

# **CONSTITUTION**

  

## **CLUB DE TIR**

## **CHALEUR**

## **SHOOTING CLUB INC.**

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English version considered the original version

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# CONSTITUTION

English version considered the original version

## PART 1 – INFORMATION OF THE ORGANISATION

1.1 The name of the *not-for-profit* organization shall be known as the:

**CLUB DE TIR CHALEUR SHOOTING CLUB INC.**  
(hereafter, "Club")

*Incorporated December 11<sup>th</sup>, 2015*

*Corporate Registry NB # 686291*

1.2 The Purpose of the organization shall be:

- a. To provide a safe environment for recreational shooting of firearms.
- b. To encourage the safe storage/transportation/use and handling of firearms.
- c. To promote the sport to younger individuals in a safe and friendly environment.
- d. To educate and promote the sport to the general public.
- e. To provide when requested, exclusive access to a closed course on the shooting range for local police forces, armed guards and the New Brunswick Department of Justice and Public Safety for their firearms training & yearly qualifications.
- f. To be affiliated with other shooting clubs in the province and be a member in good standing with *The Royal New Brunswick Rifle Association*.

## PART 2 – MEMBERSHIP

2.1 The membership period is for 12 months period from December 1st to November 30th.

- a. Members must have a valid and legal firearms permit (PAL).
- b. Members must be 18 years of age or older and pre-approve for admission.
- c. Members must provide personal information of age, address, phone number, email address and have a federal firearms permit (PAL).
- d. All members must read and understand the club rules.

- e. All new members must take a 'green card' safety course with a Club RSO (Range Safety Officer) prior to being permitted access to the shooting range.
- f. Junior members aged 12 to 17 years of age may be able to use a firearm at the range if in direct supervision of a member parent or guardian.
  - 1. The club member responsible for the direct supervision of the junior member must be within arm's length of the firearms at all times.
  - 2. Once a junior member turns 18, they are no longer eligible for a junior membership. Instead, they must apply for a Possession and Acquisition License (PAL) and pay applicable fees to become club members.

### **PART 3 – ELECTED DIRECTORS**

#### **3.1 Directors General Qualifications**

- a. New Brunswick is an official bilingual province and members have the right to be served in a language of their choice.
- b. PRESIDENT must be able to speak and understand both official languages.
- c. TREASURER must be able to speak and understand both official languages.
- d. SECRETARY must be fully bilingual, speak, read, write & translate both official languages.
- e. Vice-presidents and committee chairpersons can be unilingual.
- f. President & Treasurer may be unilingual if no other qualified persons can be found for the positions.
- g. Club Directors must have been a club member for 2 years before applying.
- h. Club Directors cannot be related by blood or marriage to one another.
- i. Directors must be willing to invest the time and effort to move the club forward.
- j. Directors must be available for meetings during the shooting season from May to October:
  - 1. The minutes of these meetings must be sent by email to all members in good standing, so club members can monitor their performance and the club's future plans.

### 3.2 Elected Club Directors will consist of:

- a. President cannot also be the Secretary.
- b. 1<sup>ST</sup> Vice-President.
- c. 2<sup>ND</sup> Vice-President.
- d. Secretary cannot also be the President.
- e. Treasurer.

Directors have only 1 vote regardless of how many positions they hold.  
President only votes as a tie breaker.

### 3.3 Elections

- a. Elections are normally held every 2 years.
- b. Directors are elected for a 2 year term or until the election of successors by a majority of club members present at the annual or special members meeting.
- c. The Annual Meeting AGM or Special meeting time and place must be published two (2) weeks in advance and every effort must be made to alert the club membership. The annual AGM meeting and elections will normally take place before December 11<sup>th</sup>, which is the club's incorporation anniversary date.

## **PART 4 – DUTIES OF CLUB DIRECTORS**

### 4.1 President

- a. Does not vote on board decisions except as a tie breaker.
- b. Oversee the direction and well-being of the club.
- c. Must be the main spokesperson to the public for the club.
- d. Must schedule, oversee and preside/chair all meetings.
- e. Must ensure all rules and constitution are followed and upheld.
- f. Must ensure operations and finances are disclosed to club membership.
- g. Will appoint committee chairpersons as required and oversee that all committees function properly and adhere to their responsibilities.
- h. May call club membership to special meetings as deemed necessary.
- i. President may replace any chairperson if not performing their duties.
- j. President will appoint a member in good standing to fill any vacant position until the next AGM for election.

#### 4.2 Vice-Presidents

- a. Report Directly to the President.
- b. With direction of the president, vice-presidents oversee the function of the club.
- c. They will assume the presidents' duties in rotation, if president is unavailable.

#### 4.3 Secretary

- a. Keep full, accurate and impartial account of the proceedings of all regular or special membership and Board meetings.
- b. Record all alterations in the constitution.
- c. Answer correspondence and fulfil other secretarial duties as directed by the Directors.
- d. File a copy of all letters sent out and keep on file all communications.
- e. Prepare and distribute all circulars and notices to members.
- f. Have all records ready on reasonable notice for authorities.
- g. Preside over membership and Director's meetings in the absence of both the President and Vice-Presidents.
- h. On termination of office, surrender all books and properties of the Club to his successor.

#### 4.4 Treasurer

- a. Receive all monies due to the club.
- b. Keep track of range use rentals by clients and invoice clients.
- c. Pay all fully documented club expenses by bank check in a timely manner as authorized by the president.
- d. All bank checks, vouchers and legal documents must be fully documented and signed by 2 signing directors of the club.
- e. Must prepare financial projections required for the club to function the next year.
- f. Must keep detailed monthly records of club receipts & disbursement.
- g. Must prepare and submit detailed annual financial report to membership.
- h. Must prepare & file corporate documents and annual fees for Corporation.
- i. Keep record that board directors, committee chairpersons and maintenance volunteers get courtesy membership for each year served.
- j. No club members can be paid for work done for or on behalf of the club in respect of *the Companies Act*.

#### 4.5 Committee Chairpersons

- a. If required, the club president at any time may appoint individual club members to help out and chair specialized committees as needed. Chairpersons report directly to the president for guidance and direction. The president can remove any chairperson for non-performance or failing to follow the president's directions.

## PART 5 – AGM, SPECIAL OR EMERGENCY MEMBERSHIP MEETING

### 5.1 General Rules

- a. Only current fiscal year paid up members may attend.
- b. The membership meeting time and place must be published two (2) weeks in advance and every effort must be made to alert the club membership.
- c. If required by the board of directors, emergency or special club meetings can be held allowing for two (2) weeks prior written notice to the membership.
- d. Quorum for Board of Directors is 50% (percentage of elected board required).
- e. Quorum membership meetings is 10% of active club members.
- f. A ratio of 2/3 of the quorum membership attending the meeting is required for Constitution changes.

Note: Quorum is the *percentage of membership required to vote on motions, resolutions or business. Federal guidelines for a not-profit-sports group are 10% refer N-F-P Corp Act S.C. 2009,c23.*

### 5.2 Membership Meetings - Guidelines Only (Optional)

- a. Meeting called to order by the president, introduce Board of Directors.
- b. Check attending membership have signed roll call sheet, establish quorum Y/N.
- c. Establish language of meeting.
- d. Meeting rules set by president who will be the Moderator, the secretary will present the minutes and correspondence, the treasurer will present the finances. One person speaks at a time, wait your turn, state your name and membership number. Keep your questions brief and to the point, no personal attacks. Any other member interrupting the person speaking will be given a warning and should the same member interrupt the speaker a second time, it will be considered a repeated infraction and the member will be asked to leave the meeting.
- e. Approval of minutes and unfinished business of last meeting.
- f. President's report of the past season, what was accomplished by the board.
- g. Report of club treasurer (membership, finances, monies collected, total spent by club).
- h. Report from club secretary (communications, legal, safety, committees, unfinished business).
- i. Vote on special resolutions requiring approval by membership vote and/or motions to modify the constitution.
- j. New business / proposed new club projects (possibilities).
- k. Election of new officers, if required, Vote in order, President, VP's, Sec., Treasurer,

### 5.3 Steps for an election

1. Open floor for nomination & seconded mandatory.
2. Repeat open floor for nomination twice.
3. Close floor for nomination.