
Northwest Section Bylaws Area I, USPSA/IPSC
Adopted 11 Sept '88; Revised 22 Oct '00, 20 Feb 05, 13 May 07, 26 Aug 07, 21 Apr 08

1. NAME

1.1. The name of the organization shall be "The Northwest Section," or "Team NORTHWEST."

2. OBJECTIVES

2.1. The members of The Northwest Section voluntarily associate in order to achieve certain civic and athletic objectives:

2.1.1. To encourage the growth of safe and practical shooting in our community by presenting an annual program of Practical Shooting matches open to all qualified shooters.

2.1.2. To promote greater gun safety in our community by sharing our knowledge of safe, practical gun handling techniques and ethics with others through an annual series of educational clinics on safe, practical shooting.

2.1.3. To encourage participants in this sport to develop those characteristics of self-control, honor, integrity, and civility which are the hallmarks of the Practical Shooter.

2.1.4. To adopt and enforce for the betterment of the sport of practical shooting the uniform rules and regulations of the United States Practical Shooting Association

2.1.5. To actively and vocally defend the Second Amendment to the United States Constitution and the individual right to keep and bear arms guaranteed thereby.

2.2. Team NORTHWEST is a representative, legislative, executive, and supervisory organization, and shall have jurisdiction over its individual members, affiliated clubs, and events billed as Section matches.

3. MEMBERSHIP

3.1. There shall be three types of Section membership:

3.1.1. **REGULAR MEMBERSHIP** -- A shooter may become a "Regular Member" of the Northwest Section by -- (1) Passing a Shooter Safety Check, (2) Safely completing three USPSA approved matches, and, (3) submitting a one-time registration fee, which shall be set by the Section Executive Committee. He or she shall then be entered in the Section Database and maintained there so long as he or she shall meet the eligibility requirements of the Section and the USPSA.

3.1.1.1 In observation of the hard work and dedication by Northwest Section Club Representatives and SXCOM officers, all PAST, present and future NWS club representatives and SXCOM officers are granted permanent Regular Member status of the Northwest Section.

3.1.2. **ACTIVE MEMBERSHIP** -- To be an Active Member of the Section, a shooter must meet all requirements for Regular membership, and, in addition, be --

3.1.2.1. A USPSA member in good standing

3.1.2.2. A member in good standing of an IPSC affiliated club in the Section, and,

3.1.2.3. A resident of Washington State

3.1.2.4. Only Active Members are eligible for Section Slots to the USPSA National Championships

3.1.3. CLUB MEMBERSHIP -- A USPSA affiliated club that wishes to become a member of the Section must apply to the Section Executive Committee, which will vote upon its application. If accepted, an authorized representative of the newly-affiliated Club will sign a copy of the Section Bylaws for the record, signifying its acceptance of, and intention to abide by, Section rules, policies, procedures.

3.1.3.1. ASSIGNMENT OF MATCH DAYS -- the Section Executive Committee shall assign a monthly match day to each Section club, and will be the sole arbiter of any scheduling conflicts between clubs. When considering assigned match days, the Section Executive Committee will take into account geographical proximity to other Section Clubs, longevity in the Section, and all other pertinent factors.

3.2. The Northwest Section is a purely voluntary association; acceptance of an individual member or a club is discretionary. The Section may, for good and just cause, refuse to affiliate, or disaffiliate existing, members and/or clubs. "Good and just causes" include but are not limited to:

3.2.1. Malfeasance in activity reporting or other financial matters

3.2.2. Failure to report mission counts to the Section and/or USPSA

3.2.3. Unsafe conditions, or unsafe actions within an otherwise safe facility.

3.2.4. Failure to adhere to USPSA and/or Section guidelines and requirements

3.2.5. Behaviors or actions likely, in the opinion of the Section Executive Committee, to bring the Section, USPSA, or sport into disrepute

4. CLUB ACTIVITY FEES

4.1. Section Clubs shall complete, and submit a standard Section Activity Report and pay a Section Activity Fee, to be established by the Section Executive Committee, per shooter per match to the Section Secretary/Treasurer within ten (10) days of the event.

4.2. Each Section Club shall submit the appropriate USPSA Activity Fees for every USPSA match directly to the national office in Sedro Woolley, and shall document such submittals in a standard Section Activity Report.

4.3. The Section Coordinator and Treasurer shall be responsible for monitoring club activity and submittals to the Section and USPSA to insure proper mission count for the Section membership.

4.4. The Section Coordinator and Treasurer shall be responsible for maintaining a Section checking account. Legitimate costs incurred by SXCOM officers in the performance of their assigned duties, properly substantiated, will be reimbursed from this from this Section treasury.

5. SECTION EXECUTIVE COMMITTEE (SXCOM)

5.1. An Executive Committee shall govern the Section. The committee shall be composed of the following officers:

5.1.1. SECTION COORDINATOR -- The Section Coordinator presides at all Section meetings, and represents Team NORTHWEST to USPSA's Area I and national bodies.

- 5.1.2. DEPUTY SECTION COORDINATOR -- A Deputy Section Coordinator shall be elected to serve in the absence of the Section Coordinator.
 - 5.1.3. CLUB REPRESENTATIVES -- The president or designated representative of each affiliated club within the Section shall represent his or her club on the SXCOM.
 - 5.1.4. SECTION INFORMATION OFFICER -- A Section Information Officer shall be elected by the SXCOM.
 - 5.1.5. SECTION TRAINING OFFICER -- A Section Training Officer shall be elected by the SXCOM.
 - 5.1.6. SECRETARY -- A Section Secretary shall be appointed by the Section Coordinator and approved by the voting members of the SXCOM.
 - 5.1.7. TREASURER -- A Section Treasurer shall be appointed by the Section Coordinator and approved by the voting members of the SXCOM.
 - 5.1.7.1. At the discretion of the SXCOM, the Secretary's and Treasurer's positions and duties may be combined if and as needed.
 - 5.1.8. PAST SECTION COORDINATORS -- May participate at meetings, but without vote.
 - 5.1.9. SPECIAL COUNSEL -- Each club representative as well as the Section Coordinator may choose one person, as special counsel, to participate in scheduled meetings, but without vote.
 - 5.1.10. SHOOTERS' REPRESENTATIVE -- A Shooters' Representative, elected at the Annual General Meeting, may all attend SXCOM meetings, with full voting privilege.
- 5.2. VOTING MEMBERS -- Voting members of the SXCOM at all regular business meetings are the Section Coordinator, Deputy Section Coordinator, Club Representatives, Secretary, Treasurer, Section Information Officer, Section Training Officer, and Shooters' Representative. No person holding more than one office or position may cast more than one vote, except that Club Representatives also serving as Section Officers may cast votes for both the section, and for their Club.

6. DUTIES AND RESPONSIBILITIES OF THE SXCOM

6.1. SXCOM GENERAL

- 6.1.1. Designates those officers who are authorized to sign for withdrawals from Section accounts
- 6.1.2. Reviews and ordered paid all bills of the Section
 - 6.1.2.1. SXCOM may authorize the Treasurer to pay without delay all routine bills such as phone charges, xerography, budgeted expenses, or the like.
- 6.1.3. Appoints the Audit Committee to audit the Section's accounts each year.
- 6.1.4. Directs and controls the annual Section Championship
- 6.1.5. Resignations
 - 6.1.5.1. A SXCOM officer who finds it necessary to resign is required to submit a written resignation to the SC. If the SC resigns, this written resignation must be submitted to the DSC.

6.1.5.2. Vacancies occurring in office may be filled at the SC's discretion with the approval of the SXCOM. When such an appointment is approved, that individual holds that position for the remainder of the unexpired term.

6.1.5.3. The SXCOM may demand the resignation of any SXCOM member if they fail to attend two consecutive SXCOM meetings. This is an enabling provision only; it is not mandatory that a resignation be requested.

6.1.5.3.1. The SXCOM may not declare a pro forma vacancy if a SXCOM member misses two consecutive meetings.

6.1.5.3.2. The affected member shall be afforded the opportunity to appear before the SXCOM to explain why they missed the meetings. If the SXCOM determines that the excuse(s) is/are not valid, their resignation may be requested, and/or a vacancy declared.

6.2. SECTION COORDINATOR (SC)

6.2.1. Presides at all Section Meetings

6.2.2. Prior to SXCOM meetings, prepares and distributes the meeting agenda

6.2.3. Signs warrants, supported by statements which are drawn on the Section treasury as ordered paid by the SXCOM. Verifies the Section bank account monthly

6.2.4. Appoints members to special and standing committees (unless otherwise provided for herein or in motion requesting a Special Committee).

6.2.5. Appoints the Northwest Challenge production committee.

6.2.6. The SC is an ex-officio member of all special committees, with the same rights (voice and vote) as other committee members.

6.2.7. The SC is not obligated to attend meetings of special committees, and is not counted in determining if a quorum is present for meetings of the special committee(s).

6.3. DEPUTY SECTION COORDINATOR (DSC)

6.3.1. Shall be familiar with the duties and responsibilities of the SC

6.3.2. Shall attend all SXCOM meetings and assume the chair if and when the SC relinquishes it

6.3.3. Shall serve as SC in his or her absence

6.3.4. The DSC is an ex-officio member of all special committees, with the same rights (voice and vote) as other committee members.

6.3.5. The DSC is not obligated to attend meetings of special committees, and is not counted in determining if a quorum is present for meetings of the special committee(s).

6.4. CLUB REPRESENTATIVES

6.4.1. The club president, USPSA chairman, or other designated representative from each Section club shall represent their club at all SXCOM meetings.

6.4.2. If he or she cannot attend a scheduled SXCOM meeting, he or she shall insure that a proxy will be present, and shall so inform the SC.

6.5. SECTION INFORMATION OFFICER (SIO)

6.5.1. Maintains current mailing lists

6.5.2. Maintains current and distributes standard Section forms and reports

6.6. SECTION TRAINING OFFICER

6.6.1. Serves under the direction of the SC

6.6.2. Directs the production of Section training courses and programs

6.6.3. Assists Section clubs in producing training clinics and programs

6.7. SECRETARY

6.7.1. In the absence of both the SC and DSC, acts as SC

6.7.2. Records all proceedings at SXCOM meetings

6.7.2.1. Minutes of SXCOM meetings will be retained indefinitely

6.7.3. Maintains records such as committee reports, SXCOM roster, Section bylaws, et al

6.7.4. Prepares an "Acts of the SXCOM" summary to be presented at the Annual General Meeting; this is a summarized report of actions taken by the SXCOM over the course of the previous year, not complete meeting minutes

6.7.5. For standing and special committees, provides all records, motions, etc. that pertain to that committee, along with the names of the committee members.

6.7.6. The Secretary is an ex-officio member of all special committees, with the same rights (voice and vote) as other committee members.

6.7.7. The Secretary is not obligated to attend meetings of special committees, and is not counted in determining if a quorum is present for meetings of the special committee(s).

6.8. TREASURER

6.8.1. Maintains all Section financial records such as receipt and warrant books

6.8.2. Keeps a correct account of all earnings, savings, reserves, holdings, receipts, and disbursements

6.8.3. At each SXCOM meeting, submits a current report in detail with an itemized statement of all financial transactions of the SXCOM

6.8.4. Maintains a reserve equal to at least one year's operating expenses at all times

6.8.5. Receives Section Activity Reports and fees, deposits activity fees and other income in the name of the Section in a timely manner, and maintains proof of deposits.

6.8.6. Issues all checks, supported by itemized statements, as ordered paid by the SXCOM:

6.8.6.1. The Treasurer will disburse funds only after receiving itemized statements and supporting documents, such as receipts, and approval by the SXCOM.

6.8.6.2. Two authorized officers' signatures are required on all withdrawals in the name of the Section (checks, money orders, cashier's checks, et al) in excess of two hundred dollars (\$200.00). Expenditures previously approved by the SXCOM, specifically set forth in that year's approved budget, and/or expenditures of less than \$200.00 require the signature of only one Section Officer.

6.8.7. Section funds shall not be deposited into accounts that are not federally insured (FDIC or equivalent)

6.8.8. The Treasurer is an ex-officio member of all special committees, with the same rights (voice and vote) as other committee members.

6.8.9. The Treasurer is not obligated to attend meetings of special committees, and is not counted in determining if a quorum is present for meetings of the special committee(s).

6.9. SHOOTERS' REPRESENTATIVE

6.9.1. The Shooters' Representative is elected by secret ballot of all Section members voting at the Annual General Meeting, and serves as "the shooters' voice" at SXCOM meetings.

6.9.2. He or she shall be an active competitor who visits or competes at all Section clubs frequently enough to accurately reflect the "general mood" of the membership at SXCOM meetings.

7. MEETINGS

7.1. REGULAR MEETINGS -- The SXCOM shall meet not less than once each calendar quarter. A written notice of the meeting together with a venue and draft agenda shall be mailed to all members no less than fourteen (14) days prior to any regular meeting.

7.2. CANCELLATION OR RE-SCHEDULING -- A scheduled SXCOM meeting may be cancelled or rescheduled at the direction of the SC only, and then only with a minimum of seven (7) days written notice to all SXCOM members. The notification will state the reason for the change, and will include the venue for the re-scheduled meeting.

7.3. QUORUM -- At least one-half of the voting members must be present at any Section Meeting to conduct business.

7.4. SPECIAL MEETINGS -- Special meetings can be called upon the written request of three or more of the voting members of the SXCOM. The purpose of the meeting shall be stated in the request. Except in cases of emergency, at least seven (7) days written or telephone notice shall be given to all SXCOM members. A quorum must be present to conduct the special meeting. All actions taken during an emergency meeting will be reviewed at the next regularly scheduled SXCOM meeting.

7.5. ANNUAL GENERAL MEETING -- An Annual General Meeting, open to all active Section members, shall be conducted in February of each calendar year. The Shooters' Representative shall be elected at this meeting by secret ballot of the Section members in attendance. SXCOM members may not participate in this election, except as representatives of their home club.

8. ELECTIONS

- 8.1. The SC, DSC, SIO, and Training Officer for the following year will be elected at the 4th quarter SXCOM meeting held each year. Club Representatives (only) will make nominations from the floor.
- 8.2. These officials shall be elected by secret written ballot of the Club Representatives on the basis of "one club, one vote." They shall serve for one year or until their successors are elected. Their term of office shall begin at the close of the meeting at which they were elected.
- 8.3. The incoming SC shall announce his or her appointments for the positions of Secretary and Treasurer at the next SXCOM meeting, over which he or she shall preside.

9. FINANCES

- 9.1. The SC is ultimately responsible for the finances of the Section. He or she will appoint a Treasurer to coordinate and monitor the finances of the Section.
- 9.2. The Section will maintain a minimum balance of one full year's operating expenses at all times.
- 9.3. AUDIT COMMITTEE--An Audit Committee comprised of three SXCOM members shall be appointed by the SXCOM at the 3d Quarter meeting. The Audit Committee shall audit all the Section accounts and report their findings to the SXCOM at the 4th Quarter meeting.

10. JURISDICTION

- 10.1. The SXCOM may properly consider any and all issues pertaining to USPSA activity in the area currently known as the Northwest Section of the USPSA.
- 10.2. In the event that there is a question about the conduct of an USPSA match, the interpretation of USPSA/IPSC rules, or application of other rules or principles, the SC shall be empowered to make ruling on the issue in question, and the clubs conducting the match covenant to abide by such ruling.
- 10.3. In cases where immediate action is not required, the SC will form a special committee of senior Certified Range Officers to advise him on the issue.
- 10.4. In matters of compliance with USPSA/IPSC rules and doctrine, the SC shall be subordinate to the SXCOM.

11. CHAMPIONSHIP SERIES

- 11.1. National Championship Slots earned by the Section shall be pooled, and awarded based on Individual performance in an annual "Championship Series" of matches.
- 11.2. The SXCOM shall establish the schedule for each annual Championship Series. Each Section Club shall conduct one (only) Championship Match in an annum. Championship Series dates will be set for the following year at the 4th Quarter SXCOM meeting.
- 11.3. From year to year the Section may include a Section Championship Match ("The Northwest Challenge") in addition to the Club level Championship Series Matches.
- 11.4. Competitors must be an "Active Member" to be eligible for a Section Slot.
- 11.5. A cogent Championship Series policy shall be developed by the SXCOM, and published to the Section, prior to the commencement of each year's Championship Series.
- 11.6. Because competition for National Slots is usually keen, Section Clubs will conduct Championship Series Matches in strict accordance with published "Championship Series Match Requirements", to insure fairness and production quality.

12. SECTION CHAMPIONSHIP

- 12.1. It shall be the responsibility of the SXCOM to strive to insure that a Section Championship Match, called "The Northwest Challenge," is held annually. This Section Championship match will be conducted under the rules and guidelines of the USPSA/IPSC, and billed and held as a "sanctioned" event.
- 12.2. The Northwest Challenge (NWC) shall be a reduced entry fee plaques and trophies match, and shall be self-supporting.
- 12.3. The SXCOM shall act as the Championship Steering Committee. It shall approve the championship policies, the selection of a host club and Match Director (MD), his or her staff appointments, and the terms of a written contract between the Section and the host club.
 - 12.3.1. The SXCOM shall appoint a Production Committee (PROCOM) comprised of at least three SXCOM officers, to oversee the preparation and conduct of the Section Championship. Non-SXCOM members may be appointed to serve on the PROCOM based on availability and suitable qualifications.
 - 12.3.2. The PROCOM and MD will execute a written agreement for the match, to address, at minimum: Fee and awards structure, match budget, number of COF's and rounds, schedule, staffing, and expenses to be borne by each party.
 - 12.3.3. The MD will conduct monthly PROCOM meetings leading up to the event. These may be conducted in conjunction with regularly scheduled Section club matches, by conference call, by net meeting, or other format.
- 12.4. Where practicable, to avoid any real or perceived conflict of interest, the SC shall not serve as MD for the NWC.
- 12.5. The Match Director shall submit his or her proposed match budget and entry fee structure to the SXCOM for review and approval in a timely fashion.
- 12.6. The SXCOM shall review and approve all courses of fire for the NWC.
- 12.7. The SXCOM may opt to grant the NWC a "bridging loan," and may, finances permitting, opt to furnish match awards, but will under no circumstances be obligated to the host club for any expenses not expressly agreed to well in advance of the match and suitably documented in the SXCOM's meeting minutes. All Section warrant and disbursement policies will apply.
- 12.8. Upon conclusion of the Championship, the SXCOM will be given full and free access to, and will audit the Championship books.
- 12.9. The SXCOM may, in the event of good and just cause, at the direction of the PROCOM, expropriate, disavow, or relocate the Northwest Challenge. "Good and just causes" include, but are not limited to:
 - 12.9.1. Breach of contract
 - 12.9.2. Financial malfeasance
 - 12.9.3. Failure to adhere to USPSA and/or Section rules and guidelines
 - 12.9.4. Unsafe conditions, or unsafe actions on an otherwise safe range

13. USPSA/IPSC MATCHES DEFINED

- 13.1. Section clubs agree, as a condition of affiliation, that any match that is not run in strict conformance with the published USPSA/IPSC rules and guidelines will not be represented as an approved USPSA/IPSC match.
- 13.2. Section clubs are free to conduct non-USPSA “special” matches or series (single-stack, revolver, concealed carry, et al) on an off-schedule basis (e.g. fifth weekends). Such “special” matches or series shall be suitably publicized well in advance via the Section newsletter and/or website.
- 13.3. “Special” series or events that are conducted during the regular Section match schedule shall:
 - 13.3.1. Be conducted in strict conformance to USPSA rules, including recognition of USPSA competition categories,
 - 13.3.2. not exclude approved equipment nor stipulate the number of rounds loaded, and,
 - 13.3.3. be suitably publicized well in advance via the Section newsletter and/or website.
 - 13.3.4. Clubs conducting “special” events (e.g. revolver series) as part of their regular match schedule may opt to award only that “special category” of participant, but will specifically allow (and produce match results for) all other USPSA-recognized categories of competition (e.g. Open and Limited).

13.4. Drug and Alcohol Policy

- 13.4.1. For purposes of the following: A "Northwest Section event" is defined as any event which generates income for the Section, from commencement of the shooters' meeting until all shooting is complete and final results posted. "Range" or "on the range" is defined as anywhere on club property.
- 13.4.2. All competitors and match officials at all Northwest Section events are required to be in complete mental and physical control at all times on the range. The range is strictly off-limits to anyone who has consumed any substance that may adversely affect their actions and/or safety awareness. This includes, but is not limited to, alcoholic beverages and prescription drugs.
- 13.4.3. Illegal drugs are strictly forbidden at any Northwest Section event.
- 13.4.4. Any person attending - or officiating at - any Northwest Section event that is found to be in possession - or under the influence of - any substance described above shall be immediately disqualified and escorted from the range. A second violation will result in lifetime banishment from all future Northwest Section events.
- 13.4.5. Neither the Section, nor any affiliated club, shall procure or provide alcoholic beverages at any Northwest Section event, off-range event, or Section meeting, or in any other venue reasonably recognized as a Section function.

14. PUBLISHED POLICY STATEMENTS

- 14.1. Policy statements and policy changes shall be publicized to the membership via the section website.

15. PARLIAMENTARY AUTHORITY

- 15.1. The rules contained in the current edition of Robert's Rules of Order Modern Edition shall govern the Section in all cases where they are applicable and do not conflict with these bylaws and/or any special rules of order which the Section may adopt.

16. SECTION BYLAWS

- 16.1. The Section Secretary will provide a copy of the Bylaws to each SXCOM member at the first meeting of each year, and will provide copies of the Bylaws to Section members if and as requested.
- 16.2. If a Section website is maintained, the Bylaws shall be available in a commonly used format for download.
- 16.3. These bylaws may be amended 1) by electronic vote (email or web-vote) or 2) at a regular meeting of the SXCOM by a simple majority vote provided that the proposed amendment has been submitted in writing at the previous regular meeting or written notice has been given to all voting members at least fifteen (15) days prior to the meeting.
- 16.4. These bylaws were first adopted on 11 September 1988. Last revised and amended 26 August 2007, superseding all previous versions.

17. "WRITTEN NOTICE" DEFINED

- 17.1. Wherever the term "written notice", "notice" or "mail" appears above, electronic mail (or "e-mail") shall be adjudged equal in import, content, validity, and bearing.
- 17.2. The Secretary is responsible for maintaining current and distributing a SXCOM member roster, with phone and fax numbers, and e-mail addresses as available.

Revision History:

22 Oct '00

20 Feb 05 – AGM changed from January to February of each year. A-Zone dropped.

18 Feb 07 – Changes to 8.1. Additions to 11.2 setting Series dates. Changes to definition of Section Member and removal of Regular Member and additions to Active Member (striking 3.1.1, 6.5.4, 6.5.6). Change references of "Slot Series" to "Championship Series". Changed references of "IPSC" to "USPSA".

13 May 07 – Changes to 16.3 to allow for electronic voting for bylaw changes.

26 Aug 07 – Roll back the changes to the definition of a Section Member to its original pre 18-Feb-07 definition (3.1). Removal of Active Membership requirement for non-slot awards in the Championship Series (11.4)

21 Apr 08 – Added 3.1.1.1