



CONSTITUTION
OF
THE RESTIGOUCHE COUNTY
SPORT & GUN CLUB ASSOCIATION INC.

Amended June 19, 2015



**CONSTITUTION OF
THE RESTIGOUCHE COUNTY
SPORT & GUN CLUB ASSOCIATION INC.**

1. **Name**

The name of this organization shall be: THE RESTIGOUCHE COUNTY SPORT & GUN CLUB ASSOCIATION INC. – *effective May 21st, 2010 the Associations Business Name was declared to be: RESTIGOUCHE GUN CLUB/CLUB DE TIR RESTIGOUCHE.*

2. **Objectives**

The objectives of the Association shall be:

- a. The encouragement of competitive target shooting and practical skills with firearms.
- b. The promotion of safe handling and proper care and use of firearms.
- c. The development of the characteristics of honesty, good fellowship, self-discipline, team play and self-reliance, which are essentials of good sportsmanship.

3. **Membership**

- a. Membership shall be open to all members of the general public, residing legally in Canada, without prejudice of sex, race, creed or color.
- b. *Membership may be revoked by a majority vote of the executive at any time a member is found to be in violation of the Association's rules, policies or by-laws, or engages in behavior(s) the executive deems may bring the club into disrepute.*
- c. *The Association will no longer provide or support honorary and life time membership.*

4. **Officers**

- a. President
- b. Vice-President
- c. 2nd Vice-President (amended December 8, 2010, moved by Chris Kingston, seconded by Helmut Bitto)
- d. Secretary
- e. Treasurer
- f. Chief Range Safety Officer (CRO)

5. **Executive Committee**

The Association shall be governed by an Executive Committee. The Executive Committee shall consist of the Association Officers named in Paragraph 4.

The affairs of the Association shall be managed by an Executive Committee, all of whom, at the time of their election were members of the Association for the one hundred eighty (180) days leading up to the election.

6. **Committees**

The Executive Committee may appoint standing and ad hoc Committees as required.

7. **Meeting of the Executive Committee**

The Executive Committee shall meet at times and places deemed appropriate by its members.

8. **Quorum - General and Executive Committee Meetings**

The quorum required for transactions of any business at a General or Executive Committee Meeting shall be a *majority* of the Executive Committee.

9. **Election of Officers**

All officers of the Association shall be elected by majority vote at an Annual General Meeting. Normal tour of office shall be *twenty-four (24) months*. Nominations for officers can be accepted 60 days prior to the election.

The President, Treasurer and 2nd Vice-President shall be elected on odd numbered years and the Vice-President, the Secretary and CRO on even numbered years.

10. **Voting**

Voting at a meeting shall be restricted to paid up members of the Association. A simple majority vote of the members present shall be deemed *to pass a motion*. In the event of a tie vote, then and only then, may the President cast a vote. The President can abstain and order a revote.

11. **Membership Fee**

All members shall pay a membership fee to the Association in an amount decided at a regular meeting of the members. The fee shall come due annually in the month of December. The membership year shall be from the 1st of January to the 31st of December. Memberships for 1 to 5 years may be purchased, however any increase in the annual fee is the responsibility of the member. (amended February 12, 2014. Moved by Shawn DeMoss, seconded by Yves Clavette)

Membership fees can only be amended once a year and can only be increased.

12. Amendments to the Constitution

This Constitution shall be the general code of the Association and it may not be altered, added to, amended or revised in any way, except by a majority vote of the members *present at the time of the vote*. All amendments must be tabled at a meeting 30 days prior to the vote taking place at a regular meeting and be presented by same person or committee for voting.

13. Rules and Regulations to Supplement the Constitution

To facilitate the day to day operation of the Association, the Executive shall be empowered to set special rules as specific needs arise, or as the situation warrants.

14. General Meeting

General meetings shall be held at a time and place deemed expedient by the President, or as occasioned by a majority vote of the Executive Committee.

15. Funds

All monies received on behalf of the Association will be *tracked* by written receipts. Funds shall then be turned into the Association's bank account(s).

16. Expenditures

- a. Minutes of the Annual General Meeting shall include the names of those people authorized to sign purchase requisitions and cheques.
- b. All checks require signatures from two members of the Executive. The issue of checks will be authorized by the Executive, or by a motion passed at a meeting of the members.

17. Annexes

All annexes form part of the Constitution.

Annex “B”

TO THE CONSTITUTION OF

THE RESTIGOUCHE COUNTY SPORT & GUN CLUB ASSOCIATION INC.

Duties of the Executive

The President

- a. To be present punctually, or be represented by a Vice-President, at the appointed time of all General or Annual General Meetings and Executive Meetings.
- b. To chair all meetings of the Association.
- c. To cast the deciding vote or call a revote in all cases of a tied vote.
- d. To see that decisions of General and Annual General and *Executive??* Committee Meetings are carried out.
- e. To guide and support any declared policy of the Association.
- f. To further by all means at his/her disposal, or available to him/her, the objects and interests of this Association.
- g. Shall himself/herself or his/her representative be present at Provincial or Federal meetings as required.

The Vice-President

- a. To support the President in the conduct of all General and Annual General and Executive Committee Meetings at which he/she is present.
- b. The Vice-President shall act with the full authority of *the President's* office when the President is detained from executing his/her presidential functions.
- c. To be responsible for all indoor and outdoor activities and may appoint a member(s) of the Association for the above responsibilities.

The 2nd Vice-President

- a. To support the President and the Vice-President in the conduct of all General and Annual General and Executive Committee Meetings at which he/she is present.
- b. The 2nd Vice-President shall act with the full authority of President's office when the President and the Vice-President are detained from executing their executive functions. (Amended December 8, 2010. Moved by Chris Kingston, Seconded by Ranny Rankin)

The Secretary

- a. To be present punctually at the appointed time of all General, Annual General and Executive Committee Meetings and have all arrangements completed thereof (seating arrangements, equipment or material, essential to conduct the meeting concerned).
- b. To record truly and properly the proceedings of all General, Annual General and Executive Committee Meetings and to the present such entered record for confirmation at the next General, Annual General, or Executive Committee Meeting.
- c. To prepare and distribute, or have ready for distribution whichever is appropriate for the occasion, the official agenda for all General, Annual General and Executive Committee Meetings.
- d. To conduct all official correspondence of the Association, maintain proper files insuring carbon copies or facsimiles of all such correspondence are kept for records and for future reference.
- e. *To be responsible for the maintenance of the membership registry and issuance of membership cards.*
- f. To be thoroughly familiar with the Constitution, rules and regulations of the Association and be able to interpret them correctly in response to all enquiries.
- g. To be thoroughly familiar with the rules of Provincial, Federal, and other affiliated bodies, insofar as they affect the Association or its members.
- h. To maintain a supply of copies of the Constitution, rules and regulations and other applicable orders and/or instructions as may be valid from time to time.
- i. May be required to maintain for reference by members a library of shooting publications, catalogues, programs, etc.
- j. May be required to prepare an annual report of the activities of the Association, for confirmation at the Annual General Meeting. The annual report shall include:
 - i. The names of all officers of the past season;
 - ii. The composition of all committees for the past season;
 - iii. A narration of each important shoot or other activity engaged in during the past season by individual members, or the Association as a whole, together with notes on activities of other associations or individuals that are likely to be of interest to the members in general.

The Treasurer

- a. To be responsible for the safe custody of all funds of the Association.
- b. To collect all fees, dues, receipts, subscriptions and accrued monies on behalf of the Association.
- c. To prepare and present to a General, or Annual General Meeting of the Association, and for subsequent inclusion in the annual report of the Association, true and proper financial and balance sheets together with a general report of the financial status of the Association for such period as is specified by the President, or failing such direction, for the entire period since presentation of the preceding statements and reports.

The Chief Range Officer

- a. The Chief Range Officer may appoint as range officers any member of the Association, with limited authority of office, in any of the capacities and/or duties mentioned hereunder as applicable to Chief Range Officer, or in such additional duties as he/she may impose, to assure efficient and safe operation of the practice or competition concerned.
- b. The CRO or his/her representative will be in complete charge of, and be fully responsible for range conduct and discipline during all practices and competitions conducted by the Association. This duty includes responsibility for range conduct and discipline of all non-members, for firing in a practice or competition with the Association, or individuals or groups of members thereof, including spectators.
- c. The CRO or his/her representative will maintain safe conditions on the range at all times. In this respect, his/her decisions on the range will be final.
- d. The CRO or his/her representative will be in full charge of starting and the general conduct of all firing practices and competitions of the Association.
- e. To implement all directions received from the Executive Committee.
- f. To procure all shooting equipment or material required for use by the Association and members thereof. To hold all such materials and equipment in charge, be responsible for the distribution thereof and keep a record and signed loan cards.
- g. To report all shortages or needs as applicable to shooting equipment and materials, to the Executive Committee, whenever such needs and shortages become apparent.
- h. The CRO or his/her representatives will ensure that adequate supplies of shooting equipment and supplies are available on the range, at or before the time of each scheduled practice or competition.
- i. The CRO or his/her representative will issue all ammunition and stores, required for practices or competitions, and maintain all records necessary in connection therewith.

- j. To ensure that receptacles for brass, refuse and debris are available on the range, in order to maintain proper standards of housekeeping.
- k. To be completely responsible for maintenance of the premises in good repair, including such items as: target backstops, lighting systems, range furnishings and cleanliness.

Annex “C”

TO THE CONSTITUTION OF

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Rules and Regulation

Club Administration

Notice of Meeting

Publication of a notice bulletin on the range shall be deemed sufficient and effective to all members in regard to the convening of any General or Annual General Meeting, Executive Committee or Special Executive Committee Meeting, whether or not individual notices are distributed. Notices shall be posted not less than two weeks prior to the date of the meeting.

Rules of Procedure

The Roberts Ordinary Rules *of* Order shall be adhered to at all meetings.

Meetings - Whether Public or Private

- a. General Meetings shall be open to all members and invited guests
- b. General Meetings shall be public
- c. Executive Meetings shall be private

Voting

The voting at all meetings shall be by secret ballot or by a show of hands, at the discretion of the President. Any member may request a secret ballot and the President will see that this is done.

General

- a. Any member who is speaking shall rise in his/her place and remain standing while addressing the President, nor shall any other member interrupt him/her, unless to call him/her to order, and, after he/she has been set right, he/she shall proceed if he/she observes due order and procedure.
- b. Should two members rise at the same time, the President shall decide who is entitled to the floor.
- c. Any donation *made by the Association* shall be limited to \$200.00.
- d. Only members of recognized shooting clubs shall be allowed to shoot on the Range, with the exceptions of Temporary Affiliated Members *and guests* as defined below.

e. DEFINITION OF TEMPORARY AFFILIATED MEMBER:

A Temporary Affiliated Member is a person who on a special event, by a decision of the Executive, is allowed for a fee, to shoot on our range in accordance with the rules of shooting and conduct as determined by our Constitution.

(Moved by Henry Smith, seconded by Chris Kingston on April 8, 1992)

f. GUEST POLICY:

Maximum 3 guests per member, maximum 3 times in a year. Guest(s) must be accompanied by a club member. The member must collect any applicable fees. Guest(s) must sign in.

The member is responsible to ensure that each guest is aware of and follows all club rules and policies. Members are responsible for their guest(s). A guest must relinquish the shooting bench to a club member if none other is available.

g. SPECIAL RATES FOR SPECIAL GROUPS OF ADULTS

No special rates shall be made for “special” groups of adults which were not previously designated in this Constitution, (such as seniors, retirees, disabled, etc.)

(Moved by Philip Nadeau and seconded by Roger Levesque on February 9, 2005.)

Annex “E”

TO THE CONSTITUTION OF

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RANGE SAFETY RULES

GENERAL

1. Safety is the foremost concern of all the individuals using this range.
2. A Range Safety Course is mandatory for each new member. One copy of attestation of completion of this course shall be signed for Club records.
3. The Restigouche Club Range is a private range, for use by paid-up Club members, associates and invited guests only.
4. Members must have associates and invited guests read the Range Safety Rules and supervise these associates and invited guests during shooting.
5. Membership cards must be produced upon request.
6. Range hours are from one half hour before sunrise to one half hour after sunset, seven days per week.

7. BACKSTOPS AND STEEL TARGETS

a- BACKSTOPS

All shots, except for shotgun rounds at Trap, must be directed into approved backstops.

b- STEEL TARGETS

1. All rifle shots, except for rimfire rounds, fired at steel targets must be shot at distances of 50 meters or greater at steel RIFLE TARGETS ONLY.
2. Pistol and rimfire rifle shots at steel targets must be fired at distances of 10 meters or greater.
3. Birdshot and buckshot, lead or bismuth only, fired at steel targets must be shot at distances of 10 meters or greater.
4. Shotgun slugs, lead only, fired at steel targets must be shot at distances of 40 meters or greater.

(Amendments moved by Melvin Shearer, seconded by Serge Noël, February 8, 2012)

8. **EMERGENCY NUMBERS: 911**

9. The RANGE IN USE sign and the RED FLAG at the RANGE ENTRANCE must be used to indicate that the range is in use, and they must be set in the 'down' position at completion of use.
- a- In addition, activities in each Section, (Rifle, Pistol, Trap, .22) must be signaled by hoisting a RED FLAG at the entrance of the Section.
 - b- Always VERIFY THAT THERE IS NOBODY DOWN RANGE of your position before you set up to shoot.
10. Whenever there are two or more shooters one must be designated RANGE OFFICER. The Range Officer is responsible for the safety of the range, and gives range commands including "FIRE" and "CEASE FIRE". He shall insure that all firearms are unloaded and not being handled during a "CEASE FIRE".
11. EYE AND EAR PROTECTION IS MANDATORY FOR ALL SHOOTERS AND SPECTATORS during shooting events.
12. No person impaired by ALCOHOL OR DRUGS may handle firearms. There will be no alcohol used on the range before or during any shooting event.
13. All armor piercing, explosive or tracer ammunition is prohibited.
14. Trap loads are restricted to #7½, #8 or #9 shot sizes.
15. No glass, live target or any other inappropriate target material is allowed.
16. Unless otherwise approved by the Chief Range Officer, rifles are prohibited in the Pistol Section.

HANDLING OF FIREARMS

17. DURING TRANSPORTATION to and from the range long guns must be empty and cased. Handguns must be empty and locked and transported in a gun case.
18. ALL FIREARMS MUST BE EMPTY AND OPEN WHEN RACKED. WHEN NOT ON THE FIRING LINE all firearms must be empty *or empty and* cased or *empty and* holstered. In any designated safety area all firearms must be empty while being handled.
19. No handling of firearms is permitted when anyone is forward of the firing line.
20. Treat all firearms as if they were loaded and cocked, never sweep or point them at people.
21. POINT FIREARMS DOWN-RANGE WHEN LOADED, (not up or down).
22. Firearms requiring service shall be unloaded and removed from the firing line to a designated safety area.
23. When a "CEASE FIRE" or "STOP" command is given by anyone on the range all firearms shall be unloaded, and all shooting and other activities shall stop until the problem has been resolved.

24. MISFIRE PROCEDURE: keep the firearm pointed down-range and advise the Range Officer. DO NOT UNLOAD RIGHT AWAY; wait at least 60 seconds before opening the action.

RANGE ETIQUETTE

25. Good sportsmanship and etiquette is expected at all times.
26. Respect other shooters. When the range is not scheduled its use is on a first-come first- served basis.
27. Pick up your brass, hulls, refuse and targets when shooting has been completed.
28. Do not throw live or defective ammunition into the range garbage bins; take ALL your ammunition with you when you leave.
29. If you have moved any steel targets return them to their original locations when finished shooting.

RANGE COMMANDS

- Bring your firearm to the firing line
- Load and make ready
- Fire
- Cease Fire (STOP)
- If you are finished, unload and show clear
- Gun clear
- Range is safe

Annex “F”

TO THE CONSTITUTION OF

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1. Call to Order
2. Reading of Minutes of Last Meeting
3. Secretary Treasurer’s Report
4. Report of Committees

Example: Shotgun program

Rifle program

Pistol program

Fund raising programs
5. Correspondence
6. Old business
7. New business
8. Closing Motion to Adjourn