

SHOOTING FEDERATION OF CANADA BY-LAWS 1995

- Organized as a non-incorporated body in 1932 under the name of CANADIAN SMALL BORE RIFLE ASSOCIATION (C.S.B.R.A.)
- Incorporated by Letters of Patent issued by the Secretary of State of Canada on 31st July 1936 under the name of CANADIAN SMALL BORE ASSOCIATION (C.S.B.A.)
- By Supplementary Letters Patent issued on 29th August 1949 the name of the corporation was changed to THE CANADIAN CIVILIAN ASSOCIATION OF MARKSMEN (C.C.A.M.)
- By Supplementary Letters Patent issued on 2nd December 1964 the name of the corporation was changed to THE SHOOTING FEDERATION OF CANADA - FEDERATION DE TIR DU CANADA (S.F.C.)/(F.T.C.)

PURPOSE

“The Shooting Federation of Canada is the National Sport Governing Body responsible for the promotion, development and governing of organized, recreational and competitive target shooting in and for Canada. The Federation represents all Canadian Firearm Owners and is responsible for the Development, Protection and Promotion of all Firearm Owners rights, property and their sport.”

OBJECTS

1. Communications: to maintain communication with members and affiliates, and with other organizations with mutual interests.
2. Development: to develop information and training programs for all firearm owners, clubs, organizations, coaches and officials.
3. Promotion: to promote organized, recreational, and competitive shooting as a life-long sporting activity as well as the rights and property of all firearm owners and their sport.
4. Programs: to run national and international competitions; select teams; develop and sanction competitions at all levels; and establish and publish rules, regulations and standards.
5. Lobbying & Protection: to protect and maintain the rights and property of all firearm owners through every lawful means at it's disposal.
6. Administration: to provide administrative support and service, to members, sections, committees and affiliates to enable effective implementation of the Federation's programs.
7. Fund Raising and Property: to raise funds and hold real and personal property for the purpose of the Federation.

I - CORPORATE SEAL

The seal of this corporation (hereinafter referred to as "The Federation") shall be in such form as shall be prescribed by the Board of Directors and shall have the words SHOOTING FEDERATION OF CANADA - FEDERATION DE TIR DU CANADA endorsed thereon. The Secretary shall have custody of the seal.

II - MEMBERSHIP

1. Applications for membership shall be filed with the Secretary in the form prescribed by the Board of Directors.
2. The exclusive right to accept or reject an application for membership or affiliation is vested in the Board of Directors.
3. The Board may, from time to time, offer memberships for various terms not to exceed twenty years. These memberships may be voting or non-voting.

III- AFFILIATION

1. The Board of Directors may approve an application for the Affiliation and/or Association of National, Provincial or other firearm related organizations on such terms and conditions as they see fit.

IV - FEES

1. The Board of Directors shall by resolution, set and establish the fee payable in respect of each class of membership, affiliation and association and may, from time to time, decrease or otherwise vary such fee. Separate fees may be set for membership in more than one section.

2. Members of affiliated Provincial Governing Association and members of affiliated National Organizations may be granted special rates for Annual and Five-Year Memberships.

V - TERMINATION OF MEMBERSHIP

1. All classes of membership, affiliation and association shall terminate automatically at the end of the period for which they are issued. The period shall commence on the date on which the membership, affiliation or association was issued.
2. Failure by any annual member to renew their membership, or by any affiliated or associated organization to renew its affiliation or association within thirty (30) days after it expires, shall automatically result in the suspension of all the rights and privileges of membership, affiliation or association until the requisite dues be paid.
3. Any member may terminate their membership or any organization may terminate its affiliation or association at any time by giving written notice to that effect to the Secretary.
4. The Board of Directors, upon its own initiative, or upon the substantiated charge of any member or members in good standing, may suspend or expel any member or any affiliated or associated organization as a disciplinary measure for conduct detrimental to the best interests of the Federation. The member or organization so charged shall be advised of the charge, and shall have the opportunity of offering a defence before disciplinary action by the Board of Directors is considered. If the member or organization is dissatisfied with the decision of the Board of Directors, they shall have the right of appeal at an annual meeting, or at a special general meeting called for this purpose.

VI - VOTING

1. Every individual voting member as described in Article II of these By-Laws who was a member in good standing, on the date six (6) months immediately preceding the meeting or postal/fax ballot, and who continues to be a member in good standing throughout the meeting or the period of the postal/fax ballot, shall have the right to vote.
2. Every duly affiliated organization shall be entitled to one vote. This vote shall be given by a delegate appointed in writing by a resolution of the Board of Directors of the organization. No individual shall vote for more than one such organization. This shall not preclude a delegate from exercising their vote as a member.
3. Only members and delegates according to Sections I and 2 of this Article shall have the right to vote at meetings of the Federation.
4. Unless otherwise provided by law or by-law, approval by a section or general meeting shall require the favorable vote of the majority of voters present thereat. in the event of an equal division of voters, the Chairman shall have a casting vote.
5. The decision as to the method of voting shall at all times rest with the meeting.
6. The election of the six (6) Directors at large and the Section Chairs and any other matter(s) that the Board may determine will be done by a postal/fax ballot provided each ballot is signed by the voting member and the voting member has put their correct membership number on the ballot. At the discretion of the Board of Directors a postal or fax ballot will have a return address/return fax number being that of the Auditors of the Shooting Federation, at that time, and the Auditors will act as scrutineers.
7. A Special Resolution is a resolution of which notice has been given and which shall require a 2/3 vote of those voting.

VII - SECTIONS AND STANDING COMMITTEES

1. Activities of the Federation shall be carried out through Affiliated Organizations, Standing Committees and Sections which shall at all times include Rifle and Handgun Sections. Additional Committees or Sections may be established by resolution of the Board of Directors as required from time to time.
2. Each Committee or Section shall operate under terms of reference established by the Board of Directors. Chairpersons and Vice-Chairpersons of each Section shall be elected for a one year term, by postal/fax ballot conducted by the Federation, to all the voting members registered in the respective section. For greater clarity only voting members registered in the particular section can vote for the Chairperson or Vice-Chairperson of that particular section. Officers and Members of Standing or Ad Hoc Committees shall be appointed by the Board of Directors.
3. The Board of Directors may appoint Chairperson and Vice-Chairperson of Sections to serve until the next election should the position become vacant for any reason.

4. Officers of Sections or Committee members may be removed from office for such specified reasons as the Board may deem to be sufficient. Such persons shall be given notice of motion and shall have the right to be present and/or have a representative present at the meeting to consider their removal. They shall also have the right to stand for re-election.
5. The committee members shall serve without remuneration or compensation except that the Board may from time to time reimburse a committee member for one's out-of-pocket expenses necessarily incurred in the discharge of duties specifically assigned by the Board, or in attending meetings of the Board or the Federation or as provided in Article XI Section 3.
6. Duly Affiliated and fully Associated National Organizations as approved by the Board of directors shall be treated as if they were sections and their chairperson shall have all of the rights of a section chairperson provided the Board is satisfied that the organization has and adheres to a democratic election process.

VIII - SECTION MEETINGS

1. Where a section sponsors or operates an annual national shoulder-to-shoulder tournament, a Technical Section Meeting may be held concurrently.
2. Special section meetings shall be called:
 - a) when and as ordered by the Board of Directors; or
 - b) when and as requested by at least ten (10) eligible members by means of written request to the Secretary, disclosing the nature of the business to be transacted by such special section meeting.
3. Whereas a member's interests and activities may embrace more than one section, it shall be the right of each eligible member to attend and vote at any or all section meetings, at their own expense, and vote in any section postal ballot, provided the member has registered in and paid the additional section fees as prescribed from time to time by the Board of Directors.
4. Members of Affiliated and fully associated organizations and other persons invited by the Federation Secretary shall have the right to attend section meetings.
5. Notice of a Section Meeting or a Special Section Meeting shall be given in writing to each eligible member by the Secretary at least thirty (30) days before the date of the meeting and the agenda of the meeting being called shall be given to each eligible member with such notice and shall provide for a period during which eligible members may ask questions, discuss problems, submit recommendations and requisition a vote thereon.
6. A quorum for a section meeting shall consist of ten (10) eligible members.

IX - GENERAL MEETINGS

1. An Annual General Meeting shall be held once in each calendar year within ninety (90) days of the end of the Federation's fiscal year, or so soon thereafter as is possible. The time and place of each Annual General Meeting shall be decided by the Executive Committee. Except when decided otherwise by the membership, the annual general meeting shall be held in Canada.
2. Special general meetings shall be called:
 - a) when and as ordered by the Board of Directors; or
 - b) when and as requested by twenty-five (25) eligible members by means of a written request to the Secretary disclosing the nature of the business to be transacted at such special general meeting.
3. Members of affiliated or associated organizations and other persons invited by the Federation Secretary shall have the right to attend general meetings, provided that the Chairperson may always require any person or persons, except voting members, to leave the room where a general meeting is being held.
4. Notice of a general meeting shall be published by Notice in writing to each voting member given by the Federation Secretary at least thirty (30) days before the date of the meeting.
5. A quorum for a general meeting shall consist of twenty-five (25) eligible members.

X - DIRECTORS

1.
 - a) The affairs of the Federation shall be managed by a Board of Directors.
 - b) Six directors shall be elected by a postal/fax ballot to all voting members for a three year term with two directors being elected each year.
 - c) Every duly Affiliated Province or Territory shall be entitled to appoint, annually, one Director who shall be known as a Provincial Representative. These appointments shall be made only by duly Affiliated Provincial or Territorial Sport Governing Bodies or by any Special Committee appointed

- for the purpose by only duly Affiliated Governing Bodies within the Provinces or Territories.
- d) The Board may elect a Chair of the High Performance Committee who will be a Director and will be known as the Vice President High Performance.
 - e) The Board may elect up to two directors annually for a one-year term.
 - f) Section chairpersons and Chairpersons of Nationally Affiliated and fully Associated Organizations, as approved by the Board of Directors, are members of the Board.
2. Only members who are Canadian citizens and who are not employees of the Federation shall be eligible to be elected as directors and directors shall be eligible for re-election.
 3. The Office of Director, howsoever elected or appointed, shall be vacated by:
 - a) their death; or
 - b) their resignation given in writing to the Board; or
 - c) their ceasing to be eligible by being 60 or more days in arrears in paying their membership dues and/or their related organization being 60 or more days late in paying their Affiliation or Association fees; or
 - d) by a 2/3 majority resolution of all of the other directors then in office declaring the person to be incapable of fulfilling ones duties or dismissal for conduct detrimental to the interests of the Federation; or,
 - e) by a 2/3 vote of the members present at a general meeting or by postal/fax ballot whose notice included notice that such a motion would be presented.

The Board of Directors may appoint any eligible person, not already a director, to fill any vacancy until the time of the next election or Annual General meeting as they see fit.

Notwithstanding anything to the contrary in this By-Law, any director elected prior to the time of the amendment of the By-Law, shall continue in office until the expiration of his original term.
 4. Meetings of the Board of Directors or the Executive Committee may be held at any time and place to be determined by the Directors, Executive Committee or by the President, upon notice mailed or telegraphed by the Federation Secretary at least seven (7) days in advance. If all members of the Board of Directors or the Executive Committee, as the case may be, consent, directors and executive committee members may participate in meetings by conference call.
 5. The Quorum of the Board of Directors shall be thirty percent (30%) of all existing directors.
 6.
 - a) Unless otherwise provided by law or by By-law, approval by a meeting of the Board of Directors shall require a favorable vote by a majority of directors present thereat. In the event of any equal division of votes, the President shall have a deciding vote.
 - b) Within one month of its receipt, the President shall comply with any written request signed by no fewer than 20% of the Directors to call a Special Meeting of the Board of Directors to consider specified business.
 7. The Directors shall serve without remuneration or compensation except that the Board may from time to time reimburse a Director for his out-of-pocket expenses necessarily incurred in the discharge of duties specifically assigned by the Board, or in attending meetings of the Board or of the Federation or as provided in Article XI Section 3h.
 8.
 - a) The Board of Directors shall elect from its own members a President, a Vice-President Administration, a Vice President Domestic & Operations, two Vice-Chairpersons who are Chairpersons of Sections or National Affiliated or fully Associated organizations, and two Vice-Presidents who are Provincial Representatives. The Executive Committee will consist of these officers and the Vice President High Performance who will all be voting members plus the Secretary (the Executive Director or designate), the Director of Public Affairs, and the immediate Past President who will not have a vote. The term of the immediate Past President shall be one year and he/she shall have a vote if he/she is specifically elected to the Executive by reason of one of the above elected offices.
 - b) The Board shall delegate to the Executive Committee all powers of the Board between meetings of the Board and the Executive Committee shall perform such other duties as are specifically delegated to it in these By-Laws.
 - c) Unless otherwise provided by the Board of Directors, the Executive Committee shall have power by Resolution to employ and dismiss any employee of the Federation and shall determine the scope of employment.
 - d) A quorum of the Executive Committee shall consist of at least four (4) voting members of the Committee.
 9. The Board of Directors shall appoint Standing Committee Chairpersons and members and shall advise them

of their duties and the terms of reference established for each committee.

10. The Board may appoint special committees as required which, with the exception of the nominating committee, will report to the Board.
11. Upon election or appointment all members of the Board must subscribe to, and sign to signify their agreement with, a Code of Ethics Agreement in a form as determined by the Board of Directors. Failure by any director to return their Code of Ethics Agreement with their signature within thirty (30) days after their election or appointment will result in that director's immediate termination.

XI - OFFICERS

1. The Officers of the Federation are those persons elected under X-8(a).
2. An officer so elected shall hold office from the date of their election until the election of their successor unless their office shall previously have been vacated by:
 - a) their death; or
 - b) their resignation given in writing to the Board; or
 - c) their ceasing to be a Director.The Board of Directors shall immediately appoint another Director to fill any vacancy for the rest of the current term.
3. The Officers shall serve without remuneration or compensation except that:
 - a) the Board may reimburse an officer for his out-of-pocket expenses necessarily incurred in his official capacity in the discharge of his duties for the account of and on behalf of the Federation.
 - b) the Board may in their absolute discretion, determine and grant remuneration to the Secretary and the Director of Public Affairs.
4. The President shall preside at all meetings of the Board, the Executive Committee and at all general meetings.
5. The Vice-President Administration shall:
 - a) perform the duties of the President if absent or at the President's request.
 - b) oversee duties of the Federation's Administrative Employees.
 - c) supervise and co-ordinate activities of the Federation's administrative committees.
6. The Vice-President Operations & Domestic shall:
 - a) supervise and co-ordinate activities of, and ensure constant, open and full communication between the Federation's operating committees, Provincial Representatives and Section Chairpersons and is responsible for ensuring the Federations role in the development and promotion of the sport.
7. The Executive Director or such other person appointed by the Board for this purpose shall administer the finances of the corporation within the provision of the law and of the By-laws and under the direction of the Vice-President Administration.
8. Until otherwise provided by By-law, the Executive Committee shall have power by resolution to grant to two or more of its members and/or employees signing authority for any documents binding the Federation, including all cheques, bills, or other negotiable instruments.
9. All Officers and Directors of the Federation shall be responsible for representing and ensuring full and open communication with their constituencies in accordance with policies set by the Board of Directors. Specifically the two Vice-Chairpersons who are Chairpersons of Sections and the two Vice-Presidents who are Provincial Representatives are responsible for ensuring open, full and constant communications with, the full and honest representation to the Executive Committee of the views of, and the full and honest communication of the Executives Committees views and decisions to, all other Section Chairpersons and Provincial Representatives respectively.

XII - PATRONS AND HONORARY OFFICE

The Board of Directors shall have the right to appoint and to terminate the appointment of any or all of the following:

- a) A Patron-in-Chief
- b) Patrons, to a number not exceeding three (3)
- c) An honorary President
- d) Honorary Vice-Presidents, to a number not exceeding ten (10)

XIII – LEGISLATION

1. The functions of an Annual Section Meeting shall be:

- a) to dispose of matters falling entirely within the scope of the section's activities or interests;
 - b) to debate and to make to the Board of Directors recommendations which shall not be binding upon the Board;
 - c) to vote on matters submitted by the Board of Directors;
 - d) All decisions taken and all recommendations at all Section Meetings will be validated by a postal/fax ballot conducted by the Federation and sent, within 90 days of the meeting, to all members of, and only to members of, the particular Section.
2. The functions of an Annual General Meeting shall be:
 - a) to vote on matters submitted by the Board of Directors;
 - b) to receive and act on the reports of the Officers, the Technical Director and/or Executive Director, the Chairpersons of Sections the Provincial Representatives and Standing Committees;
 - c) to elect auditors for the Federation.
 3. The Board of Directors shall dispose of routine and administrative matters by means of resolutions adopted by a majority vote, unless otherwise provided by the law of the By-Laws. It shall be left to the discretion of the Board to determine what matters shall be referred for a decision or an opinion to Section or General Meetings, either annual or special.
 4.
 - a) These By-Laws shall automatically come into force upon approval by the responsible Minister.
 - b) Legislation affecting the constitution, organization, or by-laws of the Federation as such, or any matter required by the law to be so dealt with, shall be by by-law.
 - c) Any by-law may be amended or repealed by another by-law.
 - d) By-laws shall be enacted in the usual form by the Board of Directors and shall require for validity and effect:
 - i) approval by a majority of the Directors then in office; and
 - ii) approval by a two-thirds majority vote by postal/fax ballot sent to all voting members of the Federation; and
 - iii) approval by the responsible Minister.

XIV - FINANCES

1. The fiscal year of the Federation shall be from the first day of April to the last day of March.
2. All monies belonging to the Federation shall be placed in such chartered banks or financial organizations as may be designated, etc.
3. One tenth of all monies received from the sale of Life Memberships shall be annually transferred to the Federation's general funds.
4. A detailed record of all monies received, receivable, paid and payable by the Federation shall be kept in books of appropriate form.
5. Such books and all other documents pertaining to the collection, management and disbursement of the Federation's monies shall be audited once a year by an auditor elected by the majority of all voting members by postal/fax ballot or otherwise as the Directors may determine, and the auditor's written report shall be submitted to all voting members by the Treasurer.
6. All contracts and all expenditures shall require the approval of the Executive Committee which shall be recorded in the Committee Meeting Minutes and be kept in the records for accounting and auditing purposes. Notwithstanding these provisions, the Executive Committee may authorize certain officers and/or employees to pay normal operating expenses or pre-arranged expenses without further reference to the Executive Committee even though the specific amounts have not been recorded in the minutes.
7. Should the membership of an individual or the affiliation of an organization be terminated for any reason whatsoever:
 - a) The Federation shall be under no obligation to distribute to such individual or organization any part of the monies, values or assets then held by the Federation, including the fees already paid by such individual, organization under the membership or affiliation assessment.
 - b) Such individual or organization shall be relieved, as of the effective date of termination of membership or affiliation, of their obligation to pay to the Federation even for the then current fiscal year.

XV - PUBLICATIONS

1. The Federation shall have official publications, bearing such names and in such form as the Board of Directors may establish.
2. The official publication may be used as the official means of making any and all announcements on behalf

of the Federation. It shall also carry news items and articles of interest to the general membership, and such paid advertisements as shall be acceptable to the Executive Committee.

3. The Federation may issue a series of bulletins for each Section of the Federation devoted to programs and announcements which concern only that Section. The distribution of such bulletins shall be as decided by the Executive Committee from time to time.
4. Responsibility for the preparation, editing and publishing of each publication, and the remuneration for same, if any, shall be decided by the Executive Committee.