

**BY-LAWS**

**RNBRA FULL BORE RIFLE SECTION**

**Accepted in 1983**

**Amended November 20, 2022.**

## **MEMBERSHIP**

- 1.1 The RNBRA Full Bore Rifle Section ("SECTION") is established as a section of the Royal New Brunswick Rifle Association Inc. ("RNBRA") in accordance with Article 5, of the Constitution of the RNBRA as revised October 4, 1981.
- 1.2 The SECTION shall consist of members of the RNBRA who shoot Center Fire Rifles, who signified their intention and desire to be members to the Secretary of the SECTION and have paid any approved fee and have attended at least 2 scheduled SECTION events since January 1 of the previous year.
- 1.3 Member ("MEMBER")- A member of the RNBRA who has signified his desire to be such a MEMBER has full rights of membership – has full voting rights- is eligible to hold any office in the SECTION – is eligible to compete in any match or competition of the SECTION and is eligible for a place on any SECTION team.
- 1.4 Notwithstanding any of the above, membership may be withdrawn from any MEMBER, and he/she may be banned from any participation in any activities of the SECTION, upon a motion, presented to an authorized meeting, receiving a majority vote by secret ballot. Membership may also be temporarily suspended as a disciplinary measure by a Range Officer, supported by a Match Committee. Prompt action must be taken by the Executive to deal with this manner.

## **OFFICERS**

- 2.1 Officers of the SECTION must be MEMBERS in good standing and will be elected annually by the annual meeting, by show of hands.
- 2.2 A slate of nominees will be presented to the Annual General Meeting ("AGM") by the Chairperson of a nominating committee appointed by the chairman of the SECTION at least one month prior to the AGM. All nominees must have stated their willingness to serve before their names may be offered in nomination. Additional names may be offered from the floor of the AGM, but must also have previously agreed to stand in nomination.
- 2.3 All officers will serve a term of one year, the term to coincide with the term set for the officers of the RNBRA. (This is not to preclude re-election).
- 2.4 The officers of the SECTION shall be:  
  
Chairman    Vice Chairman    Secretary/Treasurer    Custodian
- 2.5 The Officers are listed above shall constitute an EXECUTIVE to manage the affairs of the SECTION. (see 4.1)

## **DUTIES**

- 3.1 The Chairman shall be responsible for the overall conduct of the affairs of the SECTION. He/she shall ensure that all requirements of the RNBRA are met and that all officers conduct their responsibilities in a correct and timely fashion, and that all requirements of members as approved at regular meetings are carried out. He shall be a representative of the SECTION to the RNBRA executive.
- 3.2 The Vice-Chairman shall assist the Chairman in any or all of his duties and shall substitute for him when necessary.
- 3.3 The Secretary/Treasurer shall perform all secretarial duties on behalf of the SECTION. He/she shall maintain accurate and complete minutes of all meetings, and shall draw the attention of those concerned, matters requiring action. He/she shall keep files of all correspondence on behalf of the SECTION and draw attention of those concerned to matters arising out of correspondence which require action or decision, and shall report all such actions or decisions at regular meetings of the Executive and/or members. He/she shall receive reports of all activities of the SECTION and shall ensure that reports as required are submitted to the RNBRA Executive;
- Collect any approved fees and maintain a list of paid-up MEMBERS
  - Maintain accounts of all monies received and disbursed by the Section. He shall prepare and submit statements of account as called for by the Chairman, and in any case, shall present a detailed statement of account covering the full annual business of the SECTION, to the Annual meeting of the SECTION. The ANNUAL STATEMENT shall be audited, and after approval by the AGM shall be submitted to the RNBRA Executive.
  - Maintain any records necessary to ensure that all monies received are accounted for, and expended, for the purposes intended, and as authorized by the MEMBERS,
  - prepare the budget of the SECTION from data provided by committees and the Executive, and shall monitor all financial activities to ensure that they conform to budget approval;
  - Solicit and control all monies specifically named for prizes. He/she shall maintain accurate records and shall present an audited report annually to the Executive. He/she shall be a member of the Program Committee to ensure that prizes are kept within the limits set by the condition of the prize funds. The Secretary/Treasurer will arrange and hold any records arising from the decisions of the Executive.
- 3.4 The Custodian shall have charge of all property of the SECTION, both fixed and movable. He/she shall establish and maintain an Inventory of all property which may be held by the CLUB and he/she shall keep the Inventory up to date by a system of loan vouchers, receipt vouchers and Issue vouchers, with appropriate signatures from persons loaning, donating, receiving or borrowing items of property. He shall ensure the good condition of all property by recommending to the Executive expenditures for repair or maintenance, or replacement and when authorized, shall ensure that such is carried out in a timely, economical and effective manner. He shall ensure that all property is controlled and its use limited to persons or activities

as directed by the Executive. The Custodian shall be responsible for the security of all property of the SECTION and shall make recommendations to the Executive concerning the provision of adequately secure custody of property, and shall carry out approved decisions of the Executive on these matters. He shall also receive, or cause to be received, any material of an expendable nature required for the activities of the SECTION, and shall ensure that adequate records are maintained concerning the receipt, transfer, use, expenditure, etc. of such material. He shall ensure that any financial records involved in the management of property and material are prepared and submitted to the Secretary/Treasurer in an acceptable manner. The Custodian shall recommend to the Executive any requirements for insurance in connection with the holding, use or storage of the SECTION's property and material.

#### **COMMITTEES**

- 4.1 Committees may be formed by the Chairman to carry out specific duties, Art 2(d) above. The Chairman will set up term of reference for each such committee detailing the specific area of responsibility with dates, places, etc., as appropriate, reports required and deadlines for submissions to RNBRA, or Provincial authorities and requirements of financial accounting and any limits or restrictions, etc. A Program Committee (see 10) will be appointed by the Executive.

#### **MEETINGS**

- 5.1 The ANNUAL GENERAL MEETING ("AGM") of the SECTION shall be the only required meeting of the SECTION. It will be held at a time or place to be set by the Executive then in office.
- 5.2 Special meetings may be called by the Executive. The subject may be set up by the Executive, or may be proposed by any THREE members, in writing. Such proposal must be submitted in the form of a motion with the mover and seconder and a third member signing. The exact text of the motion will be placed before the Executive and must be accepted by the Executive as a valid matter calling for a special meeting before such a meeting is called.
- 5.3 The time and place of the AGM or any special meeting shall be notified to all members in good standing by mail, electronic communication or by publication in the Official News Bulletin at least one month prior to the date of the meeting.

#### **QUORUMS**

- 6.1 A quorum for an annual or a special meeting shall be 50% of the largest number of RNBRA members taking part in SECTION match during the preceding 12 months. New SECTION memberships received at the meeting shall not be counted in the total SECTION memberships valid for that meeting. A written proxy from one member to another shall count as attendance.

## **VOTING**

- 7.1 Voting at AGM and Special Meetings shall normally be by show of hands by those present. However, secret ballots may be used where a motion to do so has been approved at the meeting.

## **AMENDMENT TO BY-LAWS**

- 8.1 Any motion having the effect of adding to, amending or deleting from, any matter covered in the By-Laws, shall require a NOTICE OF MOTION, submitted by a Mover and Seconded in writing with the exact wording desired, and signed by both, to the Executive.
- 8.2 The Executive, if the matter is deemed to be worthy of consideration, will publish the motion as submitted to the RNBRA Bulletin, or in a special notice to all members, not less than one month prior to the AGM or the Special Meeting called to discuss the matter.

## **MAIL VOTING**

- 9.1 Any motion may be put to the MEMBERS for voting by mail where, in the opinion of the Executive, it is expedient to do so. The Motion, signed by the mover and seconder, in the original exact wording, must be published in the RNBRA Bulletin, or in a special mailing to all MEMBERS. It will be accompanied by a form of a ballot and the address to which it is to be returned and the date by which it must be received. The results of such a vote will be recorded in the minutes of the next meeting and also published in the RNBRA Bulletin. A quorum for a mail vote will also be 25% of Ordinary MEMBERS in good standing. The Executive of the SECTION will be responsible for the operation of such a vote.

## **CONDUCT OF COMPETITIONS**

- 10.1 Full Bore Competitions will be conducted under RNBRA Rules and such DCRA Rules as approved by the Program Committee. In such a case, the Program Committee must prepare and publish applicable rules for the competition. These rules will be subject to ratification by the Executive before publication.
- 10.2 All competitions will be under the jurisdiction of a Program Committee appointed by the Executive of the SECTION.
- 10.3 The Program Committee will appoint a Match Director for each competition, who will be responsible that the match is run in an orderly and safe manner, and that proper records are kept and reported. He will either act as Range Officer himself or appoint a Range Officer for the Match. He will designate THREE members present at the competition to act as a Match Committee.

- 10.4 The Match Committee will ensure that the range officer conducts the matches in a proper manner and that all the rules of the competition and safety are met and shall adjudicate all disputes. Any complaints must be presented to this committee in writing and signed.
- 10.5 Range Officer is responsible that the proper range discipline and all safety regulations are carried out. He is the immediate authority on the range and will make any decisions needing immediate action. His decisions will stand unless counter-manded by the Match Committee
- 10.6 In all matters of Range discipline, DCRA rules will be in effect.
- 10.7 All competitions on DND ranges shall follow all DND rules and regulations. Any competitor disregarding such DND rules and regulations shall be subject to discipline by the Match Committee and, if appropriate, by the EXECUTIVE.

### **FINANCES**

- 11.1 All monies received and disbursed shall be accounted for in the books of account of the SECTION by the Secretary/Treasurer.
- 11.2 The Program Committee shall set entry fees, set up prize lists and any other fixed expense necessary.
- 11.3 The Match Director shall ensure that all financial records for each Match are accurate and in a form acceptable to the Treasurer. He will draw needed monies from the Treasurer prior to the Match and receive and record all entries. He will pay immediate expenses and turn over to the Treasurer any balance remaining along with an accurate accounting for the Match.
- 11.4 The Executive may authorize expenditures not exceeding a figure to be set at the Annual Meeting for any single expenditure. All expenditures exceeding this amount will require prior approval by a general meeting.
- 11.5 The SECTION will prepare an Annual budget, based on planned activities for the fiscal year (conforming to the fiscal year of the RNBRA). The budget will be presented to the RNBRA for approval of monies required from RNBRA and government sources.

ADOPTED 1983

AMENDED November 20, 2022