



BYLAWS OF THE STAGHORN SHOOTING CLUB

2018-04-29

DEFINITIONS

In the bylaws of **The Staghorn Shooting Club**, “Act”, “Society”, or “Club”, referred hereinafter means The Staghorn Shooting Club as defined under the provisions of the joint stock exchange, and as appointed under the Nova Scotia Companies Act.

- I. Bylaws mean the redacted bylaws as incorporated and recorded by the Executive and Board of Directors of the “Club”. These bylaws must be voted on with no less than 2/3 of the Executive and Board of Directors in attendance, and with a minimum of 2/4 vote from those members.
- II. Regular members are those who have paid all relevant annual dues, and are in good standing. Members have read, signed off on and acknowledged in writing (physically or electronically) and have agreed to follow all rules and regulations, policies and procedures, adhere to the “Club’s” Mission Statement, Mission Values and Vision, and Code of Ethics and are knowledgeable of all “Club” bylaws.
- III. All persons attending the range facility as a regular shooter or guest should be aware of these bylaws. Once completed, a copy shall be provided to each member to familiarize himself or herself with the information. At this point, each member shall sign documentation to verify that they are familiar with and understand the rules of the organization.
- IV. New members are those who have paid their annual registration fees, have read, signed off on and acknowledged in writing (physically or electronically) the current rules and regulations, adhere to the “Club’s” Mission Statement, Mission Values and Vision, and Code of Ethics and are knowledgeable of all “Club” bylaws and have completed a “Club” orientation with a Range Officer of the “Club”. Members will remain a new member for a period of one year of probation, and may have their rights of admission suspended or cancelled for any infractions of the “Club” rules and regulations and bylaws, after an investigation by the Executive and Board of Directors committee.
- V. Executive and Board of Director committee shall consist of the President, Vice-President, Secretary, Treasurer and Directors, with a minimum of twelve Directors to a maximum of sixteen Directors, and shall be in said position for a term of one year.

- VI. Positions of Directors will be voted on at the Annual General Meeting, to be held in January after being publicized for a minimum of thirty days; this includes post in the local paper and on “Club” web page and “Club” social media pages and a notice at the indoor and outdoor range be posted. Directors must be “Club” members in good standing with a minimum of one-year good status.
- VII. From the elected Directors, nominations will be taken for the position of President, Vice-President, Secretary, Treasurer. Either a secret ballot or a show of hands or candidates leave the room to not see the voting taking place will be conducted if there is anyone nominated to run for the positions with the exception being a single person nominated for a position being unchallenged.
- VIII. Executive meetings will be held no less than every three months to discuss any “Club” business required. Agenda for these meetings will be sent out to the Executive and Board of Directors fourteen days prior. Within one week of a meeting, minutes from that meeting will be forwarded to all Executive and Board of Directors for review. Should emergency meeting/special meetings be required, then these can be conducted as necessary with a minimum of 2/3 of the Executive and Board of Directors in attendance with one week’s notice in writing or electronically with confirmation from each Executive member and/or Board of Director member.
- IX. Meetings will follow the “Rules of Order” as described by “Roberts Rules of Order”. These will be respectful and recorded by the Secretary.
- X. Annual General Meetings (AGM) will be scheduled in the last month of the outgoing term of Executive and Board of Directors. This will allow for the elections and preparations for the following year. AGM will adhere to the following items of business:
- a. Minutes of the last preceding AGM, voted and accepted.
 - b. Consideration of reports of Directors in charge of committees, Treasurers report (including expenditures, balance sheet, operating statement, and will include a signed copy of an independent auditor).
 - c. Any new business.
 - d. Election of Directors (as defined above).
 - e. Conclusion of AGM.
 - f. After the AGM, the newly elected Directors shall meet for the purpose of electing of officers (as described above).
- XI. A Chairperson shall be elected form the Directors by the Directors. The Chairperson shall be responsible for conducting the meeting. If the Chairperson is not present, one can be appointed Chairperson for that meeting by majority vote of Directors. The Chairperson shall refrain from any vote and will only cast a vote in the event of a tie vote – to break the tie. The Chairperson, with consent of meeting, shall adjourn meetings as required, temporarily or otherwise, however no “Club” business will be conducted until the meeting re-adjourns with the required quorum. Any “Club” business shall be voted on, it will be nominated to vote, then seconded, and then put to majority vote of the Directors. This can include but not limited to expenditures, discipline, change in policies, etc.,

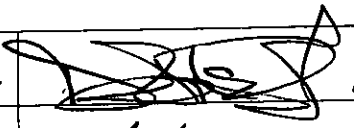
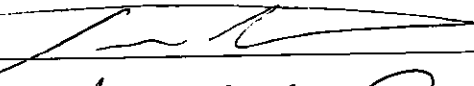
- XII. Quorum of Directors at meeting shall be a minimum of 2/3 of the elected Directors. If quorum is not achieved, then the meeting shall be dissolved and rescheduled until quorum can be met.
- XIII. Directors – minimum of twelve Directors to a maximum of sixteen Directors elected by the members at the AGM, must be “Club” members with a minimum of one-year good standing, be of good repute with no outstanding criminal or civil pending charges or convictions against them that could bring any ill repute to the “Club”.
- a. At the AGM, Directors shall retire from office but will hold power until the dissolution of the meeting in which they or their successor are elected or they are re-elected.
 - b. In the event of the resignation of an Executive member, then the vacancy shall be elected from the remaining Directors at a meeting where the required quorum has been achieved.
- XIV. Committees may be appointed to delegate tasks or duties as required. These committees shall have a Chair appointed to report back to the Executive and the Board of Directors at the next meeting to discuss any progress, hindrances or issues encountered.
- XV. Discipline for breaches of the “Club” rules and regulations shall be conducted at the next meeting of the Executive and Board of Directors. Minor matters may be handled by the Executive members at said meeting, however any serious violations or incidents shall be investigated. Any findings and discipline shall be handled in the presence of the accused, unless that person forgoes or refuses to attend. In that situation, the decision of the Executive and the Board of Directors will be conveyed to the accused forthwith, with any sanctions.
- XVI. Disciplinary Committee shall discuss with the President and Vice-President together in agreement for minor day to day infractions. In the event an agreement can not be met, then an emergency meeting can be held. Serious matters, incidents and infractions shall be handled by an emergency meeting of the Executive members and the Board of Directors.
- XVII. The Club shall make a written report to the members as to the financial position of the Club and the report shall contain a balance sheet and operating account. The Treasurer shall make a written report to the members upon the balance sheet and operating account and, in every such report, he/she state whether, in his/her opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Club and properly drawn up so as to exhibit a true and correct view of the Club’s affairs, and such report shall be read at the AGM. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of its income and expenditure in the preceding year, audited by the auditor, shall be filed with the Registrar within fourteen days after the AGM in each year as required by law.
- XVIII. An independent external auditor will be selected and approved of by the Executive and Board of Directors to review the financials of the Club on a three-year basis. An internal audit will be done every year within thirty (30) days of the end of the fiscal year and before the AGM, by two (2) members of the Executive and the current Treasurer.

- XIX. The Club has the power to repel or amend any of these bylaws by a resolution passed by majority quorum vote.
- XX. Regular Club expenditures up to the amount of \$500.00 (i.e. extra keys, lawn maintenance, etc.), can be paid as an accepted Club expense and will be shown by receipts. Anything above and beyond \$500.00 will be approved by a quorum vote of the Executive and Board of Directors with three quotes if possible.
- XXI. The Club shall file with the Registrar with its Annual Statement a list of its Directors with their addresses, occupations and dates of appointment or election, and within fourteen days of change of Directors, notify the Registrar of the change.

Signed and dated on this day, the 29th of April, 2018 in the town of Stellarton, Pictou County, Nova Scotia, Canada.

Print Name

Signature

Dan MacDonald Vice President	
JO ANN WATSON DIRECTOR	J Watson
KEN CARPENTE SECRETARY	Ken Carpenter
NANCY L. MCGREGOR PRES.	N. L. McGregor
Sean Howell Director	Sean Howell
Robert Stackhouse treasurer	R Stackhouse
DAVID FERGUSON Director	David Ferguson
Trevor Locke Director	
WAYNE MC DAVID Director	Wayne McDavid
Michael TUGGER Director	Michael Tugger
ABSENTEE	
ALEX PARKER DIR.	
JOHN "CHUCK" MACKINNON DIR	