

**GARRISON PETAWAWA ARCHERY CLUB
BY LAWS**

1. These by-laws provide operational guidelines for the club and include the following areas:
 - a. Purpose
The purpose of these by-laws is to provide operational guidelines for the Garrison Petawawa Archery Club under the auspices of the Canadian Forces Base Petawawa Club and Activity Constitution as set out by the Recreation Council.
 - b. Name
The name of the club shall be the “Garrison Petawawa Archery Club” and is herein referred to as the club.
 - c. Authority
The club is established under the authority of the Base Commander, Garrison Petawawa in accordance with CFAO 50-20.
 - d. Committee
 - 1) The club will be administered by an elected executive committee composed of President, Vice President, Secretary, Treasurer, Tournament Director and, Storeman;
 - 2) Terms of Reference for Positions:
 - a) The President shall:
 - a) Oversee all matters of policy related to the operation of the club.
 - b) Ensure members of the executive carry out their duties as outlined by the bylaws.
 - c) Arrange for the Vice-President to act in his place during his absence.
 - d) Preside over committee, general or special meetings.
 - e) Supervise and monitor the financial aspects of the club; and
 - f) Submit a club budget each year.
 - b) The Vice President shall:
 - a) Oversee the general running of the club’s day to day business;
 - b) Ensure an up-to-date list of all membership is held by the club; and
 - c) Carry out any duties of the president in his/her absence.
 - c) The Secretary shall:
 - a) Record the proceeding of all meetings and forward them to the CRD;

- b) Be responsible for all club correspondence and the signing of such in the absence or inaccessibility of the President/Vice-President;
 - c) Maintain all club files;
 - d) Help maintain an up to date stock inventory;
 - e) Control club membership list; and
 - f) Other duties assigned by the President or Vice-President.
- d) The Treasurer shall:
- a) Inform the President of the financial status of the club each month;
 - b) Handling and safekeeping of all monies for deposit to the club account;
 - c) Making sure all money received is receipted within a Non-Public Fund Receipt book (Form CF-602) regardless of the form in which it is received, ie cash, cheque, money order, and that the receipts are distributed as follows:
 - (i) The white copy is issued to the purchaser;
 - (ii) The yellow copy accompanies the deposit summary; and
 - (iii) The pink copy remains in the deposit book;
 - d) Processing deposits and making sure the yellow copies of the CF 602 and money are equal, and depositing both in the drop box at NPF, P-106;
 - e) Record all financial transactions of the club;
 - f) Advise club members and the executive of all matters pertaining to club finances;
 - g) Order and pay for all club supplies or equipment by submitting all invoices to the Community Recreation Director for approval. All requests must be approved by the Community Recreation Director;
 - h) Maintain an up-to-date club inventory system;
 - i) Maintain up-to-date financial records of club operation;
 - j) Assist in the preparation of the yearly budget;
 - k) Will also be the liaison between Garrison and PSP Petawawa; and
 - l) Other duties assigned by the President/Vice President.
- e) The Tournament Director shall:
- a) Setup and run club-approved archery tournaments;
 - b) With the help of the Storeman and club members, identify, inspect, and prepare the targets to be used during a tournament
 - c) Under the guidance of the President and/or the Vice President, will prepare and coordinator logistics for club-approved indoor and outdoor archery tournaments to include but not limited to:
 - (i) Site identification, booking, and preparation;
 - (ii) Tournament sanctioning;
 - (iii) Volunteer recruitment;
 - (iv) Procurement of shelter, podium, restrooms, seating, BBQs, and food and drink, as required by anticipated number of participants;
 - (v) Coordinate with Treasurer for change fund from NPF Accounting for canteen if necessary;

- (vi) Medals for 1st-3rd place in each age group and shooting discipline;
- (vii) Administrative paperwork created and prepared for specific station volunteers, judges, and tournament officials.

- f) The Storeman shall:
 - a) Under the direction of the President and the Treasurer will repair all broken equipment and targets;
 - b) All items not repairable will be written down and put to the side for official write off of fixed asset listings;
 - c) Assist the Tournament Director in the setting up and removing all targets on the ranges for practice and tournaments;
 - d) Maintain an inventory of all club-owned targets;
 - (i) Identify and maintain inventory of targets in best condition for use in tournaments.

3) Conditions of Office

- a) The period of ordinary service for all members of the club committee shall be two years from the date of election, but may be extended.
- b) A member of the club committee shall not have any personal interest in purchases, sales or profits from the club.
- c) A member of the committee will not pay club fees after the first year of being on the committee.

4) Resignation Procedures

The intent to resign will be submitted in writing two weeks prior to date of resignation. The executive will appoint a member to fill that position until an election can be held.

e. Financial Management

1) Operating Budgets

- a) The club will submit the operating budget to the Community Recreation Club Liaison by the date identified by the Recreation Council each year.
- b) The budget must indicate the club's financial plan including forecasted revenues and expenditures on a monthly basis to correspond with what the club intends to do in the next fiscal year.
- c) Approval of the club budget constitutes approval of the expenditures therein, subject only to the availability of funds within the account of the club.

2) Volunteer Policy

- a) Members that volunteer to help instruct club classes or club activities may receive compensation in the form of complimentary club membership for the following year.
- b) The board can approve the reimbursement of courses to the members in good standing, who successfully complete archery courses that will benefit the club and membership as a whole

3) Capital Expenditure Requests

Requests for assistance via CER's (Capital Expenditure Requests) must be fully justified and approved prior to any disbursement of funds. Approval of submission from the general membership must be documented in approved minutes.

4) Inventories - Distribution Accounts (DA)

- a) The control of inventory will be in accordance with the policies and procedures governing the operation of NPF Accounting as outlined in A-FN- 105 and all other applicable regulations and orders that may be promulgated under the authority of the Commander, Garrison Petawawa.
- b) The following will be inventory control procedures:
 - a) all purchases of non-expendable items will be taken to inventory both at club and NPF levels;
 - b) items will be marked for identification;
 - c) loan card system will be implemented for items that are on loan to members; and
 - d) an annual check of inventory by an audit team.
- c) All assets of this club are deemed to be property of the Base Fund. This includes fixed assets such as furniture and effects, merchandise inventories and cash.
- d) Broken, damaged or lost equipment, if still deemed necessary, shall be replaced by the club committee with items of equal quality and serviceability providing that there is no evidence of wilful damage or neglect on the part of the user. If there is such evidence, the member using the tool/equipment will provide a replacement within 7 days at his/her expense.
- e) Inclusion of Items

- a) Once a fixed asset is purchased, the treasurer is responsible to ensure that the item is added to the DA listing held at NPF.
 - b) This action is to be reflected in club minutes and is formalized through the submission of an Acquisition Form.

- f) Write Offs
 - a) Are to be included in club general minutes with appropriate justification.
 - b) Once minutes are approved all included write offs are approved.
 - c) The treasurer is responsible to ensure that the necessary amendments are reflected within the DA listing held at NPF.

- g) Club purchasing policy
 - a) The President shall have the right to authorize emergency club expenditures, not to exceed \$100.00;
 - b) Purchases ranging from \$100-\$500 must have approval from the President or Vice President;
 - c) Purchases of \$500-\$5000 must have approval from the Board. For any expenses exceeding \$1000.00, the club must submit a written request to the Manager of Community Recreation for approval, if the expense was not included in the annual budget.
 - d) Purchases over \$5000 must be approved by the membership.

- h) Signing Authority

The President and Treasurer shall be granted signing authority for the submission of club financial paperwork to the Recreation Liaison.

- i) Revenue and Expenditures
 - a) The financial management of the club will be in accordance with the policies and procedures governing the operation of non-public fund institutes, as outlined in A-FN-105; and all other applicable regulations and orders that may be promulgated under the authority of the Commander, Garrison Petawawa.
 - b) Expenditures
 - a) Purchases must go with club purchasing policies
 - b) The Club will budget \$300 annually to support club member(s) participating in official Archery Canada sanctioned tournament(s). Funding will be approved by nomination and executive vote.

c) Classroom instructor teaching archery courses on behalf of the club shall be compensated via complementary membership dues the year following the course.

c) Receipt Books (CF 602)

- a) These are financial control items; the individual signing for the book is responsible and *accountable* for it and the revenue that it represents.
- b) Receipt books are to be signed out and then returned to the Recreation Complex when completed for ratification.
- c) All club revenue must be receipted in a CF 602.

d) Change Fund

A change fund of \$400.00 can be picked up @ NPF for tournaments.

5) Fees

a) Membership Fees

- a) The annual archery membership fee shall be \$88.50 plus applicable taxes for a single or family membership. Proof of a valid PSP Plan or One-Club membership is also required.
- b) The fee once paid shall not be returned to the members regardless of the circumstances.
- c) Only members in good standing shall be permitted the use of the club. Identification of members in good standing will be made by presenting a current membership card.

b) Range Fees

- a) Members receive complementary range access indoors and outdoors.
- b) Non members pay \$5.00 to shoot indoors and \$10.00 at the outdoor range.

6) Non Public Fund Consolidated Insurance Program

The Club is protected by insurance as contained in Chapter 20 of A-FN-105-001/AG-001, NPF Consolidated Insurance Program which provides coverage for Recreation Assembly Clubs. The above program outlines the insurance coverage provided under this program and the procedures required for making a claim against the program policies.

7) Meeting Criteria

a) Order of Business

The order of business for all meetings shall be as follows:

- a) meeting called to order;
- b) reading of previous minutes;
- c) Treasurer's report;
- d) reports from sub-committees;
- e) general information/club correspondence;
- f) new business;
- g) announcements; and
- h) adjournment.

b) Quorum

- a) A quorum will be defined as 1/3 +1 of paying members;
- b) The quorum will need 1/3 + 1 of paying members at any meeting to vote on issues;
- c) All meetings must be announced on social media, and posted on the notice board at the club. Notice to be made as far in advance as possible, with two weeks being ideal.

8) Operation Cycle

The club year operates through an annual cycle based on the date of membership purchase. Indoor season is from November to April and outdoor season includes April through November, based on weather.

9) Complaints/suggestions

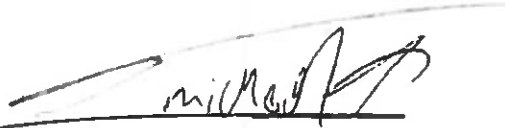
- a) Members having specific and logical complaints will submit them in writing to the Secretary for consideration at the next committee meeting.
- b) Members wishing to make suggestions concerning club operations shall submit them in writing to the President for consideration at the next committee meeting.

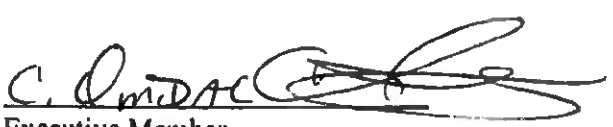
10) Club Facility

The Club will meet at the South Side Community Centre from September to April for its indoor season. The Club's outdoor season will be hosted at the 120 Passchendale Rd Garrison Petawawa

2. Approval

These by-laws were accepted by the members of the Garrison Petawawa Archery Club at the meeting held on 16 January 2024.


Mike Lott
Club President
Date: JUN/16/2024

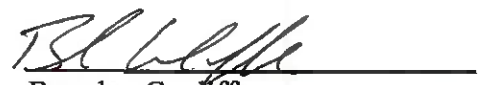

Executive Member
Archery Club
Date: JAIT/16/24

Comments:


Bailey Hartnell
Club Liaison and Recreation Coordinator

Date: July 11, 2024

Comments:


Brendan Cunliffe
Manager of Community Recreation

Date: 12 July 2024

Recommended/Not Recommended

Nathan Lane
Senior Manager PSP

Date:

Approved / Not Approved

LCol. N. B. Forsyth
DComd 4 CDSG

Date: