

## **AMENDED ARTICLES OF INCORPORATION**

**OF**

### **UTAH STATE TRAPSHOOTING ASSOCIATION**

I, MORRIS REED KELLY a natural person over the age of twenty one years, in order to form a nonprofit corporation for the purposes hereinafter stated, under and pursuant to the laws of the state of Utah, do hereby adopt the following Articles of Incorporation for such corporation.

#### **ARTICLE 1- NAME**

The name of this corporation shall be Utah State Trapshooting Association.

#### **ARTICLE 2- PERIOD OF DURATION**

The period of duration of this corporation is perpetual, unless sooner dissolved according to law

#### **ARTICLE 3- PURPOSE**

To promote and foster the sport of trapshooting.

To provide a bond and to promote a closer relationship among the trapshooting clubs organized and to be organized with in the state of Utah.

To conduct and supervise trapshooting tournaments in the state of Utah

To establish handicaps for the state trapshooting tournament as well as interclub tournaments and contests

To approve and sanction registered shoots for member clubs

To serve as the contact agency within the state of Utah for the Amateur Trapshooting Association.

To act and operate exclusively as a nonprofit corporation pursuant to the laws of the state of Utah.

To engage in any and all activities and pursuits, and to support or assist such other organizations, as may be reasonably related to the foregoing and following purposes.

To engage in any and all other lawful purposes, activities and pursuits, which are substantially similar to the foregoing and which are or may hereafter be authorized by Section 501 (c ) (3) of the Internal Revenue code and are consistent with those powers described in the Utah Nonprofit Corporation and Cooperation's Association Act, as amended and supplemented.

To solicit and receive contributions, purchase, own and sell real and personal property, to make contracts, to invest corporate funds, to spend corporate funds for corporate purposes, and to engage in any activitiy "in furtherance of, incidental to, or connected with any of the other purposes."

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To solicit and receive contributions, purchase, own and sell real and personal property, to make contracts, to invest corporate funds, to spend corporate funds for corporate purposes, and to engage in any activitiy "in furtherance of, incidental to, or connected with any of the other purposes."

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distribution in furtherance of the purpose set forth herein;

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code of 1954, as amended; the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provisions of any future United States Internal Revenue law).

#### ARTICLE 4- MEMBERSHIP

The membership of the Association shall be composed of regularly organized Gun Clubs within the state and of individual members resident in the State of Utah.

##### SECTION 1- CLUB MEMBERSHIP

- A. Any Gun club within the state of Utah equipped with Two(2) or more traps and having proper shooting grounds and with sufficient sanitary facilities is eligible to membership in this Association.
- B. Clubs desiring membership in the association should make written application to the secretary for membership.
- C. With approval of application by a majority of the Board of Directors, the club will become a member, and will enjoy all privileges of the Association.

##### SECTION 2- INDIVIDUAL MEMBERSHIP

Any citizen who has been a bonafide resident of the state of Utah for at least six(6) consecutive months prior to the date of the annual state trapshooting tournament and is of good moral character and standing in his community and who is a member in good standing of the Amateur Trapshooting Association of America may be a member of the Utah State Trapshooting Association and shall be eligible to compete for A.T.A. and State Championships.

#### ARTICLE 5- BOARD OF DIRECTORS

The governing body of this corporation shall be vested in a Board of Directors comprised of one (1) director from each separate trapshooting club having a membership in this corporation also the President, Vice President, Treasurer, past President, and past Vice President.

#### ARTICLE 6-OFFICERS

Membership at the Utah State Shoot shall elect a President, Vice President, treasurer, who shall serve as executive officers of this corporation, along with the past President and past Vice President. The secretary shall be appointed by the president and will have no vote.



# UTAH STATE TRAPSHOOTING ASSOCIATION

## AMENDED BY-LAWS

### ARTICLE 1- PRINCIPAL OFFICE

The principal office of this corporation shall be in the city selected by the president and approved by the Board of Directors.

### ARTICLE 2- MEETINGS,NOTICES

**Section 1.** Annual Membership Meeting. At each annual State Championship Tournament, sanctioned by the Amateur Trapshooting Association, there shall be a business meeting on the date and time specified in the program for the tournament, and which time must be no earlier than 8:00 o'clock a.m. and no later than 9:00 o'clock p.m., except that if the meeting is held on the last day of the tournament, then it must commence no later than 12:00 o'clock noon, at which meeting all members of this corporation residing in the State of Utah who are present in person at the meeting and are also members in good standing, shall be entitled to vote for officers and other business as directed by the Board of Directors.

**Section 2.** Board of Directors meetings. The president shall call all Board of Directors' meetings, naming time and place, and notice of such meetings shall be mailed no later than ten days prior to the meeting date, except in an emergency, which notice may be made by telephone.

#### **Section 3.** Order of Business.

1. call to order
2. Roll Call
3. Reading of the minutes
4. Treasurer's report
5. correspondence
6. report of officers
7. report of committees
8. unfinished business
9. New business
10. Elections of Appointments
11. Adjournment

**Section 4 Parliamentary Procedure.** Robert's "rules of Order" insofar as they may not be inconsistent with the constitution or by-laws of this Association shall be followed at all meetings thereof.

### **ARTICLE 3- DIRECTORS**

**SECTION 1.** The affairs and business of this association shall be managed by the President, Vice President, Treasurer, and the Board of Directors.

**SECTION 2.** How Elected. Each participating club in good standing, shall either elect or appoint a member to serve as a Board of Director of the State Association, all of whom shall be members in good standing of this association.

**SECTION 3.** Term of office. The term of office of each of the Board members shall be one year, and thereafter until his successor has been elected and qualified.

**SECTION 4.** Any member of the Board of Directors is eligible for re-election, or re-appointment when his/her term expires.

**SECTION 5.** Duties of Directors. The Board of Directors shall have control of general management of the affairs and business of the association. They shall act as a Board in good faith and in the best interest of the association and its members.

**SECTION 6.** Quorum. At any meeting of the Board of Directors, a majority of the Board shall constitute a Quorum for the transaction of issues at hand.

**SECTION 7.** Voting. At all meetings of the Board of Directors, each Director shall have one vote, with the exception of the president, who shall cast a vote only in the case of a split-decision.

**SECTION 8.** Vacancies. Vacancies in the Board of Directors, occurring between annual meetings, shall be filled for the remainder of that term, by a member in good standing, chosen from and by the club from which the vacancy occurred.

### **ARTICLE 4- OFFICERS**

**SECTION 1.** The president shall be the executive officer of the Association and shall preside at all meetings of the Association, and of the Board of Directors and shall be a member ex-officio of all committees. They shall at the annual meeting, and at such other times as deemed proper communicate to the Association or the Board of Directors such subject, and make suggestions as may, in his/her opinion, tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incidental to the office, or as may be prescribed by the Board of Directors. He/She shall appoint all committees, sign all contracts, agreements, or other instruments in writing, which have been approved by the Board of Directors.

**SECTION 2.** The Vice President shall perform the duties of the president in the event of death or absence, and in the event of permanent termination of the services of the president for any cause, for the balance of the term of office, the vice president shall be automatically designated as "acting

President". He/she shall act as assistant to the President, with such

**SECTION 3.** The secretary shall give notice of and attend all meetings and keep a record of the proceedings, conduct correspondence and carry into execution all orders, votes and resolutions requiring communications. He/She shall have charge of all documents, lists of members, records and papers, and shall keep them safe. At the discretion of the Board, shall prepare an annual report of the transactions and conditions of the Association.

**SECTION 4.** The Treasurer shall be the keeper of the books. All transactions shall be in a place of safe keeping. He/She shall deposit all monies in the bank, or banks, approved by the Board of Directors, and shall make a report at the annual meeting to the end of the preceding month. Funds shall be drawn only on the signature of the President, or Vice President and the Treasurer. He/She shall have charge of the petty and other cash funds set up by the Board of Directors for the transaction of current business regularly occurring expenses. The funds, books and vouchers in his/her hands shall at all times be subject to the verification by the Board of Directors. At the expiration of term in office, the treasure shall deliver to the successor, all books, monies, and other property of the Association, or in the absence of the treasurer elect, shall deliver to the President.

## **ARTICLE 5 BOARD OF DIRECTORS**

**SECTION 1.** The property, affairs, business and concerns of the Association shall be vested in the Board of Directors. They shall enter upon the performance of their duties at start of the A.T.A.. target year and continue in office until the election and qualification of their

**SECTION 2.** The Board of Directors shall control and manage the affairs of the Association, engage assistance, incur such indebtedness as they deem necessary and desirable to the conduct of business of the Association in the best interest of its members and in accordance with these By-Laws. At such time as the Board of Directors so determine that the Association can financially pay salaries to its employees, they shall have the power to fix the salaries of all employees; however, no salaries have been approved at this time. No contract of any officer or member of the Board of Directors shall be valid without the previous authorization or ratification subsequent of the Board of Directors.

**SECTION 3.** The Chairman of the Board of Directors shall be the President of the Association, who shall preside at all meetings. In the absence of the President, the Vice President shall act, and in the absence of both President and Vice President, the Treasurer shall act, otherwise the Board may select a chairman from their own members.

**SECTION 4.** The Board of Directors shall hold meetings at the office of the Association, or at such other place designate by the President, for the transaction of such business and reports as may properly come before the board.

**SECTION 5.** The officers and directors of the Association shall have the right to call a special meeting of the membership, other than those stipulated in the By-laws, if it is felt to be necessary for the good and welfare of the Association.



**SECTION 6.** The board of Directors, at their first meeting, shall appoint an auditing committee to audit the books of the Association to the end of the previous A.T.A. target year.

**SECTION 7.** The fiscal year of this association will correspond to the A.T.A. target year.

#### **ARTICLE 6 REGISTERED SHOOTS**

**SECTION 1.** A gun club must be a member of the Utah State Trapshooting Association in order to hold a registered shoot.

**SECTION 2.** That a meeting be held prior to January 1 of each year, with delegates from each club, for closer coordination in arranging for registered shoots for the coming year.

**SECTION 3.** All applications for registered shoots must be sent to the state secretary for approval.

**SECTION 4.** An A.T.A. fee shall be charged on a per shooter, per day bases, at all registered shoots.

**SECTION 5.** A Utah State Trapshooting Association Fee, per shooter, per day will be charged and collected at all registered shoots.

**SECTION 6.** It shall be the responsibility of each Gun Club's management, to collect all A.T.A. membership dues, A.T.A. fees, and Utah State fees, from each shooter when making entry at all registered shoots.

#### **ARTICLE 7 UTAH STATE SHOOT**

**SECTION 1.** The Utah State Trapshooting Association Board of Directors shall have the responsibility of conducting the Utah State Shoot.

**SECTION 2.** The Utah State Shoot will be held the week of the Fourth Saturday of June.

#### **ARTICLE 8- STATE ASSOCIATION TREASURY**

**SECTION 1.** That a \$30,000.00 minimum fidelity bond, covering the offices of President, Vice president, and Treasurer be carried at all times.

**SECTION 2.** That a minimum of \$500.00 be kept in the State Treasury at all times.

#### **ARTICLE 9 AMENDMENTS**

**SECTION 1.** Any proposed amendments to these by-laws and to the Articles of Incorporation must be submitted in writing to the Board of Directors and in the hands of the secretary not less than sixty (60) days prior to the Annual State Tournament.

**SECTION 2.** Proposed Amendments must be mailed to all members of this Association at their last known address not less than thirty (30) days prior to the Annual State Tournament.

**SECTION 3.** After filling the two above requirements section 1 and 2 all proposed amendments



shall be brought before the members at the annual meeting for their approval or disapproval.

**SECTION 4.** It shall require a majority vote of all membership voting at the Annual State Tournament to pass an Amendment.

# POLICY'S & PROCEDURES



**Utah State Trapshooting Association**



## **UTAH STATE TRAPSHOOTING ASSOCIATION**

### **POLICY AND PROCEDURE**

Number 2-5/08

#### **Agreements prior to Bylaws revision 1996**

##### **Purpose:**

To establish a policy & procedure to document the elimination of all memos, notes and any other agreements found in the minutes of the Utah State Trapshooting Association meetings prior to the 1996 establishment of a policy & procedure manual & the 1996 revision of the Association Bylaws.

##### **Procedure:**

Any memos, notes or agreements found to have been removed in error will be reestablished as Policy & Procedures and approved by a quorum of officers.

Approved by a quorum & officers on 3/29/08 at the meeting grounds of Spanish Fork Gun Club.

Signed

Charles Gardner

USTA President.

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

### **ELECTION OF STATE OFFICERS**

#### **PURPOSE:**

To establish a policy and procedure for the election of USTA officers, ATA delegate and Alternate Delegate.

#### **POLICY:**

The USTA officers, delegate, and alternate delegate are elected by secret ballot of the USTA registered shooters present at the annual State Shoot Meeting. They are elected for a period of one year, delegate and alternate delegate must be life members of the ATA. And reside in Utah. USTA officers need not be life members, but be a member for three years and reside in Utah. Nominations will be submitted to the Secretary by the date shown in the State Shoot Program. These names will appear on a pre-printed ballot. Other nominations can be added at the USTA annual meeting prior to voting.

#### **PROCEDURES:**

The USTA directors will select an election committee to man the ballot boxes and tabulate the results of the election. They will also count the total number of votes and compare it to the number of voters, in order to insure the election was held in a proper manner.

The voters will make their selections in ink on the ballot, separate the ballot and deposit the vote in the ballot box, the membership in the membership box. Voting will terminate at a time specified at the Annual Meeting.

The election results will be posted on the bulletin board at the state shoot.

Approved by a quorum & officers on January 15, 2000, at the meeting grounds of the Bonneville Trap and Skeet Club.



# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY AND PROCEDURE**

NUMBER 2-3/98

### **GUN CLUB MEMBERSHIP**

#### **Purpose:**

To establish a policy & procedure for the retention of membership of a gun club in the Utah State Trapshooting Association.

#### **Policy:**

All gun clubs requesting membership in the Utah State Trapshooting Association must meet the requirements of Article 4, section 1 of the bylaws of the association.

All Utah State Trapshooting Association clubs will be required to pay a \$25.00 annual membership fee.

#### **Procedure:**

Billing for the annual dues will be sent to the gun clubs 30 days prior to the state shoot. Annual dues will be paid by the last week of June, prior to selection and approval of shoot dates for the upcoming year. In the event annual dues are not paid, the gun club will no longer be considered a member of the Utah State Trapshooting Association.

Approved by a quorum & officers on July 20,2003, at the meeting grounds of Spanish Fork Gun Club.

**SIGNED**

**CHUCK GARDNER**

**USTA PRESIDENT**

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

NUMBER 1-1/96 REVISION 1

### **FUNDS AVAILABLE FOR THE GRAND AMERICAN**

#### **PURPOSE:**

To establish the policy & procedure for partial payment of expenses to those qualified to shoot in the Champion of Championship event at the Grand American Trap Tournament.

#### **POLICY:**

The USTA will pay to qualified participants, who shoot in the Grand American Champion of Championship event \$300.00 a year.

#### **PROCEDURE:**

After confirmation by the ATA delegate that the participant shot the event, the Treasurer will send a check to the participant.

Approved by a quorum & officers on September 15, 1996, at the meeting grounds of the Magna Gun Club.

**UTAH STATE TRAPSHOOTING ASSOCIATION**

**POLICY & PROCEDURE**

NUMBER 1-4/03

**UTAH STATE TRAPSHOOTING ASSOCIATION DAILY REGISTRATION FEE**

**PURPOSE:**

To establish a policy & procedure for setting the USTA daily registration fees

**POLICY:**

A quorum of USTA Directors and officers will establish the price of the daily fees at a board of directors meeting, when is deemed necessary to adjust the cost of the daily fees.

**THE DAILY REGISTRATION FEES FOR THE 2004 AND FUTURE TRAPSHOOTING YEARS HAS BEEN INCREASED TO \$3.00 DAILY.**

Approved by a quorum & officers on July 20, 2003, at the meeting grounds of Spanish Fork Gun Club.

**SIGNED**

**CHUCK GARDNER**

**USTA PRESIDENT**

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

NUMBER 1-2/96 REVISION 1

### **FUNDS AVAILABLE FOR THE DELEGATE TO ATTEND THE GRAND AMERICAN**

#### **PURPOSE:**

To establish a policy & procedure for partial payment of expenses to the Delegate to attend the required meetings at the Grand American, in August of each year.

#### **POLICY:**

The USTA will provide \$1000.00 to the delegate each year to attend the required meetings.

#### **PROCEDURE:**

After the Delegate submits a brief written report of the meetings to the USTA President, the USTA Treasure will issue a check in the sum of \$1000.00 to the Delegate.

Approved by a quorum & officers on July 20, 2003, at the meeting grounds of Spanish Fork Gun Club.

**Signed**

**CHUCK GARDNER**

**USTA PRESIDENT**



## **UTAH STATE TRAPSHOOTING ASSOCIATION**

### **POLICY AND PROCEDURE**

NUMBER 2-3/98

#### **GUN CLUB MEMBERSHIP**

##### **Purpose:**

To establish a policy & procedure for the retention of membership of a gun club in the Utah State Trapshooting Association.

##### **Policy:**

All gun clubs requesting membership in the Utah State Trapshooting Association must meet the requirements of Article 4, section 1 of the bylaws of the association.

All Utah State Trapshooting Association clubs will be required to pay a \$25.00 annual membership fee.

##### **Procedure:**

Billing for the annual dues will be sent to the gun clubs 30 days prior to the state shoot. Annual dues will be paid by the last week of June, prior to selection and approval of shoot dates for the upcoming year. In the event annual dues are not paid, the gun club will no longer be considered a member of the Utah State Trapshooting Association.

Approved by a quorum & officers on July 20,2003, at the meeting grounds of Spanish Fork Gun Club.

**SIGNED**

**CHUCK GARDNER**

**USTA PRESIDENT**

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

Number 2-1/96

### **GUN CLUB REGISTERED SHOOT DATES**

#### **PURPOSE:**

To establish the policy & procedure for the selection and approval of individual gun club registered shoot dates for the upcoming ATA target year.

#### **POLICY:**

Each USTA gun club will have one protected shoot date a year. No other USTA club may hold a registered shoot on that date without the written permission of the protected gun club. No gun club may have a protected date the week prior to , i.e., State shoot, Western Zone or Western Grand.

Note: A marathon shoot or calling together five shooters to register targets is considered a registered shoot and requires written approval from the involved gun club.

#### **PROCEDURE:**

The USTA President will call a meeting of gun club directors during the State shoot each year to establish shoot dates and insure the dates do no conflict with other gun clubs, USTA or ATA activities.

Each gun club will submit an ATA registered shoot application to the USTA Secretary for approval. Forms must be submitted prior to or no later than the meeting, in order to insure your club will obtain the desired shoot dates.

Approved by quorum & officers on September 15,1996, at meeting grounds of Magna Gun Club

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURES**

**NUMBER 2-4/08**

### **REGISTERED SHOOTS DURING THE WESTERN GRAND, WESTERN ZONE, AND THE UTAH STATE SHOOT**

#### **PURPOSE:**

To establish a policy to document the elimination of the September 4, 1994 agreement that no Gun Club shall be able to hold a registered shoot over the top of an established Western Grand/Western Zone/ or the Utah State Shoot.

#### **POLICY:**

Any Gun Club wishing to hold a registered ATA shoot during the same time as the Western Grand/Western Zone or the Utah State Shoot, May do so upon the approval of the Utah State Trapshooting Association.

Approved by a quorum & officers on 3-29-2008 at the meeting grounds of the Spanish Fork Gun Club

**SIGNED**

**CHARLES GARDNER**

**USTA PRESIDENT**

## UTAH STATE TRAPSHOOTING ASSOCIATION

USTA POLICY AND PROCEDURE Policy Number 3-1/96

Revision 9 Last updated 9/21/2011

Utah State Team Criteria

### **PURPOSE:**

To establish a policy and procedure that establishes the target requirement for each category of the Utah State Trapshooting Teams.

### **POLICY:**

The Utah State teams are chosen based on the previous target year ATA composite averages, calculated by adding each individual average together and dividing by 3.

Prior to January, of the target year immediately following the qualification year, the association will compile the results for the state teams. Each team member will receive written confirmation by March 1<sup>st</sup> of year immediately following the qualification year.

### **Minimum Utah State Team requirements for the 2011 target year and future years are:**

#### **☐ Men's First and Second Team 18 – 64 years old**

- Singles : 2000
- Handicap : 2000
- Doubles : 2000
- 700 Singles, 700 Handicap and 700 Doubles of that team requirement must be shot from seven (7) different USTA clubs.
- Must shoot Championship events during Utah state shoot☐

#### **Special category teams: Ladies, juniors, Veterans & Rookie of the Year**

- All special category shooters state team category will be determined by category selection at **your first** shoot of the target year. For example : if shooter qualifies for (2) state team categories such as JR and Lady, which ever category is selected on the first shoot of the year for that shooter will be the state team that you are qualified to make otherwise state team category will be determined by age.



- Singles : 1500
- Handicap : 1000
- Doubles : 500
- 500 Singles, 500 Handicap and 500 Doubles of that team requirement must be shot from five (5) different USTA clubs.
- Must shoot championship events during Utah State shoot
- The Rookie of the Year candidates will be required to submit a resume to the USTA Secretary on or before March 1st following target year applying for to be reviewed by the USTA BOD.

**Special category teams: Senior Veterans and Sub Juniors**

- Singles : 1500
- Handicap : 1000
- Doubles : 500
- 300 Singles, 300 Handicap and 300 Doubles of that team requirement must be shot from three (3) different USTA clubs.
- Must shoot championship events during Utah State shoot

All members of any USTA State Team must be a member in good standing with the ATA during the year they are named as a team member.

All registered targets, marathon and otherwise, will count toward all State Teams for the purpose of determining averages.

Marathon targets will not count towards a club requirement.

A marathon target is defined as a group of targets provided by a club in quantities to be considered an endurance contest and not a competition.

Approved by a quorum and officers on September 17, 2011 at a meeting on the grounds of Ogden Gun Club.



Signed: \_\_\_\_\_ Heath Sabey/ USTA President

Date: \_\_\_\_\_ 09/17/2011 \_\_\_\_\_



## Utah State Trapshooting Association



TO ALL MEMBERS OF THE U.S.T.A.

NOVEMBER 13,2011,

IN REGARDS TO THE 2012 MENS 18-64 STATE TEAM REQUIRMENTS,

It has been brought to our attention that in order to keep consistency with our policy and procedures, the requirements for the men's 18-64 team that were voted on and never published, then taken out because they were not published,( by a phone vote of directors), must be replaced with the original policy and procedure.

This means that the target count for the 2012 mens 18-64 team will have a target requirement of

**2000 SINGLES**

**2000 DOUBLES**

**2000 HANDICAP**

We hope that you will understand our dilemma with this problem, and know that at the April, 2012 board of directors meeting, this subject will be voted on, to either keep the target requirement or reduce the target requirement .

The target requirement is the only requirement that is being replaced to the original policy and procedure as the board of directors voted to change document as stated.

Heath Sabey signed November 13,2011

Usta President

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distribution in furtherance of the purpose set forth herein;

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code of 1954, as amended; the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provisions of any future United States Internal Revenue law).

#### ARTICLE 4- MEMBERSHIP

The membership of the Association shall be composed of regularly organized Gun Clubs within the state and of individual members resident in the State of Utah.

##### SECTION 1- CLUB MEMBERSHIP

- A. Any Gun club within the state of Utah equipped with Two(2) or more traps and having proper shooting grounds and with sufficient sanitary facilities is eligible to membership in this Association.
- B. Clubs desiring membership in the association should make written application to the secretary for membership.
- C. With approval of application by a majority of the Board of Directors, the club will become a member, and will enjoy all privileges of the Association.

##### SECTION 2- INDIVIDUAL MEMBERSHIP

Any citizen who has been a bonafide resident of the state of Utah for at least six(6) consecutive months prior to the date of the annual state trapshooting tournament and is of good moral character and standing in his community and who is a member in good standing of the Amateur Trapshooting Association of America may be a member of the Utah State Trapshooting Association and shall be eligible to compete for A.T.A. and State Championships.

#### ARTICLE 5- BOARD OF DIRECTORS

The governing body of this corporation shall be vested in a Board of Directors comprised of one (1) director from each separate trapshooting club having a membership in this corporation also the President, Vice President, Treasurer, past President, and past Vice President.

#### ARTICLE 6-OFFICERS

Membership at the Utah State Shoot shall elect a President, Vice President, treasurer, who shall serve as executive officers of this corporation, along with the past President and past Vice President. The secretary shall be appointed by the president and will have no vote.



# UTAH STATE TRAPSHOOTING ASSOCIATION

## AMENDED BY-LAWS

### ARTICLE 1- PRINCIPAL OFFICE

The principal office of this corporation shall be in the city selected by the president and approved by the Board of Directors.

### ARTICLE 2- MEETINGS,NOTICES

**Section 1.** Annual Membership Meeting. At each annual State Championship Tournament, sanctioned by the Amateur Trapshooting Association, there shall be a business meeting on the date and time specified in the program for the tournament, and which time must be no earlier than 8:00 o'clock a.m. and no later than 9:00 o'clock p.m., except that if the meeting is held on the last day of the tournament, then it must commence no later than 12:00 o'clock noon, at which meeting all members of this corporation residing in the State of Utah who are present in person at the meeting and are also members in good standing, shall be entitled to vote for officers and other business as directed by the Board of Directors.

**Section 2.** Board of Directors meetings. The president shall call all Board of Directors' meetings, naming time and place, and notice of such meetings shall be mailed no later than ten days prior to the meeting date, except in an emergency, which notice may be made by telephone.

#### **Section 3.** Order of Business.

1. call to order
2. Roll Call
3. Reading of the minutes
4. Treasurer's report
5. correspondence
6. report of officers
7. report of committees
8. unfinished business
9. New business
10. Elections of Appointments
11. Adjournment

**Section 4 Parliamentary Procedure.** Robert's "rules of Order" insofar as they may not be inconsistent with the constitution or by-laws of this Association shall be followed at all meetings thereof.

### **ARTICLE 3- DIRECTORS**

**SECTION 1.** The affairs and business of this association shall be managed by the President, Vice President, Treasurer, and the Board of Directors.

**SECTION 2.** How Elected. Each participating club in good standing, shall either elect or appoint a member to serve as a Board of Director of the State Association, all of whom shall be members in good standing of this association.

**SECTION 3.** Term of office. The term of office of each of the Board members shall be one year, and thereafter until his successor has been elected and qualified.

**SECTION 4.** Any member of the Board of Directors is eligible for re-election, or re-appointment when his/her term expires.

**SECTION 5.** Duties of Directors. The Board of Directors shall have control of general management of the affairs and business of the association. They shall act as a Board in good faith and in the best interest of the association and its members.

**SECTION 6.** Quorum. At any meeting of the Board of Directors, a majority of the Board shall constitute a Quorum for the transaction of issues at hand.

**SECTION 7.** Voting. At all meetings of the Board of Directors, each Director shall have one vote, with the exception of the president, who shall cast a vote only in the case of a split-decision.

**SECTION 8.** Vacancies. Vacancies in the Board of Directors, occurring between annual meetings, shall be filled for the remainder of that term, by a member in good standing, chosen from and by the club from which the vacancy occurred.

### **ARTICLE 4- OFFICERS**

**SECTION 1.** The president shall be the executive officer of the Association and shall preside at all meetings of the Association, and of the Board of Directors and shall be a member ex-officio of all committees. They shall at the annual meeting, and at such other times as deemed proper communicate to the Association or the Board of Directors such subject, and make suggestions as may, in his/her opinion, tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incidental to the office, or as may be prescribed by the Board of Directors. He/She shall appoint all committees, sign all contracts, agreements, or other instruments in writing, which have been approved by the Board of Directors.

**SECTION 2.** The Vice President shall perform the duties of the president in the event of death or absence, and in the event of permanent termination of the services of the president for any cause, for the balance of the term of office, the vice president shall be automatically designated as "acting



President". He/she shall act as assistant to the President, with such

**SECTION 3.** The secretary shall give notice of and attend all meetings and keep a record of the proceedings, conduct correspondence and carry into execution all orders, votes and resolutions requiring communications. He/She shall have charge of all documents, lists of members, records and papers, and shall keep them safe. At the discretion of the Board, shall prepare an annual report of the transactions and conditions of the Association.

**SECTION 4.** The Treasurer shall be the keeper of the books. All transactions shall be in a place of safe keeping. He/She shall deposit all monies in the bank, or banks, approved by the Board of Directors, and shall make a report at the annual meeting to the end of the preceding month. Funds shall be drawn only on the signature of the President, or Vice President and the Treasurer. He/She shall have charge of the petty and other cash funds set up by the Board of Directors for the transaction of current business regularly occurring expenses. The funds, books and vouchers in his/her hands shall at all times be subject to the verification by the Board of Directors. At the expiration of term in office, the treasure shall deliver to the successor, all books, monies, and other property of the Association, or in the absence of the treasurer elect, shall deliver to the President.

## **ARTICLE 5 BOARD OF DIRECTORS**

**SECTION 1.** The property, affairs, business and concerns of the Association shall be vested in the Board of Directors. They shall enter upon the performance of their duties at start of the A.T.A.. target year and continue in office until the election and qualification of their

**SECTION 2.** The Board of Directors shall control and manage the affairs of the Association, engage assistance, incur such indebtedness as they deem necessary and desirable to the conduct of business of the Association in the best interest of its members and in accordance with these By-Laws. At such time as the Board of Directors so determine that the Association can financially pay salaries to its employees, they shall have the power to fix the salaries of all employees; however, no salaries have been approved at this time. No contract of any officer or member of the Board of Directors shall be valid without the previous authorization or ratification subsequent of the Board of Directors.

**SECTION 3.** The Chairman of the Board of Directors shall be the President of the Association, who shall preside at all meetings. In the absence of the President, the Vice President shall act, and in the absence of both President and Vice President, the Treasurer shall act, otherwise the Board may select a chairman from their own members.

**SECTION 4.** The Board of Directors shall hold meetings at the office of the Association, or at such other place designate by the President, for the transaction of such business and reports as may properly come before the board.

**SECTION 5.** The officers and directors of the Association shall have the right to call a special meeting of the membership, other than those stipulated in the By-laws, if it is felt to be necessary for the good and welfare of the Association.

**SECTION 6.** The board of Directors, at their first meeting, shall appoint an auditing committee to audit the books of the Association to the end of the previous A.T.A. target year.

**SECTION 7.** The fiscal year of this association will correspond to the A.T.A. target year.

#### **ARTICLE 6 REGISTERED SHOOTS**

**SECTION 1.** A gun club must be a member of the Utah State Trapshooting Association in order to hold a registered shoot.

**SECTION 2.** That a meeting be held prior to January 1 of each year, with delegates from each club, for closer coordination in arranging for registered shoots for the coming year.

**SECTION 3.** All applications for registered shoots must be sent to the state secretary for approval.

**SECTION 4.** An A.T.A. fee shall be charged on a per shooter, per day bases, at all registered shoots.

**SECTION 5.** A Utah State Trapshooting Association Fee, per shooter, per day will be charged and collected at all registered shoots.

**SECTION 6.** It shall be the responsibility of each Gun Club's management, to collect all A.T.A. membership dues, A.T.A. fees, and Utah State fees, from each shooter when making entry at all registered shoots.

#### **ARTICLE 7 UTAH STATE SHOOT**

**SECTION 1.** The Utah State Trapshooting Association Board of Directors shall have the responsibility of conducting the Utah State Shoot.

**SECTION 2.** The Utah State Shoot will be held the week of the Fourth Saturday of June.

#### **ARTICLE 8- STATE ASSOCIATION TREASURY**

**SECTION 1.** That a \$30,000.00 minimum fidelity bond, covering the offices of President, Vice president, and Treasurer be carried at all times.

**SECTION 2.** That a minimum of \$500.00 be kept in the State Treasury at all times.

#### **ARTICLE 9 AMENDMENTS**

**SECTION 1.** Any proposed amendments to these by-laws and to the Articles of Incorporation must be submitted in writing to the Board of Directors and in the hands of the secretary not less than sixty (60) days prior to the Annual State Tournament.

**SECTION 2.** Proposed Amendments must be mailed to all members of this Association at their last known address not less than thirty (30) days prior to the Annual State Tournament.

**SECTION 3.** After filling the two above requirements section 1 and 2 all proposed amendments

shall be brought before the members at the annual meeting for their approval or disapproval.

**SECTION 4.** It shall require a majority vote of all membership voting at the Annual State Tournament to pass an Amendment.

# POLICY'S & PROCEDURES



**Utah State Trapshooting Association**



## **UTAH STATE TRAPSHOOTING ASSOCIATION**

### **POLICY AND PROCEDURE**

Number 2-5/08

#### **Agreements prior to Bylaws revision 1996**

##### **Purpose:**

To establish a policy & procedure to document the elimination of all memos, notes and any other agreements found in the minutes of the Utah State Trapshooting Association meetings prior to the 1996 establishment of a policy & procedure manual & the 1996 revision of the Association Bylaws.

##### **Procedure:**

Any memos, notes or agreements found to have been removed in error will be reestablished as Policy & Procedures and approved by a quorum of officers.

Approved by a quorum & officers on 3/29/08 at the meeting grounds of Spanish Fork Gun Club.

Signed

Charles Gardner

USTA President.



# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

### **ELECTION OF STATE OFFICERS**

#### **PURPOSE:**

To establish a policy and procedure for the election of USTA officers, ATA delegate and Alternate Delegate.

#### **POLICY:**

The USTA officers, delegate, and alternate delegate are elected by secret ballot of the USTA registered shooters present at the annual State Shoot Meeting. They are elected for a period of one year, delegate and alternate delegate must be life members of the ATA. And reside in Utah. USTA officers need not be life members, but be a member for three years and reside in Utah. Nominations will be submitted to the Secretary by the date shown in the State Shoot Program. These names will appear on a pre-printed ballot. Other nominations can be added at the USTA annual meeting prior to voting.

#### **PROCEDURES:**

The USTA directors will select an election committee to man the ballot boxes and tabulate the results of the election. They will also count the total number of votes and compare it to the number of voters, in order to insure the election was held in a proper manner.

The voters will make their selections in ink on the ballot, separate the ballot and deposit the vote in the ballot box, the membership in the membership box. Voting will terminate at a time specified at the Annual Meeting.

The election results will be posted on the bulletin board at the state shoot.

Approved by a quorum & officers on January 15, 2000, at the meeting grounds of the Bonneville Trap and Skeet Club.

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY AND PROCEDURE**

NUMBER 2-3/98

### **GUN CLUB MEMBERSHIP**

#### **Purpose:**

To establish a policy & procedure for the retention of membership of a gun club in the Utah State Trapshooting Association.

#### **Policy:**

All gun clubs requesting membership in the Utah State Trapshooting Association must meet the requirements of Article 4, section 1 of the bylaws of the association.

All Utah State Trapshooting Association clubs will be required to pay a \$25.00 annual membership fee.

#### **Procedure:**

Billing for the annual dues will be sent to the gun clubs 30 days prior to the state shoot. Annual dues will be paid by the last week of June, prior to selection and approval of shoot dates for the upcoming year. In the event annual dues are not paid, the gun club will no longer be considered a member of the Utah State Trapshooting Association.

Approved by a quorum & officers on July 20,2003, at the meeting grounds of Spanish Fork Gun Club.

**SIGNED**

**CHUCK GARDNER**

**USTA PRESIDENT**

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

NUMBER 1-1/96 REVISION 1

### **FUNDS AVAILABLE FOR THE GRAND AMERICAN**

#### **PURPOSE:**

To establish the policy & procedure for partial payment of expenses to those qualified to shoot in the Champion of Championship event at the Grand American Trap Tournament.

#### **POLICY:**

The USTA will pay to qualified participants, who shoot in the Grand American Champion of Championship event \$300.00 a year.

#### **PROCEDURE:**

After confirmation by the ATA delegate that the participant shot the event, the Treasurer will send a check to the participant.

Approved by a quorum & officers on September 15, 1996, at the meeting grounds of the Magna Gun Club.

**UTAH STATE TRAPSHOOTING ASSOCIATION**

**POLICY & PROCEDURE**

NUMBER 1-4/03

**UTAH STATE TRAPSHOOTING ASSOCIATION DAILY REGISTRATION FEE**

**PURPOSE:**

To establish a policy & procedure for setting the USTA daily registration fees

**POLICY:**

A quorum of USTA Directors and officers will establish the price of the daily fees at a board of directors meeting, when is deemed necessary to adjust the cost of the daily fees.

**THE DAILY RESGISTRATION FEES FOR THE 2004 AND FUTURE TRAPSHOOTING YEARS HAS BEEN INCREASED TO \$3.00 DAILY.**

Approved by a quorum & officers on July 20, 2003, at the meeting grounds of Spanish Fork Gun Club.

**SIGNED**

**CHUCK GARDNER**

**USTA PRESIDENT**

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

NUMBER 1-2/96 REVISION 1

### **FUNDS AVAILABLE FOR THE DELEGATE TO ATTEND THE GRAND AMERICAN**

#### **PURPOSE:**

To establish a policy & procedure for partial payment of expenses to the Delegate to attend the required meetings at the Grand American, in August of each year.

#### **POLICY:**

The USTA will provide \$1000.00 to the delegate each year to attend the required meetings.

#### **PROCEDURE:**

After the Delegate submits a brief written report of the meetings to the USTA President, the USTA Treasure will issue a check in the sum of \$1000.00 to the Delegate.

Approved by a quorum & officers on July 20, 2003, at the meeting grounds of Spanish Fork Gun Club.

**Signed**

**CHUCK GARDNER**

**USTA PRESIDENT**



# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY AND PROCEDURE**

NUMBER 2-3/98

### **GUN CLUB MEMBERSHIP**

#### **Purpose:**

To establish a policy & procedure for the retention of membership of a gun club in the Utah State Trapshooting Association.

#### **Policy:**

All gun clubs requesting membership in the Utah State Trapshooting Association must meet the requirements of Article 4, section 1 of the bylaws of the association.

All Utah State Trapshooting Association clubs will be required to pay a \$25.00 annual membership fee.

#### **Procedure:**

Billing for the annual dues will be sent to the gun clubs 30 days prior to the state shoot. Annual dues will be paid by the last week of June, prior to selection and approval of shoot dates for the upcoming year. In the event annual dues are not paid, the gun club will no longer be considered a member of the Utah State Trapshooting Association.

Approved by a quorum & officers on July 20,2003, at the meeting grounds of Spanish Fork Gun Club.

**SIGNED**

**CHUCK GARDNER**

**USTA PRESIDENT**

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURE**

Number 2-1/96

### **GUN CLUB REGISTERED SHOOT DATES**

#### **PURPOSE:**

To establish the policy & procedure for the selection and approval of individual gun club registered shoot dates for the upcoming ATA target year.

#### **POLICY:**

Each USTA gun club will have one protected shoot date a year. No other USTA club may hold a registered shoot on that date without the written permission of the protected gun club. No gun club may have a protected date the week prior to , i.e., State shoot, Western Zone or Western Grand.

Note: A marathon shoot or calling together five shooters to register targets is considered a registered shoot and requires written approval from the involved gun club.

#### **PROCEDURE:**

The USTA President will call a meeting of gun club directors during the State shoot each year to establish shoot dates and insure the dates do no conflict with other gun clubs, USTA or ATA activities.

Each gun club will submit an ATA registered shoot application to the USTA Secretary for approval. Forms must be submitted prior to or no later than the meeting, in order to insure your club will obtain the desired shoot dates.

Approved by quorum & officers on September 15,1996, at meeting grounds of Magna Gun Club

# **UTAH STATE TRAPSHOOTING ASSOCIATION**

## **POLICY & PROCEDURES**

**NUMBER 2-4/08**

### **REGISTERED SHOOTS DURING THE WESTERN GRAND, WESTERN ZONE, AND THE UTAH STATE SHOOT**

#### **PURPOSE:**

To establish a policy to document the elimination of the September 4, 1994 agreement that no Gun Club shall be able to hold a registered shoot over the top of an established Western Grand/Western Zone/ or the Utah State Shoot.

#### **POLICY:**

Any Gun Club wishing to hold a registered ATA shoot during the same time as the Western Grand/Western Zone or the Utah State Shoot, May do so upon the approval of the Utah State Trapshooting Association.

Approved by a quorum & officers on 3-29-2008 at the meeting grounds of the Spanish Fork Gun Club

**SIGNED**

**CHARLES GARDNER**

**USTA PRESIDENT**

## UTAH STATE TRAPSHOOTING ASSOCIATION

USTA POLICY AND PROCEDURE Policy Number 3-1/96

Revision 9 Last updated 9/21/2011

Utah State Team Criteria

### **PURPOSE:**

To establish a policy and procedure that establishes the target requirement for each category of the Utah State Trapshooting Teams.

### **POLICY:**

The Utah State teams are chosen based on the previous target year ATA composite averages, calculated by adding each individual average together and dividing by 3.

Prior to January, of the target year immediately following the qualification year, the association will compile the results for the state teams. Each team member will receive written confirmation by March 1<sup>st</sup> of year immediately following the qualification year.

### **Minimum Utah State Team requirements for the 2011 target year and future years are:**

#### **☐ Men's First and Second Team 18 – 64 years old**

- Singles : 2000
- Handicap : 2000
- Doubles : 2000
- 700 Singles, 700 Handicap and 700 Doubles of that team requirement must be shot from seven (7) different USTA clubs.
- Must shoot Championship events during Utah state shoot☐

#### **Special category teams: Ladies, juniors, Veterans & Rookie of the Year**

- All special category shooters state team category will be determined by category selection at **your first** shoot of the target year. For example : if shooter qualifies for (2) state team categories such as JR and Lady, which ever category is selected on the first shoot of the year for that shooter will be the state team that you are qualified to make otherwise state team category will be determined by age.

- Singles : 1500
- Handicap : 1000
- Doubles : 500
- 500 Singles, 500 Handicap and 500 Doubles of that team requirement must be shot from five (5) different USTA clubs.
- Must shoot championship events during Utah State shoot
- The Rookie of the Year candidates will be required to submit a resume to the USTA Secretary on or before March 1st following target year applying for to be reviewed by the USTA BOD.

☐ **Special category teams: Senior Veterans and Sub Juniors**

- Singles : 1500
- Handicap : 1000
- Doubles : 500
- 300 Singles, 300 Handicap and 300 Doubles of that team requirement must be shot from three (3) different USTA clubs.
- Must shoot championship events during Utah State shoot

All members of any USTA State Team must be a member in good standing with the ATA during the year they are named as a team member.

All registered targets, marathon and otherwise, will count toward all State Teams for the purpose of determining averages.

Marathon targets will not count towards a club requirement.

A marathon target is defined as a group of targets provided by a club in quantities to be considered an endurance contest and not a competition.

Approved by a quorum and officers on September 17, 2011 at a meeting on the grounds of Ogden Gun Club.



Signed: \_\_\_\_\_ Heath Sabey/ USTA President

Date: \_\_\_\_\_ 09/17/2011 \_\_\_\_\_





## Utah State Trapshooting Association



TO ALL MEMBERS OF THE U.S.T.A.

NOVEMBER 13,2011,

IN REGARDS TO THE 2012 MENS 18-64 STATE TEAM REQUIRMENTS,

It has been brought to our attention that in order to keep consistency with our policy and procedures, the requirements for the men's 18-64 team that were voted on and never published, then taken out because they were not published,( by a phone vote of directors), must be replaced with the original policy and procedure.

This means that the target count for the 2012 mens 18-64 team will have a target requirement of

**2000 SINGLES**

**2000 DOUBLES**

**2000 HANDICAP**

We hope that you will understand our dilemma with this problem, and know that at the April, 2012 board of directors meeting, this subject will be voted on, to either keep the target requirement or reduce the target requirement .

The target requirement is the only requirement that is being replaced to the original policy and procedure as the board of directors voted to change document as stated.

Heath Sabey signed November 13,2011

Usta President

## **UTAH STATE TRAPSHOOTING ASSOCIATION**

### **POLICY & PROCEDURE**

**4-13-13**

### **TARGETS AT STATE SHOOT PAID FOR USTA OFFICERS**

#### **PURPOSE:**

To establish a policy & procedure for total payment of Utah State Shoot targets upon meeting advertising criteria.


#### **POLICY:**

The USTA will provide target fees for USTA Officers upon achieving a minimum threshold of advertising in excess of \$5000.00. The officers of the USTA will have their Utah State Shoot targets paid as a token of appreciation for their service.

Approved by a quorum & officers on April 13, 2013, at the meeting grounds of Spanish Fork Gun Club

**Signed,**

**Chad Sorensen**



**USTA PRESIDENT**