



# TOFIELD GUN CLUB AND BEAVERHILL RANGERS BYLAWS

ISSUE DATE: 1962	REVISION: 2	REVISION DATE: 16/04/2022
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The Tofield Gun Club and Beaverhill Rangers (hereinafter referred to as 'gun club') is committed to ensuring all reasonable precautions are taken to protect members, the public and property, from the use of firearms for recreational purposes at our facilities and ranges. All gun club members also have a responsibility to encourage sportsmanship and good relations with co-members and the public.

This set of bylaws will be reviewed when circumstances within the gun club dictate, or as legislation changes. A bylaw committee will be chosen at that time.

## 1.0 PURPOSE

- 1.1 To operate and maintain a shooting range providing facilities for target shooting
- 1.2 To teach and practice the safe use and proper care of firearms
- 1.3 The organization and education of beginner members in the gun club
- 1.4 To raise funds by membership, donations, or otherwise, for the purpose of carrying out the objectives of the gun club and providing and maintaining the facilities
- 1.5 To preserve and protect firearms freedom in Canada

## 2.0 BOARD POSITION DESCRIPTIONS

The following general descriptions are used in the bylaws for members of the gun club board. They are not meant to be all-inclusive and should serve as a general framework for positions.

### EXECUTIVE COUNCIL

- 2.1 Shall mean the President, First Vice President, Second Vice President, Immediate Past President, Secretary, Treasurer, three Directors, Trap Committee Chair, Shoot Committee Chair and Range Committee Chair
- 2.2 No member shall be exempt from holding any position due to travel or location as long as they can complete the bulk of their duties
- 2.3 No member of the Executive Council shall receive any remuneration from the gun club for services rendered as a member of the Executive Council. The gun club may, however, reimburse a director or officer for reasonable expenses necessarily incurred by them in the performance of his or her duties.

### PRESIDENT

- 2.4 Shall be the Chief Executive Officer of the gun club and will be responsible to call and chair the meetings of the gun club
- 2.5 The President and Directors, or their designates, will be the official representatives of the gun club with other associations, agencies, or organizations
- 2.6 The President shall not vote except in the case of a tied vote and then shall cast the tie breaking vote
- 2.7 Shall ensure that all motions, passed by the membership or Executive Council, are carried out



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- 2.8 Shall submit the annual financial statement to the Registrar of Companies for the Societies Act. This is to be done in coordination with the gun club Treasurer and Secretary.

## **FIRST VICE PRESIDENT**

- 2.9 Shall assist the President in the performance of their duties
- 2.10 Shall assume all duties of the President should they be absent or unable to continue

## **SECOND VICE PRESIDENT**

- 2.11 Shall assist the President in the performance of their duties, and shall assume all duties of the President if the President or Vice President should be absent or unable to continue

## **PAST PRESIDENT**

- 2.12 Shall make available to the gun club, the benefits of their experience and insight into the business and affairs and assist by guidance in all gun club matters in which they are knowledgeable
- 2.13 Shall lead and form a nominating committee of at least one director and one member to recruit willing gun club members for the next years Executive Council

## **SECRETARY**

- 2.14 Is responsible for the recording of minutes at all meetings of the gun club and will forward copies of the minutes of meetings or notices to all members in a timely matter by electronic means
- 2.15 Shall keep all books and records of the gun club, except those which are the responsibility of some other officer under the bylaws
- 2.16 In co-operation with the President, will be responsible for ensuring that all correspondence of the gun club, both incoming and outgoing, is properly filed and promptly answered as required
- 2.17 Shall be the custodian of the Common Seal of the gun club

## **TREASURER**

- 2.18 Shall have charge of all funds and fiscal records of the gun club and place the same in such bank or banks as approved of by the Executive Council
- 2.19 Such money shall only be withdrawn by bank draft or cheque signed by the Treasurer and President or Secretary and for the payment of such bills as shall have been approved by the Executive Council
- 2.20 Shall be responsible for the collection of all fees, dues and other monies due the gun club
- 2.21 All applications for membership in the gun club shall be made to the Treasurer who shall keep an accurate list of all members
- 2.22 Shall keep an accurate account of all financial transactions and render a detailed report with receipts at any meeting of the Executive Council when requested



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- 2.23 Shall report at each regular meeting the financial condition of the gun club, stating the receipts, disbursements, and cash balances since the last report

## **DIRECTORS**

- 2.24 Each director is elected for a three year term. The terms are staggered so that only one new director is elected each year
- 2.25 They will be expected to help out any executive member or committee when asked
- 2.26 At least one director must be a member of the nominating committee lead by the Past President
- 2.27 If the Secretary or Treasurer are unable to complete their term, one of the directors is expected to assume their responsibilities

## **TRAP COMMITTEE CHAIR**

- 2.28 Shall be the one point of contact with regards to the general membership concerning all trap shooting activities and will report directly back to the Executive Council
- 2.29 They shall manage and organize various trap shooting events throughout the year and inventory items such as clay targets, generator and trap machine
- 2.30 Collect all fees relating to trap shoot activities and keep records of same
- 2.31 Forward money and records onto the Treasurer on a monthly basis
- 2.32 The Trap Committee Chair may appoint up to two people to assist and form the Trap Committee (they could serve on either the Trap/Shoot or Range Committees)

## **SHOOT COMMITTEE CHAIR**

- 2.33 Shall manage and organize the beginner shooters program and any other gun club designated shoot involving rifles or handguns
- 2.34 The Shoot Committee Chair may appoint up to two people to assist and form the Shoot Committee (they could serve on either the Trap/Shoot or Range Committees)

## **RANGE COMMITTEE CHAIR**

- 2.35 Is responsible for the indoor/outdoor range maintenance which shall include organizing work crews
- 2.36 Shall be the lead for the Range Inspection/Recertification to be coordinated with the CFO (Chief Firearms Officer) and report on this process in full to the gun club Executive
- 2.37 The Range Committee Chair may appoint up to two people to assist and form the Range Committee (they could serve on either the Trap/Shoot or Range Committees)



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## 3.0 TYPES OF MEMBERSHIP

### REGULAR

- 3.1 Is a renewing member, a member whose renewal has lapsed for one or more years but was in good standing, or a new member
- 3.2 Must be eighteen years and older
- 3.3 A regular member shall have access to all gun club facilities and ranges
- 3.4 They are entitled to one vote at all gun club meetings
- 3.5 They shall pay an annual membership fee as established by the gun club

### ASSOCIATE

- 3.6 Is the spouse/partner, or dependent children under eighteen years of age (or over eighteen if still attending school), of a member
- 3.7 Associate members under eighteen years of age can not hold office, or vote, and must be accompanied by a regular member when using gun club facilities and ranges
- 3.8 An associate member shall have access to all gun club facilities and ranges
- 3.9 Associate spouse/partner is entitled to one vote at all gun club meetings and entitled to hold an Executive Office Position
- 3.10 Each associate member will pay an annual membership fee as established by the gun club

### LIFETIME

- 3.11 May be granted to any member in good standing that has been nominated at an Executive Meeting
- 3.12 They shall have access to all gun club facilities and ranges
- 3.13 They are entitled to one vote at all gun club meetings
- 3.14 They will not be assessed membership fees

### HONORARY

- 3.15 May be granted to a member in recognition of services rendered to the gun club for a designated period of time at an Executive Meeting
- 3.16 They shall have access to all gun club facilities and ranges
- 3.17 They are entitled to one vote at all gun club meetings
- 3.18 They will not be assessed membership fees during that designated period



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## 4.0 TERMINATION OF MEMBERSHIP

- 4.1 The Executive Council may, by majority vote, expel any member whose conduct on the gun club premises has been determined to be unsafe, improper, unbecoming, or likely to endanger the reputation of the gun club, or who commits a breach of the bylaws of the gun club
- 4.2 If termination is being considered by the Executive Council, the notice of termination shall be given at least two weeks prior to when the termination vote is to be taken
- 4.3 The member has the right to attend the meeting when the termination vote will be taken
- 4.4 A Director or Officer of the Executive Council may be removed from office after a duly called Executive Meeting with two weeks meeting notice. The motion to remove the Director or Officer must pass with a 75% majority vote of the Executive in attendance. The Director or Officer so removed may remain a member of the gun club
- 4.5 No member, Director or Officer shall be expelled unless:
  - That individual is given notice of the charge or complaint
  - Has been given the opportunity to make a representation to the Executive Council at a special hearing called for that purpose

## 5.0 REINSTATEMENT OF MEMBERSHIP

The Executive Council may, by a vote of the majority of the Council, reinstate any member who after being expelled applies in writing for reinstatement in the gun club and who otherwise meets the requirements of membership under the bylaws of the gun club

## 6.0 MEMBERSHIP CAP

- 6.1 The total maximum membership for the year will be determined at the Annual General Meeting (AGM) if a membership cap is in place
- 6.2 The Executive Council is allowed the freedom on a case by case basis to go above the agreed to membership number

## 7.0 ANNUAL DUES

- 7.1 The Executive Council shall determine at the AGM the amount of annual dues to the gun club
- 7.2 The membership year for the gun club shall be January 01 - December 31
- 7.3 The gun club will accept membership renewals starting on the 1st day of October for the upcoming year
- 7.4 Renewals later than the February meeting may not be accepted due to the Membership Cap
- 7.5 Current members who have not renewed by March 1<sup>st</sup> will be considered new members
- 7.6 All membership dues are non-refundable



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## 8.0 CLUB MEETINGS

### ANNUAL GENERAL MEETING

- 8.1 Shall be called by the President
- 8.2 To be held each year, on the second Monday in January with a start time of 7:30pm
- 8.3 All Executive members are elected at this meeting
- 8.4 Fees for the following year shall be decided
- 8.5 The Financial Statement for the previous year will be presented by the Treasurer
- 8.6 It is expected that all members attend the AGM unless unable to because of travel or health reasons
- 8.7 The AGM must have a quorum of 3 Executive Council and 25 voting members in good standing
- 8.8 The following items must be reviewed for the upcoming year:
  - Beginner Shooters
  - Trap Shoot
  - Club Competitions
  - Property Tax Exemption
  - Range Recertification
  - Insurance
  - Game Supper
  - Membership Cap
  - Range Rules - are to be established and reviewed annually if required by the gun club Executive
  - Appoint two members to act as auditors for the financial statements. The auditors can not be members of the Executive Council

### MONTHLY MEETINGS

- 8.9 Will be called by the President for every second Monday of each month at 7:30 pm, unless that is a holiday and it will be the following Monday, the third Monday of the month
- 8.10 They may be suspended for up to three months during the summer
- 8.11 They must have a quorum of 4 members of the Executive Council and 8 voting members in good standing

### SPECIAL MEETINGS

May be called by the Executive Council as required. Notice must be given ten days in advance by any electronic means



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## **ORDER OF BUSINESS FOR MEETINGS**

- 8.12 Call to order
- 8.13 Minutes of previous meeting
- 8.14 Treasurer's Report
- 8.15 Reports from other committees
- 8.16 Old Business - arising from previous minutes
- 8.17 New Business
- 8.18 Other matters for the membership – Good of the gun club
- 8.19 Adjournment

## **FAILURE TO GIVE NOTICE OF A MEETING**

The accidental omission to give notice of a meeting to, or non-receipt of a notice, by any of the members eligible to receive notice does not invalidate the proposed meeting

## **9.0 CLUB FACILITIES**

### **GUEST USE**

Guests are allowed use of gun club facilities under the following conditions:

- 9.1 Maximum of two guests per member, at any one time, with the exception of members under the age of eighteen who are not allowed guests
- 9.2 Guests are only allowed three visits maximum and then must become a member of the gun club if they want continued usage
- 9.3 The guests must sign the gun club log for insurance purposes
- 9.4 The member is responsible for their guest's safety and behavior
- 9.5 Guest fees apply and are the responsibility of the member

### **GROUP USE**

- 9.6 May be considered by the gun club at any regular meeting
- 9.7 Guest fees may be waived by the gun club for special groups
- 9.8 A RSO must be present
- 9.9 A Tofield gun club member must be present

### **GRANTING UNSUPERVISED ACCESS**

Granting unsupervised access to the gun club to non-members is strictly prohibited and may result in the expulsion of the member who grants access



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## **BLOCK OUT DAYS**

May be considered by the Executive Council for special events, in all cases members can attend as observers

## **10.0 CLUB AFFILIATION**

The gun club will be affiliated with any organization that the membership may decide on from time to time. Our present affiliation is with the National Firearms Association.

## **11.0 INCIDENT REPORTING**

- 11.1 Any incident at any of the gun club facilities that involve personal injury or property damage involving a firearm, must be reported immediately to the RCMP and within thirty days to the CFO. This notification is to be given by the gun club President or their designate
- 11.2 Any incident not involving personal injury or property damage shall be immediately reported to the gun club Executive Council for review and action if required

## **12.0 AUDITING**

- 12.1 The books, accounts and records of the Treasurer shall be audited at least once per year by a duly qualified accountant or by two members of the gun club elected for that purpose at the annual meeting who are not members of the Executive Council
- 12.2 A complete and proper statement of the standing of the books for the previous year shall be submitted to the auditor at the annual meeting
- 12.3 The fiscal year of the gun club is June 1<sup>st</sup> to May 31<sup>st</sup> of the following year

## **13.0 DISTRIBUTION OF ASSETS**

Notice of distribution of assets must be given to gun club members by electronic means. Assets may be distributed by the following means:

- 13.1 Offered for sale to members for a two week period
- 13.2 Offered in a gun club auction at a regular meeting
- 13.3 Offered at a public auction

Any monies collected shall go to the Treasurer for gun club deposit

## **14.0 DISSOLVING THE CLUB**

- 14.1 If it becomes necessary to dissolve the gun club, the decision must be made at the AGM or a Special Meeting
- 14.2 A vote to dissolve the gun club would require a quorum of 50% of the voting members
- 14.3 The vote must pass by 75% approval of those present
- 14.4 Notice of a vote to dissolve the gun club must be given to the membership by electronic means a minimum of two weeks prior to the vote





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## 15.0 REVISIONS

Rev #	Section	Details	Approval	Date
1	All	Update and expand from 1962	AGM	2020
2	3.1, 3.6, 3.20-3.26, 6.1, 7, 9	New member doesn't need sponsor removed; 18 yr old associate going to school added; Probationary membership removed; Membership cap "if in place" added; Not renewed by Mar 1 now a new member added; Guest allowed only 3 visits in total & must sign in added	AGM	2022

These bylaws have been accepted at the Annual General Meeting and signed by two members of the Executive Council.

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**PRINT Name and Position**

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**PRINT Name and Position**

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**Date**

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