**Rivers and Area Game and Fish Constitution**

**Ratified by Voting Delegates**

**Date of Revisions: 9th November 2022**

**Date of Ratification: 9th June 2021**

Article 1: Name

* 1. The name of the organization shall be the Rivers and Area Game and Fish Association Inc.
	2. Rivers and Area Game and Fish Association Inc. will be referred to as the Association for the purposes of this document.
	3. Rivers and Area Game and Fish Shooting Range will be referred to as Outdoor Range.
	4. Rivers and Area Game and Fish Education Centre will be referred to as Education Centre.

Article 2: Affiliation

2.1 The Association will be affiliated with the Manitoba Wildlife Federation; and other like-minded organization(s) may be added, subject to vote by members.

Article 3: Aims and Objectives

3.1 To protect the environment for the benefit of the public by delivering educational programs focusing on the conservation of wildlife, game and fish habitat and sustainable management of natural resources in the district.

3.2 To promote healthy wildlife, game, and fish populations and habitat in the district through support of wildlife management initiatives based on science and local knowledge.

3.3 To encourage adherence to wildlife, game and fish laws, public safety and ethical practices, for the benefit of the public, in angling, hunting, shooting and trapping in the district.

Article 4: Memberships

4.1 Any person desiring to assist in the achievement of the objectives herein stated may become a member on a payment of the prescribed membership fee. Only members in good standing shall be eligible for office, have the right to vote at any meeting of the Association and have the privilege of using the Outdoor Range and Education Centre, subject to a user fee determined by the Outdoor Range and Education Centre committee. A membership will not be required to rent the Outdoor Range or Education Centre or attend a special event organized by the Association.

4.2 Memberships will include the following: single, family, honorary lifetime award and associated. All memberships will require Manitoba Wildlife Federation fees to be paid with exception being associated membership as it would have already been collected and paid. Memberships will be from January 1st to 0December 31st annually, paid by 31 December of the previous year. Fees for the upcoming year will be determined at the Annual General Meeting (AGM) annually.

4.3 Associate Membership is defined as an individual who already is a member of the Manitoba Wildlife Association and is in good standing. Proof of membership will be required by showing their Manitoba Wildlife Association card including registration number. Associate members will have the privilege of using the Outdoor Range, subject to the Outdoor Range and Education Centre committee determined fees. Associate members will not have voting privileges nor be able to hold executive positions in the Association, but may serve as a regular committee member and/or Chair of the Outdoor Range and Education Centre Committee.

4.4 Honorary Lifetime Membership Award is defined as an individual and/or family, who has made a significant contribution promoting the Association over many years as an active, full standing member. The recipient(s) of this award must be nominated and approved by members. The Honorary Life Member(s) shall be entitled to all rights and privileges of a member in good standing but not required to pay the prescribed Association membership fee(s). The Association will pay the Manitoba Wildlife Federation fee on their behalf.

4.5 If the Association is made aware of a member committing a serious and deliberate wildlife game and fish violation, the Executive will be responsible to investigate and resulting corresponding loss of membership will be voted by the Association, without reimbursement of membership dues.

4.6 Any member not following the Outdoor Range rules, as set by the Outdoor Range Committee and ratified by the Association, may be subject to an immediate temporary suspension of privileges for the use of the Outdoor Range by the Outdoor Range Chair and/or the Outdoor Range Committee. The Outdoor Range Committee, following an investigation of the incident, will report to the Executive and membership of the Association along with the Outdoor Range Committee’s recommendation for appropriate action. Term length suspensions may follow. Membership and range fees may be lost and will not be refundable to the person.

Article 5: Executive Board of Directors

5.1 President; Vice-President; Secretary; Treasurer; Compassionate Chair; Media Chair; Membership Chair; Outdoor Range Chair; and Special Event Chairs.

5.2 Executive to conduct the general affairs of the Association governed by the Rivers and Area Game and Fish Association Inc. constitution.

5.3 Duties of the Executive include:

(a) President: It shall be the duty of the President to chair all meetings of the Association. This position shall be ex-officio on all committees and will provide general supervision over the affairs of the special events. The President is to provide an annual written report highlighting the year’s activities and present it at the AGM. The Incumbent will also be responsible for all public affairs/media delegating to the Media Chair as required.

(b) Vice-President: This incumbent shall act on behalf of the President, in the President’s absence, and perform such other duties as may be delegated to the Vice-President by the President.

(c) Secretary: Will arrange for general and special meetings and the publishing of notices as required. Will also be responsible to take, maintain and distribute minutes and, with the input from the President, and arrange the agenda for meetings. Will keep track of all motions and voting done whether through meetings or email. Will also be responsible for the Association’s email account.

(d) Treasurer: Shall collect and keep a financial record of all monies received and expended regarding the Association and present a written report for monthly meetings. Responsible for deposits. Responsible to disburse money after approved motions with two approved signatures on cheques. Responsible to keep track of grant money and ensure money is spent as stated in the grants. Responsible for money deposited and expended for special events, including written report. Responsible for updating ledger with all deposits and expenditures. The Executive shall, from time to time, decide upon and instruct the Treasurer as to the handling of the Association’s funds, the establishing of a bank account, signatures on cheques and all such matters affecting the financial affairs of the Association.

(e) Membership Chair: Responsible for ensuring all members are in good standing. Responsible to ensure the Manitoba Wildlife Federation receives membership fees for all members. Responsible to ensure membership forms are accurately filled out and provides membership cards. Will also be responsible to print and distribute an up-to-date membership list annually to members.

(f) Outdoor Range and Education Centre Chair: Responsible to provide a monthly written report of the Outdoor Range use and activities done at the Outdoor Range including the Education Centre. Responsible for supervision at the Outdoor Range to ensure all rules are complied. Coordinate both the Outdoor Range and the Education Centre to ensure its use, maintenance and operation. Responsible for bookings of both the Outdoor Range and Education Centre.

(g) Media Chair: Will update local media, social media including the website and Facebook for the Association in coordination with the President as delegated.

(h) Compassionate Chair: Arrange gift baskets as required, example: when members are sick, celebrating birth of a child, bereavements, etc.

(i) Special Event Chairs: Responsible for special events, example, Big Buck Night, Fish Derbies.

Article 6: Election of Officers

6.1 The President and the Vice-President shall be elected alternately so they are not up for renewal at the same time, for a term of two years. All other positions will be a two-year term.

6.2 Any position vacated may be filled by a member (in good standing) appointed by the Executive, to serve the unexpired term of the vacated office.

6.3 No liability shall be incurred by the Association except on the order for instruction of the Executive duly recorded in the minutes of the regular meeting.

Article 7: Meetings

7.1 Changing or altering of Association bylaws will be done only at the AGM, and the following process will be observed:

(a) Notice of intent to make a motion to change the bylaws will be made at the regular monthly meeting in September.

(b) Exact wording of and rational for the proposed motion, will be given in written form at this time.

(c) The notice of intent and the proposed motion will be recorded in the minutes of the September regular meeting.

(d) At the AGM, the motion will be moved, seconded, discussed and treated as any other motion would be, except it would require a 2/3 majority vote to be passed by the membership in attendance.

7.2 Association meetings will be held on the second Wednesday of every month, excluding July and August (unless a need for meetings during summer is required) to be held at 6:30 pm at the Education Centre or at another suitable location. If meetings are not able to be held in person, Zoom meetings will be arranged.

7.3 All meetings of the Association shall include approving previous meeting’s minutes by members who attended the meeting. The Treasurer to generate a monthly Financial report and distribute to members via email prior to the monthly meeting.

7.4 Quorum represents a minimum of seven members that includes three executive members.

7.5 No motions will be passed without quorum. All motions passed will be done during the course of the meeting, with the option of email, as long as quorum is met. Once the meeting is adjourned, no further business or motions will be done.

7.6 The AGM shall be held the second Wednesday of November annually at 6:30 pm at the Education Centre. The purpose of the AGM is to nominate and appoint open Executive positions and establish membership fees for following year. The President will report on upcoming projects and past year activities. Reports will also be made from: Treasurer, Compassionate Chair, Media Chair, Membership Chair, Outdoor Range and Education Chair, and Special Event Chairs. Any changes required to the constitution will be done at the AGM.

Article 8: Financial Review

8.1 The financial records of the Treasurer of the Association including motions and minutes from the Secretary, shall be reviewed annually by a person outside of our Association at arm’s length, with appropriate financial background, chosen by the Executive and approved by members. An honorarium or fee will be provided. The amount will be determined by the Executive and approved by members annually by vote.

Article 9: Insurance

9.1 There shall be a public liability insurance policy to protect all members against claims and suits arising from injury or loss to other persons or property in relation to their activities with the Association.

9.2 All insurance coverage purchased by the Association for liability and/or assets protection shall be held by a responsible and reputable company in conjunction with the Manitoba Wildlife Federation.

9.3 The Association shall ensure that its insured members are properly recorded and accurately reported to the underwriter or broker and that the proper fees are paid.

Article 10: Non-Profit and Dissolution

10.1 The Association shall operate on a non-profit basis and any revenues or other assets of the Association shall be used in the promotion and improvement of the Association.

10.2 Should the Association dissolve and/or cease to operate, its remaining assets, after payment of liabilities, shall be distributed to worthy like-minded organizations determined by the Association prior to the dissolution.

Article 11: Outdoor Range and Education Centre

11.1 The Outdoor Range and Education Centre will have its own committee including Chair.

11.2 Will be responsible for the day-to-day operation, budget, maintenance, fund raisers, and booking and scheduling of events for Outdoor Range and Education Centre.

11.3 Will be responsible for determining user fees of the Outdoor Range and Education Centre with ratification by the Association.

11.4 Will be responsible to ensure the Outdoor Range and Education Centre are coordinated for its use, maintenance and operation.

11.5 Will be responsible for marketing of events of the Outdoor Range and Education Centre, fund raisers and general use of the Outdoor Range and Education Centre, with feedback to the Media Person for updating the website.