

**ST. JOHN'S ROD AND GUN CLUB**  
**BY-LAWS OF THE ASSOCIATION**

09/60 Adopted  
2010/03/01 Revised  
2012/02/28 Revised  
2014/02/05 Revised  
2014/03/03 Revised  
2022/04/28 Revised  
2024/02/29 Revised

## **ARTICLE 1.00 MEMBERSHIP**

### **Eligibility**

- 1.01 Any individual, currently residing in the Province of Newfoundland and Labrador, and expressing an interest in the objects of the Association, shall be eligible for membership.
- 1.02 Any individual, not currently residing in the Province of Newfoundland and Labrador, and expressing an interest in the objects of the Association, shall be eligible for membership at the discretion of the executive.
- 1.03 Any individual seeking membership shall make application to the Executive of the Association, who shall vote whether to accept the application.
- (a) The Executive shall inform the applicant within thirty days of the receipt of the application as to the outcome of the vote.

### **Membership Classes and Fees**

- 1.03 The annual fees for the various classes of membership in the Association shall be payable in advance on or before the end of February of each year.
- (a) Individuals failing to pay their fees within thirty days following the due date shall be automatically dropped from membership in the Association.
- (b) The various classes of membership and fees required shall be circulated to the membership at least thirty days prior to the Annual General Meeting.
- (i) Any change to the number and/or type of membership or to the fee charged for each membership shall only be permitted at the Annual General Meeting. Any proposed change must take the form of a motion put to the membership and require a two-thirds majority of the vote cast to pass.

### **Privileges of Members**

- 1.04 Any member, 19 years of age or older, in good standing shall be entitled to all rights and privileges conferred by membership, said privileges to include, but not limited to, the right to make motions at any meeting of the Association, of voting, and of holding office.
- 1.05 Any member who has not reached the age of 19 years and who is in good standing shall be entitled to all rights and privileges as conferred by membership except those of making motions, of voting and of holding office. Such restriction in the rights and privileges shall be reflected in the membership fee charged such individuals.

### **Disciplinary Measures and Termination of Membership**

- 1.06 Any member whose actions are in direct violation of these By-Laws, or are judged unsafe, particularly with regard to the use of firearms, or demonstrates a lack of consideration for the environment or for the objects of this Association as set out in the Memorandum of Association, may be subject to disciplinary measures by the Executive Board. Such measures shall include the right to suspend or expel any member.

- (a) Any member in good standing may bring the actions of another to the attention of the Executive Board by submitting a written account of the action or incident to the Executive Board.
- (b) The Executive Board shall undertake to investigate the alleged action or incident and prepare a written statement of its findings and its decision regarding the disciplinary measure taken, if any.
- (c) The written statement of its findings and the decision of the Executive Board shall be mailed to all parties concerned.
- (d) If either party concerned disagrees with the decision of the Executive he can appeal it by writing to the Executive Board stating why he disagrees with the decision and request a General Hearing. The time limit for appeals shall be thirty days after which time the decision of the Executive is final.
- (e) Upon receiving a request for a General Hearing from either party the President shall call a Special Meeting of the Association. At this meeting both parties shall present their cases to the general membership. Upon the completion of the presentations the membership shall vote in accordance with the provisions of these By-Laws on whether to grant or deny the appeal.
- (f) A two-thirds majority of the vote cast shall be required to grant the appeal. The decision of this General Hearing is final, and not subject to review by any Court.
- (g) No membership fee or any portion thereof shall be refunded to any expelled or suspended member.
- (h) A member who has been expelled from the Association shall not be eligible to make further application for membership until after the next Annual General Meeting of the Association.

### **Full Membership Conditions**

1.07 All applications for membership in the St. John's Rod and Gun Club are subject to the following conditions and procedures.

- (a) New applicants for membership must successfully complete the club's mandatory Member Orientation Day.
- (b) A Membership Card will be issued only upon the successful completion of the Member Orientation Day.
- (c) All privileges of a member in good standing, as defined by the club's By-Laws, will be extended to a new Member.

## **ARTICLE 2.00            OFFICERS**

2.01            The officers of the Association shall be a Past President, a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer and six Directors. These officers shall perform the duties prescribed by these By-Laws.

### **Term of Office**

2.02            The officers shall be elected by ballot in accordance with these By-Laws to serve for a term of one year or until their successors are elected. Directors shall serve a term of two years.

- (a)            The term of office shall begin at the close of the Annual General Meeting at which they were elected.
- (b)            Upon the resignation, death, disability or termination of any officer, a Special Meeting may be called for the purpose of filling the vacated position. The individual so elected shall serve the remainder of the term as if he were the individual originally elected to the position.

2.03            No member shall hold more than one office at a time.

### **Removal of Board Members**

2.04            If any member of the Executive Board is absent from as many as three consecutive duly called meetings of the Board, his position may be held vacant at the discretion of the remaining members of the Board.

- (a)            Notice in writing shall be given to the individual concerned and he shall be afforded the opportunity to address the Board if he so desires.
- (b)            Thirty days after notice is given, the Executive Board shall decide whether to permit the individual to retain his position, hold his position vacant or to call a Special Meeting for the purpose of filling the vacated position. The individual so elected shall serve the remainder of the term as if he were the individual originally elected to the position.

## **ARTICLE 3.00            DUTIES OF THE OFFICERS**

### **Past President**

3.01            Upon completing his term of office the President shall proceed to the position of Past President unless he is re-elected to the same or another position on the Executive Board.

3.02            The term of the Past President shall be for one year only.

3.03            The Past President is to serve in the capacity as advisor to the Executive Board on the actions on the previous Executive. As such he shall have none of the rights of an Executive Board member particularly the right to vote at any meeting of the Executive Board.

## **President**

- 3.04 The President shall chair all meetings of the Association and of the Executive Board.
- (a) With regard to meetings of the Executive Board the President will not be permitted to cast a vote on any motion or proposal before the Executive Board.
- (b) In the event of a tie the President will be permitted to cast a tie breaking vote.
- 3.05 The President of the Association, or an Executive Board member authorized by the President, shall be the only individual(s) authorized to speak on behalf of the Association.
- 3.06 The President shall be ex officio a member of all duly appointed committees except the Nominating Committee.
- 3.07 The President may allot any part or portion of the duties which would ordinarily be the responsibility of the Secretary or the Treasurer to other individuals or to committees, with Executive approval.
- 3.08 The President shall perform all duties that normally fall to the lot of his office and all duties specifically allotted to him by these By-Laws.

## **First and Second Vice President**

- 3.09 In the absence of the President the First Vice President shall chair all meetings of the Association and the Executive Board.
- 3.10 In the absence of both the President and the First Vice President, the Second Vice President shall chair all meetings of the Association and the Executive Board.
- 3.11 In the event that the President is unable to fulfill the duties of his office due to death, disability, resignation or termination, the First Vice President shall assume the position of President.
- 3.12 In the event that both the President and First Vice President are unable to fulfill their duties due to death, disability, resignation or termination, the Second Vice President shall assume the position of President.

## **Secretary**

- 3.13 The duties of the Secretary shall include the following:
- (a) the proper recording of the minutes of all meetings of the Association and of the Executive Board;
- (b) the maintenance of a current and up-to-date membership roll;
- (c) to see to and be responsible for the general correspondence of the Association;
- (d) the operation and maintenance of an adequate system of filing for the records of the Association;
- (e) all general office work and other duties that normally pertain to the office of Secretary;

- (f) any other duties that may be assigned to this office by the President with Executive approval.

3.14 The Secretary shall be prepared to deliver at any General or Special Meeting a report on the condition of the membership and the Minutes of the previous meeting.

### **Treasurer**

3.15 The duties of the Treasurer shall include the following:

- (a) to be responsible for the receipt and custody of all monies;
- (b) to keep the President fully advised of all matters connected with the receipt and disbursement of all Association funds;
- (c) to maintain an accurate record book detailing all receipts and disbursement of monies;
- (d) to ensure that all monies received are deposited to the account of the Association in such chartered bank or branch thereof as the Executive Board may from time to time designate;
- (e) to pay all bills and debts against the Association as directed by the Executive Board;
- (f) to prepare financial reports at such times and in such a manner as directed by the Executive Board;
- (g) to prepare a financial statement detailing the financial activities of the Association in the past year, for presentation to the membership at the Annual General Meeting;
- (h) all other duties that normally pertain to the office of Treasurer;
- (i) any other duties that may be assigned to this office by the President with Executive approval.

## **ARTICLE 4.00 FINANCE AND ADMINISTRATION**

### **Fiscal Year**

4.01 The fiscal year of the Association shall be the twelve month period starting with the first day of January of one year and ending with the last day of December of the same year, both dates inclusive.

4.02 All funds of the Association shall be deposited to the account of the Association in such chartered bank or branch thereof as the Executive Board may from time to time designate.

4.03 All distributors of funds shall be by cheque drawn by the Treasurer and countersigned by at least one other officer, usually but not necessarily the President.

- (a) Expenditures made on behalf of the Association of not more than \$250.00 may be made by any member of the Executive Board or any member appointed by the President and do not require approval of the Executive Board.
- (b) Expenditures greater than \$250.00 but not more than \$10,000.00 will require the approval of a majority of the Executive Board.

- (c) Expenditures greater than \$10,000.00 will require at least three quotes from potential suppliers, where possible, and the approval of a majority of the Executive Board. The lowest quote will not necessarily be accepted.

### **Seal of the Association**

- 4.04 The Seal of the Association shall not be affixed to any document, paper or instrument without the prior approval of the Executive Board and then only in the presence of at least two members of the Executive Board.
  - (a) Those two members present shall sign every document, paper or instrument to which the Seal of the Association is so affixed in their presence.

### **ARTICLE 5.00 MEETINGS**

- 5.01 General meetings of the Association shall be held no less than annually. The meeting to be known as the Annual General Meeting or AGM, is to be held in February unless egregious circumstances prevent the meeting from being held at that time. Where there are egregious circumstances, the existence of which have been agreed upon by three quarters of the Executive Board, the Executive Board may postpone the meeting. The Executive Board will monitor the circumstances, and once three quarters of the Executive Board agree that the egregious circumstances have passed a date for the general meeting of the Association must be set to take place within 60 days.
- 5.02 The date, place and time of all meetings of the Association shall be determined by the Executive Board.

### **Notice of Meetings**

- 5.03 Written notice of meetings, General or Special, shall be mailed to all registered members at least thirty days prior to the meeting. The official list of members will be used to provide the addresses of the members.
- 5.04 Special meetings may be called by the President with the approval of the Executive Board and shall be called upon the written request of five members of the Association. The purpose of the meeting shall be stated in the call.

### **Quorum for General and Special Meetings**

- 5.05 Fifteen members in good standing shall constitute a quorum for the transaction of any business at any General or Special Meeting of the Association.
- 5.06 Meetings of the Executive Board shall be held at the discretion of the Executive Board and can be requested any member of the Executive Board.
  - (a) The date, time, place and format of a meeting of the Executive Board shall be determined with a minimum seven day notice to attend.
  - (b) Meetings may be held in person or by any electronic means such as video conferencing.
  - (c) Business of the club may be conducted between meetings via email following policy outlined and adopted in our Operating Procedures Document.

### **Quorum for Executive Board Meeting**

5.07 One-half the membership of the Executive Board shall constitute a quorum for meetings of the Executive Board.

### **Elections**

5.08 The election of candidates to the Executive Board shall take place at the Annual General Meeting of the Association.

- (a) The Chair of the Nominating Committee will speak on behalf of the committee and present its nomination for each position.
- (b) Nominations will be accepted from the floor in the form of a seconded motion with the consent of the nominee.
- (c) Officers shall be elected by secret ballot to serve for a term of one year or until their successors are elected. Directors shall serve a term of two years.
- (d) The newly elected officers shall begin their term of office at the close of the Annual General Meeting at which they were elected.
- (e) A simple majority of the vote cast shall be required to elect a candidate to office.
- (f) For the purpose of electing candidates to office proxy votes will not be permitted.

## **ARTICLE 6.00 THE EXECUTIVE BOARD**

6.01 The officers of the Association, including the Directors, shall constitute the Executive Board.

6.02 The Executive Board shall be the administrative body of the Association between meetings of the general membership and shall be empowered to transact all business, manage all properties and funds, as well as supervise all activities of the Association between meetings of the Association.

## **ARTICLE 7.00 COMMITTEES**

7.01 Committees, Standing or Special, shall be appointed by the President of the Association from time to time as deemed necessary to carry on the work of the Association. The President shall be ex officio a member of all committees except the Nominating Committee.

7.02 The President shall appoint a Chair for each committee and it will be the responsibility of the Chair to seek out members in good standing to serve on the committee. The President's choice for committee Chair and the Chair's choice of committee members shall be subject to the approval of the Executive Board.

### **Committee Reports**

7.03 The Chair shall make regular reports to the Executive Board on the progress of the committee. All reports shall be in writing and forwarded to the Secretary for retention in a file bearing the name of the committee.

7.04 The Executive Board shall determine the goals and operating parameters of any committee and said committee shall exist at the pleasure of the Executive Board.



### **Nominating Committee**

7.05 At least thirty days prior to the Annual General Meeting, the President shall appoint a member to Chair the Nominating Committee. The Chair shall select four other members to serve on the committee. The committee shall have the duty of placing in nomination the names of candidates for each of the elected offices.

### **ARTICLE 8.00 AMENDMENTS**

8.01 The Executive Board shall have the power to create, amend or repeal any rule, regulation or By-Law as they deem necessary or convenient for the proper conduct and management of the Association.

- (a) Any rule, regulation or By-Law created, amended or repealed by the Executive Board shall require a two-thirds majority vote of the members of the Executive Board.
- (b) The Executive shall notify all members of the Association of any rule, regulation or By-Law created, amended or repealed by first class mail.

8.02 Every rule, regulation or By-Law created, amended or repealed by the Executive shall have force until the next Annual General Meeting of the Association and in default of confirmation thereat shall cease and become void; provided that any rule, regulation or By-Law passed by the Executive Board may be repealed or amended by the Association at any General or Special meeting called for such purpose.

### **Notice to Amendment**

8.03 Association By-Laws shall not be amended or repealed unless notice in writing signed and dated by two members of the Association as proposer and seconder is given to the Executive Board at least sixty days prior to the Annual General Meeting at which it is to be proposed.

8.04 Written notice to amend the By-Laws must include the specific Article to be amended, what the amendment would involve, an explanation for the proposed amendment if the reason is not clear, and how the final amended Article shall read in the By-Laws.

### **Notice of Intent to Amend**

8.05 The Executive Board shall notify all members of the Association by first class mail of any proposed amendment or repeal at least thirty days prior to the Annual General Meeting at which the amendment or repeal is to be proposed.

### **Proxy Votes**

8.06 For the purpose of any vote on an amendment or repeal of a By-Law, proxy votes shall not be permitted.

8.07 Publication of specific proposed amendments shall constitute notice of intent to amend and shall not preclude germane amendments being made from the floor at the Annual General Meeting.

### **Majority Vote Required**

8.08 Any amendment or repeal of a By-Law must be accepted by at least a two-thirds majority of the vote cast.

- 8.09 All amendments to the By-Laws shall come into force the moment which they are accepted, provided that the motion to amend does not contain provisions for the exact moment of enforcement of said amendment.

#### **ARTICLE 9.00 CAMPING REGULATIONS**

- 9.01 Due to space limitations, a limit of ten (10) camping permits will be available to the membership on a first come first served basis.
- 9.02 A camping fee of \$50.00 will be applicable to all campers and must be clearly displayed when camping on club grounds.
- 9.03 Campers will be parked in approved locations only. These sites will be clearly marked and identified considering range templates and safety.
- 9.04 All camping will be strictly roll-in and roll-out, whether for a shoot or for summer holidays, and camping sites will be available strictly on a first come first served basis.
- 9.05 All campers must be fully mobile and legally registered and insured.
- 9.06 Absolutely no dumping of garbage and sewage on club premises.
- 9.07 The camping season will run from the May 24th weekend to Thanksgiving weekend. All campers must be removed thereafter.
- 9.08 Visiting shooters or competitors participating in Club sponsored events may be granted permission to camp for the duration of the event.

#### **ARTICLE 10.00 MEMBER ORIENTATION DAY**

- 10.00 A mandatory Member Orientation Day will be held on a monthly basis for the benefit of new members and also existing members looking for further club information or refresher on the range safety rules.
- 10.01 The Member Orientation Day will outline:
- a.) Club facilities and their usage.
  - b.) Membership privileges.
  - c.) Membership and Shooter Etiquette.
  - d.) Overview and explanation of the Range Operating Instructions and Safety Rules.
- 10.02 The Member Orientation Day will be facilitated by certified St. John's Rod and Gun Club certified Range Safety Officers, members of the club executive or other qualified members.