



**Cornwall Handgun Club**

**Incorporated 1990**

**Constitution and Bylaws**

Revised August 29, 2015

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# **Club Constitution**

## **1. Name**

The club was incorporated as a non-profit organization on July 6<sup>th</sup> 1990 under the name "Cornwall Handgun Club", and has been issued Ontario Corporation number 897177

## **2. Objective**

Under the Articles of Incorporation, The objective of the Club shall be the encouragement of organized recreational shooting by its members with a view toward a better knowledge of safe handling, care of firearms and improved marksmanship. It shall be our further purpose to promote the characteristics of honesty, good fellowship, self-discipline and team play, which are the essentials of good sportsmanship.

## **3. Domicile**

The domicile of the Club is 4395 Highway 138 St. Andrews West, Ontario Canada

## **4. Memberships**

Membership in the Club shall consist of 5 levels of membership classification, which are as follows;

- a. Regular Membership
- b. Probationary Membership
- c. Junior Membership
- d. Family Membership
- e. Life Membership

- All members shall abide by and be familiar with all rules and regulations as set forth by the Club
- All Members shall pay the required fees as set by the Board.
- All fees shall be paid to the Club within the period of time as stated by the Bylaws
- All new members shall complete the necessary training prior to the completion of their probationary period
- All members must renew their memberships annually by November 30 and will be considered in arrears by January 15 of the following year
- All members must attend at least 2 Club functions either at the range or elsewhere annually.
- Due to the nature of the club activities, the Club does not provide for Business/Organizational memberships and only provides for Individual and Family memberships.

#### **4.1. Regular Membership:**

- Shall be limited to persons who are at least 18 years of age
- Shall be limited to those persons who hold a valid Possession Only Licence (POL) or, a valid Possession and Acquisition (PAL) Firearms Licence.
- Shall be open only to those persons who successfully complete the required period of probation and receive a positive recommendation from the Club Board
- Shall continue to demonstrate good behaviour towards the recreational use of firearms and abides by the Club Bylaws and rules
- Only regular members, family members and life members may be permitted to vote at regular meetings.

#### **4.2. Probationary Membership:**

- Shall be limited to persons who are at least 18 years of age
- Shall be limited to those persons who hold a valid Possession Only Licence (POL) or, a valid Possession and Acquisition (PAL) Firearms Licence.
- Shall continue to demonstrate good behaviour towards the recreational use of firearms and continues to abide by the Club Bylaws and rules
- Shall serve a probationary period of at least 6 months and receive a positive recommendation from the Board
- Shall pass Club Safety course and required range visits.
- Membership renewals on or after January 15<sup>th</sup> are **returning members** and will be treated as Probationary members but the requirements for the probationary period and visits may be waived on the recommendation of the Training Officer or the Chief Range Officer provided the training requirements already established can be met.
- Does not have a vote at regular meetings.

#### **4.3. Junior Membership:**

- Shall be open to relatives and wards of regular members in good standing, or persons who shall be sponsored and supervised by a regular member
- Shall be open to individuals who will be under the direct and immediate supervision of a regular member
- Shall be open to those persons who are less than 18 years of age.
- Does not have a vote at regular meetings.

#### **4.4. Family Membership:**

- Active member and spouse with a maximum of 2 voting privileges. The "family membership" includes; children and grandchildren, provided they do not possess a stand-alone POL/PAL.

#### **4.5. Life Membership:**

- A person who has done something noteworthy to support the Club, may be granted free Life membership by the Board upon recommendation from the members.
- A paid Life Membership is available to individuals who have been a member continuously for a minimum of 5 years. Life Membership is limited to a maximum of 25% of the total membership of the club. Due to availability and demand, selection of individuals applying for Life membership may be by lottery.
- Has a vote at regular meetings.

#### **5. Membership Fees**

Membership fees for each category will be set by the Board and approved by the membership at a General Meeting.

#### **6. Changes to the Club Constitution**

May be implemented by adhering to the following process:

- Two members move and second the change at a regular Club meeting
- The changes are communicated by email and/or regular mail to all members of the Club at least 30 days in advance of the proposed vote date.
- The lesser of 40 members or 66% of the members on the membership list vote on the proposed Constitution change.
- All members will be provided a means of voting.

#### **7. Changes to the Club Bylaws**

May be implemented by adhering to the following process:

- Two members move and second the change at a regular Club meeting
- The changes are communicated by email and /or regular mail to all members of the Club at least 30 days in advance of the proposed vote date.
- The lesser of 30 members or 50% of the members on the membership list vote on the proposed Bylaw change.
- All members will be provided a means of voting.

## Club Bylaws

### **8.(a) Board Member Disclosure**

The Club membership places trust in the Executive Board to make decisions in the best interest of the Club and its members. An integrity issue, or the perception of an issue, undermines confidence in the Board and its decisions, crippling the process of Club management. Conflicts of interest or a current police investigation involving an active or prospective board member must be brought to the attention of the remaining board members. The member in question may resign from the board or withdraw nomination without details, or provide sufficient information to the board to determine relevance. The remaining board members will then consider the details and decide by vote if the member may remain on the board or nomination list.

### **8. (b) The Executive of the Club:**

- Shall be comprised of; the President, Vice President, Secretary, Treasurer, and the four Directors
- May also be referred to as “The Board”
- Must have a valid restricted PAL
- The President, Vice President, Secretary and Treasurer shall be elected by a majority of the membership at an Annual General Meeting of the Club
- Shall be elected by regular members only
- Shall serve until replaced
- Shall make decisions on any matters pertinent to Club business
- Shall provide for appointments to fill the vacancies on the Club Board
- Shall empower the President, Vice President and the Secretary and/or the Treasurer for financial expenditures
- Shall empower the Secretary to request for members Authorizations to Transport (ATT) restricted and prohibited firearms if applicable
- Should any member of the Executive (Board) leave before the next AGM, the Board, by a simple majority has the authority to appoint a member to that position.
- Must be a regular member or a life member of the club.

#### **8.1.The Club President:**

- Shall be elected by the Club regular membership for a two year term, or until replaced at an AGM.
- Shall be the Chief Executive Officer of the Club
- Shall preside over all meetings of the Club and the Board
- Shall be responsible for the proper functioning of the Club and its day-today operations
- Shall call all meetings as required
- Shall ensure that the Board operates within the confines and parameters set forth in the Club’s Constitution and By-laws.
- May be removed from office by a vote of a quorum of the remaining Board members with due cause.

- Shall be a member of the Board.

### **8.2. The Club Vice President:**

- Shall be elected by the Club regular membership and serve a two year term or until replaced at an AGM.
- Will be voted in alternate years to the election of the President.
- Shall, in the absence of the Club President preside over all meetings of the Club, and the Board
- Shall assist the Club President as necessary, in the proper functioning of the Club and in its day-to-day operations.
- May be removed from office by a vote of a quorum of the remaining Board members with due cause.
- Shall be a member of the Board.

### **8.3. The Club Secretary:**

- Shall be elected by the regular Club membership and serve a two year term or until replaced at an AGM.
- Shall keep all files and records of the Club and meeting minutes.
- Shall attend to all Club correspondence
- May be removed from office by a vote of a quorum of the remaining Board members with due cause.
- Shall be a member of the Board.

### **8.4. The Club Treasurer:**

- Shall be elected by the Club membership and serve a two year term or until replaced at an AGM
- Shall maintain records of the Clubs general finances.
- May be removed from office by a vote of a quorum of the remaining Board members with due cause.
- Shall administer the payment of expenses as approved by the Board
- Shall be a member of the Board
- Shall provide a financial accounting at least annually to the membership and upon request by the Club President or Board.

### **8.5. The Directors:**

- Shall be elected annually at the AGM from a nomination list by the Board or nominated from the membership.
- Shall number 4
- Shall serve for two year terms with two Directors being elected in odd numbered” years and two Directors being elected in even numbered” years.
- Shall perform duties as assigned to them by the President or the Board (see 8.5.1 to 8.5.3)
- Shall attend all meetings of the Board as called by the President.
- May be removed from office by a vote of a quorum of the remaining Board with due cause.
- Shall be members of the Board.

### **8.5.1 Membership Chairman**

- Shall attend to the issuance of membership cards and long –term ATT's for club members
- Shall maintain a secure data base listing of club members
- Shall work with the Treasurer to verify records of membership payment
- May hold other office on the Board

### **8.5.2 Events Chairman**

- Shall keep a schedule of shooting events at the club
- Shall work with event organizers to ensure events are appropriate for the club
- Shall assist event organizers in obtaining board approval and payments
- May hold other office on the Board

### **8.5.3 Club Promotional Chairman**

- Shall work with webmaster to ensure club website is properly maintained and updated
- Shall communicate regularly with club members in regards to club news, upcoming events, and photos / results of events
- May hold other office on the Board

### **8.6. The Chief Range Safety Officer (CRO):**

- Shall be appointed by the Board
- Shall be responsible for the general and specific operations of the range pertaining to range safety
- Shall be responsible for the posting and maintenance of warning signs, warning flags, panels or lights, range procedures and range safety rules
- Shall enforce all range safety procedures, rules and regulations without prejudice as approved by the Board and Club membership
- Shall recommend safety rule changes, as required, to the Board
- Shall perform such duties as assigned by the President or the Board
- May hold other office on the Board.

### **8.7. Range Safety Officer(s) (RSOs):**

- Shall be appointed by the Board
- Shall be responsible for the general and specific operations of the range pertaining to range safety
- Shall be responsible for the posting and maintenance of warning signs, warning flags, panels or lights, range procedures and range safety rules
- Shall enforce all range safety rules and regulations without prejudice as approved by the Board and Club membership
- Shall recommend safety rule changes, as required, to the Board



- Shall perform such duties as assigned by the President, Chief Range Safety Officer or Board.
- Is not a member of the Board.
- To be a Range Safety Officer the member must have the following qualifications:
  - Shooting experience for at least two years
  - A member of the CHC for at least 1 year
  - Have successfully completed the *Canadian Shooting Sports Association (CSSA)* “Range Officer” course

#### **8.7.1 Range Maintenance Officer**

- Shall be appointed by the board
- Shall be responsible for keeping track of range maintenance issues and notifying the CRO and Board of Directors
- Shall assist in contacting maintenance personnel & contractors and overseeing corrective work
- May hold other office on the Board

#### **8.8. The Firearms Training Officer:**

- Shall hold CFO approved credentials or successfully complete an approved course pertaining to firearms safety training.
- Shall be responsible for firearms training delivery to new and Probationary Members
- Shall recommend safety rule changes as required to the Board
- Shall sign attesting as to the competency of those persons who have received firearms training
- May hold other office on the Board
- To be a Club-Level Instructor the member must have the following qualifications:
  - Shooting experience for at least two years
  - A member of the CHC for at least 1 year
  - Have successfully completed the *Canadian Shooting Sports Association (CSSA)* “Train the Trainer” course
  - A willingness to deliver safety training to Probationary Members.

#### **8.9. Quorum:**

A quorum will consist of the following;

- General meetings: The lesser of 20 members or 50% of all of the current regular members of the Club.
- Executive / Board meetings: Five 5 members of the board.
- Where 30 calendar days advance notice of an emergency meeting has been given, the quorum required for that meeting only is 10 members. A majority vote 50% +1 is required to adopt any motion.

## 9. Nominations:

Nominations are used to fill positions on the executive in a timely and orderly fashion. Nominations will follow the following format:

- A Nominating Committee is appointed by the Board of Directors before June 31 of each year.
- The Nominating Committee canvases the membership and solicits names who agree to the nomination to fill the required positions for office by August 31 of each year.
- The Committee provides a list of names to the membership by September 30 of each year
- The vote takes place at the Annual General Meeting.

## 10. Acceptance and Expulsion Processes for the CHC

Background: This is intended to formalize the process by which potential new members are accepted into the Club or removed from it.

### 10.1 Acceptance Process

- The potential new member completes the application form and pays the membership fee with the understanding that the fee will be returned if the membership application is not accepted.
- The membership application must include a police background check
- The applicant may include a reference letter from a CHC Club member or,
- A reference letter from another Club
- It is recommended that the potential new member meet with the Board at least once.
- The proposed member must be in possession of a valid firearms Licence
- The new member will be given a probationary” membership for a minimum duration of 6 months.
- During this period, the probationary member will be required to attend and pass the Club Safety Course, attend approximately 6 range visits with an approved Instructor and meet the requirements for training as outlined in the ***Range Familiarization / Checkout Procedures for new shooters”***.
- Upon completion of the above, the probationary member will be Issued a membership card, allowing the Club to recommend the issuance of an Authorization to Transport” (ATT).
- Former members or experienced shooters from other clubs may be approved at the discretion of the Board, providing they meet the requirements noted above.
- The Probationary member remains on probationary status until voted on by the general membership at a General Meeting, after which his/her status will be changed to Regular member”.

## **10.2 Expulsion process**

Any disciplinary action or termination of membership must be done in good faith and in a fair and reasonable manner. Termination of membership is a last resort and will only be done to protect the safety of other members and the Club.

In the event that a member repeatedly disobeys Club Bylaws or Safety Rules and /or performs any dangerous or unsafe actions, The Board will:

- A) Meet to discuss with the member the concern to be addressed, and
- B) Conduct an investigation as to the cause of the concern and recommend suspension or expulsion from the Club if necessary and only as a last resort.
- C) If found valid, create an entry in the members file.
- D) If the issue does not re-occur in 3 years, remove the record.
- E) If the issue continues to re-occur and the Board has satisfactory supporting materials in the member's records, recommend expulsion of the member concerned.

## **11. Club Year**

The Club fiscal year shall run from Dec. 1 each year to Nov. 30 of the following year.

## **12. Meetings**

### **12.1 The Annual General Meeting (AGM)**

- Shall be called by the Club President in October of each year
- Shall receive the annual financial reports relating to the Clubs activities
- Shall hold elections for Club Board and Directors positions for the following year.
- Shall consider all other business brought forward by the Board, Directors or general membership.

### **12.2 General Meetings**

- Shall be called by the President of the Club as required
- Shall be called by the President of the Club upon written request by any 10 regular members in good standing.
- Shall be called by the President to discuss major Club renovations or expenditures as required.

### **12.3 Executive Meetings:**

- Shall be called by the President
- Shall be held at least 4 times per year.
- Shall address the following:
  - The required fees for Club initiation (if applicable)

- The required fees for annual membership
- The required range use and target fees if applicable
- Empowerment of the President and Secretary and or the /Treasurer as signing authority for the Club
- All other general Club business and membership concerns.
- Notices of all general meetings shall be provided in writing to all Club members in good standing at least 2 weeks prior to the general meeting
- The Club Board, Directors and officers will carry out their duties without prejudice towards any member of the Club or invited guest.

### **13 General Rules:**

- The current edition of rules contained in *Roberts Rules of Order* shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the proceedings of the order of the Club
- All Club members, Probationary Members and junior member shall pay their membership by the beginning of each fiscal year. (Special exemptions may be made for temporary absent members)
- All Probationary Members shall provide a valid firearms licence at the completion of their probationary period
- All members requiring an Authorization to Transport” for the transportation of restricted firearms and prohibited handguns shall successfully complete an approved course in the safe use and handling of such firearms. A Club member who has been certified as a firearm safety instructor for the delivery of such courses shall deliver this course.
- The Board, in cooperation with the Chief Range Safety Officer and firearms training officer shall develop a set of range safety rules for each shooting discipline and shall post these rules in a conspicuous location at the range
- The Club shall purchase annual general commercial liability in an adequate amount as required by the CFO.
- All holster-qualified members shall have the word Holster” on their membership cards
- The Club and its members shall endeavour to operate in a professional manner with the main goal being public safety and the safety of its members and guests.

### **14 Guests**

- Only members in good standing may introduce guests to the Club and/or range facilities
- No member may introduce more than 3 guests at any one time for regular shooting (this does not include special events, training etc.)
- A member must introduce a guest to the Range Officer on duty upon arrival at the range, and ensure that guests are aware of the range safety rules.
- The Club member shall supervise and be responsible to the conduct of his/ her guest at all times while on the range property
- All guests must sign the range log book prior to shooting.

- Guests without a PAL are permitted any number of times. Guests with a PAL are limited to one visit per year, not including competitions and special events.

## **15 Use of Club/Range Facilities**

1. The range facilities at Highway 138, Civic number 4395 shall be available to all authorized individuals in good standing without prejudice on such days and at such times as the facility is not being used for other purposes or under maintenance etc.
2. All authorized individuals and guests, must abide by the Range Rules as posted at the range.

## **16 Financial Matters**

**16. (a)** The club Secretary shall maintain adequate business records to comply with non-profit organization requirements.

### **16.1 Financial Audits**

- Financial records shall be maintained such that an audit and annual report can be prepared.
- Financial Audits are a method of verifying the accuracy of the Clubs books over the past year.
- In consultation with the Treasurer an audit will be conducted of the Clubs financial records and books at least annually, before the AGM by an independent auditor(s) appointed by the Board.
- The results of the audit will be presented at the AGM.

### **16.2 Signing Authority**

Club cheques will be signed by a minimum of two Club officers from the Board, with the President and Treasurer being the two preferred officers.

### **16.3 Corporate Tax Return**

A basic corporate tax return will be filed annually with Canada Revenue Agency to demonstrate exemption status.

### **16.4 Business Status**

A "Form 1 – notice of change" will be filed with the Ontario Ministry of Government Services annually after the AGM to update the list of Directors and Officers of the Club.

## **17 Committees**

The Board may appoint committees to perform specific functions as are deemed necessary. Examples of these include; nominating" or awards" committees.