

BROKENHEAD RIVER GAME AND FISH ASSOCIATION

CONSTITUTION AND BY-LAWS

November 7, 2018

TITLE

- 1.1** The title of this association shall be known as the **BROKENHEAD RIVER GAME AND FISH ASSOCIATION**
- 1.2** This association is an affiliate of the Manitoba Wildlife Federation.
- 1.3** NOTE: The word “Wildlife” includes all Game, Birds, and Fish, as well as Vegetation, Water, and Air.

AIMS AND OBJECTIVES

- 2.1** To embrace in its membership all those persons in the district that have an interest the conservation of wildlife in the province of Manitoba and Canada.
- 2.2** To study and disseminate a knowledge of the wildlife conservation, hunting, fishing, and other outdoor activities, and particularly to encourage the spread of such knowledge among young people.
- 2.2(a)** This includes the use of related tools and implements, including firearms, that are subject to policies and laws in Canada and the Province of Manitoba.
- 2.3** To promote and foster the conservation and utilization of all forms of wildlife, regarding them as a trust for this and succeeding generations.
- 2.4** To assist constitutional authority in every reasonable manner in the preservation of wildlife and in making and enforcing all laws and regulations regarding them.
- 2.5** To find and maintain common ground for united or cooperative action between urban and rural residents in all matters affecting the care and conservation of wildlife.

- 2.6** To associate itself on an agreed basis with other local bodies having like objectives for the maintenance and operation of the Manitoba Wildlife Federation; to represent the interests of sportsmen/women and to promote wildlife conservation throughout the province and Canada.
- 2.7** To promote good sportsmanship.
- 2.8** To instruct young people in hunting and fishing safety.

MEMBERSHIP

- 3.1** Any person 18 years of age and over desiring to assist in the achievement of the objectives herein stated may become a member on payment of the prescribed membership fee.
- 3.1(a)** Any person 18 years of age and over that is a member in good standing may purchase a separate range membership, which provides access to the club shooting range.
- 3.2** Only members in good standing shall be eligible for office or have the right to vote at any meeting of the association.
- 3.3** A regular membership shall be for a 12 month period, running from January 1st to December 31st of one calendar year. Anyone applying for membership from January 1st to June 30th, including membership renewals must pay for a regular membership.
- 3.5** The club from time to time, at the Executive's discretion, will issue honorary memberships. The decision to issue an honorary membership can be discussed at any meeting. This membership provides the right to participate in all club functions and the use of all club facilities, however it does not allow voting rights nor allow the holder to seek an elected position in the executive.
- 3.6** The executive has the right to expel any member whose conduct is such as to bring the Association into disrepute. Additionally the executive has the right to deny membership to any individual whose conduct has been, or is, such that in all likelihood will bring the Association into disrepute.
- 3.7** A single active membership, which provides the right to vote on club issues, to seek an elected position on the executive and is subject to the constitution and by-laws. This membership provides the right to participate in all club functions and activities.
- 3.8** An active family membership provides the right for two adult family members to apply for one membership. Each adult member is entitled to one vote and may seek an elected position in the executive and is subject to the constitution and bylaws. All

children in the family under the age of 18 years of age are included in the family membership. Children turning 18 during the membership year can remain under the family membership until January 1 of the following year. This membership provides the right to participate in all club functions and activities.

- 3.9** A youth membership provides the access to all club functions and activities and participation in club shooting events. A youth is someone between the ages of 12 and 17 inclusive. This membership does not allow the right to vote nor to seek an elected position.

MEMBERSHIP FEES

- 4.1** Membership fees shall be reviewed on an annual basis, and are generally due on or before January 1st of each year. If a members renewal is not received on or before their current membership expires, then that member will not be considered “in good standing” until it is received.

OFFICERS

- 5.1** The administration of the association’s business is carried out by the Executive Committee, with support from the Advisory Council.

- 5.2** The Executive Committee consists of:

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| A) The President | B) The Vice-President |
| C) The Second Vice-President | D) The Secretary |
| E) The Treasurer | F) The Past President |
| G) The Safety Officer | |

- 5.3** The Advisory Council provides advice and recommendations to the Executive Committee, as may be required from time to time.

- 5.3(a)** The Advisory Council consists of all past members of the Executive Committee that no longer hold an elected position within the Club.

- 5.3(b)** The Advisory Council provides non-binding input into executive decisions.

- 5.3(c)** Advisory Council members shall be members in good standing and be available to participate.

- 5.4** Except for the Past President, the Executive Committee is elected by members “in good standing” for terms of one year in duration. Elections to be held at the annual general meeting.

- 5.5** When a vacancy on the committee occurs during the year prior to the Annual Meeting, an election will be held to fill the vacancy for the remaining part of the year. If, however, the vacancy occurs later in the year than nine (9) months after the election, the Executive Committee may at their discretion appoint a member to fill the vacancy until the Annual Meeting.
- 5.6** Members of the Executive Committee take office as soon as they are elected.
- 5.6(a)** Election of the Executive Committee shall be conducted by simple majority vote of active members present and in good standing only. Executive elections will be conducted by a chairperson not running for an executive position.
- 5.8** Chairpersons may be appointed at any time by the Executive to organize any particular Association activity. Chairpersons are not members of the Executive Committee and are only responsible for the activities for which they are appointed. Reports prepared by such Chairpersons are to be made to the Executive Committee and are to be available on request for perusal by any member of the Association in good standing.
- 5.9** The Chairperson of the committee has the privilege of calling for volunteers or appointing any member to act on their behalf or on behalf of the committee.
- 5.10** The normal term of office on the Executive Committee is one year, but members serving on the Executive Committee may be re-elected.
- 5.11** There shall constitute a quorum of at least two-thirds of the Executive at all Executive meetings,
- 5.12** There shall constitute a quorum of at least six (6) members in good standing at all regular meetings.

MEETINGS

- 6.1** A general meeting of the membership called the Annual Meeting shall be held at such time and place as shall be decided upon by a majority vote of the Executive Committee. The Executive will notify the membership of the time and place no later than one (1) month prior to the proposed date.
- 6.2** Special meetings of the membership may be called by the Executive at any time or place for such purpose or purposes as may be stated in a written notice of such meeting sent to all members in good standing at least seven days prior to the holding of such special meeting. No business other than that stated in the notice of the meeting shall be considered at such special meeting, except with the unanimous consent of all the members present.

6.3 The regular meetings will be held during the months of September to May inclusive. Generally such meetings will be held at the Royal Canadian Legion Building in Beausejour or at the BRGFA range clubhouse (at the discretion of the Executive) on the first Wednesday of the month. The Executive will notify the membership if there is to be any change of the time or place via email and posted on the BRGFA website preceding the meeting.

6.4 The normal format of an Association meeting will be:

- a) Ratification of the previous meetings minutes
- b) Presentation and approval of Financial Statement
- c) Business arising out of the previous minutes
- d) Correspondence
- e) Reports of Chairpersons
- f) New Business
- g) Open Discussion
- h) Elections
- i) Adjournment

6.4(a) Meeting minutes will reflect the format identified in section 6.4 above, will be archived by the Secretary and made available to all members.

6.5 Motions should be stated by the Chairperson of the Executive Committee before being debated.

6.6 All classes of members and guests may attend a meeting, but only members in good standing can vote.

6.7 All elections, motions, and proposals must be seconded.

6.8 Elections shall be decided by a simple majority of the voting members present.

FINANCE

7.1 The Executive Committee shall, from time to time, decide upon and instruct the Treasurer as to the handling of the Association's funds, the establishing of bank accounts, signatures on cheques, and all such matters affecting the financial affairs of the Association.

7.2 No liability shall be incurred by the Association except on the order or instruction of the Executive Committee duly recorded in the minutes of a regular meeting.

7.3 All cheques shall be signed by two of any Executive members with signing authority.

AMENDMENTS

- 8.1** This constitution may be amended at any REGULAR meeting, by an affirmative vote of “TWO-THIRDS” of all members in good standing present at such meetings.
- 8.2** Notice in writing of the amendments to be considered must be given to all members with the notice of the meeting, at least ONE MONTH prior to the meeting, and the amendments to be tabled with the President at the previous meeting.

BY-LAWS

DUTY OF CARE & PROTECTION OF EXECUTIVE OFFICERS & OTHERS

Duty of Care of Executive and Officers

- 9.0** Executive and Officers of the Association, in exercising their powers and discharging their duties shall:
- a) act honestly and in good faith with a view to the best interests of the Association; and
 - b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
 - c) abide by all decision of the Executive and or membership, whether they agree with them or not, to the best of their abilities.

No Exculpation

- 9.0.1** No provision in a contract, the articles, the by-laws or the resolution relieves Executive or Officers from the duty to act in accordance with the Act and the regulations, or relieves them from liability for any breach thereof.

Indemnity

- 9.0.2** Subject to the limitations contained in the Act, the Association shall indemnify Executive or officers, or persons who act or acted at the Association’s request as Executives or Officers of a body corporate of which the Association is or was a shareholder or liability on behalf of the Association or any such body against all costs,

charges, and expenses, included an amount incurred by them in respect of any civil, criminal or administration action or proceeding to which they are made a party by reason of being or having been Executive or Officers of the Association or such body corporate, if:

- a) they acted honestly and in good faith with a view to the best interests of the Association,
- b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that their conduct was lawful, and
- c) insurance policies are maintained, with coverage amounts as required, by way of contracts.

DUTIES OF EXECUTIVE OFFICERS

9.1 PRESIDENT

Preside at all meetings of the Association and of the Executive and to exercise general supervision over the affairs of the Association and the work of its COMMITTEES. He/She shall be EXOFFICIO a member of all committees and shall present a written report of the year's activities to the Association at its Annual General Meeting. He/she will hold monthly executive meetings prior to the general monthly meetings. In the event that the President cannot chair the meeting He/She will designate a member of good standing to take his/her place.

9.2 VICE-PRESIDENT

Shall act for the President in his/her absence and perform such other duties as may be delegated to him/her by the President.

9.3 SECOND VICE-PRESIDENT

Shall support the Executive as required, with emphasis on overseeing program development by committees, and for actively supporting the publicity and public relations committee.

9.4 SECRETARY

Shall keep a permanent record in the Minute Book provided for that purpose of the proceedings of the Association and of the Executive Committee and conduct correspondence, etc.

9.5 TREASURER

Shall disburse money only as and when authorized by the Executive Committee responsible to the membership and shall keep a correct account of all such disbursements, etc. He/She shall record all ticket sales, proceeds from fundraisers, entry fees from shooting events, etc. He/she shall work with Membership Chairperson to collect and keep a record of all membership fees and dues and present a written report and statement of accounts at the Annual General Meeting and a brief statement of revenues, expenses and balances at the monthly meetings.

9.6 PAST PRESIDENT

Attend meetings of the Association and of the executive in order to exercise general supervision and control over the affairs of the Association and its committees. He/She shall be EXOFFICIO a member of all Committees. This executive position is not elected; instead it is automatically held by the individual who was replaced by the current President. If the current President is re-elected to another one year term, then the current Past President will retain the position until the current President leaves that position. If the current President relinquishes their position before their term is up, the Past President can retain their own position for their full year term. If a President is removed by the Executive or the membership due to an infraction of section 9.0, then they may not become Past President or a member of the Advisory Council, and the position of Past President will remain vacant for that term or can be filled by the most recent Past President if He/She agrees to complete the duties for the remainder of the term.

9.7 SAFETY OFFICER

The duties of the Safety Officer shall be:

- a) to ensure that safe shooting practices and range procedures outlined in section 12 are followed in accordance with the policies of the club and Provincial or National standards;
- b) to apply disciplinary action when necessary to maintain range discipline and safe shooting practices;
- c) when the Safety Officer is unable to attend a Club event, the executive is required to appoint an alternate Safety Officer to supervise that event. If the Safety Officer not present and has not appointed an alternate, the Executive shall appoint a temporary Safety Officer;
- d) to ensure that no program under the auspices of the club shall proceed unless someone present is empowered to act as a Safety Officer;

e) to ensure that they possess a minimum of training a valid certificate for St. John's Ambulance Standard First Aid and Cardiopulmonary Resuscitation (CPR) Level "C", or equivalent. If the Safety Officer does not hold a current certificate, the Executive must remove him/her from office and follow the guidelines in section 5.5; and

f) to follow all administrative guidelines regarding their position.

10.0 COMMITTEE CHAIRPERSONS

All committee chairpersons shall make a report on their own committee at the monthly meeting of the Association when asked by the presiding Chairperson, and have a written report for the Annual Meeting to be tabled and entered in the minutes of that meeting.

10.1 MEMBERSHIP CHAIRPERSON

Shall be responsible for making available membership forms, receiving payments and transactions for membership and range dues, maintain a membership list, deliver membership identification to members in good standing, arrange for preparation and distribution of a gate key to all members with range access, and all tasks associated with membership services.

10.2 FUNDRAISING CHAIRPERSON

Shall be responsible for all entertainment, Members Barbeque, Field Trips, Draws, Annual Dinner (Big Game Awards Night), etc.

10.3 PUBLICITY AND PUBLIC RELATIONS CHAIRPERSON

Shall be responsible for all outreach and communications programs, including photographs, release of all articles and pictures appearing in newspapers, magazines, social media, advertising, and other public documents that may be required from time to time. Shall ensure that members are provided image release waiver forms annually to obtain consent for the use of any images for the express purposes of BRGFA public and public relations.

10.4 HOLDINGS CHAIRPERSON

Shall be responsible for all holdings owned by the Association and the Holding Committee shall consist of all the Executive Committee. Their primary responsibility is to maintain a complete inventory of all club property. It is also their responsibility to arrange for the storage and maintenance of all holdings. Holdings mean property, cabins, boats, motors, rifles, etc.

10.5 AWARDS AND TROPHIES CHAIRPERSON

Shall be responsible for all books and trophies owned by the Association; shall keep the scrap book up to date with pictures and news clippings etc.

10.6 CONSERVATION CHAIRPERSON

Shall be responsible for all matters concerning Conservation, etc.

10.7 GAME AND PREDATOR CHAIRPERSON

Shall be responsible for all matters concerning Big Game and Predators, and for the Big Game Display at the Annual Awards Banquet.

10.8 FISHING CHAIRPERSON

Shall be responsible for all matters concerning fishing, and will organize fishing related events (e.g., derbies, etc.)

10.9 WATERFOWL AND UPLAND GAMEBIRD CHAIRPERSON

Shall be responsible for all matters concerning Waterfowl and upland game birds.

10.10 TRAINING AND EDUCATION CHAIRPERSON

Shall be responsible for the introduction of training programs, and for coordinating training programs for the Associations membership, the suggestions for related training may come from anyone within the membership, including the Training Chairperson, and the Training Chairperson must investigate all possibilities for obtaining information on that training. Information should cover all likely questions (e.g., What is the course about? What are the benefits of having taken the course? How many are required to take the course? What if any are the prerequisites? Where are the courses held?). Once they have this information, usually by the next meeting, it is their responsibility to assess the interest within the membership and liaise with the agencies providing such training for more information and to make any bookings.

10.11 VACANT CHAIR POSITIONS

Should any of the above chair positions be left vacant following the Annual General Meeting of the Association, then the responsibility of acting in the capacity of said chairperson shall be assumed by the executive committee as a whole.

12.0 RANGE PROCEDURES AND TERMS

Range Safety Rules shall be as follows;

- 12.1** Muzzle direction is always down range only.
- 12.2** The action of any firearm must be open at all times except when actually being used on the range.
- 12.3** Firearms must be handled at the firing line only OR at a designated safe zone. There will be no ammunition allowed in the safe zone.
- 12.4** No firearm is to be loaded until the command to load is given by the Safety Officer.
- 12.5** Fingers must be kept out of the trigger guard and off of the trigger until the shooter is in a position to fire.
- 12.6** Upon the command "CEASE FIRE", all firing stops at once, firearms are unloaded, actions are opened, and firearms are laid on the mat or on a table, with the muzzle pointing in a safe direction down range.
- 12.7** During a "CEASE FIRE", nobody will handle firearms, ammunition, or equipment. Persons not engaged in changing targets down range are to stand well behind the "Firing Line".
- 12.8** All ammunition should be under the control of the Club when dealing with youth.
- 12.9** Firearms will be checked by the Safety Officer during the "CEASE FIRE" to be sure all actions are opened and no shells are in the breach.
- 12.10** Unloaded firearms not in use are to be placed in the rack or kept in a case.
- 12.11** At no time will horseplay, careless handling of firearms, or any other distracting activity be permitted while shooting is in progress.
- 12.12** Make sure you are using the correct ammunition for your firearm.
- 12.13** Never shoot at target holders or other range gear.
- 12.14** Clean up after shooting, pick up cartridge casings, take down targets, and put away any range gear you have said.
- 12.15** All alcohol and drugs are strictly prohibited at the range, unless

12.15(a) a motion requesting temporary permission is passed at a meeting,

12.15(b) adhere to all laws, and obtain all required permits and licenses in advance, and

12.15(c) on the condition that no one under the influence of alcohol or drugs can handle a firearm.

12.16 Safety Officer has full authority on the range. Any disagreements will be handled at the following meeting, not on the range.