

*T.K. Sparks*  
**T.K. SPARKS**



## Constitution

1. This association shall be known as the “Nelson District Rod & Gun Club” and herein after referred to as the Club.
2. The Club shall be organized for the promotion of co-operation and good fellowship among all who participate in the varied activities and recreations available in the West Kootenays of British Columbia.
3. It shall be the business of the Club to look after the interests of recreation and conservation in general and fish, fowl and wildlife and supporting habitat in particular.
4. The activities of the Club may at any time be broadened by the formation of classifications compatible with the goals of the Club. Each new classification must be approved by a majority of Directors at a Board meeting. Once approved, the new classification will be automatically added to the list contained in the policies of the Club.
5. A classification known as the Nelson District Rod & Gun Club Conservation Society will operate under the jurisdiction of the Club.
  - a. all monies deposited in this classification are to be used for the sole purpose of fish, fowl and wildlife conservation.
  - b. this classification shall be a registered Charity under the Canada Revenue Agency.
6. The Club shall be a registered Society under the B. C. Societies Act.
7. Club membership is available to any person regardless of where he/she may live, providing that the individual(s) applying for membership have a connection to the West Kootenays. Any application is subject to review and approval of the Board of Directors – see also by-laws, policies, regulations

# By-laws

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## Definition & interpretation

Hereafter the following will be used

- a. AGM – will refer to the Annual General Membership Meeting
- b. Board meeting – will refer to a meeting of the Board of Directors.
- c. Club – will refer to the Nelson District Rod & Gun Club
- d. Director – will refer to a member elected at the Annual General Meeting, or appointed by the Board of Directors to complete a vacated term.
- e. In writing – a letter or notice either hand delivered, e-mailed or sent by Canada Post
- f. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.
- g. Any changes to the B. C. Societies Act or B. C. Societies Act – Regulations that require a change to the Constitution or the by-laws of the Club will be deemed to be in effect at enactment by the government. The changes to the Club documents will be enacted with proper notice, at the next membership meeting.

## **Section 1 – Membership**

### **1:01. Rights and Privileges**

- a. Only members who have paid their membership dues for the current year are deemed to be members in good standing and are entitled to
  - i. a vote or voice in the affairs of the Club
  - ii. use the Clubs facilities – see also guest policy
  - iii. stand for election
  - iv. be appointed co-ordinator, or Range Master
  - v. represent the Club in any manner after confirmation by a vote at a Directors meeting.
  - vi. all rights, privileges and responsibilities contained in the Constitution, by-laws, polices and regulations of the Club.
  - vii. liability insurance
- b. On being admitted to membership, each member will be advised that the Constitution, by-laws, policies and regulations of the Club are available on the Club website.
- c. If a member requests in writing, the Constitution, by-laws, policies or regulations of the Club will be e-mailed to the member at no charge.
- d. If a member requests, in writing, a paper copy of the Constitution, by-laws, policies or regulations of the Club, the documents will be duplicated at no charge and made available for the member to pick up.

### **1:02. Responsibilities of Membership**

It is the responsibility of every member to

- a. provide the Club with current contact information
- b. provide the Club with personal information required by the Club to comply with the Societies Act, the Chief Firearms Officer and any other legal entity that the Club is required to comply with.
- c. Every member must uphold the Constitution, and comply with the by-laws, regulations and policies of the Club

### **1:03. Proof of Membership**

A membership card will be issued yearly, upon payment of dues, by the Club and shall constitute proof of membership in the Club.

### **1:04. Types of Membership**

Memberships shall be divided into the following categories:

Individual, Family, Junior, Senior, or Life Member

- a. Individual – a member between the ages of 18 and 64
- b. Family – a primary member with spouse or partner living within the same household and any children between the ages of five (5) years and seventeen (17) years, or eighteen (18) years if living at home.

- c. Senior – a member aged sixty-five (65) or older
- d. Junior – a member between the age of five (5) to seventeen (17) that is not part of a family membership
- e. Life member – a member honoured by the Club for dedication and service to the Club

#### **1:05. Life members**

- a. Members may be nominated by any member
  - i. at a membership meeting; or
  - ii. by sending the nomination, in writing, to the Board of Directors
  - iii. Directors may also nominate a member at a meeting of the Board
- b. The nomination for life membership will be referred to the Board of Directors for consideration and decision.
- c. There will be no more than five (5) life members at any one time.
- d. When granting a life membership to a current member who holds a family membership, it shall be considered as one (1) life membership, but the spouse/partner will also be included in the designation.
- e. The member(s) granted a life membership will have their dues paid by the Club.

#### **1:06. Term of membership**

Memberships are for each calendar year – January 1<sup>st</sup> to December 31<sup>st</sup> and are due and payable no later than March 1<sup>st</sup> in any given year.

#### **1:07. Review of Membership Dues**

The membership classes and annual membership dues for each class shall be reviewed by the Board of Directors from time to time. If the Board decides a change is required, then a notice of motion will be brought forth. See Meetings: notice of motion.

#### **1:08. Non-payment of dues (2011)**

In the event that dues are not paid by March 1<sup>st</sup> in any year:

- a. Members will be removed from the Club mailing list and newsletter mailing list and e-mail list.
- b. If the member has an access code for the Rod & Gun Club building, such code will be removed from the security system
- c. The member will be requested and required to return any and all keys allowing access to Club property
- d. The Insurer for liability insurance will be informed that the individual is no longer a member of the Club and therefore not covered by the liability insurance purchased annually by the Club for all members

#### **1:09. Severance of Membership**

Any member ceasing for any cause whatsoever to be a member of the Club shall cease to have any

claim or interest in the assets, funds, or property of the Club and be required to return all Club assets, funds or property in their possession.

#### **1:10. Cancellation of Membership**

Any member requesting cancellation of his/her membership may do so

- a. By writing (either post or e-mail) to the Chair of the Membership committee; or
- b. Upon his/her death; or
- c. on not renewing his/her membership by March 1<sup>st</sup> of any year

#### **1:11. Removal of Membership**

- a. The Board of Directors may, with just cause, suspend or cancel a membership by a two-thirds majority vote of those present and voting at a Board meeting.
- b. Once the Executive becomes aware of a situation where a member is, in the opinion of the Executive, guilty of any conduct liable to endanger the welfare, good name or good order of the Club the presiding officer will
  - i. appoint a Director to investigate
  - ii. call a special closed meeting of the Board
- c. Prior to the meeting either
  - i. The member will be informed of the issue, either in person or sent a written notice setting out a brief statement of the allegations, or
  - ii. the director appointed to investigate will contact the individual
- d. At the meeting,
  - the member so accused will be given the opportunity to make a presentation (either in person, or by an individual delegated to act on his/her behalf)
- e. If the individual does not wish to attend, then the Director appointed by the Board will report his/her findings.
- f. The Board will then proceed 'in camera' for discussion
  - The Board may then either dismiss the allegation or apply such disciplinary action as deemed necessary up to and including suspension of privileges or cancellation of membership.
- g. The individual will be informed, in writing, of the decision of the Board.

## **Section 2 –Meetings --General information**

#### **2:01. Quorum**

- a. At any duly called meeting seven (7) members shall constitute a quorum.
- b. Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a time when a quorum is not present.

- c. If at any time during a meeting, there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- d. If, within thirty (30) minutes from the time appointed for a meeting, a quorum is not present,
  - i. in the case of a meeting convened on the requisition of members, the meeting is terminated ; or
  - ii. in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting the members present constitute a quorum.
- e. The chair may, or if so directed by the voting members at the meeting, must adjourn the meeting from time to time and place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- f. Notice of the continuation of the adjourned meeting or of the business to be conducted is only required after an adjournment of thirty (30) days or more.

#### **2:02. Attendance Record**

An attendance record will be circulated for all in attendance to sign. This sheet will be attached to the subsequent minutes.

#### **2:03. Voting:**

- a. All voting shall be by a show of hands, except
  - i. for the election of Directors which shall be by written ballot. or
  - ii. when a secret ballot is requested by two (2) or more members or
  - iii. when directed by the presiding officer
- b. At the Annual General Membership Meeting and General Membership meeting(s), decisions must be made by a majority of members present in person and voting at the meeting.
- c. At meetings of the Board of Directors, only Directors will be entitled to vote.
- d. Voting by proxy is not permitted.
- e. If there is a tie vote, the presiding officer may not cast a second vote in addition to the vote to which he or she may be entitled as a member, and the motion or resolution does not pass.

#### **2:04. Rules of Order**

Bourinots Rules of Order shall apply at all meetings

#### **2:05. Minutes:**

See **Annual General Membership Meeting; General Membership Meeting(s) or Board of Directors meetings.**

**2:06. Chair:**

- a. All meetings will be chaired by the President.
- b. If the president is unwilling or unable to act, the meeting must be chaired by the vice president.
- c. If neither the president nor the vice president are willing nor able to chair the meeting the Past President will chair.
- d. If none of the above are willing or able to act, a chair must be elected by the eligible voters present in person from among the Directors who are present at the meeting.

**Section 3 – General Membership meetings****3:01. Number of meetings**

- a. There will be three (3) General Membership meetings per year
- b. The first being the Annual General Membership Meeting (AGM) and will be held the second Saturday of January.
- c. The second and third meetings will be established at the first board meeting of the year, and subsequently published in the newsletter. If, possible, the second and third meeting will be held in conjunction with a Club social event.

**3:02. Meeting Notices**

- a. With the exception of the Notice of AGM (see below)  
Notices will be circulated to all members and will include the day, place and time of the meeting and the general nature of the items to be discussed. If the Directors have served a Notice of Motion, then that document will be included in the notice.
- b. Notices of meetings may be given either by
  - i. newsletter or
  - ii. notice will also be published in the newsletter.
- c. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- d. The accidental omission to give notice of a meeting to, or the non-receipt of notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.

**3:03. Notices of Range Closures may be by**

- a. posting notice at the appropriate range
- b. publication in the newsletter and on the website; or
- c. e-mail; or
- d. Canada Post

### **3:04. Minutes:**

- a. All meetings of the Membership will be recorded and a draft copy will be circulated, with attachments to the Board, and those members appointed by the board as range officers, co-ordinators or persons in charge of an event, within fourteen (14) days of the meeting.
- b. At a subsequent general membership meeting, the minutes of the previous meeting will be available at registration prior to the meeting, and the motion will be to adopt the minutes of..... meeting as circulated.
- c. Once approved, they will be dated and signed by the presiding officer and one other officer and placed in the minute book, together with any attachments and the attendance record.

### **3:05. Notice of Motion**

If an action to be undertaken by the Club requires a Notice of Motion, such notice will be in writing, read into the record with a copy provided to the Secretary and then provided to the membership via the newsletter; posted to the website or via e-mail or Canada Post with the appropriate time lines adhered to, prior to the vote being taken on the action.

### **3:06. Postponement or Cancellation of Meetings**

In the event that it is required to postpone or cancel a regularly scheduled Membership Meeting the President either at a meeting prior to; or in consultation with a minimum of three (3) Directors will have the authority to do so. Every effort will be made to ensure that members are apprised of the change and are notified of the rescheduled meeting.

## **Section 4 – Annual General Membership Meeting (AGM)**

### **4:01. Notice of AGM**

- a. Notice of the meeting, together with
  - i. any new policies or regulations that have been implemented since the last AGM or
  - ii. changes to current policies or regulations that have been implemented since the last AGM or
  - iii. proposed changes to the Constitution and/or by-laws or
  - iv. any Notices of Motion required for the membership to provide guidance to the Board will be circulated to all members a minimum of fourteen (14) days prior to the AGM
- b. Circulation may be by e-mail and those not providing the Club with an e-mail address will have their notice and documents delivered by Canada Post.
- c. Prior to meeting: Collection of dues & Members signing attendance record

### **4:02. The Order of Business at the AGM will be**

- a. Roll Call of Officers

- b. General Introductions
- c. Approval of Agenda
- d. Reading and approval of minutes of the previous membership meeting
- e. Unfinished business from previous membership minutes
- f. Reports of Directors & Committees
  - i. Business arising from Notice of AGM
- g. Reading of Financial Report
- h. Reports of other Classifications
- i. Election of Directors
- j. New Business
- k. Setting date of Board Meeting
- l. adjournment

#### **4:03. Election of the Directors**

- a. The Board of Directors shall consist of no more than eleven (11) members.
- b. The Board will be elected annually from among the members present and voting at the AGM.
- c. Term of office is two (2) years, to commence immediately following the AGM. In order to preserve continuity, one half of the Board will be elected each year.
- d. Voting, if required, will be by secret ballot.
- e. The immediate past president will automatically be a member of the Board and not require election – in this event, there will be a reduction in the number of vacancies to be filled.
- f. If the immediate past president is not willing nor able to act, the Board of Directors will appoint one of the other past presidents to serve in that capacity.

## **Section 5 – Other Membership meetings**

#### **5:01. Order of Business at Membership Meetings**

- a. General introductions
- b. Guest Speakers
- c. Adopt Agenda as circulated
- d. Reading and approval of minutes of the previous membership meeting
- e. Presentation of financial report
- f. Business of Club as circulated
- g. Brief Reports of Directors and Committees
- h. Other issues from memberships to be referred to Directors for action
- i. Adjournment

#### **5:02. Special Membership Meetings**

- a. Other than the three regularly scheduled Membership meetings, it may be necessary to have a special meeting of the membership to deal with a specific item(s).

Therefore special membership meetings may be called:

- i. at the direction of the President in consultation with a minimum of three (3) members of the Board of Directors; or
  - ii. by any four (4) members together with one (1) Director giving written Notice to the President. Or
  - iii. at the direction of the Board of Directors with a minimum of three (3) Directors making the request in writing to the President.
- b. The request for a meeting shall be in writing, to the President and include the reason for the request and be signed by those so making the request.
- c. Upon receipt of the written request, in compliance with (b) and (c) above, the President will immediately call a Special Membership Meeting to be held within three (3) weeks of the notice being received, serving notice of the reason for the meeting.
- d. Order of Business at Special Membership Meetings:
- i. Roll call of officers
  - ii. General introductions
  - iii. Agenda – limited to reason contained in the written request.
  - iv. Adjournment

## **Section 6 - Board of Directors**

### **6:01. General**

The Board of Directors is empowered to carry on the business of the Club subject to specific requirements contained herein and to exercise all the powers and do all the acts and things that the Club may exercise and do or are required to do, and that are not restricted by these by-laws, or by statute.

### **6:02. Power of the Board of Directors:**

The Board shall have the power

- a. to appoint necessary Directors, sub committees or standing committees for special or general purposes to meet the needs of the Club.
- b. To employ such persons or services as are required to ensure proper running of the Club. Any person or service will be responsible to the Board of Directors
- c. To remove a Director with a two-thirds majority
- d. to establish policies or regulations throughout the term of their office. see policy Establishment of policies or Regulations

### **6:03. Signing Authority**

All legal documents to be signed on behalf of the Club will be signed by the presiding officer and one (1) other member of the Executive. (see also Financial)

#### **6:04. Election of the Executive**

- a. Within ten (10) days of the AGM, the Directors will meet and elect from within their numbers the Executive – President; Vice-president; Secretary-Admin; and Treasurer
- b. A person may hold more than one office at a time, other than the office of President.
- c. A Past President will also be a member of the Executive. If the immediate past president is not willing or able to act, then the Board will appoint one of the other past presidents to fill the position.
- d. The Directors have the authority to add, modify or not elect executive positions, other than the requirements to have a President and Vice-president, to meet the needs of the Club and to made use of volunteer assistance available.

#### **6:05. Duties of Executive**

The following is a brief outline of the duties of the Executive

##### **President;**

- a. to preside at all meetings.
- b. If not able to attend, to ensure Vice-President is notified.
- c. To sign all approved minutes,
- d. To appoint, in the absence of that individual, a recording secretary to take the minutes.
- e. To exercise a general supervision over the affairs of the Club
- f. to exercise a general supervision of the other officers in the execution of their duties.

##### **Vice President;**

- a. to assist the President;
- b. To perform all the duties of the President in the absence of that officer;

##### **Secretary – Admin**

- a. to work in conjunction with the presiding officer;
- b. receive and send all correspondence
- c. to issue notices of membership meetings;
- d. to ensure all annual reports are completed;
- e. to keep record of all standing motions;
- f. to record all changes to the by-laws, regulations and policies of the Club and to complete the necessary legal requirements that arise from such changes.
- g. Have custody of all the records and documents of the Club except those required to be kept by the Treasurer
- h. To maintain, in conjunction with the Chair of the Membership Committee, the register of members.
- i. To establish and maintain other documents as required by the Board of Directors or Club policies

### **Recording Secretary**

removed as member of Board, but be considered an appointed position with voice only at Board Meetings

### **Treasurer**

- a. Receive all monies
- b. Ensure proper record is made of all transactions
- c. Ensure that financial records are reviewed annually
- d. Ensure that the necessary disbursements are made to carry on the business of the Club See also – Financial records

### **Past President**

- a. To work in conjunction with the President and Vice President
- b. To provide continuity to the business of the Club
- c. To act as presiding officer in the absence or unwillingness to act of the president and vice president

### **Portfolios**

- a. The Directors will be assigned their portfolios for a one (1) year term or until replaced by a successor. (see policy)
- b. Co-ordinators, Safety Officers and persons in charge of an event, (see below brief description) will also be assigned from among those interested in a particular Club classification or Activity. If the appointee is not a Director, then the Board will assign a Director to be responsible to ensure communication and reports between the Board and the individual.
- c. General Outline of position:  
Co-ordinators  
Are those individuals who are responsible for a specific duty within the club, appointed by the Board and continuing to hold that appointment until such time as they resign, or the Board removes them

#### **Safety Officers**

Are those individuals who are responsible for the various ranges; e.g. Indoor Firearms Range; Indoor Archery Range; Outdoor Range in general and specific duties for the Outdoor Firearms Range; Outdoor Archery Range; Trap Range and continue to hold that appointment until such time as they resign, or the Board removes them.

(this change from designation of Range Officer to Safety Officer will be in effect throughout the Clubs Constitution, by-laws, policies and regulations.)

#### Persons in Charge

Are those individuals who are responsible for a specific, time sensitive event being held by the Club e.g. Annual Awards Banquet & Fund Raiser; Gun Show;

## Section 7 – Meetings of the Board

### 7:01. Meetings

- a. The Board Meetings will be held on the first Tuesday of the following months: February, March, April, May, June, July, August, September, October, November, and December.  
(see also Section 6, No. 4 - requirement to meet within ten (10) days)
- b. In the event that a Statutory Holiday falls on that day, then the meeting will automatically be moved to the second Tuesday of the month.

### 7:02. Notice of Meetings

These by-laws will serve as notice of meeting dates. Whenever possible, the Club newsletter will also provide notice of meetings.

### 7:03. General provisions

With the exception of the provisions contained in Quorum, Electronic attendance (below); Section 2, Meetings, general provision will apply

### 7:03. Quorum for Board of Director's meeting

- a. A quorum of the Board of Directors is five (5), two (2) of whom must be on the Executive and must be present in person at the meeting to be counted in establishing quorum
- b. At the option of the Directors, attendance may be by electronic means, so long as all directors and other participants can communicate with each other.
- c. If a Director is present by electronic means, he/she is deemed to be present in person

### 7:04. Order of Business – Board Meetings

- a. General Introductions
- b. Guest Speakers
- c. Presentations
- d. Additions to and approval of Agenda
- e. Approval of minutes
- f. Approval of financial report
- g. Reports of Directors and Committees
- h. Communications and correspondence
- i. Unfinished Business
- j. New Business

- k. Adjournment

#### **7:05. Minutes**

- a. All Board meetings will be recorded and a draft copy will be circulated, with attachments to the Board, and those individuals appointed to be co-ordinators, safety officers or persons in charge of an event, within fourteen (14) days of the meeting.
- b. At the next meeting, minutes will be approved as circulated, and moved for approval.
- c. Once approved, they will be dated and signed by the presiding officer and Secretary-Admin (or other person approved by the Board) and the signed copy will be placed in the minute book, together with the attachments and attendance record.

#### **7:06. Board Meetings – open to members**

- a. Members may attend, as observers only, without voice or vote, any meeting of the Board of Directors, providing it is not an in camera meeting.
- b. Members attending a Board meeting must be aware that if an issue arises of a sensitive nature, or any matter if the presence of the observers would, in the Board's opinion, unreasonably interfere with an individual's privacy, they may be asked to step out of the meeting, or leave the building
- c. Those individuals appointed by the Board to be Co-ordinators, Safety Officers or persons in charge of a specific event will be entitled to attend Board meetings with voice, but no vote.
- d. Other members attending a Directors meeting will be as observers only, without voice or vote except:
  - i. Specific issue: A member attending a Directors meeting, may only participate if asked to attend for a specific issue and then only participate so long as that issue is being discussed. or
  - ii. if the Directors grant the right to participate on a subject that arising during the meeting.
- e. Members wishing to put an issue before the Directors may either
  - i. ask a director to take the issue to the meeting or
  - ii. ask, in writing, to attend and make a presentation.

## **Section 8 – Special Board meetings**

#### **8:01. Reason for Special Board Meetings**

- a. Special meetings of the Board may be called
  - i. at the direction of the President in consultation with a minimum of three (3) members of the Board of Directors; or

- ii. by any four (4) members together with one (1) Director giving written notice to the President. Or
- iii. at the direction of the Board of Directors with a minimum of three (3) Directors making the request in writing to the President.

#### **8:02. Written request**

Such written request for a meeting shall include the reason for the request and be signed by those so making the request

#### **8:03. Notice of Meeting**

- a. Upon receipt of a written request for a meeting in compliance with (b) and (c) above, the President will immediately call a Special Board Meeting to be held within ten (10) days of the notice being received, serving written notice of the reason for the meeting.
- b. A Board meeting may be held on less than one (1) week's notice if all board members consent in advance of the meeting, or the meeting is required to deal with an emergency situation, and all board members either
  - i. consent in advance of the meeting, or
  - ii. are unavailable to provide consent after reasonable attempts to contact them.

#### **8:04. Order of Business at Special Board Meetings:**

- a. Roll call of officers
- b. Agenda – limited to reason contained in the written request.
- c. Adjournment

## **Section 9 – Directors**

#### **9:01. Absence from meetings;**

Any Director who does not attend three (3) successive meetings will be removed from office, unless good and proper reason has been provided to the presiding officer prior to the meeting(s). The removal will be by vote – with the requirement of a two-thirds majority of those present and voting

#### **9:02. Resignations**

All resignations of Directors, Co-ordinators or Safety Officers shall be submitted in writing to the Directors meeting.

#### **9:03. Filling of vacancies**

- a. Any vacancies in the office of Director, Co-ordinator or Safety Officers may be filled by appointment by the Board.

- b. The term of replacement will be for a Director – completion of the term left vacant; for others - one (1) year or to the next Annual General Meeting.

#### **9:04. Remuneration**

- a. A Director, Co-ordinator or Safety officer will not be remunerated for being or acting in that position.
- b. Any member authorized to act on behalf of the Club will be reimbursed for out of pocket expenses while engaged in the affairs of the Club, providing they provide receipt of expenditure or the Board approves the expenditure.

#### **9:05. No impediment**

An act or proceeding of the directors is not invalid merely because there are fewer than the prescribed number of directors in office

#### **9:06. Indemnification of officers**

- a. The Club will provide Directors, Co-ordinators, Safety Officers and other members acting on behalf of the Club or handling funds belonging to the Club with Liability Insurance.
- b. A member acting on behalf of the Club who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the Club.

#### **9:07 Continuity of Board**

In the event that a catastrophic event or provincial directive prevents the Club from holding the AGM in January, the Directors whose terms expire with that AGM will continue in office until the Club is able to hold the AGM.

## **Section 10 Financial**

#### **10:1. Fiscal year**

The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>

#### **10:2. Accounts**

All accounts maintained by the Club in any chartered bank, credit union or investment firm will be located in Canada and will be held in the name of the Nelson District Rod & Gun Club

#### **10:3. Type of Accounts:**

The Club will maintain the following accounts:

Business chequing - established at the Royal Bank of Canada

Gaming Account – established at the Nelson & District Credit Union

Investment Account – established at Edward Jones

#### **10:4. No other Accounts**

- a. There will be no other accounts established unless by the decision of the Board of Directors.
- b. No sub group will act in any manner that might cause individuals or members to presume that the Club has sanctioned the collecting of, holding of, or spending of funds on behalf of the Club.
- c. All such funds must be processed thru the general account in order to be eligible for the liability insurance provided by the Club.

#### **10:5. Signing Officers:**

- a. Signing officers will be the Executive - President, Vice President, Secretary-Admin, Treasurer and Past President.
- b. All legal documents to be signed on behalf of the Club will be signed by the presiding officer and one other member of the Executive.
- c. All cheques will require two signatures – the Treasurer and one other officer.
- d. No officer may sign a cheque made out to themselves.
- e. When the Treasurer requires reimbursement, two of the other signing officers will sign the cheque.

#### **10:6. Borrowing Power:**

The Club may borrow money only with a two-thirds approval of the membership present at a membership meeting following a minimum of thirty (30) days notice.

#### **10:7. Duties of the Treasurer**

The Treasurer will

- a. Receive all monies or bank records of money collected on behalf of the Club, record and deposit all such funds to the chequing account. If necessary, then transferring the funds to either the gaming or investment account.
- b. Keep record of the standing motions of the Club that require annual payments, donations etc.
- c. Have electronic access to the accounts of the Club;
- d. maintain a cheque book for the business account and a cheque book for the gaming account.
- e. maintain a journal book showing monthly entries of all activities of the Club. A bank reconciliation will be performed at the end of each month.
- f. maintain a ledger book showing monthly entries of all classifications under the jurisdiction of the Club. Expenditures from these accounts will be under the authorization of the Club member designated.
- g. It will be the prerogative of the Treasurer to establish sufficient of these classifications to meet the needs of the Club  
Classifications include but are not limited to:

Archery, Conservation, Feed Programs, Fishing Forever Gun & Antique Show. Indoor Firearms Range, Ladies Shoot, Outdoor Range – general, Outdoor Range – Trap, Rentals, Rental Deposits, etc.

As well as the necessary classifications to carry on the business of the Club e.g. utilities, building & maintenance

As well as the annual events – e.g. Annual Banquet & Fund Raiser; Gun Show

- h. the Treasurer will pay all donations as authorized by the Board of Directors
- i. The Treasurer will make no disbursements without a proper receipt except for regular or standing bills such as utilities, rental refunds, and per capita or as voted on at a meeting.

#### **10:8. Seal**

- a. The seal shall be in the custody of the Secretary and shall be used on all official documents.
- b. In the absence of an elected Secretary, the seal shall be in the custody of the Treasurer.

#### **10:9. Annual Review**

The accounts and books of the Club will be examined at least once in each year and their correctness ascertained by one (1) or more members. These individuals will be appointed by the Board of Directors.

#### **10:10. Examination by members**

The Directors shall upon request, received in writing, made to them by five (5) or more members, appoint a time and place, not more than two (2) weeks from the date of such a request, for the examination at a reasonable time, of the books, records, and accounts of the Club, in the presence of not less than two (2) of the Directors of the Club

## **Section 11 – Policies**

#### **11:01. General**

- a. All general practices and usage of the Club including, but not limited to regulations for the indoor ranges, outdoor range, club facilities or rentals and/or usage of same will Henceforth be established as written policy unless they are required to be Contained in the Constitution and By-laws of the Club.
- b. To establish a new policy or amend a current policy – refer to Club Policy 20160331(a) Policies
- c. A policy or regulation, once approved, is as valid and effective as if regularly passed at a general membership meeting. This policy or regulation will be confirmed or cancelled by a vote of the membership at the next AGM with the Board serving the appropriate notice of motion prior to the AGM

## **Section 12 – Changes to by-laws**

### **12:01. Legislation will prevail**

Any changes to the B. C. Societies Act or B. C. Societies Act – Regulations that require a change to the Constitution or the by-laws of the Club will be deemed to be in effect at the time of the enactment by the government. The changes to the Club documents will be enacted with proper notice, at the next membership meeting.

### **12:02. Majority requirement**

Any new by-law or change to current by-laws will require a two-thirds majority vote at a membership meeting.

### **12:03. Process to change or establish**

- a. To change a current or establish a new by-law, the issue will be referred to the By-laws committee.
- b. The by-laws committee will
  - i. draft a new by-law or amendment to a current by-law
  - ii. b. An amendment must have the current by-law rewritten to include the amendment.
  - iii. Once drafted, the document will be circulated, as a notice of motion, to all Board members for review a minimum of seven (7) days prior to the Board meeting.
- c. The vote will require a two-thirds majority vote
- d. The change does not take effect until ratified by the membership.
- e. Once the Board has approved the by-law creation or change it will be presented to the membership as soon as possible after Board approval
- f. If there is already a scheduled membership meeting, either the AGM or one of the scheduled membership meetings then the document will be circulated along with the meeting notice.
- g. If there is not a scheduled membership meeting within thirty (30) days of Board approval, then the President will call a Special membership meeting to deal with the proposed change.

### **12:04. Notice**

- a. The approved document, containing the addition to, or change of the by-law will be sent to all members, along with the time, place and date of the meeting.
- b. The vote by the membership will require a two-thirds majority of those present.
- c. Upon approval by the membership, the Secretary-Admin will file a copy of the revision/addition with the Registrar as required under the B. C. Societies Act

#### **12:05. Permanent Record**

When approved by the membership any new or revision to A by-law; policy or regulation will be retained by:

- a. Two (2) copies of the approved addition/change will be prepared by the chair of the By-law Committee, to be signed by the President and one (1) other director and dated, then (1) copy to be attached to the minutes containing the motion to accept, and the other to be placed in the permanent record book to be known as the

Constitution, By-laws, Policies and Regulations  
of the  
Nelson District Rod & Gun Club

- b. This permanent record will be established and maintained at the Club meeting rooms and a copy of all such documents will be posted on the website.

#### **12:06 General Provisions regarding by-laws, policies & regulations**

No retroactivity

A by-law change, policy or regulation made by the Club in a Membership meeting does not invalidate a prior act of the Directors that would have been valid if that by-law change, policy or regulation had not been made.

### **Section 13 – Property**

#### **13:01. Property of the Club**

- a. The Club may, by the assent of a two-thirds majority vote in a properly constituted general Membership meeting, purchase, lease and accept gifts in the name of and thereafter becoming property of this Club
- b. Under no circumstances shall any such transactions subject the Club to any liability in any manner unless agreed to by the Board of Directors.
- c. Any property whether purchased, leased or gifted in the name of the Club shall be governed and managed by the incumbent Directors and members in each and every successive year in accordance with the by-laws, regulations and policies of the Club.

## **Section 14 – New Plans**

- 14:01** Any major new plans for the Club facilities shall be submitted to the Board of Directors who will consider the presentation. If it is agreed to proceed, a notice of motion will be circulated to all member and voted on at the next membership meeting.

## **Section 15 – Dissolution**

- 15:01** In the event of the dissolution or winding up of the “Club”, all assets, real or otherwise, shall become the property of the British Columbia Wildlife Federation, with the exception of the items referred to in the agreement between the Nelson Italian Canadian society (NICS) and the “Club”, signed in 2017, which provides that a permanent display case be installed in the Hall, and the appliances and other equipment provided by the NICS will remain the property of the NICS and in the event of dissolution or winding up of the Club, will be returned to the NICS.

Approved: November 5, 2019

Amended: December 2019

Amended: August 2022

Registered December 2024