

SECTION OPERATIONS AND GOVERNANCE

Purpose

This policy establishes the framework for organizing, chartering, and operating Sections within USPSA Areas, defines the role and responsibilities of Section Coordinators, and ensures accountability and service to affiliated clubs and members at the local level.

Scope

This policy applies to all USPSA Sections, Section Coordinators, affiliated clubs within Sections, and Area Directors with Section oversight responsibilities.

Policy

1. Definition and Purpose of Sections

1.1 Definition

A Section is a state or geographical area that contains a minimum of two (2) affiliated clubs and is chartered by the Corporation.

1.2 Purpose

The Section is the local link to USPSA for the members and Section clubs, providing:

- Direct support and communication to affiliated clubs
- Local coordination of activities and competitions
- Distribution of National Championship slots
- Member services and organizational representation

2. Section Chartering

2.1 Chartering Authority

The Chairperson of the Board of Directors (or Director At Large in the Proposed Bylaws) may charter a Section either:

- a) Upon application of the clubs within a defined geographical area; OR
- b) By splitting an existing Section upon the recommendation of the Area Director.

2.2 Minimum Requirements

A Section must contain a minimum of two (2) affiliated USPSA clubs to be eligible for chartering.

2.3 Initial Section Coordinator Appointment

The Area Director shall appoint a Section Coordinator to administer a Section until the clubs hold an election.

2.4 Geographic Boundaries

a) **General Rule:** No Section shall be chartered that crosses Area boundaries.

b) **Hardship Exception:** Sections may cross Area boundaries only under circumstances of severe hardship involving lack of proximity to a Section within the club's Area.

c) **Exception Petition Process:** Sections wishing to qualify for the cross-boundary exception must:

- Petition the Chairperson of the Board of Directors and the affected Area Directors
- Provide evidence of geographical hardship
- Receive approval from both the affected Area Directors and the Chairperson of the Board of Directors

2.5 Section Bylaws Requirement

a) No Section shall be chartered unless the Area Director and Chairperson of the Board of Directors are first provided prospective Section bylaws for approval.

b) Section bylaws shall be subordinate to USPSA Bylaws and all rules of competition as approved by the Board of Directors.

c) Section bylaws shall set forth a means for distribution of National Championship slots that:

- Always considers placement in practical shooting events
- May additionally consider club membership and assistance at events
- **Never** awards slots by lottery or random selection

d) Slots may never be awarded by lot.

2.6 Section Bylaws Maintenance

a) All Sections shall provide bylaws to the Area Director and the national office following any amendment.

- b) Sections shall provide current bylaws at the time of each Section Coordinator election.
- c) **Default Standards:** In the absence of Section bylaws being provided to the national office on an annual basis, Sections shall be held to the guidelines of a standard set of requirements as approved by the Board of Directors and maintained at the national office.

3. Section Coordinators

3.1 Election Requirements

- a) The Section Coordinator shall be elected by the member clubs within the assigned Section, on the basis of one vote per member or one vote per member club, as determined by the Section bylaws.
- b) Sections must hold an election at least every two (2) years.
- c) The Section Coordinator's term of office shall be determined by the Section bylaws.
- d) It is the responsibility of the Section Coordinator and the member clubs to organize and conduct an election each regular two-year election cycle for their respective Section.

3.2 Qualifications

The Section Coordinator must:

- a) Maintain at least annual USPSA membership to hold office; AND
- b) Hold a Range Officer (Level I) or higher NROI certification.

3.3 Term of Office

The Section Coordinator shall serve until:

- a) He or she resigns;
- b) He or she relinquishes the office;
- c) An election is held and a successor is elected; OR
- d) He or she is removed by the Area Director for cause.

3.4 Removal of Section Coordinator

- a) **Authority:** The Area Director may remove a Section Coordinator for cause.
- b) **Appeal Process:** The Area Director's removal decision may be appealed to the Board of Directors by:
 - The individual Section Coordinator; OR

- Any club within the Section.

c) **Board Review:** The Board shall review the appeal and make a final determination at its next Regular Meeting.

3.5 Vacancy

a) Should a Section Coordinator's office become vacant, the Area Director has the authority to appoint a Section Coordinator until such time as an election for that Section is held.

b) A Section shall hold elections:

- As specified by their bylaws; OR
- Any time a majority of the club presidents in that Section call for a special election for Section Coordinator.

4. Duties of Section Coordinator

The Section Coordinator is responsible for ensuring that every activity within the Section represents the best traditions and standards of USPSA. The Section Coordinator supports the development of new shooters and new clubs by providing information, support, and guidance.

4.1 Specific Duties

The Section Coordinator shall:

a) **Promotion:** Actively promote the Corporation and its policies, rules, ideals, and concepts.

b) **Communication:** Keep the Area Director and national office informed of activity within the Section.

c) **Championship Support:** Promote the establishment of, and promote participation in, the Area Championship and the USPSA National Championships.

d) **Results and Fees:** Ensure that all match results and their attendant activity fees are forwarded to the national office within thirty (30) days of match date.

e) **Club Affiliation:** Recommend clubs for affiliation or disaffiliation to the Area Director.

f) **Club Visitation:** Endeavor to personally visit each club in the Section at least once a year during the production of a match.

g) **New Club Development:** Actively assist new clubs in forming and becoming affiliated with the Corporation.

5. Section Expenses and Activity Fees

5.1 Authority to Levy Activity Fees

Sections may levy activity fees, not to exceed one US Dollar (\$1.00), on each contestant in a Corporation-approved contest, provided the Section has:

- a) Adopted bylaws that have been approved by the Corporation; AND
- b) Ensured representation and accountability to local clubs in the Section through said bylaws.

5.2 Use of Section Activity Fees

Such fees:

- a) Are to cover the cost of the Section Coordinator's office and such other reasonable projects beneficial to all Section clubs;
- b) Are to be utilized solely for the actual expenses thereof;
- c) Are in addition to and unrelated to any established activity fees due the Corporation.

5.3 Financial Accountability

A full accounting of Section activity fees shall be rendered annually to the clubs of that Section by the Section Coordinator.

6. Independent Clubs

6.1 Formation of Independent Clubs

A club may form as an Independent Club (not affiliated with a Section) due to:

- a) Geographical location; OR
- b) Specific business-related reasons.

6.2 Petition to Become Independent or Change Sections

- a) Clubs belonging to a Section may petition the Section Coordinator and Area Director to:
 - Become an Independent club; OR
 - Join a different Section.

b) The petition must be based on:

- Geographical reasons; OR
- Specific business-related reasons.

6.3 Approval Process

a) The Area Director, following consultation with the Chairperson of the Board of Directors, may grant permission to become independent or change Sections.

b) Before granting permission, the Area Director must determine that all financial obligations to the current Section have been met.

c) All activity credits earned prior to the approval shall remain the property of the club.

6.4 Appeal Process

a) The Area Director's decision may be appealed to the Board of Directors by:

- The petitioning club; OR
- Any club within the affected Section.

b) The Board shall review the appeal and make a final determination at its next Regular Meeting.

7. Area Director Responsibilities Related to Sections

7.1 Section Support and Oversight

The Area Director shall:

a) **Support Section Coordinators:** Assist the Section Coordinators within the Area in whatever way possible to promote the Corporation and its goals.

b) **Monitor Section Activities:** Keep the Board apprised of the activities, accomplishments, and needs within the Area, including Section-level activities.

c) **Section Chartering:** Make recommendations to the Chairperson of the Board of Directors regarding:

- Creation of new Sections
- Splitting of existing Sections
- Boundary adjustments

d) **Bylaws Approval:** Review and approve Section bylaws before charter is granted and upon any amendments.

e) **Coordinator Appointments:** Appoint interim Section Coordinators when vacancies occur or new Sections are chartered.

f) **Accountability Oversight:** Ensure Section Coordinators fulfill their duties and maintain accountability to member clubs.

g) **Conflict Resolution:** Mediate disputes between Section Coordinators and clubs, or between clubs within a Section.

h) **Removal Authority:** Exercise authority to remove Section Coordinators for cause, subject to appeal to the Board of Directors.

7.2 Area Championship Coordination with Sections

a) The Area Director shall organize and establish an Area USPSA Championship run under the rules and guidelines of the Corporation.

b) The Area Championship shall represent all Sections within the Area and be held within the physical confines of the Area.

c) The Area Director may organize and establish additional Area Championships to include Steel Challenge and MultiGun disciplines.

d) The Area Director shall send the appropriate activity fees from such Area Championships to the Corporation.

e) The Area Director shall serve as Match Director of such Area Championship or may delegate such authority and responsibility to another member.

7.3 Financial Accountability for Area Championships

a) **Intent:** It is the intent of the Corporation that the proceeds from each Area Championship are returned to the clubs and members of the Area.

b) **Use of Net Income:** Net income in excess of prescribed activity fees and actual expenses of the event may be used for improvements in the Area, including such things as:

- RO seminars
- Range improvements
- Sponsorships to junior camps
- Seed money for start-up costs for the next year's Area Championship

c) **Documentation Requirement:** All such income shall be documented in the final accounting of the match and submitted to headquarters.

d) **Full Accounting:** The Area Director shall make full accounting of all funds derived from the Area Championship(s) and forward a copy of it, together with published results of the placement of contestants, to:

- The national office; AND
- The Section Coordinators within the Area.

8. Section Dissolution

8.1 Grounds for Dissolution

A Section may be dissolved if:

- a) The number of affiliated clubs falls below the minimum requirement of two (2) clubs;
- b) The Section fails to maintain current bylaws with the national office for two (2) consecutive years;
- c) The Section fails to conduct required elections;
- d) The Section Coordinator position remains vacant for more than twelve (12) months without Area Director appointment; OR
- e) The Board of Directors determines dissolution is in the best interest of the Corporation and affected members.

8.2 Dissolution Process

- a) The Area Director shall notify the Section Coordinator and all affiliated clubs of the potential dissolution and reasons.
- b) The Section shall have ninety (90) days to remedy the deficiency.
- c) If not remedied, the Area Director may recommend dissolution to the Chairperson of the Board of Directors.
- d) Upon dissolution, affiliated clubs within the dissolved Section shall be:
 - Assigned to an adjacent Section by the Area Director; OR
 - Designated as Independent Clubs until a new Section is chartered.

Responsibilities

Area Directors

- Charter and oversee Sections within their Area
- Appoint interim Section Coordinators as needed
- Review and approve Section bylaws
- Monitor Section Coordinator performance
- Remove Section Coordinators for cause
- Resolve conflicts between clubs and Section Coordinators
- Conduct Area Championships representing all Sections
- Maintain financial accountability for Area Championships

Section Coordinators

- Fulfill all duties outlined in Section 4.1
- Maintain required membership and NROI certification
- Conduct elections per Section bylaws
- Provide financial accounting to member clubs
- Submit match results and activity fees timely
- Develop new clubs and support existing clubs

Member Clubs

- Participate in Section elections
- Comply with Section bylaws
- Submit match results and activity fees through Section Coordinator
- Support Section activities and initiatives
- Maintain minimum membership requirements for Section charter

National Office

- Maintain repository of Section bylaws
- Maintain default Section standards

- Track Section compliance with election and bylaw requirements
- Receive match results and activity fees
- Support Area Directors and Section Coordinators with administrative needs

Definitions

Section: A state or geographical area containing a minimum of two (2) affiliated clubs, chartered by USPSA to provide local coordination and support.

Section Coordinator: The elected leader of a Section responsible for coordinating activities, supporting clubs, and serving as liaison between local clubs and the Area Director.

Affiliated Club: A club that has met all requirements for USPSA club membership and maintains current affiliation dues and activity fee payments.

Independent Club: A USPSA affiliated club that is not part of any Section due to geographical location or specific business reasons.

Activity Fee: A per-contestant fee collected from sanctioned matches and remitted to USPSA and/or the Section to support operations.

Activity Credits: Credits earned by clubs or competitors through match participation that may be applied toward National Championship slot allocation.

Area Championship: An annual championship match representing all Sections within a USPSA Area, organized by the Area Director.

Related Policies

- [Club Affiliation Policy](#)
- [National Championship Slot Allocation Policy](#)
- [Activity Fee Structure and Schedule](#)
- [NROI Certification Requirements](#)

Policy Review

This policy shall be reviewed biennially by the Board of Directors in consultation with Area Directors to ensure it meets the needs of Sections, clubs, and members.