

**Constitution**

**Standing Range Orders**

**By-Laws**

**Of**

**Argyle Gun Club & Range**

**114 Le Grou's Lake Road  
P.O. Box 112  
Arnstein, Ontario  
POH 1A0**

January 1<sup>st</sup>, 1997

Revised July 2<sup>nd</sup>, 1999

Revised October 7<sup>th</sup>, 2007

Revised October 11<sup>th</sup>, 2014 including

By-law # 2 – Items 1& 2 Regular and Camp Dues  
And Standing Orders Item 2 b)

Revision October 1st, 2020 including

Duties of the 5 c, Secretary

Duties of director in charge of Handguns and

By-Law # 10 reference to ATT's

Add 11h duties of Director in charge of Range

Standing Orders 2, B update to current practice

Standing Orders 12, By-Law #6 add item 9

By-Law #8 Add #1 & renumber remainder

# Constitution of the Argyle Gun Club & Range Inc.

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## BY-LAWS RELATING GENERALLY TO THE TRANSACTION OF THE AFFAIRS OF ARGYLE GUN CLUB & RANGE INC.

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# Constitution of the Argyle Gun Club & Range Inc.

## **Article I -NAME AND OBJECT OF THE SOCIETY:**

- 1) The name of this organization shall be the Argyle Gun Club & Range Inc. hereafter to as the Club.
- 2) The object of the Club shall be-
  - a) the encouragement of organized shooting for its members;
  - b) to improve knowledge of safe handling and proper care of firearms and to improve Marksmanship
  - c) to further the characteristics of honesty, self-discipline, team play and good fellowship which are the essentials of good sportsmanship
3. The club will therefore be affiliated with the Shooting Federation of Canada and other organizations as the Executive may decide from time to time.

## **Article II -QUAUFICATION OF MEMBERS:**

1. General -Membership in good standing
  - a) all members must abide by all rules and regulations of the Club
  - b) all members must pay the dues and fees as decided by the Executive
  - c) said dues must be paid by Jan.15<sup>th</sup> each year
  - d) all members must retain their competency as stated in the by-laws
  - e) all members must complete the necessary application forms
  - f) all new members will complete the necessary training to achieve the level of competence required for the safe handling and use of firearms.
2. Regular Membership;
  - a) shall be open only to persons of good character who have attained the age of 18 years
  - b) shall be open only to persons who are recommended by regular Club members in good standing.

## **Article III -DIRECTORS AND OFFICERS:**

1. The Directors of the Club (Also see by-law # I Articles 3 to 9)
  - a) shall be elected by simple majority at the Annual General meeting
  - b) shall be elected from regular membership
  - c) shall be a minimum number of eight
  - d) shall serve for one year or until replaced
  - e) shall elect the Executive and other Officers of the Club directly after the annual general meeting.
  - f) shall pass by-laws on matters of Club policy
  - g) shall make decisions on matters pertinent to Club business
  - h) shall make appointments to fill vacancies on the board of directors
  - i) shall empower the President and Treasurer to the signing authority of the Club
  - j) shall empower the executive to make decisions on matters pertinent to General Club business subject to approval by board of directors

## Constitution of the Argyle Gun Club & Range Inc.

2. The Executive of the Club (also see by-law #1 Article 10)
  - a) shall consist of President, Vice President, Secretary and Treasurer
  - b) shall be elected by board of directors directly after the annual general meeting of the Club.
  
3. Duties of the President: (also see by-law #1 Article 11)
  - a) shall be the chief executive officer of the Club
  - b) shall preside over all meetings of the club
  - c) shall be responsible for the proper functioning of the Club
  - d) shall call all meetings as required
  - e) shall sign all cheques
  - f) shall appoint other officers of the Club (Also see by-law 1 Article 11 )
  
4. Duties of the Vice-President: (also see by-law #1 Article 11)
  - a) during the absence or inability of the President shall exercise his duties and powers
  
5. Duties of the Secretary: (also see by-law #1 Article 12)
  - a) shall take the minutes of the meetings and distribute as directed by the President
  - b) shall present correspondence and execute as directed
  - c) shall correspond as directed by the president to Dale Brooks & Sunns re-lease payment and liability insurance
  - d) shall distribute to all members in late November (minutes of the last general meeting directors' reports, membership application forms). In early February reminder letters to all members who did not renew. In early September notice of the next general meeting and agenda.
  - e) to the CFO a copy of the officers of the Club and a proof of insurance
  - f) to the Ministry of Consumer Affairs, the Executive officers
  - g) to the Canadian Shooting Sports the membership for instructors
  - h) to the Shooting Federation of Canada (insurance)
  
6. Duties of the Treasurer: (also see by-law #1 Article 13)
  - a) shall keep accurate detailed accounts
  - b) shall co-sign cheques with President
  - c) shall submit detailed, written, financial reports at all meetings
  - d) shall perform other such duties as are assigned by the Board of Directors
  
7. Duties of Director in charge of Membership:
  - a) shall keep an accurate up to date list of members
  - b) shall present the membership list at all meetings
  - c) shall send out membership form for renewal during the month of November
  - d) shall provide membership form for new members as required
  - e) shall perform other such duties as assigned by the Board of Directors

## *Constitution of the Argyle Gun Club & Range Inc.*

### 8. Duties of Director in charge of Program:

- a) a-shall set the program for the year after consultation with the Board of Directors
- b) b-shall co-ordinate club shoots as directed by the Board of Directors
- c) c-shall perform other such duties as assigned by the Board of Directors

### 9. Duties of Director in charge of Handguns:

- a) shall keep an accurate list of all handgun members
- b) shall conduct yearly safety checks on all regular handgun members
- c) shall provide adequate safety instruction for probationary members, provide pertinent information and submit a list of probationary members to Board of Directors for acceptance.
- d) shall report any safety concerns or infractions to the Board of Directors
- e) shall perform other such duties as assigned by the Board of Directors

### 10. Duties of the Range (Safety) Officer:

- a) shall act as Range officer whenever on the Range
- b) shall ensure that a Range officer is on duty during all Club shoots
- c) shall provide safety instruction whenever appropriate conditions exist
- d) shall be responsible for the general and specific operations of the Range pertaining to Range safety
- e) shall be responsible for the posting and maintenance of warning signs, warning flags, Range procedures, and Range safety rules
- f) shall enforce all range safety rules and regulations without prejudice as approved by the executive and club membership
- g) shall be responsible for the approval of targets and target stands
- h) shall recommend safety rule changes, as required, to the executive
- i) shall eject any person from the Range who becomes a safety threat to himself or other users of the Range
- j) shall report any safety concerns or rule infractions to the Board of Directors
- k) shall perform other such duties as assigned by the Board of Directors

### 11. Duties of the Director in Charge of the Range:

- a) shall ensure the Range is kept neat and tidy (making sure that garbage containers are available and that they are emptied as necessary) the grass is cut and broken glass removed
- b) replacing backboards as necessary
- c) maintaining signs and flags
- d) maintain security- (periodic check of locks)
- e) maintain pleasant appearance of the Clubhouse-have available targets, constitution, by-laws and membership list
- f) maintain sign-in-book and file at year's end
- g) make recommendations as to Range improvements to the Board of Directors
- h) Visually check and eliminate all tunneling on a monthly basis (25, 50 & 100 yrd)
- i) shall perform other such duties as assigned by the Board of Directors

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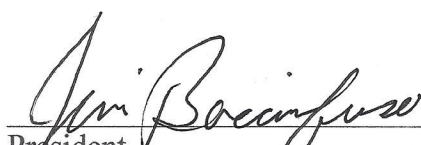
**Article IV-MEETINGS:** (Also see by-law #1 Article 19-23)

1. The Club year shall run from Jan.1 to Dec. 31.
2. The Club financial year shall run from Sept.1 to Aug. 31.
3. The Annual General Meetings
  - a) shall be called by the President in October of each year
  - b) shall receive the reports of the officers
  - c) shall elect the directors for the coming year
  - d) shall consider other business as deemed necessary by the President
4. Other general meetings
  - a) shall be called by the President as required
  - b) shall be called by the President upon written demand by any 10 regular members in good standing
5. Director's Meetings
  - a) shall be called by the President
  - b) shall be held at least 4 times per year with the first one being held immediately after the annual general meeting
6. Notice of all general meetings shall be given in writing to all regular members in good standing 2 weeks prior to the meeting.
7. Notice of all Directors' meetings shall be given in writing to all directors at least two weeks prior to the meeting.
8. A quorum for a general meeting shall be at least 4 of the regular members in good standing.
9. A quorum for a Directors' meeting shall be at least 4 of the directors.

**Article V-AMMENDMENTS;**

1. Amendments to the Constitution and By-Law No.1
  - a) must be provided in draft form by the secretary at least 30 days prior to the annual general meeting
  - b) must be provided in draft form for the perusal by all members
  - c) may only be made at the annual general meeting
  - d) shall only be effective by majority vote of the regular members in good standing who are present
2. Amendments to the Standing Range Orders and By-Laws shall only be effective by a majority vote at any Directors' meeting (By-Law No.1 is the exception)

PASSED BY THE BOARD OF DIRECTORS AND THE GENERAL MEMBERSHIP AND SEALED WITH THE CORPORATE SEAL THIS 11<sup>TH</sup> DAY OF OCTOBER, 2014.

  
\_\_\_\_\_  
President  
Jim Boccinfuso

  
\_\_\_\_\_  
Secretary  
Sonya Clelland

**STANDING RANGE ORDERS OF THE ARGYLE GUN CLUB & RANGE INC.** pg.1 of 2

1. At all times, safely procedures approved by the Ontario Handgun Association and the Shooting Federation of Canada shall be followed. It shall be the responsibility of each and every member to ensure that safely procedures are adhered to by all users of the range.
2. Use of the Range will be restricted to:
  - a) one half hour before sunrise to one half hour after sunset each day. No organized Club Shoots are to be held on Sundays and no trap shooting is to be conducted on Sunday mornings.
  - b) upon entering the Range be sure the range status sign at the gate indicates the range is open. Sign in at the Club house and pick up targets. Raise the red flag at the firing line for the range you will use. If someone enters after you have, be sure they are also members by checking the sign in book if you do not know them. If you are the last one to leave the Range be sure the Club house is locked, flags are down, the range status sign indicates the range is not in use, and the gate is locked.
3. Members are expected to keep the Range neat and tidy. Put garbage in containers provided. Remove targets from backboards after use.
4. No glass bottles are to be left on Range property.
5. Paper targets are to be fastened in the center of the backboards. All targets other than paper must be approved by the Range Officer.
6. No smoking on the firing line.
7. If two or more members are present one must be designated as the Range officer.
8. Members and guests must make an entry in the Range log as directed.
9. The commands of the Range Officer must be obeyed at all times.
10. Eye and ear protection must be worn by all persons on the firing line.
11. Only regular members in good standing may introduce guests to the Club. No member may introduce more than 2 guests on any occasion. A member must be responsible for the conduct of, and remain with his guest(s) at all times while on the Range.
12. The club shall purchase annually liability insurance of at least \$2,000,000.00 to cover individual members and their guests, the Board of Directors and Dale Brooks & Sunns. Proof of insurance must be provided for the CFO and Dale Brooks & Sunns annually.
13. Appropriate Red Flags must be raised while Range is active.
14. The use of alcoholic beverages is strictly forbidden. Alcohol shall not be consumed by any shooter or guest prior to their shooting for the day. Alcohol shall not be consumed on Range property. No person is to use firearms while under the influence of alcohol or drugs.
15. No loaded firearms will be permitted except on the firing line and then only under the command of the Range Officer.
16. All equipment needed by a shooter must be taken with him/her on to the Range. At no time during the course of fire will anyone be allowed to enter or leave the Range except by permission of the Range Officer.



SAFE SHOOTING IS NO ACCIDENT

**STANDING RANGE ORDERS OF THE ARGYLE GUN CLUB & RANGE INC.** pg.2of 2

17. No person will be allowed in front of the firing line during a course of fire without the permission of the Range Officer.
18. In the event of a jam or misfire, the shooter must keep his/her gun pointed directly towards the target for at least 60 seconds, and notify the Range Officer.
19. Any shooter discovering his/her gun defective during the course of fire must inform the Range Officer immediately. The firearm may be removed for repairs to a designated safe Area or taken from the Range for repairs.
20. All defective ammunition is to be placed in the designated container or taken from the Range for disposal.
21. Handguns are to be brought onto the Firing line in the securely locked container they were transported in. Rifles and Shotguns may be brought onto the Range in the case they were transported in or carried muzzle up with a trigger lock or carried muzzle up with the action open. The 25-yard range is the only range approved for handgun use. Handguns are not to be discharged on any other range.
22. While on the Firing Line with the Range open, shotguns and rifles are to be carried with the muzzle up, unloaded and the action open. Handguns are to be carried muzzle down, unloaded and the action open. Handguns may also be carried in a holster provided they are unloaded and the shooter is not involved in a "Regular Handgun Club Shoot".
23. Any unusual incidents must be reported to the secretary as soon as possible. Any injury resulting from the discharge of a firearm must be reported to the police immediately. The president and secretary must be informed. In lieu of this, inform any available Director.
24. The secretary is to provide all members of the Club with a copy of the Constitution, Standing Range Orders and By-laws.
25. No prohibited firearms, ammunition or devices may be brought to the Range. The only exception is 12(6) handgun. (Handgun with a barrel length less than 4 inches).
26. Any shooter on the firing line must call a cease fire any time that he/she observes an unsafe condition.
27. It shall be the responsibility of each member and guest to ensure that all safety rules and procedures are adhered to at all times while on the Range property. Failure to follow any and all safety rules may result in disciplinary measures, suspension or dismissal. Any person who deliberately fails to handle or discharge firearms in a safe manner shall be removed from the Range and may have his/her membership terminated without remuneration.
28. No person is to deliberately distract a person while he/she is shooting.

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SAFE SHOOTING IS NO ACCIDENT.

**BY-LAWS RELATING GENERALLY TO THE TRANSACTION OF THE AFFAIRS OF ARGYLE GUN CLUB & RANGE INC.**

**BY-LAW NO.1:** BE IT ENACTED as a by-law and will supersede any article of conflict in the constitution, range orders and other by-laws.

HEAD OFFICE

1. The head Office of the Corporation shall be in the District of Parry sound, in the Province as the directors may from time to time determine.

SEAL

2. The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

BOARD OF DIRECTORS

3. The affairs of the Corporation shall be managed by a board of directors, each of whom at the time of his election or within 10 days thereafter and throughout his term of office shall be a member of the Corporation. Each director shall be elected to hold office until the first annual meeting after he shall have been elected or until his successor shall have been duly elected and qualified. The whole board shall be retired at each annual meeting, but shall be eligible for re-election if otherwise qualified. The election may be by a show of hands unless a ballot be demanded by any member. The members of the Corporation, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, may remove any director before the expiration of his term of office, and, by a majority of the votes cast at that meeting, may elect any person in his stead for the remainder of his term. .

VACANCIES, BOARD OF DIRECTORS

4. Vacancies on the board of directors, however caused, may, so long as a quorum of directors remain in office, be filled by the directors from among the qualified members of the Corporation, if they shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the directors for the ensuing year are elected, but if there is not a quorum of directors, the remaining directors shall forthwith call a meeting to fill the vacancy. If the number of directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

#### QUORUM AND MEETINGS, BOARD OF DIRECTORS

5. A majority of all directors shall form a quorum for the transaction of business. Except as otherwise required by law, the board of directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or Vice-President or by the Secretary on direction of the President or Vice-President, or by the Secretary on direction in writing of two directors. Notice of such meetings shall be delivered, telephoned or telegraphed to each director not less than *one week* before the meeting is to take place or shall be mailed to each director not less than *two weeks* before the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Corporation. The directors may consider or transact any business either special or general at any meeting of the board.

#### ERRORS IN NOTICE, BOARD OF DIRECTORS

6. No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at anytime waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

#### VOTING, BOARD OF DIRECTORS

7. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the Chairman, in addition to his original vote, shall have a second or casting vote. All votes at such meeting shall be taken by ballot if so demanded by any director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as *prima facie* proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. In the absence of the President his duties may be performed by the Vice-President or such other director as the board may from time to time appoint for the purpose.

#### POWERS

8. The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do. Without in any

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way derogating from the foregoing, the directors are expressly empowered, from time to time, to purchase, lease or otherwise acquire, alienate, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

### REMUNERATION OF DIRECTORS

9. The directors shall receive no remuneration for acting as such.

### OFFICERS OF CORPORATION

10. There shall be a President, a Vice-President, Secretary and a Treasurer or in lieu of a Secretary and Treasurer, a Secretary-Treasurer and such other officers as the board of directors may determine by by-law from time to time. One person may hold more than one office except the offices of President and Vice President. The President and Vice-President shall be elected by the board of directors from among their number at the first meeting of the board after the annual election of such board of directors, provided that in default of such election the then incumbents, being members of the board, shall hold office until their successors are elected. The other officers of the Corporation need not be members of the board and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the board.

### DUTIES OF PRESIDENT AND VICE-PRESIDENT

11. The President shall, when present, preside at all meetings of the Corporation and of the Board of directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary or other officer appointed by the board for the purpose shall sign all by-laws and membership certificates. During the absence or inability of the President, his duties and powers may be exercised by the Vice-President, and if the Vice-President, or such other director as the board may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

### DUTIES OF SECRETARY

12. The Secretary shall be ex officio clerk of the board of directors. He shall attend all meetings of the board of directors and record all facts and minutes of all proceedings in the books kept for that purpose. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts, and other documents belonging to the Corporation which he shall deliver up only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution, and he shall perform such other duties as may from time to time be determined by the board of directors.

#### DUTIES OF TREASURER

13. The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the board of directors. He shall disburse the funds of the Corporation under the direction of the board of directors, taking proper vouchers therefore and shall render to the board of directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Corporation. He shall also perform such duties as may from time to time be determined by the board of directors.

#### DUTIES OF OTHER OFFICERS

14. The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

#### EXECUTION OF DOCUMENTS

15. Deeds, transfers, licences, contracts and engagements on behalf of the Corporation shall be signed by either the President or Vice-President and by the Secretary, and the Secretary shall affix the seal of the Corporation to such instruments as require the same. Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President, Vice-President, Treasurer or by any person authorized by the board. The President, Vice-President, the directors, Secretary or Treasurer, or any of them, or any person or persons from time to time designated by the board of directors may transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and may affix the corporate seal to any such transfers or acceptances of transfers and may make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the board of directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instrument, contract or obligations of the Corporation may or shall be executed.

#### BOOKS AND RECORDS

16. The directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

#### MEMBERSHIP

17. The membership shall consist of the applicants for the incorporation of the Corporation and Such other individuals and such corporations, partnerships and other legal entities as are admitted as members by the board of directors.

Members may resign by resignation in writing which shall be effective upon acceptance thereof by the board of directors.

In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the corporation prior to acceptance of his resignation.

Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members. Corporations, partnerships and other legal entities may vote through a duly authorized proxy.

Each member shall promptly be informed by the Secretary of his admission as a member.

#### DUES

18. There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of board of directors, which vote shall become effective only when confirmed by a vote of the members at an annual or general meeting. The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within 30 days of the date of such notice the members in default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the board of directors.

#### ANNUAL AND OTHER MEETINGS OF MEMBERS

19. The annual or any other general meeting of the members shall be held at the head office of the Corporation or elsewhere in Ontario as the board of directors may determine and on such day as the said directors shall appoint.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and a Board of directors elected and auditors appointed for the ensuing year and the remuneration of the auditors shall be fixed. The members may consider and transact any business either special or general without any notice thereof at any meeting of the members. The board of directors or the President or Vice-President shall have power to call at any time a general meeting of the members of the Corporation. No public notice nor advertisement of members'

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meeting annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member by sending the notice prepaid mail or telegraph, ten days before the time fixed for the holding of such meeting; provided that any meetings of members may be held at any time and place without such notice if all the members of the Corporation are present thereat or represented by proxy duly appointed, and at such meeting any business may be transacted which the Corporation at annual or general meetings may transact.

### ERROR OR OMISSION IN NOTICE

20. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of any member, director or officer shall be his last address recorded on the books of the Corporation.

### ADJOURNMENTS

21. Any meetings of the Corporation or of the directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

### QUORUM OF MEMBERS

22. A quorum for the transaction of business at any meeting of members shall consist of not less than three members present in person or represented by proxy; provided that in no case can any meeting be held unless there are two members present in person.

### VOTING OF MEMBERS

23. Subject to the provisions, if any, contained in the Letters Patent of the Corporation, each member of the Corporation shall at all meetings of members be entitled to one vote and he may vote by proxy. Such proxy need not himself be a member but before voting shall produce and deposit with the Secretary sufficient appointment in writing from his constituent or constituents. No member shall be entitled either in person or by proxy to vote at meetings of the Corporation unless he has paid all dues or fees, if any, then payable by him. At all meetings of members every question shall be decided by a majority of the votes of the members present in person or represented by proxy unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any member. Upon a show of hands every member having voting rights shall have one vote, and unless a poll be demanded a declaration by the Chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Corporation shall be admissible in evidence as *prima facie* proof of the fact Without proof of the number or proportion of the votes accorded in favour of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the members present in person or by proxy, and such poll shall be taken in such manner as the Chairman shall direct and the result of

## Constitution of the Argyle Gun Club & Range Inc.

such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairman shall be entitled to a second or casting vote.

### FINANCIAL YEAR

24. Unless otherwise ordered by the board of directors, the fiscal year of the Corporation shall terminate on the 31st. day of December in each year.

### CHEQUES, ETC.

25. All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the board of directors and anyone of such officers or agents may alone endorse notes and drafts for collection on account of the Corporation through its bankers and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "*for collection*" or "*for deposit*" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose.

Anyone of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement of balances and release or verification slips.

### DEPOSIT OF SECURITIES FOR SAFEKEEPING

26. The securities of the Corporation shall be deposited for safekeeping with one or more bankers, Trust companies or other financial institutions to be selected by the board of directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the board of directors and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the board of directors shall be fully protected in acting in accordance with the directions of the board of directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

### NOTICE

27. Any notice (which term includes any communication or document) to be given, sent, delivered or served pursuant to the Act, the letters patent, the by-laws or otherwise to a member, director, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his recorded address or if mailed to him at his recorded address by prepaid air or ordinary mail, or if sent to him at his recorded address by any means of prepaid transmitted or delivered personally or at the recorded address as foresaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice sent by any means of transmitted or recorded communication shall be deemed to have been given when



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dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any member, director, officer or auditor in accordance with any information believed by him to be reliable.

## BORROWING


28. The directors may from time to time;
- borrow money on the credit of the Corporation; or
  - issue, sell or pledge securities of the Corporation; or
  - charge, mortgage, hypothecate or pledge all or any of the real or personal property of Corporation: including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Corporation.

From time to time the directors may authorize any director, officer, or employee of the Corporation or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the conditions and to give such additional securities for any moneys borrowed or remaining due by the Corporation as the directors may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

## INTERPRETATION

29. In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and *vice versa*, and references to persons shall include firms and corporations.

Passed by the board of directors and sealed with the corporate seal this 11th day of October 2014.

  
\_\_\_\_\_  
Jim Boccinfuso  
President

  
\_\_\_\_\_  
Sonya Clelland  
Secretary



# Constitution of the Argyle Gun Club & Range Inc.

## **BY-LAW No.2 DUES**

1. **REGULAR**: (cost is \$60.00 per year) Applies to an individual who is 18 years of age or older.
2. The Club provides liability insurance coverage while this member is participating in any shooting activity anywhere in North America. This person is allowed to bring 2 guests to the Club at anyone time. Guests are covered by the Club liability insurance while at the Range as long as they are under the supervision of a registered member. It should be understood that if the guest is 18 years of age or older, he or she should be encouraged to join the Club after two or three visits.
3. **FAMILY**: (cost is \$20.00 extra per year) Family membership is designed to include you and your mate and any persons living with you under the age of 18 years. Personal liability insurance (\$2,000,000.00) applies to the mate of a regular member. Club liability insurance coverage applies to any person under the age of 18 living with you only while at the Range under your supervision.
4. **HANDGUN**: (cost is \$20.00 extra per year) The fee is designed to accommodate a regular member who wishes to use handguns at the Range.
5. **CAMP MEMBERSHIP**: Camp membership applies to a regular member who is also a member of a hunt camp. One member must be designated as the "member" in charge and pay the regular membership fee of \$60.00. An additional fee of \$20.00 will apply to all other members of the camp. The regular camp member will receive all correspondence, have a vote and enjoy all privileges of a regular member. He or she will act as a liaison between the Club and other camp members. All camp members will have insurance and receive a camp membership card. They do not have voting privileges and are not allowed to bring "guests". They are however able to enjoy all other privileges unsupervised. They will be expected to obey all Range rules and Range regulations. A list of camp members must be supplied upon enrolment.
6. **OTHER GROUPS**; (cost is \$100.00 per event) The fee is designed to allow a regular member to rent the Range facilities. Club liability insurance applies only if a regular member is in charge of the event and guests are under his or her supervision. Application must be made in writing to the secretary at least 30 days prior to the proposed date of the event.

Please note that a 10% discount applies to anyone signing up for three years.

## **BY-LAW No. 3      UNAUTHORIZED USE OF THE RANGE**

- (a) Any person found on Range property without permission will be considered trespassing.
- (b) Trespassers, on the first offence, will be warned orally by any member and the secretary informed. (name, address and phone number)
- (c) Trespassers on the second offence will be warned in writing by the secretary that charges will be laid with the police if he or she persists.
- (d) A trespasser who commits any act of violence, act of damage or act of vandalism will be reported to the police immediately by any member and the secretary informed as soon as possible.

# Constitution of the Argyle Gun Club & Range Inc.

## BY LAW No.4

### MEMBERS AND THE FIREARMS ACT

- (a) All members using the Range must possess a valid firearm's licence unless under the supervision of a member who possesses a valid firearm's licence.
- (b) All members using restricted firearms on the Range must possess a valid ATT and possess valid registration certificates for those restricted firearms.
- (c) All members using non restricted firearms on the Range must possess valid registration certificates for those non-restricted firearms.
- (d) Any person using restricted firearms must be under the DIRECT and IMMEDIATE supervision of a member who possesses a valid ATT, and restricted firearms used are registered.
- (e) Any person who has been prohibited by law to possess firearms is not permitted on the Range or in its immediate vicinity.

## BY-LAW No.5

### SUPERVISION ON THE RANGE

- (a) All users of the Range are under the supervision of the Range Officer and will submit to instruction in the safe use of firearms as the Officer of the Range deems necessary.
- (b) All users of the Range that do not possess a firearm's licence must be under the supervision of a user that does.
  - i. If the person is 18 years of age or older and using restricted firearms the supervision is Direct and Immediate (within arm's length).
  - ii. If the user is under 18 but 16 or over, he/she must be under supervision for non-restricted firearms but under Direct and Immediate supervision while using restricted firearms.
  - iii. If the user is under 16 years of age and possesses a firearm's licence, he/she must be under supervision for non-restricted firearms but direct and immediate supervision for restricted firearms. If the user does not possess a licence, he/she must be under the Direct and Immediate supervision for both non-restricted and restricted firearms.

## BY-LAW No.6

### RIFLES

1. Rifles may be brought onto the firing line encased.  
Rifles may be brought onto the firing line with muzzles in the air and trigger locked.  
Rifles may be brought onto the firing line with muzzles in the air, unloaded and action open.
2. The Range must be opened before the Rifles may be taken out of the cases or trigger locks taken off.
3. A Rifle may be carried on the firing line unloaded, action open and the muzzle in the air.
4. Rifles may be loaded only when muzzles are pointed down Range and the Range is open.
5. At the "Cease Fire" command you immediately make your rifle safe-unloaded and with action open, rack your rifle with the muzzle in the air. Do not handle your rifle. In the case of black powder, you will be asked if there are any hot ones-if so you will be allowed to shoot in the bank. When all rifles are safely racked the Range Officer will give the command "Range".

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is closed. Pick up and post your targets". He or she will make sure no one handles a rifle while the Range is closed.

6. If the Range is open and you have finished shooting make your rifle safe and rack it with muzzle in the air and action open.
7. Rifles may be removed from the Firing line in the same manner as they were brought onto the Firing line. If the Range is closed you must have the Range Officer's permission to handle a Rifle for the purpose of removal from the Firing line.
8. All users of Rifles also must be familiar with and obey the Standing Range Orders.
9. When sighting in rifles with new optical sites or to confirm sighting it must be done using benchrest or sandbags from the 25yard range. A minimum of two rounds will ensure original optics settings are reasonably accurate. Further adjustment can be on any range thereafter.

### BY-LAW No.7

#### SHOTGUNS: TRAP SPORTING CLAYS

1. Shotguns may be brought onto the firing line encased or with muzzle in the air trigger locked or with muzzle in the air unloaded and action open.
2. When it is your turn to shoot and the Range is open, Shotguns may be taken out of the cases or trigger locks removed.
3. Shotguns may be carried to and from your shooting station with the muzzle in the air, unloaded and the action open.
4. Do not load until you are at your shooting station and it is your turn to shoot. Load one shell (unless shooting doubles) with the muzzle pointing down Range. Keep the action open and the firearm racked until it is your turn to shoot again.
5. In the case of an ammunition malfunction, control the muzzle down Range and wait 60 seconds before removing the shell. Be sure the barrel is free of obstructions.
6. Do not load any shells larger than 12 gauge 3 ¼ dram, or shot size larger than 7 ½.
7. Do not walk onto the field to retrieve spent hulls until all firearms are racked with actions open and the Range is closed.
8. Shotguns may be removed from the Firing line in the same manner as they were brought on. Remember you must have the Range Officer's permission to handle a firearm for the purpose of removal from the firing line if the Range is closed.
9. All users of Shotguns also must be familiar with and obey the Standing Range Orders.

### BY-LAW No.8

#### HANDGUNS

1. The 25yard range is the only range approved for handgun use. Handguns are not to be discharged on any other range.
2. All handguns must be transported to the Range unloaded, trigger locked and in a securely locked container not easily broken open or into.
3. Handguns must be brought onto the Firing line in that securely locked container and placed on the shooting bench.
4. When the Range Officer declares the Range is Open, the handgun may be taken out of the container with the muzzle pointing down Range. (if the muzzle is not pointing down Range rotate your container until it does). Remove the locking device, prove it safe, load and shoot.

## Constitution of the Argyle Gun Club & Range Inc.

5. If a Cease Fire is called or you have finished shooting your target, unload; open the action and place on the table with the muzzle pointing down Range. Step back at least 3 feet away from the handgun. Be sure the muzzle is clear of obstructions before you reload.
6. You may carry handguns while on the Firing line unloaded, action open and the muzzle pointing down. Handguns may also be carried in a holster provided they are unloaded and the shooter is not involved in a regular Handgun Club Shoot.
7. Handguns may be removed from the Firing line in the same manner as they were brought on. Remember you must not handle firearms if the Range is closed. Therefore, you must have the Range Officer's permission to remove a handgun from the Range.
8. All members shall be limited to persons of good behaviour and moral character who are at least 18 years of age, who hold a valid firearm's licence for restricted firearms who have successfully completed the safety check and who have received a positive recommendation from the Club executive.

### BY-LAW No.9

#### PROBATIONARY HANDGUN MEMBERS

1. All probationary members shall be limited to persons of good behaviour and moral character who are at least 18 years of age, who hold a valid firearm's licence for restricted handguns and are sponsored by a regular member in good standing.
2. The member must take the courses and instruction required by the Range Officers.
3. The probationary member must have demonstrated that he/she is:
  - (i) aware of all Range safety rules
  - (ii) aware of and understands the Constitution, Standing Range Orders and By-laws.
  - (iii) reasonably proficient in the use of restricted firearms by actual live fire exercises under close supervision.
  - (iv) aware of what the ATT allows as to storage and transportation of restricted firearms.
4. Periodic training sessions will be held until the Instructor and Range Safety Officer are satisfied that the student has retained and can clearly demonstrate what he/she has learned.
5. The probationary period will last at least 2 months but may continue until such time as the Instructor and the Range Safety Officer are satisfied that the member can safely shoot at the Range unsupervised.
6. During the first year after the probation period, the member is encouraged to shoot with accept assistance if required from other members.

### BY-LAW No.10

#### BOOKS AND RECORDS

1. The secretary shall keep on file in the Club House:
  - a) a copy of the minutes of the Directors' Meetings and General Meetings
  - b) a copy of the Lease Agreement
  - c) a copy of the Annual Corporation Report as made to the Ministry of Government Services
  - d) copies of the Constitution, By-Laws and Standing Range Orders.
  - e) copies of the Insurance Certificates and Application Forms
  - f) copies of the Membership list

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- g) copies of pertinent correspondence from the CFO's office.
  - h) copies of memos to the Directors
  - i) copies of any other pertinent information that the Directors may deem necessary
2. The treasurer shall keep on file in the Club House:
- a) copies of the treasurers' reports made at each Directors' and General Club Meetings
  - b) copies of the auditor's report
  - c) copies of any other pertinent financial information that the Directors' may deem necessary.