

BY-LAWS

Revised January 2021

**THE ROYAL NEW BRUNSWICK
RIFLE ASSOCIATION INC.**

**L'ASSOCIATION ROYALE DE TIRE À LA
CARABINE DU NOUVEAU-BRUNSWICK INC.**



Article 0 – Revisions

Date	Item	Revision Type
Oct. 29, 2017	9.1.3 b)	Revised as per AGM meeting minutes Item 5.1
Dec. 12, 2018	Various	Minor typos and formatting corrections
Jan. 17, 2021	9.02.4 d)	Revised as per AGM November 1 2020

The Constitution and By-Laws was completely revised in 2011 following several years of review with recommendations submitted by a committee composed of the current and several past RNBRA Presidents including:

President and Committee Chair, Bob Kierstead

Immediate Past President, Steven Stewart

Past President, Conrad Leroux

Past President, Wayde Clifford

Past President Posthumously, Dr. Ellen MacGillivray

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Article 1 – Introduction

- 1.1 These By-Laws shall be called the By-Laws of the Royal New Brunswick Rifle Association, Inc. (RNBRA) and may be cited as the Association By-Laws. Their purposes are to assist the Association to meet its objectives by guiding its administration.

Article 2 – Definitions and Abbreviations

2.1 General Definitions

- 2.1.1 **Affiliated Clubs:** means a civilian, military or cadet group of ten or more members in good standing that have organized themselves under New Brunswick law/regulations and/or DND regulations, to enable them to enjoy and promote one or several shooting sports. The club shall pay a prescribed affiliation fee and have a Constitution/By-Laws and be financially sound. The individual member of an affiliated club, may be, but is not required to be, an individual member of the Royal New Brunswick Rifle Association.
- 2.1.2 **AGM:** means the Annual General Meeting of the Association or of its Sections if as specified.
- 2.1.3 **Association:** means the Royal New Brunswick Rifle Association Inc.
- 2.1.4 **Committee:** a body of people of the Association appointed or elected for some special purpose or function.
- a) **Special Committee:** a group of generally 3 to 5 including the Committee Chairperson appointed or elected to perform a special task.
- b) **Standing Committee:** a permanent committee of the Association to deal with all matters within a particular sphere, during the existence of the body appointing them, or during a designated period of time.
- 2.1.5 **Competitor:** means an RNBRA member in good standing and members of affiliated clubs for whom the appropriate entry fee has been paid for a competition and who has completed the prescribed entry form. It also includes members in good standing from other organizations who are allowed to enter the Association's Events without paying Association dues. It also includes other persons who are guests in accordance with the current policy on guests.
- 2.1.6 **DCRA:** The Dominion of Canada Rifle Association.
- 2.1.7 **Discipline:** means a shooting sport or sports governed by acknowledged and/or published rules. Disciplines may include, but are not limited to, Fullbore Rifle, Small Bore Rifle, Pistol, Black Powder, Shot Gun, Air Gun, Cowboy Action, Hunting, IPSC etc.

- 2.1.8 *DND*: means Department of National Defense.
- 2.1.9 *Event*: means a series of matches generally run by the Association, section or group of sections over a continuous period of time; for example, the “New Brunswick Championships Pistol Match”, and may include several matches using different calibers and run according to different rules. These matches would be considered an “Event”.
- a) *Championship Event*: means the most important match or series of matches {competition(s)} during the Association’s fiscal year for a particular shooting discipline, including those at which team(s) and/or individuals are selected to represent New Brunswick at national, or regional events.
- 2.1.10 *Financial Assets*: means money, currency, bank account funds, securities and other similar assets.
- 2.1.11 *Majority*: over 50% of those entitled to vote.
- 2.1.12 *Material*: means all movable assets, other than money or securities, belonging to the Association and includes any trophy, arms, ammunition, clothing, stores, provisions or equipment.
- 2.1.13 *Member*: means a member in good standing in the Association.
- a) *Honorary Life Member*: means a person who has been so selected by the membership (see Constitution Article 3.3b). Life Members have all privileges and responsibilities of a Regular Member.
- 2.1.14 *PRA*: means a Provincial Rifle Association of Canada as defined in the DCRA Constitution.
- 2.1.15 *Real Property*: means real estate, lands, and buildings not generally considered to be movable belonging to the Association.
- 2.1.16 *Resident of New Brunswick*: means a person whose main residence is in the Province of New Brunswick, Canada, and who resides in New Brunswick.
- 2.1.17 *RNBRA Official News Bulletin*: means the Official News Bulletin of the Association and may be cited as the RNBRA Bulletin, which may be in electronic form. It will carry news of Association upcoming events and results of past events, elections, etc.
- 2.1.18 *Secretary*: means the Recording Secretary of the Association.
- 2.1.19 *Section*: means a group of Association members organized to govern one or more compatible shooting disciplines for the Association.

- 2.1.20 *SFC*: means the Shooting Federation of Canada.
- 2.2 May and Shall: In Association By-Laws, “may” will be construed as being permissive and “shall” as being imperative.
- 2.3 Singular and Plural Words: In Association By-Laws, unless the contrary intention appears, words used in the singular shall include the plural, and words in the plural shall include the singular.
- 2.4 Table of Contents, Appendices, and References: The table of contents, the index, the index numbers, the page numbers, and all references within parentheses to appendices, to statutes, or to other articles of the Association By-Laws, shall not form part of these By-Laws and may be altered on the authority of the President of the Association.

Article 3 – Membership

- 3.1 Regular Member: See Constitution Article 3.3.
- 3.1.1 Affiliated Club Member: An Affiliated Club Member is a member of an Affiliated Club which has paid the prescribed RNBRA affiliated club fee.
- 3.1.2 Members of the Association shall be classified as Junior or Senior members.
- a) Junior Members who have not reached their 19th birthday shall be considered Junior Members.
- b) Senior: a member who is nineteen years or over.
- 3.2 Honorary Life Members: the number of Honorary Life Members shall not exceed 5 or 5% of the membership, whichever is the greater on the date of proposed increase. Any five (5) members (in good standing) may submit to the Secretary the name(s) of a person(s) to be considered by the Membership Committee for Honorary Life Membership. Each submission shall be accompanied by reasons, in writing, as to why this person should be so honored. Election to Honorary Life Member shall be by ballot at the AGM.
- 3.3 Applications for individual membership, new or renewal, shall specify whether the individual is a member of an affiliated club. The application shall be accompanied by the prescribed dues and shall be made on prescribed forms showing full name, complete address with postal code, date of birth, telephone number and e-mail address. An annual membership card shall be issued to all persons accepted into individual membership, new or renewal on payment of the prescribed fees.

- 3.4 An annual affiliation certificate shall be issued to all affiliated clubs accepted into membership, new or renewal on payment of the prescribed fees. These certificates shall bear the imprint of the seal of the Association, the date of expiry, the name of the affiliated club and the signature of the authorized issuing officer.

Suspension or Expulsion of Members:

- 3.4.1 Regular members of the Association shall faithfully observe and conform to the By-Laws and Rules and Regulations of the Association on penalty of being suspended from its privileges or having their names erased from the list of members and/or refusal of renewal application.
- 3.4.2 Members may be suspended or expelled by the Governing Board for gross infraction of safety regulations, for defiance of Range authority, for undignified behavior and for non-payment of dues.
- 3.4.3 The Governing Board may conduct a hearing at the request of the suspended member. Re-instatement shall be at the discretion of the Governing Board.
- 3.4.4 Members suspended because of dues in arrears may at any time become reinstated by paying the amount of the current year's dues at the time of suspension.
- 3.4.5 Expelled or suspended members may not attend any meeting of the Association unless membership is reinstated.
- 3.4.6 Upon the suspension or expulsion of any member, the Secretary shall notify the member by mail of the suspension at the address last known to the Secretary.

3.5 Privileges of Members:

- 3.5.1 Members in good standing of the Association may attend the AGM or special meetings, request meetings with the Board and participate in all events sponsored by the Association. Regular and Honorary Life Members, have the right to vote and hold office. (See Article 3.3 Constitution)
- 3.5.2 Members of the Association have the right to appeal decisions of officers, executive council or governing board at an AGM or special meeting of the Association.

3.6 Responsibilities of Members:

- 3.6.1 Members shall be responsible for promoting the purposes of the Association by encouraging unity and cooperation within the shooting disciplines; by assisting in the organization of new clubs and in the instruction of shooters; by assuring that safe arms handling is always practiced; by following prescribed range procedures and by attending meetings.

- 3.6.2 Members will be expected to accept the responsibility of serving as officers of the Association and on its Committees.
- 3.6.3 It is a member's responsibility to inform the Secretary of changes of addresses.

Article 4 – Dues and Fees

- 4.1 Membership dues for the entire fiscal year of the Association are charged regardless of when membership is received.
 - 4.02.1 Dues or fees for individual membership in the RNBRA shall be paid directly to the Association Secretary or designate.
 - 4.02.2 Affiliation club fees shall be paid by the club's designated officer to the RNBRA membership secretary.
 - 4.02.3 A recognized DND Cadet Unit and Military Unit including Bases and Formations may have special membership fee privileges.
- 4.2 No refund of dues or fees shall be made to members who terminate membership.
- 4.3 Fees shall be returned to applicants who are not accepted into membership.

Article 5 – Governing Board

- 5.1 The Governing Board of the Association shall consist of its officers and up to one Director from each established Section and three Directors at large. (Constitution Article 8)
- 5.2 The duties of the Board shall be to provide support and guidance to the Executive Council in the conduct, promotion and transaction of the business of the Association subject to the instructions and approval of the AGM and approval as expressed in a special meeting.
- 5.3 The Board shall meet at least annually (this meeting may be conducted via electronic means) and at such other time when called together by the President, by the Executive Council or by at least one half of the Board.
- 5.4 The President of the Association shall be Chairperson of the Board and the Recording Secretary of the Association shall be the Secretary of the Board.
- 5.5 The Executive Council shall transact all Association business which arises between meetings of the Association. All transactions conducted by the Executive Council will be reported to the Governing Board at the earliest available Board meeting.
- 5.6 The Board shall record the minutes of its meetings which shall be recorded in the proceedings of the Association.

- 5.7 At meetings of the Board each officer and director shall have a vote with the exception of the President who votes only in the event of a tie.
- 5.8 At its first meeting following the AGM, the Board shall verify that all required Committee appointments have been made.
- 5.9 The Board shall fill vacancies on committees that are not provided for in the By-Laws and other duties that are not defined in the By-Laws.
- 5.10 The Board may appoint a committee member replacement, until an election can be held, to fill any committee office should the officer resign, or if the office becomes vacant for any other reason.

Article 6 – Officers

6.1 President

- 6.1.1 The President shall preside at all meetings of the Association, the Executive Council and the Board. If the President is not present, duties are delegated to the 1st Vice President. If the 1st Vice President is not present, duties are delegated to the 2nd Vice President.
 - 6.1.2 The President may attend all Section meetings, Section Executive Committee meetings and meetings of all committees of the Association and may participate in the proceedings of any of these meetings as an ex-officio member.
 - 6.1.3 The President shall ensure that all continuing and special committees required by the Constitution and By-Laws are formed.
 - 6.1.4 The President shall present an activity report in writing to the AGM.
 - 6.1.5 The President or the President’s designate shall be the official spokesperson of the Association.
- 6.2 1st Vice President: The 1st Vice President shall assist the President, shall undertake special assignments designated by the President or the Board and shall be prepared to assume, in the absence or illness of the President, the responsibilities of the Office of the President, if so designated by the President or Executive.
- 6.3 2nd Vice President: The 2nd Vice-President shall be prepared to assume the responsibilities of the 1st Vice President in the absence of the 1st Vice President, if designated by the President or Executive and shall undertake special assignments when requested to do so by the President or Board.
- 6.4 Past President: The Past President shall assume the responsibilities of the President in the absence of the President and the 1st Vice President and shall act as a voting advisor to the Board.

6.5 Secretary

- 6.5.1 The Recording Secretary shall record and maintain a file of the minutes of the regular and special meetings of the Association, the minutes of the Executive Council and the Board meetings and the attendance at all regular and special meetings of the Association and Board.
- 6.5.2 The Recording Secretary shall have a copy of the Constitution, the By-Laws and Standing Rules of the Association and a copy of Bourinot's Rules of Order at each Association, Board and Council meeting.
- 6.5.3 The Recording Secretary shall notify the member of clubs of the AGM or of Regular and Special meetings.
- 6.5.4 The Recording Secretary shall prepare an agenda for each Association meeting from past minutes and from communications, especially those of Board Members.
- 6.5.5 The Recording Secretary shall conduct the correspondence and act on behalf of the Association as directed by the President or Executive. Officers and committee chairpersons are expected to conduct whatever correspondence may be required in performing their duties.
- 6.5.6 The Recording Secretary shall maintain a file of correspondence and shall transfer that at convenient intervals to the historian for the preservation of documents of archival value.
- 6.5.7 The Recording Secretary shall be the custodian of the current records of the Association minutes, records of attendance and shall transfer these to the Provincial Archives collection of the Association when the minute book is full.
- 6.5.8 The Membership Secretary shall keep an up-to-date file of the names, addresses and telephone number of all affiliated clubs.
- 6.5.9 The Recording Secretary shall direct all correspondence concerning dues and fees to the Membership Chairperson.
- 6.5.10 The Recording Secretary shall notify the Chairperson and members of each committee of their appointments and their duties.
- 6.5.11 The Executive shall designate the Official Liaison between the Association and DND, NB Sport Branch, DCRA, SFC, Sport New Brunswick and similar agencies.
- 6.5.12 The Secretary shall present a report in writing to the AGM of the activities of the office for the year.

6.6 Treasurer

- 6.6.1 The Treasurer shall have custody of the funds of the Association, shall report on the finances of the Association at meetings of the Board and at other times when requested.
- 6.6.2 The Treasurer shall submit a reviewed annual financial statement to the AGM, including the financial statements of the Sections.
- 6.6.3 The Treasurer shall keep regular accounts of receipts and expenditures in suitable books provided for that purpose; shall receive all dues from the Secretary or designate, subscriptions and monies accruing to the Association; shall deposit all monies in a chartered bank or trust company approved by the Board; and shall be responsible for the disbursement of all monies belonging to the Association, not including the Section monies.
- 6.6.4 The Treasurer may, with the approval of the President, make payment for the purchase of goods and services required for the conduct of the Association's business, to any supplier or person. Payments in amounts higher than \$300.00 require approval of the Executive Council.
- 6.6.5 At the end of the Treasurer's term of office, or if the Treasurer vacates the office in mid-term, the Treasurer shall hand over to the new Treasurer the cash balance, and all other properties belonging to the Association in the Treasurer's keeping. A review of the financial records shall be completed prior to the new Treasurer assuming the office.

Article 7 – Executive Council

- 7.1 Meetings: see Constitution Article 11.3.
- 7.2 Duties of the Executive Council are to conduct, promote and transact the ongoing daily business of the Association. The Executive Council has the sole authority to approve payments to any single supplier, person or project if the amount of such payment exceeds \$300.00 but does not exceed \$1,000. Amounts in excess of \$1,000 are approved by the Governing Board prior to the commencement of the transaction.

Article 8 – Trustees

- 8.1 Trustees: Trustees for the Association shall be appointed by the President with the approval of the Board. The trustees shall be the Website Manager, the Historian, the Trophy Trustee, the Equipment Trustee and up to two general trustees.

- 8.2 Website Manager: Under the direction of the President, the website manager will develop and maintain the Association's official website. The website will include, but not be limited to the following: pertinent information to inform the general public about the Association, its goal, its programs, activities, sections and section activities, officers, competition schedules, affiliated clubs and affiliated club activities, photograph gallery and honor roll. The website will communicate to the general public, and members, the purpose, history and current activity of the Association as the sport governing body representing the target shooting sports in New Brunswick.
- 8.3 Historian: The Historian for the Association will assemble in an orderly manner all Bulletins and Programs and at least every 5 years submit these to the Secretary for deposit in the New Brunswick Archives along with any additional annual volumes of the History of the Association. The Historian will examine the content of each minute book before it is deposited in the New Brunswick Archives.
- 8.4 Trophy Trustee: The Trophy Trustee shall have custody of all trophies belonging to the Association and will be responsible for their safe storage, repair and annual engraving.
- 8.5 General Trustees:
- 8.5.1 The general trustee(s) shall have custody of the equipment, materials, and properties of the Association for which custody is not otherwise provided.
- 8.5.2 The Trustees shall prepare inventories of materials and have the items available when required and enumerated when requested.
- 8.5.3 Each Trustee shall present at each AGM written reports of their activities for the year. The report of the general trustees shall include an inventory of materials in their custody and recommendations concerning repair and upkeep.

Article 9 – Committees and Representatives

- 9.1 Standing Committees of the Association shall be:
- Audit Committee
 - By-Laws Committee
 - Elections Committee
 - Membership Committee
 - Nominating Committee
 - Program Committee
 - Finance Committee
 - Awards Committee

- 9.1.1 Audit Committee: The Audit Committee shall be appointed by the Membership of the Association. It shall consist of a Chairperson and one other member; it may also contain one other member of the Executive Council appointed by the Governing Board. They shall review the books of the Association and prepare a report to be presented at the AGM on the financial state of the Association.
- 9.1.2 By-Laws Committee: The By-Laws Committee shall consist of a Chairperson and two other members appointed by the Executive. The President shall appoint the Chairperson. The Committee shall review the Constitution, By-Laws and Guidelines of the Association and make recommendations to the Board for revisions or amendments. The Committee shall present a report of its activities to the AGM.
- 9.1.3 Elections Committee: The Elections Committee shall be appointed annually by the President and shall consist of not less than two regular members. The Committee shall be governed by the following rules:
- a) The Elections Committee Chairperson or designate shall process all ballots on any election or on any question.
 - b) The following may vote on any election or question: Honorary Life Members and Regular Resident Members of the Association, who are in good standing, as of three weeks prior to the AGM, and one representative of each affiliated club as designated by such affiliated club. It is understood that no person may exercise more than one vote.
 - c) A spoiled vote on an election or question does not invalidate the votes on other elections or questions on the same ballot.
 - d) The Chairperson of the Elections Committee shall notify the Recording Secretary of the results of the balloting. Affiliated Clubs shall be notified of voting results on questions.
 - e) Affiliated Clubs shall be notified of the results of elections.
 - f) All ballots shall be preserved until the AGM is over, when if there is not challenge the ballots shall be destroyed.
 - g) Members seeking office on the Governing Board cannot serve on the Elections Committee.

9.1.4 Membership Committee: The Membership Committee shall consist of up to two members appointed by the Executive. The Chairperson shall be appointed by the President; the member(s) may be suggested by the Chairperson to the President. The duties of the Committee are to:

- a) Advise the Executive Council on matters dealing with membership.
- b) Supply the Secretary with monthly additions to and deletions from the mailing list.
- c) Turn over all monies received for membership fees to the Treasurer.
- d) Issue membership cards and receipts for fees to each member in good standing directly to individual members, through the Club Secretary for membership through an affiliated club.
- e) Consider persons worthy of receiving the honor of Honorary Life Membership and make appropriate nominations.
- f) Receive nominations for Honorary Life Membership from Regular Members, prepare a ballot and edit the biographic sketch of each nominee indicating the reasons why the nominee is entitled to the honor.

9.1.5 Nominating Committee:

- a) The Nominating Committee (Constitution Article 10.1) shall be appointed by the Executive and shall consist of two Regular Members in good standing. The Chairperson shall communicate to the affiliated clubs and regular members, a call for nominations by the 1st of June.
- b) The membership shall be notified of the nominees for election three weeks prior to the next AGM.
- c) Only nominations presented to the Chairperson of the Nominating Committee over the signatures of two Regular Members will be accepted. A biographic sketch of each nominee shall be provided by the nominators, along with a statement signed by the nominee indicating willingness to serve if elected.

NOTE: Email may be used to submit nominations and the seconding of nominations. Email nominations do not require a physical signature. Email confirmations from seconders are accepted in lieu of signatures.

- d) Only Regular NB resident members in good standing who agree to serve in an office will be considered by the Committee.
- e) It is the duty of the Chairperson of the Nominating Committee to instruct the nominees on the duties involved in the office for which they are nominated.

- f) In the event of questions arising from the nomination forms or the nomination process, the Nominating Committee must call a meeting of the Governing Board for resolution within 7 days. In the event a positive resolution occurs after the nomination closing date, the nomination will be accepted.

9.1.6 Program Committee: The Program Committee shall consist of a Chairperson and up to two members appointed by the Executive.

- a) The Committee shall assemble the Association Program based on submissions from the Sections and the Board.
- b) The program shall include events sponsored by the Association, affiliated clubs, interprovincial and national events and meetings of the Association, Sections, and National Shooting Organizations, including Clinics for the improvement of shooting and administration in all disciplines and social events.
- c) The program shall indicate the name of the shooting event, the class of firearm, the number of rounds, the date, place, match fee, prizes and eligibility of shooter.
- d) The Rules for shooting events and the sources of rules shall be indicated.
- e) The Committee shall discuss the format of the Program with the Executive.
- f) The Committee shall proof read and edit the Program prior to its publication.
- g) The Program Committee shall present a written report of its activities for the year to the AGM and shall provide information when requested to the incoming committee, prior to it taking office.

9.2 Other Committees: Other committees may be appointed as required and dismissed by the Board when no longer needed. However, the terms of reference for all committees shall be filed for future use, should they be needed.

9.2.1 Cadet Development Committee: The Cadet Development Committee shall consist of a Chairperson and one other member appointed by the Executive. The Chairperson should be a member with military/cadet experience who is interested in promoting marksmanship amongst the cadets and who will provide leadership to the Committee Members.

- a) The Cadet Committee shall organize shooting programs for Cadets after consultation with the Cadet Corp representatives.
- b) The Cadet Committee shall make recommendations to the Board about the purchase of equipment, the instruction of shooters, and the development of a cadet competitions shooting program.

- c) The Cadet Committee shall recommend the names of Cadets as competitive athletes for financial support.
- d) The Cadet Committee shall present a budget for conducting its activities to the Board prior to the Profile meeting.
- e) The Cadet Committee shall present a written report of its activities for the year to the AGM.

9.2.2 Awards Committee: The Awards Committee shall consist of a Chairperson and two members appointed by the Executive. One member shall be the immediate past winner of the Andy Gunter Meritorious Award. The committee shall review the accomplishments of the members during the past year and determine if the accomplishments warrant nominations to various sport awards at the local, provincial or national level, including the awarding of the Andy Gunter Meritorious Award. The committee may choose not to nominate candidates for awards in any or all categories in a year based on deserving accomplishment.

9.2.3 Club Development Committee: The Club Development Committee shall consist of a Chairperson appointed by the Executive. The Chairperson shall recruit committee members as necessary.

- a) The Club Development Committee shall advise the Clubs in developing their Club shooting programs and in the administration of the clubs.
- b) The Club Development Committee shall deal with and report to the Board on the problems encountered by Clubs in reaching their objectives.
- c) The Club Development Committee shall make recommendations to the Board on the way the Association may assist Clubs in reaching their goals.
- d) The Club Development Committee shall present a budget to cover their proposed program to the Board prior to the Profile Meeting.
- e) The Club Development Committee shall present a written report of its activities for the year to the AGM.

9.2.4 Coaching Certification Committee: The Coaching Certification Committee shall consist of a Chairperson appointed by the Executive. The Chairperson of the Committee would normally be the person with the highest level of coaching certification in the Province, and would demonstrate leadership and organization skills.

- a) In response to identified needs, the Committee shall organize coaching development clinics under the National Coaching Certification Program.
- b) The Committee shall work in cooperation with the Center for Coaching Excellence.

- c) The Committee will cooperate with the Club Development Committee in providing clinics for Regions where Clubs request assistance; and with the Cadet and Club Development Committee in recommending Coaches to assist in the development of Coaches for elite athletes, or cadet and junior shooters.
- d) Anyone who coaches or assists (without parent or guardian present) youth under the direction of the RNBRA and within the scope of the RNBRA-sanctioned activities shall undergo an RCMP Vulnerable Sector background check. This check must be completed every three years and the results must be provided to the RNBRA Secretary. The RNBRA Executive will approve all persons acting in the above capacity. The cost of this background check will be borne by the individual.
- e) The Committee shall present a budget to cover their proposed program to the Board prior to the Profile Meeting.
- f) The Committee shall present a written report of its activities for the year to the AGM.

9.2.5 Finance Committee: The Finance Committee shall consist of a Chairperson appointed by the Executive. The Committee shall include the Treasurer and at least one other member selected by the Chairperson and Treasurer.

- a) The Committee shall evaluate the financial situation of the Association and the Sections and make recommendations to the Board based on the evaluation.
- b) The Committee shall scrutinize the present investments of the Association and advise the Board on their reinvestment when due.
- c) The Committee shall recommend dues structure to the Board based on the financial condition of the Association.
- d) The Committee shall review annually the insurance coverage of the Association and investigate where the best coverage may be acquired.
- e) The Committee shall research the available grants and assist the Board in preparing applications to receive such grants.
- f) The Committee shall suggest to the Board ways and means of raising money for the Association.
- g) The Committee shall present to the Board prior to the Profile Meeting a budget to cover its expenses.
- h) The Committee shall present a written report of its activities for the year with recommendations to the AGM.

- 9.2.6 Publicity Committee: The Publicity Committee will consist of a Chairperson appointed by the Executive. The Chairperson shall select additional members as necessary. It will be the Publicity Committee Chairperson's responsibility to:
- a) Advise the Executive Council on dignified and informative publicity concerning the Association's meetings and events.
 - b) Present a budget of its proposed expenditures to the Board prior to the Profile Meeting.
 - c) Present a written report of its activities for the year to the AGM.
- 9.2.7 Range and Match Officials Committee: The Range and Match Officials Committee shall consist of a Chairperson appointed by the Executive. The Chairperson shall recruit members as necessary from the appropriate section as projects require. The Committee shall:
- a) Develop clinics as requested by affiliated clubs to instruct shooters on officiating at shooting practices and competitions and when possible provide clinics under the National Officials Certification Program.
 - b) The Committee shall present a budget to the Board prior to the Profile Meeting to cover its proposed activities.
 - c) The Committee shall present a written report of its activities to the AGM.

9.3 Representatives

- 9.3.1 The Governing Board shall appoint the required number of representatives of the Association to the DCRA, the SFC and Sport New Brunswick. The Executive Council shall consider the recommendations of the members and sections when making appointments.
- 9.3.2 The Governing Board may appoint representatives to other organizations when required.
- 9.3.3 The representative shall present reports of their activities to the Board when requested and to the AGM.

Article 10 – Meetings

- 10.1 Meetings of the Association shall be presided over by the President or the Vice-Presidents in order of seniority, or in the absence of these, the senior Past President present for the transaction of business. If none of these officers are present, the meeting shall elect a Chairperson who shall preside. (See Article 12: Quorum)

10.2 At all meetings of the Association when the President or Chairperson has assumed the Chair, a copy of the Constitution, the By-Laws and Bourinot's Rules of Order shall be laid on the table by the Secretary for the use of members, and nothing but the business before the Association shall be discussed until the Chair is vacated. This rule shall be read at each meeting of the Association immediately after the call to order.

10.3 The following items of business shall be included at each meeting:

- Call to order
- Reading rule of order
- Approval or amendment of agenda
- Reading and confirming minutes
- Report of Executive Council
- Reports of other committees when requested
- Business arising from minutes and unfinished business
- Treasurer's report – when requested
- Communications – when requested
- New Business
- (At Annual Meetings) Auditor's Report and report of standing and other committees
- (At Annual Meetings) Election of officers
- Notices of Motion

Article 11 – Elections

11.1 Election of Officers and Honorary Life Members

11.1.1 The Nominating Committee shall call for nominations from the membership for all offices and nominations for Honorary Life Members by the 1st of June. Nominations are to be submitted to the Chair of the Nominating Committee by July 31st. The nomination shall be accompanied by a short biography of the nominee. Nominations cannot be presented from the floor of the AGM unless a full slate of officers has not been identified.

11.1.2 The re-election of any officer must be presented to the Nominating Committee within the established timeframe and cannot be presented from the floor of the AGM. No nominees will be elected by acclamation. If there is only one nominee for an office, an election will be held for the members to have the opportunity to elect or reject the nominee.

- 11.1.3 Any nomination for Honorary Life Member shall be made by the Nominating Committee or shall be made over the signatures of five regular members in good standing and forwarded to the Chairperson of the Nominating Committee within the established timeframe. Such nomination shall be accompanied by a biographical sketch of the nominee indicating why the nominee should so be honored. Nominations for Honorary Life Membership shall be very selective and infrequent.
- 11.1.4 The nominations and seconders must obtain the nominee's agreement of acceptance to the responsibility of the office to which they are being nominated should they be elected.
- 11.2 Plebiscites may be held by electronic communication means when required.
- 11.3 Improper voting on one question on the ballot does not invalidate the vote(s) on other question(s).
- 11.4 The Committee shall present a written report of its activities for the year to the AGM.
- 11.5 In the event a full slate of nominations has not been received by July 31st, the Nominating Committee may seek individuals to fill positions on the Governing Board after July 31st.
- 11.6 The Officers of the Association will be elected in this order:
- 1) President
 - 2) 1st Vice President
 - 3) 2nd Vice President
 - 4) Three Directors

Article 12 – Quorum

- 12.1 A quorum at the AGM shall be ten (10) regular members in addition to one half (1/2) of the Governing Board. (See Article 13.2 in the Constitution)
- 12.2 A quorum at an Executive Council meeting shall be one half (1/2) of the Executive Council members.
- 12.3 A quorum at any Committee Meeting shall be a simple majority of the membership of the Committee.

Article 13 – Parliamentary Authority

- 13.1 Bourinot's Rules of Order shall be the parliamentary authority for the Association.

Article 14 – Amendment and Repeal

- 14.1 The Association By-Laws shall not be amended or repealed unless notice in writing signed by at least one half of the Governing Board or ten (10) members of the Association as proposer and seconder is given to the Recording Secretary. Upon receipt of the proposed amendment, the Recording Secretary shall forward the amendment to the By-Laws Committee at least sixty (60) days prior to the AGM.
- 14.2 The Recording Secretary shall notify all affiliated clubs and regular members of the Association of any such proposed amendment or repeal at least thirty (30) days previous to the date which the amendment or repeal is to be proposed.
- 14.3 The proposed amendment or repeal must be accepted by two thirds majority of votes cast. Members shall have their wishes expressed through a ballot as prescribed in By-Laws on Elections and Voting.
- 14.4 The effective date of every Association By-Law shall be prescribed by the approving authority and shall not be retroactive if a By-Law imposes obligation or duties.

Article 15 – Dissolution

- 15.1 Prior to dissolution, the assets of the Association shall be inventoried, after which the Governing Board shall arrange the sale or other disposition of the assets with the following exceptions or specifications.
 - 15.1.1 The financial assets of the Association shall be invested in high interest accounts or securities. The Governing Board shall appoint trustees for these financial assets.
 - 15.1.2 The trophies belonging to the Association shall be placed in the care of a museum in New Brunswick with the understanding that should the Association be reactivated, the trophies shall be available on loan for specific competition, but shall be retained, in trust, by the Museum.
 - 15.1.3 The real estate of the Association shall be used, if possible, for the promotion of shooting or other sport-related events and shall be managed by the Trustees.
 - 15.1.4 All records of the Association shall be placed in New Brunswick Archives.
 - 15.1.5 After ten (10) years, if the Association has not been reactivated, the Charter shall be surrendered, the Queen (King) notified, the real estate of the Association sold, and all financial assets of the Association turned over by the Trustees to a museum in New Brunswick for the maintenance of the trophy collection and the museum's collection of shooting arms.