

CHAPTER 1 - CONSTITUTION

SECTION 1 – GENERAL

References: A. sections 38-41 National Defence Act
B. QR&O 4.61, Recreation Programs
C. DAOD 9003-1, Non-Public Property Governance Framework
D. A-PS-110-001\AG-002, Morale and Welfare Programs in the Canadian Forces
E. DAOD 5045-0
F. Personnel Support Programs Policy Manual
G. A-FN-105-001/AG-001 Policy and Procedures for NPF Accounting

AUTHORITY

1. The Base Borden Rod & Gun Club (BBRGC) (hereinafter referred to as ‘the Club’) is established under rules, regulations, and polices contained in the references A-G. The Club is under the full authority of the Base Commander CFB Borden/MPGTG and as such is responsible for the Club’s operation.

PURPOSE

2. The current mission and motto of the Club is “CONSERVATION”.

3. Our vision is “TO BE ACTIVELY ENGAGED IN BASE MORALE AND WELFARE PROGRAMMING TO ENSURE PROMOTION OF OUTDOOR ACTIVITY THROUGH SPORTSPERSONSHIP AND CAMARADERIE WITH A PRIMARY FOCUS ON ENVIRONMENTAL CONSERVATION”.

4. The values of the Club mirror those found in the Defence Ethics Program with the addition of the value of RESPECT. These Values and the Expected Behaviours can be found in the Club By-Laws.

OPERATION

5. The Club shall operate in accordance with current service regulations and instructions pertaining to the operation of service Clubs and the use of DND property for recreational activities in accordance with references and Base Borden Standing Administrative Orders.

6. The Club shall be responsible to co-ordinate all Club related conservation projects in conjunction with the Base Borden Environmental Officer and/or Range Control.

BY-LAWS

7. The Club By-Laws, as Chapter 2 to this Constitution, are meant to amplify this Constitution and provide operational and procedural guidelines for the Club.

8. By-Laws are reviewed annually by the Executive and voted on by the Committee. The BComd or designate approves the By-Laws annually.

AFFILIATIONS

9. CAF members who are on tasking / course and who can demonstrate membership in other chapters of Rod & Gun Club or other Conservation type clubs at their home base where they are in good standing will be granted access to club amenities during their time on base up to a maximum of 3 months.

DEFINITIONS

10. Families. For the purpose of this policy, families mean in respect of an officer or non-commissioned member and former member:
- a. the member's or former member's spouse or common-law partner, who is normally a resident with the member at the member's place of duty or who, if living separately, is doing so for military reasons;
 - b. a relative by blood, marriage or common-law partnership or adoption legally or in fact who is normally resident with the member and for whom the member may claim a personal exemption under the Income Tax Act;
 - c. a child who is normally resident with the member and for whom the member would have been eligible to claim a personal exemption under the Income Tax Act if the child were a relative by blood, marriage or common-law partnership or adoption legally or in fact and for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
 - d. a child or legal ward of the spouse or common law partner of the member, or of the spouse or common law partner and the member, or an individual adopted legally or in fact by the spouse or common law partner or the member, or by the spouse or common law partner and the member who cannot be claimed as a personal exemption by the member under the Income Tax Act but who is single and in full-time attendance at school or university, if it would be equitable and consistent with the purpose of this section that such a person be a dependant; or
 - e. a family member who is permanently residing with the member, but who is precluded from qualifying as a dependant under the Income Tax Act because the family member receives a pension.

SECTION 2 – MEMBERSHIP

ELIGIBILITY AND TYPES OF MEMBERSHIP

1. Membership to the Club shall be in accordance with refs and all other regulations and orders that may be promulgated under the authority of the BComd, CFB Borden/MPGTG. Categories of membership are consistent with NPP Eligibility Matrix:

- a. **Regular Members:**

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

- (1) Canadian Armed Forces' (CAF) Regular & Reserve members and their families;
- (2) Foreign Military Members on course or serving with the CAF at CFB Borden and their families;
- (3) CAF Veterans and their families; and
- (4) Members of the Canadian Cadet Organization.

b. Ordinary Members:

- (1) members of the Extended Security and Defence team, and their families;
- (2) Department of National Defence (DND) Public Servants (F/T or P/T) and their families;
- (3) current Staff of the Non-Public Funds (NPF) (F/T or P/T) and their families;
- (4) current Staff of CFB Borden Family Resource Centre (BFRC) (F/T or P/T) (excludes Board Members, casual staff and volunteers) and their families;
- (5) current F/T and P/T Staff of RCMP, CSE, DRDC and DCC;
- (6) former DND Public Servants in receipt of a pension and their families;
- (7) former Staff of NPF in receipt of a pension and their families;
- (8) former Staff of RCMP in receipt of a pension and their families; and
- (9) Honorary Colonels/ Captains (N) and Honorary Lieutenant Colonels/ Commanders.

- c. Associate Members** - Any person not mentioned in Regular or Ordinary Member groups, may be invited to join the Club by a Regular Member with application and approval during the Annual General Meeting (*subject to the approval of the BComd). Associate Membership shall be for one year with no guarantee of renewal for further one-year terms.

RESTRICTIONS

- 2. Membership Restriction.** The following restrictions apply to membership in the Club:

- a. Membership Percentage.** In accordance with refs D & F, membership of the Club must be maintained to ensure that military personnel and their dependents are able to fully participate in the operation and activities of the Club; and

- b. as stated in refs, the proportion of Associate Members should not exceed 20 per cent of the total membership and the combined total of Ordinary and Associate Members should not exceed 50 per cent of the total membership.

ANNUAL REGISTRATION AND RENEWAL

3. Club membership shall be valid for one year. The Club's membership year extends from 1 April to 31 March. All members pay a full fee upon joining/renewal, regardless of the date of purchase (The Executive shall determine these fees annually and set in the By-Laws).

4. Membership cards will be issued to all members upon payment of membership dues. In addition to the member's particulars, the membership card will include date of expiry, membership type and number.

5. All associate membership renewals and new associate applicants will be reviewed and approved by the Club Committee no later than 28 Feb before the AGM. All current Club members seeking renewal will be reviewed for good standing. Upon completion of this review for good standing and pending membership percentages, new ordinary and associate applicants will be entertained for acceptance at the Annual General Meeting (AGM). New applicants will be considered for acceptance using the criteria detailed in paragraph below.

6. Membership review will adhere to the following criteria to determine members in good standing or acceptance:

- a. dues and Club debts are paid in full;
- b. the member has achieved the annual work/activity requirement as detailed in chapter 2 (By-Laws) Section 5 – Annual Work and Volunteer Requirement;
- c. all adherence to DND regulations and Club Values (i.e. no trespassing or breach of good conduct while on the premises while representing the Club);
- d. applicant meets the criteria as laid out in Section 2 - Eligibility & Membership restrictions;
- e. application for new associate membership is sponsored by a regular member;
- f. an associate member is not the sponsor of a new applicant(s); and
- g. the regular and ordinary sponsor has not exceeded the maximum of two new associate memberships per year.

*Note: A. Renewals for Associate Members need not be sponsored provided the past year's memberships were paid and the members are in good standing within the Club;

B. Renewals for associate membership require approval of the Executive and vote at

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

the AGM; and

- C. If a member violates the game laws, Club or DND rules, they will be expelled from the Club or placed on a form of probation as dictated by the Executive and/or Committee.
7. Priority for membership renewals will be as follows:
- a. Regular Membership - no restrictions;
 - b. Ordinary Membership renewals;
 - c. Associate Membership renewals; and
 - d. New Associate applications.
8. Associate Members who have not renewed during a FY shall revert back to New Associate Applicants and are required to have a sponsor. They shall drop to the end of the Associate Applicant list in the order in which they apply. If exceptional circumstances exist the applicant may ask to have this waived by the Club President in writing. If approved the applicant may be required to pay dues for the season missed at the President's discretion.

PRIVILEGES OF MEMBERS

9. The privileges of membership are as follows:
- a. Annual Work/Activity exemption. In addition, all Regular members can be granted an exemption with regards to Section 5 in the By-Laws. An exemption must be requested by the member and substantiated in writing. The Executive will be the final approval;
 - b. Voting Privileges. As defined in Section 4 - Voting;
 - c. Family Membership. All members are entitled to family membership status for a small extra cost but no additional annual work/activity requirement. However, all are encouraged to have their family members participate in Club activities; and
 - d. all members are entitled to use the Sugar Shack and associated holdings within, and other Club holdings upon request. A small fee may be levied for use. The Club Executive will determine these fees and will be set out in Chapter 2: By-Laws.

SECTION 3 - COMMITTEE

GENERAL

1. The Club will be administered and managed by a Committee composed of an Executive and Activity Directors. Sub Committees will also be used to assist in the operation of the Club,

but fall under the immediate direction of an applicable Director. Members of the Executive may be a combination of both Regular & Ordinary Members. Specific committee positions, as noted below, will be reserved for Military Members. Activity Directors may be Regular, Ordinary or Associate Members unless otherwise noted. (Note: Associate Members are not allowed on the Executive, but may be Activity Directors without voting privileges). Standing Committees positions may be occupied by any Club member, and are appointed by the Executive or delegated Activity Director.

2. The President shall be appointed by the BComd, CFB Borden/MPGTG. Executive positions will be vetted by the President and voted on at the AGM, except the Treasurer whom will be appointed by the BComd upon recommendation of the President. All other committee positions will be elected at an Annual General Meeting held each March, and all positions are subject to the approval of the BComd. Elected Members' terms of office will be one year commencing 1 April without prejudice to re-election for a subsequent term. Members may seek re-election if so desired.

3. The President may appoint interim members to fill vacancies pending the next Annual General Meeting.

COMMITTEE COMPOSITION

4. Executive:

- a. President (Regular - Regular Force with min. rank of Capt or MWO, appointed by BComd);
- b. Vice-President (Regular);
- c. Secretary (Regular / Ordinary)
- d. Membership Director (Regular – Regular Force)
- e. Administrator / Operations (Regular); and
- f. Treasurer (Regular or Ordinary with a position within PS or NPP, appointed by BComd on recommendation of President).

*Note: If available, the past President will be an ex-officio member of the Executive Committee.

5. Activity Directors:

- a. Director - Hunting (Regular/Ordinary Member);
- b. Director – Tree Stand (Regular/Ordinary Member);
- c. Director – Fishing; (Regular/Ordinary Member)

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

- d. Director - Shooting (Regular Member);
- e. Director – Archery (Regular/Ordinary Member);
- f. Director – Conservation & Morale (replaces Activities Director);
- g. Director – Kids Club (*New as of 2019);
- h. Director – Maintenance (Regular/Ordinary Member);
- i. Director – Communications (Regular/Ordinary Member);
- j. Director – Off-Road Vehicles (Regular/Ordinary Member); and
- k. Director – Associate Member Representative (Associate).

6. Each year at the AGM, members will be asked to volunteer, and be voted in as Assistant Directors. If there is only one volunteer, no vote will be necessary. Assistant Directors will be responsible to their Director for their Area of Responsibility and will attend Committee Meetings to advise their Director or be part of the Committee when their Director is not available. This will ensure that Assistant Directors can succeed their Directors in the position or advise new Directors. Their duties and responsibilities will be delegated as per the Directors.

*Note: Associate Members hold no voting rights and this extends to Committee positions.

7. Standing Committees (Stood up by the Executive and filled by the responsible Director - open to all membership types):

- a. Environmental Health & Safety Committee (under the Maintenance Director);
- b. Kids Programming Committee (under the Kids Club Director);
- c. Strategic and Business Planning Committee (under the VP and Treasurer); and
- d. others (as needed).

SECTION 4 - MEETINGS

MEETINGS

1. As a minimum, meetings shall be held as follows:

- a. Executive Meetings – 8 times a year or more as needed;
- b. Committee Meetings – as needed;
- c. General Club Meetings - Annually; and

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

- d. an extra-ordinary general Club meeting may be convened at the request of:
 - (1) the BComd;
 - (2) the President; or
 - (3) the signed request of 25 percent of the regular members.
2. Committee meetings shall be held at the call of the President, to consider:
 - a. approval of expenditures which come within committee authority;
 - b. approval of financial statements; and
 - c. any other matter concerning the operation of the Club.
3. General Club Meetings shall be held at the call of the President to consider:
 - a. financial statements presented by the committee;
 - b. proposed Club activities; and
 - c. any other matter concerning the Club.
4. Meetings will be held as above and the President will report the results. Minutes will be taken at all meetings, signed by the President and forwarded through PSP to the BComd (or his/her delegate). All minutes will be reviewed and signed by PSP before being presented to the BComd.
5. The Club Secretary will take notes and produce minutes for all General and Committee meetings. This will be done NLT one month after the meeting date. The Secretary, President, Sr Mgr PSP and BComd will sign off minutes with a copy forwarded to NPF Accounting.

VOTING

6. Any motions or proposals shall be voted on by eligible Regular and Ordinary Club Members only (Associates have no voting privileges), and shall be decided by a majority vote of the eligible members present. Members who are not at General Meetings will be considered abstention votes. Members under the age of 16 do not have the right to vote, but are encouraged to speak out at meetings in a constructive manner. Minutes of all meetings with expenditure or budget proposals will be subject to the approval of the BComd.
7. In order for a quorum to be identified for a General Meeting, there must be a combination of 50% + 1 of Regular and Ordinary Members or whomever is present if the General Meeting has been publically posted for at least 30 calendar days. True Quorum is required for Constitution changes, or for an issue identified by the President. For a Committee Meeting, there must be seven members including either the President or Vice President. For an Executive Meeting, there must be three members including either the President or Vice President.

8. Email Voting for purpose of Quorum:
 - a. if a true quorum is needed (or requested by the Executive), an email vote will be issued to the Club Membership;
 - b. the voting deadline will be seven days after the email has been sent;
 - c. if no reply is received, it will be considered as an abstention vote;
 - d. 50% + 1 of the returned votes will represent a quorum (including Constitution acceptance); and
 - e. results of the vote will be recorded in the next Committee Meeting minutes and published on the Club website.

CONSTITUTION, ADOPTION DATE & VALIDITY

9. Unless changes to the Constitution are ordered by the BComd or CO of Adm Svcs, changes or amendments to the Constitution shall only be voted on by Regular and Ordinary Members via quorum.
10. Bylaws, including amendments, shall be reviewed by Senior Manager PSP and voted on by the Club Committee and announced to the Membership.
11. This Constitution will take effect upon approval of the BComd.
12. The Constitution shall be reviewed yearly at the January Committee Meeting in anticipation of the AGM and shall remain valid until amendments are voted on and are approved by the BComd. In the event of a Change of Command at CFB Borden/MPGTG, the Constitution is provisional until such time as the new BComd approves and signs the Constitution.
13. Proposals to amend the Club Constitution shall be submitted in writing to the President and posted on the Club notice board (Webpage) at least ten days prior to a General Meeting. A quorum is required and subsequent approval of the BComd to implement changes.
14. The Secretary shall maintain an up-to-date copy of the Constitution and By-Laws. A copy shall be held in the Clubhouse for Club members and posted on the Club website.

SECTION 5 - FINANCES

BUDGET/FINANCIAL STATEMENT

1. The Club fiscal year shall coincide with the NPF FY (1 Apr – 31 Mar). The Club Executive will maintain a three-year business plan and ensure a detailed budget/calendar for the forthcoming year is presented at the AGM for Club approval and recommendation to the NPF Committee NLT 31 March of the current FY.

2. The Club Treasurer will present a current financial statement at all meetings.

EXPENDITURES

3. The President shall be responsible to the BComd for the efficient management of Club funds.
4. Club funds or other assets may only be expended for operations, social activities, development and improvement of the Club.
5. Approval of the expenditure of Club funds for a capital or non-recurring purpose may be made:
 - a. up to \$1,000 by the President and either the Vice President or the Treasurer;
 - b. up to \$2,000 by the President with the approval of the Executive;
 - c. up to \$5,000 by the President with the approval of the Committee and BComd / B Adm O; and
 - d. expenditures beyond \$5,000 must be staffed through the BComd.
6. All expenditures of Club funds for capital or non-recurring purposes in excess of \$5,000 require prior approval of the membership at a General Club Meeting, or via an email vote to the membership.
7. All revenues collected from Club activities shall be deposited with NPF Accounts and receipted to a specific activity General Ledger Account.
8. All revenue collected from Club activities, including membership, shall be deposited with NPF Accounts and be used solely for the Club activities under the guidance of the NPF General Fund. There must be a sequential numbering system or 602 book used when collecting any revenues.

SECTION 6 – BASE BOUNDARIES, DANGER AREAS, RESTRICTIONS AND ACCESS

CFB BORDEN BOUNDARIES AND DANGER AREAS

1. Borden Boundaries. Members and their sponsored guests are only entitled to conduct Club recognized activities within the Geographic boundaries of CFB Borden except where safety, military or conservation purposes have deemed certain areas are OUT OF BOUNDS.
2. For purposes of control and resource management, Base Borden is divided into 3 areas. These areas are: Base Borden Residential Area, Base Borden, and the Base Borden Training Area. The Club operates primarily within the Training Area with some activities conducted at and around Juno Beach Mess, The Clubhouse and the Indoor Archery Range located in Base Borden. The map on the Club website (www.bordenrodandgun.com) depicts the Base Borden

Training Area and the PROHIBITED SHOOTING areas and for safety purposes, the DANGER and UNEXPLODED BOMB areas:

- a. PROHIBITED SHOOTING AREA - is an area where shooting is not permitted at any time. These areas are generally areas in which building or works are found or in which training activity restricts recreational activity;
- b. UNEXPLODED BOMB AREA - is an area where no activity of any kind is permitted. These areas are signed accordingly. This area corresponds to the Training Area UXO on the map; and
- c. DANGER AREA - is an area where shooting, fishing and other sporting activities are permitted but only when that area is not physically occupied by troops under training or hunters in tree stands and the activity does not conflict with that training. When occupied by troops or tree stands, these areas are OUT OF BOUNDS.

SECTION 7 - CONDUCT OF MEMBERS

CONDUCT OF MEMBERS

1. Members are expected to conduct themselves as true sportspersons. Members are reminded that their conduct, good or bad, is a reflection on themselves as well as the Club and Members shall treat all persons with respect and courtesy at all times. (See Values in By-Laws).
2. The President and/or their representative are responsible for the actions of the Club and its members.

REVOKING MEMBERSHIP

3. Any breach of DND Regulations/Orders, BBSAI's, or the Values of the Club or other Club policies will result in the ordering of an investigation by the Executive Committee. The President shall determine the severity of the conduct which could lead to a suspension by the President or revocation of membership by the Committee. Any other consequences greater than suspension shall be done through the Committee.

SECTION 8 – APPROVAL OF CONSTITUTIONConstitution Signing into Force

1. This Constitution was presented to the Commander CFB Borden/MPGTG
dated _____ (dd/mm/yyyy).

Signed:

Recommend:

S.G. Brown, LCol
Base Borden Rod & Gun Club President

C.L. Miller
Manager, Community Recreation

Recommend:

Recommend:

J. Goodfellow
Senior Manager, PSP

S.G. Brown, LCol,
CFB Borden/MPGTG Admin O

Approved:

D. Rivière, Colonel
Comd CFB Borden/MPGTG

Chapter 2: BY-LAWS

SECTION 1 - GENERAL

GENERAL

1. The following articles of the Club By-Laws apply to all members and shall govern the operation of the Club. These rules amplify the basic principles established in the Constitution.

TERMS OF REFERENCE (all committee positions)

2. The Club will hold recreational, social and program activities throughout the year. The Director responsible for the activity or program will formulate the terms of reference for approval by the Executive.

3. The Committee shall be responsible to the BComd CFB Borden/MPGTG through the President for the efficient management of the Club. The following shall be the specific duties of Committee Members:

a. the President shall:

- (1) be responsible for all matters of policy relating to the operation of the Club;
- (2) refer to the B Adm O through Sr Mgr PSP such matters which are beyond the power and control of the Club;
- (3) inform the members of the Committee of their duties and ensure that action is taken to have requirements of minutes of Club meetings implemented promptly;
- (4) control the general operation of the Club to ensure it is operating on a sound economic basis;
- (5) sign the minutes after each meeting;
- (6) arrange with the Vice President to act as President in their absence;
- (7) authorize or recommend all purchases; and
- (8) appoint members to vacancies in the Committee pending the next AGM;

b. the Vice President shall:

- (1) assist and advise the President on matters pertaining to the Club;
- (2) be responsible to the BComd CFB Borden/MPGTG on all matters pertaining to finances and safety;

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

- (3) be responsible for the overall functioning of the Club including the efficient functioning of all Directors;
 - (4) inform the members of the Club Committee of their duties and responsibilities;
 - (5) other duties that may be assigned by the President; and
 - (6) act in the place of the President when required;
- c. the Secretary shall:
 - (1) record accurately the proceedings of all meetings;
 - (2) liaise with the Communications Director for informing membership of key messages;
 - (3) collect volunteer hours for tracking on the Club nominal roll;
 - (4) prepare the minutes after each meeting; and
 - (5) be responsible for the security, maintenance and allocation of Club key register.
- d. the Club Administrator shall:
 - (1) ensure all activities and programs have proper planning and process;
 - (2) track donations and liaise with the PSP procurement cell; and
 - (3) act as liaison with PSP Activity Director for inputs / Base Events.
- e. the Club Treasurer shall:
 - (1) obtain monthly financial statements from NPF Account;
 - (2) coordinate and maintain the Clubs FY budget, IAW Executive direction;
 - (3) post the financial statement on the Club website five days prior to each general meeting;
 - (4) brief all general and Executive meetings on the financial statements of the Club; and
 - (5) assist in the preparation of the annual budget;
- f. the Membership Director shall:

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

- (1) maintain three separate lists of Regular, Ordinary and Associate Members;
 - (2) issue membership numbers and cards to members; and
 - (3) maintain a logbook showing the names of Club members who have worked on Club projects (as produced by Club Secretary);
- g. the Activity Directors shall:
- (1) produce plans and budgets for their respective activity through the Club Administrator for approval by the Executive and where applicable by the general membership;
 - (2) be responsible, where applicable, for the planning, advertising and execution of activity-related projects with assistance from the Club Administrator and other Directors and members of the Club as needed;
 - (3) be responsible for keeping accurate data pertaining to each event for census purposes;
 - (4) report upon activity plans and requirements to Club Members at committee and general meetings;
 - (5) keep the records up-to-date in respect of their activity, including the maintaining of a logbook for members who have participated in each activity to be submitted to the Secretary for the Membership Director;
 - (6) maintain records of property assigned to them; and
 - (7) delegate authorities to their Assistant Directors.
- h. the Assistant Activity Directors shall:
- (1) assist their Activity Director as needed;
 - (2) attend committee meetings as resources for their Director, and to act in their stead when unavailable;
 - (3) carry out any delegated tasks given by their director; and
 - (4) any other task as assigned by the Executive (i.e. CFO Liaison).

SECTION 2 – FINANCES**OPERATING BUDGET/EXPENSES**

1. The Club will maintain a three-year business plan that will contain a detailed operating budget for the current FY. This detailed budget will be based on the Clubs' annual activity calendar (www.bordenrodandgun.com) and will be IAW paragraphs 11-13 of Annex B to Chapter 8 to A-AD-292-000/AG-001.

2. The budget will be established annually by the Executive, presented to the Committee and voted on at the AGM for approval no later than 1 Apr of the applicable FY. At the same time the Executive will confirm and maintain the three-year business plan as produced by the Sub-committee.

NPF CAPITAL EXPENDITURES

3. These expenditures will be conducted IAW Chapter 8 to A-AD-292-000/AG-001. The Executive will be the coordinating and approving authority in collaboration with NPF Accounting.

REVENUE AND EXPENDITURES

4. The FY detailed budget will be the guide for establishing the Clubs revenue and expenditures. It will be conducted IAW Chapter 8 to A-AD-292-000/AG-001 and the Executive will remain the coordinating and approving authority.

5. See Annex A for details.

PUBLIC AND NON PUBLIC PROPERTY CONTROL

6. The Club will maintain a Distribution Account (DA- Public), as well as a Fixed Asset Account (FA – NPP). This can be delegated to a Committee member but will be the ultimate responsibility of the Club President. Amendments to the DA/ FA will come in the form of donations, Club purchases or write offs. The DA/FA will be reviewed and updated upon any new purchases. All PP and NPP will be held on file and be made available during annual independent stocktaking.

WRITE-OFF PROCEDURES

7. All write-offs with regards to the DA/FA must be reviewed by the Executive and approved by the B Adm O. All write-offs will be announced at the next applicable General Meeting.

SIGNING AUTHORITIES

8. Signing authorities will be distributed into two categories: Club related administration and Club Financial matters.

9. Club administration signing authorities include all Club administration less financial. These authorities are granted to the President, Vice President and Club Administrator.

10. Club financial signing authority is granted to the President and, where applicable in NPF policies and Section 5 of the Constitution, the Vice-President and Treasurer.

11. Club financial signing authorities must be formalized through the Base NPF Accounting office and approved by the BComd.

SECTION 3 – FEES

ANNUAL MEMBERSHIP FEES

1. The Executive will establish annual membership fees and present them for review at the AGM. The fee will generally be based upon the calendar year's activities and business plan and approval is through the BComd.

2. The annual membership fees are as follows (to be discussed annually):

- a. \$10.00 - Executive, Committee, Assistant Directors, \$25.00 - Family
*This reduced fee is due to difficulty in getting volunteers for these positions as they entail planning, designing and implementing activities which they cannot enjoy as members;
- b. \$65.00 - Regular Members, \$99.00 - Family;
- c. \$82.50 - Ordinary Members, \$120.00 - Family; and
- d. \$135 - Associate Members, \$200.00 - Family.

3. The annual membership fee entitles all members the following at no cost:

- a. all hunt qualifying ranges and ability to submit name or team for Hunts (Hunting will only be allowed on acceptance to a team);
- b. all annually scheduled Fishing Derbies;
- c. all annually scheduled Fun Shoots, less ammunition;
- d. Club BBQs, Social Events and Kids Events; and
- e. access to Sugar Shack, Indoor Archery Range, and training area for ORV trail-riding.

TEMPORARY OR SEASONAL FEES

4. To be determined.

CLUB ACTIVITY FEES

5. Other planned or non-scheduled activities, not mentioned above, may have a fee assessed (recommended by responsible Director and approved by the Committee). An example is the Wild Game Dinner (tickets). Fees for non-scheduled activities will be set as required. These fees will generally be established to permit cost recovery of the activity.

SECTION 4 – CLUB OPERATIONS

OPERATION CYCLE

1. The Club operation cycle is based on the fiscal year with events as per Club calendar posted on the website.

HOURS OF OPERATION

2. The Club has no formal set of hours of operation. Club calendar will outline annual activities. Each activity will have its' hours of operation established by the applicable director and will be manned to meet the activity and policy requirements.

PROJECTS

3. Any member can submit a project/activity proposal. The proposals are to be submitted IAW Annex B format and sent to the Executive for consideration through the Club Administrator. The author should be available to expand or answer any questions or concerns.

4. Generally, proposals will be reviewed quarterly (pending the item) at a committee meeting. If the proposal is not approved, the author will be debriefed by the Executive as to why. If the proposal is approved, it may be necessary to forward it to the BComd for final approval. The President is responsible to determine if this is required and, if necessary, ensure action is taken. **NOTE: No action will be taken by any member until the Executive has approved the project.**

5. Once approved (final), the proposal/project will be placed on the Club's project priority list and assigned an OPI. That OPI will be responsible for updating progress at Committee meetings.

6. Any project that may impact the environment will be forwarded to the Club Morale and Conservation Director. Direct liaison with the Base Environment Officer and MNR will occur to ensure the project meets all the necessary policies and regulations. The Conservation Director will brief the President on any matter regarding the project prior to its consideration.

ELECTIONS

7. Club elections will be conducted for all positions (less President and Treasurer) annually (March, AGM). Nominations will be accepted starting NLT one month prior and up to the time of the actual vote. All nominations will be represented by a brief presentation (verbal or written) and will be seconded by another authorized member.

8. Voting is IAW section 4 of the Constitution. In the event that there is only one person running for the position, no vote is required. A call for any objections as to why the person should not be appointed will be done, pending reasons mentioned in section 2 of the Constitution the member shall be appointed to the position.

9. In the event that there are no nominations for the position and the incumbent is not remaining, the President can appoint someone to the position and announce the choice at the next Committee or General meeting, whichever comes first.

MANAGEMENT PROGRAMS

10. To be allocated.

ACTIVITY REGULATIONS

11. ANGLING REGULATIONS - Shall be in accordance with Ministry of Natural Resources (MNR) Ontario regulations, relevant Base Borden Standing Administrative Instructions (BBSAI) and any other regulations posted by the Club on the Club website.

12. HUNTING REGULATIONS – Shall be in accordance with MNR Ontario regulations, relevant BBSAI, and any other regulations posted by the Club on the Club website. Every year, the BComd will sign the designation of hunting dates according to MNR regulations, and this letter will be posted on the Club website.

13. RECREATIONAL SHOOTING REGULATION - The rules and regulations concerning recreational shooting are located on the Club website. These must be adhered to at all times.

14. KIDS PROGRAMMING:

- a. HIGH FIVE® - High Five® is Canada's only quality standard for children's sport and recreation. High Five® ensures that all programs for youth 6 to 12 years of age have a comprehensive quality experience for participants, staff and volunteers. All Clubs and/or Activity Groups that operate and program for youth aged 6 to 12 must have all coaches, instructors, contractors or volunteers interacting with youth, successfully complete the Principals of Healthy Child Development and Healthy Minds for Healthy Children courses by High Five®. These courses are hosted by the Community Recreation Department; and
- b. Vulnerability Sector Screenings must be completed for all coaches, instructors, contractors or volunteers interacting with youth and elderly on a constant and continual basis. These can generally be done at no charge through the local military police unit. These are to be completed prior to commencement of programming and will be held on file for five years at which time the submission of a new Vulnerability Sector Screening will be required. Reimbursement for these screenings are up to the decision of the Executive Members and will be acknowledged upon employment or in contract for service.

SECTION 5 – GENERAL ADMINISTRATION

REPORTS AND RETURNS

1. Throughout the operating year the Club is required to submit reports and returns. These are required both internally and externally. Internal reports/returns consist of financial and verbal reports. The financial reports are submitted in accordance with CF/Base NPF policies by the Club Treasurer. The verbal reports are given by each Executive/Director during Club directed meetings. These reports consist of a briefing on any matter concerning the applicable Executive/Director area of responsibility.

2. Other reports and returns to be determined.

REPORTING CHANNELS

3. The Club reporting channels vary depending upon the activity and topic. Where necessary, these channels have been clarified within the applicable sections and paragraphs of this document. As a general rule, members should direct concerns, questions and other matters to the applicable Director or Executive. That Executive/Director will in turn report/inform the matter to the President in a timely manner.

COMPLAINTS

4. Members should direct all complaints to the applicable Director or Executive. That Executive/Director will in turn report the complaint to the President in a timely manner.

5. Complaints should be written explaining the concern, the expected results/solution, who it is from and a contact number. If action is expected/required, verbal complaints outside of a formal meeting should be avoided (minutes of the meeting will be sufficient). If the complaint is important enough to raise, it is important enough to document.

USE OF PRIVATE EQUIPMENT/FIRE ARMS

6. Privately owned firearms may only be discharged on authorized ranges and in the unrestricted areas of the Borden Training Area when approved.

7. Privately owned equipment is authorized when it is being used/operated to support a Club activity. The member is responsible for the safe operation, loss, damage and security of their equipment.

INSURANCE/SECURITY

8. All property on the NPP Fixed Asset Lists (FA) of the Club is insured under the Canadian Forces Consolidated Insurance Policy (CFCIP).

9. All members will complete a liability waiver upon a membership application or renewal. This is part of the membership application located at the Buell Gym Community Recreation Kiosk. It will be completed annually (minimum) and held on file by the Club Administrator.

10. Security of all property on inventory (SLoc) is the responsibility of the Club President. The Club President will be responsible to ensure the proper security measures are in place and available. Security checks will be conducted monthly (minimum), or as the activity or item deems necessary. The security of privately owned equipment is the responsibility of the owner.

SAFETY REGULATIONS/PRECAUTIONS

11. The Club will adhere to all applicable Base safety policies/regulations. In addition, safety briefings will be issued for those activities where water safety, firearms and other dangerous equipment will be a concern. The briefing will consist of a general awareness, activity specific points and emergency contacts. These safety briefings will be issued by the activity OPI to all participants.

12. Safety is everyone's responsibility and all persons are expected to take the necessary action when required.

13. An Environmental Health and Safety Committee will be chaired by the Maintenance Director to discuss safety concerns regarding day-to-day operation of the Club (i.e. Fire inspections, Snow and Ice removal around Clubhouse, etc.).

EMAILS/WEBSITE/PHONE MESSAGE

14. Other than meetings, the Club utilizes three main forms to pass information to the members: Emails, Website and Phone Calls. All of these means are managed by the Club Communications Director and can be delegated to sub-committee chairmen.

15. Any news bulletins will be posted to the Club website.

MEMBERSHIP RENEWAL

16. Section 2 of Chapter 1: Constitution has clearly covered the membership renewal procedures.

17. During the month of February, the Executive Committee will conduct a complete membership review. This review considers the criteria in Chapter 1, Section 2. Any member meeting the criteria will be permitted renewal pending the submission of their renewal application and payment of Club annual fees through the Buell Gym Kiosk. If possible, new applications will be considered in February.

18. Once all renewals, new applications and fees are collected/finalized, each member will receive their membership card or renewal sticker.

ANNUAL WORK / VOLUNTEER REQUIREMENT

19. Members are required to assist in the efficient operation and organization of Club events and as such, there is a modest annual work / volunteer requirement to remain in good standing.

20. The requirement is to volunteer for a minimum of one event (which can include ranges), or a minimum of eight volunteer hours. This is the absolute minimum and more is encouraged.

21. The Club shall maintain a list of those members volunteering which shall be recorded by the Activity Director, Asst Director or OPI of events and reported to the Club Secretary. The Club Secretary shall record volunteer hours on the membership roster and this will be located on the Club shared drive for access by Club members.

SECTION 6 – FACILITIES AND EQUIPMENT

FACILITIES AND EQUIPMENT

1. The Club President is responsible for the maintenance of the Club facilities and equipment. The Club President may delegate inventory and stocktaking to a member of the Committee to maintain, but ensures all processes are completed annually.

CUSTODY AND SALE OF STOCK/INVENTORY

2. Sale or disposal of furniture and effects may be made only under the authorization of the Executive and approval of the B Adm O.

ENTERTAINMENT

3. The cost of entertainment in which all members are entitled to participate shall be determined by the Committee and may be charged against Club funds as authorized.

4. The cost of entertainment in which all members are not entitled to participate shall not be charged against Club funds but shall normally be borne by the members participating.

5. The cost of entertaining official guests may be charged against Club funds providing such hosting is authorized by the Executive and adheres to all DND, NPP and Base policies.

ACCESS AND USE (Facilities)

6. Access and use of all facilities is done by showing proof of membership to Range Control. Range Control holds the keys to all facilities of the Club.

7. All members are authorized to use Club facilities for Club related activities. If the use of facilities is for personal or other non-Club related activity, prior approval must be obtained from the Club President, VP, or Administrator in writing. This request must contain the details of what the intent for use is, who will be in attendance, and the date and time of use.

8. In concert with B Comd, consistent with Military Regulations and subject to the availability of the Club facilities, the President or Vice President may approve any application from outside agencies, either military or non-military, for the use of Club facilities. The terms of usage and fees are determined by the Committee and published by the Executive.

DAMAGE AND LOSS

9. The cost of repairing or replacing Club property shall be charged as follows:
 - a. if by willful or negligent act of a member the Executive will determine the cost which will be recovered from the member, and
 - b. if through proven accidental loss or damage, then appropriate write-off action will be taken.

SECTION 7 – AWARDS**GENERAL**

1. Awards and Appreciation recognition shall be presented annually during the AGM or Wild Game Dinner. Competition awards shall be issued at the completion of the event.

ANNUAL AWARDS/COMPETITIONS LIST

2. To be allocated.

MAINTENANCE OF AWARDS

3. The Club shall maintain the trophies in good repair, engraved to indicate the last recipient and shall present a suitable miniature for retention by each recipient who is a minor and receives a club award. The Activities Director is responsible for the upkeep and engraving as well as the FA on which they are on inventory as fixed assets.

SECTION 8 – DONATIONS**GENERAL**

1. All Sponsorship and Donation activity shall be governed in accordance with the CFMWS Sponsorship and Donation Policy, under the local management of a Primary Agent (PA – DMGR PSP). All records of donations (who, what, value) are to be forwarded to the Club Administrator. Any Executive or Director in receipt of a donation to the Club will ensure all the necessary details are sent to the Club Administrator and through NPF for annual submission to CFMWS.
2. Donations to agencies involved in conservation works are authorized with the approval of the Club Committee. Normally donations will only be made if that agency is undertaking or performing conservation work in the Borden Training area.

SECTION 9 – CONDUCT / DISCIPLINE / INTOXICANTS**VALUES AND EXPECTED BEHAVIOURS**

1. **Integrity - Club members shall serve the Club and CFB Borden interest by:**

Canadian Forces Base Borden Rod & Gun Club Constitution & By-Laws

- a. acting at all times with integrity, and in a manner that will bear the closest scrutiny; an obligation that may not be fully satisfied by simply acting within the law;
 - b. never using their official Club roles to inappropriately obtain an advantage for themselves or to advantage or disadvantage others;
 - c. taking all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their Club responsibilities and their private affairs in favour of the Club interest;
 - d. acting in such a way as to maintain CFB Borden trust, as well as that of their peers;
 - e. adhering to the highest ethical standards, communicating and acting with honesty, and avoiding deception; and
 - f. being dedicated to fairness and justice, committed to the pursuit of truth regardless of personal consequences.
2. **Loyalty** - Club members shall always demonstrate respect for Club members and members of the surrounding communities by:
 - a. carrying out the approved functions of the Club without complaint, expectation of preferred treatment or gain;
 - b. appropriately safeguarding information and disclosing it only after proper approval and through authorized means; and
 - c. ensuring that all Club members are treated fairly and given opportunities for skills development.
3. **Courage** - Club members shall demonstrate courage by:
 - a. facing challenges, whether physical or moral, with determination and strength of character;
 - b. making the right choice amongst difficult alternatives;
 - c. refusing to condone unethical conduct; and
 - d. discussing and resolving ethical issues with the appropriate authorities.
4. **Stewardship** - Club members shall responsibly use resources by:
 - a. effectively and efficiently using the non-public money, property and resources managed by them;
 - b. considering the present and long-term effects that their actions have on people and the environment;
 - c. acquiring, preserving and sharing knowledge and information as appropriate;
 - d. providing purpose and direction to motivate Club members both individually and collectively to strive for the highest standards in performance; and

- e. ensuring resources are in place to meet future challenges.
5. **Excellence** - Club members shall demonstrate excellence by:
- a. continually improving the quality of policies, programs and services they provide to members of the Club and CFB Borden;
 - b. fostering or contributing to an environment that promotes teamwork, camaraderie, and innovation; and
 - c. providing fair, timely, efficient and effective services that respect Canada's official languages.
6. **Respect** - Club members shall demonstrate respect by:
- a. communicating effectively with each other;
 - b. adhering to the values and expected behaviors outlined in the By-Laws;
 - c. working through conflicts and avoiding any harassment; and
 - d. respecting the opinions and feelings of others even when it is in contradiction to your own.

OTHER RULES – DISCIPLINE & CONDUCT

7. The President shall be responsible to the Base Commander for the maintenance of discipline during all Club activities. In the absence of the President, the Vice President, the Director of the applicable activity, senior Military Club member present, or the Event OPI shall be responsible to the President for the maintenance of discipline.
8. Members shall refrain from using language unbecoming a true sportsperson.
9. Any breach of the Constitution and By-Laws may result in suspension of membership by the President or cancellation by the Committee.
10. Intoxicants shall not be served, exchanged or given to any member of the Club. Members who are minors within the meaning of the liquor laws of Ontario are not permitted to buy or consume intoxicants. Intoxicants may be served at the Bar during authorized bar hours for consumption in the Clubhouse (Juno Beach Mess). Only intoxicants purchased at the Juno Beach Mess bar may be consumed on the premises.
11. No person shall break down, damage, weaken or destroy any gate, fence, post, barrier, building or structure in or on a controlled access area.
12. No person shall remove, obliterate, deface or destroy any written or printed sign, notice, direction, rule, regulation or order that is posted, attached or affixed to or on any gate, fence, post, barrier, building or structure in or on a controlled access area.

13. Except with the prior consent of a designated authority, no person shall attach or affix anything to, or on, any gate, fence, post barrier, building or structure in or on a controlled access area.
14. No person shall cause or participate in any disturbance while in, or about a controlled access area.
15. Except with the prior consent of a designated authority, no person shall convey or cause to be conveyed alcoholic beverages or other intoxicants into, within, or from, a controlled access area.
16. No person shall be in an intoxicated condition in, or on, a controlled access area.

RESTRICTIONS AND ACCESS – BORDEN TRAINING AREA

17. Hunting of all types is prohibited on the Borden Ranges and Training Area except for approved hunts. The BComd in concert with MNR Ontario regulations may only authorize these hunts. In these cases special instructions will be issued under the authority of the BComd.
18. Fires shall not be built without Base Fire Dept. (Fire Hall) approval. If in the Training Area, Range Control needs to be notified and proof of Burning Permit from the Fire Hall shown. Fires must be fully extinguished after use and not left unattended. Care must be taken to properly dispose of cigarette butts, pipe ashes and matches at all times.
19. No member shall touch, pick up, disturb or remove any item or animal, whether it be natural or man-made, within the CFB Borden boundaries without the appropriate authorization (Club President/Base Ops O/Range Control). This includes any unexploded ordinance or military type item. Members are to report any unusual or unidentified objects/items to Range Control ASAP.
20. Trees, fences and signs on DND property are not to be removed, broken or damaged. Small trees (< 6" diameter) may be cut with permission of Borden Range Control when their use is for authorized Club projects. Larger trees will only be cut by Real Property Operations (RPOps) as part of Club projects and with proper requests.
21. Access. All members must be in possession of their Club membership card (or receipt from the Community Recreation Kiosk located at the Buell Gym) to participate in Club activities and to gain access to the Borden Training Area. Members are expected to challenge any person met within these boundaries unable to produce proof of membership. Names of non-members shall be reported to Range Control or Base Military Police. All members must report to and sign-in and out at Range Control (building R-86, 10 Range Rd.) prior to entering and departing the Training Area. There are NO EXCEPTIONS to this rule.
22. Upon entering, the members will present their proof of membership, sign themselves in by name, and secure a pass (if required). This pass will be displayed on the vehicle dashboard. Persons found outside of the approved/indicated areas will be required to forfeit the pass and leave the area. Disciplinary and /or administrative action will follow.

SECTION 10 – ADOPTION OF BY-LAWS**BY-LAWS ADOPTION DATE AND AUTHORITY**

These By-Laws are accepted and approved upon signing of this Chapter of the Constitution.

Signed / Dated:

Recommend / Dated:

S.G. Brown, LCol
Base Borden Rod & Gun Club President

J. Goodfellow
Senior Manager, PSP

Recommend or Approved / Dated:

Approved:

S.G. Brown, LCol
CO Adm Svcs

D. Rivière, Col
Comd CFB Borden/MPGTG

ANNEX LIST

Annex A – Expenditure Aide-Mémoire
Annex B – Project Proposal Template