

Peterborough Fish and Game Association

Club Member's Booklet

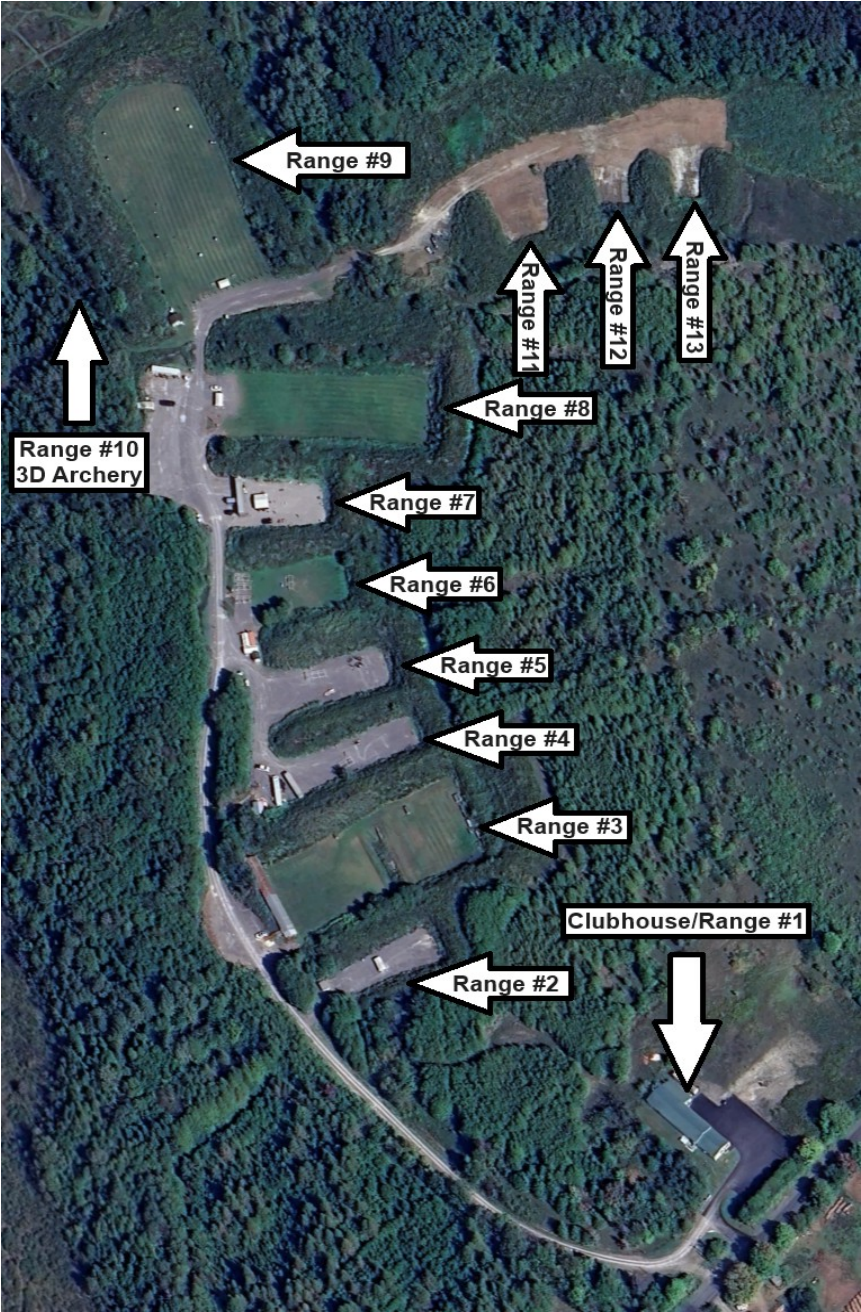


Includes:

- Map of Club Facilities
- Club By-Laws
- Section Rules
- Policies
- Disciplinary Guidelines and Process

May 7, 2024

**PETERBOROUGH FISH AND GAME ASSOCIATION
SITE MAP**



PETERBOROUGH FISH AND GAME ASSOCIATION BYLAWS

Section 1 – General

1.01 Definitions

In this by-law and all other by-laws of the Peterborough Fish and Game Association, originally incorporated by Letters Patent and subsequently having Restated Articles of Incorporation under the Act, unless the context otherwise requires:

"Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;

"Board" means the board of directors of the Corporation;

"By-laws" means this by-law and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;

"Chair" means the chair of the Board;

"Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;

"Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;

"Member" means a member of the Corporation;

"Members" means the collective membership of the Corporation;
and

"Officer" means an officer of the Corporation.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the Act, the provisions contained in the articles or the Act, as the case may be, shall prevail.

1.04 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

1.05 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed, subject to the consent of the Board, by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

Section 2 – Directors

2.02 Election and Term

The Directors shall be elected by the Members at the first meeting of Members and at each succeeding annual meeting. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed.

2.01.01 Number of Directors

Up to Fifteen (15) Directors shall be appointed.

2.01 Vacancies

The office of a Director shall be vacated immediately:

if the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;

if the Director dies or becomes bankrupt;

if the Director is found to be incapable by a court or incapable of managing property under Ontario law; or

if, at a meeting of the Members, the Members by ordinary resolution removes the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary

resolution;

if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and a quorum of Directors may fill a vacancy among the Directors.

2.04 Committees

Committees may be established by the Board as follows:

The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors except those powers set out in the Act that are not permitted to be delegated; and

Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition, including the naming of a chairperson, and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

The limitations on delegation of Board powers set out in the Act include not delegating the following authority to committees:

Approval of annual financial statements;

Distribution of the corporation's profits or property or accretions to the value of the property.

Any outgoing committee correspondence shall be in the name of the Corporation, with the Secretary's signature affixed thereto, and a copy of such correspondence shall be on file with the Secretary.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; subject to the following:

Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;

Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:

considered reasonable by the Board;

approved by the Board for payment by resolution passed before such payment is made; and in compliance with the conflict of interest provisions of the Act; and

Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the Corporation is a charitable corporation, unless the provisions of the Act and the law applicable to charitable corporations are complied with, including Ontario Regulation 4/01 made under the Charities Accounting Act.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, president or any three Directors at any time and any place on notice as required by this By-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and place of the meeting. The call for the meeting must specify the nature of the meeting and only that business may be discussed at that meeting.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.02.01 Roberts Rules of Order and Length

The Board meetings shall be run in accordance with Roberts Rules of Order. The degree of formality will depend upon the style of the acting Chair. Meetings will not extend beyond 2 hours except by a motion made, seconded, and passed to so extend.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Vice-President shall act as Chair; should neither be available the Directors present shall choose one of their number to act as the Chair.

3.05 Voting

The Chair shall have no vote unless there is an equality of votes. In case of an equality of votes, the Chair shall have the deciding vote. All other Directors have one vote. Questions arising at any Board meeting shall be decided by a majority of votes. No person shall act for an absent director at a meeting of directors.

3.06 Participation by Telephonic or Electronic Means

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

3.07 Quorum

At any meeting of the Board of Directors, five (5) members of the Board shall constitute a quorum.

Section 4 – Financial and Property

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

The financial year of the Corporation ends on the thirtieth (30th) day of June in each year or on such other date as the Board may from time to time by resolution determine.

4.03 Property

The Board shall have control of the property of the Corporation, the direction of its affairs and approval of all accounts over \$100.00 before payment. In addition to the power and duties outlined in its Corporate Objects 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 Corporation. They will have power to fill any vacancies in the organization that may occur between elections.

The Board may make expenditures up to \$10,000.00. Expenditures in excess of \$10,000.00 shall be approved at the next General meeting. All expenditures by the Board or as approved by the membership shall require a 2/3 majority vote of members present.

Section 5 – Officers

5.01 Officers

The Board shall appoint from among the Directors a President who shall also be Chair and may appoint any other person to be Vice-President, Treasurer, Membership Secretary and Secretary at its first meeting following the annual meeting of the Corporation. The office of Treasurer and Secretary may be held by the same person and may be known as the Secretary-Treasurer. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.01.01 Eligibility

Five consecutive years of membership in good standing is required for a person to stand for a position as officer and that they be at least 18 years old.

5.01.02 Assistance

Officers may appoint, as deemed necessary from time to time, willing members to assist them.

5.02 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:
the Officer's successor being appointed,

the Officer's resignation, or

such Officer's death.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to other members the performance of any or all

of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time. The office of Chair shall be held by the President, as described below.

5.05 Duties and Eligibility of the President

5.05.01 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 two (2) years.

5.05.02 No president shall serve more than two terms in a five-year period.

5.05.03 The president shall perform the duties described below, in addition to the duties of being Chair, and such other duties as may be required by law or as the Board may determine from time to time:

5.05.03.01 Role Statement

The president shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The president shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation. The president shall be Chair and entitled to receive notice or and to attend and speak at all meetings of the Board and of meetings of Members as a non-member thereof without the right to vote, save and except when the Board is discussing the position, salary or benefits of the president. The president shall cast the deciding vote in case of a tie.

5.05.03.02 Agendas

Establish agendas aligned with annual Board goals and preside over Board meetings. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

5.05.03.03 Direction

Serve as the Board's central point of communication with the senior management, if any, of the Corporation; provide guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies, planning and performance information are appropriately presented to the Board.

5.05.03.04 Performance Appraisal

Lead the Board in monitoring and evaluating the performance of senior management, if any, through an annual process.

5.05.03.05 Work Plan

Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

5.05.03.06 Representation

Serve as the Board's primary contact with the public.

5.05.03.07 Reporting

Report regularly to the Board on issues relevant to

its governance responsibilities.

5.05.03.08 Board Conduct

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

5.05.03.09 Mentorship

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

5.05.03.10 Succession Planning

Ensure succession planning occurs for senior management, if any, and Board.

5.05.03.11 Committee Membership

Serve as member on all Board committees.

5.06 Duties and Eligibility of the Vice-President

The vice-president shall perform the following duties described below and such other duties as may be required by law or as the Board may determine from time to time:

5.06.01 Role Statement

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 for discussion.

5.07 Duties and Eligibility of the Treasurer

The treasurer shall perform the following duties described below and such other duties as may be required by law or as the Board may determine from time to time:

5.07.01 Role Statement

The treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

5.07.02 Custody of Funds

The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

5.07.03 Board Conduct

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

5.07.04 Mentorship

Serve as a mentor to other Directors.

5.07.05 Financial Statement

Present to the Members at the annual September General meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who

has conducted the review engagement, as the case may be.

5.07.06 Cheques

Cheques shall require the signature of the Treasurer and the President unless otherwise directed by the Board of Directors.

5.07.07 Successor

The control and authority of all records and funds of the corporation shall be turned over to the Treasurer's successor within 30 days from the end of the fiscal year.

5.08 Duties of the Secretary

The secretary shall perform the duties described below and such other duties as may be required by law or as the Board may determine from time to time:

5.08.01 Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

5.08.02 Board Conduct

Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

5.08.03 Document Management

Keep a roll of the names and addresses of the Members. Ensure the proper recording, maintenance, and distribution of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on

behalf of the Board. Have custody of all minute books, documents, registers, and the seal of the Corporation and ensure that they are maintained as required by law. Such books and records shall be handed over to the successor in office within 30 days from the end of the business year. Ensure that all reports are prepared and filed as required by law or requested by the Board.

5.08.04 Meetings

Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Notify the Newsletter Editor of the time and place of meetings and special events. Keep the president informed of all matters pertaining to the Corporation which require immediate attention. Attend all meetings of the Corporation, the Board and Board committees.

5.09 Duties of the Membership Secretary

The secretary shall perform the duties described below and such other duties as may be required by law or as the Board may determine from time to time:

5.09.01 Role Statement

The membership secretary is responsible for all logistical matters related to the record keeping of the membership.

5.09.01 Membership Processing & Record Keeping

The membership secretary shall ensure the following membership matters are attended to, including but not limited to:

- Process new membership applications;

- Process membership renewals;

- Maintain complete membership records and supply lists as required;

- Forward all monies to the treasurer for deposit after

processing;

Send letter of welcome to new members;

Keep track of past members for historical reference;

Issue membership cards;

Maintain the sign-in book;

Present completed membership applications to the Board for approval.

Section 6 – Director Positions and Assignments

6.01 Director Positions

From the Board of Directors, the President shall fill the following positions:

6.01.01 Property Director

The Property Director shall oversee maintenance of club property and equipment. To review and report on all suggested renovations and improvements to the club property. To change door locks as required. Contract for snow removal. To organize as required, work parties for club maintenance. The Property Director shall have two assistants from the general membership.

6.01.02 Canteen Director

The Canteen Director shall stock and maintain the canteen at the clubhouse for the use of members and guests; be responsible for the purchase of supplies and setting prices to ensure a reasonable profit; ensure all monies collected are turned in to the Treasurer as they become available.

6.01.03 Calendar Editor

The Calendar editor shall be responsible for the maintaining a club calendar indicating meeting dates and date & time of all club usage and rentals. A copy of the calendar will be kept in the clubhouse for all to see. Will report to the treasurer all the dates the facilities have been rented to groups for billing by the 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.

6.02.04 Newsletter Editor

The Newsletter Editor shall be responsible for the compiling of

information received from all sections. Report items of interest from executive meetings. Report items of interest from executive meetings. Report club happenings. Report rule changes and notices of importance as directed by the President. The style and context to be at the discretion of the editor so long as it is in keeping with the purposes of the newsletter. The Association will supply all supplies as required.

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

6.01.05 Handgun Director

6.01.06 Action Director

6.01.07 Smallbore Director

6.01.08 Rifle Director

6.01.09 Orientation Director

6.01.10 Archery Director

6.01.11 Rangemaster Director

Section 7 - Protection of Directors and Others

7.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

complied with the Act and the Corporation's articles and By-laws; and

exercised their powers and discharged their duties in accordance with the Act.

Section 8 - Conflict of Interest

8.01 Conflict of Interest

A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation or is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

8.02 Charitable Corporations

No Director shall, directly or through an associate, receive a financial benefit, through a contract or otherwise, from the Corporation if it is a charitable corporation unless the provisions of the Act and the law applicable to charitable corporations are complied with.

Section 9 – Members

9.01 Members

Membership in the Corporation shall consist of persons interested in furthering the Corporation's purposes and who have been accepted into membership in the Corporation by resolution of the Board.

9.02 Membership

The membership year of the Association shall be from the first day of October to the thirtieth (30th) day of September.

9.02.01 Membership Application

Any person may make an application for membership in the organization by completing and affixing their signature to the official membership form. A membership application, together with the appropriate fees, must be submitted to the Membership Secretary for presentation to the Board. The Board has the right to reject any application at its sole discretion.

9.02.02 Dues & Initiation Fees

Membership dues of members, junior members, senior citizen members, shall be determined by the Board, subject to a two-thirds majority vote at a general membership meeting. Cash payments will not be accepted. One time initiation fees shall be determined by the Board. The annual membership dues shall be payable to the Treasurer on or before September 30th each year. Members shall be given a membership card which will act as a receipt. Any member whose dues are one month in arrears shall be suspended. Members suspended for arrears in dues, are required to pay the total one year's membership dues and to submit a new complete application to be reinstated as members in good standing.

9.02.03 Members in Good Standing

Members in good standing are those who have paid their dues,

completed their orientation walk, and are approved in joining at least one section.

9.02.04 Probationary Period

The Board 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.

9.02.05 Family of Member Privilege

Family of an individual member shall be given special authorization to participate in designated activities and use of the corporate facilities as designated by the Board from time to time. Family members of an individual member include, the member's spouse, children under the age of 18. Proof of age shall be a government issued identification. Family of members, who do not have their own personal membership as voted upon by the Board, shall not have the right to vote or speak at any members meeting, nor shall they be eligible for a seat on the Board.

9.02.06 Junior Membership

Anyone who has not reached the age of 18 may apply for membership. Proof of age shall be a government issued identification. Such Junior members must be always supervised. Junior members shall not have the right to vote or speak at any members meeting, nor shall they be eligible for a seat on the Board.

9.02.07 Senior Citizen's Membership

Anyone who attains the age of 65 at the time of membership approval shall be entitled to designated privileges which may include a lower membership fee. Proof of age shall be a government issued identification.

9.02.08 Life Memberships

Life membership is the highest honour the corporation can bestow upon an individual. Candidates are those who are long standing members with a long history of club participation. Candidates are required to submit a written request, with reasons as to why they are deserving of such an award, to the three person committee, formed by the Board, for the sole purpose of reviewing the application(s). The committee shall make its recommendations to the next meeting of the Board. A candidate must receive unanimous approval of the Board.

9.03 Non-transferable Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act and these by-laws.

9.04 Disciplinary Act or Termination of Membership for Cause

Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership, with no refund of dues, for violating any provision of the articles or By-laws or any illegal act.

The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

The Board may require a suspension of a member's rights and privileges including the use of facilities, during the 15 day notice period prior to the Board's disciplinary action or the termination of membership.

A notice may not be given to any member whose membership is automatically suspended because dues are in arrears.

Section 10 - Members' Meetings

10.01 Annual Meeting

The annual meeting shall be held on a day in September each year, at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

- receipt of the agenda;

- receipt of the minutes of the previous annual and subsequent special meetings;

- report of any business arising out of the minutes;

- new business;

- consideration of the financial statements;

- report of the auditor or person who has been appointed to conduct a review engagement;

- reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;

- Treasurer's Report;

- President's report;

- Report of committees;

- election of Directors; and

such other or special business as may be set out in the notice of meeting

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the Corporation of any matter that the Member proposes to raise at the meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

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.

10.01.01 Election of Officers and Directors

The Vice-President shall form a nominating committee to prepare a list of candidates for the positions of Officers and Directors, and present it to the Association at the September Annual Meeting. Nominations may be made from the floor.

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 position in question.

The newly elected Board of Directors shall take office at the beginning of the business year.

In case of failure to elect one or more Officers because of lack of a quorum or for any other reason, the existing Officers shall continue in office until their successors are elected.

10.02 April Meeting and Other Special Meetings

A meeting of the Members shall occur in April at a time and place as determined by the Directors. The Directors may also call a special meeting of the Members outside of the Annual and April meetings. The Board shall call a special meeting on written requisition of the Members who hold at least 10 per cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the Act provides otherwise.

10.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

10.04 Quorum

A quorum for the transaction of business at a Members' meeting is fifteen (15) members in good standing. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

10.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

10.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

each Member shall be entitled to one vote at any meeting;
no member shall appoint a non-member to vote on their behalf;

voting by mail or by telephonic or electronic means, in

addition to or instead of voting by proxy is permitted provided that: (a) the votes may be verified as having been made by members entitled to vote; and (b) the corporation is not able to identify how each member voted;

votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;

an abstention shall not be considered a vote cast;

before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;

if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and

whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

10.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

10.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review engagement of the Corporation, if any, and others who are entitled or required under any provision of the Act or the articles or the By-laws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 11 – Notices

11.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement of the Corporation shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Corporation; and to such Director at his or her latest address as shown in the records of the Corporation or in the most recent notice or return filed under the Corporations Information Act, whichever is the more current; and to the auditor or the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

11.02 Error or Omission in Giving Notice

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor or person conducting a review engagement, if any, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

Section 12 - Adoption and Amendment of By-laws

12.01 Amendments to By-laws

All proposed changes to these By-laws 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 2/3 majority vote of members present.

Enacted September 5, 2023

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. Only full members in good standing may bring guests to PFGA.
8. Members are responsible for the safety and behavior of their guests. No guest may use the facility without being briefed on club rules.
9. Guests attending more than three times must apply for membership.
10. Guests **WITHOUT** a PAL/RPAL must be under direct supervision (within an arms reach) by the signing PFGA member (member not shooting) whenever they are handling/discharging a firearm.

11. Guests **WITH** a PAL/RPAL are permitted to discharge a firearm without direct supervision provided they have a license for the class of firearm being used. The guest may **NOT** be left unattended.
12. Junior members and children are allowed on club property only under the direct supervision of a member.
13. Members and guests shall ensure the property is left clean after using. This includes picking up empty casings, properly disposing of used targets, & cleaning up garbage/recycle.
14. 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.
15. No person impaired by alcohol or drugs shall be permitted to handle or discharge firearms.
16. Members must provide their own approved targets except at regular club section times and approved matches.
17. 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.
18. All metallic targets must be made of target grade steel (ie. AR500) and specifically designed for target use.
19. Members may use their own metallic targets provided they are in good condition (free of divots or damage which may cause dangerous ricochets) and with the approval of their section director. Members are expected to provide shrouding for their own targets.

20. The following are the minimum permitted distances for metallic targets:
- Rimfire Rifle/Handgun: 10 Meters
 - Centerfire Handgun/Pistol Caliber Carbine: 10 Meters
 - Shotguns w/Lead Birdshot/Buckshot: 10 Meters
 - Shotguns w/Lead Slug: 40 Meters
 - Centerfire Rifle: 50 Meters
21. No steel or tungsten based shot/projectiles are permitted to be fired at metallic targets.
22. All members and guests must comply with all federal and provincial legislation related to the ownership, storage, transportation and safe use of firearms.
23. All firearms must be cased and unloaded when brought onto club property.
24. Firearms shall only be removed from cases in approved areas. (Safe Tables or Shooting Benches)
25. When handling firearms, the muzzle direction must be controlled at all times. Firearms must be pointed in the safest available direction at all times. Never point a firearm towards people, range entrances, or common areas where people may appear. Remember the 4 vital **ACTS** of firearm safety.
26. When two or more people are using the range, a range officer shall 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.
27. All shooters must immediately obey all range commands issued by the Range Officer.
28. All shooters and spectators within close proximity to an active firing line must wear eye and ear protection at all times.

29. Unattended firearms (those not in immediate use, under direct personal control), must be unloaded, left pointed in the safest available direction, with the action open, and the magazine removed (if applicable).
30. To participate unsupervised in any section you must have completed all requirements for that section and have a valid sticker for that section.
31. The board of directors may veto section approval and request additional training if deemed necessary.
32. The red warning flag at clubhouse must be raised when using outdoor ranges.
33. The Range Open/Closed sign at clubhouse must be opened when there is anyone on club property.
34. 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.
35. 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.
36. 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.
37. 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.
38. 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.

39. 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.
40. Members are not permitted to use any targets, props, or equipment in which they have not been authorized to use by their section director.
41. Targets shall be placed so that bullets do not impact the backstop at angles greater than 45 degrees from the firing line.
42. The Board of Directors may extend the range hours for approved matches or events.

The 4 Vital ACTS of Firearm Safety

A – Assume every firearm is loaded.

C – Control the muzzle at all times.

T – Trigger finger must be kept off the trigger and out of the trigger guard.

S – See that the firearm is unloaded, **PROVE** it safe.

PROVE it Safe

P – Point the firearm in the safest available direction.

R – Remove all ammunition.

O – Observe the chamber.

V – Verify the feeding path.

E – Examine the bore for obstructions.

General Range Commands

“Ceasefire”

- Anyone can call a ‘ceasefire’ at any time if necessary.
- If you see something potentially unsafe, do not hesitate to call a ‘ceasefire.’

What do you do if a ceasefire is called?

1. Stop shooting immediately.
2. Unload your firearm.
3. Place your firearm on the bench, pointing downrange with the action open and magazine removed (if applicable).
4. Step behind the firing line and wait for further instruction.

“Range is Clear”

- This command is issued by the 'Range Officer' following a ceasefire, after they have inspected the line to ensure all firearms are unloaded and clear.
- Following this command, you **MUST** stay behind the firing line and clear of the shooting benches.
- Absolutely no handling of firearms or ammunition is permitted once the this command has been issued.
- On the indoor range, the range status lights must be switched to GREEN following this command.
- Following this command, and with authorization from the range officer, you may go down range to inspect or replace targets.

General Range Commands - Continued

“Range is Going Hot”

- This command indicates live firing is about to begin, and advises all shooters and spectators that eye and ear protection must be worn.

“Range is Hot”

- This command indicates the start of live firing.
- Once the 'Range Officer' has deemed it is safe to do so, they may issue the 'Range is Hot' command.
- On the indoor range, the range status lights must be switched to RED following this command.
- Once this command has been issued, shooting may commence.

INDOOR RANGE SAFETY RULES

1. Indoor Range Hours
 - 24/7 (All allowed Calibers)
2. Ammunition/Caliber 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.
 - Lead core ammunition ONLY! No steel/tungsten core, or armour piercing ammunition allowed.
3. Green/Red light must be used.
 - Green means 'Cease Fire'
 - Red means 'Range is Hot'
4. All range lights must be turned on while shooting is in progress.
5. Exhaust fans must be running whenever shooting or sweeping is in progress.
6. Absolutely NO SHOOTING forward of the red line.
7. Shooters shall use only approved target holders, placed so that bullets will pass through the target and strike as close to the mid-line of the backstop as reasonably possible.

INDOOR RANGE SCHEDULE

Monday (5pm – 9pm): Action Section

Tuesday (5pm – 9pm): Smallbore Section

Wednesday (5pm – 9pm): Handgun Section

Thursday (5pm – 9pm): Archery Section

Friday (5pm – 9pm): Smallbore Juniors

Sunday (6pm – 9pm): Archery Section

Note: Scheduled matches and events take priority over regularly scheduled practice.

OUTDOOR RANGES RULES

1. Outdoor Range Hours

- 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 Ranges may be used until 9:00pm. Lights must be used after sunset
- Current illuminated ranges:
 1. Range 7

2. Maximum Distances

- Range 2 - 25Meter Handgun Only
- Range 3 - 50/100 Yard Rifle Only
- Range 4 - 25 Meter Handgun - 50 Meter Rifle
- Range 5 - 25 Yard Handgun - 50Yard Rifle
- Range 6 - Archery Only
- Range 7 - 25 Yard Handgun
- Range 8 - 50 Yard Handgun - 100 yard Rifle
- Range 9 - Archery Only
- Range 10 – 3D Archery
- Range 11 – 25 Yard Handgun
- Range 12 – 20 Yard Handgun
- Range 13 – 20 Yard Handgun

3. Only the designated firearm types are permitted on the designated ranges, and within the appropriate distances listed above.

Note: 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 below the mid-line without striking the range floor.
6. Targets shall be placed as close to the backstop as reasonably possible.

ARCHERY SECTION

DESCRIPTION

The timeless practice of using longbows, re-curve bows, compound bows, or crossbows to shoot arrows. The Archery section is active year round with both indoor and outdoor activities taking place weekly.

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.

ACTION SECTION

DESCRIPTION

Action Shooting, also known as Practical Shooting or Dynamic Shooting, refers to shooting sports which competitors attempt to unite the three principles of precision, speed, and power. Competitors attempt to complete various courses of fire (referred to as stages) by scoring as many points as possible in the shortest time. Typically the competitor is required to move and shoot from several positions while navigating obstacles and challenging positions. Depending on the discipline, firearms used can be handguns, rifles, shotguns, and/or pistol caliber carbines. Stages often feature a variety of paper, steel, penalty, and moving targets.

ACTION SECTION RULES

1. All section members must be an active member of, or actively pursuing membership of an action shooting discipline such as:
 - IPSC
 - IDPA
 - ICORE
 - USPSA
2. All action members must first become a member of the Handgun Section prior to joining the Action Section.
3. All members must successfully complete the Action Section Training program.
4. Handguns may only be holstered/un-holstered at the safe table or when participating on an active firing line.
5. Rifles, PCC's, & Shotguns must be transported to and from the firing line with the muzzle pointed skyward.
6. While shooting, firearms must be kept pointing downrange at all times. Under no circumstances is the muzzle permitted to break the 180 degree plane.
7. All members must obey all discipline specific range commands.

HANDGUN SECTION

DESCRIPTION

The Handgun Section offers both recreational handgun shooting, as well as competitive precision pistol and revolver (Bullseye) shooting . In competition, courses of fire are shot from a standing position, and competitors score points by accurately placing shots as close to the center of the target as possible. A large emphasis is placed on proper stance, steady aim, and careful trigger control.

HANDGUN SECTION RULES

1. All members must successfully complete the Handgun Section Training program.
2. All Handgun section members must be at least 18 years of age to participate unsupervised.
3. Handgun members are not permitted to use holsters.
4. Handgun members are authorized for static shooting ONLY. (ie. Sitting at bench, standing, kneeling, or prone.) Absolutely NO shooting while moving or dynamic movement unless participating in a club authorized match or competition.
5. When transporting handguns between the safe table and a shooting bench, firearms must be:
 - Unloaded, with the magazine removed (if applicable) and the slide/cylinder in the open position if possible.
 - Held securely by the frame & slide or barrel, with fingers outside of the trigger guard, and the muzzle pointing directly skyward or directly downwards.

RIFLE SECTION

DESCRIPTION

The Rifle Section offers a covered outdoor 50/100 Yard rifle range (Range 3) with fixed shooting benches and bunkered steel targets. This section is intended to appeal to recreational shooters who are just looking to have fun or sight-in their rifles.

RIFLE SECTION RULES

1. All members must successfully complete the Rifle Section Training program.
2. No Cross-Lane Shooting. When shooting from a lane or bench, members must only engage targets which are directly in-front of them.
3. Only Rimfire rifles are permitted to be used on the Rimfire section of Range 3.
4. Rifle members are authorized for static shooting ONLY. (ie. Sitting at bench, standing, kneeling, or prone.) Absolutely NO shooting while moving or dynamic movement unless participating in a club authorized match or competition.
5. If five or more shooters are present, the range officer is not permitted to shoot while supervising others.
Note: Range officer duties should be shared amongst approved members to fairly distribute responsibility.

SMALLBORE SECTION

DESCRIPTION

The Smallbore Section focuses on precision .22 rifle, air rifle, and air pistol competition. Disciplines include Sporting Rifle, Match Rifle, Hunting Rifle, Air Rifle/Pistol, Silhouette, Precision Rimfire, and Outlaw Rimfire Precision.

SMALLBORE SECTION RULES

1. Shooters must install a 'Breech Plug (Clear Barrel Indicator) in the breech of every firearm, before removing a firearm(s) from a case. The Breech Plug must remain in the firearm breech, with the firearm action fully open, during transport to and from the firing line, and/or to and from a temporary storage rack on the range, and if traveling between ranges.
2. Breech Plugs (Clear Barrel Indicators) may only be removed, and left out of a firearm, while the shooter is on the line and in direct control of their firearm, on a sanctioned range.
3. Unattended firearms (those not in immediate use, under direct personal control), must have a fully open breech with an inserted breech plug, that are both as clearly visible as possible, to other shooters and range officers, at all times.
4. Competition Event Rules will take precedent over General Section and Club Rules during sanctioned Events, to reflect the unique attributes, objectives, and safety provisions of Competitive Disciplines.
5. Discipline specific Competition Rules must be reviewed by Discipline organizers and participants at the beginning of each competition, and must be complied with for the duration of the Competitive Event.
6. Approved paper and silhouette targets must be placed at approved outdoor berms, or on approved indoor target holders, at approved target location immediately in front of bullet trap.

7. Shooters may move closer to targets (if other shooters are absent or if they permit). Shooters can NOT move targets to other, unsanctioned distances, from firing lines.

8. If five or more shooters are present, the range officer is not permitted to shoot while supervising others.

Note: Range officer duties should be shared amongst approved members to fairly distribute responsibility.

9. Shooters may only cross line and begin loading ammunition and conducting live fire, upon receiving permission from the range officer.

PFGA Harassment Policy

January 3, 2012

Objective:

The Peterborough Fish and Game Association (PFGA) is committed to maintaining a safe club that is free of harassment, violence, and threats of violence. The purpose of this policy is to provide details of and ensure compliance with the PFGA's position on harassment and violence at the club.

Specification:

What is considered harassment or violence?

Most people think of violence as a physical assault. However, under this policy violence can be considered in a much broader sense. It is any act in which a person is abused, threatened, intimidated or assaulted during his or her enjoyment at the PFGA club facilities. Harassment or violence includes but is not limited to:

Threatening Behaviour - such as shaking fists, destroying property or throwing objects. verbal or written threats - any expression of an intent to inflict harm.

Harassment - any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, harassing telephone calls or other inappropriate activities

Verbal Abuse - swearing, insults or condescending language.
physical attacks - hitting, shoving, pushing or kicking.

Rumours, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical and sexual assaults, psychological trauma, anger-related incidents, and stalking are all examples of what would be considered to be harassment or violence at PFGA.

PFGA Event/Match Financial Reporting Policy

April 4, 2023

All events and matches hosted at Peterborough Fish & Game Association (PFGA), other than private range rentals require a financial report to be completed by the Match Director/Event Coordinator and submitted to the Treasurer following the event.

Financial reports shall be submitted within 30-days following the completion of the event. Under limited circumstances, the Board of Directors may grant a time extension for large events/matches, and/or grant authorization to submit a single annual or seasonal financial report for a series of small events/matches.

The post event/match financial report shall clearly indicate all income, expenses, and profit related to the event/match, as well as the current Year-to-Date balance held by that Match Director/Event Coordinator. The financial report must also be accompanied by original receipts for all expenses listed.

Failing to accurately report event financials in a timely manner will result in the denial range time for future events, and disciplinary measures if necessary.

PFGA Event/Match Booking Policy

May 7, 2024

Only Peterborough Fish & Game Association members in good standing may request to book range time for events and matches.

All requests to close ranges for events/matches must be submitted to the Board of Director's (BOD) at least 30-days prior to the requested date(s). All range bookings are subject to approval by the BOD.

Effective October 1st, 2024, to help offset costs the club incurs when hosting events (such as garbage disposal, heating, cleaning, and general property maintenance) the association will charge a booking fee that the match director/event organizer is responsible for. The following fees apply to each day the range(s) are closed to the general membership.

Booking Fees:

Indoor Range (October 1st – April 30th) - \$200/Day

Indoor Range (May 1st - September 30th) - \$100/Day

Outdoor Ranges (Monday – Friday) - \$25/Day per Range

Outdoor Ranges (Saturday – Sunday & Holidays) - \$50/Day per Range

Exemptions:

- Archery Canada and LSBA matches as match fee's are dictated by the sanctioning bodies.
- Events which are exclusively organized for, and attended by Juniors (18 years of age or under).
- Regularly scheduled section time for the indoor range.
i.e. Weekdays 5pm-9pm

- Safety or Training events which are to be attended primarily by PFGA members.
- Events where proceeds from the event are to be donated to charitable cause. (i.e. Local Food Bank) Proof of donation is required.

Note: All exemptions are subject to approval by BOD.

All event organizers and match directors must comply with the PFGA Event/Match Financial Reporting Policy. Payment of booking fees must be submitted to the BOD within 30-days of the completion of the event.

All individuals taking part in the event must abide by all posted rules and by-laws of the association.

Notification of Membership:

BOD approved events/matches shall be posted on the club calendar and clearly indicate the date, time, and range(s) that are being booked. The membership should also be advised via newsletter e-mail prior to the event. On the date(s) of the event, the range(s) should be clearly posted that they are closed for an event.

PFGA Range Rental Policy

May 7, 2024

Range Rentals are intended for third-party's (non-PFGA Members) requesting private range time.

All requests for private range rentals must be submitted to the Board of Directors (BOD) along with proof of liability insurance at least 30-days prior to the requested date(s). All private range rental requests are subject to approval by the BOD.

Rental Fee's are to be agreed upon by the BOD and renter based on the event. Payment is due within 30-days of the completion of the range rental.

All individuals taking part in private range rental activities must sign and complete a guest waiver, and abide by all posted rules and by-laws of the association. Renters will be held liable for any damage to the range or property that is a result of the range rental session.

Notification of Membership:

BOD approved range rentals shall be posted on the club calendar and clearly indicate the date, time, and range(s) that are being booked. The membership should also be advised via newsletter e-mail prior to the event. On the date(s) of the range rental, the range(s) should be clearly posted that they are closed for a private range rental session.

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.

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.

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 provide proper identification when on Club property.
2. Using Club facilities while membership is delinquent or while Club privileges are suspended.
3. 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.
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.
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. Termination of membership, with no refund of dues.
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.