



FORT QU'APPELLE & DISTRICT WILDLIFE FEDERATION

Branch Constitution & Bylaws

DECEMBER 3, 2018

FORT QU'APPELLE & DISTRICT WILDLIFE FEDERATION
P.O. BOX 1459 – FORT QU'APPELLE, SK – S0G 1S0

Article I - Name

The name of the Association shall be the Fort Qu'Appelle & District Wildlife Federation, hereinafter referred to as the **Federation**.

Article II – Headquarters

The headquarters of the Federation shall be within the region of The Fort Qu'Appelle & District Wildlife Federation (as outlined by the Saskatchewan Wildlife Federation), in the province of Saskatchewan. Mailing address of the Federation is P.O. Box 1459 Fort Qu'Appelle SK. S0G 1S0

Article III – Mission Statement, Purpose & Objectives

Mission Statement

To ensure the wildlife legacy we leave to our children surpasses that which we inherited.

Purpose

The purpose of the Federation shall be to restore, conserve, and perpetuate Saskatchewan's natural environment in accordance with the following objectives

Objectives:

- a) To embrace in its membership all persons who have an interest in conservation, fishing, trapping, hunting, and the shooting sports.
- b) To subscribe to the Saskatchewan Wildlife Federation's constitution and to pay the prescribed membership fees.
- c) To utilize all forms of the media to help motivate all persons, branches, clubs, and organizations into understanding the need for sound, immediate, and long-termed conservation practices, as well as ensuring the continuing rights of fishermen, trappers, and shooters.
- d) To submit views and recommendations to the governing authorities to enact and enforce regulations reflecting the interests of the membership, namely ensuring sound management for Saskatchewan's renewable resources, and practical laws regarding fishing, trapping, hunting, and shooting.
- e) To provide information and develop educational programs which promote the ethics of true sportsmanship, good landowner/sportsman relationships, firearm safety, and desirable ecological principles.
- f) To develop policies pertaining to the management of all our natural resources, with such policies becoming the official opinion of the Federation.
- g) To co-operate with individuals and organizations that support objectives ensuring the propagation of Saskatchewan's fish, wildlife, and recreational resources.
- h) To represent the Saskatchewan Wildlife Federation in Fort Qu'Appelle and surrounding areas and to promote the objectives or organizations of similar purpose.

Article 1V – Membership & Fees

1. Memberships shall be classified as follows:

a) Regular: Anyone who subscribes to the objects of the SWF and pays the prescribed fees may become a member with the right to vote at annual and regional meetings.

b) Affiliate: A current Regular member may purchase an Affiliate membership for their spouse (or equivalent) at a reduced rate prescribed by the branches with the right to vote at annual and regional meetings. An Affiliate membership for children eighteen and under may be purchased at a reduced rate prescribed by the branch, with ages 16 – 18 given the right to vote at annual and regional meetings.

c) Family: A Family membership may be purchased by a current Regular member at the prescribed rate, which would include two or more Affiliate members within the regular member's immediate family (spouse, children within the regular member's household).

d) Unaffiliated Youth. A youth (18 or under) Who does not have a parent/guardian who is a member of the Federation.

Memberships shall be based upon the calendar year commencing from date of purchase and expiring on December 31 of each year.

2. Honorary Branch Life Members:

i.) Any individual who has made a significant contribution to the branch by promoting the objectives of the Federation may be nominated for an Honorary Branch Life Membership. The Branch will fill out a membership card and send the card and the prescribed affiliation fee to Central Office.

ii.) Nominations for Honorary Branch Life members may be made at the annual AGM

3. The Board of Directors may suspend or expel from membership in the Federation any member of the Federation whose conduct could be such as to bring the Federation into disrepute. Any member in question must be provided 30 days notice of suspension and be voted on at the annual AGM.

ARTICLE V – Officers & Directors

The branch executive shall be comprised of:

Immediate Past President
President
Vice-President
Secretary/Treasurer
Memberships Director

The board of Directors may consist of both the executive as well as the following elected directors including but not limited to:

Fisheries Director
Habitat Director
Youth Director
Merchandise Director
Fundraising Director
Trophies Director
Entertainment Director

1. Immediate Past President – shall sit on the board for 1 year after his/her term has expired.
2. The President – shall be elected at the annual meeting for a two-year term. The president must be elected by a majority vote every second annual meeting. The president may serve consecutive terms.
3. The Vice-President – shall be elected at the annual meeting for a two-year term. The vice-president must be elected by a majority vote every second annual meeting. The president may serve consecutive terms.
4. The Secretary and or Treasurer – shall be elected at the annual meeting for a two-year term. The secretary/treasurer may be held by one person and must be elected by a majority vote every second annual meeting. The secretary/treasurer may serve consecutive terms.
5. The Trophies Director – shall be elected at the annual meeting for a two-year term. The trophies director must be elected by a majority vote every second annual meeting. The trophies director may serve consecutive terms.
6. The Merchandise Director – shall be elected at the annual meeting for a two-year term. The merchandise director must be elected by a majority vote every second annual meeting. The trophies director may serve consecutive terms.
7. The Membership Director – shall be elected at the annual meeting for a two-year term. The membership director must be elected by a majority vote every second annual meeting. The president may serve consecutive terms.
8. The Habitat Director – shall be elected at the annual meeting for a two-year term. The habitat director must be elected by a majority vote every second annual meeting. The habitat director may serve consecutive terms.

9. The Fisheries Director – shall be elected at the annual meeting for a two-year term. The fisheries director must be elected by a majority vote every second annual meeting. The fisheries director may serve consecutive terms.

10. The President will serve on the Provincial Executive of the Saskatchewan Wildlife Federation during his/her term of office. If for any reason he/she cannot attend the Regional or Annual meetings of the S.W.F., the board of directors will nominate at least one person to attend.

11. All elected Officers and Directors must be current & active Federation members in good standing.

ARTICLE V1 – Meetings & Quorums

1. The Annual General Meeting of the members of Fort Qu’Appelle & District Wildlife Federation shall be held prior to the 31st day of December in each year.

2. Members of the Federation shall be notified thirty (30) days prior to a Special Meeting regarding the time and place of the said meeting as determined by the Board of Directors.

3. Other general meetings of the membership can be held at the call of the President. Special meetings of the membership may be convened at any time by resolution of the Directors or upon presentation to the President or Vice-Presidents of a signed petition by twelve members or more in good standing.

4. At all meetings of the membership, 15 members personally present shall constitute a quorum.

5. Meetings of the Officers and Board of Directors shall be held at a time and place to be determined by the President at the previous meeting.

6. All elected officers and Directors shall have an equal vote at all meetings of the federation.

7. At all meetings of the Officers and Directors a majority of the elected officers and Directors shall constitute a quorum.

Article VII – Voting

1. At all annual and special called meetings, every current Federation member in good standing shall be entitled to vote.

ARTICLE VIII – Election of Officers

1. Nominating committee shall consist of the current sitting Board of Directors and immediate Past President.
2. When elections are necessary, the Nominating Committee will notify by public notice, a list of all positions to be filled by the election.
3. Nominations from the floor will be accepted at the annual meeting.
4. Should more than one candidate contest a position, a multiple ballot will be used with all the candidates' names. Successful candidates will be elected by majority vote with "majority" defined as 51% or more of the total votes.

ARTICLE IX – Duties of Officers & Board of Directors

1. It shall be the duty of the President:
 - a) To preside as chairman at all meetings of the Federation and at all Directors Meetings.
 - b) To enforce order and strict observance of these Articles and By-Laws.
 - c) To exercise general supervision and control over the officers and directors as well as the business and finances of the Federation and to ensure that no financial liability is assumed on behalf of the Federation without the consent and approval of the Board of Directors.
 - d) To refrain from voting on any question or issue before the meeting, unless there shall be an equal division in which case, he/she shall cast the deciding vote.
 - e) The President shall be an ex-officio (obligated) member of all sub-committees struck by the Board of Directors.
2. Vice-President – Shall sit as a regular voting member of the Board of Directors and:
 - a) Act as sitting President at all meetings unattended by the President
 - b) Act as sitting President if/when the president resigns prior to the Annual Meeting.
3. Treasurer/Treasurer - Shall keep the books open to the inspection of the Board of Directors at all times, when and as often as the Board of Directors may require. He/she shall prepare and submit to them a detailed balance sheet containing a summary of the property and liabilities of the Federation, and of all the financial dealings arranged in proper order. The board of Directors shall, at least once a year, have the accounts of the Treasurer subjected to a financial review. A Financial Report shall be presented to the members at the annual meeting. The Treasure will insure that no account is paid without the knowledge or consent of the Board of Directors.

4. Membership Director – shall collect, record & submit any and all memberships sold given each calendar year. He/She shall prepare and submit a membership report at each Annual Meeting and shall make that report available to the Board of Directors when and as often as the Board of Directors may require.

ARTICLE X – Signing Officers

1. The signing officers of the federation shall be: The President, Secretary/Treasurer, and one member of the Board of Directors as appointed by the President.
2. All documents and cheques must be signed by two of the three signing officers.

ARTICLE XI - Amendments to this constitution

This constitution may be amended but the amendment must be presented in writing and have three readings at three separate meetings.

ARTICLE XII – Fiscal Year

The Fiscal year end of the Federation shall be the 1st of December.

ARTICLE XIII - Non-Profit & Dissolution Clause

1. The Organization shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its purpose & objectives.
2. In the event of dissolution or winding up of the organization all its remaining assets, after payment of liabilities, shall be transferred to the Saskatchewan Wildlife Federation, to be held in trust for one year.

ARTICLE XIV – Affiliation

As an affiliate branch of the Saskatchewan Wildlife Federation, the constitution and by-laws of the Saskatchewan Wildlife Federation supersede this constitution

ARTICLE XV – Large Expenditures

In the event that the Board of Directors wishes to make any single expenditure exceeding \$10,000.00 members of the Federation shall be notified thirty (30) days prior to the vote regarding the time and place of the said meeting as determined by the Board of Directors. Such motions brought forward by the Board of Directors may take place at the Annual Meeting or a ‘Special Meeting’ (See article VI point 2.) where all members in good standing are entitled to vote. The motion must be passed by a majority at the time of the vote.