

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

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

To foster and encourage the development of 4-H youth in the shooting education program through:

- (a) Administration of the Ingham County Shooting Sports program.
- (b) Promotion of county, state and national 4-H shooting events and activities.
- (c) Developing informational and promotional materials for use in the program.
- (d) Assure the certification and re-appointment of instructors and training team members is current.
- (e) Identification of funding sources, developing resources, and administering the budget for the program.

ARTICLE III – MEMBERSHIP

Section 1. Committee Membership. Membership of the Committee must consist of:

- (a) Michigan 4-H certified shooting sports instructors and/or VSP approved 4-H leaders/volunteers involved in shooting sports.
- (b) 4-H youth representatives who are registered members of Ingham County 4-H with at least 2 years prior experience in the shooting sports program.
- (c) The committee is comprised of six youth and six adults who meet the requirements in (a) and (b) and will serve one year terms with the ability to be re-elected annually. There will be three youth and three adult representatives from each of the two general discipline areas of archery and firearms.
- (d) Election of committee members will be held at the first meeting following the Ingham County Fair. Individuals eligible to vote on committee members are shooting sports instructors, VSP approved 4-H leaders/volunteers involved in shooting sports, and any youth enrolled in the Ingham County 4-H Shooting Sports project area.
- (e) Ingham County 4-H Staff will be an ex-officio member of the committee with no voting privileges.
- (f) MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

ARTICLE IV – OFFICERS

Section 1. Officers. Officers of the committee will be a youth and an adult for each of the following positions: Chair, Secretary, Treasurer, and Certification Coordinator.

Section 2. Election of Officers. Officers will be elected by the twelve committee members at the first meeting following the Ingham County Fair.

Section 3. Terms of Office. Officers will be:

- (a) Elected for a one-year term.
- (b) Eligible for re-election yearly.

ARTICLE V – DUTIES OF OFFICERS

Section 1. Duties of the Chairperson. The Chair will be the Chief Executive Officer of the Committee and shall:

- (a) Preside over all meetings.
- (b) Call special meetings as needed.
- (c) Make appointments and assignments.
- (d) Perform other duties as directed by the State 4-H Shooting Sports Committee.

Section 2. Duties of the Secretary. The Secretary shall:

- (a) Send out notices of all meetings.
- (b) Take minutes of each meeting; submitting formalized minutes to the Ingham County 4-H Extension Office
- (c) Keep a record of Committee membership and attendance.
- (d) Take responsibility for general Committee correspondence.

Section 3. Duties of the Treasurer. The Treasurer shall:

- (a) Keep a record of all financial activity of Committee accounts.
- (b) Present a financial report at each meeting.
- (c) Authorize payments from the Committee accounts.
- (d) Provide and submit all needed financial information to the Extension Office.

Section 4. Duties of the Certification Coordinator. The Certification Coordinator shall:

- (a) Ensure shooting sports instructor certifications are current.
- (b) Maintain a list of current shooting sports instructors' addresses and club affiliations.
- (c) Report delinquent shooting sports instructor certifications to the Committee.
- (d) Send out recertification forms and annual report forms prior to October 1st of each year.

ARTICLE VI – MEETINGS OF THE COMMITTEE

The Committee shall meet at least quarterly. Meetings of the Committee shall be an open forum unless previously stated. Meetings shall include establishment of the annual calendar, certification questions, assignments, and committee reports. The Chair may call further meetings as needed. All individuals involved in shooting sports (adults and youth) are encouraged to attend committee meetings. Input from all in attendance on meeting topics will be accepted. Voting will be by the committee members only.

ARTICLE VII – FINANCIALS

- (a) The Committee will follow all financial guidelines established by the MSU Extension 4-H Program.
- (b) Signatories on the Ingham County 4-H Shooting Sports Committee will be the following adult officers: Chair, Secretary and Treasurer.

ARTICLE VIII – QUORUM

Quorum will require a minimum of two youth and two adult committee members, with all members having voting rights.

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

Section 1. All Ingham County Shooting Sport programs and operating policies will adhere to:

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

ARTICLE X – RESTRICTIONS

- (a) Any decision passed by the Ingham County 4-H Shooting Sports Committee that is in conflict with the policies or practices of MSU Extension may be vetoed by the 4-H Staff.
- (b) In the event of the dissolution of the Ingham County 4-H Shooting Sports Committee, all funds and assets will be turned over to the Ingham County MSU Extension for support of future shooting sports programming. If, after 2 years from the time of dissolution, no shooting sports programming is being developed, the money will go to the Ingham County 4-H Council.

ARTICLE XI – AMENDMENT OF BY-LAWS

These by-laws may be amended, altered, or repealed, in whole or in part, at any regular or special meeting of the Committee (at which a quorum is present) by majority vote of the committee members present at such meeting, provided notice of such proposed amendment has been included in the notice of the meeting or were presented at a previous meeting of the Committee. By-laws are to be reviewed annually.

Adopted and Approved – 1/10/19