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CONSTITUTION and BYLAWS

THE CAPTAIN KIDD ROD AND GUN CLUB

East Chester, NOVA SCOTIA

(incorporated under authority of the Nova Scotia Societies Act)

PREAMBLE: BACKGROUND AND HISTORY

The Captain Kidd Rod and Gun Club was incorporated under the Societies Act of Nova Scotia in 1955.

An earlier organization, The Owl's Head Rod and Gun Club, was active during the 1930's, was reorganized in 1946 after several inactive years, and a general meeting changed the name to Captain Kidd Rod and Gun Club on May 13th, 1953.

Lewis Miller donated the land on which the club is situated. At Mr. Miller's request the club appointed three trustees, to whom the property was deeded on the condition that they hold it until the club became incorporated and active to Mr. Miller's satisfaction. On December 19th, 1956, a deed was recorded from Dr. R.E. Hennigar, Dr. L.H. Croft and Lewis Miller, to the Captain Kidd Rod and Gun Club.

The first meeting held in the club house was the general meeting of December 29th, 1954, presided over by Irving S. Heffler.

A Directors meeting on March 14th, 1955, appointed Emery Stevens, Dr. R.E. Hennigar, and H.M. Walker as a committee to draft a constitution and by-laws. These were presented to, and adopted by, a General meeting on March 18th, 1955.

ARTICLE 1 - NAME

1. The name of this organization shall be the **CAPTAIN KIDD ROD & GUN CLUB**, hereinafter referred to as the **Club**. The Headquarters of the Club shall be in or near East Chester, Nova Scotia.

MISSION STATEMENT

To teach and promote the safe use of firearms, the proper methods of angling and archery, to instruct and encourage conservation of wildlife and fish, to promote sportsmanship and comradeship in the outdoors sporting fraternity.

ARTICLE 2 - OBJECTIVES

1. The objectives of the Club shall be:
 - a. To encourage among the members, outdoor sport and recreation, in particular, sport fishing, hunting, marksmanship and competitions involving same;
 - b. To provide clubhouse and range facilities which shall be available to all members in good standing and in accordance with Article 3;
 - c. To instruct members and prospective members in the proper handling, care and safe use of firearms;
 - d. To conduct club and interclub competitions in shooting, fishing and other such activities;
 - e. To offer social activities; and
 - f. To fund-raise for the purpose of carrying out the aforementioned activities;

ARTICLE 3 - MEMBERSHIP

1. General:

- a. Membership in the Club is open to any individual whose application is acceptable to the Executive, Directors and Regular Members.
- b. Each class of membership shall have the rights and privileges as described by the respective sections below.
- c. Membership Dues shall be fixed and determined from time to time by the General Membership upon recommendation of the Executive and Directors.

SECTION 1 - Regular Membership

1. The requirements for Regular Membership in the Club are as follows:

- a. Shooting applicants must:
 - i. Hold and produce a valid Possession and Acquisition License, (PAL) (or other instrument according to legislation in effect at the time of application) or,
 - ii. Range use, both Indoor and Outdoor, is restricted to the class or classes of firearms authorized by the PAL held by the Member;
 - iii. Archers and anglers shall have access to all the club facilities save, that

they shall not use the range for firearm practice unless they possess a valid PAL or equivalent;

- b. Each application for membership should include the names of one (1) sponsoring Regular Member; (this sponsor is vouching for the character and integrity of the applicant);
- c. if a prospective member is not sponsored per sub-paragraph b., a member of the Executive Committee may hold a personal interview with the applicant, then make a recommendation to the membership for approval or rejection of the application; and,
- d. New Regular Membership shall be limited to those who have been proposed and seconded by Regular Members of the Club, and whose application has been approved at a General Meeting. A NO vote by five members shall constitute rejection of the application.

SECTION 2 - Honorary Membership

1 In recognition of exceptional services rendered, an individual may be granted an Honorary Membership to the Club with full privileges. Candidates for Honorary Membership shall be proposed by the Directors and voted on by the Regular and Honorary Members at a General Meeting. A simple majority vote to accept or reject is required.

2 Honorary members do not pay dues.

SECTION 3 - Social Membership

1. Social membership in the Club may be offered by invitation first to former members of the Club and second to certain members of the community whose membership in the club is deemed beneficial to the Club's future.

The name of proposed nominees will be presented to the membership for a vote prior to contacting the individual. If rejected by 5 votes the nomination shall be withdrawn.

2. Social Members do not have Range privileges.

3. Social Members may attend all meetings of the Club but do not have voting privileges.

4. Social Membership status may be reviewed annually by the executive, who will advise the membership of any recommended change.

SECTION 4 - Junior Membership

The club encourages the involvement of junior members who must be sponsored by a relative or friend who is a Regular or Honorary Member in good standing. Junior members are accepted from the age of 12 to 18 years inclusive. The member sponsoring the junior member

shall be responsible for their actions and safety while attending club functions. Junior members are not eligible to hold office or to vote during meetings.

ARTICLE 4 - ORGANIZATION AND ROLES

1. There shall be from thirteen (13) to fifteen (15) Directors including the above mentioned Executive Committee.

Directors are proposed and approved by the Membership at the Annual General Meeting or at such time as needed to fill a vacancy where it is not advisable to wait for the next Annual Meeting.

The role of the Directors is to provide advice and direction to the Executive in matters relating to the operations of the Club. Directors are expected to play an active role in the operations of the Club, including, but not limited to, occupying positions as Chairpersons of the various Standing Committees and Ad-hoc Committees as required.

Standing Committees shall be appointed at the first meeting of the Directors following the Annual Meeting. The Chairs of these committees shall be Directors. A Chair of the Directors shall be elected by the Directors at this same meeting.

The Directors in their capacities as Committee Chairs shall have power to enact rules and regulations pertaining to conduct of members, activities, ranges, special events, competitions, etc...

A list of current Standing and Ad-hoc Committees appears at Annex A to this document.

2. The Officers of the Club, to be elected at the Annual General Meeting from the slate of Directors, shall consist of a:

President,

He / she shall preside at all meetings (Monthly, Annual, Special and of the Executive Committee and Directors). He / she shall have general and active management of the business of the Club. He / she shall be an Ex-officio member of all Standing Committees.

1st Vice-President, and

2nd Vice President,

In order, he / she shall be vested with all the powers and shall perform all the duties of the President solely in the absence of the latter.

Secretary, and

He / she shall attend all meetings of the Directors and of the Executive Committee and shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He / she shall, with the President, make the arrangements for Directors, Monthly and

Annual Meetings. He / she shall receive and manage all Club correspondence. The Secretary shall maintain the list of Members.

Treasurer.

He / she shall maintain the records and accounts of the Club and submit Income/Expense Reports and Balance Sheets on a monthly and annual basis. The Treasurer shall coordinate with the Audit Committee to provide such items as books of account, statements and other as required.

3. They shall be known as the Executive Committee. Secretary and Treasurer may be held by the same member. The President shall chair this committee.

4. At least 50% of the Executive (2 of 4, or 3 of 5) and at least 50% of the Directors must reside for at least six (6) months annually in the Municipality of the District of Chester.

ARTICLE 5 - MEETINGS

Meetings shall be conducted following, in general, Robert's Rules of Order, a Summary of which is found at Annex B to this document.

1. Annual Meeting:

The Annual Meeting of the Club shall, weather permitting, be held during the month of January each year.

Order of Business: The order of business for the Annual Meeting shall be:

- a. Opening of the meeting;
- b. President's remarks;
- c. Reading and adoption of the Minutes of the previous Annual Meeting;
- d. Business arising from the Minutes;
- e. Receiving and adoption of the Secretary's report;
- f. Receiving and adoption of the Treasurer's report;
- g. Receiving and adoption of the Committee Chairmen's reports;
- h. The transaction of any business provided for in the notice of meeting;
- i. Receiving and adoption of the Nominating Committee's report;
- j. Election of the slate of Directors;
- k. Election of the Officers / Executive from the slate of Directors;

- l. The setting of dues for the current year;
 - m. Other new business, and;
 - n. adjournment.
2. Monthly Meetings:

Monthly Meetings shall be held on the second Wednesday of each month, subject to cancellation or postponement due to circumstances of weather or other reasonable causes.

The agenda for monthly meetings shall be as follows:

- a. Call to order;
 - b. Reading and adoption of the Minutes of the previous Monthly Meeting;
 - c. Correspondence;
 - d. Committee reports;
 - e. Financial report;
 - f. Consideration of applications for membership -
 - 1. First meeting applications, introduction
 - 2. Second meeting applications and vote to accept/reject
 - g. Old business arising from the Minutes of the previous Meeting
 - h. New business
 - i. Adjournment
3. Nominating Meeting:

The October regular monthly meeting will strike a Nominating Committee to canvass members to nominate for the selection of Directors. Prospective Directors will be canvassed for acceptance of nomination and advised that their nomination may include the responsibility to Chair one of the Standing Committees. The period for nominations shall run from October until the regular monthly meeting in December. Nominations may be accepted by the Nominating Committee at the October, November and December meetings or by e-mail during that period.

4. Director's Meetings:

Directors meetings will be set up and chaired by the President, usually the week prior to the Monthly meeting;

5. Executive Meetings:

Executive Meetings may be called at any time by the President, but are generally held the week prior to the Monthly meeting in conjunction with the Director's Meetings.

6. Special Meetings:

Special Meetings may be called at any time by the President, the Executive Committee, Directors or upon a demand in writing signed by not less than three members. The purpose of the Special Meeting must be clearly identified by the requestor(s) and the date and time fixed not less than four (4) and not more than six (6) weeks hence, and communicated or announced to the membership at a Monthly meeting or by electronic means (e-mail and/or posting on the Club web-site)

7. Quorums:

- a. Monthly / Annual / Special Meeting - Seven (7) eligible voting members
- b. Executive / Directors Meetings - Two (2) members of the Executive and five (5) Directors

ARTICLE 6 - DISCIPLINE

1. Misconduct:

Misconduct can take many forms including, but not restricted to:

- a. Abusive or insulting language or behaviour directed at another member or guest;
- b. Misuse or destruction of Club premises or property;
- c. Unsafe handling of a firearm whether or not involving a Negligent or Accidental Discharge;
- d. Fraud or attempted fraud with respect to monetary or other interests of the Club.

Should any member prefer charges of misconduct against another member, the Directors shall, by random draw, appoint a 3-member Ad-hoc Disciplinary Committee from within the Directors to investigate and hear any evidence against and in defence of the accused member. In addition, an Advocate for the accused member shall be appointed in the interest of fairness to the accused member. The Disciplinary Committee shall recommend to the Executive and Directors any disciplinary action, if any, to be taken.

If disciplinary action is recommended, then a Special Meeting of the complainant, the accused, and the Directors shall be called to hear any arguments for and against. The Directors may then immediately, or at a later time, by simple majority vote, impose an appropriate penalty which may include suspension of Club privileges for a determined period of time, probation with conditions or of expulsion from the Club.

ARTICLE 7 - FINANCE

1. Annual Dues:

Annual dues are to be paid at the Annual General Meeting and must be paid in full by the end of February to remain in good standing for the current fiscal year. Associate and Social Members will pay full membership dues.

2. Expenditures:

- a. Dues and donations received from all sources shall be used for the general operation and welfare of the Club.
- b. From time to time, the club will conduct such fund raising activities as are deemed necessary to ensure a positive financial position.

- c. All capital projects exceeding \$1,000.00 shall be budgeted in detail and must have a minimum of two (2) independent quotes.
- d. Directors may vote to approve capital projects up to a value of \$3,000.00 not more than four (4) times per calendar year.
- e. In accordance with subparagraph d., further projects of \$3,000.00 and less require approval by the general membership, as will ALL projects exceeding \$3,000.00 in value.
- f. The Executive Committee shall have discretion to approve expenditures up to \$500.00
- g. All expenditures are subject to review by the Directors.

3. Signing Authority:

All cheques, official documents and negotiable securities must be signed by two of the following Officers of the Club:

- a. The President;
- b. The 1st Vice-President or 2nd Vice President;
- c. The Treasurer; or,
- d. The Secretary.

4. Fiscal Year:

The fiscal year of the Club shall coincide with the Calendar Year.

ARTICLE 8 - BY-LAWS

1 By-laws may be established by the Directors and approved by the membership for the governing of the Club's activities, exclusive of rules and regulations for meets, competitions and awards.

2 Rules of Procedure will govern all other operations of the club. These rules will be compiled and posted in an easily accessible place for the membership. Rules of Procedure may be redefined as circumstances provide to allow the club to proceed in the most efficient way possible. Notice of change to the By-Laws or Rules of Procedure can be addressed through new business at regular meetings.

ARTICLE 9 - AMENDMENTS

1. Constitution:

The Constitution may be amended only at the Annual General Meeting or at a special meeting called for this purpose. A notice of motion to amend must be filed with the Secretary in sufficient time (twenty-one days) to permit publication of the suggested amendment at least one month prior to the date of the meeting at which the motion is to be presented. To be adopted, the amended Constitution must be approved by two-thirds of the members present.

2. By-laws:

By-Laws and changes to the Rules of Procedure may be amended at a regular Monthly Meeting or a Special Meeting called for this purpose. Suggested amendments, with substantiation may be submitted in writing to the Secretary for consideration at the next Monthly Meeting. To be adopted, amendments must be approved by two-thirds of the members present.

3. The foregoing are the Constitution and By-Laws of the Captain Kidd Rod & Gun Club with amendments to date:

Day Month Year