

WHITEHORSE RIFLE & PISTOL CLUB

CONSTITUTION AND BYLAWS

Revised
1/15/2015

Documentation outlining the principles and practice of the organization relating to membership, meetings, elections, voting, duties of Officers and the financial management guidelines.

CONSTITUTION

NAME

The name of this organization shall be:

Whitehorse Rifle & Pistol Club

And, the short name shall be

WRPC

Originally incorporated as a Society under the provisions of the Societies Ordinance R.O. 1958, c.101,s.1. (Yukon).

PURPOSE AND OBJECTIVES

The purpose of the Whitehorse Rifle & Pistol Club is to provide a safe and appropriate place for individuals, families and community organizations to participate in the shooting sports; to encourage the development of safe and responsible shooting practices; to promote recreational and competitive target shooting in the various shooting disciplines; to facilitate opportunities for education, instruction and training in the safe use of firearms.

AREA OF OPERATIONS

The Society will conduct its operations primarily at the shooting range located at Mile 3.2 Grey Mountain Road, within the City of Whitehorse, on land leased from the City and identified as Lot 1114, Quad 105D/10.

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BYLAWS

SECTION 1

INTERPRETATION

The definitions in the *Societies Act* and in the Societies Regulations apply to these bylaws unless the context requires otherwise.

- a) “Societies Act” means the *Societies Act* of the Yukon from time to time in force and all amendments;
- b) “Societies Regulations” means the Societies Regulations of the Yukon from time to time in force and all amendments;
- c) “Member” means a person who has been accepted, and who has paid the required annual membership dues;
- d) “Accredited member” is a member in good standing who is eligible to vote;
- e) “Director” means a member of the Board of Directors;
- f) “Executive” means the President, vice President, Treasurer and Secretary;
- g) “Board of Directors” means the members of the executive, the immediate past President and Directors at large;
- h) “Officer” means a member who is elected or appointed to a titled position or an office of responsibility;
- i) “Registered address” of a member means the address as recorded in the register of members;
- j) The Whitehorse Rifle & Pistol Club may be referenced within this document as “club”, “Society”, “organization” and “association”;
- k) “Section” means a specific category of shooting such as rifle, handgun, airgun and shotgun or other identified operational activity (example advertising , communications or maintenance);
- l) “Section Head” means a member of the Society who oversees the activities of a specific section of the Society;
- m) “Shooting discipline” means a specific style of shooting interest within a section such as silhouette, trap, practical pistol, long range bench rest, cowboy action, and others.

COMPLIANCE WITH ACTS AND REGULATIONS

1. The Society will comply with all Federal, Territorial and Municipal Acts and Regulations that govern and apply to the operation of a shooting range, its members and Officers.
2. These Acts and Regulations, as developed or as amended from time to time, will be included as an appendix to the bylaws of the Society.

RECORDS

1. Processes and policies will be developed and revised as required, to manage the retention, storage, distribution, access and disposal of all records created or utilized by the Society for the

purpose of conducting and recording the business of the organization. Special attention will be given to any and all legal requirements and the protection of personal information.

2. These processes will encompass all types of records including paper, electronic transmission, photographs and digital recordings. The records management plan will also identify a disaster recovery plan and a disposal plan upon dissolution of the Society.
3. Records held by the organization may include, but are not limited to:
 - a) Financial records (bank statements, tax forms, invoices, etc.);
 - b) Capital and fixed assets records;
 - c) Membership records;
 - d) Publications (newsletters, brochures, web-based notices, etc.);
 - e) Correspondence (paper, electronic);
 - f) Records of decisions, minutes of meetings;
 - g) Photographs, awards, artwork.

BYLAWS

1. The Board of Directors will conduct a bi-annual review of these bylaws.
2. Whitehorse Rifle & Pistol Club may amend its bylaws by special resolution but the change is not effective until filed with and approved by the Registrar of Societies.
3. An amendment to the bylaws shall be made by deleting, substituting, or adding entire clauses.
4. The notice of the meeting at which a special resolution to change the bylaws is to be voted on shall state:
 - a) the numbered section containing the identified clause(s) to be deleted, if any; and
 - b) the entire text of the clause(s) to be substituted or added.
5. A member may request an amendment to a by-law by:
 - a) submitting a written request, at any time, to the Board of Directors, or
 - b) making a motion to request an amendment to a by-law at the annual general meeting, if this business item is included in the approved agenda.
6. The Directors will consider the merits of the amendment before proceeding. Such consideration shall not be unduly delayed.

SEAL

1. The Directors may adopt a seal for the Society and substitute a new seal.
2. The seal shall be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons prescribed in the resolution, or if no other persons are prescribed, in the presence of the President and
 - a) Secretary-Treasurer; or
 - b) Secretary

DISSOLUTION OF THE SOCIETY

1. In the event that the Society no longer serves the purpose for which it was incorporated or where the members have lost interest in the Society, the Society may surrender its certificate by special resolution.
2. Notice of the special meeting respecting the dissolution must be given to its members and creditors at least 21 days in advance of the scheduled meeting.

3. Assets remaining after all debts have been paid will be distributed to one or more incorporated Yukon societies as determined by a special resolution.
4. The Board of Directors will be responsible for submitting the final reports and reconciliation of the affairs of the Society to the Yukon Registrar of Societies.

SECTION 2- MEMBERSHIP

MEMBERSHIP

1. The membership year runs January 1st to December 31st.
2. All memberships shall expire at the end of the membership year (December 31st) subject to a grace period if renewed within one month of the year end (January 31st).
3. Membership classifications will be determined by the Board of Directors. See appendix #3 Table of Fees.
4. Every member shall uphold the constitution and comply with these bylaws and the range rules.
5. A member in good standing is one who is current in their membership dues.
6. A person shall cease to be a member of the Society:
 - a) upon the death of the member or in the case of a corporation, on dissolution;
 - b) on being expelled;
 - c) on not being a member in good standing;
 - d) by delivering a resignation in writing to the Secretary or Secretary-Treasurer of the Society or by delivering it to the address of the Society.
7. A member in good standing is entitled to:
 - a) participate in club activities;
 - b) reasonable access and use of club facilities;
 - c) receive notice of general meetings;
 - d) attend all general meetings and move, second and speak to motions;
 - e) vote at all general meetings, however only one vote per membership classification is permitted for the member who is at least 18 years of age;
 - f) receive a copy, without charge, of the Constitution and Bylaws of the Society
 - g) use and wear the official crest and colours adopted by the Society;
 - h) examine the records of the Society:
 - I. during the 30 minutes prior to the commencement of business at any general meeting;
 - II. once every three months providing the person responsible for holding those records is provided with 7 days' notice;
 - III. at any time or place that is agreed upon by the person who has custody of those records.

TERMINATION OF MEMBERSHIP

1. Membership with this Society may be suspended or terminated for cause.
2. Cause may be considered as, but is not limited to:
 - a) any action or deed which may compromise the safety or well-being of any member;
 - b) any action or deed which may be considered prejudicial to the Society or its purpose;
 - c) misuse of Society property, facilities or purpose.
3. The Board of Directors will investigate all charges against the member.

4. The affected member will be provided with reasonable opportunity to defend the charges against them prior to a decision being reached.
5. A record of decision will be maintained as a confidential document for reference by future executive members. The membership roster will be flagged to alert the Secretary of any issues attributed to the member in question.
6. The President shall ensure a written notice of the decision made by the Board of Directors is received by the affected member.
7. In the case of suspension, notice will also include the length of time for the suspension and process for re-instatement of full membership privileges and responsibilities.
8. An expelled member may appeal the decision in writing. See Appendix # 5 Appeal Process.

SECTION 3 - MEETINGS

TYPES, TIME AND PLACE

Annual General meeting

The Annual General Meeting shall be held within 90 days of the end of the fiscal year of the Society, at a time and place chosen by the President.

General Meetings

1. A general meeting may be held at the discretion of the Board of Directors.
2. A general meeting provides an opportunity for the general membership to bring forward and discuss ideas and concerns regarding club activities.
3. No formal business will be concluded.

Special Meetings

1. Special meetings of the Society shall be held at a time and place, in accordance with the *Societies Act*, that the Directors decide.
2. The Directors may call a special meeting if requested to do so, in writing, by not less than 3 members eligible to vote at the meeting.

Directors Meetings

1. A meeting of the Board of Directors is reserved for developing the policies and managing the operational procedures of the organization.
2. Board of Directors meetings shall be held at least once every three months at a place and time determined by the Directors.
3. A Director may at any time, convene a meeting of the board.

Section Meetings

1. A section meeting may be held to determine the schedule, or course of fire for a specific shooting discipline, which can include a regular match schedule or the organization of a championship event; or, to develop the schedule and work plan for non-shooting activities such as maintenance requirements or advertising campaigns or other operational matters.
2. Section meetings will be held at the discretion of the section head at a time and place determined by the section head.
3. Any member may call for a section meeting by submitting a written request to the section head or Secretary and outlining the purpose for the meeting. Such meeting will not be unduly delayed.

Notice

1. The Board of Directors will determine the method by which the notice of a general meeting will be communicated and delivered to a member.
2. Notice of a general meeting shall be communicated to each member on the register who is entitled to vote at the meeting for which notice is being given.
3. Notice shall be given to the professional accountant if applicable; however no other person is entitled to receive a notice of a general meeting.
4. Notice shall be given not less than 10 days or more than 60 days before the meeting.
5. Where a special resolution is to be voted on, notice of the meeting shall be given or sent to each member entitled to vote at the meeting not less than 21 days or more than 60 days before the meeting. The notice shall include the text of the special resolution to be submitted.
6. The notice shall specify the place, day and hour of the meeting and, in case of special business, the general nature of the business.
7. Methods may include either electronic personal delivery or by mail to the member's registered address.
8. A notice sent by mail shall be deemed to have been issued as of the fifth business day following that date on which the notice was posted.
9. The accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.

PROCEEDINGS AT MEETINGS

Parliamentary Procedures

Except as otherwise specifically provided for in this constitution and bylaws, all questions of order or procedure with respect to any meeting or action of this Society's Board of Directors or any committee appointed hereunder, shall be determined by *Bourinot's Rules of Order*, as revised from time to time and included in the appendices of these by-laws. See Appendix # 4 Rules of Order.

Chairperson

1. The President shall be ex officio chairperson at all meetings.
2. The President of the Society, the vice President, or, in the absence of both, one of the other Directors present, shall preside as chairperson of a general meeting.
3. During the election of Officers at the annual general meeting, the President may stand aside as the chairperson of those proceedings, requesting that a neutral member assume the role of chairperson.
4. At a general meeting the members present shall choose one of their number to be chairperson if:
 - a) there is no President, vice President, or other Director present within 15 minutes after the time appointed for holding the meeting, or
 - b) the President and all the other Directors present are unwilling to act as chairperson.
5. The chairperson shall not move or propose a resolution and shall not second a motion or resolution proposed by another person, except as otherwise stated.
6. In case of an equality of votes, the chairperson shall not have a casting vote and the motion or resolution is defeated.

Special Meeting

Business of a special meeting may include all business other than the business that is reserved for an annual general meeting.

Annual General Meeting

Business of the annual general meeting will include:

1. Adoption of the agenda.
2. Presentation of various reports including:
 - a) President's report
 - b) Financial reports
 - c) Directors reports
 - d) Accountant's report
 - e) Section Head reports.
3. Election of the Officers of the Society. Newly elected Officers shall be installed effective at the end of this meeting.
4. Appointment of a professional accountant, if required.
5. Special business shall not be conducted at a general meeting unless notice has been given of the proposal to conduct that business at that meeting.
6. No other business will be conducted or discussed during this meeting.

Board of Directors Meeting

1. The chairperson of a meeting of the Board of Directors may propose, move and vote.
2. During the business of the meetings, the Board of Directors will:
 - a) Review and revise the general operational procedures of the Society;
 - b) Develop and publish policies related to the functions of the Society;
 - c) Discuss and determine final decisions on financial commitments;
 - d) Set agenda items for future general meetings;
 - e) Maintain a record of decisions.

Section Meetings

1. Business of section meetings may include the scheduling of regular match events and competitions, identifying materials (e.g. targets, range improvements) that may be required by the various shooting disciplines, and organizing the required advertising to promote these events.
2. A section meeting for range safety Officers will be held twice yearly to establish the range Officer duty schedule for public access nights, discuss range safety concerns and make recommendations for changes to range rules as deemed necessary.

Adjournment of Meetings

1. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
2. Except as required by this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
3. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

Quorum

1. Unless otherwise required by law or by-law, approval shall require the favourable vote of the majority of accredited voters present at the meeting.

2. A quorum of three quarters of the accredited members present at the meeting is required to pass a special resolution presented at a meeting convened for that purpose.
3. At the annual general meeting a quorum is the presence of 30 accredited members plus three members of the Board of Directors.
4. At any general meeting a quorum is the presence of 10 accredited members plus two members of the Board of Directors.
5. At a Board of Directors meeting the presence of a majority of its members shall constitute a quorum.
6. At a section meeting the presence of the section head and one accredited member constitutes a quorum.

Voting

1. A member in good standing and 18 years of age or more, present at a meeting of members is entitled to vote.
2. Only one vote per membership classification.
3. Voting, except for the election of Officers or Directors, is by a show of hands.
4. Voting by proxy is not permitted.

Nominations

1. Any member in good standing is eligible for nomination to the position of President, vice President, Treasurer, Secretary, Secretary -Treasurer or Director at large.
2. The Board of Directors may appoint a nomination committee who shall submit a list of names of candidates, one for each of the offices to be filled, to be presented at the annual general meeting.
3. Nominations for all offices can be made from the floor during the annual general meeting.
4. The nominee, the nominator and the seconder of the nomination must be present at the annual general meeting.

Elections

1. Separate elections shall be held for each office to be filled.
2. An election shall be by secret ballot unless a nominee is acclaimed.
3. If no successor is elected the person previously elected or appointed may continue to hold office.
4. The Board of Directors may appoint a member as a Director to fill a vacancy.
5. A Director so appointed ceases to hold office when a successor is elected at a general meeting of the Society. The appointed Officer is eligible for nomination at the meeting.
6. The term of office for all elected positions will be of one year duration. In the situation where an Officer or Director is elected part way through the year, they will then serve until the end of the term.
7. The Directors shall cease to hold office when their successors are elected at a general meeting of the Society.

SECTION 4 - OFFICERS AND DIRECTORS OF THE SOCIETY

MEMBERSHIP

1. The executive members of the Society shall be the President, the vice-President and either a Secretary -Treasurer or a Secretary and a Treasurer.
2. The Board of Directors shall be the executive members, the immediate past President and five Directors at large to a maximum of 10 members.

AUTHORITY

1. The Officers and Directors may exercise all the powers and perform all actions that the Society may direct, except where these bylaws or statutes are otherwise lawfully directed or required to be exercised or done by the Society in a general meeting.
2. The authority of the Officers and Directors is subject to:
 - a. all laws affecting the Society;
 - b. these bylaws;
 - c. rules, not being inconsistent with these bylaws, which are made from time to time by the Society in a general meeting; and
 - d. the conduct and execution of the of the Society' affairs based on common business practices.
3. No rule, made by the Society in a general meeting, invalidates a prior act of the Officers or Directors that would have been valid if that new rule had not been made.
4. No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.
5. Implementation of the operational activities of the club rests with the Executive Committee.
6. The Board of Directors takes guidance from the general membership.
7. The executive committee takes guidance from the Board of Directors.

REMUNERATION

1. No Officer or Director shall receive compensation for being or acting as an Officer or Director.
2. An Officer, Director or accredited member shall be reimbursed for all out of pocket expenses necessarily and reasonably incurred while engaged in the affairs of the Society, with prior approval for the expenditure.
3. Other than reimbursement of expenses as outlined in these bylaws, no Officer or Director shall receive compensation for any service rendered to this Society in their official capacity.
4. Travel for the business of the Society, approved in advance by the Board of Directors, will be reimbursed.
5. Reimbursement of per diem expenses shall be the lesser of actual expenses or the published Government of Yukon travel allowance rates for meals, accommodations and distance travelled.
6. Receipts are required to support reimbursement.

APPOINTMENT OF COMMITTEES

1. The Board of Directors may delegate powers to committees.
2. A committee so formed shall conform to the rules imposed by the Board of Directors.
3. The Board of Directors shall appoint the committee chairperson.
4. The members of a committee may meet and adjourn as they think proper.

REMOVAL FROM OFFICE

1. Any Officer or Director of the Society may be removed from office for cause.
2. Cause may be considered as, but is not limited to:
 - a) Acts of malfeasance of office;
 - b) Misappropriation of funds;
 - c) Misuse of association property or facilities;
 - d) Action, official or personal and considered to be prejudicial to the association or its purpose.
3. In order to initiate removal from office, any accredited member will submit the charges in writing to the Board of Directors.
4. A meeting of the Board of Directors will be called within 14 days of receiving this notice to hear the details of the charges and implement a response plan.
5. The members may, by special resolution, remove an Officer or Director before the expiration of their term of office.
6. The affected Officer or Director may appeal the decision in writing to the Board of Directors. See Appendix # 5 Appeal Process.

VACANCIES

1. If the office of President becomes vacant for any reason, the vice President shall advance in office.
2. If provision for such advancement fails to fill the office, the Board of Directors shall call a special meeting for the purpose of electing a President.
3. Each member in good standing shall be given two weeks' notice of time, place and purpose of said meeting.
4. In the event of a vacancy of any other office, the Board of Directors shall appoint a member of the Society to fill said vacancy for the remainder of the term.
5. In the event the number of vacancies on the Board of Directors is reduced to a number that is less than required to form a quorum, the general membership of the Society shall have power to fill vacancies by an election held at any regular general meeting upon prior notice and in the manner stated herein. Such notice may be given by any remaining Officer or if none remaining, by any Society member.

RESPONSIBILITIES

President

The President is the chief executive Officer of the Society and is responsible for the overall management of the organization.

The President shall:

1. Supervise the other Officers in the execution of their duties.
2. Act as the official spokesperson for all Society related events and activities.
3. Preside at all general meetings of the Society and of the Board of Directors, except where these bylaws otherwise direct.
4. Issue the call for all special meetings and Board of Director meetings.
5. Appoint standing and special committees and cooperate with the chairpersons of those committees to affect regular functioning and reporting of such committees.

6. Ensure that regular elections are duly called, noticed and held.

Vice President

The vice President shall:

1. Assume the roles and responsibilities of the President with the same authority if the President is unable to perform the duties of the office for any reason.
2. Oversee the functioning of such committees as the President shall designate.
3. Carry out duties of the Society as assigned by the President.

Secretary

The Secretary shall:

1. Conduct the correspondence of the Society.
2. Issue notices of meetings of the Society and Directors.
3. Keep minutes of all meetings of the Society and Directors.
4. Maintain the register of members.
5. Maintain custody of the seal of the Society.
6. Maintain care and custody of the records not managed by the Treasurer of the Society including:
 - a) minutes of meetings, records of decisions
 - b) correspondence, attendance
 - c) membership records
 - d) appointments
 - e) elections
 - f) training and certification records, and
 - g) other related tasks as assigned from time to time.

Treasurer

The Treasurer shall:

1. Receive and record all funds paid to the Society.
2. Pay out monies related to Society obligations.
3. Confirm completeness and authenticity of all submitted claims.
4. Confirm authenticity of expenses charged to any credit card accounts.
5. Ensure cheques are signed by the Treasurer and co-signed by one other Officer of the Society.
6. Maintain the financial records using basic accounting practices.
7. Prepare and submit monthly, quarterly and annual financial reports.
8. Reconcile cash accounts held from time to time by the Society.

Secretary-Treasurer

1. When the Society has a Secretary-Treasurer, that person shall carry out the duties of both as described above.
2. In the absence of the Secretary or Secretary-Treasurer from a meeting, the Directors shall appoint another person to act as a recording Secretary.

Directors At Large

1. Shall act as general advisors to the executive and fulfill other tasks and duties as may be required from time to time, as requested by the executive.

2. Shall represent and convey collective interests of the Sections to the Board for review and action as required.

Past President

Shall act as general advisor to the executive and fulfill other tasks and duties as may be required from time to time, as requested by the executive.

Chief Range Safety Officer

The Board of Directors will select the chief range safety officer from the roster of range safety officers.

The chief range safety officer shall:

1. Ensure operational safety of the Society by reviewing any reported safety violations and initiating and communicating improvements to range safety procedures.
2. Conduct safety briefings with range safety officers.
3. Establish standards for recruiting and training range safety officers.
4. Ensure information delivered during range orientation tours is accurate and consistent.
5. Liaise with representatives of enforcement agencies as required.
6. Serve as an advisory member to the Board of Directors, without a casting vote.

SECTION 5 - FINANCE

FISCAL YEAR

The fiscal year shall be January 1st to December 31st.

FINANCIAL STATEMENTS

1. In compliance with the Societies Act and Regulations, the Treasurer or Secretary-Treasurer will ensure that the financial accounts are prepared in accordance with generally accepted accounting principles.
2. Presentation of the financial statements at the annual general meeting will:
 - a) Consist of a balance sheet and a statement of revenue and expenditures;
 - b) Be reviewed and approved by at least two Directors;
 - c) Be signed by the Treasurer or Secretary-Treasurer and one other executive Director.

PROFESSIONAL ACCOUNTANT

This part applies only when:

- a) the Societies Regulations requires the Society to have a professional accountant, or
 - b) the Society has resolved to appoint a professional accountant.
1. At each annual general meeting the Society shall appoint a professional accountant as required.
 2. The Directors may appoint a professional accountant to fill a vacancy occurring in that office between one annual general meeting and the next.
 3. A professional accountant may be removed by ordinary resolution.
 4. No Director and no employee of the Society shall act as the appointed professional accountant.

FINANCIAL AUTHORITY

1. Signing authority on bank accounts and other financial instruments of the Society is delegated to two members of the executive where one signatory will always be the Treasurer.
2. Authority for non-discretionary expenditures to meet the day to day operational requirements of the Society rests with the executive members.
3. Discretionary expenditures over \$1,000.00 for goods or services necessary for the general operation of the organization, requires approval by a two-thirds majority of the Board of Directors.
4. Approval for capital expenditures for goods or services, in excess of \$15, 000.00, requires the passing of a motion at a meeting of the Board of Directors followed by the approval of a special resolution by the membership.
5. Limits to spending will be identified by approval of an annual operational budget presented at the annual general meeting. Justification for variances in the preceding year will be included with the annual financial report.
6. Failure to obtain an approval for the operational budget will allow only non-discretionary expenditures until a revised budget is presented for approval at a special meeting called for that purpose.
7. In the event that health and safety are compromised, expenditures to immediately remediate the situation will be made and a report of the incident will be presented to the general membership.

BORROWING

Borrowing is not permitted.

FEES AND DUES

Annual Membership Dues

1. Each new, renewed or re-instated member shall pay the annual membership dues.
2. The amount of the annual membership dues shall be determined by the Board of Directors and be included as an appendix to the bylaws. See appendix # 3 Table of Fees.
3. Changes to the fee schedule require approval by the membership at the annual general meeting.
4. Changes to annual membership dues will become effective with the beginning of the next fiscal year.
5. Changes will be communicated to members with a minimum of three months advance notice.

Other Fees

1. Other than to recover costs from users for such items as targets, ammunition and other sundry items, no dues, fees or assessments in addition to that set forth herein may be levied on or required of any member of this Society.
2. The Board of Directors will establish the fee schedule for special user groups who wish to reserve various range venues.

METHODS OF PAYMENT

Cash Accounts

1. Access to and use of all accounts shall be controlled by the Treasurer.
2. All expenses must be supported by invoice or receipt.
3. When expenses are paid by cheque, they shall be signed by the Treasurer and one other authorized executive Officer.

4. Automatic bank deductions may be established to facilitate the payment of regular services.
5. Charge accounts may be established for the purchase of supplies, services and equipment.
6. A petty cash account shall be established for the reimbursement of authorized small purchases paid out of pocket.
7. A separate cash account shall be established and maintained for receipt of funds from sale of targets, ammunition and other sundry items.
8. Distinctly separate accounts shall be established for all special events.

Service Contracts

1. The Society may enter into service contracts, as required, to facilitate the submission and payment of invoices for services rendered by or to the Society.
2. Contracts must be signed by the Treasurer and one other member of the executive.

SECTION 6 - POLICY AND PROCEDURES

The Board of Directors is responsible for developing and revising policies and procedures that govern the expected behaviour at the range and the general operations of the organization. The details of these policies and procedures will be maintained separately from the by-laws.

APPENDICES

1. In order to maintain compliance with current regulations that govern or affect the operation of the Society, the Board of Directors will ensure that current and relevant Acts and Regulations are available for guidance and decision-making purposes.
2. Other documents to be included as an appendix are defined within the by-laws of the association.

CONFLICT OF INTEREST

1. The conflict of interest policy will require each member of the Board of Directors to disclose their conflict or potential conflict and to excuse themselves from voting on any matter in which they have a conflict.
2. The minutes of a meeting in which a member of the Board of Directors declares their conflict and abstains from casting a vote, will document that action.

DISPUTE RESOLUTION

1. Any dispute concerning the interpretation or application of the bylaws, and any dispute concerning the rights of a member or the powers of a Director or Officer, shall be submitted to the Board of Directors and resolved by arbitration as described under the *Arbitration Act* of the Yukon.

HARASSMENT

1. Aggressive, abusive or harassing behaviour will not be tolerated.
2. The Board of Directors will develop, revise and communicate a policy outlining the expectations related to respectful behaviour by all members, users and visitors.
3. The Board of Directors will investigate any report of aggressive, abusive or harassing behaviour that occurs within the operational authority of the organization and take appropriate remediation.

INCIDENT REPORTING

1. All incidents involving injury to persons or damage to property will be investigated by the Board of Directors.
2. Where required, notification will be made to the appropriate agency or authority within the identified reporting period.
3. A summary report will be provided to the membership at a general meeting and will include any remediation required to reduce future risk of injury or damage.

PARTISAN ACTIVITIES

The organization as an entity will refrain from commenting on or participating in any activity that will bias the philosophy of the organization or jeopardize the credibility or values of the organization, and by the extension, its members.

PHILANTHROPY

The Board of Directors will develop a process for managing both the receipt of donations to the organization and the contribution of services or funds to other community organizations.

The Treasurer will account for the receipt and disbursement of these funds as a separate budget item within the general accounting.

APPENDIX 1 – CLUB CONTACT INFORMATION

| | |
|------------------------|--|
| Name | Whitehorse Rifle & Pistol Club |
| Mailing address | Box 30078 Whitehorse, Yukon Y1A 5M2 |
| Street address | Mile 3.2 Grey Mountain Road |
| Phone | 867-633-4003 |
| Email | Secretary@wrpc.ca |
| Web site | www.wrpc.ca |
| Legal site description | Lot 1114 Quad 105D/10 |
| Map coordinates | 60°41'18.4"N 134°57'27.3"W |

APPENDIX 2 -LEGISLATION

LEGISLATION – FEDERAL

- 1) Canadian Firearms Act (1995) Reference: <http://laws-lois.justice.gc.ca/eng/acts/F-11.6/index.html>
- 2) Shooting Clubs and Shooting Ranges Regulations (1998) Reference: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-212/index.html>
- 3) Storage, Display and Transportation of Firearms and Other Weapons by Businesses Regulations (1998) Reference: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-210/page-1.html>
- 4) Canadian Firearms Program Website Reference: <http://www.rcmp-grc.gc.ca/cfp-pcaf/index-eng.htm>

LEGISLATION – TERRITORIAL

- 1) Yukon Societies Act http://www.gov.yk.ca/legislation/acts/societies_c.pdf
- 2) Yukon Societies Regulations http://www.gov.yk.ca/legislation/regs/oic1988_124.pdf
- 3) Yukon Arbitration Act http://www.gov.yk.ca/legislation/acts/arbitration_c.pdf

LEGISLATION - MUNICIPAL

- 1) City of Whitehorse 2010 Official Community Plan
<http://www.whitehorse.ca/modules/showdocument.aspx?documentid=728>
- 2) City of Whitehorse Bylaw 127 – Firearms Bylaw
<http://www.whitehorse.ca/modules/showdocument.aspx?documentid=95>
- 3) City of Whitehorse Bylaw 2013-23 – Business License
<http://www.whitehorse.ca/modules/showdocument.aspx?documentid=107>

APPENDIX 3- TABLE OF FEES

MEMBERSHIP

| Classification of Membership | Annual Fee | Effective August 1st every year: Rates for LATE RENEWAL or NEW MEMBERSHIP. Includes membership fees for the following year. |
|---|-------------------|--|
| Individual | \$100.00 | \$150.00 |
| Person aged 18 years and older | | |
| Dual | \$110.00 | \$165.00 |
| Primary member PLUS one other family member (e.g. spouse or one child under 18 years) | | |
| Family | \$125.00 | \$187.00 |
| Primary member PLUS immediate family members, living in the same household, who will be regularly using the range | | |
| Youth | \$27.50 | \$40.00 |
| Individual 10 to 17 years of age. Parental consent and supervision required. | | |

RANGE USE FEES

| | |
|-------------------------------|------------------|
| Entire Range – Full Day | \$1500.00 |
| Single Range Venue – Full Day | \$ 200.00 |
| Single Range Venue – Half Day | \$ 125.00 |
| Clubhouse | \$ 75.00 |

APPENDIX 4 – RULES OF ORDER

Insert Bourinot's Rules of Order, current edition

APPENDIX 5 – APPEAL PROCESS

To be developed – use Arbitration Act of Yukon for guidance.