

BYLAWS

**Prince Albert Pistol and Rifle Club
P.O. Box 462
Prince Albert, Sask. S6V 5R8
Entity # 201424**

Incorporated pursuant to the Non-Profit Corporations Act of the Province of Saskatchewan, which was registered February 19, 1964.

Transposed to electronic format Dec, 2014.

Amended Dec 6, 2016: Article II: Section 1: Item F

Amended Dec 5, 2017: Article II: Item 1: Officers, Article VII: Duties: Item 3

Amended Dec, 2018: Update duties of Secretary, Treasurer and Directors (*in Italicises*).

OBJECTIVES

1. The objective of the club is to create, develop and promote the safe sport of shooting.
2. The place in Saskatchewan where the operations of the club are to be chiefly carried on is in the City of Prince Albert, and the Rural Municipality of Buckland, in the Province of Saskatchewan, and in the vicinity thereof.
3. The registered office of the club to which communications and notices may be sent and at which process may be served will be situated at the residence of the current Secretary-Treasurer.

ARTICLE I

MEMBERSHIP

1. Any person of the age of sixteen (16) years and being of good character may apply for membership. If under 18 years old they must have passed a Hunters' Safety Course and have written consent from parent or guardian.
2. Membership applications may be accepted or rejected by the Executive.
3. A member may be disciplined on the range by any member of the Executive in the absence of the Chief Range Officer.
4. It is the responsibility of all members, if they see an unsafe practice/incident being performed, to bring it to the attention of said member causing the unsafe procedure.
5. To be eligible to vote at the Annual General Meeting you must have paid your current year's dues and be a member in good standing for at least 30 days prior to the AGM.

HONORARY MEMBERSHIP

1. Honorary memberships shall consist of:

A) Members of the Prince Albert Pistol and Rifle Club who have given long, outstanding service to the operation of the club. These members will be recommended by the Executive and approved by the general membership.

ARTICLE II

OFFICERS

1. The Officers of the Club shall consist of the following:

A) President

B) Vice-President

C) Secretary (the position may be combined with Treasurer).

D) Treasurer (the position may be combined with Secretary).

E) Chief Range Officer

F) Equipment Officer

G) Nine (9) Directors *with a minimum of one (1) from each venue. If, for any reason, a venue's director is or becomes unavailable the executive shall appoint a member at large.*

ARTICLE III

EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the officers described in Article II hereof.

ARTICLE IV

COMMITTEES

1. The Committees shall be as follows:

A) Nomination Committee--Chaired by the Vice-President, shall prepare and present a complete slate of officers at the Annual Meetings.

B) Publicity Committee--shall give proper coverage of meetings and other activities to the general news media--web manager--update Facebook page.

C) Other Committees--shall be appointed by the President and/or Executive Committee as required for matters pertaining to club business.

ARTICLE V

ELECTION OF OFFICERS

1. The annual election of officers shall be completed by the middle of December each year at the Annual Meeting.
2. The new officers shall assume office prior to New Business on the agenda of the Annual Meeting.
3. Directly after Old Business on the agenda has been completed the President shall turn the chair over to the Chairman of the Nomination Committee. The Chairman shall call for any further nominations from the floor of the meeting.
4. If the officers are not contested, the report of the Nomination Committee shall be accepted and the Chairman shall declare the slate of the Nomination Committee elected.
5. If the officers are contested, vote shall be by secret ballot.
6. In the case of a tie vote, another ballot will be cast until the tie is broken.
7. When the election is completed, the new President will take over the chair and complete the meeting, starting at New Business.

ARTICLE VI

DUTIES OF THE EXECUTIVE

1. The Executive Committee shall:
 - A) Approve the price of ammunition, targets, crests and badges as set by the Venues. Venues will set ammo prices at cost recovery plus an added percentage for the anticipated future cost increases.
 - B) Be responsible for the acceptance or rejection of membership applications.
 - C) Have the power to decide what disciplinary action is deemed necessary against any member. This decision must be by a majority vote.
 - D) Assist the President in the preparation of the Agenda for any meeting.

E) Assist the President in the operation of the Club, and give direction in the short and long range goals of the Club.

ARTICLE VII

DUTIES OF INDIVIDUAL OFFICERS

1. The President shall:

- A) When possible, preside at all meetings.
- B) Supervise all Club activities.
- C) Appoint the Nomination Committee, consisting of the Vice-President and two other members.
- D) Appoint an Audit Committee from the general membership to audit all financial statements. These audits are to be completed yearly, prior to the Annual General Meeting.

2. The Vice-President shall:

- A) Perform the duties of the President in the latter's absence or at his request.
- B) Act as Publicity Director.

3. The Secretary (the position may be combined with Treasurer) shall:

Prepare Executive Meeting Agendas.

Record minutes of Executive meetings.

Prepare and distribute AGM Agenda and Notice of AGM

Notify all members at least fourteen (14) days prior to the AGM

Conduct all correspondence.

Collect club memberships, manage database and distribute membership cards.

Administer club website.

Administer club surveillance systems and records.

Administer club electronic lock systems and database.

4. *The Treasurer (the position may be combined with Secretary) shall:*

Be in charge of all club funds.

Issue receipts to members turning in funds for club functions.

Deposit all club funds in the bank.

Collect all dues from club members unless directed otherwise by the Executive Committee.

Pay all bills as specified by the President and Executive Committee.

Present a financial statement once each quarter to the Executive Committee.

Present a financial statement at the Annual General Meeting.

Ensure each venue has a bank account, and have signing authority on all bank accounts related to P.A. Pistol and Rifle Club.

Ensure all venues have a proper signing authorities and audit such accounts at least once a year.

Ensure all GICs are renewed at competitive rates.

5. The Chief Range Officer shall:

A) Ensure that proper range procedures are followed at all shoots.

B) Ensure that all new members are given range procedure instructions, and be signed off before being issued a range key.

C) Have the power to appoint assistants.

D) Manage and arrange range certifications and act as liaison with the proper authorities having responsibility for range certifications.

5. The Equipment Officer shall:

A) Be responsible for the handling, care and disposition of all equipment.

B) Have an account for purchasing equipment, repair materials, and needed range supplies and have said account reimbursed by the treasurer after have been submitted receipts.

C) Provide an inventory of assets and financial statement to the Secretary-Treasurer by the 31 October of the current year.

D) Be sure that insurance needs for all buildings and equipment is in place and current.

6. The Directors shall:

A) Assist the President in the operation of the Club.

B) Chair committees for the various disciplines of shooting within the Club.

C) Each venue chair may appoint two members to be the chair assistants to assist in running each venue.

D) Oversee maintenance, safety and condition of respective venue.

ARTICLE VIII

TERM OF OFFICE

1. The term of office for the President shall not exceed more than three (3) consecutive years.
2. The term of office for all other officers shall not have a limit placed on it.

ARTICLE IX

FEES

1. The annual fees shall be recommended by the Executive Committee, voted upon and passed by the general membership, and shall become effective at the Annual Meeting.

ARTICLE X

MAJOR PROJECTS

1. Any major project that exceeds the sum of \$1000.00 (one thousand dollars) must be brought to an annual or general meeting for approval.

ARTICLE XI

QUORUM

1. A Quorum shall consist of twenty (20) members at an Annual or General meeting.
2. An executive meeting quorum shall consist of at least eight (8) executive members.

ARTICLE XII

ANNUAL MEETING

1. The Annual Meeting shall be held during the last two weeks of November or the first two weeks in December.

ARTICLE XIII

AMENDMENTS TO THE CONSTITUTION

1. The Club may, by special resolution, make bylaws not inconsistent with the Non-Profit Corporations Act, for the conduct of its affairs and may, by special resolution, alter or add to its bylaws.

2. A “special resolution” means a resolution passed by at least two-thirds (2/3) of the votes cast at a general meeting of the club, of which not less than fifteen (15) days’ notice specifying the intention to propose the resolution has been given.

ARTICLE XIV

1. matters not covered in these bylaws will be governed by the items in the operating procedures manual which will consist of rules and regulations approved at an annual or a general meeting.

2. Rules and regulations passed at Executive Meetings require a 2/3 majority of the Executive Committee, and such rules shall be in effect unless rejected at an Annual or General meeting.