

**ALBERTA FEDERATION  
OF  
SHOOTING SPORTS**



**BYLAWS**

## ARTICLE I – Introduction and General Information

- 1.1 Name** The name of the Society is the “Alberta Federation of Shooting Sports.”
- 1.2 Location** The head office of the Federation shall be located at any such place in Alberta of which the Federation’s Board designates.
- 1.3 Symbol & Seal** The Federation’s Board may from time to time adopt a symbol and/or seal of the Society. Any seal adopted by the Federation’s Board shall be held in the Federation’s Office by the Federation’s Board. Only officers of the Federation shall be authorized to use the seal.
- 1.4 Provincial Associations** Provincial Associations shall be a member in good standing as an Alberta Federation of Shooting Sports Representative Member in Alberta if it:
- (a) Consists of the Provincial Governing Body of its particular aspect of the shooting sports whose members reside throughout the province of Alberta and involves the use of firearms as per the Canadian Firearms Act.
  - (b) Meets the full requirements as a Representative Member as established by the Federation.
  - (c) Has been reviewed by the Federation’s Board and the Society has recommended it for full status as a Representative Member.
  - (d) Is Member in Good Standing with the Federation.
- 1.5 Amendments** Amendment of these Bylaws, or the making of new Bylaws, must be done by Special Resolution. Notice of any intention to amend this Bylaw or to enact a new Bylaw must be provided to all Members of the Federation at least 21 days in advance of the meeting at which any motion to amend or enact is to be made.
- 1.6 Interpretation** In this Bylaw, where applicable, any reference to gender shall include both genders and the singular shall include the plural, and vice versa.
- In these Bylaws, unless the context otherwise requires, the word “**Federation**” shall be defined as the “**Alberta Federation of Shooting Sports.**”

## ARTICLE II – MEMBERSHIP

- 2.1 Categories** **The Federation shall have one category of membership: Representative member.**
- 2.2 Eligibility** Membership will be based on the following criteria:  
**Representative Members (voting member)** – Provincial Associations that meet the requirements set out in 1.4 of these Bylaws.
- 2.3 Fees** Members shall pay an annual membership fee to the Federation as set from time to time by the Board of Directors.
- 2.4 Right to Participate in Discussion** Representatives of member associations have the right to participate in any discussion at meetings of the Federation.
- Right to Vote** Only Representative Members shall be eligible to bring forward resolutions and to vote at the meetings of the members and shall have one vote on all matters requiring a vote by the members. Voting Members of the Federation must be at least 18 years of age.
- 2.6 Right to Hold Office** Only Representative Members shall be eligible for nomination to hold office within the Federation.
- 2.7 Address** All members shall provide the Federation Office with a mailing address to which they all receive notices and correspondence for them regarding the Federation to be sent.
- 2.8 Appointment of Voting Delegates** Each Provincial Association (Representative Member) will submit in writing to the Federation’s Office, prior to the Fall Meeting and signed by the Provincial Association President or his/her designate, the name of the voting delegate.
- 2.9 Notice to Members** Any notice to Representative Members required by these By-laws shall be deemed to have been properly sent if it is mailed (postal or electronic mail) to the last address of that member filed with the Federation’s Office.

## **2.10 Resignation, Removal and Suspension**

A member may resign at any time by written notice to the Federation's Office.

If the Federation's Board believes that a Member has acted in a manner that is detrimental to the Federation's reputation and/or mission of the Alberta Federation of Shooting Sports, whereupon a review of that Member's status shall be made by the Federation. Written notice from the Executive of the Federation must be given to the member in question and to all member(s) of the Federation a minimum of twenty-one (21) business days prior to the intention to place such a resolution before the membership.

Membership may be terminated by resolution, passed by a majority of not less than 51% of the voting membership of the Federation.

Where the Federation believes that the Representative Members has acted in a manner that is detrimental to the objectives, reputation, and/or mission of the Alberta Federation of Shooting Sports, or that the Representative has not met the duties of a Article 2.3 of these Bylaws, the Federation may, through a majority vote of the Members, at a duly constituted meeting of the Federation, recommend that the Representative be suspended or removed.

## **2.11 Withdrawal**

A Representative Member may withdraw from the Federation at any time, thereby losing its status with the Federation, by notifying the Board of Directors in the manner outlined in the policies and procedures of the Federation.

The terms of membership:

Representative Membership shall be from January 1 to December 31 in any one year.

## **2.12 Terms of Membership**

Any new application for Representative Membership to the Alberta Federation of Shooting Sports by a properly constituted Shooting Body (as defined in 1.4) shall be reviewed by the Board of Directors at the next regular Board of Directors meeting.

## **ARTICLE III – Meetings of the Federation**

- 3.1 Annual General** The Federation shall hold an Annual General Meeting each year on the date and at the location determined by the Federation Board. All Members of the Federation shall be entitled to attend the Annual General Meeting.
- The AGM deals with the following matters:
- Adopting the agenda; adopting minutes of the last AGM.
  - Considering reports from the President, Treasurer, Staff, Delegates and Ad Hoc Committees.
  - Approval of financial statements and the auditor's report.
  - Appointing the auditors.
  - Electing the Executive Committee.
  - Considering matters specified in the meeting notice.
- 3.2 Special Meetings** A special meeting of Members shall be called by the President upon receipt by his/her petition signed by 51% of the Representative Members in good standing, setting forth the reasons for calling such meeting.
- The President may call a Special Meeting notice in writing, a minimum of twenty-one (21) business days of such meeting by postal or electronic mail.
- 3.3 Notice of Meetings** Notice of any meeting, stating the time, date, place and agenda of the meeting shall be provided to each Member a minimum of twenty-one (21) business days prior to the meeting by postal or electronic mail. The accidental or inadvertent failure or omission to provide notice to a Member shall not invalidate any resolution or other action approved by the Members at a meeting of the Members of the Federation.
- 3.4 Voting** Each Representative Member/Director in good standing shall have one vote and must be appointed by their respective Provincial Association.
- Subject to 2.4 and any policies and procedures adopted by the Federation, Representative Members shall be entitled to participate in any meeting of the Federation. Representative Members may, by means of a written proxy, appoint a proxy holder to attend and act at a specific meeting of the Representative Members. In the manner and to the extent authorized by the proxy.
- A proxy holder must be a Member of the Representative Organization.

**3.5 Quorum**

A quorum shall be attained if at least 51% of the Representative Members are represented at the meeting by at least one voting member present in person.

On all matters which require a vote a simple majority shall decide except as otherwise provided for. Only those members present who are entitled to vote shall be recognized.

In the event of a tie vote at all meetings, the President shall have the tie-breaking vote.

Voting at meetings may be by 1) show of hands, 2) standing vote, 3) secret ballot, only those persons present are entitled to vote shall be recognized.

In the election of officers in which a position is contested, voting shall be by secret ballot.

A motion or resolution will be carried if approved by the affirmative votes of a simple majority of the votes cast, provided that a Special Resolution will be carried if approved by the affirmative votes of not less than three quarters of the votes cast.

**3.6 Chairperson**

The President, or if absent, the Vice President, shall chair all meetings of the Federation. In the absence of both the President and the Vice President, or in the case of a conflict of interest, the Representative Members present at the meeting may elect one of their members to act as chairperson for that meeting only.

The person chairing a meeting may not vote unless there are an equal number of affirmative and negative votes. In such instance, the chairperson shall cast the deciding vote.

**ARTICLE 1V – THE BOARD OF DIRECTORS**

**4.1 Composition**            The Board of Directors shall consist of duly appointed Directors from the Representative Membership.

The Federation Board shall be comprised of:

**Black Powder:**                            1 Director        1 Vote

**Handgun:**  
International Handgun                    1 Director        1 Vote

**Practical Pistol**                            1 Director        1 Vote

**Rifle:**  
Small-bore Rifle                            1 Director        1 Vote  
Full-bore                                      1 Director        1 Vote  
Metallic Silhouette                        1 Director        1 Vote

**Shotgun:**  
Skeet    1 Director        1 Vote  
Sporting Clays                                1 Director        1 Vote  
Trap Shooting                                1 Director        1 Vote  
International Skeet                            1 Director        1 Vote  
Single Action                                 1 Director        1 Vote

This outline may be modified at the discretion of the Board of Directors.

**4.2 Appointment and Term**            Directors shall be appointed annually by the recognized Provincial bodies of the aspects of the disciplines concerned.

A member of the Federation’s Board of Directors may serve a two year term commencing from one Federation Annual General Meeting to the second Federation Annual General Meeting.

A member of the Federation’s Board of Directors may serve a maximum of three consecutive terms or as directed in writing by the Representative Member.

## ARTICLE V - Officers

### 5.1 Officer Positions

There shall be not less than three **elected** Officer positions of the Federation: President, Vice President, Secretary/Treasurer **The past president will serve as exofficio member of the executive committee.** The Officers shall be elected by the Representative Members at the Annual General Meeting and shall serve for a **three**-year term and shall not be entitled to any remuneration for their services. **The election of officers shall occur in such a manner that each year only one officer will be elected for a full three year term. In the case that an officer resigns before their three year term is complete, their replacement shall finish the three year term.**

A member of the Federation's Executive Committee may serve a maximum of **two** consecutive terms or as directed in writing by the **Board of Directors**.

:ELECTION TERM: the intent is to put in place a staging of election times to ensure that at any point in time at least 2 members of the executive have experience. The revision will result in one executive election each year and will ensure that terms overlap.

The stipulation of two consecutive terms on the executive applies to all executive positions... an attempt to bring more participation to the executive. In the situation where participation is low, the Board of Directors may direct action.

### 5.2 Duties

The duties of the Officers shall include, but not be limited to the following:

President – shall act as chairperson for all meetings of the Federation and the Board;

Vice-President – shall act in place of the President where the President is unavailable;

Secretary/Treasurer – shall ensure that appropriate financial and accounting practices and controls are adopted and followed by the Federation and shall ensure that minutes of all meetings of the Federation are recorded and maintained; and

Past President – shall serve in an advisory (non-voting) capacity to the Federation's Board.

### 5.3 Board Members Duties

Board Members will be elected according to 4.2 of these bylaws. The duties shall include but not limited to: regular and timely communication with their association.



## ARTICLE VI – Committees

- 6.1 Establishment** Committees may be established from time to time by the Federation Board and shall be responsible to the Federation’s Board.
- 6.2 Composition** Each committee shall have at least one Federation Board Member appointed to act as liaison between the Federation’s Board and the committee. The Federation Board Members on each committee shall be responsible for reporting to the Federation’s Board on the activities of the committee and for bringing forward to the Federation Board recommendations requiring approval of the Federation’s Board.
- 6.3 Rules and Authority** Each committee shall have a written commission, approved by the Federation’s Board, which sets out the purpose and responsibilities and authority of the Committee.

## ARTICLE VII – Fiscal Requirements

- 7.1 Fiscal Year** The fiscal year end of the Federation shall be December 31<sup>st</sup>.
- 7.2 Audit** The annual financial statements of the Federation shall be audited annually and submitted for approval by the Federation’s Board prior to each Annual General Meeting and shall be placed before the Representative Members at each Annual General Meeting. If legislative regulations or administrative policies to which the Federation is subject require the appointment of an independent auditor or if the Federation’s Board otherwise determines that it is necessary or desirable to appoint an independent auditor, a duly qualified accounting firm shall be appointed by the Federation at the Fall Board of Directors Meeting of the Federation.
- 7.3 Signing Authority** Contracts, documents or any instrument in writing requiring the signature of the Federation shall be signed by any two of the following: President, Vice President, Secretary/Treasurer and **other staff as so identified by executive committee**. All contracts, documents and instruments in writing so signed shall be binding upon the Federation without any further authorization or formality. The Directors shall have power from time to time to appoint an officer or officers on behalf of the Federation either to sign contracts, documents or instruments in writing.
- The seal of the Federation shall be in the custody of the Federation’s office and when required may be affixed to contracts, documents and instruments in writing, signed as aforesaid or by an officer or officers appointed by the Board of Directors.

- 7.4 Borrowing** For the purposes of carrying out its functions, the Federation may borrow or raise or secure payment of money in accordance with the policies and procedures of the Federation. Such an action requires the approval of the Members of the Federation by Special Resolution. This approval may be given at an Annual General Meeting or Special Meeting of the Federation.
- 7.5 Expenditures** The basis of all funding from the Federation to member associations shall be predicated upon Principals of qualification, and expenses incurred in The Province of Alberta and appropriate financial records being submitted.

## **ARTICLE VIII**

### **Preparation and Custody of the Federation's Documents and Access to Information**

- 8.1 Preparation** Meeting agendas and minutes shall be prepared by the Federation's **staff** and true and complete copies of all minutes shall be maintained at the Federation's Office.
- 8.2 Custody of Documents** All accounting books and records of the Federation and all documents relating to the function, operation and structure of the Federation and the Board of Directors shall be maintained at the Federation's office.
- 8.3 Access to Records** Any Representative Member of the Federation may, on reasonable notice to the President, Treasurer, or **staff** have access to the Federation Office during usual business hours to review the financial books and records of the Federation, the minutes of any Federation meeting, and the policies, procedures and bylaws of the Federation.

## **ARTICLE IX – Negating Claims**

- 9.1 Claims** The members of the Federation, their heirs, executors, administrators and successors shall not have any claim or demand against the Federation for the death or injury to any person or persons or damage to or loss of any property which may be sustained or occur by reason of the exercise in any manner of their rights by virtue of their membership on the said Federation.

## **ARTICLE X – Dissolution of the Federation**

- 10.1 Assignment**                      Upon the dissolution of the Federation, and after payment of all debts and liabilities, its remaining property, if any, shall be distributed or disposed of to the Representative members for distribution.
- 10.2 Exclusive Entitlement**        Notwithstanding the above, where the assets of the Federation are in excess of those required to satisfy all liabilities of the Federation, such excess assets shall be used for the exclusive benefit of any remaining active representative members in Alberta. Distribution of any excess assets shall be through the division of the excess on an equal basis among such Representative Members.
- 10.3 Amendment**                    Notwithstanding any other provision of these bylaws, no amendment to these bylaws shall be permitted to remove the exclusive entitlement as outlined in 10.2 above.

**Definitions:**

<b>Act</b>	means the Societies Act. R.S.A. 1980c S-18 and the regulations made there under as amended from time to time;
<b>Annual General Meeting</b>	means the annual general meeting of the Federation;
<b>Board of Directors</b>	means the representatives from the Provincial bodies outlined in 4.1 Composition of these bylaws;
<b>Federation</b>	means the Alberta Federation of Shooting Sports;
<b>Federation's Office</b>	means the head office of the Federation shall be located at such place in Alberta as the Federation's Board may from time to time designate;
<b>Officers</b>	means the President, Vice President, Secretary/Treasurer and Past President;
<b>Proper Notice</b>	means minimum of 21 (twenty-one) business days prior to the meeting in writing by postal and/or electronic mail.
<b>Representative Member</b>	means a Provincial Association that meets the requirements outlined in Article 1.4 of these By-laws;
<b>Society</b>	means the Alberta Federation of Shooting Sports
<b>Special Meeting</b>	means a meeting of the members of the Federation other than the Annual General Meeting;
<b>Special Resolution</b>	means a resolution of the members of which the Federation has approved.