**Georgian Bay Hunters and Anglers Inc.**  Diagram

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(GBHA Inc. Referred to in this document as the Club)

**By-laws 2023 (Version 11 & Final April 23, 2023)**

**Article-1: Board of Directors**

**Item-1:** **Item-1:** The Board of Directors of the Club shall consist of up to 17 elected members, plus the immediate Past President. For 2023/2024 the position of Treasurer shall be an appointed position and form part of the Executive. For 2023/2024, the position of Director/Treasurer Bingo Operations Chair shall be an appointed position. Should the position of Treasurer and or the position of Director/Treasurer Bingo Operations Chair become vacant, the Executive shall advertise the position with the general membership, interview the candidates, and appoint another person to the acting position for the remainder of the term, to be re-appointed the following year pending the elections.

Item-2: Forthwith, after the election of the Board of Directors, the Directors shall elect from among themselves the officers for the forthcoming year which shall consist of a President, a First Vice- President, Second Vice-President, a Secretary which, along with the appointed Treasurer constitutes the Executive.

For 2023/2024 the position of Director/Treasurer Bingo Operations Chair, shall be an appointed by the Executive, and not elected by the Board of Directors. The position of Treasurer and the Director/Treasurer Bingo Operations can not be held by one person.

**Article-2: Duties of the Officers**

**Item-1**: President: The President shall be the Chief Officer and will, when present, preside over all regular meetings of the Club and the Board of Directors. The President shall direct the affairs of the Club, cast the deciding vote in case of a tie, be the ex-Aficio member of all committees, and perform such other duties as are incidental to this office.

**Item-2: Immediate Past President:** The immediate Past President or his/her designate shall be chair of the nominating committee and shall act in an advisory capacity to the Board of Directors.

**Item-3: Vice Presidents:** The Vice Presidents shall assist the President in his/her duties. The First Vice President shall assume the duties of the President in their absence. In the absence of the President and the 1st Vice President the 2nd Vice President will assume the duties of the President.

**Item 4: Director/Treasurer Bingo Operations:** The Director will oversee the selection of recipients of the Bursary program and as Treasurer will complete payment to respective educational institutes of the recipients. Submit monthly financial reports to the Town of Penetanguishene as required by the OLG and the town where the bingo license is issued. The Director/Treasurer Bingo Operations shall provide a monthly report at the monthly Directors meeting for GBHA, and upon request, to any member of GBHA. Prepare and deliver all forms of renewal on an annual basis for the Bingo License. The Director Treasure of Bingo Operations shall keep records, file reports with the Town and attend meetings of the bingo association where and when necessary. The Director shall also keep records of recipients of the bursaries. Should the Director/Treasurer Bingo Operations be replaced or dissolved for any reason, all records and bank information shall be up to date and returned to the President within seven days.

**Item-5: Secretary:** The Secretary shall perform all duties prescribed by the Board of Directors, notify the members of the time and place of meetings, keep a complete written record of regular monthly meetings, special meetings and Board of Director meetings, forward the minutes to the directors from all meeting within five days, keep the President informed of all matters to the Club which require immediate attention, and perform all such other duties as are incidental to this office. The Secretary shall preserve all records in proper books, which shall be furnished by the Club, or in electronic file format and shall remain the property of the Club. In addition, the Secretary shall store a redundancy copy on the I Cloud. Such books and records shall be provided to the successor to the office within seven days of the election of such successor. In case of removal of the Secretary or their inability or unwillingness to function as such, the Secretary shall provide the President of the Club: all records and property of the Club intact, up-to-date and in good order within seven days.

**Item-6: GBHA Treasurer:** The Treasurer shall supervise all monies received, spent, deposited, or invested as directed by the Board of Directors, (and maintain accurate banking records). The Treasurer shall keep an accurate record of all receipts and disbursements and shall provide a full statement of the financial affairs of the Club at regular monthly meetings and at Board of Directors meetings. Cheques shall require the signature of the Treasurer, President, or any member of the executive with signing authority before being tendered for payment. Alternate methods of payment may be Electronic payments to listed companies payable on our bank accounts and or electronic Interac transfers to individuals or our vendors. Non-operational expenditures over $300. shall require approval of the Executive. Should the Treasurer be replaced for any reason, all records and bank information shall be up to date and returned to the President within seven days.

**Item-6a: Financial Year of the Club:** The financial year of the Club shall end on the last business day of December each year. The Annual General Meeting shall be held in April of each year.

**Article-3: Powers and Duties of the Board of Directors:**

The Board of Directors shall have control and management of the clubhouse and property of the club, the direction of Club affairs, and approve non-operational accounts exceeding $300. prior to payment. In addition to the powers and duties outlined in the Constitution and Bylaws, the Board of Directors shall decide all questions and control all matters that may arise which may not be specifically provided for. The Board of Directors are also responsible for adherence to annual budgets. Such decisions or actions must be consistent and conform to the purpose and welfare of the Club and align with Roberts Rules of Order.

**Article-4: Auditors:** An Accounting Firm appointed by the Board of Directors shall either audit or complete a Financial Review of the finances of GBHA Inc. as required by the Articles of Incorporation at the end of each business year and report their findings to the Club at the first regular meeting following the Auditor’s report. The Accounting Firm will provide an Audit/Financial Review Statement or Notice to Reader for purposes of filing the annual T2 and T1044 reports to Revenue Canada.

**Article-5: Absence of the President or Vice-Presidents:** In the absence of the President and Vice-Presidents, from a meeting of the Club or the Board of Directors, the members present may select any Board of Directors member to preside over such meeting provided there is a quorum present. A Quorum shall consist of *nine* members from the Board of Directors.

**Article-6 Disbandment of Georgian Bay Hunters and Anglers Inc.**

In accordance with OLG and the Town of Penetanguishene Bingo rules and regulations, upon disbandment of Georgian Bay Hunters and Anglers Inc. The bursary funds known as the James Townes Memorial Bursary will be placed in trust to finish the four (4) year term of any students still within the program. Assets obtained by the bingo funds are to be sold and the monies to be used to pay all debts. Remaining funds must be donated to Not for Profit or Charitable organizations of GBHA’s choice in the area.

**Article-6b Disbandment of Georgian Bay Hunters and Anglers Inc.**

Should GBHA In. be disbanded for any reason, all assets will be liquidated. All debts are to be paid and remaining funds donated to a Not For Profit or Charitable organizations in the area.

**Article-7 Manner of Conducting Elections for Executive and Board of Directors:**

**Item-1:** The immediate Past President, or a member of the Board of Directors, shall prepare a list of the nominees and form an election committee.

**Item-2:** The Nomination meeting shall take place at the regular March meeting prior to the Annual Meeting in April of each year. (Members absent shall indicate their intention to stand via email or telephone).

**Item-3:** Nominees must be a Member with voting rights in good standing and shall be selected either through nominations from the floor or in writing from any member duly nominating a member in good standing.

**Item-4:** Once Nominees have been identified, the Secretary or their designate shall prepare a list of Nominees and Distribute by means of either email or the GBHA regular monthly bulletin.

**Item-5:** Ballots containing the names of the nominees will be made available to the members at the Annual Meeting in April of each year. Nominees’ names will be published in the April bulletin for all members to be aware of who is nominated to be voted upon as well the number of nominees that can be voted. Should any member wish to vote who is not able to attend the Annual Meeting in April, Proxy votes will be made available prior to the meeting and may be directed through the Nominating Committee and or the Secretary. Once votes are tabulated the Nominating Committee and or Secretary will publish the results and announce the newly elected Board of Directors.

**Item-6:** The newly elected Board of Directors shall take office effective the May dinner meeting. The Secretary or Legal Compliance chairperson shall complete report to the Ministry of Government and Consumer Services within 15 days.

**Item-7:** In case of failure to hold elections, the existing Directors shall continue to perform their duties until their successors are elected.

**Article 8: Meetings of the Club:**

**Item-1:** **Regular General Meetings:** Regular General Meetings shall be held on the third Wednesday of each month except July, August, and December where there will be no meeting unless scheduled by the Board of Directors. Due to changes in the Hunting schedules, the dates of the October and November Regular General Meetings will be announced in August and September each year to reflect changes as required.

**Item-2: Annual Meeting:** The Annual Meeting (former AGM) shall replace the Regular Monthly Meeting and be held the Third Wednesday of April. Executive, Board of Directors and Special Committees present appropriate reports for the past year, and complete as far as possible any unfinished business. Election of Directors will be conducted for the year.

**Item-2a: Annual Meeting Procedures**

1. Reading and disposal of minutes of the previous general meetings and Report of the Treasurer
2. Disposal of any business arising out of the minutes, if urgent
3. Reading and disposing of any correspondence
4. Unfinished business
5. New business, if urgent
6. Reports of Standing Committees
7. Reports of Special Committees
8. President’s report

**Item-3: Special General Meetings:** Special General Meetings may be called at any time by the President, a majority of the Board of Directors, or by written request of ten voting members, allowing for a reasonable notice period.

**Item-4: Executive Meetings:** Executive meetings may be called at any time by the President or by written request from a minimum three members of the Board of Directors, allowing for a reasonable notice period.

**Item-5: Quorum:** At any meeting of the Board of Directors, *Nine* Directors shall constitute a Quorum. No business of the Club shall be transacted unless a quorum is present.

**Article-9: Committees**

**Item-1:** The Board of Directors shall have the authority to set up standing committees for any purpose within the scope of the Constitution. The President, after consultation with the Board of Directors, shall name a chairperson to head such committees.

**Item-2:** The President shall have the authority to set up special committees and name chairpersons to head such committees should the need arise.

**Item-3:** Committees will be chaired by voting members who have agreed to head these projects.

**Item-4:** The chairperson of each committee shall appoint the other members of his or her committee.

**Item-5:** No committee shall consist of fewer than three members in good standing.

**Item-6:** Any outgoing committee correspondence shall be in the name of the Club. An executive’s signature must be thereto affixed, and a copy of such correspondence shall be on file with the Secretary.

**Item-7:** The Club Executive shall be notified as soon as possible of any incoming correspondence pertaining to the Club which may be addressed to a committee chairperson by such chairperson, and such correspondence shall be filed with the Secretary as soon as possible after it has served its purpose for that committee.

**Article 10: Membership**

**Item-1:** Any person reaching the age of nineteen (19) or family member with one applicant having reached the age of nineteen (19), may make application for an individual or family membership in the Club by completing and affixing their signature to the Club’s application form, be sponsored by one voting member of the Club, and by submitting the application to the Board of Directors for approval.

For membership purposes, a Family is defined as: life partner, and or immediate family or dependents. A Family membership may define up to *two* Voting Members who are 19 years of age or older.

**Item-1a:** Any immediate Family Member including children. Children who are not enrolled in a continuous post secondary or trades program must apply for individual membership once he or she reaches the age of nineteen (19) or upon completion of their formal education. Proof of enrollment must be provided to the Membership Chairperson.

**Item-1b:** Any “primary” member having attained the age of 70 years and has been a voting member of the Club for 20 years, will henceforth receive Honorary Membership for Life and annual dues shall consist only of the OFAH portion of the membership. (OFAH amount to be announced each year.) Such member shall notify the Membership Director and advise his or her eligibility. *(A Primary member will be either an individual member or the designated Primary person named in a Family Membership).*

**Item-2:** The Board of Directors, or their designate, shall approve applications for membership. A new member will be notified to attend the next regular meeting of the Club to receive their membership in the club.

**Item-3:** The Board of Directors may reject an application for any reason without explanation.

**Item-4:** The Board of Directors may suspend or expel any member with no refund of dues, upon receiving satisfactory proof of a conviction of such member having committed any act contrary to the game of fishery laws or having sponsored or participated in any action contrary to the objectives of the Club as herein defined. Such member shall however be given the opportunity of a hearing if they so wish.

**Item-5:** The Board of Directors shall have the power to take disciplinary action as they deem necessary (fine or suspension) for any act deemed detrimental to the Fish and Wildlife Conservation Act or causing damage to Club property.

**Item-6:** The annual membership drive, whether new or renewal, shall be from November 1st until February 28th of each year. Fees are to be made payable to the Georgian Bay Hunters & Anglers Inc. either by cash, cheque or Interac transfer with completed renewal forms presented to the Membership Chair. Failure to make payment and provide the required new application or renewal forms complete with PAL and or photo ID by *the end of* February will result in members being charged a $40.00 surcharge for each membership. This late fee payment will only be open until the *end of* March *with no exceptions*. Any member who has not paid their dues by said date shall be deemed delinquent and therefore forfeit their membership in the Club. Should a membership be forfeited, it can be renewed when membership opens October 1st for the next calendar year at the “new member rate” which includes a $40.00 surcharge for the first year.

**Item-6a: Membership Fee Schedule 2024**

**Note: Memberships for 2024 will open November 1st 2023. All 2024 membership categories reflect an increased of $25.**

**All new memberships of any kind must complete the Mandatory Orientation before membership is approved and finalized. GBHA Executive reserve the right to deny or revoke memberships.**

**Categories of GBHA 2023 Memberships:**

**Ordinary Membership**

**Eligibility**: For new; *ordinary*, and family members, sponsorship by a valid, current, voting

                       honorary, single or family member is mandatory.

                      At renewal, *Ordinary*, and Family Membership holder may transfer to any other membership

                      without penalty or restriction.

**Sponsorship:** *Ordinary* and Family membership holders may **sponsor two new**

**members** per year and serve on the Executive.

**Commitment:** 20 hours per year volunteer service or attendance to a minimum of 3 monthly

                      membership dinner meetings annually.

**2024 *Ordinary* Membership Rates**: $240.00 for new *Ordinary* members and $200.00 for renewal.

Each *Ordinary* Membership is **allowed to vote** at any General Membership Meeting and is eligible to sit on the Executive Board after being a member for two consecutive years in good standing.

**2024 Family Membership Rates:** $290.00 for new family members, $250.00 for renewal.

                      Family Membership is **allowed *two votes*** per family at any General Membership Meeting.

**Honorary Membership**

**Eligibility:** Members who are 70 years old or older with a minimum of 20 years

                       membership with the club.

**Sponsorship:** Honorary membership holders may sponsor two new members per year and

                       serve on the Executive.

**Voting:** This is participating, voting membership, may serve on the executive.

**Rate:** $85.00

**Affiliate Membership**

**Eligibility:** New members who are **without sponsorship** by a valid, current voting Single

                    or family membership holders will be “Affiliate Members”.

**Commitment:** No volunteer commitment or meeting commitment.  Affiliate members may

                    attend club events or dinners.

**Voting:** This is non-participating, may not serve on the Executive, or vote in membership

                    meetings.

**Police Check:** A current police check must be provided with the application for membership.

**Conversion:** After a *five-year consecutive*membership, conversion to an Associate, *Ordinary* or

                    Family Membership is subject to a majority vote by the Executive, with consideration to

        participation – volunteer commitment – and monthly meeting attendance. *After one year, should an Affiliate member in good standing find a sponsor in good standing they may be able to convert to an Ordinary*

**Rate:** $550.00 per year for a new or renewing member.  Renewals after February

                    until the *end of* March will be $590.00 ($40.00) surcharge See Item 6:).

**GBHA Youth Mentor Membership**

**Eligibility: Youth Mentors, aged 16 to 18 who may or may not be graduating from the Junior Club are invited to join as a Youth Mentor when sponsored by a Voting Member in good standing.**

**Commitment: 20 hours Volunteer service and or attending a minimum of 3 monthly dinner meetings**

**Voting: This is a non-voting membership**

**Rate: $200.00 includes OFAH Membership.** *Each GBHA Youth Mentor Membership is not eligible to sit Executive Board until they have reached the age of 19 and have their own Ordinary or Family Membership and have been a member for two years in good standing.*

**All new memberships of any kind must complete the Mandatory Orientation before membership is approved and finalized. GBHA Executive reserves the right to deny or revoke memberships.**

Note: A Volunteer tracking system is in place to record Volunteer hours throughout the year. It is the responsibility of the Member to ensure that the Project Captain record his or her volunteer hours.

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GBHA holds monthly dinner meetings.  Please check our calendar for meeting dates.  Adult cost for dinner is cost is $20.00, Guests $25.00 and youths are $15.00. Special event prices will be announced.

**Item-7:** Members using ranges must take Mandatory Orientation for the Ranges unless accompanied by a Club Member who has done the Range Orientation, as per the Shooting Club and Range Regulations SOR/98 212. All persons using the ranges must strictly adhere to the Range Rules posted on the ranges. These Rules may be updated when required therefore it is important to review the posted range rules when you arrive at any one of the three ranges. Failure to do so may result in disciplinary action including suspension or termination to membership in the Club. **All firearms infractions will be reported to the Chief Firearms Office for the Midland area.**

**Item-8**: It is mandatory that all persons volunteering for Junior Club activities, GBHA will provide a letter to the volunteers as a request for a Vulnerable Sector Check detailing why an individual requires this check to work with our junior members. This letter will ensure that the Police background check is done at no charge to the individual. Some negative aspects in a person’s history are totally unrelated and do not necessarily restrict participation with Junior members depending on the nature of the offence. In keeping with Privacy laws, such records will be digitized and stored in the GBHA safety deposit box at Scotiabank Midland. The hard copies will be destroyed.

A GBHA safety rule is that at no time must a volunteer be alone with any child during or after an activity.

**Article-11: By-law Notes:**

The by-laws of the Club shall be for the purpose of aiding, direction, or manner of carrying out the functions and purposes of the Club as allowed by the Constitution. By-laws may be added, amended superseded or annulled by a majority vote of the Board of Directors and approved by a majority vote of the members present at any Regular General Meeting of the Club.

The By-laws of GBHA Inc. shall be reviewed annually by the Board of Directors. Any changes to the By-laws or a continuance of existing By-laws shall be presented for approval by majority vote of the membership at the March Dinner Meeting.