

11. The Executive will notify members of any further action affecting them.
12. The Executive will advise the Board of Directors of all disciplinary actions taken.

Disciplinary Measures

Disciplinary measures may include any or all of the following and/or any other measures as determined by the Safety & Discipline Committee or the Executive. The following list is a guideline of disciplinary measures available to the Safety & Discipline Committee or the Executive, depending on the severity of the misconduct.

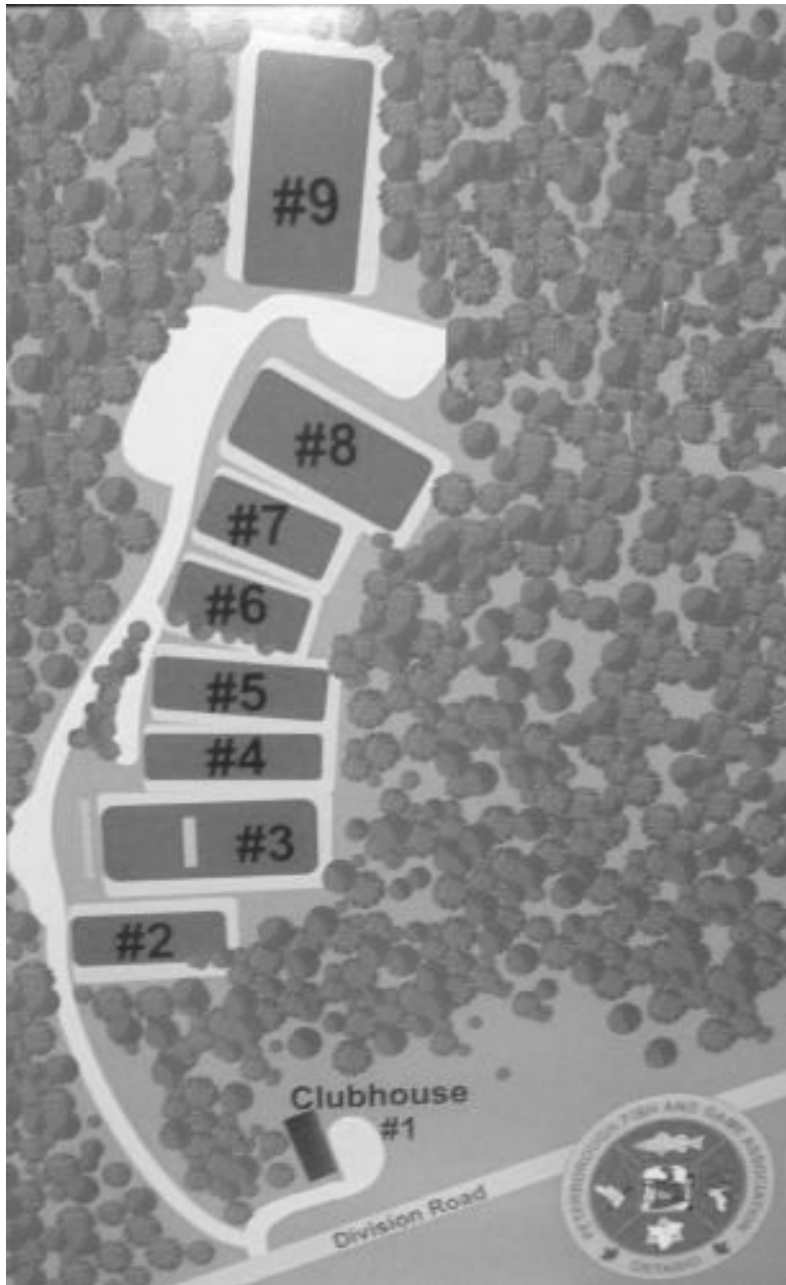
1. Suspension from the Club pending the next Board of Directors meeting, at which time a motion to permanently expel the member will be presented.
2. Suspension from the Club for a specified period.
3. Suspension of guest privileges for a specified period.
4. Requiring the member to re-take the Club Safety Course.
5. Requiring the member to reimburse the Club for the cost of repairing damage to property and equipment.
6. Requiring the member to apologize and/or make restitution to other persons.
7. Requiring the member to properly demonstrate specified procedures to the Safety & Discipline Committee or the Executive.

Peterborough Fish and Game Association Club Member's Booklet



Includes:
Map of Club facilities
Club by-laws
Section rules
Safety visit check
Supervised shooting log
Notes
Disciplinary Guidelines and Process

January 4, 2022



3. Abusive language, threats, gestures and any other mistreatment of other persons at the Club.
4. Lending or exchanging Club credentials to non-members or unauthorized persons.
5. Vandalism or theft of Club property.

Process

1. The discipline process begins when a report of misconduct is received by the Safety and Discipline Committee. The report may be a range inspection, video recording, telephone call, electronic message, paper form or any other mode or format that indicates a breach of conduct may have occurred.
2. The Safety and Discipline Committee will conduct a preliminary investigation which may include reviewing card access logs, video recordings, property inspection, interviews and any other activities needed to determine whether discipline may be required.
3. If discipline is not required the report is filed and no further action is taken.
4. The Safety and Discipline Committee may suspend card access for all members who may be subject to discipline and will secure any information pertaining to the episode. (This is an interim measure and is taken without prejudice to any of the members affected).
5. The Safety and Discipline Committee will notify the Executive of the episode and actions taken thus far.
6. The Chairman of the Safety & Discipline Committee or his designate will notify all members concerned.
7. The Chairman of the Safety & Discipline Committee or his designate will arrange a meeting of the Committee as soon as possible to review the information collected and actions taken to date.
8. The Chairman of the Safety & Discipline Committee or his designate will arrange any interviews or provide any other information required by the members of the Committee.
9. The Safety & Discipline Committee will present their report to the Executive in a timely manner following their investigation, deliberation and interviews including any disciplinary action taken.
10. The Executive will review the report and determine if any further action will be taken.

Damage, Misuse and Negligence

Damage, Misuse and Negligence is defined as actions that may not endanger persons but may result in damage to property and equipment. Some examples include, but are not limited to:

1. Shooting the walls, floor, ceiling, lights, baffles or other parts of the range not intended to be shot.
2. Shooting unauthorized targets, or targets that are improperly placed, supported or arranged.
3. When shooting from a port, aiming at a target that is not aligned with the port in use (crossfiring).
4. Using firearms or ammunition that are not authorized, or that are not appropriate for the targets.

Misconduct

Misconduct is defined as behaviour that may not endanger persons or damage property and/or equipment but demonstrates a lack of respect for Club rules, facilities and other persons. Some examples include:

1. Failure to display proper identification when on Club property.
2. Using Club facilities while membership is delinquent or while Club privileges are suspended.
3. Having more than two guests on the range at a time; having guests when that privilege is suspended; failure to properly sign in and register guests.
4. Failure to properly dispose of cartridge cases and garbage; secure targets and hangers; replace shooting benches or otherwise clean up after shooting.

Gross Misconduct

Gross Misconduct is defined as actions or behaviour of such a serious nature that the actions in question could be viewed as a contravention of Provincial or Federal law. Some examples include:

1. Any type of violence.
2. Handling firearms or ammunition while under the influence of alcohol, drugs or otherwise impaired.

THE PETERBOROUGH FISH AND GAME ASSOCIATION

BY-LAW #1 Dated August 15, 2020

This by-law of the Association shall be for the purpose of aiding and directing the manner of carrying out the functions and objects of the Association as defined in the Letters Patent.

ARTICLE 1 – NAME – This association shall be known as: “THE PETERBOROUGH FISH AND GAME ASSOCIATION”.

ARTICLE 2 – SLOGAN - Conserve For The Future

ARTICLE 3 – OBJECTIVES

- a) To conserve and restore the stock of fish and game along with their natural habitat.
- b) To support measures for the regulations of taking and hunting fish and wildlife in accordance with good management practices.
- c) To promote good fellowship, good sportsmanship and proper respect for the rights of others.
- d) To encourage reforestation and other methods to conserve water and prevent soil erosion.
- e) To co-operate with and support conservation officers.
- f) To conduct and encourage educational, safety, and conservation programs and promote safe handling of firearms within the Corporation and at the schools.

- g) To promote a junior program and encourage other clubs for the carrying out of the objects of the Corporation.
- h) To carry on fishing, hunting and other sports.
- i) To maintain ponds and fishing streams for the purposes of the Corporation.
- j) To erect and maintain a clubhouse or other buildings.
- k) To solicit, receive, and hold contributions of money and property for the objects of the Corporation; to sell or convert any property into money from time to time; to invest and reinvest any principal in such a manner as may from time to time be determined; and to disburse and distribute such money and property in the furtherance of the objects of the Corporation; and for the objects aforesaid, to carry on the business of the printing and publishing and to sell and distribute literature.
- l) To maintain facilities and ranges for the purpose of sport and target shooting and archery.
- m) To participate in and promote sport and target shooting and archery.

ARTICLE 4 – The Association shall be carried on without the purpose of gain for its members and any profits or other accretions to the Corporation shall be used in the promoting of its objects.

ARTICLE 5 – The association, upon dissolution and after payment of all debts and liabilities, shall be distributed or disposed of to charitable organizations at the discretion of the Board of Directors.

Safety & Discipline Committee

Safety & Discipline Committee composed of members in good standing will be appointed as required by the Executive. The terms of reference of the Safety & Discipline Committee are:

1. Review all information pertaining to a report that may result in discipline.
2. Conduct interviews with members facing discipline, and with any other persons as required to investigate the facts and circumstances of the behavior in question that may result in discipline.
3. At the conclusion of the investigation, apply disciplinary measures as decided by the committee, following established guidelines from the Board of Directors.
4. Prepare a report for the Executive including disciplinary measures applied and/or recommendations for any further discipline that may be warranted.

Categories of Misconduct

The following categories have been established to apply discipline in accordance with the potential consequences of a member's misconduct.

Safety Violations

Safety Violations are defined as any conduct that could result in injury to persons. Some examples include:

1. Failure to obey range commands.
2. While shooting ports are in use:
 - 2.1. Handling firearms while under cease fire.
 - 2.2. Approaching the ports (crossing the yellow line) while the range is under cease fire.
3. Handling firearms outside of the ports, safe areas or other specified zones.
4. Handling ammunition in a safety area.
5. Pointing or sweeping a firearm at any person.
6. Failure to use eye and ear protection when it is required.
7. Failure to supervise a guest or guests in accordance with Club policy.
8. Engaging in horseplay or any similar activity that could lead to a potential safety hazard.

Disciplinary Guidelines and Process

Overview

This is a description of the disciplinary guidelines and procedures used by the Peterborough Fish and Game Association (the Club).

Principles

1. In all aspects of Club activities, safety is the responsibility of all concerned.
2. The purpose of discipline is to discourage, identify, hold accountable, and correct conduct that threatens the safety of persons, disrupts Club activities, and/or damages Club property or equipment.
3. Discipline will be applied consistently, with due consideration to the potential consequences of the conduct in question, and any pertinent circumstances. Also, the history of the member at the Club will be taken into consideration.
4. Discipline will be administered in accordance with the Disciplinary Guidelines and Process which will be available to all members.
5. The Club Executive (President, Vice President, Treasurer, Secretary, Membership Secretary) are responsible for the notification of member being disciplined.

Guests and Visitors

1. Any member who brings guests onto the premises is responsible for the actions of those guests at all times while on Club property.
2. Members must sign in for their guests on each occurrence and follow all Club policies relating to guests.
3. During matches or other events, the Director or designate supervising the event is responsible for the actions of guests participating in the event, and any visitors attending.
4. Guests and visitors are not subject to the disciplinary process established for members, however guests may be asked to leave the Club and/or be banned from the Club for a specific period.

ARTICLE 6— There shall be no hunting on association property.

ARTICLE 7- MEMBERSHIP

1. Any person may make an application for membership in the organization by completing and affixing their signature to the official membership form and being recommended to the board by one member in good standing. A membership application, together with the appropriate fees, must be submitted to the Membership Secretary for presentation to the Board.
2. Membership dues shall be determined by the Board of Directors, subject to a “two-thirds” majority vote at a general membership meeting. (Cash payments will not be accepted).
3. One time initiation fees shall be determined by the Board of Directors
4. Members in good standing have paid their dues, completed their orientation walk, and are approved in at least one section.
5. The Board of Directors will consider applications for membership at each Directors meeting. New members shall be considered on probation until they become a member in good standing, and shall not be permitted to bring guests during that probationary period. The board may, at its discretion, suspend any member on probation.
6. The Board of Directors has the right to reject any application at its sole discretion.

7. The Board of Directors may suspend or expel any member with no refund of dues, upon receiving satisfactory proof of such member having committed any illegal act or breach of club rules. Such member shall be given the opportunity of a hearing to defend themselves if requested.
8. The annual membership dues shall be payable to the Treasurer on or before Sept. 30th each year. Members shall be given a membership card which will act as a receipt.
9. Any member whose dues are one month in arrears shall be suspended.
10. Members in arrears who have been suspended as per Article 7 of By-Law #1 will be required to pay the total one year's membership dues and to submit a complete application to be reinstated as members in good standing.
11. Family Membership: an individual member, their spouse, and all children who have not reached the age of 18 at the time of approval. (Proof of age may be required).
12. Junior Membership: Anyone who has not at the time of approval, reached the age of 18. (proof of age may be required). Junior members must be supervised at all times. Junior members will pay membership dues as per posted fee schedule.
13. Senior Citizen's Membership: Anyone who attains the age of 65 at the time of approval (proof of age may be required.) Seniors members shall pay membership dues as per posted fee schedule.

Notes:

2. Maximum Distance
 - Range 2 - 25 meter Handgun Only
 - Range 3 - 50/100 yard Rifle Only
 - Range 4 - 25 meter Handgun - 50 meter Rifle
 - Range 5 - 25 yard Handgun - 50 yard Rifle
 - Range 6 - Archery Only
 - Range 7 - 25 yard Handgun
 - Range 8 - 50 yard Handgun - 100 yard Rifle
 - Range 9 - Archery Only
3. Only the designated firearm types are permitted on the designated ranges, and within the appropriate distances. Range approvals refer to the type of firearm, not the caliber or ammunition type.
4. Only 1 firing line to be used at a time, firing line adjusted to designated position.
5. Shooters shall use only approved target holders placed so that bullets will pass through the target and strike the backstop below mid-line without striking the range floor.

ARCHERY SECTION RULES

1. Targets to be used only with approved archery equipment.
2. Target Point arrows ONLY are allowed on club targets. Broadhead arrows are NOT to be used on club targets.
3. Crossbows can be used on club targets.
4. If you wish to use broadhead arrows, you MUST supply your own targets.

14. Life Memberships: Life memberships may be awarded as the highest honour our club can bestow upon an individual. As such it should not be taken lightly. Candidates should be long standing members with a long history of club participation. Upon written request for life membership, a 3 person committee shall be formed to review the application. Reasons for the request shall be well documented. The committee shall make its recommendations by the following Board of Directors meeting. The request must pass the Board of Directors unanimously.

ARTICLE 8 – OFFICERS

1. The Officers of the Association shall consist of a President, Vice-President, Treasurer, Membership Secretary and Secretary.
2. No person shall be eligible for the office of President unless they have been a member of the Board of Directors of the Association for one of the preceding 2 years.
3. No president shall serve more than two terms in a five year period.
4. It is a requirement that two consecutive years membership in good standing be required for a person to stand for a position as officer and that they be at least 18 years old.
5. Officers may appoint, as deemed necessary from time to time, willing members to assist them.

ARTICLE 9 – BOARD OF DIRECTORS

1. In addition to the Officers mentioned in Article 8, there must be nine elected directors, who with the officers shall form a Board of Directors.
2. The Directors shall include:
 - A. Property
 - B. Canteen
 - C. Handgun
 - D. Action
 - E. Smallbore
 - F. Rifle
 - G. Orientation Walk
 - H. Archery
 - I. Rangemaster
3. From the Board of Directors, the President will fill the following positions.
 - A. Calendar Editor: Responsible for maintaining a club calendar indicating meeting dates and date & time of all club usage and rentals. Copy of calendar will be kept in the clubhouse for all to see. Will report to treasurer all dates rented to groups for billing by treasurer. Will have the authority to schedule events as requested by members.

Conflicting dates will be arbitrated by the President. Special events are to take precedence over regular scheduling. Ranges not specifically required by the special event will remain open for the general membership.

- B. News Letter Editor: Responsible for the compiling of information received from all sections. Report items of interest from Board of Directors meetings. Report club happenings. Report rule changes and notices of importance as directed by the President. The style

27. Targets shall be placed so that bullets do not impact the backstop at angles greater than 45 degrees from the firing line.
28. The Board of Directors may extend the range hours for approved matches.

INDOOR RANGE SAFETY RULES

1. Range Hours Indoor:
 - 7:00am - 11:00pm (All allowed calibers)
 - 11:00pm - 7:00am (38 Special, 9mm, & .22 Rimfire only. No magnum, +p, or compensated firearms)
2. Ammunition restrictions:
 - Rifle- .22 short, long and long rifle only. No centerfire or magnum rimfire.
 - Handgun- all standard and magnum handgun calibers allowed. No high-velocity cartridges.
 - Pistol Caliber Carbine- Standard pistol cartridges only, no magnum or high-velocity cartridges.
 - No high-velocity handgun cartridges, including but not limited to 5.7x28mm & 4.6x30mm.
 - No steel core or armour piercing ammunition allowed.
3. Green/Red light must be used.
 - Green means cease fire.
 - Red means line is active.

OUTDOOR RANGES RULES

1. Range Hours Outdoor
 - Monday to Saturday 9:00am - 9:00pm or sunset (whichever comes first.)
 - Sunday 9:00am - 12:00pm - .22 rimfire only.
 - Sunday 12:00pm - 9:00pm or sunset (whichever comes first) - all calibers.
 - Illuminated may be used until 9:00pm. Lights must be used after sunset
 - Current illuminated ranges (Range 7)

19. The red warning flag at clubhouse must be raised when using outdoor ranges.
20. The Range Open/Closed sign at clubhouse must be opened when there is anyone on club property.
21. Never allow horseplay, careless handling of firearms, or any other distraction while shooting is in progress. If witnessed, violations must be reported to the Board of Directors.
22. It is the intention of the General and Section Rules that the club be used in a safe manner. Members noticing safety hazards and/or unsafe shooting practices are asked to notify the shooter and/or a member of the Board of Directors.
23. Ranges are for use by members and invited guests only, except for those shooting events that are open to the public. Members shall be responsible for ensuring that their guests are aware of the range rules, and supervise their actions.
24. Coming to and from the firing line, firearms are to be unloaded and completely clear of all ammunition. Firearms should not be handled or prepared for firing except at the firing line
25. Only approved targets are permitted to be used. At no time shall any member or guest discharge their firearm at target stands or frames, metal cans, glass bottles, or any such material that may cause dangerous debris or bullet ricochets.
26. Shooters must use only target holders approved by the Board of Directors, these should be placed so that bullets will pass through the target and strike the backstop below mid-line without striking the range floor.

and context to be at the discretion of the editor so long as it is in keeping with the purposes of the newsletter. Club will provide all supplies as required.

Newsletter: Newsletter is to be at least bimonthly with priority on notifying the membership of upcoming meetings. Newsletter is to be a collection of submissions from the membership with input from all club sections.

ARTICLE 10 – DUTIES OF DIRECTORS

1. Property: To oversee maintenance of club property and equipment. To review and report on all suggested renovations and improvements to property. To change door locks as required. Contract for snow removal. To organize, as required work parties for club maintenance.
2. Canteen Person: To stock and maintain a canteen at the clubhouse for the use of members and guests. Responsible for the purchase of supplies and setting prices to assure a reasonable profit. Monies collected to be turned in to the Treasurer as they become available.
3. Section Directors: To oversee safety training and approvals of their sections. Maintain section night targets and equipment.
4. Orientation Walk: To oversee new member orientation. Rule, equipment and property familiarization.
5. Rangemaster: To oversee range approvals and interact with the C.F.O.

ARTICLE 11 – DUTIES OF OFFICERS

1. President – The President shall be Chief Executive Officer. They will, when present, preside at all regular and special meetings of the Association or the Board of Directors. They shall direct the affairs of the Association, cast the deciding vote in case of a tie, be Ex Officio member of all committees and perform such duties as are incidental to this office.
2. Vice-President – The Vice-President shall assist the President in their duties and shall be the chairperson of the nominating committee. Review and present member suggestions and concerns to the Board of Directors for discussion.
3. Membership Secretary: To process new membership applications. To process membership renewals. To maintain complete membership records and supply lists as required. To forward all monies to the treasurer for deposit after processing. Send letter of welcome to new members. To keep track of past members for historical reference. To issue membership cards. To maintain the sign-in book. To present completed membership applications to the Board of Directors for approval.
4. Secretary: The Secretary shall perform all duties described by the Board of Directors, keep a complete and full record of all the proceedings of all meetings of the Association and the Board of Directors, distribute minutes, notify the Newsletter Editor of the time and place of meetings and special events, keep the President informed of all matters pertaining to the association which require immediate attention and perform other such duties as are incidental to this office. To preserve all records in proper books, furnished by the Association and which shall remain the property of the Association. Such books and records shall be handed up garbage/recycle.
10. All members and their guests must abide by rules and policies as specified for their section and be familiar with the posted by-laws of the Association.
11. No person impaired by alcohol or drugs shall be permitted to handle or discharge firearms.
12. Members must provide their own approved targets except at regular club section times and approved matches.
13. All metallic targets must be reactive (move or fall when hit) positioned at right angles to the direction of fire, and must be shrouded with wood to prevent ricochets and spatter from escaping the range.
14. All members and guests must comply with all federal and provincial legislation related to the ownership, storage, transportation and safe use of firearms.
15. When two or more people are using the range, a range officer will be selected. The range officer shall be responsible for the shooting activities at the firing line and shall give the commands to "commence fire" and "cease fire". The selected range officer may still shoot.
16. All shooters and spectators within close proximity to an active firing line must wear eye and ear protection at all times.
17. To participate unsupervised in any section you must have completed all requirements for that section and have a valid sticker for that section.
18. The board of directors may veto section approval and request additional training if deemed necessary.

**PETERBOROUGH FISH & GAME ASSOCIATION
GENERAL RULES – ALL SECTIONS**

1. All members are required to attend an orientation safety course and other courses that may be required by the Association.
2. All members and guests must sign-in and out of the range logbook each time they visit the range, using full date, time in & time out. Members to use their member number, guests must print their full name clearly.
3. Guests must complete and sign guest waiver paperwork and deposit it in mailbox inside the clubhouse.
4. Members must be in possession of their membership card while on club property, and present it if asked by another member.
5. Any damage or problems encountered while on club property shall be recorded in range issue book, or be reported directly to the property director before leaving the property.
6. When leaving the building, ensure all lights are off, all windows are closed, heat turned down and doors locked.
7. Members are responsible for the safety and behavior of their guests. The member must have only 1 guest shooter at the firing line. Guests attending more than three times must apply for membership.
8. Junior members and children are allowed on club property only under the direct supervision of a member.
9. Members and guests shall ensure the property is left clean after using. This includes picking up empty casings, properly disposing of used targets, & cleaning

over to the successor in office within 30 days from the end of the business year.

5. Treasurer – The Treasurer shall supervise all monies received, spent, deposited or invested, unless otherwise directed by the Board of directors. To keep an accurate record of all receipts and disbursements and shall exhibit full financial affairs of the Association at the September General meeting or to the Board of Directors at their request. Cheques shall require the signature of the Treasurer and the President unless otherwise directed by the Board of Directors. Club funds and records to be turned over to the successor in office within 30 days from the end of a business year. The Treasurer will hire an independent Auditor to review the books of the Association at the end of each business year. The report will be presented to the Board of Directors as soon as it is completed.

ARTICLE 12 – POWERS AND DUTIES OF BOARD OF DIRECTORS

1. The Board of Directors shall have control of the property of the Association, the direction of its affairs, and approval of all accounts over \$100.00 before payment. In addition to the powers and duties outlined by the Letter Patent and By-Laws, it shall decide all questions and control all matters that may arise, but such decisions must be consistent with and conform to the objectives of the Association. They will have power to fill any vacancies in the organization that may occur between elections.
2. Board of Directors may make expenditures up to \$10,000.00 per project. Expenditures in excess of \$10,000.00 shall be approved at a General or Special meeting. All expenditures by the Board of Directors or as

approved by the membership shall require a two-thirds majority vote of members present.

ARTICLE 13 – RUNNING OF MEETINGS

1. In the event of the absence of the PRESIDENT and VICE-PRESIDENT from a meeting of the Association or Board of Directors, the members may select any member of the Board of Directors to preside and conduct the meeting, providing a quorum is present.
2. Meetings to be run as per Roberts Rules of Order. The degree of formality will depend upon the style of the presiding member.
3. Meetings will not extend beyond 2 hours except by a motion made, seconded, and passed.

ARTICLE 14 – BUSINESS YEAR AND ANNUAL MEETING

1. The Business year of the Association shall be from the first day of October to the thirtieth (30th) day of September.
2. There shall be a General meeting in September and April. General meetings will receive written reports of Officers and Special committees for the past year. They will complete, as far as possible, any unfinished business, the Vice-President will conduct an election of Officers and Directors at the September meeting.
3. All outgoing Officers and Directors shall supply all information pertaining to their position, and offer any assistance as may be required to familiarize their successors with their new position.

Supervised Shooting Log

Date Witnessed

	Date	Witnessed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Handgun Safety course

Date

Witnessed

Safety Walk Completed

Date

Witnessed

4. The business procedure of general meetings shall be:
 - a. Reading and disposal of the minutes of the previous general meeting.
 - b. Disposal of any business arising out of the minutes.
 - c. Reading and disposal of correspondence.
 - d. Unfinished business.
 - e. New business.
 - f. Treasurer's report.
 - g. President's report.
 - h. Directors reports
 - i. Report of committees.
 - j. Election.

ARTICLE 15 – MANNER OF CONDUCTING ELECTION

1. The Vice-President shall form the nominating committee to prepare a list of candidates for the positions of Officers and Directors, and present it to the Association at the September General meeting. Further nominations may be made from the floor.
2. The election of Officers and Directors shall be by secret ballot in all cases where there are more nominations than the number required to fill the office in question.
3. The newly elected Board of Directors shall take office at the beginning of the business year.
4. In case of failure to elect one or more Officers or Directors because of lack of a quorum or for any other reason; the existing Officers or Directors shall continue in office until their successors are elected.

ARTICLE 16 – REGULAR AND SPECIAL MEETINGS

1. Special membership meetings may be called at anytime by the President, or upon written request by fifteen (15) members of the general membership, or upon request of a majority of the Board of Directors, with proper notice. The request must specify the nature of the meeting and only that business may be discussed at that meeting.
2. Board of Directors meetings may be called at any time by the President or when requested in writing by three (3) members of the Board of Directors with proper notice. The request must specify the nature of the meeting and only that business may be discussed at that meeting.
3. At the meeting of the Board of Directors, five (5) members of the Board shall constitute a quorum. At any General meeting of the Association, fifteen (15) members in good standing shall constitute a quorum.
4. Virtual meetings may be called at any time by any member of the Board of Directors as per policy. Motions and outcomes to be recorded at the next Board of Directors meeting.

ARTICLE 17 - COMMITTEES

1. The Board of Directors shall have the authority to set up committees for any purpose within the scope of the By-Laws, and the President, after consultation with the Board of Directors, shall name a chairperson to head same.
2. The chairperson of each committee shall appoint the other members of the committee. No committee shall consist of fewer than three members in good standing.

3. All standing committees will automatically end their duties at the end of the current business year. Special committees shall carry on until their project is completed.
4. Any outgoing committee correspondence shall be in the name of the Association, with the Secretary's signature affixed thereto, and a copy of such correspondence shall be on file with the Secretary.

ARTICLE 18 – SIGNING OFFICERS

1. The authorized signing officers for legal documents shall be any two of the following: the President, Vice-President, Treasurer, or Secretary.

ARTICLE 19 – CHANGES TO BY-LAW

1. All proposed changes to this By-Law shall be submitted in writing to the President who shall then refer same to a special By-Law committee set up to review and report to the board. If the proposed change is passed by the Board, it shall be presented to the next general meeting to be approved by the majority of the members present. The approved changes shall be incorporated into the by-laws and an amended by-law shall be entered in the Association's records by the Secretary. All motions approved by the Board or as approved by the membership shall require a two-thirds majority vote of members present.

ARTICLE 20 – RULES OF THE ASSOCIATION

1. The Board of Directors shall make all rules and regulations for the operation of the Association. All rules and regulations shall be recorded and changes added to the appropriate rule book. The changes will be recorded by and available from the Secretary.