

Nova Scotia Guides Association



By-Laws

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Amendments: March 3, 1996; September 18, 2011

ARTICLE 1 - NAME

The name of the organization shall be Nova Scotia Guides Association.

ARTICLE 2 - DEFINITIONS

Association means Nova Scotia Guides Association.

Executive means president, past president, 1st vice-president, 2nd vice-president, secretary and treasurer.

Directorate means the board of directors appointed by the executive.

Standing Committee means a permanent committee with a specific responsibility for the Association, e.g. - Membership Committee.

Ad Hoc Committee means a temporary committee formed for a specific reason.

General Meeting means the meeting of the Association held on the third Saturday of May.

Annual Meeting means the meeting of the Association held on the third Sunday of September.

Special Meeting means a meeting called by the President for a specific reason.

Chairperson means the President of the Association.

Simple Majority means one more than half of the membership present at a general or annual meeting.

ARTICLE 3 - OBJECTIVES

The objectives of the Nova Scotia Guides Association shall be:

- (a) To foster wise use and sound management of the renewable natural resources at Hibernia, in the county of Queens and also in the province of Nova Scotia, as a whole, so that their economical, recreational and aesthetic values may be perpetuated for present and future generations of the people of this province.

- (b) To undertake a continuing educational program to enlighten its membership and the public who are considered its responsibility regarding the ecological principles of conservation and to motivate these people by any means at its command.
- (c) To encourage all public bodies and corporations to realize the necessity of conservation and to support it in every way.
- (d) To make special effort to reach the youth of the area through the schools and other groups and to encourage junior membership and junior associations in the area.
- (e) To cooperate, in every way possible, with the federal, provincial and regional authorities and conservation societies who have common interest or who may be stimulated to common interest with the Association.
- (f) To strengthen itself by membership and enhance its financial position so that funds and personnel will be available to implement all the objectives of the Association.

ARTICLE 4 - MEMBERSHIP

The membership of the Nova Scotia Guides Association shall consist of the following:

4.1 Categories

- (a) **Senior** - open to all persons 19 years of age and older.
- (b) **Intermediate** - open to youth 14 to 18 years of age, inclusive. Parental consent is required.
- (c) **Junior** - open to youth up to 13 years of age, inclusive. Parental consent is required.
- (d) **Honorary** - appointed from time to time by the executive and directors. Appointments shall be for a period of one year. Honorary membership will be reviewed by the executive and directors yearly.
- (e) **Lifetime** - appointed by the executive and directors for long standing and/or exceptional service to the Association.

4.2 Length

Membership (renewable yearly) to the Nova Scotia Guides Association shall be the calendar year, January 1st to December 31st.

4.3 Cost

- (a) The cost of senior membership shall be established yearly by the executive and directors.
- (b) The cost of intermediate membership shall be fifty percent (50%) of the cost of senior membership.
- (c) The cost of junior membership shall be thirty percent (30%) of the cost of senior membership.

4.4 Cancellation

Membership to the Nova Scotia Guides Association may be cancelled by a special meeting of the executive and directors, for the following reasons:

- (a) Flagrant violations of the Department of Natural Resources game laws and/or the Federal Fisheries Act and Regulations.
- (b) Any major misdemeanor against the Nova Scotia Guides Association, e.g.,
Damage to association property or theft of association equipment.

ARTICLE 5 - EXECUTIVE

5.1 Executive

- (a) The executive of the Association shall consist of the president, past president, 1st vice-president, 2nd vice-president, secretary and treasurer.
- (b) The positions of secretary and treasurer may be combined, if necessary.
- (c) All executive positions shall be filled by nomination and election.
- (d) All executive positions shall be for a period of two years.

5.2 Duties of the Executive

(a) **President** shall:

- supervise the affairs of the Association.
- be the chairperson of all meetings of the Association.
- serve as an ex-officio member of all committees (excluding Nominations Committee).

(b) **Past President** shall:

- (a) assist the President in the take over of office.
- (b) assist the President in as many ways as possible, when requested.
- (c) serve as a member of the Board of Directors of the Association.

(c) **First Vice-President** shall:

- (a) in the absence of the President, chair any duly called meeting.
- (b) assist the president in the function of his/her office.
- (c) assume the duties of the President, when required.

(d) **Second Vice President** shall:

- (a) in the absence of the President and 1st Vice-President chair any duly called meeting.
- (b) assume the duties of the President, when required.

(e) **Secretary** shall:

- (a) Prepare minutes of all meetings of the Association.
- (b) Conduct all correspondence, as directed by the President.
- (c) Have charge of all records and books.
- (d) Have charge of the seal of the Association.
- (e) Maintain a meeting attendance register.

(f) **Treasurer** shall:

- (a) Receive and deposit all monies of the Association in a chartered bank approved by the executive and directors.
- (b) Keep adequate and appropriate records of all receipts and disbursements.
- (c) Issue a receipt for monies received.

ARTICLE 6 - DIRECTORS

- (a) A minimum of seven (7) directors shall be appointed by the executive.
- (b) The appointment of directors shall be for a period of two years. Exception - resignation, dismissal or death of a director. Should the resignation, dismissal or death of a director occur, a replacement shall be appointed to fulfill the remainder of the term.
- (b) Meetings of the directors shall be held monthly (excluding the months of January and December) to conduct the business of the Association and shall take place at a location and time designated by the chairperson.
- (d) Special meetings of the directors may be called by the President. All directors shall be notified, at least seven (7) days prior to the meeting of the location and time.
- (e) A quorum of regular or special meetings of the executive and directors shall be seven (7).
- (f) Any member of the executive and directors who misses three (3) consecutive meetings, without just cause, shall be removed from office.
- (g) Executive and directors are required to attend sixty percent (60%) of the meetings in their term to be eligible for re-election and/or re-appointment.

ARTICLE 7 - COMMITTEES

Chairpersons of committees shall present a report at Board of Directors meetings.

7.1 Standing Committees

The following shall be the standing committees of the Association:

- (a) **Campground**
- (b) **Grounds (Property Maintenance)**

- (c) **Membership**
- (d) **Public Relations**
- (e) **Security**
- (f) **Sports**
- (g) **Ways and Means**

7.2 Ad Hoc Committees

The executive and directors may, from time to time, establish such other committees deemed necessary to carry out the objectives of the Association. When the assigned task of the committee has been completed, the committee shall be dissolved.

ARTICLE 8 - MEETINGS

The ordinary rules of parliamentary procedure shall be maintained at all times.

The following meetings are open to all members of the Association:

8.1 Directors Meetings

- (a) Any member may speak to a matter under discussion.
- (b) Only directors are entitled to vote at directors' meetings.

8.2 Special Meetings

- (a) Special meetings may be called by the President, when necessary to conduct the business of the Association.
- (b) Only the item(s) outlined for the special meeting can be discussed.
- (c) Any member may speak to the matter under discussion.
- (d) Only directors are entitled to vote at special meetings.

8.3 General Meetings

- (a) All members of the Association are entitled to vote at general Meetings.
- (b) All members of the Association shall be notified of the General Meeting at least two (2) weeks prior to the meeting.

8.4 Annual Meetings

- (a) All members of the Association are entitled to vote at annual meetings.
- (b) All members of the Association shall be notified of the Annual Meeting at least two (2) weeks prior to the meeting.
- (c) The agenda of the Annual meeting shall be prepared by the President or in the absence of the president by the 1st Vice-President with the approval of the executive and directorate.
- (d) A set agenda shall be used and any variance shall only be made to the request of the chairperson and with approval of the majority of the directors present.
- (e) All resolutions to be presented to the directors of the Nova Scotia Guides Association shall be read at the Annual Meeting and shall be accepted or rejected by simple majority vote.
- (f) The President shall prepare a report for the Annual Meeting.

ARTICLE 9 - CONFLICT OF INTEREST

9.1 Executive and Directors

- (a) No member of the executive or directors shall vote on any issue in which they have special and/or personal interest based on family or close personal relationship.

- (b) Should 9.1 (a) occur, the member must:
- (i) disclose to those present his/her interest;
 - (ii) refrain from taking part in the consideration and/or discussion of the matter;
 - (iii) refrain from voting on the matter; and
 - (iv) refrain from attempting to influence the decision with respect to the matter.

9.2 General Membership

The Conflict of Interest clause applies to all members of the Association when attending general and annual meetings.

ARTICLE 10 - BOOKS AND RECORDS

All books and records of the Nova Scotia Guides Association shall be available for inspection by any member for any proper purpose at any reasonable time.

ARTICLE 11 - FISCAL YEAR

The fiscal year of the Nova Scotia Guides Association shall be the calendar year beginning January 1st and ending December 31st.

ARTICLE 12 - PREPARATION FOR NOMINATIONS AND ELECTIONS

In an election year:

12.1 Nominations Committee

- (a) At least two (2) months prior to the Annual Meeting, the executive and directors shall appoint a Nominations Committee consisting of three (3) members of the Association.
- (b) No member of the Nominations Committee shall be a candidate for an executive position.
- (c) The Nominations Committee shall bring to the Annual Meeting all nominations it has received for executive positions. Nominations may also be put forth by voting members from the floor.

- (d) The chair of the Nominations Committee shall preside at the elections of executive positions.
- (e) The Nominations Committee shall select three (3) members to act as scrutineers.

12.2 Elections

- (a) Elections for executive positions will be conducted by secret ballot.
- (b) Any member running for an executive office must be present at the Annual Meeting.
- (c) Voting by proxy shall not be permitted.
- (d) Election of executive positions shall be by simple majority vote of the members present at the Annual Meeting.

ARTICLE 13 - MISCELLANEOUS

- (a) Bonafide members of the Queens County Fish and Game Association and their families have access to the grounds of the Nova Scotia Guides Association at Hibernia, Queens County, Nova Scotia.

Exception -

when there is a fundraising event taking place they will be required to pay the same fees as charged to members of the Nova Scotia Guides Association.

- (b) Members of the Queens County Fish and Game Association will be subject to the same rules of conduct as set down by the Nova Scotia Guides Association.
- (c) All licensed guides, holding a Nova Scotia Guides Association membership, have voting rights.

ARTICLE 14 - AMENDMENTS

The by-laws of the Nova Scotia Guides Association may be amended, added to and/or deleted at the Annual Meeting of the Association by a majority vote of the general membership present at the Annual Meeting. The general membership will receive the proposed amendment(s), additions and/or deletions no less than sixty (60) days prior to the Annual Meeting.

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