

Ontario Skeet Shooting Association

By-laws

As amended by the membership at the Annual Meeting of Members held

Date: _____ Place: _____

By-Law #1

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Section 1 – General

1.01 Definitions

In this By-law, unless the context otherwise requires:

- a. “Act” means the Not-for-Profit Corporations Act, 2010 (Ontario), and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time.
- b. “Association” is the Ontario Skeet Shooting Association (OSSA) that passed these By-laws under the Act.
- c. “NSSA” is the National Skeet Shooting Association, the parent organization for the OSSA, located at 5931 Rofth Road, San Antonio, Texas, 78253-9261. Its purpose is to promote and govern the sport of amateur skeet shooting throughout the world.
- d. “Board” means the Board of Directors of the Association.
- e. “By-laws” means this By-law, including the schedules to this By-law, and all other By-laws of the Corporation as amended and which are, from time to time, in force.
- f. “Chair” means the Chair of the Board.
- g. “Committee” means a group set up to achieve certain objectives of the Association and may have authority granted by the Board of Directors that binds the Association.
- h. “Director” means an individual occupying the position of Director of the Association by whatever name that person is called.
- i. “Member” means a Member of the Association.
- j. “Members” means a collective membership of the Association.
- k. “Officer” means the President, Vice-President, Secretary or Treasurer of the Association.
- l. “OSSA” is the Ontario Skeet Shooting Association.
- m. “Registered Competition” means a skeet shooting event which is sanctioned by the NSSA and approved by the OSSA for which the individual scores of Members are submitted to the NSSA to maintain records of performance.
- n. “Registered Shoot” means a Registered Competition.
- o. “Quorum” for the purposes of Membership voting are 7 members of the membership in person or by proxy, and for a Board meeting is at least 5 Directors.
- p. “Registered Target” is any target thrown during a Registered Competition.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meaning given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The validity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or Act, the provisions contained in the Articles or Act shall prevail.

1.04 Seal

The seal of the Association shall be in the form determined by the Board.

1.05 Location of Head Office

The head office of the Association shall be as determined by the membership at an Annual or General Meeting of the membership. This location may be changed from time to time by a majority vote of the Board.

1.06 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Association may be signed by any two of its Directors, provided at least one is an Officer. In addition, the Board may from time to time direct the manner in which, and the person by whom, a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal to the document. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Association to be a true copy thereof.

Section 2 – Directors

2.01 Election and Term

Any Ontario resident who is a member in good standing of the OSSA and the NSSA for at least the last two (2) consecutive years, shall have the privilege of standing for office. The Directors shall be elected by the Members at the Annual Meeting of Members by ballot, hand vote, or acclamation.

The Board of Directors will comprise of no less than seven (7) and no more than nine (9) Directors.

The term of office of the Directors shall be two (2) years from the date of the meeting at which they are elected until their successors are duly elected or appointed and assume office. Directors may be elected for successive terms. Each year, one-half (1/2) of the Directors shall be elected for a two year term, unless there is a vacancy, a Director shall be elected for a one-year term.

2.02 Election of Officers and Term

The officers of the Association shall be: a President, who will also be the Chair; a Vice-President; a Secretary; and, a Treasurer.

The Officers will hold office for one year, or until their successors have been appointed and assumed office.

They will be voted annually by the Directors at a meeting of Directors within fifteen (15) days following the Annual Meeting of Members.

2.03 Vacancies

The office of a Director shall be vacated immediately if the Director:

- a. resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
- b. dies or becomes bankrupt;
- c. is found to be incapable of managing property by a court or under Ontario law;
- d. is removed by a resolution passed by at least a majority of the votes cast by the Members at any meeting of the Members removing the Director before the expiration of the Director's term of office;
- e. is removed by a majority vote of directors for dereliction of duty; or,
- f. has membership terminated under 8.04 of the By-laws.

2.04 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- a. a quorum of Directors may fill a vacancy among the Directors;
- b. if there is not a quorum of Directors, or there has been a failure to elect the minimum number of Directors set out in the Articles, the Directors in office shall, without delay, call a Special Meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
- c. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and,
- d. by a majority vote of Members, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.05 Duties

The Board of Directors shall have general charge of the affairs of the Association and may properly assume such other duties as are not specifically assigned to or performed by any other committee or Officers.

2.06 Committees

Committees may be established by the Board as follows:

- a. The Board may appoint from their number a managing Director or a Committee of Directors and may delegate to the managing Director or Committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and,
- b. subject to the limitations on delegation set out in the Act, the Board may establish any Committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such Committee. The Board may dissolve any Committee by resolution at any time.

2.07 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, provided that Directors may be:

- a. reimbursed for reasonable expenses they incur in the performance of the Director's duties; and
- b. paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Association in their capacity as Directors, provided that the amount of any such remuneration or reimbursement is:
 - a. considered reasonable by the Board;
 - b. approved by the Board for payment by resolution passed before such payment is made; and,
 - c. in compliance with conflict of interest provisions in the Act.

Section 3 – Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the President, Vice-President, or any two Directors at any time and any place on notice as required by this By-law.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Association not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all the Directors are present, and none object to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice hold its first meeting immediately following the annual meeting of the Association.

3.04 Chair

The President shall preside at Board meetings. In the absence of the President, the Vice-President shall preside. If the President and the Vice-President cannot attend said meetings, a quorum of at least five (5) Directors present shall choose one of their number to act as the Chair.

3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the President shall not have a second or casting vote.

If the Directors believe a particular motion requires unanimous approval by the Board, any absent Directors can be contacted by the Secretary via mail, email, or telephone to obtain their vote on the motion. A Director's vote so obtained, must be in writing and clearly be from that Director (a response by email would qualify as evidence of the Director's vote).

3.06 Participation by Telephone or Other Communications Facilities

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time. A Director participating by such means is deemed to be present at that meeting.

Section 4 – Financial

4.01 Banking

The Board shall from time to time designate the bank in which the money, bonds or other securities of the Association shall be placed for safekeeping by resolution. Such account is to be exclusively used to transact Association business and must be explicitly identified in the minutes or other records of the Association.

4.02 Financial Year

The financial year of the Association ends on December 31 in each year or on such other date as the Board may from time to time determine by resolution.

4.03 Audit

In compliance with the Act, the Association's financial records will be audited or review engagement conducted annually by a person permitted to do so under the Public Accounting Act, 2004, who must be independent of the Board.

4.04 Extraordinary Assessment

Should the Association's funds become exhausted, or funds be needed for extraordinary purposes, an equal assessment on all members may be levied provided such assessment is approved by a majority vote of Members at an Annual General Meeting or at a Special Meeting duly called for this purpose.

Section 5 – Officers

5.01 Officers

The Board shall appoint from among the Directors: a President; Vice-President; Treasurer; and, Secretary at the first meeting following the Annual Meeting of Members. The office of Treasurer and Secretary may be held by the same person and may be titled the Secretary/Treasurer. The office of Chair and President may also be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

The Vice-President, in the absence of the President, shall discharge the duties of the President.

The Secretary and the Treasurer may receive a monthly stipend for their work on Association business. Such amount will be reviewed annually by the Board of Directors and may be adjusted by a majority vote of the Board.

5.02 Office Held at the Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.03 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance on any or all of such duties.

5.04 Duties of the Chair

The Chair shall perform the duties described in Sections 3.04 and 9.05 and such duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the President

The President shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Treasurer

The Treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Secretary

The Secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 – Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for:

- a. the acts, neglects or defaults of any other Director, Officer, or committee member through the insufficiency or deficiency of title to any property acquired by resolution of the Board or on behalf of the Association; or,
- b. the insufficiency or deficiency or any security in or upon which any of the money of or belonging to the Association shall be placed out or invested; or,
- c. any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or Corporation with whom or which any monies, securities, or effects shall be lodged or deposited; or,
- d. any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided they have:
 - a. Complied with the Act and the Association's Articles and By-laws; and
 - b. Exercised their powers and discharged their duties in accordance with the Act and the By-laws of the Association.

The legal fees for any Director who is sued for activities undertaken by the Association, other than for fraud or criminal activities, shall be assumed by the Association. This applies after the Director's term has expired provided the litigation commenced over an action that occurred during that individual's term and that person is named in the litigation.

The Association will acquire insurance, such as errors and omissions coverage, to protect the Directors from civil liability arising as a result of their participation on the Board of the Association.

Section 7 – Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction or proposed contract or transaction with the Association, shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 - Members

8.01 Members

Any resident of Ontario, who is legally permitted to be in the vicinity of firearms, and is a member in good standing of the NSSA, can become a member of the Association.

There shall be two (2) classifications of membership (collectively referred to as “Members”):

Class 1 Members

- **Individual Member** – Pays an annual membership fee to be a member of the Association. Membership fee reviewed annually by the Board. An Individual Member will have only one (1) vote at any and all meetings.
- **Life Member** – Individuals recognized for furthering the Association’s purposes. Life members are voting members. Annual fee paid to the Association at the discretion of the Life Member(s). Life Members will have only one (1) vote at any and all meetings. The Board is empowered to grant honorary life memberships from time to time at their discretion.

Class 2 Members

- **Sub-Junior and Junior Member.** Pay an annual membership fee to be a member of the Association. Membership fee reviewed annually by the Board. Sub-Junior and Junior members do not have voting privileges at any and all meetings, unless full individual membership fee is paid and has reached his/her 18th birthday by January 1st of the current year.
- **Complimentary Limited Members (CLM).** Pay an annual membership fee to be a member of the Association. Membership fee reviewed annually by the Board. This is a onetime membership fee for new members who have never shot NSSA or NSCA registered targets. Complimentary Limited Members do not have voting privileges at any and all meetings, unless full individual membership fee is paid.
- **Associate Member.** Subject to OSSA’s rules and regulations, an associate membership is a limited membership to being permitted to observe events, but not to participate. Membership fee reviewed annually by the Board. Associate Members do not have voting privileges at any and all meetings, unless full individual membership fee is paid.

The Board of Directors reserves the right to refuse any individual entry in the Association for cause.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act. Becoming a Member of the Association is deemed confirmation that the individual will observe the By-laws and Rules, including Code of Conduct, of the Association and will be subject the Disciplinary proceedings for failing to fulfill this commitment.

8.03 Membership Fees

Membership fees are payable annually with the amount being fixed by a majority vote of the Board of Directors.

8.04 Disciplinary Act or Termination of Membership for Cause

The Board of Directors has the authority to conduct investigations or hearings relative to any complaints against any Member for:

- a. un-sportsman like conduct;
- b. harassment or aggressive behaviour;
- c. use of alcohol, mood altering, or performance improving drugs, prescription or other;
- d. unsafe use of a firearm;
- e. violating the By-laws of the Association
- f. violating the Rules of the NSSA;
- g. failure to pay fees; and,
- h. such other causes as may be considered by the Board to be detrimental to the OSSA's endeavours.

A Member found to have violated any of the above, may be disciplined in accordance with the Board's findings.

Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.

The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than five (5) days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

If the Board's final decision is termination of membership, the Member will be notified within ten (10) days of the Board's decision and will have ten (10) days from the notification to request an appeal to the Secretary. The Board must then call a Special Meeting of Members to hear the appeal within 30 days of the request for appeal. The majority vote of Members at the Special Meeting, or by proxy, will determine the outcome and the decision will be binding on the Association and the Member.

8.05 Club Membership

Any organized gun club in the Province of Ontario shall be eligible to become a Member Club of the Association. Member clubs are allowed to hold Registered Shoots in the Province on dates approved by the OSSA. To qualify to be a Member Club, the Club must pay an annual fee which is reviewed annually

by the Board of Directors. The Club Membership fee can be changed at any time by majority vote of the Board.

Member Clubs have no voting privileges in the affairs of the Association.

The Board of Directors reserves the right to refuse any Club from becoming a Member for cause.

The designated club personnel shall receive for each entrant participating in a Registered Shoot in Ontario, the daily sum as approved by a majority vote of the Board of Directors from time to time. It shall be club's responsibility to collect and receive the daily fees and other assessments from the Club holding the Registered Shoot. Remittance shall be made to the OSSA by the Club holding a Registered Shoot within 14 days following the last day of the Registered Shoot, and the revenue becomes the property of the Association.

Section 9 – Members' Meetings

9.01 Annual Meeting of Members

The Annual Meeting of Members shall be held in November of each year or as decided by the Board. Any Member, upon request, shall be provided, not less than fifteen (15) days before the Annual Meeting of Members, with a copy of the approved financial statements, auditor's report or review engagement report, and other financial information required by the By-laws and Articles.

The business transacted at the annual meeting shall include:

- a. acceptance of agenda
- b. receipt of minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement;
- e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- f. location of the following year's Provincial Tournament;
- g. election of Directors; and
- h. such other or special business as may be set out in the notice of the meeting.

No other item of business shall be included on the agenda for the Annual Meeting of Members unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of Annual Meeting of Members.

9.02 Special Meetings

The President, or in his absence, the Vice-President and a quorum of at least five (5) Directors may call a Special Meeting of the Members.

The Board shall convene a Special Meeting on written requisition of not less than seven (7) Members for any purpose connected with the affairs of the Association that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Fifteen (15) days written notice of any annual or Special Members meeting shall be sent out by the Secretary or by other means to Members at their last known address and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgement on the decision to be taken and no other business shall be transacted. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting are seven (7) Members entitled to vote at the meeting, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 President of the Meeting

The President shall be the chair of the Members' meeting. In the President's absence, the Vice-President will assume Chair and if no Director is present or if all Directors present decline to act as Chair, the Members' present shall choose one of their number to Chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-laws provided that:

- a. each Member shall be entitled to vote at any meeting, including proxy vote. A bona fide member may hold no more than one proxy vote representing a bona fide member unable to attend the meeting in person;
- b. votes shall be taken by a show of hands among all Members present and the President of the meeting, if a Member, shall have a vote;
- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the President of the meeting may require, or any member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the President of the meeting shall direct;
- e. if there is a tie vote, the President of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and,

- f. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the President of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The President may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Association (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the Articles to be present at the meeting. Any other person may be admitted only if invited by the President of the meeting or with the majority consent of the Members present at the meeting.

Section 10 – Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Association and to the auditor or person who has been appointed to conduct a review engagement at their business address, or if no address is given then to the last address of such Member or Director known to the Secretary; provided always that notice may be waived or time for the notice may be waived or abridged at any time with the consent in writing by the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error of Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 – Dissolution of the Association

11.01 Dissolution

In the event that the Association is dissolved, the Assets of the Association will first be applied to reimburse existing creditors with a valid claim at the time of filing. Remaining assets will be distributed to other public benefit corporations with a similar purpose. Should there be no other public benefit corporation with a similar purpose, the remaining funds will be allocated by the Board of Directors in office at the time of dissolution to advance the sport of skeet shooting, including but not limited to, allocating the funds to existing skeet shooting Clubs to enhance their shooting facilities

Section 12 – Adoption and Amendments of By-laws

12.01 Amendments to By-laws

The Members may from time to time amend the By-laws by a majority of the Votes cast. The Board may from time to time, in accordance with the Act, pass or amend the By-laws other than a provision respecting the transfer of a membership or to change the method of voting by Members not in attendance at a meeting of Members.

*These revised By-laws were accepted by a majority vote of the Members of the Ontario Skeet Shooting Association at the Annual Meeting of Members on _____
In the year _____ at _____, Ontario.*

President: _____
Brad McRae

Secretary: _____
Jennie Marsh

Vice-President: _____
Steve Malcolm

Directors:

John Bratty: _____

Keith Hutcheson: _____

Tony Raponi: _____

Les Sanders: _____

Kirk Simmens: _____

Frank Stewart: _____

Schedule A

Position Description of the President

Role Statement

The President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors of the Association. The President ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction. Have general charge and supervision over all business of the Association; preside over all meetings of the Association, and all meetings of the Board of Directors; be a member of all committees.

Representation. Serve as the Board's primary contact with the public.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Director's conduct.

Mentorship. Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning. Ensure succession planning occurs for the Board.

Committee Membership. Serve as a member on all Board committees.

Schedule B

Position Description of the Treasurer

Role Statement

The Treasurer works collaboratively with the President and Officers to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds

The Treasurer shall:

- a. have the custody of the funds and securities of the Association;
- b. keep full and accurate accounts of all assets, liabilities, receipts and disbursements for the Association in the books belonging to the Association;
- c. deposit all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company, or, in case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
- d. disburse the funds of the Association as may be directed by proper authority taking proper vouchers for such disbursements;
- e. ensure financial statements are reviewed annually in accordance with the By-laws;
- f. shall render to the President and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Association;
- g. have the authority to spend up to \$250 on affairs pertaining to the Association with all cheques being approved by two (2) of three (3) designated officers and cheques in excess of \$1,000 being approved by the President in addition; and,
- h. perform such other duties as may from time to time be directed by the Board.

Board Conduct. Maintain a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.

Mentorship. Serve as a mentor to other Directors.

Financial Statements. Present to the Members at the annual meeting as part of the annual report, the financial statement of the Association approved by the Board together with the report of the auditor or the person who has conducted the review engagement, as the case may be.

Schedule C

Position Description of the Secretary

Role Statement

The Secretary works collaboratively with the President to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Board Conduct. Support the President in maintaining a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.

Document Management

The Secretary shall:

- a. keep a roll of the names and addresses of the Members;
- b. ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees;
- c. attend to correspondence on behalf of the Board;
- d. have custody of all minute books, documents, registers and the seal of the Association and ensure that they are maintained as required by law;
- e. arrange for appropriate insurance coverage for Directors;
- f. provide a schedule of Registered Shoots being held in the Province and prepare a program for the Ontario Skeet Shooting Championships;
- g. authorize monthly target events or target only registered shoots; and
- h. ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings. Give such notice as required by the By-laws of all meetings of the Association, the Board and Board committees. Attend all meetings of the Association, the Board and Board committees.

Schedule D

Amendments to By-laws (Specify: date; approver – such as majority vote of the board or majority vote by the membership; statement of the amendment; limitation, if any);

Date – Annual General Meeting held in Location – by majority vote the membership ratified the revised By-laws for the Corporation to comply with Ontario’s Bill 65.

Date – Location – Amendment