

## **CONSTITUTION**

1. The name of the society is Port Coquitlam and District Hunting and Fishing Club. The objects of the society are :
  - a. To actively promote sensible wildlife management, to foster appreciation of the natural resources and to work to obtain a healthy environment for all living creatures.
  - b. To maintain the interest and cooperation of all club members in the changing habitat requirements of wildlife, to help with the education and training of all future sportsmen and to help enforce all laws pertaining to good wildlife management.
  - c. To provide a clubhouse, lands, and equipment for the use of the society and its members.
  - d. To promote the responsible use of firearms.
  - e. To provide safe venues for all target shooting activities.
  - f. In the event of dissolution of this society, any assets remaining after payment of all debts and obligations shall be distributed to a Canadian Wildlife Conservation and / or Propagation organization. This provision with reference to dissolution is unalterable.

## **BY LAWS**

1. Any person of the age of eighteen (18) years or over, of good character, in accord with the principles and objects of the club, may become a member upon paying the annual dues.
2. Any person under the age of eighteen (18) years, of good character, with consent of a parent or guardian, may become a JUNIOR member upon paying the annual dues.
3. Junior members shall have voice, but shall not be entitled to vote at any special, general or Annual General Meeting or election of officers.
4. A family membership includes a married or common law couple and all of their dependant children under the age of eighteen (18) years. Individual cards shall be issued to each.
5. Any person the age of sixty- five (65) years or over, of good character, may become a Senior member upon paying the annual dues.
6. This society may, by an 80% majority vote of all members of the Board of Directors and the Board of Trustees combined, appoint Life Members for outstanding services rendered to the club. Such Life Members to have full rights and privileges accorded regular members for the balance of their natural lives

without payments of annual dues.

7. This society may by a majority vote of the Board of Directors or general membership at any regular, special or Annual General Meeting of either group, appoint Honorary Members for outstanding services rendered to the club or for other reasons, and such resolution define and fix their privileges. The term of such membership shall not exceed one year.
8. The Executive Committee of the club shall consist of the Board of Directors, the Board of Trustees, the immediate Past President and appointed Chairpersons of Standing Committees. All shall have voice and vote.
9. Suspension and forfeiture of membership, and prohibition of non-members.
  - a. The President or Executive Committee shall have the power to suspend the membership of any member for conduct that has endangered the welfare, interests, or character of the club.
  - b. A member that has been suspended may appear before the Executive and be permitted to present his or her defense.
  - c. After a member has appeared before the Executive Committee to present his or her defense, the Executive Committee may remove the suspension, extend the suspension for a period of time, or forfeit the individual's membership.
  - d. Members who have had their memberships forfeited or suspended may not enter the club's property, except for the purpose of appearing before the Executive. The member must have made prior arrangement with the Executive for this appearance.
  - e. The President or Executive Committee shall have the power to prohibit any non-member from entering or using the club's facilities, for conduct that has endangered the welfare, interests, or character of the club. These individuals may be granted permission to appear before the Executive and present their defense.
10. A member shall be deemed to be in good standing if that member:
  - a. is not in default of any payment due to the Club.
  - b. is not subject to any suspension by the Executive Committee.

### **DUES**

11. The membership year shall be from February 1<sup>st</sup> to January 31<sup>st</sup> following.
12. Annual dues can be set for the following year at any general or special meeting by a 60% majority vote of those members in good standing in attendance.

## ORGANIZATION

13. This Society shall elect twenty (20) directors but may elect up to twenty-six (26) directors to the Executive Committee, including President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Board of Trustees. The number of directors to be elected each year shall be based on the recommendation of the outgoing Executive Committee. Eight (8) members shall constitute a quorum at any meeting of the directors.
  - a. To be eligible for nomination for President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer a person must be a club member in good standing at the time of the election and must have valid membership in the club for two years immediately prior to any such election. Two members of the same family are not eligible as a table officer.
  - b. To be eligible for nomination for a director a person must be a club member in good standing at the time of the election and must have valid membership in the club for one year immediately prior to any such election.
14. Executive Committee Members missing meetings.
  - a. Any Executive Committee Member who has missed three (3) consecutive meetings of the Executive Committee will be suspended from the Executive Committee.
  - b. An Executive Committee Member who has been suspended from the Executive Committee will be given the opportunity to appear before the Executive Committee and if there are extenuating circumstances, the Executive Committee may grant them an exception.
15.
  - a. Any Table Officer (President, First Vice President, Second Vice President, Secretary, or Treasurer) whose office has been vacated by resignation, death or suspension, must be replaced until the next annual general meeting by appointment of a three-quarter (3/4) majority of the Executive Committee.
  - b. Any other member of the Executive Committee, except a Trustee, whose office has been vacated by resignation, death, or suspension, may be replaced until the next annual general meeting by appointment of a three-quarter (3/4) majority of the Executive Committee.

16. This society shall have a Board of Trustees consisting of six (6) members who shall be elected.
  - a. Elections for the Board of Trustees will be held at the Annual General Meeting of the society. At the Annual General Meetings two (2) members shall be elected each for a three (3) year term.
  - b. Vacancies occurring at any time during a Trustee's term of office shall be filled by due process of nomination and election at the first general meeting following such occurrence, such election for the unexpired term of the vacancy only.
  - c. The Board of Trustees shall elect a chairman annually from among its own members.
  - d. To be eligible for nomination to the Board of Trustees a member must:
    - i. be a Club member in good standing at the time of the election and must have held valid membership in the Club for at least FIVE (5) continuous years prior to any such election.
    - ii. have served on the Executive Committee for at least two (2) years in the previous five (5) years.
  - e. Being elected to the Board of Trustees shall not in any way prevent a member from accepting nomination or being elected to any other office of the club. The member shall give the Board of Trustees first priority.
  - f. The President of the club shall be an ex-officio member of the Board of Trustees.

### **DUTIES OF OFFICERS**

17. **PRESIDENT** – It shall be the duty of the President to preside at all meetings of the club. He shall make an annual report to the club. He shall officiate as one of the club's signing officers. He shall perform such other duties as his office requires.
18. **FIRST VICE- PRESIDENT** – Shall perform all the duties of the President in the case of his absence or disability.
19. **SECOND VICE-PRESIDENT** – Shall perform all the duties of the President in the case of the absence or disability of both President and First Vice-President. In the event of the absence or disability of the President and both Vice-Presidents the Executive Committee shall elect a chairman pro-tem.
20. **SECRETARY** – Shall keep a complete record of the proceedings of the club and the proceedings of the Executive Committee, issue all notices of meetings and conduct all correspondence and perform such duties as appertain to his office.

21. **TREASURER** – Shall receive all monies due the club and deposit them in a Canadian bank designated by the directors. He shall issue cheques, as authorized by the Directors, to pay accounts owed by the club. He shall present a written monthly report at each regular meeting and a written annual report, together with an audited financial statement to the societies Annual General Meeting. Club cheques shall be signed by the Treasurer or the Secretary and countersigned by the President or a Vice-President.
22. **BOARD OF TRUSTEES** – To counsel the club directorate and members in all matters pertaining to the welfare of the club and in particular those matters concerning club policy and the utilization of the club capital assets.
23. **POWERS OF THE BOARD OF TRUSTEES**
  - a. Any member of the Board of Trustees may require that any resolution proposed by either the Executive Committee, or the general membership, dealing with any change in club policy or disbursement of club assets in excess of one thousand dollars be tabled until the next meeting of that particular body.  
For the purposes of the Powers of the Board of Trustees:
    - i. An Annual General Meeting, a Special General Meeting, or a General Meeting will be considered the next meeting of the Membership's body.
    - ii. A regularly scheduled Executive Committee Meeting or a Special Executive Committee Meeting will be considered the next meeting of the Executive Committee's body.
  - b. If a resolution is tabled by a Trustee, the Board of Trustees will meet and prepare a written recommendation to be presented at the next meeting of the particular body at which the resolution was tabled. This meeting must occur within 6 months of the date that the resolution was tabled.
  - c. Upon delivery of the written recommendation of the Board of Trustees, the resolution shall be placed before the meeting to be debated and voted on.
  - d. Any motion to table by a member of the Board of Trustees shall be absolute and shall require neither seconder nor vote and shall not be debatable except in the case where a written report of the Board of Trustees is already available.
  - e. If a written report from the Board of Trustees is already available, any new motion to table by a Trustee will be as if made by any member of the organization and will be treated in the regular manner.

### **MEETINGS**

24. The Annual General Meeting of the club shall be held in January of each calendar year, at which meeting the Officers shall make their Annual Reports and the Officers for the ensuing year shall be elected.

25. At each Annual General Meeting Directors and Table Officers shall be elected to hold office for a two (2) year period. The President shall not serve more than two consecutive terms.
26. Special meetings may be held at the call of the President.
27. Notice of any Annual General Meeting or special meetings of the Club must be sent to all members in good standing at least fourteen (14) days prior to an Annual General Meeting and ten (10) days prior to a special meeting.
28. Regular meetings of the members or the Executive Committee shall be held at times as the members or Executive Committee shall determine by resolution.
29. The Board of Trustees shall meet at the call of the Chair, or by request of any two or more Trustees. A quorum for any meeting of the Board of Trustees shall consist of not less than four (4).
30. At any meeting of the membership, 31 members in good standing shall constitute a quorum.
31. Nominations for the Executive Committee shall be from the floor of the Annual General Meeting.
32. A written acceptance of nomination, signed by the nominee, must accompany any nomination of the person being nominated that is not present at the time and place of the election.
33. All elections shall be by secret ballot.
34. At least fourteen (14) days prior to the Annual General Meeting the Treasurer shall present the books of the society to the accounting firm for inspection and preparation of the year-end statement.
35. For the purpose of the year-end statement the books of the society shall close on December 31<sup>st</sup>.
36. The accounting firm appointed by the Executive Committee shall examine and finalize the club accounts and report thereon to the Executive Committee annually, or at such times as may be deemed necessary by the Executive Committee.

## CUSTODY AND USE OF SEAL AND RECORDS

- 37.
- a. The Secretary shall have custody and control of the seal of the Society and Society records.
  - b. The Seal of the Society shall be affixed to any document by the President, and any one of the Vice-Presidents, Secretary or Treasurer, or upon authority of the resolution of the Executive Committee by any two (2) members of the Executive Committee as may be designated by such resolution.
  - c. The books and records of the Society may be inspected by members at any reasonable time with the Secretary at the Society premises.

## **BORROWING POWERS**

38. The (Society), (Directors), (Officers) shall have the power to borrow or raise or secure the payment in such manner as the Society shall think fit and without limiting the foregoing, the Society may issue debentures or debenture stock, perpetual or otherwise charged upon all or any of the Society's present or future property and to purchase, redeem or pay off any such security; provided that debentures shall not be issued without the authority of any extraordinary resolution of the Society.

## **AMENDMENTS**

39. The Constitution or By-Laws of this Society may be amended at any meeting of the organization by an extraordinary resolution as defined by Section Two (2) of the Societies Act. Notice of proposed amendments must be given to the Secretary thirty (30) days before any such meeting is held or to be held, and the Secretary shall notify each member in good standing of the proposed amendments at least fifteen (15) days prior to the holding of said meeting.
40. In the event of a situation arising, which is not provided for in this Constitution and By-Laws, this Society shall be guided by BOURINOT'S RULES OF ORDER.

DATED at Port Coquitlam, in the Province of British Columbia

This \_\_\_\_\_ day of \_\_\_\_\_ 2010

With the added Amendments of April 24, 1984, and June 29<sup>th</sup>, 2010.