



Alberta Federation of Shooting Sports **BYLAWS**

ARTICLE 1 – 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 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) Meet 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 a 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 other wise 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.

2.5 Right to Vote

Only Representatives 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 all notices and correspondence for them regarding the Federation can 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 Bylaws shall be deemed to have been properly sent if it is mailed (postal or electronic mail) to the last address of the 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 the 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 members 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 Member 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 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.

2.12 The Terms of Membership

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

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 Meeting

The Federation shall hold an Annual General Meeting (AGM) 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 the 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 notices.

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 a 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 with 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 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. 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 and shall be recognized.

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 of not less than three quarters of the votes cast.

3.6 Chairperson

The President, or if absent, 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 IV – 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
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Handgun:		
International Handgun	1 Director	1 Vote

Practical Pistol:	1 Director	1 Vote
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Rifle:		
Small-Bore Riffle	1 Director	1 Vote
Full-Bore Rifle	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.

4.3 Resignation, removal and Suspension

If the Federation's Board believes that a Director/Officer has acted in a manner that is detrimental to the image and/or mission of the Alberta Federation of Shooting Sports Organization or has not met the duties of the Federation Director/Officer, the Board may suspend that person as a Federation Director/Officer until the next meeting of the Federation, whereupon a review of that Federation's Director/Officer status shall be made by the Members of the Federation. A meeting of the Members of the Federation shall be called within sixty (60) days of the Federation Board member being suspended by the Federation's Board. A Federation Director/Officer may be removed from the Federation's Board by simple majority of the votes cast by the Members of the Federation at a duly constituted meeting of the Federation.

4.4 Vacancies in Office

If between Annual General Meetings of the Federation a member of the Federation's Board of Directors resigns, is removed and or suspended from the Federation's Board

- (a) Board Member, then Provincial Association shall forthwith select a designate to the Federation Board to complete the unexpired term of the exiting member.
- (b) An officer of the Federation's Board of Directors, the Board may or shall have regard to Article V Section 5.1 hereof, select and designate a replacement of the officer, which appointment shall be a member at large of the Federation's Board of Directors and shall only be effective to the next meeting of the Federation.
- (c) Subject always to the provision that any replacement to the Federation's Board of Directors or the Executive Committee satisfies the membership requirements contained in Article II section 2.2 hereof.

4.5 Notice of Meetings

Notice of any meeting of the Federation's board stating the time, date, and place and an agenda of the Meeting shall be provided to each Federation Board member at least 7 days (by postal, electronic mail or telephone) prior to the meeting. The accidental or inadvertent failure or omission to provide notice to a Federation Board Member shall not invalidate any resolution or other action approved by the Federation's board at the meeting.

4.6 Chairperson

The President or if absent, the Vice President shall Chair all meetings of the Federation's Board. The Chairperson may not vote unless there are an equal number of affirmative and negative votes. In such instances the chairperson shall cast the deciding vote.

4.7 Voting Quorum Attendance

A resolution of the Federation shall be passed by the affirmative vote of a majority of the votes cast by the Federation's Board members present in person. Quorum will be met by a simple majority of Board Members present. Board Members are required to attend all scheduled Board Meetings.

4.8 Authority and Function of the Board

The Federation's Board is charged with the governance of the Federation. In this capacity it may exercise such authority and take such actions as it deems necessary to fulfill its duties. The Federation's Board may delegate some or all its management function to committees of the Society or to individuals or companies hired by the Federation's Board. The Federation's Board is however ultimately responsible for the management and governance of the Federation. Without restriction the generality of the foregoing, the Federation's board is authorized to:

- (1) Hire staff to assume some or all the management and administrative functions of the Federation.
- (2) Review Representative Members to ensure that they continue to meet membership requirements.
- (3) Set such policies and procedures as the Federation's Board deem necessary.
- (4) Suspend the membership of a Representative Member pending review by the Federation.
- (5) Settle disputes as outline in the policies and procedures adopted by the Federation.

4.9 Authority and Function of the Executive Committee

The Executive Committee shall consist of the Officers of the Federation. The Executive Committee shall have all the powers of the Board and shall only exercise that power between board meetings to carry out emergencies and unusual business. The exercise of those powers shall be subject to ratification by the Board of Directors at its next meeting. Nothing contained herein empowers the Federation executive to:

- (a) Amend or vary these bylaws and
- (b) Set membership fees and/or dues.

4.10 Liabilities of the Board

In the performance of their duties Federation Directors/Officers shall act honestly and in good faith with a view to the best interests of the Federation and shall not be entitled to any remuneration for their services. They shall not be liable for the result of any action taken except where such action is the result of negligence, willful misconduct, or lack of good faith. The Federation shall indemnify and save harmless the members of the Federation's Board and any employees or members of the Federation involved in the administration of the Federation or acting on behalf of the Federation from the effects and consequences of their acts, omissions, and conduct in their formal capacity, to the extent permitted by law, except for their own willful and intentional malfeasance or misconduct.

ARTICLE V – Officers

5.1 Officer Positions

There shall be not less than three **elected** officer positions of the Federation: President, Vice President, and Secretary/Treasurer. **The Past President will serve as ex-officio 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 only 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 a situation where participation is low, the Board of Directors may take 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.
Past President:	Shall serve in an advisory (non-voting) capacity to the Federation’s Board.

5.3 Board Member Duties

Board Members will be elected according to 4.2 of these bylaws. The duties shall include but not be 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 31st.

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 whether 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 Director's 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 members. All contracts, documents and instruments in writing 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 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 a Special Meeting of the Federation.

7.5 Expenditures

The basis of all funding from the Federation to member associations shall be predicated upon the 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 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 more than 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:

Act	Means the Societies Act. R.S.A. 1980c S – 18 and the regulations made there under as amended from time to time.
Annual General Meeting	Means the Annual General Meeting of the Federation.
Board of Directors	Means the representatives from the Provincial Bodies outlined in 4.1 composition of these bylaws.
Federation	Means the Alberta Federation of Shooting Sports
Federation's Office	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.
Officers	Means the President, Vice President, Secretary/Treasurer, and Past President.
Proper Notice	Means minimum of twenty-one (21) business days prior to the meeting in writing by postal or electronic mail.
Representative Member	Means a Provincial Association that meets the requirements outlined in Article 1.4 of these bylaws.
Society	Means the Alberta Federation of Shooting Sports

Special Meeting	Means a meeting of the members of the Federation other than the Annual General Meeting.
Special Resolution	Means a resolution of the members of which the Federation has approved.