

# **HURONIA HAND GUN CLUB INC. BYLAWS JANUARY 2017 -2019**

## **ARTICLE #1**

### **NAME**

- 1. This club will be called the “Huronia Hand Gun Club Inc” (In these bylaws, Huronia Hand Gun Club Inc, will be referred to as the “CLUB”)**
- 2. The Board of Directors will hereinafter be referred to as the BOARD in these bylaws.**

## **ARTICLE #2**

### **STATEMENT OF PURPOSE**

- 1. The Huronia Hand Gun Club Inc is formed for the purpose of providing a safe range facility and promoting the handgun shooting sports among its members and the community. Promote and unite interested persons to participate in various disciplines.**
- 2. The Huronia Hand Gun Club will promote social events, matches and tournaments among its members and other clubs and organizations.**
- 3. The Huronia Hand Gun Club Inc will promote safe responsible use of firearms utilizing approved courses of instruction.**

## **ARTICLE #3**

### **PRIVACY POLICY**

**The Huronia Handgun Club is committed to protecting the privacy of all individuals, particularly members of this club. In compliance with the federal Personal Information Protection and Electronic Documents Act: Huronia Handgun Club has adopted a privacy policy about the collection, use and disclosure of personal information provided. The information rendered will be used in the normal Huronia Hand Gun Club procedures and practices and will not be distributed to third parties.**

## **ARTICLE #4**

### **MEMBERSHIP**

#### **A. APPLICATION PROCESS**

**An application form for active membership in the Huronia Hand Gun Club with all appropriate fees will be submitted to the Secretary and /or the Membership Chairperson. Membership in the Huronia Hand Gun Club will be subject to the majority approval of the Board. Upon receipt of notice of acceptance by the Board, new members will pay the required membership dues.**

- 1. A completed application form for membership in the Huronia Hand Gun Club must be submitted with a non-refundable application fee.**
- 2. The Board of Directors of the Huronia Hand Gun Club reserves the right to make a full**

**inquiry of each applicant and this inquiry may result in membership being refused and**

the reason for refusal may not be revealed.

3. Notwithstanding the foregoing, Junior Members (as hereinafter defined) will not be required to submit the application fee.
4. Applicants desirous of using firearms on Huronia Hand Gun Club Inc property will then have twelve months (12) to complete the shooting requirements as determined by the Board of Directors. If the shooting requirements are not completed, the applicant may be denied.
5. Membership in the Club will be subject to a probationary period of not more than twelve (12) months from the time the Board of Directors approve the application and membership fees are paid. During the probationary period new members are encouraged to participate in activities at the Club demonstrating safe firearms practices and knowledge of the Club's range rules and requirements.
6. During their probationary period, new members will have all rights of membership save and except new members during the probationary period may not qualify for range officer training or signing of guests. Membership in the Huronia Hand Gun Club will be subject to a maximum membership limit to be set by the Board of Directors by resolution from time to time.

## **B. TYPES OF MEMBERS**

1. An "ACTIVE MEMBER" will be any member of the Huronia Hand Gun Club whose dues are paid for the current year. In addition to paying the required dues all members using Restricted/Prohibited firearms will demonstrate competency with these firearms, by shooting at the range at least once per year, under the supervision of a Safety Officer/instructor to be considered as an "Active Member" Special exemptions may be made for temporary absences at the discretion of the Board.
2. A "FAMILY MEMBER" of the Huronia Hand Gun Club will be any member's lawful spouse, and/or children under the age of eighteen (18) or a full time student. Such "FAMILY MEMBERSHIP" will entitle the holder to all privileges of full membership. Each "FAMILY MEMBERSHIP", as a unit, is entitled to one vote on any issues; any one individual included within the "FAMILY MEMBERSHIP" may be designated to cast the vote. It will be the member's responsibility to inform the Huronia Handgun Club of any changes in status affecting a "FAMILY MEMBER" A "FAMILY MEMBERSHIP" is included with all paid memberships.
3. A "JUNIOR MEMBER /MINOR" will be a member under eighteen (18) years of age.
4. An "HONOURARY MEMBER" will be any member who has been recommended and approved for this honour, by a majority of the board present, at an Annual General Meeting. This type of member must pay applicable insurance fee to maintain shooting privileges.
5. A "LIFE MEMBER" will not be obligated to pay any further membership dues. This type of member must have insurance coverage to maintain shooting privileges.
6. Henceforth, the term "MEMBER" will mean any member of the Huronia Hand Gun Club as defined in article # 4 section B paragraphs 1,2,3,4 and 5 .

## **C. VOTING MEMBERS**

1. Members who are in good standing for a minimum of one year (1) will be entitled to vote at all meetings of members and he or she may vote by proxy. Such proxy must be a

**member in good standing, but before the voting procedure deposit with the Secretary**

sufficient appointment in writing from his or her constituent or constituents. No member will be entitled either in person or by proxy to vote at meetings of the Club unless he or she has paid all dues or fees, if any, then payable by him or her.

2. At all meetings of members every question will be decided by a majority of the votes of the members present in person or represented by proxy unless otherwise required by the by-laws of the Club, or by law. Every question will be decided in the first instance by a show of hands unless a poll is demanded by any member.
3. Upon a show of hands, every member having voting rights will have one vote, and unless a poll be demanded a declaration by the President that a resolution has been carried or not carried, an entry to that effect in the minutes of the Club will be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution.
4. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question will be decided by a majority of votes given by the members present in person or by proxy, and such poll will be taken in such manner as the President will direct and the result of such poll will be deemed the decision of the Club in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the President will be entitled to casting a vote. The President will only vote when there is a tie.
5. All meetings will be conducted in accordance with ROBERTS RULES OF ORDER, or such generally accepted rules as adopted by the Board.

## **ARTICLE #5**

### **MEMBERSHIP DUES & APPLICATION FEES**

1. Annual membership dues will be payable by December 31<sup>st</sup> of the calendar year.
2. If a member does not renew their membership by December 31st for that year, his or her membership may be canceled.
3. Former members of the Huronia Hand Gun Club wishing to rejoin will be required to pay membership dues, penalties and processing fees as determined by the board.
4. Membership dues and application fees are subject to review and amendment by the board.
5. Members may resign by submitting a written resignation which will be effective upon acceptance by the Board of Directors.

## **ARTICLE #6**

### **MEETINGS OF MEMBERS**

1. An Annual general meeting will be held each year, during the month of January on a Sunday or Monday. The exact time and date to be set by the Board.
2. Special meetings may be called as necessary by the Board.
3. The Board of Directors will, upon receipt of any written request, signed by a minimum of ten (10) members call a Special Meeting for the consideration of any matter in such written request.
4. All members will receive fourteen (14) days written or electronic notice prior to an Special Meeting. Such notice will include notice of motion regarding any proposed changes to

**these bylaws, or to the Charter of the Huronia Hand Gun Club**

5. **The number of members necessary to be present in person to constitute a quorum at any Annual, Special or General Meeting will be ten (10) in good standing.**
6. **Any member unable to attend the Annual General Meeting may indicate to the Board their desire to stand for election to the Board of Directors and will be eligible to stand for office.**
7. **The Annual or any other general meeting of the members will be held at the head office of the Club or elsewhere in the County of Simcoe as the Board may determine and on such day as the said directors will appoint.**
8. **At every Annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement will be presented and a board of directors elected.**
9. **Minutes of all meetings must be made accessible to the membership and be displayed at an agreeable location**
10. **No error or omission in giving notice of such annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Club will invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member, director or officer will be his or her last address recorded on the books of the Club.**
11. **Any meetings of the Club or of the Board of Directors may be adjourned to at any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice will be required of any such adjournment.**

## **ARTICLE #7**

### **CONDUCT OF MEMBERS**

- A. **Members are expected to treat each other and the facilities with respect. Profanity, confrontational or threatening behavior is unacceptable and will not be tolerated.**
  1. **Any member charged with violation of range rules or conduct unbecoming a member of the Huronia Hand Gun Club by the Board of Directors and against whom such charges are upheld after due and proper hearing before the Board, may be verbally warned, warned in writing, suspended or expelled from the Huronia Hand Gun Club, its functions and facilities by a majority vote of the Board. Any such membership suspension will be for a period of time as determined by a majority vote of the Board.**
  2. **Any expelled or suspended member will be sent a registered letter signed by the President of the Huronia Hand Gun Club, indicating that he or she is; (a) expelled from the Club; (b) the reason(s) why; (c) that they are not allowed to trespass on the property of the Huronia Hand Gun Club and; (d) that the Huronia Hand Gun Club may take action if trespass should occur.**
- B. **Members may lose their membership by:**
  - Being found guilty of a criminal offense**
  - By not conforming to the objectives or Bylaws of the club as determined by the Board**
  - By disciplinary action by the Board of Directors**



- 1. Any expelled member may, within thirty (30) days of the date of the letter referred to in Section 7 (b) of these bylaws, request an appeal of their expulsion. Such appeal will be heard by a panel of three (3) members in good standing appointed by the Board. The recommendations of the panel will be reviewed by the Board of Directors who will then render a final and binding decision.**
- 2. Any expelled member must wait a minimum of one (1) year before reapplying for membership in the Huronia Hand Gun Club. There will be no refund of dues or fees paid by the expelled member.**
- 3. The Board of Directors will upon receipt of a re-application, may by majority vote reinstate any resigned or expelled member.**

## **ARTICLE # 8**

### **SAFETY AND TRAINING**

- 1. A comprehensive safety course including non restricted and restricted firearms approved by the Chief Firearms Office (CFO) must be successfully completed by each new member before being recommended to use the Club's ranges; in addition to mandated supervised shoots and required orientation.**
- 2. Current members must demonstrate their proficiency and safety awareness as per article #4 section B paragraph 1 of the current bylaws.**
- 3. Non compliance may, at the discretion of the board, negate membership.**

## **ARTICLE # 9**

### **SHOOTING PRIVILEGES AND RESTRICTIONS**

**Members, juniors, minors and children are subjected to regulations as set out in the current Huronia Hand Gun Club handbook. The said regulations may be changed by the board as deemed necessary from time to time.**

## **ARTICLE # 10**

### **RANGE OFFICERS**

- 1. A member of the Huronia Hand Gun Club must be present during any shooting on any range.**
- 2. A member of the Huronia Hand Gun Club must assume the duties and responsibilities of a Range Officer for any range in use, before shooting may commence on that range at that time. The Range Officer will report any safety violations, unsafe conditions and/or practices or hazards to the Safety Director or a member of the Board and will, to the best of his or her ability, endeavor to ensure safety on the range.**
- 3. Posted range rules and/or the instructions of the Range Officer or the range coordinator will be binding on all persons using the facilities of the Huronia Handgun Club. The club member will be responsible for the conduct of his/her guest(s).**
- 4. Any member of the Board of Directors having concerns as to the safe operation of**

**and/or conduct on any range that may be judged prejudicial to the welfare of the**

**Huron Hand Gun Club may, at any time, assume control of that range. Any Executive member exercising the authority of this section must report the circumstances of the occurrence at the next scheduled meeting of the Board of Directors or earlier.**

## **ARTICLE # 11**

### **BOARD OF DIRECTORS**

- 1. The Board of Directors referred to in these bylaws as the BOARD will be comprised of ELEVEN (11) directors and will include the following: President, Vice President, Treasurer, Secretary, Membership Director, IT Director and FIVE (5) directors, one for a two year term. Each director will have the right to vote at all meetings save and except the President who will only be entitled to vote in the event of a tie vote on any matter. The Board of Directors, including the officers of the Club, namely the President, Vice President, Secretary, and Treasurer will be elected by the members. The Past President will be a non-voting advisory position.**
- 2. The Board of Directors meetings will be held monthly (twelve times per year) at such time and places as the Board decides. Meetings may be called by the President from time to time as necessary.**
- 3. Each director at the time of his or her election will be a member in good standing of the Club.**
- 4. The number of directors may be increased or decreased only by changing the bylaws. Members of the Board of Directors including the President, Vice President, Secretary, Treasurer, Membership Director, IT Director and FIVE (5) directors one (1) will be elected to serve a term two (2) years. Directors can stand for re-election if they are otherwise qualified. The election of directors may be by a show of hands unless a ballot is demanded by any member. The members of the Club may, by resolution passed by at least two-thirds of the votes cast at general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his or her term of office, and may, by a majority of the votes cast at that meeting, elect any person in his or her stead for the remainder of his or her term.**
- 5. Vacancies on the board of directors, however caused, may, so long as a quorum of directors remain in office, be filled by the directors from among the qualified members of the Club, if they see fit to do so, otherwise such vacancy will be filled at the next annual meeting of the members at which, the directors for the ensuing year are elected, but if there is no quorum of directors, the remaining directors will forthwith call a meeting of the members to fill the vacancy. If the number of directors is increased between the terms, a vacancy or vacancies, to the number authorized increase, will thereby be deemed to have occurred, which may be filled in the manner provided.**
- 6. A majority of the directors will form a quorum for the transaction of business, except as otherwise regarded by law.**
- 7. The Board of Directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting will be necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or by the Secretary on direction of the President, or by the Secretary on direction in writing of two directors. Notice of such meetings will be delivered or**

**telephoned to each director not less than one (1) day before the meeting is to takeplace**

or will be mailed to each director not less than three (3) days before the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law will be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Club. The directors may consider or transact any business either special or general at any meeting of the board. All regular Executive notices will be posted at the Club.

8. No error or omission in giving such notice for a meeting of directors will invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.
9. Questions arising at any meeting of directors will be decided by a majority of votes. In case of an equality of votes, the President will have a casting vote. All votes at such meetings will be taken by ballot if so demanded by any director present, but if no demand be made, the vote will be taken in the usual way by assent or dissent. A declaration by the President that a resolution has been carried and an entry to that effect in the minutes will be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President, his or her duties may be performed by the Vice President or such other director as the board may from time to time appoint for the purpose.
10. The directors of the Club may administer the affairs of the Club in all things made or cause to be made for the Club, in its name, any kind of contract which the Club may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and to do all such other acts and things as the Club is by its charter or otherwise authorized to exercise and do all as outlined in the planned activities presented at the annual general meeting including those presented in the Financial Plan presented by the Treasurer and other items agreed to by a majority of those members present. The exception would be real property which would require a two thirds (2/3) majority of those present at the annual general meeting. A cap on the dollar amount that an Executive Committee can use to pay for any single unplanned item of expense that may occur during the year will be fixed by a majority of members at the annual general meeting. If an unplanned item arises that requires immediate addressing prior to the next annual general meeting then a special general meeting will be called with the proper notice as required by Article 5(d). A cap on the dollar amount of five hundred dollars (\$500.) available to any member of the executive if need be to effect immediate repairs to range, property and general upkeep and maintenance.
11. The President will be the Chief Executive Officer of the Huronia Hand Gun Club and will preside over all meetings of the Huronia Hand Gun Club and will perform such duties as usually pertain to the office of President. The President will cast his or her vote only in the event of a tie vote of the Board of Directors.
12. The Vice President, in the absence of the President, will preside over all meetings of the Huronia Hand Gun Club and will perform such other duties as usually pertain to the office, or may be assigned by the President or the Board.
13. The Secretary will draw up and keep on record the minutes of all meetings of the Huronia Hand Gun Club. The Secretary or appointee will notify all members of

**meetings and will attend to all general correspondence.**

14. **The Treasurer will keep all accounts of the Huronia Hand Gun Club and will receive and collect all application fees and membership dues and monies owing to the Huronia Hand Gun Club. Any two (2) of the President, Secretary and Treasurer will sign all proper cheques or drafts and other orders for payment on money on behalf of the Huronia Hand Gun Club. The treasurer will advise the Board of Directors of all overdue accounts, non payment of fees and will perform such other duties as usually pertain to this office.**
15. **Where necessary and with the approval of the board, the executive officers may seek outside help to fulfill their duties.**
16. **Any member or any one member of a FAMILY MEMBERSHIP in good standing is eligible for nomination to any available office. A Nominating Committee constituted for this purpose may present a proposed slate of candidates to the membership.**
17. **Any member of the Board of Directors, who misses three (3) consecutive meetings without just cause, will resign his/her position on the Board. A special meeting may be called to nominate and elect a member to fill the vacancy.**

## **ARTICLE # 12**

### **AMENDMENTS TO BYLAWS**

1. **Amendments to these bylaws may be made only at an Annual General Meeting or a Special General Meeting of members called by the Executive Committee with the proper notice as required by Article #6 paragraph 4 and attendance as specified by Article #6 paragraph 5 . Any amendments to these bylaws must be passed by a two-thirds (2/3) majority of the membership present at a meeting at which a quorum is present, unless otherwise required by law.**

## **ARTICLE # 13**

### **EXECUTION OF DOCUMENTS**

1. **Deeds, transfers, licenses, contracts and engagements on behalf of the Club will be signed by any two of the President, Vice President, Secretary / Treasurer or by any person authorized by the Board, and the Secretary will affix the seal of the Club to such instruments as required.**
2. **Contracts in the ordinary course of the Club's operations may be entered into on behalf of the Club by the President, Vice president or Secretary / Treasurer or by any person authorized by the Board.**

## **ARTICLE # 14**

### **BOOKS AND RECORDS**

1. **The directors will see that all necessary books and records of the Club required by the by-laws of the Club or by any applicable statute or law are regularly and properly kept.**

**2. Copies of the Board of Directors Meetings including Financial Reports for the**

**current year and the previous year will be kept in an accessible yet secure location as deemed by the board**

## **ARTICLE # 15**

### **A. IDEMNITIES TO DIRECTORS**

**Every director and or officer of the Club will be indemnified and saved harmless by the Club from:**

**All costs, charges and expenses whatsoever which the director or officer sustains or incurs in or about action, suit or proceeding which is brought, commenced or prosecuted against him/ her for, or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office; and**

**All other costs, charges and expenses which he or she incurs in respect of the affairs of the Club. A director is not accountable to the Club by reason only of holding office for any profit or gain realized from any contact or transaction to which the Club is or is to be a party provided such director has declared a conflict of interest as outlined as follows:**

**No director is accountable to the Club by reason only of holding an office or directorship, for any personal profit or gain realized from any contract or transaction with the Club provided such director has complied with the provisions of the conflict of interest clause following and was acting honestly and in good faith at the time the contract or transaction was entered into. The contract or transaction, if in the best interest of the Club is not by reason only of the director's interest therein voidable.**

### **B. DISCLOUSER OF INTEREST IN CONTRACTS**

**Every director who has directly or indirectly, any interest in any contract or transaction to which the Club is or is to be a party, will declare a conflict of interest and will not vote nor be counted in the quorum.**

## **ARTICLE # 16**

### **STANDING COMMITTEES**

- 1. The president with the approval of the Board of Directors, will appoint members to committees as required, at the first Board Meeting following the Annual general meeting.**
- 2. Committees may be appointed by the President and will perform such duties as may be defined in their creation.**
- 3. Each committee will be responsible to the Board of Directors and will report at each Committee Meeting. The chair of each standing committee should be a member of the Board.**
- 4. A committee may be comprised of directors and members at large. Duties and functions of committees are to be outlined in a separate document.**
- 5. Wherever possible each standing committee will be composed of two or more members and will serve for a term of one (1) year.**
- 6. All committee members will be approved by the President, with the approval of the Board, and will be kept subject to removal by him/her.**



**ARTICLE #17**

**INSURANCE**

Subject to the limitations contained in the Act, the Club may purchase and maintain such insurance for the benefit of its directors and officers as (including the Range Operator), as the Board may from time to time determine.

**ARTICLE # 18**

**DISSOLUTION OR WINDING UP OF THE CLUB**

1. A vote to dissolve or wind up the club will be conducted at a General or Annual Meeting and will require a seventy percent (75%) majority of attending members.
2. In the event of dissolution or winding down of the Club all of its remaining assets, after payment of liabilities, will be distributed in the following manner. Any properties and physical assets will be sold.
3. Any assets of the Club that remain following disbursements for all liabilities and expenses will be paid out in accordance with the Incorporations Act of Ontario or as the Board may determine.

**ARTICLE # 19**

**REPEAL PREVIOUS BY-LAWS.**

All prior by-laws are hereby repealed and replaced with this By-Law.

ENACTED as By-Law No. 1 by the Executive Committee at a meeting duly called and regularly held and at which a quorum was present on the    day of        2016.

President----- Secretary-----

The foregoing By-Law NO 1 as enacted by the directors of the Club is hereby ratified, sanctioned, confirmed and approved without variation by the members of the Huronia Handgun Club at a meeting of members duly called and regularly held at this location-----, in the County of Simcoe at which a quorum was present on the ----- day of        2016.

President----- Secretary-----

Addendum to article #11 as amended at the last AGM 2015/12/

Split Secretary/ Treasurer into to portfolios: Secretary and Treasurer.

Revisions carried by consensus.

