

AMATEUR TRAPSHOOTING ASSOCIATION

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COMPLAINT PROCEDURES

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OFFICIAL SUMMARY

Rev. 03/27/2007 - R11 - DRAFT

ATA By-Laws

Art. III, Sec. 5: Suspension and Expulsion of Members

The Executive Committee hereby has the power vested in it to suspend any Life or Annual Member of the Corporation for such period of time, including life expulsion, for cause as may be determined by the majority vote of the Executive Committee. Charges against the accused must be in writing and a copy of said charge must be furnished the member so charged by mailing said charges to him/her at least ten (10) days prior to any action being taken by the Executive Committee

ATA Official Rules

Sec. XII, Disciplinary Action, Disqualification and Reinstatement

Sec. XII, C., 4., Investigating Complaints

Sec. XII, C., 4., a., All complaints of ATA Rule(s) violation(s) shall meet the following requirements:

- (1) Shall be in writing and shall be signed by the complainant(s).
- (2) Shall be dated with the effective date that the complaint is made, and shall contain the exact date(s) of the alleged Rule(s) violation(s).
- (3) Specific Official Rule(s) alleged to have been violated shall be stated if known by the complainant.
- (4) Full details of the incident(s) upon which the complaint is based must be made, and must include a statement of facts sufficient to describe the incident ... and sufficient to establish that violation(s) of Official Rule(s) occurred.
- (5) The location, name and address of the gun club where the alleged violation occurred must be stated (Special application of Sec. XII, B., 1., e).
- (6) Names and addresses of any witnesses to the alleged violation(s) must be stated.
- (7) Complaint may only be made by an ATA life of annual member or gun club in good standing.

Sec. XII, C., 4., b., All complaints of violation(s) of ATA Official Rules must be made within **sixty (60) days** after the date of the alleged violation(s) occurred. In the event a claim is made, or a defense is raised that a complaint was not timely made, the earliest of the following dates shall control:

- (1) The date of receipt by the ATA Executive Director (**.... or other ATA official as designated by corporate resolution**); or
- (2) The date of postmark of the envelope in which the complaint was transmitted; or
- (3) The date of transmittal to the ATA Executive Director by any electronic media, provided, that a hard copy showing date of transmittal can be printed, and provided further that the original signed complaint and hard copy proof of electronic transmittal are mailed or delivered to the ATA Executive Director [supra: refer to corporate resolution] on the same date transmitted.

Sec. XII, C., 4., c., All complaints shall be sent or delivered to the ATA Executive Director [supra] at the ATA main office ... upon receipt of a written complaint, the ATA Executive Director [supra] shall:

- (1) Cause each complaint to be assigned a number;
- (2) Examine the complaint to determine if it substantially complies with the requirements set forth herein;
- (3) If the Executive Director [supra] determines that the complaint alleges a serious breach of safety he/she shall immediately notify the ATA President of the alleged violation. The President may direct the Executive Director [supra] to issue an administrative suspension of the member pending inquiry and action by the Executive Committee as set forth herein;
- (4) If the Executive Director [supra] determines that the complaint substantially complies with the requirements herein, he/she shall mail the complaint to the ATA State or Provincial Delegate representing the State of Province in which the alleged violation occurred;
- (5) If the Executive Director [supra] determines that any of the following conditions exist:
 - (a) The complaint is directed against the ATA State or Provincial Delegate representing the

50 State of Province in which the alleged violation occurred; or
51 (b) The Delegate has an obvious conflict of interest; or
52 (c) The Delegate recuses himself/herself, he/she shall assign the investigation to the
53 Alternate Delegate(s) in succession. If one of the conditions described in (5), (a), (b),
54 or (c) exist as to all available Alternate Delegates, then the Executive Director [supra]
55 shall **promptly** notify the ATA President. Within **ten (10) days** after the receipt of
56 such notification, the ATA President shall contact each voting member of the Executive
57 Committee and, based on the majority vote of the Executive Committee shall instruct
58 the Executive Director [supra], who shall be assigned to conduct the investigation. In
59 the event the person so assigned shall be unable or unwilling to conduct the
60 investigation, the ATA President shall repeat this procedure until an individual has been
61 selected to conduct the investigation.

62 (6) If the Executive Director [supra] determines the complaint does not substantially comply with
63 the requirements set forth, he/she shall return the complaint to the complainant with a letter
64 informing the complainant of the reason(s) why the complaint does not comply with the Official
65 Rules. Any defective complaint may be resubmitted by the complainant, however the **sixty**
66 **(60) day** time limit is not tolled by this procedure.

67 **Sec. XII, C., 4., d.** Within **fourteen (14) days** after receipt of the complaint from the ATA Executive
68 Director [supra], the Delegate or individual appointed to conduct the investigation shall serve written
69 notice of the complaint and a copy on the alleged violator, by certified mail, return receipt requested.
70 The alleged violator shall be informed that a written response is required within **fourteen (14) days**
71 of receipt of the notice. A copy of the notice and a copy of the complaint, along with copies of any
72 other documentation that is in the possession of the Delegate or individual appointed to conduct the
73 investigation, shall be sent to the Vice President of the Zone in which the alleged violation occurred.
74 The Delegate or individual appointed to conduct the investigation shall thoroughly investigate the
75 allegations of the complaint and shall obtain witness statements in writing, signed by the witness(es)
76 whenever reasonable, possible or practicable.

77 **Sec. XII, C., 4., e.** Upon receipt of any answer from the alleged violator, or if no such answer is
78 received within **fourteen (14) days** after his/her receipt of the notice, or immediately upon receipt
79 of notice of non-acceptance ... and then within **twenty eight (28) days** shall, in writing, recommend
80 appropriate action to the Zone Vice President.

81 **Sec. XII, C., 4., f.** The Zone Vice President, upon receipt of the recommendations, shall review the
82 entire file, and within **fourteen (14) days** after receipt shall write his/her recommendations, with
83 supporting facts, to all members of the Executive Committee. Each member of the Executive
84 Committee will be provided a complete copy of the file and all recommendations **accompanied by an**
85 **ATA Official Ballot.**

86 **Sec. XII, C., 4., g.** All members of the Executive Committee shall within **fourteen (14) days**, after
87 their receipt of the Zone Vice President's recommendations, advise the ATA President of their agreement
88 or disagreement with the recommendations of the Zone Vice President or any modification thereof. **All**
89 **Official notifications required under Section XII, C., 4., Subsections (e), (f), and/or (g),**
90 **herein, may be effected by utilizing the Official Ballots as supplied or, in the alternative,**
91 **scheduled for an adjudication hearing during any special or regularly scheduled meeting**
92 **(teleconference or otherwise) of the Executive Committee, time requirement(s) permitting,**
93 **subject to Section XII, C., 4., I.**

94 **Sec. XII, C., 4., h.** After receipt of notice of agreement or disagreement from each member of the
95 Executive Committee, or modifications approved by a majority of the Executive Committee, the ATA
96 President shall cause **reasonably prompt and** appropriate action to be taken in accordance with the
97 majority vote of the Executive Committee.

98 **Sec. XII, C., 4., I.** Any time requirement set forth in these Rules may, for good cause, after written
99 request of a Zone Vice President, be extended by the President or his/her designate.



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ADJOURNMENT

FOR THE GOOD OF THE AMATEUR TRAPSHOOTING ASSOCIATION, President D. Ray Greb called for the presentation of further business, with no response, and subsequent to reviewing the **Meeting Agenda** and polling the **Executive Committee Members**, it was determined that there was no further business to properly come before the **Executive Committee** at this **Regularly Scheduled Teleconference Meeting**, and on unanimous concurrence of all **Executive Committee Members** present, this **Regularly Scheduled Teleconference Meeting** was adjourned at **14:35 Hrs., Eastern Standard Time, March 07, 2007.**

Respectfully submitted:

Certification:

I, **G. Mike Seitz, Corporate Secretary**, of the **Amateur Trapshooting Association** and recording for the **Executive Committee**, hereby certify that the foregoing **Excerpt from the Minute Record** is substantially accurate and complete, subject to edification of the **Executive Committee** as a whole. The undersigned, duly appointed Secretary of the **Amateur Trapshooting Association**, further certifies:

“ Notice of this **Regularly Scheduled Teleconference Meeting** of the **Executive Committee** of the **Amateur Trapshooting Association**, held on **March 07, 2007**, was properly given.

“ At the Meeting(s) of this **Regularly Scheduled Teleconference Meeting** of the **Executive Committee** of the **Amateur Trapshooting Association**, a quorum was constituted in accordance with said Notice.

By:  Secretary
G. Mike Seitz
Amateur Trapshooting Association

