

## Fredericton Trap & Skeet Club Inc.

Constitution April 1991

Amended June 11, 1991

Amended December 11, 1994

Amended, broadened, and Ratified January 14, 2018

Further amended and Ratified (*Code of Conduct – Grievance Procedures*) January 2019

**Amended March 28, 2021**

**Vision: To excel in the promotion and delivery of clay target shooting opportunities for its members and guests, with a heightened emphasis on the novice shooter.**

**Mission: To provide a safe and pleasurable experience to our members and guests, encourage active participation in the operation of the club, provide instruction to those who wish to improve their shooting abilities, encourage participation of our youth, and to strengthen our club's reputation throughout the shooting community and beyond.**

### **Article No. 1 Name:**

**1.1** The organization shall be known as the Fredericton Trap and Skeet Club Inc.

**1.2** The name of the organization shall only be used in the best interests of the club and to promote and exemplify the shot gunning sports.

### **Article No. 2 Purposes:**

**2.1** The organization will offer the shotgun sport disciplines of Trap, Skeet, Sporting Clay's, and Five Stand.

**2.2** The organization will entertain both the casual and the competitive interests in the shotgun sport disciplines, based on the interest of the membership.

### **Article No. 3 Membership:**

**3.1** Membership in the organization shall be open to persons as defined in the articles of the constitution.

**3.2** At the discretion of the board, a frequent visitor will be requested to take out a membership in the club.

**3.3** Membership in the organization may be withdrawn by written request to the secretary of the Board of Directors, but dues paid shall not be refunded.

**3.4** Membership in the organization may be refused, cancelled, or suspended for cause by a majority vote of the Board of Directors, after a Hearing, notice of which is to be sent by registered mail to the affected person/persons concerned.

**3.5** A Code of Conduct and Grievance Procedure Guidelines have been created and adopted by the Board to settle most member concerns and disputes. Copies are available upon request. **(NOTE: January 13, 2019, the membership voted in the Code of Conduct as Policy (Ref. 13.1A and the Grievance Procedures as a recommendation 13.1B)** Where necessary, such concerns and disputes may be settled with the assistance of a Grievance Committee which shall comprise as a minimum, two members of the Board. Additional club members may also be requested to assist the Committee with the grievance process.

**3.6** Membership in the organization will be open to persons in the following classes:

A. **Regular membership**: A resident of Canada may be a member of the organization as an annual member upon payment of the prescribed dues, and have possession of a valid PAL (Possession and Acquisition License).

B. **Novice membership**: A youth, who has not reached the age of 19 or a student enrolled in an educational or vocational program under the age of 25 and a Canadian resident, may be a member of the organization, upon payment of the prescribed dues.

C. **Corporate membership**: A business recognized within the statutes of the Province of New Brunswick may have membership privileges in the organization upon payment of the prescribed dues.

**3.7** In order to possess voting privileges, a member **must** be in good standing 90 days prior to the vote being cast. This includes, but not limited to, the AGM.

#### **Article No. 4 Dues:**

**4.1** Dues for the classes of membership shall be determined by resolution of the Board of Directors and be approved by the membership at an annual meeting.

4.2 Annual dues shall be payable on the first day of January of each year.

4.3 **At the discretion of the Board, a membership will be cancelled if dues are delinquent.**

### **Article No. 5 The Executive and Directors**

5.1 The organization shall be managed by the executive and board members.

5.2 The Board shall consist of at least eight members with a maximum of twelve members. The numbers in excess of eight will be at the discretion of the Board.

**5.3 A.** The Board shall comprise the following administrative positions:

President

Vice-President

Secretary and/or Treasurer

Past-President

And a minimum of 4 directors elected from the membership.

**5.3 B.** Executive Positions

A member must complete one full term on the Board, before serving on the executive as President or Vice- President.

The executive positions are: President, Vice-President, Secretary, Treasurer (or Secretary/Treasurer - see also 5.4) and Past-President. The Past-President is to serve a minimum of two years, after which, continuance is at the discretion of the board.

**5.3 C.** Directors

A minimum of four and a maximum of eight directors including the executive committee shall form "the Board" as a whole.

5.4 At the discretion of the Board, the positions of Treasurer and Secretary may be combined as one.

5.5 The Board shall meet at the call of the President or at the request of three members of the Board.

### **5.6 A Terms of Office - Executive**

**President** – The president may serve two consecutive two year terms, provided no other candidate(s) come forward, after the first term. If so, a ballot election will be held. After the second term, and without a motion at the AGM, the president may be reconfirmed by secret ballot every two years by the membership. Presumably, the candidate should have a demonstrated track record of running a business or other organization and has the available time and commitment level to move the club forward.

**Vice president** – The term of this office is the same as a Director. The Vice-President shall serve as Chair in the absence of the President and be given full powers of the office.

**Secretary and/or Treasurer** – There is no specified term for either of these positions. Board discretion will prevail.

**Past-President** – see article 5.3 B

### **5.6 B Terms of office – (Directors)**

Directors shall serve one (1) one-year term. An additional one-year term can be confirmed at the discretion of the general membership at the AGM, should a Director wish to remain in service for the additional term.

**5.7** The Board shall serve without remuneration.

**5.8** If a vacancy should occur on the Board, owing to unforeseen circumstances, that vacancy may be filled by a temporary appointment by the Board from the membership. This position must be ratified at the next AGM by majority vote of the membership.

**5.9** The administrators of FTSC shall be limited in their purchasing authority to a maximum of \$7,500.00, unless it is a previously established expense. Beyond that amount, and up to \$20,000.00, a vote must be held within the board as a whole. Further, in excess of this amount (\$20,000.00), especially where it affects the future indebtedness of the club, it must be brought before the membership for voting.

## **Article No. 6 Meetings**

**6.1** In general terms, *Roberts Rules of Order* shall be our guiding principal.

## **6.2 Meetings Clarified February 02, 2020.**

a) The board shall conduct a meeting with the membership of the organization on an annual basis. (A.G.M.)

b) The membership shall be provided with an agenda electronically, where possible, 14 days prior to the meeting.

c) Generally, the annual meeting (A.G.M.) shall be held on the second Sunday of January in any given year. In the case of inclement weather, or other mitigating factors requiring postponement, the alternate dates shall be each Sunday thereafter until the meeting is achieved.

**6.3** (a) The Board shall meet at the call of the President or at the request of three members of the Board.

(b) In addition, the membership has the right to request a meeting by providing 30 days notice in writing to the secretary, representing 20% of the membership. Each member's signature is to be included in the notice, along with the stated purpose of the meeting.

**6.4** At all general meetings of the membership, including the AGM, twenty-five regular members shall constitute a quorum.

**6.5** At all meetings of the Board, provided proper notice is duly given, a simple majority of the board shall constitute a quorum.

**6.6** At all regular, executive, and/or board meetings, each member shall have only one (1) vote. In the event of a tie, the president or chair will exercise the privilege of casting the deciding vote. The President or Chair only obtains voting privileges in the case of a tie. **Proxy votes will not be permitted.**

## **Article No. 7 Committees**

**7.1** The Board may require the support of a committee(s) to fulfill their responsibilities. The Board may appoint a Chair from the Board to be responsible for a committee and seek committee members from the membership in fulfilling the responsibilities of the given committee. **All committees are to be chaired by a sitting Board member.**

**7.2** Committees shall serve without remuneration.

**7.3** The powers of the committee shall be defined by the Board, unless previously defined.

#### **7.4 Nominating Committee for Board positions**

The Nominating Committee shall comprise the Past-President, or in their absence a sitting Board member as chair, together with a minimum of two regular members in good standing. Together, they will seek interested and qualified members to serve in the various roles for both the executive and Board positions. Individual members are encouraged to suggest potential candidates to the committee during this process. **This process however, does not exclude nominations from the floor at the AGM. Further, nominations for each position shall be called three times before closing.**

#### **7.5 Scrutineers**

**NOTE:** Restrictions pertaining to the individuals described herein. They are restricted from candidating , moving , seconding , or any other mechanism involving the voting/election process. They will however, retain the right to vote.

Two regular members in good standing, along with one (1) Board member – serving as an “observer” shall serve as the scrutineers after each ballot is complete. The observer shall confirm the result with the membership by verbally stating which individual is elected or not elected with no actual numbers being disclosed. The actual numbers however, are to be given to the secretary after the adjournment of the meeting, to be held for 30 days, and then destroyed. In the event of a tie, following a recount, another ballot vote may be held.

**Once the election is complete – the committee as a whole shall be dissolved.**

#### **Article No. 8 Fiscal Year**

**8.1** The fiscal year of the organization shall be from January 1 to December 31.

#### **Article No. 9 Signing Officers**

**9.1** The signing officers of the organization shall be the President and one of the Vice-President, Secretary or Treasurer.

#### **Article No. 10 Auditors**

**10.1 Audit Committee:** Between 90 and 60 days prior to a general meeting, usually the annual meeting, five (5) members will have the right to call for an audit, by petitioning the Secretary in writing. The document must contain the signatures of the petitioners. This **“audit”** is to be considered a records review. A general review that confirms the club’s record keeping is in good general order.

**10.1 (b) Providing** the above statement is in order, the nominating chair will petition two (2) regular members to serve on this committee, along with one board member to serve as chair. A vacancy may be filled by board appointment.

**10.1 (c)** Three members of the board have the right to call for an audit at any time.

#### **Article No. 11 Amendments**

**11.1** Any article may be amended by majority vote from the membership at a meeting of the membership provided that a notice of the motion, naming the mover and seconder, has been given to the secretary within 30 days for inclusion in the notice of such a meeting.

#### **Article No. 12 Safety**

**12.1** All members and/or individuals who actively participate in events sanctioned by the Fredericton Trap and Skeet Club Inc. or groups that rent our facility, are to follow all safe gun and ammunition handling practices as prescribed by the Board. Eye and ear protection is mandatory. Safety is to be paramount for all users.

**12.2** The Fredericton Trap and Skeet Club Inc. shall maintain a liability insurance policy for the protection of the membership and guests, as well as, an officer and director's liability policy.

#### **Article No. 13 Policies**

**13.1 A:** The Board of Directors shall adopt a series of policies, all be it subject to amendment from time to time, for the operation of the Fredericton Trap and Skeet Club. These policies shall be visibly displayed at all times and shall have binding powers on the members and their guests. These policies are to be ratified at each subsequent AGM.

**13.1 B:** The Code of Conduct policy, was approved, as **policy**, by the membership January 13, 2019 **(See NOTE, Article 3.5)**

**Find the Code of Conduct Policy on the following page.**

**13.1 C:** The Board of FTSC has also developed guidelines with reference to grievance procedures.

The Grievance Procedures were voted by the membership as a **recommendation**, January 13, 2019 **(See NOTE, Article 3.5)**

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**Find the Grievance Procedures recommendation on the following page after the Code of Conduct Policy**

**Code of Conduct for Members and Guests of FTSC**

-It is the policy of FTSC that all members and guests at all events maintain the highest degree of credibility and decorum possible, and make every attempt to conduct themselves in a manner so as to not embarrass other members and guests of FTSC by their words or actions.

-Behaviour by anyone which has the potential to harm physically, mentally or negatively impact the reputation of FTSC or any of its members, is prohibited.

-Good sportsmanship is the obligation of every member and is an integral part of every event sponsored by or held at FTSC.

-The ethical environment of FTSC must affirm and reflect primacy of human dignity. It must encourage growth and achievement. It must insist on respect in all interpersonal relationships.

-All FTSC members, their guests and executive are to be held accountable for their use of profane, vulgar or offensive language and behaviour.

-Any abusive treatment of fellow shooters and/or range/club officials is prohibited and will not be tolerated.

All disputes and disagreements among FTSC members and guests **may** be dealt with by following the **FTSC grievance procedure**.



## **FTSC Grievance Procedure**

1. Try to work things out face to face. When someone does something that interferes with your appreciation of the FTSC in a way you can't ignore, or that seems to be contrary to the rules, talk it over.

Explain the problem as you see it, and listen to the reply. (Likewise, if someone comes to you, listen carefully before you frame your answer.)

2. If you can't communicate, ask someone you and the other party both respect to help, either by relaying messages or by moderating a meeting between you. Try not to go to an officer in charge of the area in question, as such an officer may be tempted or compelled to make a ruling instead of letting you reach an informal agreement.

3. Write to the person you're having difficulty with. Describe the way you feel you are being damaged, without indulging in insults or threats. Ask for the action that you feel would set things right, and indicate how long you feel you can wait for a reply before making further distribution of the complaint.

Keep a copy of the letter, but do not send it to anyone but the addressee at this time. The written word is often more effective than the spoken word, so there's a good chance that this letter or a series of direct letters and replies will eventually lead you to a solution. As long as you feel you're making progress either in understanding or finding a resolution, do not go on to step 4.

4. Write directly to the officer in charge of the area in question, with copies of the subject of the dispute.

Explain how you feel you are being mistreated, and ask for specific help. Include the entire previous correspondence, if you have not already shared it with the officer and mentioned the enclosures in the text. Evaluate the reply or replies before you decide to go further.

5. Repeat step 4, moving your case up to FTSC's executive and board of directors.

If no one else has managed to find a solution, the Executive/Board will do so. However, there is no guarantee that you will be satisfied with the final decision and there is no other recourse. Their ruling will be final with no avenue for appeals.

**Rulings could range from written suspension of membership privileges to a removal of membership with no recourse for reinstatement.**