

# Petitcodiac Sportsman's Club Inc. - Constitution – Effective September 21, 2017

## ARTICLE I - DEFINITION & INTERPRETATION

- (A) The organization shall be known as the Petitcodiac Sportsman's Club, (also known as P.S.C. or the Club).
- (B) In each by-law, and in each article of the P.S.C., the singular shall include the plural, the plural shall include the singular and the masculine shall include the feminine and the neuter.
- (C) The headings in each by-law and article are inserted for the convenience of reference only and shall not affect the construction or interpretation of the provisions of such by-law or article.

## ARTICLE II- MANDATE OR PURPOSE

- (A) To promote sustainable management and wise use of our natural resources, in order that they may benefit this, and future generations.
- (B) To promote and encourage the safe use and storage of firearms.
- (C) To promote an atmosphere of friendliness, co-operation, education and participation amongst the members.

## ARTICLE III - MEMBERSHIP

- (A) **Subject to paragraph (F)**, there are 3 general classes of memberships which may be granted upon receipt of a completed written application and upon payment of the annual dues and by meeting the requirements set down in the Constitution and By-Laws of the P.S.C., and must be sponsored by a member in good standing in the P.S.C. A member in good standing shall be a member whose membership dues are paid in full for the current year and who is not in violation of the Constitution and/or By-Laws of the P.S.C.
- (B) **Classes of Memberships:**
  - (1) **Regular Membership** - The member must be at least 18 years old. Regular membership includes voting privileges and, after one full year, the holding of office. The applicant for regular membership must not be under suspension of any privileges extended by The Fish and Wildlife Act of the Province of New Brunswick, The Federal Migratory Game Bird Act, the Federal Fisheries Act or the Federal Firearms Act at the time the application for membership is submitted to the P.S.C.
  - (2) **Junior Membership** - A Junior Member is non-voting and may be granted to persons in the age group of 12 to 17 years upon payment of the dues for Junior Members and provided the applicant provides a signed consent from a parent or guardian.
  - (3) **Family Membership** – The Family Membership Fee is based on one (1) Regular Membership plus ½ of the regular membership dues for each dependent or spouse desiring membership in the Club. All family members must reside at the same civic address. Family membership may be granted to a maximum of 4 persons. Each family member is required to complete a membership application form.
- (C) **Sponsoring A Member** - Any member in good standing, having been a member in the P.S.C. for at least one calendar year may sponsor new members.

(D) **Membership Suspension** - Any member who: **(1)** is convicted of an offence under The Fish and Wildlife Act of New Brunswick , the Federal Fisheries Act , The Federal Migratory Game Bird Act, or The Federal Firearms Act; or **(2)** who carries on, in the opinion of the Executive Committee, disorderly conduct at a regular meeting or P.S.C. activity; or **(3)** wilfully destroys property of the P.S.C.; or **(4)** wilfully defames the P.S.C.; or **(5)** by their actions or words, places the P.S.C. in a situation of potential liability; or **(6)** violates the Articles of the P.S.C. Constitution and By-Laws or other policies or rules of the P.S.C., shall have their membership revoked immediately. Any member whose membership is so terminated shall be entitled to a hearing before the Executive Committee for the purpose of requesting reinstatement.

(E) **Annual Membership Dues**

(1) Annual Membership dues shall be paid on or before the P.S.C.'s Annual Meeting. The P.S.C. shall operate on a calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>)

(2) Any member who fails to pay the Annual Membership Dues on or before the Annual Meeting shall be suspended from all privileges of P.S.C. Membership until such time as the delinquent member pays the outstanding Annual Membership Dues.

(F) **Termination of Membership**

**Note: Paragraphs A,B,C,D & E do not include or apply to Life Members who shall be appointed by the Executive Committee as per procedures established in the By-Laws of the P.S.C.**

(1) All classes of membership in the P.S.C. may be terminated at any time by the Executive Committee for "just cause". The following would constitute "just cause":

- (a) failure to pay annual membership dues when required by the Constitution and By-Laws of the P.S.C. and;
- (b) any act detrimental to the best interests of the P.S.C., its members or its mandate.

(2) Any member whose membership is terminated by reason of Article III, Paragraph F (1) (a), shall have the opportunity to request reinstatement at any time upon payment of their outstanding annual membership dues.

(3) Any member whose membership is terminated by reason of Article III, Paragraph F (1) (b) shall be entitled to a hearing before the Executive Committee for the purpose of requesting reinstatement.

#### **ARTICLE IV - OFFICERS AND EXECUTIVE COMMITTEE**

(A) **The Officers of the Club shall consist of:**

- President
- 1st Vice-President
- 2nd Vice-President
- Secretary
- Treasurer
- Life Members

All except the Life Members shall be elected to serve a term of two (2) years for each position.

**President** - shall serve a two (2) year term and shall chair or preside at all meetings of the Club. He will maintain order at all times and with the Executive Committee, will enforce the Constitution and By-Laws as deemed necessary. He will not vote on any issue brought forward except in the case of a tie, where he shall cast the deciding vote. He shall be an ex-officio member of all Club Committees. It will be the duty of the President to ask for volunteers, or appoint committees to look after the operations and activities of the Club. All such committee appointments shall be ratified by the Executive Committee. The President shall perform other duties as prescribed by the Executive Committee.

**1st Vice-President** - shall assume all duties of the President in the absence or disability of the President or at the request of the President and shall assist the President when required.

**2nd Vice-President** - shall assume all of the duties of the 1<sup>st</sup> Vice-President in the absence or disability of the 1<sup>st</sup> Vice-President and of the President upon the absence or disability of both the 1<sup>st</sup> Vice-President and the President. He shall assist the President when required.

**Secretary** - shall keep a true and proper record of all club business including, but not limited to, the minutes of both the General and Executive Meetings. He shall notify the Club Members of the Club Meetings. He will handle all correspondence of the Club. He shall carry out such other duties as prescribed by the Executive Committee.

**Treasurer**- shall keep an accurate account of all Club monies received and paid out. He will keep a record of all financial transactions of the Club and present a financial statement to the membership at each General Meeting. He shall deposit all monies in a Chartered Bank or Credit Union and pay by cheque all bills payable, once approved by the Executive Committee. He will also present an audited financial statement at each Annual Meeting. Any two of the President, Treasurer and a Director shall co-sign any cheques for payment of bills or disbursements that are properly approved as previously stated. He shall carry out such other duties as prescribed by the Executive Committee.

### **(B) The Executive Committee**

(1) The Executive Committee of the P.S.C. shall consist of:

- President
- 1<sup>st</sup>Vice-President
- 2<sup>nd</sup> Vice-President
- Secretary
- Treasurer
- Immediate Past President
- Six (6) Directors
- Life Members

(2) Only one of the above positions can be held by a person at any one time.

(3) The Directors shall be elected to serve a three (3) year term.

### **(C) Elections**

(1) Election for the vacant positions of 2<sup>nd</sup> Vice-President, Secretary, Treasurer and six (6) Directors shall be held at the Annual Meeting of the Club Members by a majority of votes, by members in attendance who are members in good standing. Voting shall be done by way of secret written ballot.

(2) The vacant position of President shall normally be filled by the 1<sup>st</sup> Vice-President and the vacant position of 1<sup>st</sup> Vice-President shall normally be filled by the 2<sup>nd</sup> Vice-President; ***however nominations for these positions shall be accepted from the floor and voting by way of secret ballot shall be conducted as set out in Article 1V (C) (1).*** If either the 1<sup>st</sup> Vice-President or the 2<sup>nd</sup> Vice-President ***is*** unable or unwilling to move into the next higher position, then the position they were to move up to shall be declared vacant and an election for that position shall be conducted as set out in Article IV (C) (1).

(3) Any member being nominated for a position on the Executive Committee must be a member in good standing and be present at the Annual Meeting to accept or decline their nomination, or have provided

a signed acceptance of the nomination to the Chairman of the Nominating Committee prior to their nomination.

- (4) Upon the death, resignation, disability or membership termination as set out in this Constitution and By-Laws of a member of the Executive Committee any member elected to that vacant position shall complete the balance of the unexpired term remaining for the vacant position and at the time of their election must be a member in good standing.

**(D) Term of Office**

*Revoked: September 21, 2017 (General Meeting)*

**ARTICLE V - DUTIES OF EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the management of the affairs of the P.S.C., which shall include:

- (1) Establishing rules and policies as required for members conduct, use of Club property and the admission of non-members to Club privileges;
- (2) Monitoring such rules and policies;
- (3) Admission and termination of memberships;
- (4) Advising individual officers when appropriate;
- (5) Administering the expressed will of the memberships;
- (6) Administering the finances and property of the Club;
- (7) The care and protection of Club property.

**ARTICLE VI - MEETINGS**

- (A) General Meetings will be held on the third (3<sup>rd</sup>) Thursday of each month, excepting the months of July and August.
- (B) An Annual Meeting shall be held on the third (3<sup>rd</sup>) Thursday in the month of February of each year.
- (C) At the Annual Meeting, the Order of Business shall be:
  1. Minutes of the immediate previous Annual Meeting;
  2. Reports;
  3. New Business;
  4. Elections
- (D) The Executive Committee of the Club shall meet each month prior to that month's General Meeting.
- (E) At any meeting (other than an Executive Committee Meeting), twenty (20) members in good standing shall constitute a quorum; and at any Executive Committee Meeting seven (7) members in good standing shall constitute a quorum. A simple majority vote of members in good standing attending any meeting which constitutes a quorum will be necessary for passage of business of the Club.
- (F) "Roberts Rules of Order" shall be the governing rules for any Club Meetings.

- (G) If an Executive Committee member absents himself without notice or excuse or approved leave of absence, from three duly called Executive Committee Meetings in any one year, his office may be declared vacant by the Executive Committee and a replacement shall be appointed by the Executive Committee who shall hold the position until the next Annual Meeting, at which time the position shall be filled by an election. If the Executive Committee position declared vacant is that of the President, then the 1<sup>st</sup> Vice-President shall fill the vacant position and if the position declared vacant is that of the 1st Vice-President, or if the position of 1st Vice-President becomes vacant for any other reason, the 2<sup>nd</sup> Vice-President shall fill the position of 1<sup>st</sup> Vice-President.
- (H) Membership - Voting rights at any meeting are restricted to members in good standing only.
- (I) Any member in good standing may, by using a proxy, appoint another member to vote on behalf of said member at any Executive Committee Meeting or General Meeting, but no member may act as proxy for more than one member.
- (J) In any case where the Constitution permits a proxy to be used for voting the proxy must be in the form approved by the Executive Committee and a copy must be supplied to the Secretary of the PSC in the time frame identified in the form.
- (K) All meetings, except the Annual General Meeting that is not held in person may be held by means of a telephone conference or other electronic method and all members participating in such a meeting shall be deemed to be present.

#### **ARTICLE VII - LIABILITY**

- (A) The Club assumes no liability for the safety, well being or comfort of any person engaged in any of the Club activities.

#### **ARTICLE VIII - SAFETY RULES**

- (A) All shooting shall be conducted in accordance with the Operating Rules approved by the Executive Committee.

#### **ARTICLE IX - FISCAL YEAR**

- (A) The Fiscal Year of the Club shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

#### **ARTICLE X - DISSOLUTION**

- (A) In the event of the dissolution of the Petitcodiac Sportsman's Club, the assets of the Club remaining after the payment of all debts, shall be donated to the New Brunswick Wildlife Federation, or its successor.

#### **ARTICLE XI- AMENDMENTS AND RESOLUTIONS**

- (A) This Constitution may be altered or amended at any special meeting, annual meeting or general meeting by a two-thirds majority vote of the members present, provided that notice of such alteration or amendment has been provided to all members in good standing at least 30 days prior to the meeting.***

# **Petitcodiac Sportsman's Club –By-Laws –As Amended November 20, 2014**

## **BY-LAW NO. 1 - DEFINITION**

The by-laws of the Petitcodiac Sportsman's Club (P.S.C) are designed to enable the orderly transactions of the business affairs of the Club.

## **BY-LAW NO. 2 - ADDITIONS OR AMENDMENTS**

By-laws may be amended or added to at any General or Annual Meeting. Notice of any intended amendment or addition must be given to the Executive Committee and Members thirty (30) days in advance of the meeting.

## **BY-LAW NO. 3 - STANDING COMMITTEES**

The Club may, from time to time, appoint Standing Committees to initiate and promote the ongoing work of the Club. Such Committees may include:

<b>Air Gun</b>	<b>Archery</b>	<b>Audit</b>
<b>Finance</b>	<b>Fish Friends</b>	<b>Hand Gun</b>
<b>Hunter Education/Firearm Safety</b>	<b>Long Gun</b>	<b>Maintenance</b>
<b>Membership</b>	<b>Program</b>	<b>Publicity</b>
<b>Skeet</b>	<b>Supper</b>	

Each Committee shall elect a Chairman from amongst its members.

All Committee Chairmen shall report to the Executive Committee as to the Committees plans and expenses, and shall contract or incur no obligations, financial or otherwise, without the prior approval of the Executive Committee.

## **BY-LAW NO. 4 - NOMINATING COMMITTEE**

Prior to the Annual Meeting each year, the President shall appoint a member in good standing as a Chairman for the Nominating Committee. The Chairman shall appoint two members in good standing from the Regular Membership who are not members of the Executive Committee.

The Nominating Committee shall, prior to each Annual Meeting, nominate one or more members in good standing as candidates for election to those following positions which are to become vacant at that year's Annual Meeting:

- 2<sup>nd</sup> Vice-President - Secretary - Treasurer - 6 Directors

In addition to nominees selected by the Nominating Committee, members in good standing may be nominated as candidates by any member in good standing who has been a member in good standing at least one year prior to the Annual Meeting.

## **BY-LAW NO. 5 - MEMBERSHIP FEES**

Membership Fees are subject to change when deemed necessary by the Executive Committee. Any change shall be proposed by the Executive Committee and ratified by the membership at any general or annual meeting .

## **BY-LAW NO. 6 – INSURANCE**

The Club will obtain the necessary insurance for its buildings, equipment and ranges as required on a yearly basis unless it is more economical to purchase such insurance in a multi-year package. The Club will also obtain liability insurance for the members of the Executive Committee on the same basis.

## **BY-LAW NO. 7 - PAYMENT OF BILLS**

The Club shall make payment of any Club payables within thirty (30) days of payment being approved by the Executive Committee.

## **BY-LAW NO. 8 - REIMBURSEMENT OF EXPENSES**

Upon any member in good standing having been approved by the Executive Committee to attend annual or regular meetings of an affiliated organization of the P.S.C., the member shall be reimbursed for reasonable expenses incurred while attending any such meetings. These expenses, covering the member only, shall include gas expenses on a per km. basis, lodging plus one meal each way if the length of time of the trip warrants such meal. Reimbursement will only be made on presentation of appropriate receipts. There will be no reimbursement for liquor expenses.

## **BY-LAW NO. 9 - RANGE OFFICERS**

- (A) The Club will endeavour to maintain at least six (6) qualified Range Officers within its membership to operate the range facilities.
- (B) Range Officers have the authority to order persons who are careless, negligent, under the influence of alcohol or drugs, using foul language, or otherwise not abiding by the Club Range Operating Rules, to immediately leave the Range facility and also the Club property if necessary. The Range Officer shall not use force to remove offenders if they do not comply with the Range Officer's order, but the Range Officer shall stop all shooting events then taking place or to take place, and contact the police. All such range incidents shall be reported to the Executive Committee by the Range Officer.

## **BY-LAW NO. 10 - COMBINATION TO RANGE LOCKS AND KEYS**

- (A) The Club shall make available the combination to the range gate lock to allow members in good standing access to the range facilities. These combinations are for members use only and the privilege of use of the combination and ranges shall be revoked for members providing lock combinations to non-members.
- (B) No member shall be issued the alarm code , a key to the Club House or special buildings unless such member is also a member of the Executive Committee, Chairman of a Club Committee, or is deemed by the Executive Committee to be required to be issued a key and/or alarm code / combination number as the case may be .
- (C) The Treasurer shall keep a record of all keys, alarm codes and combination numbers issued.

## **BY-LAW NO. 11 - TAXES, LEASES, INCORPORATION PAPERS**

The Club will pay each year, the appropriate taxes on its facilities, along with the Lease payments on the land; and file the necessary annual incorporation papers.

## **BY-LAW NO. 12 - USE OF RANGE**

- (A) Any member who is careless or negligent in the use of firearms at any shooting event, could be asked to take and pass a New Brunswick Firearms Safety Course before being allowed in possession of a firearm on any club range or at any shooting event . If that member refuses to take this course, or continues to be careless or negligent after taking the course, he will lose his membership and all shooting privileges.
- (B) No one will be allowed to shoot at any club event, who is under the influence of alcohol or drugs, or who consumes alcohol or drugs during such events.
- (C) Horseplay will not be tolerated at any shooting event.
- (D) All members shall conduct themselves in a sportsmanlike manner and the use of abusive language towards officials, other members, guests, or bystanders at any shooting event will not be tolerated.
- (E) In reference to (A), (B), (C) and (D) above, the Range Officer on duty shall have the authority to suspend immediately, any offender or offenders. If, in the mind of the Range Officer, further action should be taken, it will be dealt with by the Executive Committee of the Club.

## **BY-LAW NO. 13 – GUESTS**

- (A) All guests must be signed in by a member in good standing in the guest binder found at the long gun range. Members are totally responsible for the conduct of their guests and must also ensure that guests are fully aware of and follow all range rules. Guests must also pay a \$5.00 daily fee that covers liability insurance as well as an administration fee.
- (B) Members are responsible for collecting this fee and submitting the same to the Treasurer of the Club at the earliest opportunity.
- (C) Guests are permitted to visit and shoot at the Club a maximum of two days per year and if they wish to shoot more they must obtain Club membership. The two days identified above do not include fun days or scheduled shoots. Guests who are members of other clubs attending regularly scheduled shooting events of the PSC are not bound by the two day limitation. Guests who can prove active membership in other clubs that have the required liability insurance are not required to pay the \$5.00 daily fee. Members are permitted to have a maximum of two guests per day.

## **BY-LAW NO. 14 – LIFE MEMBERS**

(A) The Executive Committee may appoint a maximum of five (5) Life Members at any one time as per the following procedures;

In order to be eligible for appointment as a Life Member the individual must;

- (1) Be a Charter Member of the P.S.C.; or
- (2) Be a current member of the P.S.C. who has served a minimum of ten (10) years in a volunteer capacity of significance as determined by the Executive Committee.