

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 the 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;
 - f. To fund-raise for the purpose of carrying out the aforementioned activities.

ARTICLE 3 – MEMBERSHIP

Government Issued Photo ID is Required for Membership Applications

General

1. Membership in the Club is open to any individual whose application is acceptable to the Executive, Directors and Regular Members.
2. Each class of membership shall have the rights and privileges as described by the respective sections below.
3. Membership Dues shall be fixed and determined from time to time by the General Membership upon recommendation of the Executive and Director.
4. Applicants can submit their application via mail, email or in person at the club;
 - a. Each application for membership should include the names of one (1)
 - i. sponsoring Regular Member; (this sponsor is vouching for the character and integrity of the applicant);
 - b. If a prospective member is not sponsored per sub-paragraph a., 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;

- c. After the application for membership has been approved by an Executive member, it will be subjected to a vote by general members (via email). The application will be on hold for fifteen (15) days after the email is sent to allow any concerns from the general membership to be heard. After the fifteen (15) days, if no votes of “NO”, or concerns, are brought forward, the application for membership will be approved and the applicant will receive their membership card;
 - d. If concerns are brought forward, they will be addressed and investigated by the Executive to determine the future of the application;
 - e. If five (5) or more votes of “NO” are brought forward, the application will be rejected.
5. Prior to obtaining unlimited access to the shooting range, new club members will have to demonstrate the respectful, responsible and above all safe use of the range to a designated official via a range competency evaluation.
6. Any member who is convicted of a Criminal offence involving violence, threats of violence, or a firearms offence, **must inform the Board immediately.**
7. Any member who becomes aware of or has knowledge that any other member, or potential member, of our Club has been convicted of a Criminal offence involving violence, threats of violence, or a firearms offence, **must inform the Board immediately.**
8. Any member who becomes aware of or has knowledge that any other member, or potential member, of our Club is at risk and reasonably believes there is the potential for that person to commit a Criminal offence involving violence, threats of violence, a firearms offence, or self harm **should inform** the Board of such concern.
9. Failure to disclose any of the above-mentioned information as defined in Section 3, subsections 7, 8, or 9, may lead to further action.

SECTION 1 - Regular Membership

1. The requirements for Regular Membership in the Club are as follows:
 - a. Shooting applicants must:
 - b. Hold and produce a valid Possession and Acquisition License, (PAL) or
 - i. other instrument according to legislation in effect at the time of application.
 - c. Range use, both Indoor and Outdoor, is restricted to the class or
 - i. classes of firearms authorized by the PAL held by the Member;

- d. Archers and anglers shall have access to all the club facilities, save that
 - i. they shall not use the range for firearm practice unless they possess a valid PAL or equivalent;

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 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 five (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

1. The club encourages the involvement of junior members who:
 - a. Must be sponsored by a relative or friend who is a Regular or Honorary Member in good standing;
 - ii. The member sponsoring the junior member shall be responsible for their actions and safety while attending club functions.
 - b. Are between the ages of twelve (12) to eighteen (18) years.
 - c. Junior members are not eligible to hold office or to vote during meetings.

SECTION 5 - Family Membership

2. The requirements for Family Membership in the Club are as follows:
 - a. Family Memberships will consist of up to two (2) adults (eighteen (18) years of age and older) and up to four (4) youth (younger than twelve (12) years of age).
 - i. Those between the ages of twelve (12) to eighteen (18) years should apply for the Junior Membership.
 - b. At least one (1) of the adult 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.
 - c. Range use, both Indoor and Outdoor, is restricted to the class or classes of firearms authorized by the PAL held by the Member;
 - d. The adult member(s), who hold a valid PAL, shall be responsible for the actions and safety of youth members, and any adults who do not hold a PAL, while attending the club, and provide DIRECT supervision to youth members, and any adults who do not hold a PAL, while on the shooting range.
 - e. 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;
 - f. Youth members are not eligible to hold office or to vote during meetings.

ARTICLE 4 - ORGANIZATION AND ROLES

1. There shall be ten (10) Club Directors, including the below-mentioned Executive Committee made up of Club Officers.
2. 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.
 - a. Directors shall be retired from their position yearly at the AGM, at which point a new set of directors (which can comprise of the previous set) will be nominated and voted in.

- b. Midterm Director appointments can be voted in as per standard voting procedures laid out in these bylaws.
 - c. Directors, including Executives, must attend sixty percent (60%) of the director meetings. This would be approximately seven (7) per year if there was a meeting every month.
 - d. In the event that a director resigns or ceases to be a member, their position as director shall ipso facto be vacated.
 - e. 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.
3. 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.
 - a. 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...
 - b. A list of current Standing and Ad-hoc Committees appears at Annex A to this document.
4. The Officers of the Club, know as the Executive Committee, are to be elected at the Annual General Meeting from the slate of Directors, shall consist of a:
 - a. President:
 - i. Shall preside at all meetings (Monthly, Annual, Special and of the Executive Committee and Directors);
 - ii. Shall have general and active management of the business of the Club;
 - iii. Shall be an Ex-officio member of all Standing Committees;
 - iv. Shall not have a vote in matters, except to break a tie should one occur;
 - v. Shall not serve more than three (3) consecutive years;
 - vi. Shall not serve more than three (3) years in a six (6) year period;

vii. Shall not serve for four (4) years following three (3) consecutive years of service;

viii. Exceptions to the above (v, vi & vii) will be allowed at the discretion of the board in circumstances where there is no other accepting nominee for president and the current president accepts a nomination for another one (1) year term.

ix. Shall chair the Executive Committee.

- b. 1st Vice-President, 2nd Vice President:
- i. In order, shall be vested with all the powers and shall perform all the duties of the President solely in the absence of the latter.
- c. Secretary:
- i. 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;
 - ii. Shall, with the President, make the arrangements for Directors, Monthly and Annual Meetings;
 - iii. Shall receive and manage all Club correspondence;
 - iv. Shall maintain the list of Members.
- d. Treasurer:
- i. Shall maintain the records and accounts of the Club and submit Income/Expense Reports and Balance Sheets on a monthly and annual basis;
 - ii. Shall coordinate with the Audit Committee to provide such items as books of account, statements and other as required.
 - iii. Secretary and Treasurer may be held by the same member.
5. At least fifty percent (50%) of the Executive (two (2) of four (4), or three (3) of five (5)) and at least fifty percent (50%) of the Directors must reside for at least six (6) months annually in the Municipality of the District of Chester.
6. If a Director, including Executives, do not/can not fulfill their obligations as mentioned above, their position may be surrendered, at the request of the board, to another nominee at the AGM (Annual General Meeting), regardless of their designated term of service.

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:

- a. The Annual Meeting of the Club shall, weather permitting, be held during the month of January each year.
- b. Order of Business for the Annual Meeting shall be:
 - i. Opening of the meeting;
 - ii. President's remarks;
 - iii. Reading and adoption of the Minutes of the previous Annual Meeting;
 - iv. Business arising from the Minutes;
 - v. Receiving and adoption of the Secretary's report;
 - vi. Receiving and adoption of the Treasurer's report;
 - vii. Receiving and adoption of the Committee Chairmen's reports;
 - viii. The transaction of any business provided for in the notice of meeting;
 - ix. Receiving and adoption of the Nominating Committee's report;
 - x. Election of the slate of Directors;
 - xi. Election of the Officers / Executive from the slate of Directors;
 - xii. The setting of dues for the current year;
 - xiii. Other new business, and;
 - xiv. Adjournment.

2. Monthly Meetings:

- a. 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.
- b. The agenda for monthly meetings shall be as follows:
 - i. Call to order;
 - ii. Reading and adoption of the Minutes of the previous Monthly Meeting;
 - iii. Correspondence;
 - iv. Committee reports;
 - v. Financial report;
 - vi. Consideration of applications for membership;
 - First meeting applications, introduction;
 - Second meeting applications and vote to accept/reject;
 - vii. Old business arising from the Minutes of the previous Meeting

- viii. New business
- ix. Adjournment

3. Nominating Meeting:

- a. 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.;
- b. 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:

- a. Directors meetings will be set up and chaired by the President prior to the Monthly meeting.

5. Executive Meetings:

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

6. Special Meetings:

- a. 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;
- b. 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;
- c. There must be at least seven (7) Directors present to vote, at minimum two (2) Executives (not counting the president) and five (5) Directors.

ARTICLE 6 – DISCIPLINE

1. Misconduct:

- a. Misconduct can take many forms including, but not restricted to:
 - i. Abusive, insulting, discriminatory, harassing, threatening language or behaviour directed at another member or guest;
 - ii. Misuse or destruction of Club premises or property;
 - iii. Unsafe handling of a firearm whether or not involving a Negligent or Accidental Discharge;
 - iv. Fraud or attempted fraud with respect to monetary or other interests of the Club.
- b. Should any member prefer charges of misconduct against another member, the Directors shall, by random draw, appoint a three (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. If there is a conflict of interest (relative, personal discrepancy, etc.), with any member of the disciplinary committee, or the advocate, they must recuse themselves from being part of the committee. The Disciplinary Committee shall recommend to the Executive and Directors any disciplinary action, if any, to be taken.
- c. 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.
- d. In the case where a member informs the board of a personal offence, as described in Article 3 above, the board will follow a similar process to determine what action, if any, needs to be taken in the best interest of the club to ensure the preservation and safety of the club and its members.
- e. Records will be kept on file of these incidents, and if there is a pattern of repeated violations, further disciplinary actions may ensue.
- f. Any offense that occurs on club premises that directly violates any directives as expressed in the Firearms Act and/or Criminal Code of Canada and/or jeopardises

the health and well being of any person and/or the continued future operation of the club, may have their club privileges revoked immediately, and possibly permanently, pending a vote by the board.

- g. Notwithstanding the above, members or their guest(s) using firearms or ammunition that are contrary to the rules of the Club OR causing excessive damage to the range, will at the discretion of the Board, result in a permanent suspension from the Captain Kidd Rod and Gun Club.

ARTICLE 7 - FINANCE

1. Annual Dues:

- a. 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.
 - i. Associate and Social Members will pay full membership dues;
 - ii. A late payment fee will be applied to any standing membership dues collected after the end of February;
 - iii. Late dues will result in the deactivation of your FOB (key). Your FOB will be reactivated again once dues have been collected.

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 one thousand dollars (\$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 three thousand dollars (\$3,000.00) not more than four (4) times per calendar year;
- e. In accordance with subparagraph d. above, further projects of three thousand dollars (\$3,000.00) and less require approval by the general membership, as well as ALL projects exceeding three thousand dollars (\$3,000.00) in value;
- f. The Executive Committee shall have discretion to approve expenditures up to five hundred dollars (\$500.00);
- g. Receipts must be submitted for all expenditures in order to obtain reimbursement;
- h. All expenditures are subject to review by the Directors.

3. Signing Authority:

- a. All cheques, official documents and negotiable securities must be signed by two (2) of the following Officers of the Club:
 - i. The President;
 - ii. The 1st Vice-President or 2nd Vice President;
 - iii. The Treasurer;
 - iv. The Secretary.

4. Fiscal Year:

- a. 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:

- a. 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 (21) 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 (2/3) of the members.

2. By-laws:

- a. 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 (2/3) of the members.

3. The foregoing are the Constitution and By-Laws of the Captain Kidd Rod & Gun Club

with amendments to date:

Day / Month / Year

Annex A – Standing and Ad Hoc Committees

Annex B – Roberts Rules of Order – Summary Version

Annex A

**Standing and Ad-hoc Committees
of the
Captain Kidd Rod & Gun Club**

Standing Committies:

1. Building and Grounds/Facilities Maintenance
2. Indoor Range
3. Outdoor Range
4. Education/Training/Ladies Night
5. Cards/Entertainment
6. Kitchen

Ad-hoc Committees:

1. Fund-raising
2. Discipline
3. Lobster Dinner
4. Yard Sale

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Sir/Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Chairman is an appointed position by the Directors and has no power beyond their role as director. Chairman is an advisor and has no power to overrule the board.
- Debate cannot begin until the Chair has stated the motion or resolution and asked, "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a two thirds (2/3) vote. All votes, however, are formal.

- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified