



CONSTITUTION & BYLAWS
of the
Pembroke Outdoor Sports' Club
as amended and passed by the
General Membership

24 August 2021

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THE PEMBROKE OUTDOOR SPORTS CLUB CONSTITUTION

Article 1 – Statement of Purpose

The basic aims, objects and purposes of The Pembroke Outdoor Sports Club are:

1. To initiate and teach programs that promote the safe and responsible use and handling of firearms for sporting purposes.
2. To initiate and maintain programs whereby the youth may be educated in the safe and sportsmanlike use of firearms and archery equipment.
3. To support programs directed towards the implementation of sound practical measures of conservation, and continued access to public lands for recreational pursuits.
4. To promote and initiate educational programs which will instill within the general public the urgency and need for applied conservation and sportsmanship, as well as the right to own and use firearms.

Article 2 – Name

The name of the corporation is to be The Pembroke Outdoor Sports Club, hereinafter referred to as the POSC or the Club.

Article 3 – Amendments to Constitution or Bylaws

Amendments to the Constitution or Bylaws require a vote in favor by at least two-thirds of the votes cast at a General Meeting for which proper notice has been given as provided for in the bylaws.

Article 4 – Insurance

The Board of Directors shall ensure that the Club and its membership are covered by whatever level of Insurance is prudent and required by law.

Article 5 – Dissolution

1. Authorization of the members to dissolve the Club may be given at the annual meeting, at a general meeting called for that specific purpose or by way of a resolution in writing signed by all members.
2. In the event that the operations of the Club are discontinued and should a majority of the voting members present at such a meeting decide to dissolve the Club, all just debts and liabilities shall be paid, and steps shall be taken to voluntarily dissolve the Club.
3. Upon dissolution of the Club and after payment of all just debts and liabilities, the remaining property and assets of the Club shall be liquidated.
4. After liquidation, any money remaining shall be donated to or divided equally among nonprofit or charitable organization(s) of the membership's choice.
5. No liability will accrue to any member, if at dissolution, the Club has insufficient funds to meet its obligations.

BYLAWS

BYLAW NO. 1.0 MEMBERSHIP

GENERAL

- 1.1 The membership application/renewal form and the membership card will include a clause stating: *"I will abide by all articles of the Constitution – Bylaws – Range Rules"*. All members must sign, date, and return the application form with their dues. These forms will be filed. The membership card must be signed to be valid.
- 1.2 Membership cards must be carried and be visible when on club property in order to enjoy the rights and privileges of membership.
- 1.3 All members shall be enrolled as members of an organization designated by the Club for insurance purposes (an "Affiliate Organization").

MEMBERSHIP CATEGORIES

1.4 ORDINARY MEMBERSHIP

All Ordinary members shall be members who have paid such annual dues, as may be prescribed from time to time by the Board of Directors. All Ordinary members shall have voting privileges at General Meetings.

New Ordinary members shall be Probationary members for a period of 6 months. After 6 months they may be approved as Ordinary members by the Advisory Committee if they completed the Club Safety Orientation and attended at least one General Meeting. Probationary members will be required to pay annual dues but are not be eligible for Advisory Committee positions and shall not have voting privileges until approved as Ordinary members by the Advisory Committee.

A Spouse (Partner) of an Ordinary member who has purchased insurance from an Affiliate Organization (" Affiliate Family Insurance") may purchase a Spousal membership at a rate which is 60% of the amount of single Membership dues retained by the POSC. Upon purchase of a Spousal membership, a Spousal Member shall have the same rights and privileges as an Ordinary member.

1.5 HONORARY MEMBERSHIP

Honorary members shall be people who although not paid up members, have performed outstanding service to the Club. New Honorary members shall be nominated annually by the Board of Directors and approved by a majority vote at a General Meeting. Honorary members shall not have voting privileges.

1.6 LIFE MEMBERSHIP

Life Membership may be granted to a member who has performed outstanding services to the Club over a period of years. A nominee for Life Membership must first be approved by the Board of Directors with final approval by majority vote at a General Meeting. Life members shall be enrolled in an Affiliate Organization at club expense. Life members shall not be required to pay annual dues but shall be entitled to a vote at General Meetings.

1.7 FAMILY MEMBERSHIPS

A Spouse (Partner) of an Ordinary member, and any Ordinary member's dependent children up to and including age 21, may have full use of Club facilities by the purchase of Affiliate Family Insurance. This rate is determined annually by the Affiliate Organization. Family members shall not be required to pay annual dues and shall not be entitled to a vote at General Meetings.

1.8 JUNIOR MEMBERSHIP

Junior members shall be those members enrolled full time at a recognized educational institution to a maximum of 21 years of age. Junior members are not eligible for an Advisory Committee position nor do they have voting privileges. Annual dues shall be prescribed from time to time by the Advisory Committee.

1.9 Junior members may participate in any of the programs available at the club, with the provision that they are accompanied by a mentor if under the age of 18. The mentor must be a member of the POSC

1.10 AGENCIES MEMBERSHIP

Agencies membership shall consist of public or private agencies who have employees issued and licensed to bear arms for the purpose of their lawful occupation. Agency member's representatives may attend General Meetings but shall not have voting privileges. Conditions of membership, including membership fees shall be determined annually by the Board of Directors. Agency members must abide by all Chief Firearms Officer ("CFO") Regulations and club rules.

BYLAW NO. 2.0 MEMBERS PRIVILEGES

- 2.1 All members shall be entitled to the use of equipment and facilities provided by the Club, subject to Club rules and supervision of the Club.
- 2.2 Member agencies may, upon reservation make use of the Club facilities for the purpose of training or qualifying their own employees with their service firearms only and shall be responsible for maintaining all documentation as required by law and shall hold all liabilities in the conduct of their operations while on POSC properties.
- 2.3 Members may bring guests to the ranges subject to the limitations listed below. The member is responsible to ensure that his/her guest(s) adhere to all CFO Regulations and Club rules. All guests shall fill out the guest register with such information as required by the CFO, must fill out and sign the guest waiver form and shall pay the guest fee set by the Board of Director prior to using the Club facilities.

THERE ARE TWO CLASSES OF GUESTS:

1. Those persons invited to a match or Competition or Open House event. These guests are limited to attend Club sponsored functions supervised by a Club appointed Range Officer ("RO").
2. Those personal friends or relatives who accompany a member on an occasional basis, or persons with an interest in joining the Club. Guests may be limited to 3 visits per year. A maximum of 4 guests per RO is allowed.

- 2.4 Any exclusive use the club facilities including the ranges and clubhouse, must be posted a minimum of 2 weeks prior to the event.

BYLAW No. 3.0 DISCIPLINE

- 3.1 Any member may be suspended or expelled for CAUSE by the Advisory Committee, including:
- A) Vandalism
 - B) General disrespect for safety rules, legal obligations and objects of the Club.
 - C) For reasons of personal behavior that places the Club in a position of ill repute.
- 3.2 When a member is suspended, he/she shall lose unsupervised access to Club facilities and shall have the rights and obligations of a Probationary member for 6 months. At the end of 6 months, he/she may be reinstated at the discretion of the Board.
- 3.3 Any Advisory Committee member may be removed from Office for CAUSE by the Board of Directors, including:
- A) Non-attendance to 3 consecutive Advisory Committee meetings without justification.
 - B) Non-performance of prescribed duties.
- 3.4 Any Range Officer may be relieved of their Duties for CAUSE by the Advisory Committee, including:
- A) Violations of Club rules and/or CFO requirements
 - B) Non-performance of duties.
 - C) Mishandling of money or Club Property.
 - D) Poor record keeping.

BYLAW No. 4.0 DUES AND FEES

- 4.1 A recommendation for dues for all classes of members shall be brought to the membership by the Advisory Committee for ratification at the next general meeting. Changes must be approved by a majority of votes cast at the meeting.
- 4.2 Member insurance premiums shall be added to Club dues
- 4.3 Any lapse in payment of membership dues shall result in loss of all privileges of membership in the POSC. All keys and other properties of the Club must be returned forthwith.
- 4.4 If any membership lapses for one year or more, that person must apply as a new Probationary member.
- 4.5 Ordinary members who are age 65 and over, shall pay dues at a reduced rate. This rate to be set by the Advisory Committee and ratified by a majority vote at a General meeting.
- 4.6 Fees for the use of Club House and Range for the following year shall be prescribed by the Advisory Committee.
- 4.7 All fees shall be posted in the Club House and on the club website.

BYLAW No. 5.0 ORGANIZATION

- 5.1 The affairs of the Club shall be administered by an Advisory Committee composed of the Board of Directors (*hereinafter called the **Board***) who shall be entitled to vote and any appointed Chairs of the POSC Standing Committees who shall not be entitled to vote.
- 5.2 The Board shall be composed of: the President, Vice President, Secretary, Treasurer, Four (4) Directors and the Past President.
- 5.3 Standing Committees may include, but not limited to: Membership, House, Range Operator, Shotgun Range, Indoor Range, Outdoor Range, Property, Archery, Bulletin, and Training at the discretion of the Board of Directors. The terms of reference for such committees shall be determined by the Board of Directors.
- 5.4 When a vacancy occurs on the Board, it shall be filled by the members at a meeting called for that purpose or by the Board of Directors subject to the provisions of the *Corporations Act* (Ontario) (the "Act").
- 5.5 All members of the Board of Directors, including the President, the Vice-President, the Secretary and the Treasurer, but excluding the Past President, shall be elected at an Annual General Meeting. If any position cannot be filled at this election, the current holder of that position will be requested to remain in office until a replacement can be found. Each Director, who is not a member of the Club, must consent to his or her election in writing within ten days of his or her election.
- 5.6 The club cannot operate with less than 6 persons on the Advisory Committee.
- 5.7 The club cannot operate without either a President, a Treasurer or a Secretary.
- 5.8 No range can operate without a Range Chair.
- 5.9 Committee Chairs shall be appointed by the President on the advice of and with the approval of the Board.
- 5.10 The Board of Directors will have voting powers as to the transaction and management of the Club affairs and business.
- 5.11 Club website content shall be reviewed annually by the Advisory Committee.

BYLAW No. 6 DUTIES OF ADVISORY COMMITTEE

- 6.1 The President shall:
 - A) Preside at meetings or arrange for the Vice-President or a Director to do so.
 - B) Be responsible, with the Board of Directors, for all matters of policy related to the operation of the Club.
 - C) Inform the members of the Advisory Committee of their responsibilities.
 - D) Sign the minute book at the end of each meeting.
 - E) The outgoing President shall act as the Past President on the Board.
- 6.2 The Vice-President shall:
 - A) Assist and advise the President.

B) Carry out duties assigned to him/her from time to time by the President.

6.3 The Secretary shall:

- A) Record or arrange for the recording of the proceedings of all meetings in the minute book.
- B) Be responsible for safe keeping of the minute book and related correspondence.
- C) Sign the minute book after each meeting.
- D) Ensure that proper notice is given for all meetings and other Club functions.
- E) Ensure all required documentation regarding change in the Board of Directors is sent to Provincial authorities.
- F) Email members Club information.

6.4 The Treasurer

The Treasurer and the President (and/or Vice President) have signing authority for the Club to draw, accept, sign, make and agree to pay all or any Bills of Exchange, cheques and Orders for the payment of money from the Club treasury.

The Treasurer Shall:

- A) Keep the financial records of the Club in good order and present them for verification at the direction of the Board.
- B) Provide financial statements at Advisory Committee and General Meetings.
- C) Provide an annual financial statement at the end of the year's business.
- D) Have financial records audited annually by a 3rd party

6.5 The Directors shall, subject to the provisions of the Act, carry out duties assigned to him/her by the President.

6.6 Standing Committee Chairs

The duties of Standing Committee chairs shall be as determined by the Advisory Committee.

6.7 Anyone leaving office, or a position of responsibility must return all Club documents, records, other Club property, and keys within 30 days.

6.8 All elected members of the Advisory Committee and Standing Committee chairs shall be eligible to receive their membership refunded in full, at the end of each full year of service, only if they have carried out their prescribed duties, responsibilities, and assignments.

BYLAW No. 7.0 ACCESS TO CLUB FACILITIES

7.1 Any person or persons wishing to reserve Club facilities for private use must apply to the House Committee chair. Such reservation should be made early enough to notify the membership to avoid conflicts.

7.2 Codes for access to Club facilities shall be changed annually.

7.3 Those persons who have specific duties in certain areas are entitled to whatever keys and codes are needed to access those areas. For example, but not limited to, Qualified Range Officers, maintenance, rental, delivery or servicing personnel.

- 7.4 A list shall be maintained of those persons having various keys and codes. This list is to be maintained by the House Committee chair and made available for review by the Advisory Committee.

BYLAW No. 8.0 MEETINGS AND ORDER OF BUSINESS.

- 8.1 The Annual General Meeting shall be held In November of each year, at a time, date and location selected by the Advisory Committee.
- 8.2 Advisory Committee meetings shall be held bimonthly, unless otherwise specified by the Advisory Committee.
- 8.3 Only Advisory Committee members may attend Advisory Committee meetings. Other members may request that they be allowed to attend for a specific purpose. Approval by the Board is required.
- 8.4 A special meeting of the Board of Directors may be called by the President or Vice President to deal with sensitive or Emergency issues.
- 8.5 A General Meeting of members shall be held bimonthly, unless otherwise specified by the Board of Directors.
- 8.6 Annual and special General Meetings of the members may be called by the President or Vice President upon giving ten days' notice of such meeting to all members of the Club. Such notice shall contain the details of the matters to be dealt with at such meeting and shall be:
- A)** delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Club;
 - B)** mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
 - C)** if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose.
- 8.7 A quorum of eligible members must be present in order to conduct business at any meeting as outlined below.
- A)** Annual or General meeting – 12 eligible voting members, 8 of whom must be members of the Advisory Committee, and 4 of whom must be members of the Board of Directors, one of whom must be the President or Vice President.
 - B)** Advisory Committee meeting – 8 members of the Advisory Committee, 4 of whom must be members of the Board, one of whom must be the President or the Vice President.
 - C)** Board meeting – 5 members of the Board, one of whom must be the President or the Vice President.
- 8.8 Guidelines for the conduct of meetings shall be according to Robert's Rules of Order.
- 8.9 Except for emergencies, items for the agenda for any meeting should be submitted to the chair 3 days prior to the Meeting. For urgent items, notify the President by telephone. Other items presented at the meeting may be tabled until the next meeting.
- 8.10 Any bylaw enacted by the Directors may, in lieu of confirmation at a general meeting of members, be confirmed and consented to writing by all members entitled to vote at such meeting. Any resolution signed by all members is as valid and effective as if passed at

a meeting of members duly called, constituted and held for that purpose.

- 8.11 A resolution in writing signed by all of the directors entitled to vote on that resolution at a meeting of directors is as valid as if it had been passed at a meeting of directors.

BYLAW No. 9.0 AMENDMENTS TO THE CONSTITUTION OR BYLAWS

- 9.1 The board of directors may from time to time enact By-laws relating in any way to the Club or to the conduct of its affairs, including, but not limited to, By-laws providing for applications for supplementary letters patent, and may from time to time by By-law amend, repeal or re-enact the By-laws and any such By-law shall be sanctioned by the members and become effective in accordance with the Act.
- 9.2 The Constitution or Bylaws of the Club may be reviewed as needed at the discretion of the Board of Directors but shall be reviewed at least every 5 years by a committee set up for that purpose.
- 9.3 This committee to be appointed by the President on the advice/approval of the Board.
- 9.4 This committee will give notice in the Bulletin of such review.
- 9.5 Any member in good standing except Honorary members may present proposals for amendments to the committee.
- 9.6 The committee will present their recommendations for additions or revisions, in writing, to the Board for approval.
- 9.7 A Notice of Motion to amend the Constitution or Bylaws shall be announced in the Bulletin preceding the General Meeting at which the Motion will be presented.
- 9.8 Draft copies of the proposed amendments will be made available at the Club house for perusal by the members.
- 9.9 The amended Constitution or Bylaws shall be sent to the CFO as soon as possible.

BYLAW No. 10.0 GENERAL

- 10.1 All members are expected to challenge any person or persons who are not displaying their membership card, encountered on Club property. If such person cannot present proof of Club membership, they shall be requested to leave Club property, **OR**, at the discretion of the member, the person may be allowed to stay as a guest and pay the appropriate guest fee.
- 10.2 All members are expected to uphold the principles of the Club Constitution at all times; to exert their influence on others to promote safety and good sportsmanship.
- 10.3 All members and guests must carry all documentation required by current laws and CFO regulations.
- 10.4 All members must have their PAL/POL numbers on file at the Club.

- 10.5 In order for the POSC to be affiliated with organizations that have a common interest, a majority of votes cast at a General meeting is required to join those organizations.
- 10.6 All persons under the age of eighteen must be under direct adult supervision at all times while on Club property
- 10.7 All pets must be on a leash while on Club property.
- 10.8 Club membership and activity records shall be confidential. They shall be accessible only to the Advisory Committee and pertinent Government authorities. They shall never be given, lent or sold to any third party.
- 10.9 All grievances must be presented in writing by the grieving party to the Advisory Committee within 30 days of the event that caused the grievance.
- 10.10 The use of alcohol or drugs on club property is strictly prohibited. No person shall be allowed on club property while under the influence of alcohol or drugs

BYLAW No. 11.0 INVENTORY

- 11.1 Each committee chair shall keep an inventory of Club equipment under his/her jurisdiction. This inventory is to be verified and updated each year and given to the House Committee Chair.
- 11.2 A copy of the master inventory shall be kept in the Club office.
- 11.3 If any Club property, equipment etc. needs to be removed from the Club premises, it must be signed out by a member, and checked in when returned. These records are to be maintained by the House Committee Chair and reviewed annually by the Advisory Committee.

BYLAW No. 12.0 FINANCES

- 12.1 Monies collected by various sections, committees, or events coordinators shall be turned over to the Treasurer as soon as possible. i.e. at regular Advisory Committee or General Meetings, or by special arrangement with the Treasurer. The Treasurer will then deposit these funds to the Club account within one week if at all possible. Club funds shall not be held at private residences any longer than is absolutely necessary.
- 12.2 Each committee chair, events coordinator etc. shall keep records of all monies collected, on file on the Club premises.
- 12.3 Persons remitting funds to the treasurer shall use the approved money handling form or a detailed equivalent to facilitate accurate entries in the general account ledger.
- 12.4 The Advisory Committee may approve routine expenditures for materials for resale such as, but not limited to: targets, Club Crests, membership cards, beverages, foods etc.
- 12.5 The Advisory Committee may approve expenditures of not more than \$5,000.00 without ratification at a General Meeting.
- 12.6 Committee Chairs may purchase supplies and incidentals for their area of responsibility

to a maximum of \$500.00 per year without seeking Advisory Committee approval.
Receipts for such expenditures are to be submitted to the Treasurer for reimbursement.

BYLAW No. 13.0 ELECTIONS

- 13.1 Each year at the Annual General Meeting, an election shall be held for the members of the Board of Directors and the President, the Secretary, the Vice-President and the Treasurer.
- 13.2 The term of office will be for 2 years with the President, Secretary, Director 1 and Director 2 being elected one year and the Vice President, Treasurer, Director 3 and Director 4 being elected the following year.
- 13.3 The Advisory Committee shall recommend a nominating committee to be responsible for conducting the election of the Board for the following year.
- 13.4 Any member in good standing wishing to run for office can present their name to the Nominating Committee.
- 13.5 This committee shall arrange for the production of ballots, appoint scrutinizers, and generally supervise the conduct of the election.
- 13.6 The names of candidates who have agreed to stand for election shall be posted in the club house and on the club website.
- 13.7 The election shall be by secret ballot decided by a majority of votes cast by eligible members at the meeting.
- 13.8 Eligible voting members who are unable to attend the Annual General Meeting for legitimate reasons may vote by proxy under the following condition. A valid club proxy form must be submitted at the Annual General Meeting by an eligible voting member. Each member may submit only one proxy.
- 13.9 Voting will take place in the sequence of President, Secretary, Director 1 Director 2 or Vice President, Treasurer, Director 3, Director 4
- 13.10 At the completion of voting, the Chair of the Nominating committee shall ensure the destruction of the ballots.

BYLAW No. 14.0 RANGE RULES

- 14.1 Rules for the operation of the Club ranges shall be determine by the Advisory Committee.

BYLAW No. 15.0 RANGE OFFICERS

- 15.1 Members in good standing who are 18 years of age or older and have a firearm license, wishing to obtain RO status for the 50 yd and/or 100/150 yd ranges must complete the Club Safety Orientation Course.
- 15.2 This course is to be given by the Lower Range Chairman or designate.

- 15.3 An RO card is given on completion of the course and this card must be visible while carrying out the duties of a Range Officer.
- 15.4 ROs will be responsible for maintaining safe range practices and accurate range records. Specific duties shall be determine by the Advisory Committee.
- 15.5 A list of designated Range Officers with contact numbers, for the Shotgun and Indoor Range, shall be posted in the Club House and on the website.
- 15.6 The duties of the Range Officers may be modified at the discretion of the Advisory Committee and do not require membership approval.