



**SHOOTING STARS**

**GROUP RULES**

**AND**

**ORGANIZATION**

**GUIDELINES**

**Official Record**

**Amended June 2009**

**Approved September 19, 2009**

**Amended September 21, 2010**

# SHOOTING STARS

## Group Rules and Organization Guidelines

### 1. NAME

The official name of this group shall be **Shooting Stars**.

### 2. MISSION STATEMENT

The group seeks to provide instruction, training, leadership, and volunteer opportunities to youth and adults interested in Olympic-style and other shooting sports, and to promote high ideals, emphasizing moral character, development of individual potential and good sportsmanship, recognizing that for some participants, membership in Shooting Stars may be the first step on the road to Olympic greatness.

Activities include recruitment, training, practice, safety, demonstrations, education, counseling, competition, fund-raising, travel to other venues, and use of a wide range of shooting equipment.

### 3. MEMBERSHIP

#### A. Definition

Membership in the **Shooting Stars** is open to anyone age 8 or older willing to be active in group meetings, activities and events that has interest in Olympic-style shooting sports and indicates their desire to be part of the group by:

- (1). Completing a member **application form and all attachments**
- (2). Payment of **Shooting Stars membership dues** and **acceptance of the applicant(s) by a majority vote of all officers**
- (3). Participation in scheduled events and activities.

Parents, youth, family and community members are encouraged to join the Shooting Stars to provide support and assistance with group events and activities even if they do not participate in training, shooting practice, or matches. There shall be no distinction in membership whether a person is a “*shooting*” member or a “*support*” member.

**B. Classifications of Membership**

Membership shall be in one of four categories:

- (1) *Adult Membership*: New Members: **One person age 21 or older on or before 1 October during the first calendar year application for membership is accepted.** Current Members: Junior Members qualify for Adult Membership the year the member is age 21 on 1 October of the following fiscal year.
- (2) *Junior Membership*: **One person age 8 – 20**
- (3) *Family Membership*: **One or two adults from the same family plus one or more youth** who are the children or legal trustees of said adult(s) who choose to register as a family unit.
- (4) *Senior Member*: **One person age 65 or older.**

**C. Dues**

Annual membership dues shall be based upon membership classification. Dues are payable at the time of initial registration and at annual renewal. Amounts shown are determined at the annual meeting for **membership in Shooting Stars only.**

<b>Adult Member</b>	<b>\$125.00</b>
<b>Junior Member</b>	<b>\$ 75.00</b>
<b>Family Membership</b>	<b>\$200.00</b>
<b>Senior Member</b>	<b>\$ 75.00</b>

Dues shall be paid annually during the first month of the fiscal year (October). Should a person join the group with less than 6 months remaining in a fiscal year, dues for the year will be charged at 50% of the annual cost.

#### D. Affiliate Membership Status

Membership in the Shooting Stars does not require membership in any other organization; however, participation is encouraged in shooting supportive organizations such as, USA Shooting (USAS), National Rifle Association (NRA), Texas State Rifle Association (TSRA), etc.

#### E. Membership in Good Standing

**Members must be “in good standing” to participate in Shooting Stars sponsored activities and events.**

A member shall be considered “in good standing” if an up-to-date registration application form is on file, has paid (current) annual dues, and has minimally participated in scheduled activities and events during the past year in addition to regularly scheduled training and practice. Activities and events include, but are not limited to: meetings, volunteer activities, fundraising, transportation, event supervision, and leadership activities.

Any member may be removed for the following, or for just cause, as long as that action is not in violation of state or federal law, to include but not limited to:

- A) Failure to uphold the Mission Statement of Shooting Stars
- B) Failure to attend group meetings, participate in group events, training sessions, volunteer efforts or other activities
- C) Illegal acts even if unrelated to Shooting Stars
- D) Malfeasance or misuse of assets, information or documents
- E) Behavior offensive to other group members, guests or the members of affiliate groups, not excepting the standards of the public in general
- F) Repeated violation of safety rules and regulations of any facility used by Shooting Stars
- G) Appearance of impropriety.

## 4. ORGANIZATION

### A. Operating Year

The Shooting Stars shall use a fiscal year beginning 1 October and ending 30 September. The year will be divided into quarters:

- 1) Oct-Dec
- 2) Jan-Mar
- 3) Apr-Jun
- 4) Jul-Sep

### B. Annual Meeting

The Shooting Stars shall conduct an annual meeting during the last calendar month of each fiscal year. Purpose of the annual meeting shall be to: review the current year, elect the coming year's officers, approve the coming year's calendar, review the prior year's financial statement, approve the coming year's budget, and conduct any other business.

- (1) All members in good standing shall be invited to the annual meeting.
- (2) Notice of the annual meeting, including date and place, shall be made in writing (mail or email) to members in good standing two or more weeks prior to the meeting.

### C. Regular Meetings

All group business shall be conducted through official open meetings. There shall be at least one regular meeting per quarter during the fiscal year (the annual meeting may count as the 4<sup>th</sup> quarterly meeting).

Any group member in good standing may attend any meeting. The leadership Council (defined in 4E below) shall be present at all meetings.

Other than the annual meeting (that requires a two-week prior written notice), any member who wishes to attend a meeting is responsible for contacting leaders to determine the time and location of meetings.

All meeting minutes shall be kept on file by the Secretary and will be available for review by any member in good standing.

At all meetings, the calendar shall be reviewed, a financial report shall be made and other business shall be discussed.

Other meetings may be called from time to time as deemed necessary to complete business.

#### D. Quorum

For regular or other meetings a quorum shall exist when at least three members of the local leadership Council are in attendance.

A quorum shall exist at the annual meeting when at least four members of the local leadership Council members and twenty percent of members are present.

A role sheet listing the members present shall be attached to all meeting minutes to show that a quorum was present.

#### E. Leadership

The Shooting Stars shall have duly elected officers who fill one year terms except as noted below:

Beginning thirty days before the date of the annual meeting, members may place names of members in good standing in nomination for any officer's position by submitting names in writing to the Secretary. Nominations may also be made from the floor the day of the annual meeting. The Secretary will prepare secret ballots for voting with spaces for the addition of names nominated from the floor and the President will appoint a committee to distribute, collect the unsigned ballots, and tally the results of the voting. Winners will be declared by a simple majority of those members in good standing present and voting in favor. The new officers will take office on the first day of the new fiscal year. In the case in which there are no nominations for an office, if the current officer agrees to serve for an additional term and a majority of the members present vote in favor, the officer may remain for an additional term. If the officer does not receive a majority vote, at its first meeting the new Council may appoint a member in good standing to fill the position. No officer should serve for more than two consecutive terms in the same office.

Officers shall be members or (non-member) parents/legal guardians of a junior member in good standing and serve as non-compensated volunteers, except that they shall be entitled to be repaid for expenses which they may incur in the execution of their duties from time to time, having beforehand received approval from the Council. The following shall comprise the leadership.....

- (1) ***President.*** An adult member or (non-member) parent/legal guardian of a junior member whose duties shall include but are not limited to: calling and presiding at meetings, appointing committees needed for operation, presiding over the leadership Council, compliance with Shooting Stars rules, and acting as liaison to Dallas Pistol Club.
- (2) ***Vice President.*** An adult member or (non-member) parent/legal guardian of a junior member whose duties shall include but are not limited to: acting on behalf of the President if and when the President is not available, serving on the leadership Council, and acting as the repository of the group's official calendar.
- (3) ***Secretary.*** An adult member or (non-member) parent/legal guardian of a junior member whose duties shall include but are not limited to: keeping record of all meetings (minutes), maintaining membership records, maintaining the official copy of the "Affiliate Rules and Organizational Guidelines," and serving on the leadership Council.
- (4) ***Treasurer.*** An adult member or (non-member) parent/legal guardian of a junior member responsible for Shooting Stars' finances. This shall include but is not limited to money collection, receipting, disbursing and reporting, maintenance of the group's accounting records, serving as primary banking liaison, providing up-to-date financial reports at meetings, and serving on the leadership Council.
- (5) ***Statistician.*** An adult member or (non-member) parent/legal guardian of a junior member whose duties include but are not limited to coordinating internal match and shooting related communications, competition and match record keeping, external match and shooting record posting validation and communications and serving on the leadership Council.

- (6) ***Junior Delegate.*** A junior member whose duties include but are not limited to: attending official meetings, facilitating communication among Junior members, serving as Junior liaison to the Vice President to insure Junior involvement in the calendar planning and serving on the leadership Council.
- (7) ***Officer at Large.*** An adult member or (non-member) parent/legal guardian of a junior member whose duties are determined as needed by the leadership Council.

To **remove an officer from the Council** before the expiration of the officer's term, a complaint signed by a member in good standing must be presented to the Council, with supporting evidence as to the circumstance of the complaint. The Council has thirty days to investigate the substance of the complaint, to consult with the general membership, if so desired, with outside authorities, or to act on the complaint as it sees fit. The Council may also decide to take no action, tabling the complaint for up to 60 days, after which time, the Council must take action as noted above or dismiss the complaint.

**A record of the complaint, whether acted upon or dismissed by the Council, is to be placed in a confidential file** maintained by the Secretary and continued from year to year, made available only to members of the Council. However, **any action taken by the Council concerning removal of an officer must be unanimous** with all officers being present and voting, with the exception of the officer being removed. Any officer may be removed from office for the following, or for just cause, as long as that action is not in violation of state or federal law, to include but not limited to:

- A) Failure to uphold the Mission Statement of Shooting Stars
- B) Failure to attend group meetings, participate in group events, training sessions, volunteer efforts or other activities
- C) Illegal acts even if unrelated to Shooting Stars
- D) Malfeasance or misuse of assets, information or documents
- E) Behavior offensive to other group members, guests or the members of affiliate groups, not excepting the standards of the public in general
- F) Repeated violation of safety rules and regulations of any facility used by Shooting Stars
- G) Appearance of impropriety.

## 5. FINANCES

The Shooting Stars shall keep open financial records that are available for inspection by any member in good standing at any time.

This organization is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### A. Record Keeping and Reporting

The Shooting Stars is an affiliate group and as such is not a licensed nonprofit organization; however, all generally accepted not-for-profit accounting practices shall be used to monitor and report group finances.

The Shooting Stars may open and maintain bank accounts needed to conduct business. Accounts shall not be interest bearing (to avoid income reporting) and must have four adult officer names as authorized signatures.

Two authorized signatures are required to dispense or pay any group funds for any purpose.

### B. Expenditure Authorization Procedure

Authorizations to use or spend group funds must be submitted in writing and be approved by the leadership Council prior to expenditure. All expense approvals require at least three members of the Council.

The leadership Council may act between regularly scheduled meetings to approve expenditures that arise by communicating between one another via email or in writing. If such an approval happens, it shall be reported at the next regular meeting and entered into the minutes of that meeting.

### C. Non Budgetary Expenditures

Shooting Stars expenditures shall be planned through the preparation of an annual budget and every effort will be made to keep from having expenditures outside the budget.

### D. Private Inurement

No group member or other person shall use or get gain from funds belonging to the Shooting Stars beyond the scope of the group's purpose. No officer may be part of the required three approvals if they are to be the sole recipient of the expenditure. This does not exclude an officer from being one of the required three leadership approvals if the officer will receive benefit as part of a group, within the scope of group designated expenditures such as a paid entrance fee to a match. This is to forbid officer approval if the officer will receive personal benefit.

## 6. FUNDRAISING

The Shooting Stars will periodically engage in fundraising activities.

- A. All group members are expected to volunteer in fundraising efforts to cover the Shooting Stars annual budget.
- B. Only fundraising practices and activities deemed appropriate under the "*Ethical Principles*" of the Association of Fundraising Professionals (AFP) will be used.
- C. **Every person or business who makes a gift – cash, asset or in-kind – to the Shooting Stars will receive an acknowledgement receipt.** (This does not include a raffle ticket, commodity purchase or other transaction.)
- D. Funds, goods or services given to the Shooting Stars will be used for the purpose given.

## 7. RULES

This original, signed set of **Group Rules and Organization Guidelines** shall be kept on file and will serve as the affiliate's official copy.

Shooting Stars rules may be amended and/or changed only by a majority vote of all members in good standing at the time of the change. Any amendments shall be noted as adopted in the minutes of an annual meeting and attached (with the effective date) to this official copy.

These rules shall be considered effective as of the date shown below and are attested to as being complete at the time of signing.

**SIGNED THIS DATE:** \_\_\_\_\_

### Local Leadership Council – Shooting Stars

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Vice President**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Treasurer**

\_\_\_\_\_  
**Statistician**

\_\_\_\_\_  
**Junior Delegate**

\_\_\_\_\_  
**Officer at Large**