

# LAWRENCE COUNTY YOUNG GUNS BYLAWS

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## Article 1 Team Name

### Section 1.1 Name

- 1.1.1 This organization shall be known as and called the Lawrence County Young Guns, hereinafter "LCYG", and/or "Team".

### Section 1.2 Affiliations

- 1.2.1 LCYG's is affiliated with the Lawrence County Sportsman's Association and will abide by all of LCSA rules and regulations.
- 1.2.2 Additional affiliations that LCYG's participants may be asked to join are, but not limited too;
  - 1.2.2.A Scholastic Shooting Sports Foundation (SSSF)
  - 1.2.2.B Scholastic Clay Target Program (SCTP)
  - 1.2.2.C National Sporting Clays Association (NSCA)
  - 1.2.2.D National Skeet Shooting Association (NSSA)
  - 1.2.2.E Amateur Trapshooting Association (ATA)

## Article 2 Objectives

### Section 2.1 Objective

- 2.1.1 The objective of this Team is to promote education of and encouragement for organized rifle, pistol and shotgun sports; to encourage good citizenship, good sportsmanship, honesty, self-discipline, team play, community service, and humanitarian services; to improve the safe handling and proper care of firearms; to promote marksmanship and competitive shooting and to uphold the Constitution of the United States of American, with special emphasis placed upon those Rights listed in the Second Amendment.
- 2.1.2 To promote the sport of shooting for the following purposes enumerated under 19 Pa. Code Ch. 41.4: athletic' a lawful business purpose to be conducted on a not-for-profit-basis; beneficial; benevolent; charitable; civic; education; health social.

### Section 2.2 Monetary Objective

- 2.2.1 This organization does not contemplate financial gain or profit, incidental or otherwise, to its members or to any individual other than as compensation to its employees, pursuant to an employment contract or other agreement. No part of the net earnings of LCYG shall be distributed to any member, director, or officer of the Team. Any income derived from the promotion of shooting by members of LCYG must be used for further promotion of shooting or for the general welfare of LCYG as a whole.

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- 2.2.2 Upon the 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.

## Article 3 Membership

### Section 3.1 Definition of Membership

- 3.1.1 The Members of this Team are those persons having membership rights in accordance with the provision of these By Laws.

### Section 3.2 Classes of Members

- 3.2.1 **Non-Voting Members** shall be open to those Athletes that shoot under the auspices of LCYG. They may attend general meetings and speak but may not vote or hold an executive office.
- 3.2.2 **Voting Members** shall be open and available to any parent or guardian of a LCYG Athlete. Each Athlete's household shall be limited to two (2) votes at each general/annual meet, as long as the member is in good standing as determined by the LCYG Board of Directors. Voting Members must be present to vote on any issue or elections.
- 3.2.3 **Coaching Member.** The head coach, assistant coaches, Board of Directors, and Trustees of any team shall have Voting Member status for that team.

### Section 3.3 Membership Dues

- 3.3.1 **Annual Dues** for each LCYG Athlete will be in the amount determined prior to the commencement of each Team session by resolution of the Board of Directors.
- 3.3.2 **Assessments** to the membership may be levied if the Board of Directors deems it necessary to meet the financial needs of the Team.
- 3.3.3 **Additional Fees** may be required for but not limited to: local, state, or national affiliations, registration, participating at shoots, additional private lessons.
- 3.3.4 Any member who fails to pay dues, meet entry assessment and/or other financial obligations within thirty (30) days after receipt of notice of their delinquency (or who fails to make arrangements for payment satisfactory to the Board of Directors) shall no longer be deemed a member in good standing of LCYG and thereby shall forfeit all rights and privileges of membership upon receipt of written notice.
- 3.3.5 **Pro-Rated** refunds of annual dues will be given only with approval by the Board of Directors.

### Section 3.4 Termination of Membership

- 3.4.1 The failure of a member to pay annual dues on or before their due date as set forth in section 3.3.4 herein shall result in termination.

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- 3.4.2 Termination shall result for cause, inconsistent with membership, after notice, hearing and conviction. The same guidelines as in section 4.9.1 herein shall be upheld.

## Section 3.5 Membership Discrimination

- 3.5.1 Neither membership in, nor services provided by the Team will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, sex, sexual preference, ancestry, or medical condition.

## Article 4 Officers

### Section 4.1 Officers

- 4.1.1 Elected officers shall include the President, Vice President, Secretary, each team's Treasurer, and Trustees.

#### 4.1.2 Duties of Officers

##### 4.1.2.A President

- A It shall be the duty of the President to preside at all meetings of the Team and of the Board of Directors to enforce the By-Laws.
- B Shall perform such additional duties as assigned from time to time by the Board of Directors.
- C Serve as the representative from LCYG in all matters with respect to the Lawrence County Sportsman's Assoc.
- D He/she may vote on alterations of the By-Laws, and also on expulsion of a member, but on all other matters he/she shall not vote except in the case of a tie, when he/she shall cast the deciding vote.

##### 4.1.2.B Vice President

- A It shall be the duty of the Vice President to perform all duties and exercise all power of the President when the President is absent or is otherwise unable to act.
- B He/She shall be responsible for coordinating and overseeing fundraising activities of the club.
- C In the event of a Board of Director vacancy, he/she shall temporarily fulfill the responsibilities of that position until a new officer is appointed.

##### 4.1.2.C Secretary

- A Shall keep and record the minutes of all meetings of the Team, and of the Board of Directors.
- B To send out and post meeting notices.
- C Shall handle such correspondence as requested by the President, or by the Board of Directors.

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- D Maintains the By-Laws of the Team, which consists of keeping both hard copies, and electronic files of said documents.

## 4.1.2.D Treasurer

- A Shall be responsible for the receipt, safekeeping and proper disbursement of all monies belonging to the Team.
- B He/She shall keep an accurate account of all monies received and expended and give such a report at each monthly meeting.
- C At the end of his/her term of office, he/she shall surrender all books, papers, funds, and other property of the Team to his/her successor.
- D Shall issue an annual financial report after an audit at the Annual meeting.
- E Each team's treasurer should be elected by their respective teams Voting Members only.

## Section 4.2 Board of Directors

- 4.2.1 The Board of Directors (BOD) shall consist of the elected officers as described in Section 4.1.1, and each team's Head Coach.

## Section 4.3 Trustees

- 4.3.1 Trustees will be added at the discretion of the Board of Directors not to exceed three (3) Trustees.
- 4.3.2 Trustees will assist the Board of Directors in carrying out the duties of the Board of Directors including holding Committee Chairperson positions when required.
- 4.3.3 Trustees shall have voting rights of Voting Members.
- 4.3.4 Trustees shall be elected at the Annual Meeting.

## Section 4.4 Term

- 4.4.1 The President, Vice President, Secretary, and Treasurer shall serve a three-year term. Trustees shall serve a three-year term.
- 4.4.2 Election Cycle:
  - 4.4.2.A Year One: President and one Trustee.
  - 4.4.2.B Year Two: Vice President and one Trustee.
  - 4.4.2.C Year Three: Secretary, Treasurer and one Trustee.

## Section 4.5 Election

- 4.5.1 The election of Officers and Trustees shall be held during the Annual Meeting (see 5.3.1). The election will be held by secret ballot, with the winning candidates being decided by majority vote of the voting members present.

## Section 4.6 Nominations

- 4.6.1 A Nomination committee shall be selected by the Board of Directors and shall consist of three voting members in good standing.

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- 4.6.2 Nominees shall come from any member or coach in good standing, which has been a voting member (see 3.2.2 and 3.2.3) or coach for at least one season.

## **Section 4.7 Re-election Eligibility**

- 4.7.1 All retiring officers shall be eligible for re-election for the same office.

## **Section 4.8 Installation of Officers**

- 4.8.1 Newly elected officers shall assume their office immediately after being elected to that office.

## **Section 4.9 Removal from Office**

- 4.9.1 Any Officer, Trustee or Chairperson Position may be declared vacant by a majority vote of all members of the Board of Directors, should the incumbent thereof neglect the duties of said office, or be found guilty by the Board of Directors of acts detrimental to the interests of the Team. The decision of the Board of Directors shall be final, except, that in the event that said Officer, Trustee or Chairperson who has been removed from office feels aggrieved by the action of the Board of Directors, may in writing request a hearing of the charges before the membership at large at its next monthly meeting. Notice of the hearing, including a statement of the charges and the Board of Directors findings, shall be sent to each member at least ten (10) days prior to the meeting at which the hearing will be conducted. The accused shall be given an opportunity to appear at the meeting to defend himself. Said Officer, Trustee, or Chairpersons case shall be decided by two-thirds (2/3) majority vote cast by ballot of the voting members present and voting at said meeting, and none of the members or the Team shall be liable for any statements made by any person at any such hearing.

## **Section 4.10 Filling Vacancies**

- 4.10.1 A vacancy among the Board of Directors during the fiscal years shall be filled by a majority vote of the remaining Board of Directors. The new officer, or trustee elected by the Board of Directors to fill the vacancy will serve out the unexpired term of the predecessor in office.

## **Section 4.11 Conflict of Interest**

- 4.11.1 Any member of the Board of Directors must agree to abstain in a vote, which the majority of the board recognizes as a conflict of interest.

## **Section 4.12 SSSF Membership and Clearances**

- 4.12.1 All members of the Board of Directors and Trustees must agree to become a member of the Scholastic Clay Target Program (SCTP) and complete a background check through SCTP.

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4.12.2 All members of the Board of Directors and Trustees must also obtain background checks as required by the Commonwealth of Pennsylvania for volunteering with children. This will include but not be limited to:

4.12.2.A Pennsylvania State Police Criminal Record Check

4.12.2.B Child Abuse History Clearance

4.12.2.C Federal Bureau Of Investigation (FBI) Criminal History Background Check or Signed Waiver.

## Article 5 Meetings

### Section 5.1 Members Meeting

5.1.1 A regular members meeting shall be held at a date and time to be set forth by the Board of Directors. Notice of the date, time, and place shall be made available to the members at least seven (7) days prior to the date of the meeting.

### Section 5.2 Board of Directors Meeting

5.2.1 The Board of Directors must meet a minimum of twice (2) a year

5.2.1.A One meeting must be held in October to select a nominating committee for the upcoming elections at the Annual Meeting.

5.2.1.B Second meeting must be held in January to set Membership Dues and review the following: coaching needs, the Teams By-Laws and Appendixes, and set schedule for upcoming season.

5.2.1.C Additional meetings may be called to handle the needs of the Team.

5.2.2 Board of Directors meetings are not open to Voting and Non-Voting members of the Team.

5.2.3 Minutes of the Board of Directors meetings shall consist of a summary of the actions taken at the meeting, and shall be designed to keep confidential any sensitive matters discussed.

### Section 5.3 Annual Meeting

5.3.1 An annual meeting shall be held prior to the beginning of the season at the Parent Informational Meeting.

### Section 5.4 Meeting Quorum

5.4.1 Five (5) members present, and voting shall constitute a quorum for a members meeting of the Team.

5.4.2 A majority of the board shall constitute a quorum for a Board of Director meeting.

5.4.3 One Voting Member from at least Fifty percent (50%) of the current Athlete's families, present and voting, shall constitute a quorum for the Annual Meeting of the Team.

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## Section 5.5 Special Meetings

- 5.5.1 If the need arises a special meeting of the Team may be called at the request of the President, the Board of Directors or ten (10) members of the Team; also a Board of Directors meeting may be called at the request of the President or three (3) members of said Board.

## Article 6 Chairpersons and/or Committees

### Section 6.1 Chairpersons

- 6.1.1 The following is a list of Board of Directors approved General Chairs and/or Committees.
  - 6.1.1.A Grant Acquisition
  - 6.1.1.B Apparel
  - 6.1.1.C Multimedia
  - 6.1.1.D Hospitality
- 6.1.2 The BOD may decide to have duplicate General Chairs and Committees to represent each discipline of team.

### Section 6.2 Chairperson Guidelines

- 6.2.1 Committees shall be formed by the Board of Directors to carry out the work of LCYG.
- 6.2.2 The chairperson shall be appointed by majority vote of the Board of Directors and is charged with overseeing the work of the said position.
- 6.2.3 Each chairperson may select members for his or her "committee" from the membership of LCYG to help fulfill the duties of said chairperson position.
- 6.2.4 Each chairperson shall report on the progress of operation of said position to the Board of Directors monthly or as is necessary.
- 6.2.5 Chairpersons are encouraged to attend regular monthly meetings.

## Article 7 Teams and Coaches

### Section 7.1 Teams

- 7.1.1 The following teams are recognized by the LCYG
  - 7.1.1.A Sporting Clay (September 2014). Sporting Clay is the founding team of LCYG. It holds the name of; "Lawrence County Young Guns"
  - 7.1.1.B Pistol (January 2015). Name; "Lawrence County Steel"

### Section 7.2 Forming of additional Teams

- 7.2.1 A new team may be formed under the auspices of LCYG by petitioning the LCYG Board of Directors in writing.

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- 7.2.2 The request then will be reviewed by the BOD, and if the New Team Guide Lines (Section 7.3) are met, a Bylaws change must take place as outline under Article 9.1.
- 7.2.3 Permission from the Lawrence County Sportsman's Association may also need to be obtained.

## **Section 7.3 New Team Guide Lines**

- 7.3.1 Only one team per discipline (i.e. sporting clays, pistol, rifle, trap, skeet, etc.) can exist under the LCYG name.
- 7.3.2 A new team MUST provide the BOD with;
  - 7.3.2.A A monetary plan and MUST NOT put any financial burden on any existing LCYG team.
  - 7.3.2.B The name of the Head Coach of the team.

## **Section 7.4 Coaches**

- 7.4.1 Each team should have a designated Head Coach
- 7.4.2 As stated in 3.2.3 the Head Coach shall have voting member status
  - 7.4.2.A As with any voting member, the Head Coach may run for and be elected to any elected officer position.
- 7.4.3 The Head Coach shall be a designated BOD member as stated in 4.2.1
- 7.4.4 Acquiring of Coaches
  - 7.4.4.A It is the responsibility of the Elected Officers to determine the number of Coaches necessary to fulfill the objectives of the Team.
  - 7.4.4.B It is also the Elected Officers responsibility to screen, interview, and acquire these Coaches.
  - 7.4.4.C The Elected Officers reserve the right to ask for or require back ground screening and/or clearances from its coaches and/or coaching applicants.
- 7.4.5 Coaches Responsibilities
  - 7.4.5.A The Head Coach must assume the responsibility of the entire coaching staff, the general coaching philosophy and the daily coaching activities.
  - 7.4.5.B It is the Head Coach's responsibility to make sure that all safety and range rules are presented to and understood by all of LCYG Athletes.

## **Section 7.5 Team Secretary**

- 7.5.1 At any Members Meeting for a respective team; a "secretary" should be appointed to record the minutes of the meeting.
- 7.5.2 After the meeting, the minutes should be typed up and delivered to the teams Head Coach and the BOD Secretary.
- 7.5.3 At the next BOD meeting, any and all respective team meeting minutes received by the BOD Secretary should be read and ratified as record.



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## Section 7.6 Volunteer and Coach Clearances

- 7.6.1 All Coaches and Committee Chairpersons must agree to become a member of the Scholastic Clay Target Program (SCTP) and complete a background check through SCTP.
- 7.6.2 All Coaches and Committee Chairpersons must also obtain background checks as required by the Commonwealth of Pennsylvania for volunteering with children. This will include but not be limited to:
  - 7.6.2.A Pennsylvania State Police Criminal Record Check
  - 7.6.2.B Child Abuse History Clearance
  - 7.6.2.C Federal Bureau of Investigation (FBI) Criminal History Background Check or Signed Waiver.

## Article 8 Expenditure of Funds

### Section 8.1 Small Expenditures

- 8.1.1 The Treasurer may dispense funds that may incur as normal operating expenses up to and including two hundred and fifty dollars (\$250) without any other prior approval.

### Section 8.2 Medium Expenditures

- 8.2.1 Expenditure of more than two hundred and fifty dollars (\$250.00) but less than two thousand five hundred (\$2500.00), must have BOD approval.
  - 8.2.1.A BOD approval can be obtained by any means (i.e. phone, email, texting etc.)
  - 8.2.1.B At the next regular meeting the Treasures Report shall include the method of contact and the “yeses”, “noes”, and “no responses” of all BOD members for said expenditure.

### Section 8.3 Large Expenditures

- 8.3.1 All members must have ten (10) days’ notice preceding any meeting at which a motion to spend two thousand five hundred (\$2500.00) of the funds of the Team is too be voted on. If expenditures of said amount are deemed an emergency nature, the calling of a Special Meeting of the Board of Directors can approve it; however, this transaction must be reported at the next monthly meeting.

### Section 8.4 Expenditure Exemptions

- 8.4.1 Certain reoccurring expenditures are exempt from Section 8.2 and 8.3. They are as follows;
  - 8.4.1.A Ammo purchases.
  - 8.4.1.B Items where the Treasurer serves as a go between of funds, (i.e. shoot fees, team apparel.)

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## Article 9 By-Law Changes

### Section 9.1 Changing the By-Laws

9.1.1 These By-Laws may be amended or altered by a two-thirds (2/3) vote of the members voting at any regular or special meeting of the Team, notice of proposed amendments or alterations and their nature having been given to all members at least ten (10) days prior to such meeting.

## Article 10 Parliamentary Authority

### Section 10.1 Governing Procedures

10.1.1 The rules contained in the current edition of "Robert's Rules of Order" shall govern LCYG in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws, and any special rules of order the Team may adopt.

### Section 10.2 Order of Business

- 10.2.1 Calling the Meeting to Order
- 10.2.2 Roll Call of Officers, Trustees, and Chairpersons
- 10.2.3 Setting of Next Month's Meeting
- 10.2.4 Reading of minutes of previous meeting
- 10.2.5 Treasurer's Report
- 10.2.6 Report of Officers
- 10.2.7 Report of Chairpersons
- 10.2.8 Communications
- 10.2.9 Unfinished Business
- 10.2.10 New Business
- 10.2.11 Good and Welfare of the Team
- 10.2.12 Adjournment

## Article 11 Ratification

**Section 11.1 The undersigned hereby certify that the foregoing is true and correct copy of the bylaws of the above named organization (Section 1.1) duly adopted by the Board of Directors on this date \_\_\_\_\_**

### Section 11.2 LCYG Board of Directors

- 11.2.1 President \_\_\_\_\_
- 11.2.2 Vice President \_\_\_\_\_
- 11.2.3 Secretary \_\_\_\_\_
- 11.2.4 Treasurer \_\_\_\_\_

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## Article 12 Appendix

**Section 12.1** The following attached Appendix is meant for information and reference use only. It is in no way meant for the use of governing procedures for the LCYG. It may serve as year to year, day to day operating practices of LCYG. Its content may be changed, added, or deleted to without any notice to the Team membership.

**Appendix 1 Revisions** – the following is a list of revisions to the LCYG’s By Laws with the date of the change and a brief description of the changes adopted.

### **Section 1.1 Rev 2 (September 2014)**

1.1.1 Total rewrite of the By Laws

### **Section 1.2 Rev 3 (February 2015)**

- 1.2.1 Addition of “Ratification”
- 1.2.2 Addition of "Lawrence County Steel"
- 1.2.3 Addition of Section 4.1.2.E and Section 7.5
- 1.2.4 Rewrite of Section 4.1.1, Section 4.2, and Section 6.1

### **Section 1.3 Rev 4 (March 2021)**

- 1.3.1 Deletion of Hyphens in inappropriate locations.
- 1.3.2 Correction of grammatical mistakes.
- 1.3.3 Replace “Club” with the word “Team”.
- 1.3.4 Replace “boys and girls” with the word “Athlete”.
- 1.3.5 Replace “shooter(s)” with the word “Athlete(s)”
- 1.3.6 Added to “Affiliations”: 1.2.2.C. National Sporting Clays Association (NSCA)
- 1.3.7 Added to “Affiliations”: 1.2.2.D. National Skeet Shooting Association (NSSA)
- 1.3.8 Added to “Affiliations”: 1.2.2.E. Amateur Trapshooting Association (ATA)
- 1.3.9 Section 3.2.2: added “Voting Members must be present to vote on any issue or elections.”
- 1.3.10 Section 3.2.3: added “... assistant coaches, Board of Directors, and Trustees” shall have Voting Member status “for that team”.
- 1.3.11 Section 4.1.1, Officers: added Trustees as elected Officers.
- 1.3.12 Added Section 4.1.2.B Duties of Vice President: “Shall be responsible for coordinating and overseeing fundraising activities of the club.”
- 1.3.13 Added Section 4.3 Trustees. Addition of up to three Trustees and define their role.

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- 1.3.14 Section 4.4.1: Changed BOD term from One to Three years.
- 1.3.15 Added Section 4.4.2. Election Cycle, Breakdown the election of officers be year.
- 1.3.16 Section 4.5.1: Election: “of Officers and Trustees” will be at the annual meeting.
- 1.3.17 Section 4.6.2, Nominees: added “coach”.
- 1.3.18 Added Section 4.12: SCTP Membership and Clearances. Board of Directors and Trustees must become SCTP member and complete background checks.
- 1.3.19 Section 5.3.1 Annual Meeting to be held “prior to the beginning of the season at the Parent Informational Meeting.”
- 1.3.20 Section 5.4.3 Meeting Quorum corrected to stay consistent with section 4.5
- 1.3.21 Section 6.1.1 Fundraising Committee removed. Vice President is responsible for fundraising, Section 4.1.2.B.
- 1.3.22 Section 6.1.1 Addition of Multimedia and Hospitality Committees
- 1.3.23 Section 6.2.1 Strike Chairperson and replace with “Committees”.
- 1.3.24 Section 6.2.2 Removed eligible committee members requirement to a be voting member.
- 1.3.25 Added Section 7.6 Volunteer and Coach Clearances. Coaches and Committee Chairs must become SCTP member and complete background checks.
- 1.3.26 Section 10.1.1 replace “RACE” with “LCYG.”
- 1.3.27 Added Section 11.2.4 Treasurer Signature line under ratification.

**Appendix 2 Year to year, day to day Operating Practices** – the following sections is to help current and future members of the LCYG’s with the yearly and daily reoccurring business and operating practice.

## **Section 2.1 (Blank at this Time)**

**Appendix 3 Growth** – as LCYG’s grows it needs to be ready and prepared to change and adapt. The following sections are just some areas and suggestions that should be considered when the time arises.

## **Section 3.1 Additional Trustees**

- 3.1.1 As the Team grows, consideration should be given to the addition of more trustees to the BOD. Thought should be given to electing a trustee to represent different age groups such as; one from 10th grade and up, one from 7th – 9th grade, and one from 6th grade on down.

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- 3.1.2 Another option is to awarding Trustees in relation to the size of individual teams. Example only; Additional Trustee for every Athlete increment of fifteen (15). So 0-15 Athletes — one (1) Trustee, 16-30 Athletes — two (2) Trustees, 31-45 Athletes three (3) Trustees, etc.

## **Section 3.2 Additional Chairperson**

- 3.2.1 Awards and Recognition – Be in charge of awards for hosted shoots. Take care of year end Banquet/Picnic planning. Organize team photos.

**Appendix 4 Addition of New Teams** – while it should be the goal of Lawrence County Young Guns to promote any and all disciplines of shoot among today’s youth. The addition of new teams should in no way hinder, impact, or otherwise undermine any existing LCYG team, or the hard work of those who built it to what it currently is. Careful consideration should be given to the re-organizing of the governing bodies of LCYG and its team’s. The following is only a suggestion.

## **Section 4.1 Practices**

- 4.1.1 Every effort should be taken to not have overlapping practice. This will give Athletes the opportunity to join more than one team.