

Constitution
and Bylaws
of the
Haliburton
Highlands
Outdoors
Association

2021

Constitution and Bylaws of the Haliburton Highlands Outdoors Association

1. Name of the Association:

This organization shall be known as the Haliburton Highlands Outdoors Association (HHOA)

2. Membership:

Any person may join the Association, and upon payment of the prescribed annual dues shall be considered to be a member in good standing for a period of one calendar year from their date of payment, PROVIDED THAT any member failing to renew their membership, by nonpayment of annual dues, shall be notified that their name will be struck from our membership list. All persons whose name have been so removed shall forthwith cease to have any of the insurance benefits that are ordinarily enjoyed by all members in good standing. A lapsed member will be reinstated after payment of the prescribed annual dues.

3. Membership Types and Fee Structure:

Annual membership structure includes members, friends of the HHOA and full HHOA/OFAH memberships.

Family memberships include a principle member, a spouse and any financially dependent children, but shall not include other family members.

Annual fees will be adjusted accordingly by a majority vote of the board of directors as required.

4. Purpose of the Association/Mission Statement:

The purpose of the Association shall be to promote, conserve and enhance the outdoor activities of hunting, fishing, conservation, including outdoors education of youth and adults and to protect the outdoor interests of its members in the principle geographic area in which they carry out their outdoor activities.

5. Aims and Objectives:

The aims and objectives of the Association shall be:

- a) to work toward improving local opportunities for hunting and fishing, and toward increasing the participation rate in these sports,
- b) to work toward improving wildlife and fish habitat, including non-game species, in cooperation with the Ministry of Northern Development, Mines, Natural Resources and Forestry and with private landowners,
- c) to provide education to its members and the public on game and fish management and the wise use and conservation of our natural resources,
- d) experiences at no cost to the youth (youth is defined as 18 years of age and younger)
- e) to work to improve the safety and ethical record of its sports,
- f) to work toward improving the public image of hunters and anglers and

- g) to create, enhance, mentor and maintain a youth focus for education and outdoor to protect the interests of hunters/anglers/trappers in this area and assist with input to all levels of Government.
- h) To raise and rear fish under a valid commercial aquaculture license for the purpose of stocking fish within the province of Ontario.

6. Organizational Structure:

- a) The Association shall be governed by a board of directors, and the activities of the Association shall be administered by an executive composed of a president, a vice-president of operations and a secretary and a treasurer.
- b) There should be a minimum of 10 directors in any year.
- c) The affairs of the Association shall be decided by a majority vote of the directors and five (5) members must be present to form a quorum.
- d) A simple majority shall represent a majority vote; i.e., more than half of the votes cast, in the event of a tie vote the President shall cast a vote.
- e) The executive shall be elected by the Board of Directors from within its ranks and within 60 days of the Board's election by the members at the Annual Meeting of the Association.
- f) The term of office of the executive and the directors shall expire at midnight on the date of the next Annual meeting of the Association which follows their election.
- g) Any officer or director who has missed three consecutive meetings of the directors without due cause may be removed from office and replaced by appointment, by a majority vote of the Directors.
- h) The association shall hold a minimum of six (6) meetings, and these meetings shall be governed by Roberts Rules of order.

DUTIES OF THE DIRECTORS AND EXECUTIVE

7. The duties of the Directors shall be:

- a) to elect the Executive of the Association,
- b) to approve all financial transactions and correspondence of the Association,
- c) to direct the affairs and activities of the Association toward the achievement of its aims and objectives;
- d) to appoint the members of the committees and their terms of reference;
- e) to setting the fee structure for all classes of members,

and in addition, each director shall be required:

- f) to always act in the best interests of the Association and its members in carrying out their duties, and
- g) with the exception of those directors serving on the Executive, to actively participate in one or more of the committees of the Association.

8. The duties of the executive shall be as follows:

9. The President shall:

- a) preside at all meetings of the directors and members,
- b) call special meetings of the Board of Directors at his discretion,
- c) ensure that the provisions of the Constitution and its By-laws are followed,
- d) serve as the liaison between the Association and the Ontario Federation of Anglers and Hunters, (OFAH) and
- e) perform such duties as customarily pertain to the office of president of an association.

10. The Vice-President shall:

- a) be an aide to the president,
- b) perform the duties of the president on behalf of the president, should the president be absent or unable to do so, and
- c) supervise and run day to day business (paid staff and volunteers) through duties as VP of Operations.
- d) Ensure that an HHOA Health and Safety Plan, Workplace Harassment Policy and other required documents/reports are current and/or submitted as required.
- e) the vice-president is expected to run for the position of president in the year following.

11. The Secretary shall:

- a) keep a record of the proceedings of all meetings of the Association,
- b) issue notice of all meetings and agendas, after consultation with the President, and
- c) conduct the correspondence of the Association, including proper records of correspondence.

12. The Treasurer shall:

- a) collect all fees and dues,
- b) pay the approved bills of the Association, in accordance with the instructions of the Board of Directors,
- c) be the liaison to financial institutions
- d) render an account of all receipts and expenditures, and
- e) At the close of each fiscal year the Treasurer shall produce an auditors Report detailing the assets, liabilities and transactions of the Association for that fiscal year, and the Auditors Report shall be made available to the members for their inspection and audit at the annual general meeting of the Association or at any other time thereafter that a member shall request it.
- f) The Treasurer shall be empowered to open a general account in the name of the Association at a local bank, and the President, Vice-President, Secretary and Treasurer shall be the proper signing officers on such account, and any one of them may make deposits and sign cheques to that account.
- g) All disbursements for expenses shall be supported by proper vouchers, invoices on approved forms.

13. Financial:

- a) The fiscal year of the Association shall end on the 31st day of July in each year.
- b) Proper books of account shall be kept by the Association, and at the end of each fiscal year a general account shall be taken up to that date of the assets and liabilities of the Association and of the transactions during the preceding year.
- c) All fundraising lottery proceeds shall be maintained in a separate business account, where the authorized signatures for the HHOA general account will be the signing officers. Separate accounting will be maintained and expenditures will be documented and tracked through ledgers to be submitted for reports required by law and as required by agreements for grants/donations received. In the event of the dissolution of the HHOA occurs, all public funds collected and maintained in fundraising accounts will be the priority to be returned and/or dispersed by law and as per the conditions of lottery licensing by any government level. (ie: municipal, provincial (ie: AGCO) and federal)

14. Elections:

- a) The Board of Directors shall be elected at the Annual General Meeting of the Association by a majority vote of all members in good standing who are present.
- b) In the event a director is required, the Board of Directors may elect a new director (ie: Replacement or new roles required) and report for endorsement at the next annual general meeting.
- c) Nominations for the Board of Directors shall be invited from the membership 60 days prior to the Annual Meeting, and nominations shall close immediately before the election session of the Annual Meeting.
- d) To be eligible to assume office a director must be a member in good standing of this Association; but if a non-member wishes to run for office he shall be permitted to do so and allowed 30 days from the date of his election to meet this requirement.

15. Annual General Meetings:

In each year the Association shall hold an Annual General Meeting within six (6) months following the corporations year end which shall be open to all members of the Association and to the public, and which shall include among its agenda:

- a) the Treasurer's Report for the preceding year,
- b) a statement of the activities of the Association and its committees during the preceding year,
- c) the election of the directors of the Association for the year following, and
- d) any other matters which would be of interest to the members.

16. Committees:

The Association should maintain active or standing committees for the purpose of advising the Board of Directors and for carrying out the activities of the Association in each of the following areas:

- a) communications,
- B) education,
- c) community fish hatchery,
- d) HHOA clubs,
- e) education,
- f) fish and wildlife habitat,
- g) legislation and regulations affecting outdoor sports,
- h) public relations,(ie. tradeshows, tourism, chamber of commerce)
- i) membership,
- j) fund-raising,
- k) membership
- l) marketing

17. Association Newsletter:

The Association shall publish newsletters as required for the purpose of informing the members on the activities of the Association and on other topics of interest to the members.

18. Amendments To The Constitution:

The Directors may make amendments to this Constitution by a two-thirds majority vote of the Directors, and all such amendments shall be subject to a ratification by the members at the next Annual Meeting, otherwise, all such amendments shall be null and void.

Enacted this 28th day of November 2021

_____*Dan Smith*_____

President

_____*Eric Christensen*_____

Secretary

