

MUSKIES CANADA SPORT FISHING AND RESEARCH INC.



CONSTITUTION AND BY-LAWS

Sections 1 (Constitution) and 2 (By-Laws of the association including National and Chapter By-Laws) of this document forms the official "Constitution" of Muskies Canada. It was designed, written and approved to serve as the operating manual for the governing bodies of Muskies Canada, their executive members and the general membership. It was officially sanctioned and approved for use by a two-thirds majority vote of the Board of Directors at Belleville, Ontario on January 25, 1992 and has been amended at the 1993, 1995, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2004 and 2006 meetings.

Appended are outing rules, awards program specifics and the official logo which were approved at BOD meetings, all of which themselves do not form a part of the Constitution & By-Laws

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MCI CONSTITUTION

ARTICLE 1: NAME

Section 1 The name of the Association is “Muskie Canada Sport Fishing & Research Inc.”.

Section 2 Muskie Canada Sport Fishing & Research Inc. is herein after referred to as “MCI”, “Muskie Canada”, or the “Association”.

Section 3 MCI shall be operated as a non-profit Association according to its charter dated March 20, 1981.

ARTICLE 2: OBJECTS AND AIMS

Section 1 MCI shall strive to uphold the following aims and objectives:

1. To enhance the sport fishery for muskellunge in Canada.
2. To protect the muskellunge fishery in Canada through the wise use of muskellunge resource and research through such practices as catch and release, promoting stocking, natural and artificial propagation, habitat protection and improvement of habitat and spawning grounds and scientific and technical studies of the species.
3. To support the abatement of environmental pollution.
4. To promote and exchange muskie information among the angling public.

Section 2 MCI shall be carried on without the purpose of monetary gain for its members and any profit to the Association shall be used in promoting its aims and objectives.

ARTICLE 3: POWERS

Section 1 The powers of MCI shall be:

1. To direct, manage, supervise and control the business, property and funds of the Association.
2. To create, supervise and control MCI Chapters, auxiliary bodies and other groups thereof.
3. To act for its members before divisions of governments and before public or private interests whose activities may affect muskie fishing in Canada, while assuring meaningful legislation and regulations governing the fishery.

ARTICLE 4: MEMBERSHIP IN THE ASSOCIATION

Section 1 The members of MCI shall consist of Chapters, auxiliary bodies and other groups heretofore created or chartered or as may hereafter be created or chartered and whose charter has not been revoked by MCI.

ARTICLE 5: CHAPTERS AND SUB-CHAPTERS

Section 1 A charter will be granted to a prospective Chapter that meets all of the requirements and obligations prescribed by this Constitution and By-Laws of MCI.

Section 2 Upon acceptance of a charter, a Chapter will be deemed to be a member of the Association and be bound by and shall be governed in the manner prescribed by this Constitution and By-Laws.

Section 3 A charter shall not be granted to a prospective Chapter unless such Chapter shall be located in Canada.

Section 4 A Chapter that fails to conform to the provisions of this Constitution and By-laws or whose conduct or activity is prejudicial to the best interests of the Association may have its Charter suspended or revoked by the Board of Directors as provided in this Constitution and By-Laws.

Section 5 Membership in a Chapter, membership classifications, qualifications for membership, the requirements of membership and the rights and privileges of members shall be as prescribed in the Constitution and By-Laws.

Section 6 Every Chapter shall be governed by the Constitution and By-Laws.

Section 7 Start-up funds advanced to a new Chapter are considered to be an interest free loan to be repaid in due course.

Section 8 A prospective Chapter must have a minimum of 12 members and 5 of the designated executive positions filled before it may be accepted and approved for membership in the Association. Any member Chapter that does not meet these criteria will be notified and its viability reviewed by the National Executive Committee.

Section 9 Any existing chapter having less than 12 members or 5 executive positions filled may request designation as a “sub-chapter” and as such will be able to continue to hold meetings and carry out activities consistent with regaining their status as a Chapter within Muskies Canada. A prospective chapter may begin as a sub-chapter, with a minimum of six (6) members. The sub-chapter must have a Sub-Chapter Chair and one Director. The Sub-Chapter Chair must be a member of the NEC and pay no dues –and the Director will pay 50% of the dues. The sub-chapter must hold a minimum of 6 meetings or gatherings per year. Sub-chapters cannot hold nationally sanctioned outing but may sponsor chapter challenges. Sub-chapters will endeavour to fulfil the mandate of Muskies Canada, as do other Chapters. Sub-chapter Chairs will communicate actions

and/or events through the Web Page or the Release Journal. Sub-chapters report directly to the NEC, as do Chapters. Any existing or prospective sub-chapter will be reviewed annually at the BOD, and sub-chapter status may be removed or granted at the discretion of the BOD based upon a 2/3 vote by the BOD. Sub-chapters shall operate within the Constitution & Bylaws and shall have the same rights and responsibilities as Chapters with respect to fundraising, lotteries, raffles or outing fees.

ARTICLE 6: ADMINISTRATION

Section 1 MCI and its member Chapters shall be administered by such officers, executives and committees and in such a manner as is designated in Constitution and By-Laws.

ARTICLE 7: LOGO AND USE OF NAME

Section 1 The crest and logo, as shown in Appendix 1, shall be deemed the sole property of MCI and shall be entirely under the control of the National Executive Committee. Replicas of the crest and logo or may be reproduced with the authorization of the National Executive Committee for the use of the Chapters. The crest and logo may not be used for commercial purposes or for any purpose other than that authorized by the National Executive Committee. No change in the form of the logo shall be permitted.

Section 2 The words "Muskie's Canada" or "MCI" must not be used for any purpose other than that authorized by the National Executive Committee.

ARTICLE 8: BY-LAWS

Section 1 By-laws for the government of the Association not inconsistent with this Constitution shall be enacted and may be amended from time to time as hereinafter provided.

ARTICLE 9: AMENDMENTS TO THE CONSTITUTION & BY-LAWS

Section 1 The Constitution may be amended only at the annual Board of Directors meeting of the Association, by a resolution, properly placed before the Board and passed by a two-thirds majority of all the votes cast by the accredited Directors in attendance.

Section 2 The National By-Laws and Chapter By-Laws may be amended only at the Annual Board of Directors meeting, by a resolution, properly placed before the Board and passed by a simple majority of all the votes cast by the accredited Directors in attendance.

Section 1 - MCI Constitution

- Section 3** A resolution shall be deemed to have been placed before the Board within the meaning of Sections 1. pertaining to amendments to the Constitution if:
1. The resolution as proposed has been approved at a meeting of a Chapter or the National Executive Committee.
 2. A copy of the resolution has been forwarded to the National President at least 45 days prior to the annual Board of Director's meeting.
 3. A copy of the proposed resolution has been forwarded to the Chairmen of all the Chapters of the Association at least 30 days prior to the Board meeting.
- Section 4** A resolution for amending the By-Laws will be considered by the Board if proposed in writing either prior to or at the Board of Directors meeting.
- Section 5** Unless otherwise specifically stated in the resolution itself, amendments to this Constitution or the National By-Laws passed at the Annual Board meeting shall become effective immediately upon passage.
- Section 6** The President shall cause to be published in the issue of the "Muskie's Canada Release Journal" published immediately following the passing of any amendment to this Constitution or the National By-Laws, a notice of the amendment.

ARTICLE 10: PROCEDURE

- Section 1** In all matters of procedure the Association shall follow the procedure set forth in the National By-Laws and Chapter By-Laws.

BY-LAWS OF THE ASSOCIATION

PART 1 – NATIONAL BY-LAWS

ARTICLE 1: OFFICERS OF THE ASSOCIATION

Section 1. Names of Officers

1. The Officers of the Association shall be the following: President, Vice President, Treasurer, Secretary, Membership Director, Research Director, Public Education Director, Newsletter Director, Director-at-Large, Web Master and the Chairman of each Chapter.
2. Collectively these Officers make up the National Executive Committee, herein after referred to as the NEC.

Section 2. Qualifications

Only the persons who can meet the following qualifications will be eligible to serve as Officers of the Association:

1. Each Officer must be an Active or Life Member in good standing of a Chapter during his/her term of office.
2. An Officer of the NEC during his/her term of office will not be entitled to hold office on any Chapter Executive Committee except as the Chapter Chairman.

Section 3. Duties of the Officers

The duties of each Officer shall be as follows:

1. **President:** The President shall be the presiding officer of all meetings of the Board of Directors and all meetings of the NEC. He/She shall be the chief executive officer and shall exercise general supervision over the work and activities of the Association in conjunction with the BOD. He/She shall perform such other duties as usually pertain to the office of a President.
2. **Vice-President:** The Vice-President shall assume the duties of the President in his/her absence and any other duties as requested by the President or NEC.
3. **Treasurer:** The Treasurer shall be responsible for receiving and disbursing funds of the Association and maintaining records of these transactions consistent with normally accepted accounting principles. He/She shall be the chief financial officer of the NEC and shall exercise general supervision over the financial affairs and activities of the Association. The position of Treasurer may be combined with Secretary.

Section 2 - MCI By-Laws

4. **Membership Director:** The Membership Director shall coordinate membership registration at each Chapter, maintain the official record of all members' names, addresses, and phone numbers, assign each member a membership number and collect membership dues as required.
5. **Research Director:** The Research Director shall coordinate and oversee the operation all research programs and release programs as approved by the NEC.
6. **Public Education Director:** The Public Education Director shall coordinate and oversee the operation of the Public Education Program as approved by the NEC.
7. **Secretary:** The Secretary shall ensure the minutes of all meetings of the Board of Directors and NEC are recorded and properly distributed. He/she shall maintain an official record of all such minutes and have this record present at all meetings. The Secretary shall attend to all correspondence and maintain an official record of such correspondence with the Association. The position of Secretary may be combined with Treasurer.
8. **Director-at-Large:** The Director-at-Large will assume the responsibility for special projects as may be assigned from time to time.
9. **Newsletter Director:** The Newsletter Director will gather and disseminate information pertaining to the Association and its members, with a view to educating the members and improving their knowledge of the Association and its activities.
10. **Web Master:** The Web Master will be responsible for maintenance and promotion of the Muskies Canada official web-site, including its use for Chapter updates, announcements, outing reports, big fish pictures and for solicitation of public comment on proposals.

Section 4. Nomination and Election of the Officers

1. Any person who possesses the qualifications mentioned in Section 3 may stand for election for a National Executive Office, if they have been properly nominated for any such office.
2. Nominations must take place at the regular general meetings of the Chapters held in June.
3. A call for nominations must be published in the issue of the Muskies Canada Release Journal immediately preceding the November election.
4. A list of all nominees will be published in the issue of the Muskies Canada Journal immediately preceding the November election.

Section 2 - MCI By-Laws

5. Each nominee will be permitted to outline their platform (a maximum of 800 words) in the issue of the Muskies Canada Journal immediately preceding the November election. In the event of a competition for a position, a mail-in ballot will be included in the issue of the Muskies Canada Journal immediately preceding the election to allow members absent from the November meeting to vote by mail.
6. Each nominee may attend one of either the September or October general meetings of any Chapter and be permitted a maximum of 8 minutes to outline their election platform.
7. Elections will take place at the November general meeting of each Chapter. The presiding Chairman and the Membership Director of the Chapter shall serve as scrutineers. When in such cases as one of these individuals is on the election ballot then another member of the Chapter Executive shall be appointed to take their place. The NEC will appoint two individuals, neither of which shall be on the ballot, to serve as scrutineers for the election. Results of the election must be recorded on the official election form, signed by both scrutineers and forwarded to the presiding National scrutineers. The NEC shall appoint two individuals, neither of which shall be on the ballot, to serve as scrutineers for the election. The scrutineers shall report the results of the election to the Newsletter Director and he/she shall publish them in the next issue of the Muskies Canada Journal.

Section 5 Appointment of Other Officers

1. Where a vacancy has been created in an Executive position either through a vacancy, resignation, a suspension or the prolonged absence of an officer, the NEC may appoint someone to fill the position for the remainder of the term.

Section 6 Term of Office

1. Each Officer will assume office on the first day of January and serve for a period of two years.

Section 7 Resignation of National Officers

1. An Officer's resignation from office will not become effective until tendered in writing and until the National Executive Committee has accepted such resignation.

ARTICLE 2: THE NATIONAL EXECUTIVE COMMITTEE

Section 1 Powers

1. In addition to the powers of the NEC set forth in the Constitution and By-Laws, the NEC shall define any policies and have full authority in all matters of the Association.

Section 2 Meetings

1. The President will arrange for meetings, as the NEC deems necessary for the transaction of the Association's business, but in any event at least four times a year.
2. Ten members of the NEC shall constitute a quorum for the transaction of all business at meetings of the National Executive Committee.
3. All questions before the NEC must be decided by a simple majority vote of those present, unless otherwise provided for in these By-Laws.

ARTICLE 3: THE BOARD OF DIRECTORS

Section 1 The Board of Directors

1. The Board of Directors, herein after referred to as the "BOD", shall consist of all members of the National Executive Committee and the remaining Executive Committee Members of the Chapters.

Section 2 Annual Meeting of the Board

1. The Board of Directors must meet a minimum of once a year but not less than once every 14 months at a time to be determined by the BOD at the prior Annual Meeting.
2. A majority of the members present shall constitute a quorum for the transaction of all business at any meeting of the Board of Directors provided a minimum of 15 Executive Committee Members representing a minimum of three Chapters are present.
3. All questions before the BOD will be decided by a simple majority vote of those present, unless otherwise provided for in these & By-Laws.
4. All members of the Board or their appointed representative, are eligible to cast a vote. Each member of the BOD or their appointed representative, can cast only one vote.

ARTICLE 4: FINANCE AND ACCOUNTING

Section 1 Fiscal Year

1. The fiscal year of the Association shall begin on the first day of January in each year.

Section 2 System of Accounting

Section 2 - MCI By-Laws

1. The National Executive Committee, through the office of the Treasurer, shall install and maintain an efficient system of books of accounts and shall, at the option of the NEC, cause the same to be audited by a qualified accounting firm at least once during each fiscal year. Prior to the BOD meeting the NEC will appoint two members to review the books for the ending fiscal year.

Section 3 Liability for Debts

1. No liability of any nature shall be valid against the Association unless authorized by the National Executive Committee.

Section 4 General Revenue Account

1. All monies collected under the jurisdiction of the NEC from the payment of annual membership fees, or other sources shall be deposited in the name of the Association to a bank or trust company approved by the NEC. No cheque or order for payment shall be valid unless signed on behalf of the Association by the Treasurer and one other member of the NEC as appointed by the NEC.
2. All expenditures not contained in the NEC approved budget which exceed \$200 should be approved by a simple majority vote of the NEC.

Section 5 Other Accounts

1. The Association shall maintain such other accounts, as the NEC deems necessary for the efficient operation of the Association's business.

Section 6 Comprehensive Liability Insurance Policy

1. The Association will endeavour to maintain a comprehensive liability insurance policy for all chartered Chapters, the cost of which may be charged to each Chapter individually at a rate per member established by the premium cost of the policy.

Section 7 Plans and Budgets

1. The NEC and Chapter Chairmen will prepare for presentation at the annual meeting a proposed financial plan and projected budget for the upcoming fiscal year.

ARTICLE 5: OFFICIAL PUBLICATION

- Section 1** The NEC will publish or cause to be published under its supervision and control, a newsletter called "Muskie's Canada Release Journal", which shall be the official publication of the Association (which publication shall sometimes be referred to as a Newsletter).

Section 2 - MCI By-Laws

- Section 2** The Newsletter Director shall be determined as per the provisions outlined under the nomination and election of officers.
- Section 3** The Newsletter Director will have complete charge of and responsibility for the publication and distribution of the Release Journal subject to the supervision and control of the NEC.
- Section 4** Every Active or Life member, will be entitled to receive each issue of Muskies Canada Release Journal published during the fiscal year in respect of which membership has been in effect.

ARTICLE 6: ORGANIZATION AND CHARTERING OF CHAPTERS

- Section 1** An application for chartering a Chapter will be made on the standard petition form prescribed by the National Executive Committee (available from the Membership Director).
- Section 2** The NEC upon the receipt of a petition to charter a new Chapter shall approve said petition provided all requirements have been met and the NEC is satisfied that chartering the Chapter will be in the best interests of the Association.
- Section 3** Upon the issuance of a charter to a new Chapter the President shall appoint an Association representative whose duty and function is to act in an advisory capacity for a period, as the NEC deems necessary.

ARTICLE 7: NAME

- Section 1** The Chapter shall not use any other name than that designated and approved in its petition.

ARTICLE 8: OBJECT

- Section 1** The objective of the Chapter shall be the promotion and furtherance of the objectives of the Association set forth in Article 2 of the Constitution.

PART 2 – CHAPTER BY-LAWS

ARTICLE 9: MEMBERSHIP

Section 1 Membership in the Association shall be limited to persons interested in furthering its goals and objectives.

Section 2 There shall be three classifications of members in the Association, Active Members, Complementary Members and Life Members.

Section 3 Any Active, Complementary or Life Member in good standing shall be eligible to participate in all activities of the Association and is subject to all its rules and regulations.

Section 4 Active Memberships:

- 1 An Active Membership may take one of three forms:
 - i) A person;
 - ii) A family - which includes a member and spouse and all children less than eighteen years of age and living in the same residence;
 - iii) A Corporate Membership (shall have the same rights and privileges as a person).
- 2 An Active Membership fee shall be \$50.00. United States membership fee shall be US\$50.00.
- 3 All Active Memberships come due for renewal the first day of January each year. Any membership not renewed, that is a membership whose dues have not been received by the 15th of February, shall be deemed to have been ended effective December 31 of the previous year. Any renewal received during the course of the same fiscal year will require the full annual membership fee to be paid.
- 4 A pro-rated scale of membership dues will apply for new members joining during the course of the year.
- 5 Each elected or appointed officer of the NEC shall have their annual membership fee paid by the Association on their behalf so long as they are in office. Each duly elected or appointed officer of a Chapter's Executive Committee, except the Chapter Chairman, shall have 50% of their annual membership fee paid by the Association on their behalf so long as they are in office.

Section 2 - MCI By-Laws

- 6 The NEC shall have the sole right to cancel any Active membership with reasonable cause and return the membership fee on a prorated basis.

Section 5 Complementary Memberships:

- 1 A Chapter may nominate and approve a Complementary Member by a simple majority vote at any chapter meeting. Complementary Members nominated and approved by the Chapters will have their annual membership dues paid by the Chapter (using pro-rated dues for new nominations if approved during the course of the year).
- 2 The NEC may nominate and approve a Complementary Membership by a simple majority vote at any NEC or BOD meeting. No membership dues will be paid for NEC sponsored Comps.
- 3 Complementary memberships will remain in effect until rescinded by either the Chapter or NEC sponsoring them. An annual review should be undertaken at both the Chapter level and at the annual BOD meeting to ensure the appropriateness of maintaining existing Complementary memberships.
- 4 The National Membership Director will maintain records in the membership database of all Complementary members and ensure that appropriate membership dues are collected from the Chapters.
- 5 The NEC or Chapter Executive Committees shall have the sole right to cancel at any time, with just cause, any Comp Membership.

Section 6 Life Memberships:

- 1 A Chapter may nominate to Life Membership of the Association, any past or present member of the Chapter.
- 2 Life Membership may be granted as follows:
 - i) A Life Membership Committee will be set up in any Chapter desiring to consider such a nomination, consisting of three members of at least seven years membership. If a Chapter is unable to form a committee under this provision, the Chapter Executive Committee may select three members and submit their names and qualifications to the NEC for approval.
 - ii) The name of any candidate for Life Membership will be submitted to the Life Membership Committee for thorough consideration. If this committee approves the candidate, the committee must submit a full report to the Chapter Executive Committee and the NEC. If both Executive Committees approve the nomination, the candidate's name will be submitted to a Board of Directors meeting to be elected by secret ballot.

Section 2 - MCI By-Laws

- iii) To qualify, a member must have been an Active member for a minimum of seven years, and must have served his or her Chapter and the Association in a manner deserving outstanding honour.
 - iv) A Life Member will enjoy all the privileges of an Active Member for the duration of his/her life and will not be required to pay membership fees.
- 3 The BOD shall have the sole right to cancel, with just cause, any Life Membership.

ARTICLE 10: RESIGNATION OF MEMBERS

- Section 1** A member's resignation shall not become effective until such resignation has been tendered in writing and accepted by the Executive of their Chapter.
- Section 2** Upon acceptance of such resignation the resigned members name shall be stricken from the Chapter's membership roster and advised to the National Membership Director.
- Section 3** A member who has resigned of their own accord shall not be entitled to a refund of their membership dues.

ARTICLE 11: OFFICERS AND THEIR DUTIES

- Section 1** The Officers of the Chapter shall be comprised of the following: a Chairman and at least any 4 of the following; Treasurer, Secretary, Directors-at-Large, Membership Director, Stores or Release/Research Director for a minimum of 5 Officers.
- Section 2** Each Officer will be an Active or Life Member in good standing as of the date on which they take office.
- Section 3** Each Officer will assume their official duties on the first day of January and will serve for a term of one year.
- Section 4** The newly elected Officers will appoint any vacant position of the Executive Committee.
- Section 5** Officers must be elected in accordance with Article 14.
- Section 6** An Officer's resignation from office will not become effective until tendered in writing and until the Chapter's Executive Committee has accepted such resignation.
- Section 7** The duties of the Officers will be as follows:

Section 2 - MCI By-Laws

- 1 **Chairman:** The Chairman shall be the chief executive officer and shall preside over all meetings of the Chapter and the Executive.
- 2 **Secretary:** The Secretary shall draw up and keep on record minutes of all meetings of the Chapter and the Executive. He/she shall attend to all correspondence.
- 3 **Treasurer:** The Treasurer shall keep all accounts of the Chapter. All cheques, drafts and other orders for payment of monies on behalf of the Chapter must be signed by any two officers as outlined in Article 17, Section 5, Chapter Finance and Accounting. Advise the Executive Committee of overdue accounts and perform all other duties customarily pertaining to his/her office. It shall be the responsibility of the Treasurer to maintain a record of all financial transactions of the Chapter that is consistent with generally accepted accounting principles.
- 4 **Membership Director:** The Membership Director is responsible for the acceptance of new memberships and renewals. It is his/her responsibility to forward all membership fees and all particulars of new memberships and renewals to the National Membership Director without unreasonable delay.
- 5 **Stores Director:** The Stores Director is responsible for accepting orders for merchandise from members and placing these orders with the local suppliers. The Chapter Stores Director shall maintain (at the Chapter's discretion) an inventory of merchandise, provided the associated expenses are approved by the Chapter Executive and duly recorded in the Chapter's financial records.
- 6 **Directors -at -Large:** The Directors -at -Large are responsible for special projects such as Sportsmen's Shows and Outings and assisting other Directors as may be required from time to time.
- 7 **Release/Research Director:** One of the Directors -at -Large shall be appointed the Release/Research Director whose responsibilities shall include coordinating release/research activities at the Chapter level under the direction of the National Research Director.

ARTICLE 12: EXECUTIVE

Section 1 Members

The Officers of the Chapter named in Article 15 shall constitute the Chapter Executive Committee.

Section 2 Powers

The Chapter Executive Committee shall constitute the governing body of the Chapter with power to appoint committees and generally to perform all such

Section 2 - MCI By-Laws

administration tasks as may be necessary for the efficient operation of the Chapter, subject to the provisions of this Constitution and its By-Laws.

Section 3 Meetings

- 1 The Executive Committee shall meet as often as may be necessary for the proper carrying out of its functions.
- 2 Four of the members of the Executive Committee shall constitute a quorum for any meeting of the Executive Committee.
- 3 All questions will be decided by consensus or a simple majority vote of those present and voting, unless otherwise provided in these By-Laws.

ARTICLE 13: MEETINGS

Section 1 Each Chapter must hold at least one meeting of the general membership per month (except July & August) at such times and places as may be determined from time to time by the Executive Committee.

Section 2 All decisions of the Chapter will be decided by consensus or a simple majority vote of those present at the Chapter meeting.

ARTICLE 14: ELECTIONS

Section 1 Every year an election of officers shall take place among the general membership of each Chapter.

Section 2 Nominations will take place at the meetings in September and October.

Section 3 All nominees will have the opportunity to express their platform and qualifications for a length of 8 minutes at the nomination meeting held in September and October.

Section 4 Elections will take place at the November meeting of the Chapter.

Section 5 The nominee receiving a majority of votes shall be deemed the winner.

Section 6 The newly elected Executive Committee may appoint any vacancy due to insufficient nominations.

Section 7 All election votes shall be conducted by secret vote.

ARTICLE 15: CHAPTER OBLIGATIONS

- Section 1** It shall be a major policy of each Chapter to exercise fully those obligations imposed on it by the Constitution and its By-Laws.
- Section 2** The Chapter Executive shall promptly provide for the review, completion and forwarding of all reports required or requested by the NEC.
- Section 3** Chapters shall provide a tithe of 10% of profits from sanctioned events including outings or sportsman's shows to the NEC for the use and application ad the NEC or BOD shall determine.
- Section 4** The Chapter shall promptly pay all dues and/or assessments it owes or collects on behalf of the Association.
- Section 5** No Chapter shall operate a money raising project which solicits funds from other than the Association's own membership without the express written consent of the NEC.
- Section 6** Each Chapter shall be responsible to the NEC for each of its auxiliary bodies (e.g.: Outing and/or Sportsmen's Show Committees) and shall ensure that each functions in a manner which is not contrary to the Constitution or its By-Laws and to generally accepted standards of the Association.

ARTICLE 16: REVENUE

- Section 1** Revenue must be limited to:
- 1 Monies raised directly from members of the Association in donations from members of the Association.
 - 2 Monies raised from members or their guests at Chapter meetings through raffles or auctions.
 - 3 Grants from the NEC.
 - 4 Monies raised through the sale of merchandise to members of the Association and their guests from stores (less the cost of the merchandise and a mark-up assessed by the Chapter Executive Committee).
 - 5 Monies raised from the sale of raffle tickets and/or Stores merchandise at NEC or BOD sanctioned events such as Outing or Sportsmen's Shows.
- Section 2** All other forms of fund raising for either the benefit of the Chapter or the Association must be approved in writing, in advance by the NEC.

ARTICLE 17: FINANCE

- Section 1** The fiscal year of each Chapter shall begin on the first day of January each year.
- Section 2** The Chapters' books of account shall be made available at least once a year to the National Treasurer or representative of the NEC for review, if requested.
- Section 3** The Chairman of each Chapter shall present a written financial statement of the Chapter's books of account for the preceding year ending December 31, at the annual Board of Directors meeting.
- Section 4** The Chapter Executive Committee shall determine the official depository of the Chapter.
- Section 5** No cheque or order for payment will be valid unless signed by any two of the following Officers; Treasurer, Chairman or Director-at-Large.
- Section 6** The Executive Committee shall have the power to expend any sum not exceeding two hundred dollars for any expenditure. An amount may be varied with the approval of the Chapter at any meeting with a two-thirds vote of the members present.
- Section 7** A Chapter shall not be permitted to borrow any funds in any form or for any purpose without the express written consent of the NEC.
- Section 8** Except where herein provided, no officer or member of the Association shall receive any remuneration from the Chapter for any of their services.
- Section 9** The NEC will not be held responsible for any debts incurred by a Chapter, however, reasonable requests for temporary or permanent funding may be considered from time to time. All such requests must be made in writing and approved by the NEC.

ARTICLE 18: RULES FOR MEETINGS

In all matters of procedure the Association must follow the procedure set forth in the Constitution and By-Laws. Should a question of order need to be determined then "Roberts Rules of Order" will be used.

Dated this _____ day of _____, 2006

Signed:

Rob Howitt, President

Chris Purdy, Acting Secretary

APPENDIX 1: OFFICIAL LOGO



APPENDIX 2: MUSKIES CANADA OUTING RULES

1. Entrants must be a member in good standing or a guest of a member in good standing, prior to catching an entered fish or entering an outing.
2. The fishing outing is for muskies only. Muskies entered at an outing are to be at least 36 inches in length or larger as local regulations may dictate.
3. Fish must be caught legally on sport fishing tackle and in strict compliance with all local and provincial laws.
4. A fish must be released to be eligible for entry in the outing.
5. Participants must use a minimum of 20 pound test line for fish to be eligible for entry in the outing.
6. Fish must be hooked and played by one person and only that person may enter the fish. Handling assistance is permitted.
7. A completed research form must be received by the National Research Director within 30 days of its catch if a fish is to be eligible for entry in the outing.
8. Participants are to observe all safety rules and boating regulations.
9. M.C.I. reserves the right to disqualify any participant for behaviour deemed contrary to the organizations best interests.
10. Outing times will be at the discretion of the outing organizers.
 - (i) Participants late checking in may be disqualified,
 - (ii) Participants failing to check out at the end of posted times may be disqualified,
 - (iii) Any fish caught outside of outing times are ineligible for entry in the outing.
11. Guests:
 - (i) pay the same entry fee.
 - (ii) abide by all M.C.I. rules and regulations.
 - (iii) must fish with their host who is responsible for their conduct.
 - (iv) sign in and out with a -G- after their name.
 - (v) are eligible for door or raffle prizes but not outing awards.
 - (vi) may only participate as a guest once per season.

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12. There is not one preferred method of release for large fish, as the safe use of gaffs, cradles, nets, Boga-grips or simply hand landing can all result in good releases.
13. Air time during the taking of photographs should be minimized, especially in the summer.
14. The use of live-wells to transport fish is to be discouraged, though their use to revive fish can be considered.
15. All rulings and rule interpretation regarding fish eligibility and awards will be made by event organizers.
16. Consistent with Article 14, Section 3 of the Constitution, Chapters shall provide a tithe of 10% of profits from sanctioned events including outing or sportsman's shows to the NEC for the use and application ad the NEC or BOD shall determine.

APPENDIX 3: MUSKIES CANADA AWARDS PROGRAM

All fish entered on the basis of release must include an accurate measure of length. Length is to be measured tip to tip.

A completed Log form must be received by the National Research Director not later than 30 Jan of the year following if a fish is to be eligible for any award.

OUTING AWARDS

Outing awards are presented by the outing organizing body at a time and place of their choosing.

Awards may be presented in the following categories at the discretion of the organizing chapter.

Senior Division

- 1 Largest fish released at the outing.
- 2 Most total inches of fish released at the outing, at least 36 inches in length or as local regulations dictate.

Junior Division

- 1 Largest fish released at the outing.
- 2 Most total inches of fish released at the outing, at least 36 inches in length or as local regulations dictate.

ANNUAL AWARDS

Annual Awards will be prepared by the National Research Director (NRD) based upon Log submissions. The NRD shall endeavour to complete the awards for each Chapter and provide the pins and certificates to the Chapter Chairmen at the Annual BOD for presentation to the appropriate members at the earliest opportunity.

Awards are presented in the following categories:

- 1 Men's Division, largest fish released.
- 2 Lady's Division, largest fish released.
- 3 Junior Division, largest fish released
- 4 All Members
 - i) Most total inches at an outing subject to the 36-inch minimum and local laws.

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- ii) Certificate of Achievement for the largest single fish at least 50 inches in length and recognition of additional releases of more than 50" in the annual awards column of the Release Journal"
 - iii) Award pins for the following levels of lifetime achievement for the release of muskellunge 36" or greater in total length, regardless of the local size limit:
 - a) First Release
 - b) 10th Release
 - c) 25th Release
 - d) 50th Release
 - e) 100th Release
 - f) 200th Release
 - iv) Award pins and Certificates will be awarded annually for those members who capture and release one or more:
 - v)
 - a) 50" Fish OR
 - b) 54" Fish
- 5 A summary of these awards shall be published in the Release Journal as soon as possible after they have been prepared.

Research and public release records and/or electronic databases:

- 1 All submitted logs shall be entered as possible into a computerized database.
- 2 The complete database (electronic and paper) shall be the property of the MCI and the OMNR and shall be made available to persons other than the National Research Director only on the authority of the NEC in consultation with the OMNR.
- 3 The database shall only be made available to scientific authorities or others for purposes consistent with the goals and objectives of Muskies Canada, as determined by the NEC, and in such a way that general member or public access to the detailed database is not possible.
- 4 Examples of database use consistent with the goals and objectives of Muskies Canada include:
 - i) consideration of potential size limit regulation changes for an individual water body, or
 - ii) evaluating the impact of limit or other changes on the size distribution of a population.

APPENDIX 4: POLICIES

1. Logs should be submitted at latest by the BOD meeting, awards will be handed out when ready.
2. Chapters are to use MNR logs which are recognized as an official program of MCI.
3. MCI does not sanction nor endorse tournaments that impede the quick release of fish at point of capture.

APPENDIX 5: CODE OF CONDUCT

As a member of Muskies Canada Incorporated, I will obey all federal, provincial or state statues relating to sport fishing. I further pledge to conduct myself in a manner, which reflects favourably on the goals and operations of our organization. I understand that failure to comply with the preceding whether formally prosecuted or not, may result in disciplinary action against me including expulsion from Muskies Canada Incorporated.

APPENDIX 6: CODE OF CONDUCT COMPLAINT PROCEDURE

DEFINITIONS:

COMPLAINT COMMITTEE: This committee comprises a Chairman and two members appointed by a Chapter Chairman or by the President of Muskies Canada. At Chapter level, only one member of the Executive may be appointed to hear a complaint against a member. It hears evidence, renders a decision and informs both parties to the complaint and the Secretary of the Chapter or the NEC

CONFLICT OF INTEREST: Is deemed to exist when a member has, through his office, influence or knowledge, a real or perceived interest in, or effect on the outcome of any complaint or appeal made under this Article. No member shall sit or continue to sit, upon any Committee where a conflict of interest exists.

COMPLAINANT: Is a member in good standing who lodges a complaint.

COMPLAINT: Is a formal written allegation made by one member against another member, that the member, whom the allegation is made, has violated the Muskies Canada Code of Conduct.

SERVICE: A complaint against a member must be served to the member personally in the presence of a witness. If this is not possible, then sent by registered mail to his or her last known address.

PROOF OF COMPLAINT

In any complaint, the onus shall be on the complainant to establish the probability of the allegations made in the complaint to the satisfaction of the members of the Committee or Mediator hearing the complaint. Failure to do this means the complaint must be dismissed. The benefit of the doubt must be given to the person against whom the complaint was lodged.

COMPLAINT PROCEDURE

1. Any member may, on reasonable and probable grounds, initiate complaint proceedings against another member, alleging that the member did knowingly breach the Code of Conduct.
2. To properly initiate complaint proceedings, a member must:
 - a. Ensure that the complaint contains a brief account of the incident or circumstances which forms the basis of the complaint which may be on the basis of the member's personal knowledge, or on information supplied to him by some other person;
 - b. Specify which part of the Code of Conduct applies;
 - c. Date and sign the complaint; and

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- d. Within 15 days of the alleged offence or knowledge thereof, address it to and lodge it with the Chapter Secretary of the Chapter to which the individual being complained against belongs. If the complaint is against a Chapter Chairman it should be addressed to the Secretary of the NEC.
3. Any complaint which does not comply with this procedure shall be dismissed by the Chapter Chairman or the President on the report of the Secretary.
4. When a complaint is received by a Secretary the following events will occur:
 - a. The Secretary shall acknowledge receipt of the complaint and immediately inform the Chairman or President and serve a copy of the complaint on the member against whom the complaint was lodged.

MEDIATION

1. Upon receiving a complaint the Chairman or President will contact the parties to determine whether mediation should be attempted to resolve the complaint. Where it appears mediation is possible, a mediator shall be appointed who has 7 days to proceed as follows:
 - a. The mediator will review the complaint and arrange to have both parties together at an agreed place and time where details of the complaint will be discussed.
 - b. If the complainant is satisfied that the complaint has been heard and an appropriate disposition as set out in DISPOSITIONS is awarded, then the complaint will be considered concluded.
 - c. Whether successful or not, a detailed written report will be prepared by the mediator, signed by the three parties and submitted to the appropriate Secretary.
 - d. If mediation is not possible or it is not successful, then the Formal Procedure will be started.

FORMAL PROCEDURE

1. The Chairman or President will appoint a Complaint Committee to conduct a hearing, reporting its decision to the Secretary within 30 days of the lodging of the complaint.
2. The Chairman of the Complaint Committee shall:
 - a. Set a hearing date and notify both parties a least one week before the hearing:
 - i. Date, time and place of the hearing;
 - ii. Advise them of their right to call witnesses; and
 - iii. Inform them that evidence at the hearing will be given under oath or affirmation.

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- b. At the hearing the evidence in support of the complaint shall be presented in the presence of the member against whom the complaint was lodged. Both parties shall have the right to introduce evidence, cross-examine witnesses and to call witnesses on their behalf.
 - c. Arrange to have a written record of the proceedings which must include all documents presented at the hearing, a final disposition and be signed by all Committee members.
3. If the complainant does not appear without due cause and notification, the Committee shall dismiss the complaint.
4. If the member against whom the complaint was lodged does not appear without due cause and notification, the Committee may proceed in his absence.

DECISION

1. All decisions of the Mediator or the Complaint Committee shall be forwarded to the Secretary of the Chapter who in turn will pass it to his Chairman. The Chapter Chairman will add his comments to the report and pass it to the President for his comments.
2. In order to ensure that all complaints of a similar nature are treated in the same manner within Muskies Canada, the President can either confirm the decision or impose a lesser penalty as listed under Dispositions. In the event the decision is to expel a member from Muskies Canada the decision must be approved by the NEC.

DISPOSITIONS

1. The Mediator or the Complaint Committee may dismiss the complaint or impose one or more of the following:
 - a. Warning to change one's behaviour;
 - b. Reprimand (may require a letter of apology);
 - c. Removal from office or position for any period up to 12 months;
 - d. Suspension from a Chapter for any period up to 12 months; and
 - e. Expulsion from Muskies Canada.
2. A suspension from a chapter means that the member is not in good standing for any purpose including meetings and sanctioned activities.
3. Expulsion means that the person's membership has been rescinded and all connection with Muskies Canada ceases.