suspended or expelled by the National Rifle Association or has had his New Jersey State Firearms Identification card removed or revoked will be

suspended from the SSA immediately upon receipt of official notice by the Secretary of the SSA from the National Rifle Association. Whenever a member's NJFID Card's validity is in question that individual must present the NJFID Card to the Membership Officer for verification.

F. Expelled Members:

Expelled members forfeit all money paid into the treasury.

G. The Ethics Committee:

- 1) The Ethics Committee Members will be drawn from a pool of eligible Regular Active Voting Member volunteers to be chosen by the EC at the Annual Meeting. These selected individuals will fulfill their role for the year spanning between Annual Meetings.
 - a. Six (6) regular members each of whom shall have been members of the SSA for a minimum of three (3) years.
 - b. And the President of the SSA or his designee from the EC. The President of the SSA or his designee shall not chair the Ethics Committee.

H. The Safety Committee:

The Safety Committee shall consist of five (5) members to include:

- a. The CRSO who will be the chair of this committee.
- b. The Pistol Activities, Rifle Activities and Shotgun Activities Officers.
- c. At least one Regular Active Voting Member with at least 5 years of membership chosen by the chairperson.

I. Disciplinary Process

- 1) Any member may prefer charges against any other member.
- 2) Such charges shall be in writing (to include confirmed e-mail) and submitted to any EC Officer who will immediately notify the President of the SSA. The President will determine the appropriate course of action. (I.e., Ethics Committee, Safety Committee or EC)
- 3) Charges will be accompanied by all affidavits and exhibits which substantiate the charges.
- 4) The Ethics Committee shall review all of the facts related to an ethics related incident from all parties concerned, and present a written report of the incident, findings, and recommended Disciplinary Action to the EC within a reasonable period of time from the report of the incident.

- 5) The CRSO/Safety Committee shall review the facts of all safety related incidents with all parties and present recommended Disciplinary Action in accordance with the Accident Incident Safety Violation SOP to the EC, in a reasonable period of time.
- 6) Any other incident not categorized above will be handled directly by the EC.
- 7) The EC shall review the Ethics report with the Ethics Committee Chairperson. The EC shall review the Safety report with the Safety Committee Chairperson. Upon review, the EC shall accept, reject or amend the Disciplinary Action recommended. It is important that the efforts of the Committees not be undermined. Therefore, should the EC fail to accept the recommendations of the Committees, the EC shall provide a written explanation of their reasons and actions to the Committee.
- 8) The EC shall impose and monitor the Disciplinary Action. The EC shall notify the member, in writing (to include e-mail), of the charges and Disciplinary Action. Whenever possible, discretion shall be maintained to protect the good interest of the SSA.
- 9) Should either committee fail to respond in a reasonable period of time, or fail to fulfill their responsibilities, the EC shall perform and fulfill the duties and responsibilities of the Committees. A reasonable period of time shall be agreed upon by both the EC and the chair of the appropriate committee.

Article X - Committees

- A. All committees will present a report to the membership at the request of the President.
- B. No committee shall incur any expenses without the approval of the EC.
- C. Committees
 - 1) Any committee may be formed as deemed necessary by the President or the EC.
 - 2) Committee Chairpersons will be recommended by the President or other EC Officers and will be seated at the pleasure of the President. The members may recommend a Chairperson to the President by a two thirds majority vote of Regular Active Voting Members present at a Regular Meeting or Special Meeting called for that purpose.
 - 3) Committee meetings should be in person. However, the use of electronic meetings may be used as described in Article VII, B., and Appendices 1 or 2.

Article XI - Affiliations

- A) SSA shall renew affiliation with the National Rifle Association annually. Additional affiliations will be renewed at the direction of the EC or as required by said affiliation.
- B) The Secretary shall file a new yearly report of SSA members to the NJ State Police in accordance with NJ Law 2C:39-6.

Article XII - Amendments

- A. The By-Laws shall not be annulled, suspended, or amended except as provided in these By-Laws.
- B. Any proposed amendments to the By-Laws pursuant to XIII, C) shall be provided to the EC for their review and subsequent presentation to the membership in accordance with XII, C. 1).
- C. Any proposed amendments to the By-Laws may be proposed by any Regular Active Voting Member. Proposed By-Laws shall be submitted to the By-Laws Committee in writing (to include e-mail) for custodial review i.e., continuity of wording with the rest of the By-Laws and impact on the other sections of the By-Laws. This process will not be used as a method of constriction or obstruction. If the By-Laws Committee does not act in 45 days of submittal the status to the proposed By-Laws change will be concurrence by inference of inaction. If the By-Laws Committee does not concur with the By-Laws change and/or the presenter does not concur with the By-Laws Committee's recommendations the proposed change can still be presented at a Regular Meeting and/or a Special Meeting called for that purpose. During the comment period for the proposed By-Laws change, the By-Laws Committee can state the reasons for non-endorsement at any meeting or Special Meeting called for this purpose.
 - 1) Copies of the proposed amendment will be made available to Regular Active Voting Members prior to the vote. In addition, the proposed amendment will be posted on the SSA website. A two-thirds majority vote of Regular Active Voting Members in attendance (at the second consecutive meeting) shall be necessary to incorporate the amendment into the By-Laws.

Article XIII – By-Laws Document

- A) The By-Laws as approved by SSA Regular Active Voting Members and in its most current form will be signed and dated in Article XIV thus designating that document as the current, official and approved version of SSA By-Laws. This document will be held by the Secretary of SSA. A PDF of the current By-Laws document will

be posted to the Members Only page on the SSA website.

- B) All pages other than the cover page will be numbered at the bottom of each page 1 - #.
- C) The By-Laws Committee shall conduct a free-standing review of the By-Laws every two (2) calendar years. This review is independent of any By-Laws changes.

Article XIV – Approval and Signature Authority

Final approval is by the general membership at a regular membership meeting. The date of the actual vote is the effective date which is signed by the SSA President and Secretary below. Each page will also be initialed at the bottom right corner by the By-Laws Committee Chairperson.

Rich Gajda

(Print Name)

Rich Gajda

04 / 03 / 2023

(Signature - President)

(Date)

George Wagner

(Print Name)

George Waquer

03 / 25 / 2023

(Signature - Secretary)

(Date)

***** END OF BY-LAWS *****

Glossary:

All nouns and pronouns in the masculine gender utilized in this By-Law shall be construed to include the female gender.

Revisions:

December 19, 2007 - By-Laws Committee
October 17, 2007 - By-Laws Committee
November 15, 2006 - By-Laws Committee
August 16, 2006 – By-Laws Committee
February 2006 – By-Laws Committee
October 2005 - Membership
June 5, 2004 - Membership
June 18, 2003 – Membership
May 20, 2015 – By-Laws Committee
July 2015 – By-Laws Committee
August 2016 – Membership
April 2019 – Membership
Month 2023 – Membership

SPECIAL APPENDIX

FOR ARTICLES VII & VIII CHANGES ACCEPTED 20 MAY 2015 THROUGH 15 JULY 2015:

All By-Laws changes accepted by the SSA Regular Active Voting Members to Articles VII & VIII between 20 May 2015 and 15 July 2015 will take effect on 1 January 2016 unless amended before 31 December 2015.

APPENDIX 1

Rules for Electronic Participation at EC and Committee Meetings (mix)

Purpose: The priority for all EC and Committee Meetings is for participation to be in person. However, when certain members cannot attend the in-person meeting, their participation will be allowed via electronic means as set forth below and provided for in By-Laws Article VII, B.

1. **Login Information.** The Meeting Chair, Secretary or their assistant shall send by e-mail to every member of the EC or Committee, the time and location of the meeting, and the phone number with access codes and/or the links/codes necessary to connect to an internet meeting service.
2. **Call-in time.** The meeting chair or designee shall schedule the telephone conference or internet meeting service, using appropriate equipment, to begin at least 5 minutes before the start of each meeting.
3. **Meeting-room equipment.** In person participants shall provide a speakerphone or internet service equipment at each meeting, which shall connect to the telephone conference call or internet service at least 5 minutes before the start of the meeting.
4. **Location of chairman.** The chair of the meeting must be present in the in-person meeting. The meeting preference for all members is face-to-face with electronic participation used only when necessary.
5. **Arrival announcements.** Members who participate in the meeting by phone or internet service shall announce themselves at the first opportunity after joining the meeting but may not interrupt a speaker to do so.
6. **Departure announcements.** Members who leave the meeting before adjournment shall announce their departure but may not interrupt a speaker to do so.
7. **Quorum calls.** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.

8. **Obtaining the floor.** To seek recognition by the chair, a member shall address the chair and state his or her own name.
9. **Motions submitted.** Members who participate in the meeting may submit motions orally during the meeting or in writing during or prior to the meeting.
10. **Voting methods.** All votes shall be taken by roll call. Business may also be conducted by unanimous consent.
11. **Loss of meeting-room connection.** Any business transacted while the meeting-room speakerphone or internet service is disconnected is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.
12. **Other technical malfunctions and requirements.** Each member is responsible for his or her connection to the telephone conference call or internet service. No action shall be invalidated on the grounds that the loss of, or poor quality of a member's individual connection prevented participation in the meeting.
13. **Forced disconnections.** The chair may order the Secretary or designee to disconnect or mute a member's connection if it is causing undue interference with the telephone conference call or internet service. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

Appendix 2

Rules for Electronic Participation at EC and Committee Meetings (total)

Purpose: If an emergency does not allow for an in-person meeting (e.g., state of emergency, weather, pandemics, etc.) meetings may be held electronically as set forth below and provided for in By-Laws Article VII, B.

1. **Login Information.** The Meeting Chair, Secretary or their assistant shall send by e-mail to every member of the EC, at least one day before each meeting, the time of the meeting, and links/codes necessary to connect to the Internet meeting service, and, as an alternative and backup the phone number and access code(s) the member needs to participate orally by telephone.
2. **Login time.** The meeting chair or designee shall schedule the Internet service availability to begin at least 15 minutes before the start of each meeting.
3. **Signing in and out.** Members shall identify themselves as required to sign into the Internet meeting services and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
4. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. **Technical requirements and malfunctions.** Each member is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of a member's individual connection prevented participation in the meeting.
6. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

7. **Assignment of the floor.** To seek recognition by the chair, a member shall use the “raised hand” icon or chat on the Internet service used or if not available, verbalize the need for recognition. Upon assigning the floor to a member, the chair shall clear any online queue of members who have been seeking recognition. Members who had been seeking recognition may promptly seek recognition again.
8. **Interrupting a member.** A member who intends to make a motion or request that under the rules, may interrupt a speaker using the raised hand icon or chat on the Internet service or verbally if not on video. The member shall wait a reasonable time for the chair’s instructions before attempting to interrupt the speaker by voice.
9. **Motions.** Members who participate in the meeting may submit motions orally during the meeting or in writing during or prior to the meeting.
10. **Display of motions.** The Secretary or designee shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (including previous meeting minutes); and, to the extent feasible, the Secretary, or designee shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
11. **Voting.** Votes shall be taken by an audible roll call of the members present.

INDEX OF CHANGES

The following is an index of changes to the SSA By-Laws:

At the **June 18, 2003**, regular meeting a proposed addition to the membership By-Laws was approved as follows:

Article III – Membership, Probationary Members for Regular Active Membership 9) Current and/or former members of the Armed Forces, who received an Honorable Discharge and is verified by their DD-214 or DD-215, shall be exempt from paying an initiation fee.

Reason: This is SSA's way of saying thanks for their efforts and sacrifices on our behalf. This will apply to new applicants only.

At the **February 15, 2006**, regular club meeting, a proposed to delete the last sentence of Article VII, A, (5) that reads: "Any member running for President, shall have been on the EC for at least two (2) years, in the last five (5) years." was approved by vote of the membership."

At the **August 16, 2006**, regular club meeting, the membership approved the change from Purpose of this Organization to read "Mission Statement". Additional changes approved were language clean up to Article III – Membership. In addition, the Office of Building and Grounds was changed to "Operations Officer", Publicity was changed to "Events/Good & Welfare/Publicity", Archery was changed to "Hunting/Archery Activities", and the new office of "Out-Reach/Juniors" was added.

At the **November 15, 2006**, regular club meeting, the membership approved a proposal by the By-Laws Committee that updated their language and intent. This clarified the By-Laws and brought them into compliance with current club operations, mission and procedures.

At the **October 17, 2007**, regular club meeting, the membership approved a proposal by the By-Laws Committee that updated sections Membership Capacity through and including Capital Expenditures.

At the **December 19, 2007**, regular club meeting, the membership approved a proposal by the By-Laws Committee that added item 3 to Article V, (B).

At the **March 11, 2009**, regular club meeting, the membership approved a member proposed By-Laws change that added items 2 and 3 to Regular Active Membership, item # 8 subheading (b).

At regular club meetings in the **second half of 2015**, the membership approved a variety of changes recommended by the By-Laws Committee.

At the **July 20, 2016**, regular club meeting, the membership approved a member proposed change to Article VIII A to simplify the posting of the official copy of the By-Laws.


At the **April 17, 2019**, regular club meeting, the membership approved general clarification and consistency changes such as spelling, capitalization, SSA in lieu of association or club. This also included Article III: deleting the NRA pledge as it no longer exists, adding address on NJFID must match current residence, added Probationary Members shall attend at least 3 monthly meetings and members are encouraged to provide current email address, Article V: Added Quorum for a special meeting is 3 Executive Officers and 60 Regular Active Voting Members, Article VI: revised capital expenditure amount from \$500 to \$1,000,

At the **March 15, 2023** Regular Club Meeting, the membership approved general clarification and consistency changes as well as addition of the Safety Committee, deletion of the Legislature Officer, revisions to Article IX (Suspension, Expulsion and Disciplinary Action) and an addition for electronic participation at EC & Committee meetings.

Signature Certificate

Reference number: GBP2U-9KPHM-C67BN-K2VQ2

| Signer | Timestamp | Signature |
|--|--------------------------|---|
| George Wagner Email: secretary@shongum.org Sent: 24 Mar 2023 15:31:19 UTC Viewed: 25 Mar 2023 12:00:11 UTC Signed: 25 Mar 2023 12:00:52 UTC | |  |
| Recipient Verification: ✓ Email verified | 25 Mar 2023 12:00:11 UTC | IP address: 96.225.39.226 Location: Succasunna, United States |

| | | |
|---|--------------------------|---|
| Rich Gajda Email: president@shongum.org Sent: 24 Mar 2023 15:31:19 UTC Viewed: 03 Apr 2023 20:38:10 UTC Signed: 03 Apr 2023 20:39:24 UTC | |  |
| Recipient Verification: ✓ Email verified | 03 Apr 2023 20:38:10 UTC | IP address: 73.226.128.159 Location: Flemington, United States |

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