



# Constitution & Bylaws

# Table of Contents

Constitution & Bylaws – North Mountain Gun Club.....	3
1. General.....	3
2. Aims and Objects.....	3
3. Membership.....	3
4. Fees.....	4
5. Executive.....	4
6. Officer Powers and Duties.....	5
7. Meetings.....	6
8. Elections of Officers.....	6
9. Member Conduct.....	7
10. Amendments to Constitution and By-Laws.....	7
11. Cub By-Laws.....	7

# Constitution & Bylaws – North Mountain Gun Club

## 1. General

- 1.1 This Club shall be known as the North Mountain Gun Club, hereinafter referred to as “The Club”.
- 1.2 The Headquarters of the Club shall be situated at its range, located at:1352 Stronach Mountain Road, Forest Glade, Annapolis Count.
- 1.3 The mailing address of the Club shall be as posted on the North Mountain Gun Club Website.
- 1.4 The Contact email address of the club shall be as posted on the North Mountain Gun Club Website.

## 2. Aims and Objects

- 2.1 Provide fellowship and a convenient venue for shooting enthusiasts.
- 2.2 To foster the exchange of ideas and experiences and to provide an opportunity for club members to obtain expert advice on matters of interest.
- 2.3 To lobby for the right of our citizens to own and keep arms.
- 2.4 To promote the conservation of wildlife and natural resources.

## 3. Membership

The Club is open to all. Prospective members are to fill out the standard application form available on the website or from the membership chairman. Completed applications will be forwarded to the executive for review and approval.

- 3.1 Membership categories are as follows:
  - a. Regular Member – Individuals over the age of 18 who hold a valid PAL;
  - b. Family Member – Any Regular Member’s spouse or dependant family member 18 years of age or over; and
  - c. Junior Member - members under the age of 18.

## **4. Fees**

4.1 At the annual general meeting of the membership, the Executive of the Club shall recommend any changes to annual membership fees and dues payable my members. These are to be approved by a majority vote of the members present.

4.2 The Club membership and fiscal year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

4.3 Annual dues are to be paid on or before Dec 31<sup>st</sup>. A period of grace will be extended until the February meeting after which time the membership is deemed to have lapsed, and the member must reapply for membership.

## **5. Executive**

5.1 A committee consisting of members shall govern the Club. Those members serving on the Committee shall be known as Officers of the Committee and are comprised of both Executives and Directors. The committee shall consist of persons fulfilling any or all of the following roles:

- a. President;
- b. Vice President;
- c. Secretary;
- d. Business agent/Treasurer;
- e. Membership Directors;
- f. Range Operation Chairman; and
- g. Not more than 3 additional Directors who may be assigned specific roles if the need arises.

5.2 Executive and officers shall be elected for a period of one year at the December meeting, and the term of office shall begin January 1. They shall be responsible for the administration and general management of the Club.

5.3 Any vacancy of office shall be filled by nomination and election at the first meeting after the time the vacancy occurs.

5.4 if a member of the Executive absents himself or herself from three consecutive meetings, the office shall be declared vacant unless leave of absence had been granted by the Club Executive.

5.5 If a member of the Club Executive participates in activities conflicting with the interests of the Club, his or her office may be declared vacant by a majority vote at a general meeting duly called for that purpose.

## **6. Officer Powers and Duties**

6.1 This organization shall not, at any time, contribute any Club funds or goods purchased with Club funds to any organization, group, or individual except as authorized by a majority of members in attendance at a regular meeting.

### **6.2 Finance**

6.2.1 All expenditures by the Club Officers exceeding \$1000 shall be approved by the general membership at a regular or general meeting.

6.2.2 Funds deposited into the Club's Term Investments shall be described as the NMGC Future Fund. The purpose of which is to provide funding for Range Infrastructure/Improvements as may be ordered by the NS CFO (Nova Scotia Chief Firearms Officer) or his agents (ie-Berming) in order to allow shooting activities to continue. Money from the Future Fund may not be diverted to other uses unless authorized by a clear majority (2/3rds) of members at a Regular, General or Special Meeting. The Treasurer shall re-invest the futures fund as the investments themselves mature.

### **6.3 Duties of Officers**

6.3.1 President: it shall be the duty of the President to preside at all meetings of the club, enforce the provisions of this Constitution, and appoint committees, not otherwise provided for. The President shall be a member ex-officio of all committees.

6.3.2 Vice President: In the event the President is absent or unable to perform their duties, the Vice President shall carry out the duties of the President.

6.3.3 Secretary: Shall be responsible for taking the minutes of each executive and general meetings.

6.3.4 Business Agent/Treasurer: Shall have general supervision over all financial activities of the Club; shall maintain adequate ledgers when applicable and shall submit a financial report at the annual meeting of the Club. They shall deal with all business arising from the Registry of Joint Stocks Comp. And with President and Secretary any and all business from other areas.

6.3.5 Membership Director: Shall issue notices of all meetings, maintain records of proceedings and meetings, maintain a list of all Club members, have custody of all documents and records pertaining to the affairs of the Club, with the exception of the financial records. This shall include dealings with the Provincial Firearms Office regarding ATT permit applications.

6.3.6 Range Operation Director: Shall be responsible to the President for all range activities, safety training and coaching activities, shooting competitions and the conduct of shooting according to the Club regulations.

6.3.7 Other Directors: The other Officers of the Club shall be answerable to the President and are expected to fill in where needed.

## **7. Meetings**

7.1 Regular Executive meetings shall be held periodically, but not less than three times during the year. A quorum of at least three (3) Officers must be present to conduct business.

7.2 Regular membership meetings shall be held on the first Tuesday of each: February, April, June, August, October and December. A quorum of at least fifteen members including Officers must be present to conduct business.

7.3 The annual general meeting of the Club shall be held on the first Tuesday of December.

7.4 A notice of the annual general meeting of the Club shall be issued at least ten (10) clear days before the meeting, the notice being given by email. The onus shall be on the individual member to ensure that his contact information is accurate.

7.5 A special general meeting of the members may be called at any time by the Executive, or by a petition of one-third of current members presented to the Executive.

7.6 The presence of 25 members or 1/3 of the membership, (whichever is least) shall constitute a quorum for the transaction of any business at an annual meeting.

7.7 The order of business at any meetings shall be covered by Robert's Rules of order:

### **CONDUCT OF MEETINGS**

7.7.1 Check for quorum and call to order

7.7.2 Adoption of minutes of previous meeting held

7.7.3 Business arising out of the minutes

7.7.4 Reports of the Executive Officers

7.7.5 Report of the Nominating Committee (Annual General Meeting Only)

7.7.6 Election of Officers (Annual General Meeting Only)

7.7.7 New Business

7.7.8 Adjournment

7.8 At the Annual General Meeting, the President shall submit to the membership a report containing an inventory of all properties and assets.

## **8. Elections of Officers**

8.1 The President shall, one month prior to the Annual General Meeting, appoint a Nominating committee Chairman to nominate members for the Club Executive for the ensuing term. A list of the nominees shall be made available to all members with the Annual General Meeting Notice.

8.2 Additional nominations, signed by two members of the club and the nominee, shall be accepted if forwarded to the membership Director or presented from the floor at the meeting.

8.3 Before presenting its list of nominees, the Nominating Committee shall obtain the consent of each nominee.

## **9. Member Conduct**

9.1 members shall endeavour to conduct themselves at all times in a manner befitting a good sportsman and no Member shall do anything that may bring the standing of the Club into disrepute.

9.2 Every Member on joining the Club is deemed to have agreed to comply with the Rules of the Club and any refusal or neglect to do so shall render a Member liable to expulsion.

## **10. Amendments to Constitution and By-Laws**

10.1 Any amendment or addition to the Constitution or By-Laws of this organization must be first referred to the Officers for study. If recommended by that body, it must be brought to a vote of the membership.

10.2 A 2/3 majority vote of the members present is required to change the Constitution and/or By-Laws of this organization and must be done at the Annual General Meeting. Notice of the specific changes must be distributed to the membership by email no less than 90 days before the Annual General Meeting.

10.3 When properly approved by the membership, every member shall receive a working copy of the Articles of Incorporation and By-laws.

## **11. Cub By-Laws**

11.1 Rules contained in the Range Operating Instruction shall govern all activities on the Range;

11.2 All Regular members shall provide a valid "Possession and Acquisition" (PAL) License.

11.3 The executive shall develop a set of range safety rules for each shooting discipline and shall post these rules.

11.4 The club shall purchase annual general commercial liability insurance in an amount of no less than \$2 million.

11.5 All members must sign as having read the Range Operating and Safety Instructions annually.

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

11.7 Visitors are deemed to be the responsibility of the member who signs them in to the club. The member is to ensure visitors pay the posted insurance fee.