

# ALBERTA PROVINCIAL RIFLE ASSOCIATION

Founded 1902

Registered under The Societies Act of the Province of Alberta March 1, 1978

## BY-LAWS

Adopted February 16, 1993

Revised: February 12, 1994

Revised: October, 2000

### SECTION 1 - MEMBERSHIP

1. a) All persons upon payment of the annual membership fee shall become members of the Association. Membership shall run from the date of payment until December 31st of that year.

b) Any member wishing to withdraw from membership in the Association may do so by giving written notice to the Executive through its Secretary.

2. a) Life Members shall be elected by the Association at the Annual General Meeting; outstanding service to the Association will qualify an individual for nomination.

b) The outgoing Executive only shall have the authority to recommend to the Annual General Meeting, for its consideration, those individuals deemed worthy of Life Membership.

c) Nomination for Life Membership, signed by at least three members of the Association, must be submitted in writing to the Executive for consideration not less than thirty days prior to the date set for the Annual General Meeting.

d) Life Members shall be presented with a Life Membership Pin. (The Secretary shall maintain a register of all Life Members who have received the pin and only one shall be presented to each Life Member).

3. Membership in the Association shall include non-voting Associate Members, whose annual membership dues shall be fixed by the Executive of the Association.

### SECTION 2 - PRIVILEGES OF MEMBERS

Members are eligible:

1. To compete in any competition sponsored by the A.P.R.A.

2. To shoot as a team member in any league sponsored by the A.P.R.A.

3. To vote at the Annual General and Special Meetings of the Association.

4. To receive the support of the Association in all matters connected with shooting.

5. To have access to all the Association owned, leased or operated facilities upon fulfilling the requirements of those facilities.

### SECTION 3 - PATRONS

There may be a Patron and Vice-Patrons. The Lieutenant-Governor of the province for the time being shall be respectfully requested to become Patron.

### SECTION 4 - EXECUTIVE

1. The Executive shall consist of a President, two Vice-Presidents, two Range Coordinators and two (2) members of each discipline who shall be elected at the Annual General Meeting and shall hold Office until their Successors are elected.

2. Seven (7) shall constitute a quorum.

3. All members of the Executive shall be members of the Association in good standing.

4. Executive Members as such shall not receive any stated remuneration for their services but, by resolution of the Executive, may be reimbursed for expenses incurred as a result of carrying out their duties as such.

5. Any Officer or Member of the Executive, upon a two-thirds (2/3) vote of those in attendance at a regularly constituted meeting of the Executive may be removed from office for any cause which the Executive may deem detrimental to the well being of the Association provided that notice, outlining the circumstances of such cause shall have been given in writing to all Executive members at least fifteen (15) days prior to such meeting.

### SECTION 5 - POWERS OF THE EXECUTIVE

1. The Executive shall have the management of the income and the funds of the Association, rendering an account at the Annual General Meeting, such an account having been previously audited by a person not a member of the Executive. The Executive shall have the entire management and superintendence of all affairs of the Association, and shall or may do all such acts and/or deeds as shall appear necessary or essential for the purpose of carrying into effect the objects of the Association.

2. The Executive shall be empowered to borrow or raise or secure monies in such manner as it thinks fit.

3. The Executive may from time to time make such rules and regulations for its own conduct as may be deemed necessary.

4. The Executive shall have power to fill any vacancy occasioned by death or resignation of their number from among the members of the Association.

5. The Executive shall be empowered to combine the offices of the Secretary and Treasurer when the Executive deem such an amalgamation would best serve the interests of the Association.

### SECTION 6 - DUTIES OF OFFICERS

1. President -

The President shall preside at all meetings of the Association. He/She shall be a member, ex-officio, of regular and special committees and shall perform all such duties as usually pertain to the office.

2. Vice-Presidents -

a) There shall be two Vice-Presidents.

b) One Vice-President shall be a member of the fullbore target rifle discipline and shall be responsible for the operation of target rifle shooting in the Association.

c) The other Vice-President shall be from the discipline with the largest paid-up membership as at December 31st in the previous year.

d) A Vice-President named by the President shall perform the duties of the President in his/her absence or at his/her request.

3. Range Coordinators -

There shall be a coordinator for each of the Association owned ranges (Steve Johnson Range, Calgary, and Homestead Shooting Centre, Kananaskis) who shall be responsible to the Executive for the efficient operation and maintenance of these ranges.

4. Secretary -

a) The Secretary shall be appointed annually by the Executive. He/she shall receive such honorarium for his/her services as the Executive may approve.

b) The Secretary shall conduct all official correspondence, attest documents, and perform such duties as usually pertain to his/her office. The Secretary shall keep minutes of all meetings of the Association in a book set apart for that purpose. The Secretary shall also keep minutes of all meetings of the Executive in a book set apart for that purpose.

c) The Secretary shall be in attendance at the Annual General Meeting.

d) The Secretary shall be responsible for notices of Executive Meetings to ordinary and ex-officio members of the Executive.

e) The Secretary shall be responsible for notifying all members of Annual General Meetings or Special General Meetings.

f) All applications for membership shall be made to the Secretary. He/she shall be responsible for the collection of all dues and accounts and for remitting same to the Treasurer.

g) The Secretary shall have charge of the Seal of the Association. The seal, whenever used, shall be authenticated by the signatures of the President and the Secretary or the President and a Vice-President.

5. Treasurer -

a) The Treasurer shall be appointed annually by the Executive. He/she shall receive such honorarium for his/her services as the Executive may approve.

b) The Treasurer shall, subject to the instructions of the executive, have charge of the funds of the Association.

The funds shall be placed in the name of the Association in a recognized financial institution named by the Executive. The Treasurer shall keep an accurate account in the Association books kept for that purpose of all monies received and disbursed, which shall be open for inspection by any member of the Executive.

c) All payments in excess of twenty-five (\$25.00) Dollars shall be paid by cheque, and all cheques shall be signed by two of the signing officers as appointed at the first Executive meeting following the Annual General Meeting.

d) A detailed statement of all receipts and expenditures made up to and closed on the 30th day of September of each year shall be rendered by the Treasurer at the Annual General Meeting to which shall be attached the auditor's certificate.

## **SECTION 7 - SPECIAL COMMITTEES**

The Executive shall form committees as required for any specific duty or task.

## **SECTION 8 - DISCIPLINES AND THEIR DUTIES**

1. The Executive of the Association shall include two members from each of the following disciplines:

- a. Full Bore Target Rifle
- b. Small Bore Target Rifle
- c. Swiss Service Rifle
- d. Crossbow
- e. Biathlon
- f. Silhouette/Benchrest
- g. Handgun
- h. Military

2. Disciplines may only be added at the Annual General Meeting or a Special General Meeting at the recommendation of the Executive.

3. Duties:

a) To promote, plan, organize and generally supervise and give service to their own particular branch of shooting; and to make recommendations to the Executive for the furthering of interest in that type of shooting in the Province of Alberta.

b) Upon request from the nominating committee each discipline shall put forward two (2) names to serve on the Executive of the Association.

## **SECTION 9 - NOMINATING COMMITTEE**

a) The retiring Executive shall appoint from its members a Nominating Committee of not less than three nor more than five, to

bring forward to the Annual General Meeting a proposed slate of officers.

b) The nominating committee shall solicit two (2) names from each discipline.

c) This slate of nominees shall be published and distributed with the notice for the Annual General Meeting.

d) Additional nominations may be submitted in writing to the nominating Committee no later than ten (10) days prior to the Annual General Meeting. Written nominations shall be signed by the Mover and Second.

e) Nominees for the two representatives from a discipline must come from within this discipline.

### **SECTION 10 - ADVISORY COUNCIL**

1. The Advisory Council shall consist of all life members of the Association.

2. Members of the Advisory Council shall be ex-officio members of the Executive and shall not have the power to vote.

3. It shall be the duty of the Advisory Council to give their assistance and advice at all times to the Executive.

### **SECTION 11 - AUDITORS**

a) There shall be an auditor appointed by the Executive.

b) The books and records of the Association may be inspected by any member at the Annual General Meeting or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive shall at all times have access to such books and records.

### **SECTION 12 - ANNUAL GENERAL MEETING**

1. The Association shall hold its regular Annual General Meeting in the second full week of January of each year, for the election of officers and for the purpose of adopting reports and for the transaction of such other business as may be properly brought before it.

2. All members shall receive a notice in writing from the Secretary stating the time, place and date of the Annual General Meeting at least thirty days in advance. The Notice shall include a list of the nominees for the Executive.

3. A Special General Meeting may be called at the discretion of the President or shall be called by the Secretary upon receipt by him/her of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, mailed at least ten days prior to date of the meeting.

4. At any Annual or Special General Meeting, 20 members entitled to vote shall constitute a quorum.

5. Order of business:

a) Reading of Minutes.

b) President's Report.

c) Treasurer's Report.

d) Disciplines' Reports.

e) Inquires.

f) New Business.

k) Election of Executive

6. By resolutions passed by a majority vote, recommendations may be made for action by the Executive if it so approves.

7. The Association fiscal year shall terminate on the 30th day of September of each year.

8. Only members in attendance who have paid their membership fee for the previous year prior to the date of the Annual General Meeting and life members shall be entitled to vote at the Annual General Meeting or Special General Meeting.

9. The Executive shall be elected only from the list submitted by the nominating committee and written nominations duly received.

### **SECTION 13 - AMENDMENT OF BY-LAWS**

No alteration, amendment or addition to the By-Laws shall be made except by an "Special Resolution" passed by a majority of not less than three-fourths of such members entitled to vote as are present in person, at an Annual General Meeting, some adjournment thereof, or Special General Meeting and no Special Resolution shall be proposed unless a notice in writing giving the terms of the resolution, signed by two members as Mover and Second, shall have been given to the Secretary or the President one month prior to the Annual General or Special General Meeting at which same is to be proposed. The Secretary shall notify all members of the proposed alteration or amendment by mail at least ten days in advance of the Meeting.

## **THE OBJECT OF THE A.P.R.A. IS:**

1. To promote in every lawful way the interests of small arms marksmanship in the Province of Alberta.

2. Without Restricting the generality of the foregoing:

a) To promote annual prize meetings for individuals and teams and to offer prizes for skill in shooting.

b) To encourage the establishment and maintenance of suitable ranges through legislation and private means.

c) To assist in the formation of shooting clubs.

d) To create public interest for the encouragement of small arms shooting both as a sport and as a necessary means of national defense.