

# **BY-LAWS**

## **OF**

### **ADAMS COUNTY 4-H SHOOTING SPORTS PROJECT**

#### **Article I – Name**

The name of this project shall be “Adams County 4-H Shooting Sports”.

#### **Article II – Purpose and Goal**

We are dedicated to teaching firearm/archery safety and responsibility along with wildlife ecology to all, while allowing kids to experience the fun and excitement of Shooting Sports and the outdoors. The goal of the 4-H Shooting Sports Project is to promote youth development by instilling safe habits, self-discipline, teamwork, youth leadership, and knowledge in a safe, family-oriented, and encouraging environment.

Shooting disciplines that are taught to 4-H member’s (ages 8 {and 3<sup>rd</sup> grade} to one year following graduation from high school) include: archery, rifle (air and .22), shotgun, muzzleloading, pistol (air and .22) and wildlife ecology. 4-H members must be 12 years old and have completed the WI DNR Hunter Safety Program and received their Hunter Safety Certificate to operate any powder-burning firearm. This includes but is not limited to shotgun, .22 handgun or rifle, muzzle-loading handgun, rifle or shotgun.

***SEE ALSO RISK MANAGEMENT PLAN AND PROGRAM GUIDELINES***

#### **Article III – Membership of the Shooting Sports Project**

##### **Section 1 – Adults**

The membership shall consist of all adult 4-H Leaders enrolled in the Adams County Shooting Sports Project.

##### **Section 2 – Youth**

In order to participate in the Adams County 4-H Shooting Sports Program, you must be between the ages of 8 (and 3<sup>rd</sup> grade) and 19 (through next 4-H year following their graduation from high school) and be a member of a Adams County 4-H Club and be enrolled in the Adams County Shooting Sports Project.

***SEE ALSO RISK MANAGEMENT PLAN AND PROGRAM GUIDELINES***

#### **ARTICLE IV - Officers**

The officers of this project shall be a Coordinator, Co-Coordinator, Secretary, Treasurer and Directors (3) as elected. (See Article V for election of officers)

#### **Article V – Election of Officers**

##### **Section 1**

The elected officers of the Adams County 4-H Shooting Sports project shall be members enrolled in the Shooting Sports Project for the previous twelve consecutive months. All terms will be two years, with elections to be held at the 4th Quarter Leader meeting. Officers may be re-elected to consecutive terms. If an officer is unable to fulfill their obligation to the project, an election will be held at the projects next meeting. To be eligible for the Coordinator position an individual must have completed the Wisconsin Shooting Sports Coordinator course. It is also recommended that the Coordinator be a Wisconsin Hunting Safety Graduate or Instructor. A maximum of 3 officers from any one 4-H club may serve at one time.

##### **Section 2**

Elections will be held for the positions of Coordinator, Secretary, Director 1 and Director 3, on even numbered years (2012, 2014, . . .) from the floor

Elections will be held for the positions of Co-Coordinator, Treasurer and Director 2 on odd numbered years (2011, 2013, . . .) from the floor

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#### **Article VI – Duties of Officers**

1. Coordinator: The Coordinator will “coordinate” all Shooting Sports programs for Archery, Air Rifle, Shotgun, Muzzleloading, Pistol, and Wildlife Ecology in Adams County. In addition they will preside at all meetings of the project and work with the leaders in planning project activities and practices.
2. Co-Coordinator: Preside in the absence of the Coordinator and perform duties of the Coordinator in his/her absence.
3. Secretary: Will keep minutes of meetings of the project, work with leaders in getting out correspondence; keep accurate records of attendance.
4. Treasurer: Will keep accurate record of all expenses (money paid out, to, for what, etc.), all income (money received and from what source), maintain checking accounts and give a report of finances at each meeting. An annual review (audit) of the records will be made by the officers.
5. Directors: Voting members on the Executive Committee.

The Officers shall revise the “Adams County 4-H Shooting Sports RISK MANAGEMENT PLAN and PROGRAM GUIDELINES” as needed. Modifications will be discussed at the Annual fall meeting with all Shooting Sports Leaders.

#### **Article VII – Amendments**

The By-Laws may be amended by a 2/3 majority vote of the total of 4-H Certified Shooting Sports Leaders and Executive Board in attendance at any regular meeting (provided notice of such amendments shall have been given at a prior meeting.) By-Laws will be reviewed and voted on annually at the 4th Quarter Leader Meeting.

#### **Article VIII - Project Leadership**

The Project shall be under the direction and guidance of the Adams County 4-H Shooting Sports Coordinator and the Adams County 4-H Youth Development Educator.

#### **Article IX – Dissolution Clause**

Upon dissolution of the 4-H project any assets must be turned over to a recognized 4-H club/unit/group, with the approval of the 4-H Leaders Association and the county 4-H Youth Development Agent.

#### **Article X – Regular Meeting of Committee**

Our annual meeting of this committee will be held in December as determined by the Committee. Other hands-on meetings and educational trainings will be provided as needed with notice.

#### **Article XI – Quorum**

A quorum consists of more than 1/2 of the Executive Board.

#### **Article XII – The Project Year / Fiscal Year**

Project Year: October 1 – September 30

Fiscal Year: July 1 – June 30

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**Article XIII – Rules of Order**

Robert’s Rules of Order shall govern the meetings of the project.

**Article XIV – Project Reporting**

1. Annually, complete the 4-H Annual Charter Renewal Packet that includes critical communication, legal, financial and educational accountability requirements. This is submitted to the county UW-Extension office by October 1st of each year.
2. Per event, sign-in sheets, (youth, adult leaders, project leaders) and an After Action Review will be turned into the Coordinator.
3. Parental waiver and medical consent forms must be on file at UW Extension Office by November 1, with exceptions for new members, prior to youth participating in any events.

**Article XV – Additional Project Policies**

All members will receive and follow the guidelines as noted in the Adams County 4-H Shooting Sports “Risk Management Plan and Program Guidelines”.

**Article XVI – Executive Board**

The Executive Board shall consist of Coordinator, Co-Coordinator, Secretary, Treasurer, and Directors

The Executive Board will plan the annual calendar, develop meeting agendas, and bring policy issues to the floor for discussion or votes.

The Executive Board shall approve / disapprove requests for reimbursements to attend Wisconsin 4-H Shooting Sports training.

The Executive Board shall Approve / disapprove all county wide Shooting Sports activities that require a certified Shooting Sports leader. (practices, shoots, etc.)

**Article XVII – Voting**

All 4-H Project Leaders enrolled in the Shooting Sports Project shall be voting members for elections.

The Executive Board shall be the only voting members for all other items.

Date Adopted and Approved June 14<sup>th</sup>, 2011

Adams County 4-H Shooting Sports Coordinator / Co-Coordinator / Secretary / Treasurer (print / sign)

Coordinator: \_\_\_\_\_

Co-Coordinator: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_