

Osoyoos Wildlife Federation Constitution

1. The Name of the Society shall be: Osoyoos Wildlife Federation and will be further referred to as, THE SOCIETY
2. The purposes of the Society are:
 - a. To ensure the long-term management of fish, wildlife and outdoor resources in the best interests of all residents of the Province of British Columbia.
 - b. To raise public awareness of the value of our fish, wildlife and outdoor resources, and to arouse in the public conscience a recognition of, and respect for, the place of fish, wildlife and outdoor recreation.
 - c. To raise the awareness of the dangers of land, water and air pollution.
 - d. To promote appreciation of sportsmanship and sports safety in the light of fish and wildlife regulations along with the fair and accepted rules of hunting and fishing.
 - e. To foster good will between sportsmen, outdoor recreationists and land owners.

(Amended 07 February 2018)

Osoyoos Wildlife Federation By-Laws

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(Amended 07 July 21)

Osoyoos Wildlife Federation By-Laws

By-Law 1 -Interpretation

1.1 Nothing in these By-laws shall be so interpreted as to be in conflict with the Society Act, Province of British Columbia. In these by-laws, unless the context otherwise requires:

- (a) "Executive Officer" means an elected Officer of the Federation.
- (b) "Director" means an appointed or elected Director of the Federation.
- (c) "Board" means the Executive Officers and the Directors of the Federation.
- (d) "Society" means the Osoyoos Wildlife Federation.
- (e) "Member" means a person who is a member in good standing in accordance with these By-laws
- (g) "Facility" means the shooting range and its associated buildings.

1.2 In these By-laws words implying a male person includes a female person and vice versa. Words implying the singular include the plural and vice versa.

1.3 The area of operations shall be chiefly carried out within South Okanagan, Similkameen and Boundary areas.

1.4 The Society guarantees that the facility will be available to any person or persons who wish to use it in accordance with the purpose of the facility and the charge for using said facility to those members of the public who are not members of the OSOYOOS WILDLIFE FEDERATION shall either be a daily or hourly charge agreed upon by the society and the department of Recreation and Conservation (this provision was previously unalterable).

1.5 In accordance with the intent of By-Law 1.4 and because there are changing Federal and Provincial Laws that affect the operation of the Facility, Article 4 shall not be interpreted so that the Society is precluded from publishing rules and regulations from time to time to control access, use and safety.

By-Law 2 -Membership

2.1 Annual membership is open to all persons who are prepared to accept and practice the ethics implied in the Society's Constitution and By-laws.

(a) Admission, except for Honorary Lifetime, which is by appointment, shall be initially by written application on the form provided to the Membership Chair followed by acceptance by the Board and by a Membership vote at a General Meeting.

(b) Application shall be required by:

- (i) New Members.
- (ii) Ex-Members who have not paid dues within the previous calendar year.
- (iii) Ex-Members who have been expelled or resigned.

2.2 There shall be five classes of Membership as follows:

- (a) Regular: are all members 19 years through 64 years of age, other than Honorary Lifetime, Family, Senior, or Junior Associate. They shall pay dues, may vote at all legally constituted meetings and may be elected to any office within the Society.
- (b) Honorary Lifetime: may be conferred on any member, by a majority vote of members at a general meeting, in recognition of outstanding service rendered to the Society. An Honorary Life member is a member in good standing, will pay no dues and shall have full voting privileges for life.
- (c) Junior Associate: are those persons under the age of nineteen years with signed parental or guardian consent. They are entitled to all rights and benefits of Regular membership except the right to vote on Financial matters or hold Executive Office. They shall pay dues.
- (d) Family: is the father or mother of a family unit, their spouse and their children under the ages of nineteen living at home. They shall pay dues. Adult members of the Family are entitled to all the rights, benefits and obligations of a Regular member.
- (e) Senior: is a member, 65 years or older, shall have full voting privileges and may be elected to any office within the Society. They shall pay dues.

2.3 A member is considered in good standing who has paid his current annual membership dues. Only members in good standing are entitled to vote at meetings of the Society or be elected or appointed to hold office.

2.4 A person ceases to be a member of the Society;

- (a) If membership dues are in arrears for more than one calendar year subject to section 2.7
- (b) On delivering his resignation in writing to any Board member.
- (c) On being expelled as per section 2.5.
- (d) On his death.

2.5 Reprimand and Expulsion:

- (a) Based on the recommendation of the board, as approved in By-law 16, a member may be reprimanded or expelled by a resolution passed by the members at an Extraordinary General Meeting, provided the notice of the meeting specifies that such a matter is to be placed before the members.
- (b) A written notice, signed by the President, shall be delivered to the subject of the resolution, a minimum of 30 days before a vote is taken, advising him of the circumstances and his rights as stated in 2.5(c).

(c) A member who is the subject of a proposed reprimand or expulsion resolution shall be given an opportunity to be heard and/or represented before the Board while it is investigating the matter, and again, at the extraordinary General Meeting before the resolution is put to a vote. Voting shall be by secret ballot. A two-thirds majority vote is required for the resolution to pass.

(d) Matters which could form the basis for expulsion include, but not limited to;

(i) Conviction of an offence under the Fisheries or Wildlife Act.

(ii) Conduct, which could bring discredit to the Federation.

(iii) Unsafe or careless use of a firearm at the facility.

(e) Should a motion to expel a member from the Society pass, as described under By-Law 2.5(c), the President shall cause a letter to be forwarded to the member concerned by registered mail, stating the date of the extraordinary meeting, the date of the notice, the wording of the resolution, and that he/she is no longer a member of the Society.

(f) Should the Board decide that legal counsel is required to facilitate an expulsion, the Society must ask the British Columbia Wildlife Federation for assistance in this matter.

(g) The President shall cause the expelled members name to be struck from the nominal role of the Society.

(h) Should a motion to reprimand a member pass as described under By-Law 2.5(c), the President shall forward a letter, in the form of a reprimand, to the member concerned stating the wording of the resolution and that no further action will be taken by the Society.

2.6 Re-instatement:

(a) Persons whose membership has ceased for less than 12 months may be re-instated by paying outstanding dues to the Society and no Membership application is required.

(b) Persons who have been expelled from the Society for cause may apply for re- instatement after a period of not less than 12 months. The Board shall consider the matter and present the reinstatement to the General Membership at an Extraordinary General Meeting. The notice required in By-law 2.5 applies and a 2/3 majority vote is required.

2.7 Annual Membership Dues:

The dollar value of the various classes shall be established by a resolution passed at the December General Meeting and will be in effect for the next calendar year. The Membership Director shall notify members on or after March 1st who are in arrears and, if not paid by May 1st that Membership shall cease.

2.8 Affiliations:

The Society may affiliate with an organization with like purposes for the mutual benefit or to attain a particular purpose. All affiliations must be passed by a two-thirds majority at a General Meeting.

By-Law 3 -Duties of Member

3.1 A Member shall:

- (a) Make himself familiar and follow the Constitution, By-laws and procedures of the Society.
- (b) Conduct himself while hunting, fishing or engaged in conservation activities in a manner which will not bring disrepute to the Society.
- (c) Make an effort to assist in conservation projects supported by the Society.
- (d) Use the facilities in a safe and responsible manner.

By-Law 4-Purpose of the Board

4 .1 The Board shall:

- (a) Manage and Maintain all assets of the Society for the benefit of all members. The day to day business of the Society shall be conducted by the Executive Officers.
- (b) Collect all dues or other contributions paid by the members and deposit same in an account with a chartered bank, credit union or trust company.
- (c) Receive income from other sources and deposit it directly to the bank account.
- (d) Pay all sums of money legally required to be paid on account of all services, supplies and affiliation assessments.
- (e) Ensure all reports and returns required by the Society Act are completed and forwarded in a timely manner.
- (f) Take appropriate action to correct any violation of these By-laws.

By-Law 5 -Executive Officers & Directors

5.1 The Executive Officers shall be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Membership Chair
- (f) Must be a member in good standing for more than 12 preceding months.

5.2 The Directors shall consist of not less than 5 members, of which one may be a Junior member. The immediate past President shall be the Director at large and is included. If the immediate Past President does not take office for personal or other matters then the Board of Directors may choose the immediate Past President once removed.

(a) A Director must:

- (i) Be a Member in good standing for more than 12 preceding months.
- (ii) Be elected or appointed with the exception of the Director at Large.
- (iii) Act honestly, in good faith and in the best interests of the Society.
- (iv) Exercise the care and diligence of a reasonably prudent person while performing his duties as a Director.

5.3 The Executive Officers and Directors form the Board. The Board, at its discretion, may appoint Directors to supervise or co-ordinate Society activities or projects that are long term. Where this is done, the appointment and terms of reference shall be in writing and may be withdrawn at the discretion of the Board.

5.4 Vacancies occurring in any officer's position, shall be filled from among the current Directors for the remaining portion of the term by way of appointment by the President.

5.5 The office of President or Vice President shall be elected annually.

5.6 The position of a Director on the Board shall be held vacant if the member:

- (a) Resigns by notice in writing to the Board.
- (b) Is deceased.
- (c) Is removed from office for just cause.
- (d) Is expelled as per By-law 2.5.

5.7 No member of the Board shall accept remuneration for services rendered to the Society, or have any financial interest in any purchase order or contract entered into on behalf of the Society unless he has declared the possible conflict of interest to the Board prior to a decision being taken by the Board on the issue and he shall refrain from voting by leaving the room before the vote is called.

5.8 Where the President is absent from any meeting of the Board, or has vacated the chair during the meeting, the Vice President shall act as President and shall have all the duties and powers of the position while so acting.

5.9 In the absence of both President and Vice President, the Directors present shall from among themselves, appoint a President for the meeting who shall have all the duties and powers of the position while so acting.

5.10 A quorum of the Board members shall be 50% plus one.

5.11 A simple majority vote shall determine all matters at Board meetings.

5.12 In case of a tie vote, the President will have the deciding vote, but otherwise not vote.

5.13 Every Director shall be indemnified and saved harmless for any action instituted by him as a result of any action or decision taken or instituted by him in the execution of his duties in the Society which were done in good faith and where there is no evidence of willful disregard or neglect on his part. The cost of any such indemnity shall be borne by the Society.

By-Law 6-Nominating Committee

6.1 Two months prior to elections at the Annual General Meeting, The President shall appoint a Nominating committee of two members who will not themselves be seeking office. It will be the duty of this committee to:

- (a) Contact all serving Officers to determine if they intend to let their names stand for re-election and to which vacancy or office.
- (b) Seek out other members who are prepared to stand for office and a position they seek.
- (c) Determine whether all positions will be covered by nominations.
- (d) Advise the Board of the status 14 days prior to the date of the elections.
- (e) Act as polling officer and scrutineer to conduct the elections during the Annual General Meeting.
- (f) Where possible, and in an effort to promote consistent and knowledgeable leadership, the nominating committee shall attempt to fill executive positions from serving Directors and shall attempt to have serving Executive members progress from Membership Chair through to President.

By-Law 7 -Duties of Officers

7 .1 The President shall:

- (a) Preside at all meetings of the Society and its Board and shall have all the powers and duties generally pertaining to that office. He shall be an ex-officio member of all committees, except the nomination committee.
- (b) Be the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.
- (c) Be a signing authority for expenditures.

7 .2 The Vice President shall:

- (a) In the absence of the President, possess all the powers and perform all the duties of the President.
- (b) Be responsible for periodic reviews of the Constitution and By-laws.
- (c) Be a signing authority for expenditures.

7.3 The Secretary shall:

- (a) Conduct the correspondence of the Society.
- (b) Issue notices of meetings via the newsletter, mail, e-mail, telephone or by public service announcements.
- (c) Keep minutes of all Annual General, Extraordinary and General meetings of the Society.
- (d) Be the custodian of all records and documents of the Society, except those required by the Treasurer.
- (e) Compile, assisted by the Treasurer, all reports and returns required by the Society.
- (f) Have custody of the common seal of the Society, if one is authorized.
- (g) Be a signing authority for expenditures.
- (h) Only on specific direction of the President, make available to any member:
 - (i) A copy of change of By-laws.
 - (ii) A copy of any Special Resolutions.
 - (iii) A copy of Society minutes.

7.4 The Treasurer shall:

- (a) Keep financial books and records of accounts for the affairs of the Society to reflect;
 - (i) All the money received and disbursed by the Society, stating the matter in respect of which the activity took place.
 - (ii) Activity costing forms shall be used to support calculations.
 - (iii) Every asset and liability of the Society.
 - (iv) Every other transaction affecting the financial position of the Society.

- (b) Prepare annual financial statements, interim reports and schedules as required from time to time and present them to the Board and/ or General Meetings as called for.
- (c) Maintain a petty cash fund and records thereto, using the imprest accounting system, for an amount set by the Board from time to time.
- (d) Maintain all records of accounts current and be prepared for audit on short notice.
- (e) Be the mandatory signing authority for expenditures.
- (f) Be an ex-officio member of any committee authorized to generate and expend funds.
- (g) Assist and advise on annual budget plans.
- (h) Assist in the preparation of returns required by the Society Act.

7.5 The Membership Chair shall:

- (a) Maintain a register of members to reflect their membership number and class of membership;
 - (i) The full name, mailing address and telephone number.
 - (ii) The date on which the person is admitted as a member.
 - (iii) The date on which the person ceases to be a member.
 - (iv) The name of spouse (if applicable).
- (b) Collect all annual dues and submit to the Treasurer for deposit.
- (c) Issue membership cards by control number.
- (d) Advise members who are in arrears.
- (e) Issue each new member with a copy of the constitution and By-laws at no cost.
- (f) Forward any new Members names and addresses to the BCWF monthly.

7.6 Newsletter Editor:

- (a) May publish a newsletter that includes, among other items of general interest to the members, a running schedule of Society meetings, dates and locations covering the next three months, but ensuring that at least 14 days notice of all meetings is provided, plus a listing of Executive Officers with phone numbers. The newsletter shall be mailed to all members.
- (b) May collect pertinent information from the executive meetings, incoming mail etc, which may be of general interest to members for inclusion in the publication.
- (c) May encourage members to contribute brief articles for informative or discussion purposes.

By-Law 8-Duties of the Board

8.1 The Board shall:

- (a) Meet Quarterly, or at the call of the President, for the conduct of business.
- (b) Cause proper books of accounts to be kept in respect to all financial transactions of the Society and, on written application by a member, make such books of account available for inspection. Such inspection will be done under observation of one or more director(s).

By-law 9 -Financial

9.1 The fiscal year for the Society shall be for one calendar year beginning the first day of January and ending the 31 " day of December following.

9 .2 The Board shall call for a complete financial statement of the Society at the first General Meeting of the year.

9.3 Prior to issue or circulation of the statements in 9.2, they must be approved by the Board and signed by two of the Directors. If the statements have not been audited, a notation "subject to audit" will be included above the signatures. Interim financial statements may be presented to a General Meeting without Board review, but are accepted subject to audit.

9.4 The Society shall maintain one general account with a chartered bank, credit union or trust company for the deposit of finds. Where a reserve fund is established, it shall be in a separate account, as shall all gaming source funds.

9.5 All cash and negotiable forms shall be deposited directly to the Society general bank accounts.

9.6 All payments shall be made by cheque, except for minor petty cash transactions if such a fond is in use. Activity costing forms shall be cross-referenced to cheque numbers.

9.7 All cheques drawn on any account of the Society shall be signed by the Treasurer and one other Executive Officer with signing authority.

9.8 The Society shall by resolution establish the spending limits of the Board and/or individual officers and may adjust the limits at any General Meeting.

9.9 The Board may not exercise any powers in respect to borrowing funds or issuing debentures without the expressed authority of a Special Resolution passed by 75% majority of the members present in person at an Extraordinary General Meeting, as per section 12.3.

9 .10 Subject to Approval by Resolution at the Extraordinary General Meeting of the Society the Board may invest a portion of the Society funds in a manner stipulated in the Resolution.

9.11 The Society shall be carried on without purpose of financial gain for its members. Any profits from Society activities shall be used for promoting its objective purposes.

Dissolution Clause:

9.12 At such time this society shall dissolve, all assets after debts and liabilities have been paid, will be divided equally between the Girl Guides and the Boy Scouts of Osoyoos (this provision was previously unalterable).

By-Law 10 -Audit

10.1 The Board will appoint an auditor, and an assistant where necessary, from the membership Independent from the Board, other officers or employees, or alternatively a commercial firm at the Annual General Meeting to hold the appointment for a period of one year without prejudice to re-appointment.

10.2 The Board shall give notice of appointment in writing to the auditor and assistant which shall be their authority to conduct spot audits as considered necessary and an annual audit prior to the Annual General Meeting. It also gives right of access to all financial records and related documents and to receive details considered essential to the audit from any Director or member.

10.3 The Auditor shall:

- (a) Make a report to the Board on the financial statements that are to be placed before the Society at the Annual General Meeting.
- (b) State in his report whether, in his opinion, the financial statements present fairly the financial position of the Society and the results of its operation for the period under review.

By-Law 11-Meetings

11.1 General Meetings shall be held on the First Wednesday of April, June, September and, December
(Amended 07 July 2021)

11.2 An Annual General Meeting shall be held in each calendar year on the First Wednesday of February.
(Amended 07 July 2021)

11.3 Extraordinary General Meeting: The Board may, when required and shall upon requisition in writing by 10% of the members, convene an extraordinary General Meeting within 21 days of receiving the requisition.

11.4 A minimum 14 days written notice of a meeting shall be given by a reliable means to all members when an extraordinary General Meeting is called.

11.5 Save as otherwise provided in these By-laws, no business shall be transacted at any meeting unless a quorum is present. A quorum for General Meetings shall not be less than 6 members present and entitled to vote. (Amended 07 July 2021)

11.6 If within a half hour from the time specified for a meeting a quorum is not present, the meeting shall stand adjourned.

11.7 Where the President is absent from any meeting, or vacates the chair during the course of the meeting, the Vice President shall act as President and shall have all the duties and powers of the position while acting.

11.8 In the absence of both President and Vice President, the Directors present shall, from among themselves, appoint a President for the meeting who shall have all the duties and powers of the position while acting

By-Law 12 -General Rules of Order and Procedure

NOTE: The following definitions, rules of order and procedures are based on the principle that rights of individuals, of absentees, and the Society as a whole must be considered and respected. The principle that the decision of the majority shall prevail and all others shall become subservient is widely recognized and accepted. It is also accepted that the Society as a whole requires protection from itself against hasty or repeated changes of previous actions. This By-law is included as a general guide for officers and members alike. It covers most procedures that arise at a meeting and means that each member has a copy rather than having to understand procedures being followed through costly publications. In the event that a conflict arises which cannot be handled using these brief guidelines then the President shall refer to Robert's Rules of Order, but in any case, the decision shall not offend the Society Act.

12.1 Main Motion:

This is the formal proposal to take action or to adopt an official position on any matter affecting the Club. With minor exceptions, motions must have a seconder, are amendable and debatable. They require a simple majority vote from a quorum to be adopted except for a motion to rescind previous action or amend the Constitution and By-laws, or as otherwise provided within the Constitution and Bylaws.

12.2 Amendments:

Proposed amendments to a motion can be made to substitute words, phrases, one or more paragraphs and substitute in their place other words etc, provided they do not change the general intent of the original motion. They take precedent over the main motion and must therefore be dealt with first. They require the same voting qualifications as above.

12.3 Motions to Amend Constitution and By-Laws:

A formal proposal to amend the Society's Constitution or By-laws is in order only at the Annual General Meeting. The proposal must be submitted to the Board in writing 30 days prior to the meeting so that a copy of the proposed amendment can be made available to all members. Members must be notified at least 14 days before the meeting. Motions of this type require a seconder are amendable, debatable, and requires a 75% majority vote from a quorum of members present and entitled to vote. They do not become effective until accepted by the Registrar of Companies.

12.4 Frivolous Motions: Where one or more members attempt to use procedures to delay or obstruct the normal business of the Society, e.g. requesting poll votes etc. and it is obvious the majority has spoken, these are out of order and the chair shall not entertain them.

12.5 Motion to Appeal:

A motion to appeal a decision of the chair must be made immediately following the decision. If any debate has intervened, it is too late. It requires a seconder, is debatable and requires a simple majority vote for adoption.

12.6 Majority Vote:

Means more than one half of the votes cast, by whatever means in use, at a meeting where a quorum is present.

12.7 2/3rds of Members Present:

Means 2/3rds or more of the votes cast, by whatever means in use, at a meeting where a quorum is present.

12.8 75% of Members Present:

Means 75% or more of the votes cast, by whatever means in use, at a meeting where a quorum is present

12.9 Abstaining From Voting:

While it is the duty of every member who has an opinion on the matter to express it by voting, he cannot be forced to and may abstain. Abstentions are not normally tallied, even though they, in fact, result in increasing the prevailing vote total.

12.10 Vote by Ballot:

(a) This provides a degree of secrecy and although not necessary in normal conduct of business, it must be used in all cases where disciplinary matters are considered which could result in removal from office or loss of membership.

(b) Such a vote may be taken on other contentious matters if ordered by the chair, or is requested by two or more members.

(c) This latter request is normally acted upon by seeking a simple majority vote. Members abstaining must submit unmarked ballots, which are not recorded.

12.11 Announcing The Vote

When the vote has been taken and the chair has no doubts as to the result and no poll has been called for the Chair shall declare that the motion is adopted or defeated. The Chair should explain the effect of the decision so there can be no confusion and then announce the next item of business.

12.12 Debate:

(a) Is the open discussion that takes place after a motion has been placed before the meeting by a member. In normal practice, time to address the meeting will not be restricted, but a person who has

spoken should not be allowed to speak again so long as there are others who have not spoken but wish to do so.

(b) Priority to speak first will be given to the member who presented the motion and then to others in turn.

(c) Debate may be closed by the Chair when it is determined all wishing to speak have done so or it is determined that a speaker is attempting to obstruct proceedings.

(d) Putting the motion to the meeting by the Chair reading the motion closes the debate and the vote is called for.

12.13 Decorum in Debate:

(a) During debate, members must confine themselves to the question before the meeting and avoid, where possible, personal remarks.

(b) Polite language shall be used and concern for others must be shown at all times. All remarks must be addressed to the Chair and no cross-floor discussion allowed.

12.14 Obtaining the Floor:

A member should raise his hand, wait to be recognized by the Chair and then address the meeting.

12.15 Point of Order:

A member may raise a point of order by standing and addressing the Chair, saying he rises "on a point of order". This takes precedence over all other debate. It is used where a member believes a standing rule is being bypassed or the debate is on a matter denied. Resumption of the debate gives priority to the member interrupted.

12.16 Call to Order:

"Order Please", is the term used by the Chair to call a member to order, thus ending debate. The Chair will normally explain why the member is out of order and then continue the business before the meeting. It is often used to have the speaker raise his point during another portion of the meeting, e.g. during new business rather than old.

12.17 Procedure at Meetings:

The following procedure will, in so far as appropriate, be used at all General Meetings;

(a) Call to order

(b) Welcome new members and self introduction of attendees when considered necessary.

(c) Reading and approval of minutes from last meeting.

(d) Treasurer report.

(e) Membership report

(f) Committee reports.

(g) Correspondence, incoming and outgoing.

(h) Appointments to the Board or Committees

(i) Old business arising from minutes

- (g) New business
- (k) Elections if necessary
- (l) Adjournment.

By-Law 13 -Voting by Members

13.1 At any General Meeting, a resolution to be decided by a vote of the members shall be by a show of hands, unless a poll is requested by a member or directed by the Chair or a secret ballot if required by circumstances.

13.2 Unless a poll or a ballot is in use, the declaration by the Chair that the resolution has been adopted or defeated, is conclusive evidence of the fact, without proof of the numbers or proportions of votes recorded for or against.

13.3 A poll, if demanded, shall be taken in whatever manner the Chair sees fit and the results taken shall be deemed to be the resolution of the meeting.

13.4 In case of a tie vote the Chair will have the deciding vote, but shall not vote otherwise.

13.5 A member must cast his vote in person.

13.6 Only members in good standing are entitled to vote in accordance with By-Law 2.3 and class restrictions if any.

By-Law 14 -Violation and Enforcement of By-Law

14.1 Any infraction or violation by a member(s) of these By-laws or any rules and Regulations established pursuant to them may be dealt with by the Society as outlined in By-Law 2.5.

14.2 The Society may recover from a member or members by action for debt, in a court of competent jurisdiction, any sum of money the Society is required to expend as a result of any act or omission by a member or members which violates these By-Laws.

By-Law 15 -Enforcement Procedures

15.1 Where it is alleged that a member or members have violated these By-Laws, the Board shall investigate, and determine the facts in support of the allegation. The Board will decide whether or not to invoke ByLaw 2.5.

By-Law 16 -Awards

16 .1 The Society may, at the discretion of the Board, accept or create awards suitable for presentation annually or as the occasion arises.

16.2 Nominations for most of the awards will come from members, using the forms provided in the newsletter. They will be accepted by the secretary in January and February each year. The form in use shows the name of the member nominated, plus space for brief reasons supporting the nomination and which award is to be considered. Copies are available from the Secretary or may be photocopied from the newsletter.

16.3 The final selection from those nominations shall be made by the Board by holding a secret ballot vote at an executive meeting prior to the event at which the presentations will be made. Separate ballots shall be used for each award.

16.4 The ballot in use containing instructions is available from the secretary.

16 .5 All Directors are entitled to vote even if nominated.

16.6 Two Directors, designated by the President, shall co-ordinate the selection process, the presentations and arranging for the engraving, printing, framing, etc. They shall collect the Ballots, do the actual count and record the vote. The winners names must remain confidential until the presentations take place.

By-Law 17 -Competitions

17.1 The Society may, at the discretion of the Board, create competitions in which members may compete. These competitions may be held annually, monthly or on such special occasions as the Board decides.

17.2 The winners of these competitions shall be decided under the rules listed for each type and class of competition.

17.3 A Director of Competitions shall be appointed by the Board. This Director will ensure that all rules of these competitions are applied fairly.

17.4 The Director of Competitions will appoint a Competition Supervisor to conduct each competition. Any dispute during a competition shall be resolved by the Supervisor.

17.5 Prizes for these competitions may be created by the Board and presented to the winners at appropriate occasions.