

Maine Trapshooting Association

Constitution and By-Laws

October 20, 2019



Table of Contents

Introduction.....	1
ARTICLE 1 Name.....	1
ARTICLE 2 Purpose.....	1
ARTICLE 3 Membership.....	1
3.1 Membership Dues.....	1
3.2 Juniors.....	2
3.3 New Shooters.....	2
3.4 Active Status.....	2
3.5 Membership Reporting.....	2
3.6 Automatic Forfeiture.....	2
ARTICLE 4 Registered Tournaments.....	3
4.1 Clubs.....	3
4.2 Maine Shoot Schedule.....	3
4.3 Rules and Regulations.....	3
4.4 State Championship Tournament.....	3
ARTICLE 5 State Team.....	3
ARTICLE 6 Meetings.....	4
6.1 State Shoot Annual Business Meeting.....	4
6.2 Annual Membership Meeting.....	4
6.3 Special Meetings.....	4
6.4 Executive Board Meetings.....	4
6.5 Quorum.....	4
6.6 Order of Business.....	5
6.7 Parliamentary Procedure.....	5
ARTICLE 7 Officers & Executive Board.....	5
7.1 Officers.....	5
7.2 Executive Board.....	6
7.3 Compensation and Reimbursement.....	6
7.4 Duties.....	6
7.4.1 Duties of the President.....	6
7.4.2 Duties of the Vice-President.....	6
7.4.3 Duties of the Secretary.....	7
7.4.4 Duties of the Treasurer.....	7
7.4.5 Duties of the ATA Delegate.....	8
ARTICLE 8 Elections.....	8

Maine Trapshooting Association Constitution and By-Laws

October 20, 2019

8.1 Election of Officers	8
8.1.1 Nominations	8
8.1.2 Absentee Voting	9
8.2 Election of ATA Delegate, 1st Alternate, and 2nd Alternate	9
8.3 Vacancies.....	9
ARTICLE 9 Hall of Fame	9
ARTICLE 10 Association Insurance	10
ARTICLE 11 Fiscal Year and Records.....	10
ARTICLE 12 Indemnification	10
ARTICLE 13 Inurement	10
ARTICLE 14 Dissolution	10
ARTICLE 15 Revisions and Amendments.....	11

October 20, 2019

Introduction

These MTA Constitution and By-Laws, having been revised and submitted in good faith by the Officers of the Maine Trapshooting Association for the betterment and perpetuation of the sport of trapshooting in the State of Maine, have been adopted by a majority vote of the Membership present at the Annual MTA Membership Meeting held at the Scarborough Fish & Game Association on October 20, 2019.

The MTA bylaws were last revised over 30 years ago, in 1988.

ARTICLE 1 Name

This organization, which to the best of our knowledge has been in existence since 1890, is and shall be known as the Maine Trapshooting Association, herein referred to as “MTA” or “Association”.

ARTICLE 2 Purpose

The purpose of the MTA is to support, promote, and control the sport of trapshooting in the State of Maine in accordance with the rules and regulations of the Amateur Trapshooting Association (ATA) and these bylaws herein.

Support will be provided to Maine trapshooting clubs regardless of whether ATA registered targets are thrown or not. Support may include, but is not limited to, promotion, financial, labor, etc. as committed by the Executive Board and approved by the Membership when deemed appropriate by the Executive Board.

ARTICLE 3 Membership

In accordance with ATA regulations, legal residents of the State of Maine competing in ATA registered trapshooting events held within the State of Maine must be members of the State Association. The MTA further extends membership eligibility to Maine legal residents, former Maine residents, and part-year Maine residents who actively participate in organized trapshooting events held in the State of Maine and who do not fall under the ATA State Association membership requirement for legal resident shooters. MTA membership for eligible non-legal residents is optional and not required to participate in organized trapshooting events held within the state.

The membership of the MTA, herein referred to as “the Membership” shall consist of those individuals who are members in good standing of the ATA (where applicable) and who have paid their MTA dues for the current ATA target year.

Members agree to abide by the rules and regulations of the MTA as set forth in these bylaws and the rules and regulations of the ATA (where applicable).

Members in good standing shall be permitted to speak on any subject considered in order at any Association general membership meeting, vote at such meetings, sign petitions relating to MTA business, and enter ATA registered trapshooting tournaments held in the State of Maine, excepting that non-legal resident members shall not be entitled to vote for Maine State ATA Delegate or Alternate ATA Delegate(s) at the annual business meeting held during the State Championship Tournament, nor shall they be entitled to compete as residents in the State Championship Tournament.

3.1 Membership Dues

Annual membership fees will be set at the annual membership meeting.

October 20, 2019

Association membership will align with the ATA target year, beginning on September 1 and running through August 31 of the following year. Members must submit their annual dues prior to participating in any ATA registered event held in the state of Maine during the target year in which they are due. Members will be disqualified from shooting in MTA sanctioned events until outstanding membership dues are paid in full.

Upon notification of payment by the MTA Treasurer, the MTA Secretary will issue individual MTA membership card for the target year. Annual membership cards shall be presented during shoot registration or Association elections to serve as notice of membership in good standing.

3.2 Juniors

Shooters meeting the ATA qualifications for Juniors or Sub-Juniors will be granted non-voting MTA membership for the duration of the target year and will not be charged the annual association membership fee. As non-voting members, Juniors are ineligible to vote during MTA meetings or elections and are ineligible to sign MTA related petitions.

3.3 New Shooters

New Shooters meeting the Maine residency requirement may join the MTA at any time during the target year by submitting an MTA application form and paying the annual membership dues to the Association Treasurer or Maine club while registering for MTA sanctioned events, at which time shooters will be considered active members in good standing.

Membership dues are fixed annually and will not be prorated against the target year.

3.4 Active Status

MTA members having not paid their annual dues or having not participated in organized trapshooting events in the state of Maine for a period of three (3) consecutive years shall be considered inactive and dropped from the MTA membership roll. Participation shall mean any active involvement and not exclusively shooting as a competitor.

Eligible inactive members may reactivate their membership at any time by submitting an MTA application form and paying the annual membership dues. Inactive members will be considered active and in good standing immediately upon payment of annual dues to either the MTA Treasurer or Maine club while registering for an MTA sanctioned event.

Membership dues are fixed annually and will not be prorated against the target year.

3.5 Membership Reporting

For new or reactivated MTA memberships received during Maine shoot registration, Shoot Management shall forward membership application forms to the MTA Secretary and membership dues to the MTA Treasurer no later than eight (8) days after completion of the shoot.

3.6 Automatic Forfeiture

Any person who shall be prohibited by law from possessing a firearm shall, upon the effective date of said prohibition, forfeit all rights of membership in the MTA.

Any person suspended or expelled by the ATA shall, from that date until reinstated, forfeit all rights of membership in the MTA.

No refund of any MTA dues shall be made because of said forfeiture.

ARTICLE 4 Registered Tournaments

4.1 Clubs

Any club, whether private or public, in the State of Maine having at least one trap field is eligible to hold registered trapshooting tournaments provided that the field and its operation are in compliance with ATA specifications, as certified by the Maine ATA Delegate or Alternate Delegate.

4.2 Maine Shoot Schedule

The MTA President or his designee shall establish the Maine ATA registered tournament schedule through collaboration with participating Maine clubs, providing for their deliberation the best available estimates of shoot schedules for the neighboring northeast states.

The Maine State Shoot schedule shall be posted online annually, no later than January 31.

4.3 Rules and Regulations

All sanctioned tournaments will comply with, and be conducted in accordance with, ATA and MTA rules. Where conflicts exist between ATA rules and these By-Laws, ATA rules shall take precedence.

An MTA Officer will be in attendance at Maine tournaments whenever possible.

4.4 State Championship Tournament

A Maine trapshooting championship tournament, herein referred to as the "State Shoot", will be held annually at a designated Maine trapshooting facility meeting ATA requirements and capable of hosting the event.

The MTA Executive Board and host club State Shoot subcommittee shall meet no later than March 31st of each year to plan the shoot. This group shall work collaboratively to plan and oversee the operation of the tournament. Planning includes, but is not limited to, event fees, shoot format, budgeting, trophy chairman, trophy package and budget, added monies, shoot program, cashiering services, etc.

The MTA Executive Board shall be responsible for developing, printing, and mailing the State Shoot Program and entitled to all advertisement revenue generated from that effort.

The MTA will be entitled to all MTA Daily Fees collected during the State Shoot, any event surcharges imposed by the MTA, and proceeds from tournament related activities as agreed to by the MTA and host club.

The MTA will provide a subsidy for Maine resident Junior and Sub-Junior shooters, collectively referred to as "Juniors", to allow this group to shoot the Singles Championship Event at reduced cost. Junior Gold shooters are excluded from this group and will not be entitled to the subsidy. The MTA Resident Juniors subsidy will apply to the Singles Championship event fee only and will not apply to ATA or MTA Daily Fees or other event surcharges.

ARTICLE 5 State Team

No later than January 30 of each year, the Maine ATA Delegate will announce the members of the Maine State Team for the current target year. The Delegate shall award the team suitable pins, patches or other appropriate recognition at the following Maine State Championship Tournament.

This State Team shall be comprised of the top ten shooters from the previous target year ranked by combined average of their individual average scores for Singles, Handicap, and Doubles, and that meet the target and event criteria established by the MTA Executive Board. Qualifying criteria will be announced and posted at the annual MTA membership meeting.

October 20, 2019

The team member with the highest average score will be deemed the Maine State Team Captain.

The five highest ranking team members in attendance at any state trapshooting championship will represent Maine in five-person team events. The team member present with the highest average score will serve as Team Captain for that event(s).

ARTICLE 6 Meetings

6.1 State Shoot Annual Business Meeting

In accordance with ATA regulations, there shall be a meeting of the association membership during the annual Maine State Trapshooting Championship tournament for the purpose of electing the Maine State ATA Delegate and Alternate Delegate(s) in accordance with ATA regulations.

The time and location of this meeting will be published in the tournament program. No further notice of this meeting shall be required.

6.2 Annual Membership Meeting

An annual meeting of the general MTA membership shall be held on the date and at the location determined by the Executive Board. Notice of the meeting, along with a general agenda, will be sent at least fifteen (15) days in advance to all members for whom the Secretary has a known address.

This purpose of this meeting is to report on Association activities and finances, elect Officers, vote on policies, set MTA fees, hear comments, questions, and discussions from the membership, and address any other unfinished or new Association business as necessary.

Members are strongly encouraged to attend their annual meeting to participate in discussions and exercise their voting rights.

6.3 Special Meetings

Special meetings of the membership may be called by the President, or by a majority of the of the Executive Board, or by any member of the Association in good standing, by notifying the President and presenting the MTA Secretary with a written petition of no less than fifteen percent (15%) of the active membership.

Notice of special meetings and the purpose of such, together with the meeting agenda, including the text of any proposed resolution, regulation, or motion, must be provided fifteen (15) days prior to the date of the meeting to all members for whom the Secretary has a known address.

6.4 Executive Board Meetings

The President may call for Executive Board meetings as needed for the purpose of conducting the business of this Association.

Any decision must be approved by a majority of the Executive Board and Board meetings must include no less than three (3) members of the board. Executive Board member may participate in such meetings by telephone and, when doing so, shall be considered to have been present in person at that meeting.

6.5 Quorum

Those members of the Association who are present at annual or special meetings shall constitute a quorum for the transaction of business of the MTA regardless of the number which shall be present. The action of the

October 20, 2019

majority of the members present at any regular or special meeting of the MTA shall constitute the action (or will) of the Association.

Members casting votes by absentee ballot, as approved in section 8.1.2 Absentee Voting, will be considered present in person at that meeting as it relates to the topic being voted upon.

6.6 Order of Business

The order of business at all Executive Board meetings and special meetings of the membership shall be at the discretion of the President.

The order of business at all annual meetings of the membership shall be as follows:

1. Reading of previous minutes
2. Report of the President
3. Report of the Treasurer
4. Report of the Secretary (including correspondence)
5. Report of the Delegate
6. Report of the Committees
7. MTA sponsored STATE TEAM Awards
8. Unfinished business
9. New Business
10. Election of Officers
11. Adjournment

6.7 Parliamentary Procedure

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the MTA bylaws or the ATA bylaws.

ARTICLE 7 Officers & Executive Board

7.1 Officers

The MTA Officers shall be:

- President
- Vice-President
- Secretary
- Treasurer
- ATA Delegate

The term of office for the President, Vice-President, Secretary, and Treasurer shall be two (2) years. The ATA Delegate shall be elected annually. There shall be no limit to the number of consecutive terms an officer may serve.

October 20, 2019

In the absence of separate Secretary and Treasurer candidates, the Secretary and Treasurer positions may be combined into a single Secretary-Treasurer role until separate individuals are appointed by the Executive Board for the remainder of the current term or are elected to each position by the Association membership.

All Officers must remain in good standing with the MTA for the duration of their term.

7.2 Executive Board

The MTA Executive Board shall consist of the Officers of the Association. The immediate Past President may serve on the Executive Board in an advisory capacity for one year after the expiration of his/her term.

7.3 Compensation and Reimbursement

MTA Officers and Executive Board members provide service to the association based on their commitment to the mission and goals of the MTA and shall serve without compensation.

The MTA shall be authorized to provide reimbursement to Officers and Executive Board members for legitimate and necessary expenses incurred in the fulfillment of their duties.

7.4 Duties

Duties of the MTA Officers shall be as follows.

7.4.1 Duties of the President

- Shall be the Chief Executive Officer of the Association.
- Conduct the ordinary business of the Association.
- Sign all contracts and other legal documents as directed by the Executive Board.
- Authorize expenditures up to \$750.00
- Preside at all meetings of the Association or appoint a designee to serve in his place.
- Call for special meetings.
- Appoint all standing and special committees, unless otherwise prescribed herein, and be an ex officio member of all committees.
- Actively engage Maine clubs to coordinate and facilitate trapshooting in Maine.
- Promote harmony within the Maine trapshooting community.
- Perform all other duties incidental to the office.
- All duties of the Executive Board apply to this position

7.4.2 Duties of the Vice-President

- Perform the duties of the President in the absence of the President, or at his request.
- Shall assist the President and exercise such powers and perform such other duties as may be prescribed by the President and/or the Executive Board.
- Perform all other duties incidental to the office.
- All duties of the Executive Board apply to this position

7.4.3 Duties of the Secretary

- Conduct official correspondence of the Association at the direction of the President and Executive Board.
- Give notice of and keep minutes of all meetings of the Association and Executive Board.
- Maintain a record of all active MTA members
- Be the custodian of all official Association records and correspondence.
- Issue annual MTA membership cards.
- Conduct Associations elections and be responsible for validating member voting.
- Hold the Association insurance policy, per ARTICLE 10 Association Insurance.
- Approve all registered shoot dates issued to member clubs and maintain a record of same.
- Perform duties related to registered shoots as required by the ATA.
- Perform all other duties incidental to the office of Secretary or as may be delegated thereto by the President or Executive Board.
- All duties of the Executive Board apply to this position

7.4.4 Duties of the Treasurer

- Shall have custody of all funds, securities, evidences of indebtedness and other personal property of the Association.
- Ensure that access and signature authority on current bank documents is provided for at least the current President.
- Receive and give receipts for all monies paid in to this Association and shall deposit the same in such bank or trust company as shall be authorized by the Executive Board.
- Keep a full and accurate account of all monies received and paid out on account of the Association and may pay miscellaneous and sundry bills not to exceed two hundred and fifty dollars (\$250) without prior Executive Board approval.
- On order of the President or Executive Board, shall pay all bills, expenses, or other just debts of the Association, of whatever nature, upon maturity of the same.
- Shall render, when required by the Executive Board an account of all transactions as Treasurer, and of the financial condition of the Association.
- At the completion of each fiscal year, prepare a detailed financial report to be reviewed with the Executive Board prior to the annual meeting. The Treasurer will present the report to the membership at the annual meeting and will provide a printed copy of same to all Association members in good standing in attendance.
- The Treasurer shall file all Federal and State Tax Returns annually as required by law.
- The Secretary will provide the Treasurer with a list of all scheduled registered shoots. The treasurer shall verify that all fees are collected from individual clubs. If a club is delinquent in remitting fees and dues, the Treasurer shall notify said club. If said fees remain unpaid twenty (20) days after said notice, said delinquency shall be reported to the Executive Board.
- Perform all other duties as are incidental to his or her office.

October 20, 2019

- There shall be a perpetual reserve fund of not less than three thousand dollars (\$3000) and as much in addition thereto as the Executive Board may decide as necessary or advisable to the financial security of the Association.
- All duties of the Executive Board apply to this position.

7.4.5 Duties of the ATA Delegate

- Attend the annual Grand American World Trapshooting Championships (“Grand”) and the Northeastern Zone Championship (“Zone”) for the purpose of representing the State of Maine at the ATA Delegate meetings held at those events.
- At the annual MTA Membership Meeting, report on ATA activities, sponsored programs, rule changes, etc., as communicated at the previous Grand or Satellite Grand Delegate meetings.
- Announce the criteria for State Team eligibility at the annual membership meeting.
- Compile and announce annually the Maine State Trapshooting Team and present State Team awards at the Maine State Championship tournament.
- Certify Maine trapshooting fields meet ATA specifications for registered events.
- Hear and investigate grievances raised by the membership and collaborate with the Executive Board and affected members and/or clubs to achieve resolution.
- Any other duties as prescribed by ATA rules and bylaws in effect.
- All duties of the Executive Board apply to this position.
- The Alternate Delegate(s) may stand in for, or become, Delegate under circumstances prescribed by ATA rules and bylaws in effect.

ARTICLE 8 Elections

8.1 Election of Officers

Elections for MTA Officers will be held at the annual association membership meeting, or at a time and place set by the President.

Notice of elections, with a listing of candidates, will be sent at least fifteen (15) days in advance of the election to all members for whom the Secretary has a known address.

At the election meeting, the Secretary shall verify member eligibility and provide official ballots to all voting-members present with which to cast their vote. Junior MTA members shall be ineligible to vote in the election. Completed ballots will be collected and tallied by the Secretary, with results delivered to the President who will announce election results to the membership.

The term of office for those elected will begin immediately after election.

8.1.1 Nominations

To facilitate ballot preparation and promote thoughtful consideration of and by candidates, nominations for open officer positions shall be submitted to the Association Secretary no later than thirty (30) days in advance of the election.

October 20, 2019

Candidates must be in good standing with the Association and may nominate themselves or be nominated by other members. For candidates nominated by others, the Secretary will confirm that the nominee is willing to serve if elected before including them on the ballot.

Nominations from the floor on the day of the election will be accepted only for positions where no nominations have been submitted or accepted resulting in zero candidates present on the ballot for that position.

8.1.2 Absentee Voting

MTA members are expected to participate in the governance of their Association by presenting in person to participate in Association elections.

Members that due to exceptional circumstances, as approved by the MTA President, are unable to attend an election in person may vote in absentia for that election. In these cases, the President will direct the Secretary to provide an absentee ballot to the designated member. The member will return the completed and sealed ballot to the Secretary prior to the election at which time the Secretary will open the ballot and cast votes as it directs. Ballots received after the election results are announced will not be considered.

8.2 Election of ATA Delegate, 1st Alternate, and 2nd Alternate

Delegates and Alternates will be nominated and elected at the business meeting held during the annual State Championship Tournament. This meeting will be held in accordance with ATA Rules and bylaws with the date and time specified in the tournament program.

Voting will include eligible MTA members and shall be by ballot or show of hands, at the discretion of the President at that meeting.

8.3 Vacancies

Except for the President and Delegate, all vacancies in the elected offices of this Association caused by death, resignation or removal shall be filled by majority vote of the remaining Executive Board held at the next regular or special meeting called for that purpose. The person chosen to fill the vacancy shall serve until his successor has been elected at the next annual membership meeting.

If the President position is vacated, the Vice-President will assume the position of President of the Association for the remainder of that term.

If the Delegate position is vacated, the Alternate Delegate(s), in succession, will assume the position of ATA Delegate for the remainder of the ATA target year.

ARTICLE 9 Hall of Fame

To preserve the legacy of trapshooting in the State of Maine, and in concert with the MTA constitutional charge of promoting Maine trapshooting, the Association will maintain a Maine Trapshooting Association Hall of Fame to recognize the achievements and contributions to the sport by Maine trapshooters past and present.

The Hall of Fame will be exhibited at the Scarborough Fish and Game Association, where the MTA will annually host a Hall of Fame tournament at which deserving Maine shooters will be inducted. Hall of Fame exhibits and annual tournament will be funded by the MTA.

Until updated, the MTA Hall of Fame Standards and Guidelines developed in March of 2017 will serve as an addendum to this document.

ARTICLE 10 Association Insurance

The Association shall maintain a general liability insurance policy that provides MTA members in good standing liability coverage while attending or participating in MTA sanctioned events.

The parameters of coverage shall be, at a minimum:

- General Aggregate Limit: Unlimited
- Each Occurrence Limit: Up to \$1,000,000
- Damage to Premises rented to MTA: \$10,000 per premise
- Medical Expenses Limit: \$10,000 per person
- All legal defense costs covered outside of above stated Limits

This policy shall be purchased/renewed annually with the MTA Secretary being the main contact with the designated Insurance Agency. The Secretary will report coverage details annually during the annual membership meeting.

Any incidents requiring access to the policy shall be immediately reported to the MTA Secretary and President.

ARTICLE 11 Fiscal Year and Records

The fiscal year of the MTA shall run concurrently with that of the ATA.

The MTA Treasurer and Secretary shall keep records of MTA business in accordance with ARTICLE 7.4 Officers & Executive Board Duties. Any MTA member may inspect all books and records of the MTA for any proper purpose at any reasonable time at a place designated by the President of the MTA for such purpose. Any fees, costs for research or reproduction associated with the request shall be the responsibility of the member requesting such information.

ARTICLE 12 Indemnification

In consideration of the service provided by the Officers and Executive Board members to the MTA, the Association shall indemnify, defend and hold harmless all MTA Officers and Executive Board members, past, present and future, against any and all expenses incurred by them, including but not limited to, legal fees, judgements and penalties which may be incurred, rendered or levied in any legal action brought against any or all of them for or on account of any act or omission alleged to have been committed while acting within the scope of their duties as outline in ARTICLE 7 of these By-Laws.

ARTICLE 13 Inurement

No part of the net earnings of the MTA shall inure to the benefit of, or be distributable to, its Officers, Executive Board, Members, or other private persons.

ARTICLE 14 Dissolution

Upon the dissolution of the MTA, the Executive Board shall, after paying or making provision for the payment of all liabilities of the Association, distribute all remaining assets of the Association equally to Association clubs holding ATA registered shoots in the previous target year.

October 20, 2019

No remaining assets shall be transferred to, or in any respect whatsoever inure to the benefit of any officer or member of the Association.

ARTICLE 15 Revisions and Amendments

The MTA constitution and bylaws may be revised or amended as deemed necessary or desirable by the Association and as accepted by the association membership.

Proposed amendments shall be submitted in writing to the MTA Secretary for consideration by the Executive Board or a working committee sanctioned by the Board. Amendments proposed by or accepted by the Board or committee will be submitted to association membership for ratification at the annual membership meeting or special meeting called by the President.

Amendments not accepted by the Executive Board or working committee shall be reported at the annual membership meeting with reasons for rejection stated. Rejected amendments may be appealed by submitting to the Secretary a petition stating the proposed amendment and signed by no less than two-thirds (2/3) of the active Association membership. Proposals meeting such criteria shall be presented to the membership for ratification at the annual membership meeting or special meeting called by the President.

At the designated meeting, Constitution and bylaws amendments shall be accepted by a two-thirds (2/3) majority vote of eligible MTA members present and voting, providing written notice has been submitted to the members for whom the secretary has a known address at least thirty (30) days prior to the meeting, or by a three-fourths (3/4) vote of the members present and voting without previous notice.

Amendments accepted by the membership shall become effective at the close of the meeting at which adopted, unless specified otherwise herein.