

**HAVELOCK SPORTSMEN'S CLUB**

**CONSTITUTION**

**AND**

**BY-LAWS**

**Effective February 6, 2020**

# HAVELOCK SPORTSMEN CLUB

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## **CONSTITUTION**

### **Article 1 - Name and Objectives:**

1. The name of this organization shall be the Havelock Sportsmen's Club.
2. The objectives of the Havelock Sportsmen's Club, shall be as follows:
  - (a) to encourage organized gunmanship;
  - (b) to promote a better knowledge of safe handling and proper care and handling of restricted, prohibited and non-restricted firearms;
  - (c) to promote the principles of good sportsmanship;
  - (d) to provide a shooting range and equipment for the use of the members;
  - (e) to promote sound management and wise use of fish and wildlife within the Province in order that members and their families and all future generations of our people benefit from, and have the recreational use of, all fish and wildlife species in the Province.
  - (f) to carry on any activities whatsoever which can in the opinion of the Board of Directors and the members be conveniently carried on in connection with the Club. The usual place of meeting shall be Havelock, New Brunswick.

### **Article 2 - Interpretation:**

1. Wherever the words " The Club " occur in the constitution or by-laws, they shall be understood to mean the Havelock Sportsmen's Club, as a body.
2. Wherever the words " The Board of Directors " occur in these by-laws, they shall be understood to mean " The Board of Directors of the Havelock Sportsmen's Club.
3. Affiliated members will be defined as any non member or non members who are temporary authorized range users (guests).
4. Wherever the word "Guest" or "Guests
5. " occur in the constitution, it will be understood to mean affiliated member.
6. The Board of Directors shall consist of the President, the Vice-President, The Secretary, Treasurer and the Immediate Past President.
7. "Due cause" is defined as any violation by a member of the Constitution, By-Laws, rules or regulations of the Club or for careless or irresponsible handling of a firearm. This also includes being in possession of, or drinking alcoholic beverages at the range
8. and any other action that the Board of Directors believe is detrimental to the operation of the Club.

### **Article 3 - Membership:**

1. Membership in the Club shall be unlimited, 18 years of age or over, directly engaged in hunting, fishing, shooting or the safe handling and proper care of firearms.
2. Subject to Paragraph 1 above, at any general meeting of the Club, any member in good standing may propose any eligible person as a candidate for becoming a member of the Club, providing such candidate shall undertake, if admitted, to be governed by the by-laws and constitution of the Club.
3. If such Proposal is carried by a majority of the members of the Club then present, such person/candidate shall thenceforth be a member of the Club and shall have all the rights and be subject to all the obligations of the Club. Membership is dependent on the candidate obtaining a "Transporting Firearm Permit" from the Department of Natural Resources and Energy, (DNRE), and his/her ability to maintain this permit.
4. Membership shall continue from the time of admittance until a member has resigned in accordance with this constitution or by-laws, or has been removed from, the roll of members by actions of the Board of Directors.
5. Any member of the Club who intends to retire therefrom or to resign his/her membership may do so, at any time, upon giving to the Secretary at least ten days notice in writing of such intention, and upon discharging any lawful liability which is standing upon the books of the Club against him/her at the time of such notice.
6. The Board of Directors may remove from the roll of members the name of any member who fails to pay Club dues by the date of the annual meeting in November. Upon such action by the Board of Directors, all privileges of membership shall be forfeited.
7. Any member of the Club may be expelled by a two-thirds vote of members at any general meeting for due cause.
8. Active members shall be those who attend three (3) general meetings during the year or one (1) general meeting and two (2) designated workdays or club activities other than social events. Non-active members are those who do not meet these requirements.
9. Membership applications shall be processed at any general meeting but Transporting Firearm Permits shall only be requested once each year, which shall be in November or December.
10. Arnold Alward, Delbert Alward and David Keith are hereby recognized as Charter Members and are not required to pay annual membership dues although they will have all the benefits and privileges of regular members.

#### **Article 4 - Dues and Assessments:**

1. (a) The annual dues payable by members of the Club shall be determined annually by either the Board of Directors or the membership at any general meeting and shall be identified in the By-Laws.  
  
(b) Written notice of any change in dues must be sent to members prior to the end of a fiscal year, (August 31).
2. Other assessments may be levied against all members, provided they are recommended by the Board of Directors and approved by a majority of the members present at a general meeting of the Club. The notice calling such general meeting shall state the nature of the proposed assessment.

#### **Article 5 — Fiscal Year:**

1. The fiscal year of the Club shall commence on the first day of September each year.

#### **Article 6 — Officers and Board of Directors:**

1. The officers of the Club shall consist of: a president, vice-president, secretary and treasurer who, together with other members shall be elected from among the members each year at the annual general meeting. NOTE: The secretary and treasurer positions may be combined if the members or the Boards of Directors so decide. The President shall not hold his/her office for more than five (5) consecutive years but the terms for other officers are unlimited. Amended Feb 6, 2020.
2. Where a member of the Board of Directors dies, resigns his/her office or is absent from three (3) consecutive meetings of the Board of Directors, the Board of Directors may in place of such member appoint an interim member.
3. Any officer or member of the Board of Directors may be suspended from his/her office or have his/her tenure terminated if, in the opinion of the Board of Directors, he/she is grossly negligent in the performance of his/her duties.
4. The Board of Directors shall have the general power of administration. It may make or authorize petitions or representations to the Government or Parliament of Canada, the Government or Legislature of the Province, or others, as it may determine or as may be determined by vote of a majority of members present at any general meeting.
5. The Board of Directors shall, in addition to the powers hereby expressly conferred on it, have such powers as are assigned to it by any By-Law of the Club.

6. Any three (3) members of the Board of Directors, lawfully met, shall be a quorum and a majority of such quorum may do all things within the powers of the Board of Directors.
7. The Board of Directors shall frame such By-Laws, rules and regulations as appear to it, be best adapted to promote the welfare of the Club, and shall submit them for adoption at a general meeting of the Club.
8. The Board of Directors, or at his request, the President, may appoint committees or designate members of the Board of Directors, the Club or others, to examine, consider and report upon any matter or take such action as the Board of Directors may request.
9. The Board of Directors may suspend any chairman from office or have his office terminated for just cause. Any committee may be terminated by the Board of Directors.
10. No paid employee of the Club shall be a member of the Board of Directors or executive committee. Officers of the Club shall receive no remuneration for services rendered, but the Board of Directors may grant any of these said officers reasonable expense monies.
11. The meeting of the Board of Directors shall be open to all members of the Club, who may attend, but may not take part in any of the proceedings.
12. No public pronouncement in the name of the Club may be made unless authorized by the Board of Directors or by a person or persons to whom the Board of Directors has delegated this authority.
  - a) The President shall preside at all meetings of the Club and Board of Directors. He/she shall regulate the order of business at such meetings, receive and put lawful motions, and communicate to the meeting what he/she may think concerning the Club. The President shall, with the Secretary, sign all papers and documents requiring signature on behalf of the Club, unless someone else is designated by the Board of Directors. It shall be the duty of the President to present a general report of the activities of the year at the annual meeting.
  - b) The Vice-President shall act in the absence of the President and, in the absence of both these officers the meeting shall be chaired by the Immediate Past President. In the absence of all of the above the members present at the meeting shall appoint a Chairman to act temporarily.
  - c) The Secretary/Treasurer, or the Treasurer shall have charge of all funds of the Club and shall deposit or cause to be deposited, the same in a chartered bank selected by the Board of Directors. Out of such funds, he/she shall pay amounts approved by the Board of Directors and/or the membership, and shall keep a regular account of

the income and expenditures of the Club and shall submit an audited statement thereof for presentation to the annual meeting and at any other time required by the Board of Directors. He/she shall make such investment of the funds of the Club as the Board of Directors may direct. He/she shall, with the President or Vice-President, sign all notes, drafts and cheques. The President, the Treasurer and at least one other member of the Club shall be identified as signing authorities on all Club accounts and at least two of them must sign all cheques or make withdrawals.

- d) As Secretary, he/she shall be the executive officer of the Club and shall be responsible to the Board of Directors for the General control of the Association's business affairs. He/she shall be responsible for keeping the books of the Club, conducting its correspondence, retaining copies of all official documents and shall perform all other such duties as properly pertain to this office. He/she shall, with the President, or Vice-President, sign all papers and documents requiring signature or execution on its behalf. He/she shall maintain an accurate record of the proceedings of the Club and of the Board of Directors. At the expiration of his/her term of office, the Secretary shall deliver all books, papers and other property of the Club to the new Secretary or to the Board of Directors.

#### **Article 7 - Meetings:**

1. The annual meeting of the Club shall be held in the month of November in each Year at the time and place determined by the Board of Directors. At least two weeks notice of the Annual meeting shall be given.
2. Regular general meetings of the Club shall be held monthly as determined by the Board of Directors and identified in the By-Laws.
3. Special general meetings of the Club may be held at any time when summoned by the President, or requested by any two members of the Board of Directors, or any ten members of the Club. At least one day's notice of such meetings must be given.
4. The Board of Directors shall meet from time to time as may be necessary to carry out the business of the Club.
5. At any annual or general meeting, a majority of members present shall be competent to do and perform all acts which are, or shall be, directed to be done at any such meeting.
6. Minutes of the proceeding of all general and council meetings shall be entered in books to be kept for that purpose, by the Secretary.
7. The entry of such minutes shall be signed by the person who presides at the meeting at which they are adopted.

8. All books of the Club shall be open at all reasonable hours to any member of the Club, free of charge.

#### **Article 8 - Voting Rights:**

1. Every member in good standing present at any general meeting shall be entitled to one vote.
2. Voting at Board of Director or general meetings shall normally be by a show of hands, or if requested by the Chairman, by a standing vote.
3. The presiding officers shall vote only in case of a tie. Upon an appeal being made from a decision of the presiding officer, the vote of the majority shall decide.
4. Motions or amendments shall be carried at any Board of Directors or general meeting by a majority vote unless otherwise provided in the constitution or by-laws.

#### **Article 9 - Amendments to the Constitution, By-Laws and Rules:**

1. Amendments to the Constitution can only be made after written notice has been given, in writing, to all members, at least one month prior to these amendments being put to a vote. These amendments must be presented to the membership at a regular general meeting and must be passed by a majority of the members present.
2. Amendments to By-Laws and Rules of the Club may be made by the Board of Directors at any meeting of the Board of Directors or at any general meeting of the membership, and no advance notice of these amendments to the membership is necessary.

#### **Article 10 - Procedure:**

1. Parliamentary procedure shall be followed at all general and Board of Directors Meetings in accordance with "Rules of Order" by Roberts.



## **PART II - BY-LAWS**

1. By-Laws shall be binding on all members of the Club, its officers and all other persons lawfully under its control. They shall come into force and be acted upon only when they are approved at a general meeting or at a meeting of the Board of Directors.
2. By-Laws must be posted at the Clubhouse within 30 days of being approved.

### **Article 1 - Auditors:**

1. Auditors shall be appointed by the members prior to the annual meeting and they shall audit the books and accounts of the Club prior to the annual meeting in November of each year. This audited financial statement shall be presented by the Auditors at the annual meeting and at any other time required by the Board of Directors.
2. The auditors shall be chosen from the general membership unless otherwise decided at a general meeting or by the Board of Directors at a meeting of the Board of Directors.

### **Article 2 - Dues:**

1. New members and non-active members will be charged \$40.00 and active members will be charged \$25.00 for annual dues.
2. The President, Vice-President, Secretary and Treasurer of the Club are not required to pay annual dues for the year(s) they have been elected to serve. (Amended November 30/2000.)

### **Article 3 – Junior Memberships**

- 1) Junior membership is available to minors that have a Minor's Firearm Possession Permit. *Amended May 5, 2009*

## **PART III RULES**

### **Article 1 — General:**

1. Each member will be permitted to use the range and other facilities at their convenience during daylight hours except when Club activities such as shoots, etc. are being conducted.
2. All members and guests using range facilities are required to dispose of all refuse in the containers provided and to leave the range in a clean tidy condition.
3. All members using Club equipment must return it to its proper place upon leaving.
4. Last member leaving must make sure that all locks are fastened.
5. All members must abide by all Club and Range Rules while on range and must report any unsafe conditions observed to a Range Officer or a member of the Board of Directors.
6. All members are expected to promote good sportsmanship at all times.
7. No alcoholic beverages allowed on range. Absolutely no shooting on range after consuming alcoholic beverages.
8. All members are asked to participate in all Club activities when possible and to bring to the Club executive any suggestions that might benefit the Club.
9. All members must sign in and out indicating the firearms they will be using and if shooting a restricted or prohibited firearm the number of the "permit to carry a restricted weapon" must be shown. The sign in sheet may be found in the Clubhouse and must remain there at all times.
10. No loaded firearms shall be permitted in the Clubhouse at any time and all persons bringing firearms into the Clubhouse shall ensure that the breach of the firearm is left open and that the weapon is "proven safe" to at least one other member.

### **Article 2 — Guests:**

1. Each member is permitted no more than two (2) guests at any time.

2. Guests are permitted only three (3) visits per year.
3. All guests must sign in and out indicating the firearms they will be using and if shooting a restricted or prohibited firearm the number of the "permit to carry a restricted weapon" must be shown.
4. Members are totally responsible for their guests.
5. Members must ensure that their guests are familiar with, and abide by all Range Rules.
6. Guests are reminded that they participate entirely at their own risk.

## **PART IV - RANGE RULES**

1. All firearms must be unloaded when entering and exiting the range and can only be loaded at the shooting point.
2. Sight and hearing protection should be worn at all times in the range area when shooting is being conducted.
3. All shooting should be carried out under the supervision of a qualified Range Officer. NOTE: Where a qualified Range Officer is not available and more than two (2) persons are shooting, one person must refrain from shooting and act as a Range Officer.
4. The command "cease fire" or the sound of a whistle means, "stop shooting immediately" and must be obeyed at all times. At the "cease fire" command all firearms shall be immediately unloaded and made safe.
5. Alcoholic beverages and controlled substances shall not be permitted in the range area. Persons deemed to be impaired shall not be permitted on the range.
6. All firearms shall be unloaded with their actions and bolts in a safe condition until the shooter is on the firing line.
7. Firearms shall only be loaded when the shooter is on the firing line and then only as directed by the Range Officer. The muzzle of all firearms must be pointed downrange at all times while on the firing line.
8. If a misfire or jam occurs, the shooter shall signal the Range Officer by raising his/her arm while keeping the muzzle pointed downrange. The shooter shall only attempt to clear the firearm after receiving the okay from the Range Officer.
9. While on the firing line a shooter shall have only one firearm ready to fire at the same time.
10. No person shall walk or move in front of the firing line for any reason except when directed to do so by the Range Officer and no shooter shall go downrange to check targets until the Range Officer has ordered "cease fire". The Range Officer will then ensure that all firearms are unloaded and the actions are opened. The Range Officer then says, "the range is clear! You may go downrange and check your targets!"

11. During this "cease fire period" no firearms or ammunition may be handled.
12. No intentional shooting shall be permitted at or into any items other than the proper targets placed in front of the backstop berm.
13. No "live" or "dead" ammunition shall be left on the range.
14. When firing is being conducted on the range the red flag at the entrance to the range must be raised.
15. When firing is being conducted from the shooting shed at the 100 yd. Marker or closer, the red flag at the shooting shed must be displayed.
16. No shooting can take place beyond the shooting shed (distances greater than 100 yds.) unless the shed is deemed to be clear by the Range Officer.
17. All shooters shall become familiar with the Range Rules prior to using the range.
18. Dry firing of firearms is permitted only on the firing line with the muzzle pointed downrange.