

# CONSTITUTION

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

<b>Date</b>	<b>Item</b>	<b>Revision Type</b>
January 2019	Various	Formatting corrections
January 17, 2021	5.1	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 – Name**

- 1.1 The Association was notified 13 May 1983, by Government House, Rideau Hall, Ottawa, that her Majesty, The Queen, has been graciously pleased to approve the granting of the title Royal to The New Brunswick Rifle Association. In recognition therein, the organization shall be known as The Royal New Brunswick Rifle Association, RNBRA, hereinafter called the Association. See Appendix A – Rideau Hall Letter attached.

## **Article 2 – Purposes**

- 2.1 The purposes of the Association are to serve all shooting and related disciplines in New Brunswick; to represent these at or from the provincial level; to promote good sportsmanship, competition, safe, efficient and practical firearms handling, and good marksmanship by civilians, civic police and the military.

## **Article 3 – Membership**

- 3.1 Membership in the Association shall be open to persons as defined in the By-Laws, and to organization which support its purposes.
- 3.2
- 3.2.a Membership in the Association may be withdrawn by a written resignation delivered to the Secretary, but dues paid shall not be refunded.
- 3.2.b Membership, either individual or organization, may be refused or cancelled for cause by majority vote of governing board.
- 3.3 There shall be two classes of memberships open to persons: Regular and Honorary Life.
- 3.3.a Regular Member: A resident or non-resident of New Brunswick may be a Regular Member of the Association as (i) an Annual Member on payment of a prescribed dues or (ii) as a Life Member on payment of a prescribed fee. Regular Members in good standing may vote at Association meetings on Association Business. Regular members, in good standing, residing in New Brunswick may hold office.

3.3.b Honorary Life Member: A person who has made an outstanding contribution to the Association and/or to the support of its objectives may be elected an Honorary Life Member. Honorary Life Members shall not be required to pay dues and shall have all the privileges of a Regular Member.

3.4 There shall be two classes of affiliation open to organizations: Affiliated Club and Sustaining Organization.

3.4.a Affiliated Club: Clubs, including military units, cadet units, police units, and shooting clubs may become affiliated with the Association by payment of a prescribed fee.

3.4.b Sustaining Organization: Any organization that supports the purposes of the Association may become a Sustaining Organization on payment of a prescribed fee. Sustaining Organizations shall have no voice in the governance of the Association.

#### **Article 4 – Dues**

4.1 Dues of the various classes of membership shall be determined by resolution of the Governing Board and be approved by Regular Members at an Annual General Meeting.

4.2 Annual dues shall be payable on the date designated in the By-Laws of the Association.

4.3 Members in arrears may be suspended from membership.

4.4 Suspended members may be reinstated on payment of delinquent dues.

#### **Article 5 – Shooting Disciplines and Sections**

5.1 RNBRA members and/or an Affiliated Club may group themselves into sections based on a shooting discipline. Any new section must have a constitution, by-laws, and a financial plan in place, and apply for approval by the RNBRA Board. The section would then follow due Parliamentary process and elect officers. Officers of this section must be current members in good standing with the RNBRA. A section should designate one representative to have a seat on the RNBRA Board. The section will file financial statements with the RNBRA and make them available upon request by the RNBRA Secretary or Treasurer.

- 5.2 To govern and promote each shooting sport, a Section may, providing there is no conflict with the Constitution and By-Laws of the Association, designate its name and establish and amend its own By-Laws. Should conflict occur, the Constitution and By-Laws of the Association shall prevail.
- 5.3 Each named Section may be represented on the Governing Board of the Association by one resident Regular Member in good standing of the Association who shall be elected by the members of the Section. (See Article 8.)

## **Article 6 – Governing Board**

- 6.1 The Association shall be managed by a Governing Board, hereinafter referred to as the Board. The Board shall be composed of the Officers and the Directors.
- 6.2 The Board shall meet at the call of the President or at the written request of one half the members of the Board or at the request of the executive.
- 6.3 Any member of the Governing Board who leaves the Governing Board must return property owned by the Association within 30 days.

## **Article 7 – Officers**

- 7.1 The Officers of the Association shall be the President, the 1st Vice-President, the 2nd Vice-President and the Past President. They and the Secretary and Treasurer or Secretary-Treasurer, if the offices are combined, shall constitute an Executive Council empowered to conduct the affairs of the Association between meetings of the AGM or Governing Board.
- 7.2 The Officers of the Association shall hold office from the end of one annual meeting until the end of the next, and shall serve without remuneration. This does not preclude the re-election of any serving officer. They may be moved before the completion of a normal term of office by a majority vote of an annual or special meeting of the Association.
- 7.3 The President shall be the chief executive officer of the Association and shall see that the business of the Association is carried out. Should the office of the President become vacant during the year, an interim President shall be selected by the Governing Board from within the Governing Board.

- 7.4 The offices of the President, 1st Vice-President, and 2nd Vice-President shall be filled by election at the Annual General Meeting of the Association. Vacancies during the year may be filled by appointment on an acting basis by the President subject to approval by the Governing Board.
- 7.5 The Past President shall be that person who has most recently completed the office of President and is a regular member of the Association.
- 7.6 The Secretary and Treasurer or Secretary-Treasurer, if the offices are combined, shall be appointed by the President subject to approval of the Executive Council and shall be bondable. The Secretary and Treasurer or Secretary-Treasurer shall be a member of the Association with voting rights on the Executive Council and Governing Board.

### **Article 8 – Directors**

- 8.1 Each section may appoint one person to represent the section as a Director on the Governing Board of the Association. (See Article 5.3.)
- 8.2 A vacancy may be filled by the Section either through election or appointment to complete the term of office of the original Director.
- 8.3 Three Directors-at-Large may be elected annually at the Annual General Meeting. (See Article 12.4.)

### **Article 9 – Trustees**

- 9.1 The Trustees of the Association shall be the Editors of the Association Website/News Bulletin, the Historian, Trophy Trustee and the Custodian of equipment and property of the Association for which custody is not otherwise provided.
- 9.2 The Trustees may be appointed annually by the Executive Council and may be removed at any time by a majority vote of the Governing Board.

### **Article 10 – Committees**

- 10.1 The Committees shall include a Nominating Committee which shall be appointed by the President subject to approval by the Governing Board. Nominating Committee members must be members who are not seeking election.

- 10.2 Other committees may be established as required by the Governing Board.
- 10.3 Committees shall serve without remuneration.
- 10.4 The power of the committees shall be defined by the Governing Board unless the By-Laws specify otherwise.

## **Article 11 – Meetings**

- 11.1 The Annual Meeting of the Association shall be held at such time and place as decided by the Governing Board.
- 11.2 A Special Meeting of the Association must be held when required by at least ten (10) regular members who are not members of the Governing Board. This meeting must be held within 30 days of the request and written notice and the purpose(s) of the meeting must be given to all affiliated clubs and resident regular members at least fourteen (14) days prior to the meeting. No other business matters shall be dealt with at such a special meeting.
- 11.3 The Executive Council shall meet as required to conduct the business of the Association. Executive meetings may be called by the President or by any three members of the Executive Council.
- 11.4 The Governing Board shall meet, at least quarterly, at a place and time determined by the Executive Council. This meeting may be conducted utilizing electronic communications technology. Other meetings of the Governing Board must be held when requested by (i) a majority of the Executive, or (ii) at least one half of the Governing Board. The meeting must be held within 30 days of the request and written notice and purpose(s) of the meeting must be given at least fourteen (14) days prior to the meeting.
- 11.5 At all meetings of the Association and the Governing Board, every vote shall be determined by a simple majority of votes unless the By-Laws specify otherwise.
- 11.6 At all meetings the Chairperson does not vote unless in the event of a tie, in which case the Chairperson shall cast the deciding vote.

## **Article 12 – Elections**

- 12.1 Elections shall be by ballot.

- 12.2 Each question on the ballot constitutes a separate ballot and spoiling a vote for one question does not spoil the other questions.
- 12.3 Each question on the ballot shall be determined by a simple majority of the votes cast unless otherwise specified in the Constitution or By-Laws.
- 12.4 The Nominating Committee shall submit to the Secretary or Secretary-Treasurer nominations for all offices to be filled by election for the following year. Nominations are to be received by the Secretary or Secretary-Treasurer forty-five (45) days prior to the AGM. The nominations shall be accompanied by a short biography of each candidate. Each nomination shall be accompanied by a signed acceptance from the nominee indicating willingness to accept the office, if elected. Only New Brunswick resident members of the Association in good standing are eligible to be nominated for office or to stand for election or appointment.
- NOTE: Email may be used to submit nominations and the seconding of. Email nominations do not require a physical signature and email confirmations from seconders are accepted in lieu of signatures.
- 12.5 Honorary Life Members shall be elected by ballot at the AGM.
- 12.6 The Recording Secretary shall notify all Honorary Life Member candidates of the results of the election. The names of the elected candidates shall be announced at the annual meeting at which they were elected.

### **Article 13 – Quorum**

- 13.1 At all meetings of the Governing Board, one half of its members shall constitute a quorum.
- 13.2 At all general meetings of the Association, ten (10) Regular Members shall constitute a quorum.
- 13.3 In elections or other business conducted by ballot, ten (10) votes by Regular Members in addition to at least one half of the Governing Board, on any question shall constitute a quorum.

### **Article 14 – Fiscal Year**

- 14.1 The fiscal year of the Association shall be established by the Executive Council. The fiscal year will facilitate the year end accounting process.

## **Article 15 – Auditors**

- 15.1 The members of the Association shall at each annual meeting appoint for the following year an audit committee of two members from within the Association. The Audit Committee may retain accounting expertise to assist with the audit function. A vacancy on this committee may be filled by the Executive Council.

## **Article 16 – Signing Officers**

- 16.1 The signing officers of the Association shall be two consisting of the President, Treasurer or Secretary-Treasurer and may include one alternate member of the Executive Council appointed by the Governing Board.

## **Article 17 – By-Laws**

- 17.1 The Association shall be managed by a set of By-Laws not inconsistent with this Constitution.

## **Article 18 – Amendment of Constitution**

- 18.1 The Constitution may be repealed or amended by a two-thirds majority vote of a quorum of Regular Members, at the AGM. The vote shall be by ballot.
- 18.2 Repeal or amendment of this Constitution may be proposed by the Executive Council or the Governing Board.
- 18.3 Proposals to amend shall be communicated to the Affiliated clubs through their appointed RNBRA representative at least two months prior to the AGM where they will be voted on.

## **Article 19 – Dissolution**

- 19.1 In the event of dissolution of the Association all the remaining assets after paying of liabilities shall be placed in trust as defined in the By-Laws.

## Appendix A – Rideau Hall Letter



RIDEAU HALL  
OTTAWA  
KIA 0A1

GOVERNMENT HOUSE  
RÉSIDENCE DU GOUVERNEUR GÉNÉRAL

4 March 1983

Dear Mr. Bayliss,

I am writing with reference to your request, originally submitted to the department of the Secretary of State, for authorisation for the New Brunswick Rifle Association/Association de tir à la carabine du Nouveau-Brunswick to use the prefix Royal.

On the recommendation of the Secretary of State department, who advise the Governor General on matters of this nature, His Excellency directed me to transmit your request to Buckingham Palace to be laid before The Queen.

I have now heard from the Private Secretary to The Queen who informs me that your request has been placed before Her Majesty who is graciously pleased to approve the granting of the title "Royal" to the New Brunswick Rifle Association/Association de tir à la carabine du Nouveau-Brunswick.

Yours sincerely,

Edmond Joly de Lotbinière  
Administrative Secretary to the Governor General

Mr. J.C. Bayliss, CD  
The New Brunswick Rifle Association, Inc.,  
106 Park Street,  
Moncton, New Brunswick  
E1C 2B5

1983



RIDEAU HALL  
OTTAWA  
K1A 0A1

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GOVERNMENT HOUSE  
RESIDENCE DU GOUVERNEUR GÉNÉRAL

13 May 1983

Dear Mr. Bayliss,

I am writing to thank you for your letter of 11 April, 1983, in which you raised one or two queries concerning the announcement of your new title.

The announcement should include the fact that "... you have been informed by Government House in Ottawa that Her Majesty The Queen has been graciously pleased to approve the granting of the title Royal to the New Brunswick Rifle Association/Association de tir à la carabine du Nouveau-Brunswick". I should point out also that the granting of the prefix Royal does not entitle you to use the Crown in any form, nor does it entitle you to use any Royal emblems.

If I can be of any further assistance please do not hesitate to get in touch with me.

Yours sincerely,

Nancy R. Davis

for/ Edmond Joly de Lotbinière  
Administrative Secretary to the Governor General

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