BY-LAWS OF
KENT COUNTY 4-H SHOOTING SPORTS COMMITTEE

ARTICLE I – NAME
The name of the organization shall be the Kent County 4-H Shooting Sports Development Committee.

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

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

ARTICLE III – MEMBERSHIP
Section 1. Membership. Membership of the Committee must consist of:

(a) Michigan 4-H certified shooting sports instructors / leaders, and/or registered 4-H leaders on a volunteer basis.
(b) At least one representative from each shooting discipline; not more than two.
(c) At least one 4-H youth representatives; in compliance with Article III (a).
(d) At least one MSU Extension Educator Advisor

Section 2. Definition of 4-H Shooting Sports Personnel.

(a) Michigan 4-H Shooting Sports Instructor is an individual who has successfully completed the mandatory 4-H instructor certification workshop and is registered both with the county and the state as a certified shooting sports instructor.
(b) Michigan 4-H Shooting Sports Leader is an individual who has successfully completed the 4-H volunteer leader selection process and is working under the direct supervision of a certified shooting sports instructor.
(c) Michigan 4-H Shooting Sports Assistant is an individual who has NOT successfully completed the 4-H volunteer leader selection process and is working under the direct supervision of a certified shooting sports instructor.

Section 3. Removal of Members. At any meeting of the Committee, any officer or member may be removed by a two-thirds vote of members present for cause, including, but not limited to conduct that is not in keeping with the purpose of the Committee. The member against whom such action is proposed to be taken shall be informed in writing of the charges against him/her at least thirty days before the date of such meeting, the notice shall be included in the meeting notices to the members. Opportunity shall be given the member to present witnesses and be there in person or by counsel to answer thereto and disprove such charges.

ARTICLE IV – OFFICERS
Section 1. Officers. Officers of the organization will be a Chair, Co-Chair, Secretary, and Treasurer,

Section 2. Appointment of Officers. Officers will be appointed based on consensus of the Committee body at the first meeting following the Kent County Fair events.
Section 3. Terms of Office. Officers will be:
(a) Appointed for a one-year term.
(b) Eligible for re-appointment yearly.

ARTICLE V – DUTIES OF OFFICERS

Section 1. Duties of the Chairperson. The Chair will be the Chief Executive Officer of the Committee and shall:
(a) Preside over all meetings.
(b) Call special meetings as needed.
(c) Make appointments and assignments.
(d) Perform other duties as directed by the State 4-H Shooting Sports Committee.

Section 2. Duties of the Secretary. The Secretary shall:
(a) Send out notices of all meetings.
(b) Take minutes of each meeting; submitting formalized minutes to Kent County 4-H Extension Office
(c) Keep a record of Committee membership and attendance.
(d) Take responsibility for general Committee correspondence.

Section 3. Duties of the Treasurer. The Treasurer shall:
(a) Keep a record of all financial activity of Committee accounts.
(b) Present a financial report at each meeting.
(c) Authorize payments from the Committee accounts.
(d) Provide and submit all needed financial information to Extension Office.

Section 4. Duties of the Co-Chairman. The Co-Chairman shall:
(a) Ensure shooting sports instructor certifications are current.
(b) Maintain a list of current shooting sports instructor and registered 4-H leaders’ addresses and club affiliations.
(c) Report delinquent shooting sports instructor certifications to Committee.
(d) Send out recertification forms and annual report forms prior to October 1st of each year.

ARTICLE VI – MEETINGS OF THE COMMITTEE

The Committee shall meet at least twice annually. Meetings of the Committee shall be an open forum unless previously stated. Meetings shall include establishment of the annual calendar, certification questions, assignments, and committee reports. The Chair may call further meetings as needed.

ARTICLE VII – QUORUM

Fifty percent of the membership shall be necessary to constitute a quorum for the conduct of business and a majority of the members present at any meeting shall decide any questions coming before the Committee. Exception to fifty percent quorum for emergency removal of certified shooting sports instructor (see Article VIII) or committee member (see Article III, sect. 2).

ARTICLE VIII – REMOVAL OF SHOOTING SPORTS INSTRUCTORS / SHOOTING SPORTS LEADERS

Section 1. Removal of individuals not adhering to the State of Michigan 4-H Shooting Sports Rules including:
(a) Certified shooting sports instructors / leaders not adhering to the “Michigan State Shooting Sports Instructor Certification Policy” and “Michigan State 4-H Shooting Sports Program Safety Practices & Policies”.
(b) Individuals falsely representing themselves as certified shooting sport instructors.

Section 2. It will be the duty of the Kent County 4-H Shooting Sports Committee to:

(a) Notify in writing the instructor, leader or assistant in question and require their appearance before the Kent County Shooting Sports Committee.
(b) Hold a special meeting of the Committee to address the accusations.
(c) Decide whether to forward findings of the Committee to State of Michigan 4-H Shooting Sports Committee for further action.

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

Section 1. All Kent County Shooting Sport programs and operating polices will adhere to:

(a) Michigan State 4-H Shooting Sports Instructor Certification Policy.
(c) Kent County Policy and Procedures.

ARTICLE X – AMENDMENT OF BY-LAWS

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

Adopted and Approved – _____