

Club Constitution and By-Law

Constitution Article I Name and Object of the Society

1. The name of this organization shall be the ROCK CUT SHOOTING CLUB hereinafter referred to as the Club.

2. The object of the Club shall be:
 - a. The encouragement of organized recreational shooting including shotguns, rifles and handguns,
 - b. To improve knowledge of safe handling and proper care of firearms and to improve marksmanship,
 - c. To further the characteristics of honesty, self-discipline, team-play and good fellowship which are the essentials of good sportsmanship.
 - d. To promote and defend the right to keep our firearms and maintain our shooting heritage and history.

3. The Club will therefore be affiliated with various shooting, hunting or any other regional, provincial, federal, or international organizations acting in the interest of shooting sports as the current executive determine is beneficial to the club in general from time to time. Nothing in the forgoing prohibits a general member from requesting the club affiliate with any legitimate organization.

Article II Membership

1. General Qualifications
 - a. All members shall learn and abide by all the rules and regulations of the Club.
 - b. All members must pay the dues and fees as decided from time to time by the Executive.
 - c. Said dues must be paid within the time limits as stated in the by-laws.
 - d. All new members must demonstrate their competency as stated in the by-laws.

- e. All new members must complete the necessary application forms prior to acceptance, and will be on probation for the first three months of their membership, following their safety checkout and orientation. Members on probation may have their membership revoked by the executive without recourse.
- f. All new members will complete the necessary training to achieve the level of competence required. All new members will complete the Club level orientation and Safety Course before being given their membership card and the gate code.
- g. The classes of membership shall be: Regular, Spousal, Student, and Dependent.
- h. All members other than a dependent or a spouse shall be in possession of a current Possession and Acquisition License or equivalent from another jurisdiction. Spousal members without a PAL may only shoot when accompanied by a member with a current Possession and Acquisition License.
- i. As a condition of membership, members may be required to join related organizations for the purposes of insurance, safety or legal necessity.

2. Membership Types

a. Regular membership

- i. Shall be open only to persons of good character,
- ii. Shall be open only to persons who are recommended by regular Club members in good standing.
- iii. Shall possess a current Possession and Acquisition License.

b. Family members shall consist of cohabiting spouses and immediate dependents under the age of 18 years. One family member is considered a regular member.

c. Student membership shall consist of persons over the age of 18 years and who have a valid student identification card from a recognized educational institution.

3. Membership Dismissal

A member may be dismissed from the club for any of the following reasons:

- a. Serious or repetitive breach of the foregoing Constitution or By Laws,
- b. Failure to follow safety rules as outlined,

- c. Criminal or lewd behavior,
 - d. Wanton destruction of club property,
 - e. Harassment of other members or guests.
4. Procedure for dismissal of a club member shall be as follows:
- a. By a joint executive decision
 - b. Normally a warning of some sort will be included in a dismissal procedure but not necessarily so.
 - c. The member shall be notified in writing of the reason and date of the dismissal and informed in the letter that there is an appeal process outlining same.
 - d. The member will be given two weeks from the post date on the letter to respond. If no notification is received by the executive by this date the member will be deemed to be terminated from the club.
 - e. If the member responds and requests an appeal, a board of one executive, one regular member appointed by the member in the process of dismissal and one regular member appointed by the two appeal board members will after hearing the reason for dismissal decide whether to allow or disallow the appeal and turn their finding over to the executive forthwith. This process, excluding extenuating circumstances will take no longer than two weeks.

Article III Officers

1. The Executive of the Club:
- a. Shall be elected by simple majority at the annual general meeting of the Club.
 - b. Shall be elected from the regular membership.
2. The Executive of the Club:
- a. Shall be:

President, Vice President, Secretary, Treasurer, Handgun/Rifle Director, Safety Director, Clays Director, Maintenance and Facilities Director and Membership Director

- c. Shall make recommendations on matters of Club policy,

- d. Shall make recommendations on matters pertinent to Club business,
- e. Shall make appointments to fill vacancies on the Executive,
- f. Shall empower the President, the Treasurer and at least one other Executive Officer to be the signing authority for the Club
- g. Shall enforce all club safety rules and regulations as approved by the executive.

3. *President:*

- a. Shall be the Chief Executive Officer of the Club,
- b. Shall preside over all meetings of the Club, the Executive, and Executive Committees,
- c. Shall be responsible for the proper function of the Club,
- d. Shall call all meetings as required,
- e. Shall serve a maximum of 3 complete consecutive terms.

4. *Vice President:*

- a. Shall in the absence of the President, preside at all meetings of the Club, the Executive and Executive Committees,
- b. Shall perform such duties as are assigned by the Executive.

5. *Secretary:*

- a. Shall keep all appropriate records of the Club,
- b. Shall attend to all required correspondence.
- c. May if circumstances dictate, hold other office on the Executive.

6. *Treasurer:*

- a. Shall be responsible for the collection of all dues,
- b. Shall take charge of all Club funds,

- c. Shall pay all bills approved by the Executive.
- d. May if circumstances dictate, hold other office on the Executive.

7. *Handgun/Rifle Director:*

- a. Shall have charge of the ranges, and appropriate record keeping,
- b. Shall enforce range rules and regulations as approved by the Executive,
- c. Shall be responsible for the upkeep, general tidiness, and policing of the ranges, and all lower range disciplines and committees
- d. Shall recommend range rule changes, as required, to the Safety Director,
- e. Shall perform such duties as are assigned by the Executive,
- f. May if circumstances dictate, hold other office on the Executive.

8. *Safety Director:*

- a. Shall have charge of all safety training and range approvals,
- b. Shall perform such duties as are assigned by the Executive,
- c. May, if circumstances dictate, hold other office on the Executive,
- d. Shall be the primary correspondent with the Chief Firearms Officer for Ontario.

9. *Clays Director:*

- a. Shall perform duties associated with Trap and Skeet Shooting including appropriate record keeping and publicity generation for “registered shoots”, and others, as assigned by the Executive.
- b. Shall oversee trap and skeet committee heads. This Director may also head up one of the committees.
- c. Shall be responsible for the upkeep, general tidiness, and policing of the clays ranges, and all clays range disciplines and committees.

- d. Shall recommend range rule changes, as required, to the Safety Director,
- e. Shall perform such duties as are assigned by the Executive,
- f. May if circumstances dictate, hold other office on the Executive

10. *The Membership Director:*

- a. Shall maintain the database of members, keep records of which members are current, and whether or not they have an RPAL, or PAL.
- b. Shall look after new applicants as pertains to notifying the Safety Director to schedule Club Safety and orientation courses.
- c. Shall issue membership cards and the gate code to members of good standing. Other Executive Officers may also be designated to assist in this area from time to time.
- d. Shall provide the Treasurer with the required information on a monthly basis so that insurance requirements can be updated with our current carrier.
- e. May if circumstances dictate, hold other office on the Executive

11. *The Maintenance and Facilities Director:*

- a. Shall be responsible for overseeing all range maintenance and maintenance committees, facility maintenance and all grounds keeping.
- b. Shall perform such duties as assigned by the Executive.
- c. Shall coordinate with the Safety Director for all range approvals and requirements.
- d. May if circumstances dictate, hold other office on the Executive

12. *All Officers:*

- a. Will attend all meetings of the Executive as called by the President,
- b. Will organize or assist in organizing shooting competitions,
- c. May appoint members to duties such as but not restricted to directing events or types of competition, sitting as members of boards or committees etc.,

- d. Will perform the above duties on a voluntary basis except may be compensated for reasonable expenses,
- e. Will replace executive members by consensus when necessary.

Article IV Meetings

- 1. The Club year shall run from October 1 to September 30.
- 2. The Annual General Meeting:
 - a. Shall be called by the President once each year,
 - b. Shall receive the annual financial reports,
 - c. Shall receive the reports of the Officers,
 - d. Shall elect the Officers for the coming year,
 - e. Shall consider other business,
 - f. A quorum shall consist of at least 12 members or one third of the regular membership, whichever is lesser.
- 3. Other General Meetings:
 - a. Shall be called by the President as required,
 - b. Shall be called by the President upon written demand by any 10 regular members in good standing.
- 4. Executive Meetings:
 - a. Shall be called by the President,
 - b. Shall be held at least 4 times per year with the first one being held immediately after the Annual General Meeting to:
 - i. Determine the fees for initiation,

- ii. Determine the annual dues,
 - iii. Determine the range and target fees,
 - iv. Empower the President, the Treasurer, and at least one other Executive Officer as signing authorities for the Club,
 - v. Consider other business.
5. Only regular members in good standing may vote at general meetings.
6. A quorum for an Executive meeting shall be at least 1/3 of the Executive.

Article V Amendments

1. Amendments to the Constitution:
- a. Must be received in draft form in writing by the Secretary at least 30 days prior to the Annual General Meeting,
 - b. Must be posted in draft form for perusal by all members,
 - c. Shall be effective only by a majority vote of regular members in good standing who are present.
2. Amendments to the By-Laws:
- a. May only be made at a general meeting of the Club,
 - b. Must be received in draft form in writing by the Secretary at least 30 days prior to a general meeting,
 - c. Shall be effective only by a majority vote of regular members in good standing.

By-Laws

1. Rules contained in Roberts “Rules of Order” shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the rules of the Club.
2. Annual membership fees are payable Sept. 30 for the following year.
3. deleted
4. All members must maintain competency in the use of firearms and range facilities,
5. The Executive, on recommendation of the Chief Firearms Officer, shall produce a set of Range Standing Orders to include the applicable sections of the Constitution and By-Laws and whatever other rules they shall decide.
6. Guests:
 - a. Only regular members in good standing may introduce a guest to the Club,
 - b. A member should introduce his guest(s) to members of the Executive present and the Range Officer on duty and state the guest’s experience and training,
 - c. A member must be responsible for the conduct of, and remain with, his guest(s) at all times while on the range,
 - d. All guests must sign the log book,
 - e. All guests shall pay the current daily range fee as described in the fee schedule.
7. Use of Club Facilities:
 - a. The Club facility shall be available to all members in good standing on such days and at such times of the day as shall be determined by the Executive.
 - b. **No level of impairment** will be tolerated on or around the firing line, including, but not limited to, impairment from; alcohol, prescription drugs, recreational drugs, fatigue, or stress.
 - c. Dependent members must be accompanied by their parent member or guardian at all times,

- d. No smoking in the immediate range vicinity or in any enclosed space,
 - e. Appropriate red flags will be flown while ranges are active,
 - f. The Range Officer must be obeyed at all times while on the range,
 - g. Ear protection must be worn by all persons on any range,
 - h. Eye protection must be worn by all persons on any range,
 - i. No loaded guns will be permitted except on the firing line and then only under the command of the Range Officer,
 - j. Only equipment needed by a shooter must be taken to the range and must be in safe working order. At no time during the course of fire will anyone be allowed to enter or leave the rifle/pistol range except by permission of the Range Officer.
 - k. No person will be allowed in front of the firing line during a course of fire without permission of the Range Officer, and then only after necessary precautions have been observed,
 - l. In the event of a jam or misfire when on a firing line, the shooter must keep the firearm pointed directly down range and notify the Range Officer.
 - m. Any shooter discovering their firearm to be defective during the course of fire must inform the Range Officer immediately.
 - n. Anyone can call a cease-fire if an unsafe condition is observed.
 - o. All members are considered to be Range Officers. Whenever there are two or more members on the handgun/rifle range one shall assume the role of 'Range Officer' and will run the range.
8. At all times, safety procedures as set out and approved by the Canadian Firearms Institute shall be followed. It shall be the responsibility of each and every user of the range to ensure that such safety procedures are followed at all times by all users of the range. When organized shoots are held by different disciplines, their rules and range procedures shall be followed for the duration of the match.

9. Dues:

- a. As outlined in the Constitution,
- b. Set in a spirit of allowing membership by people of modest means,

- c. To include liability and property insurance for members and executive,
- d. To allow a system of additional fees in lieu of work if deemed necessary by the current executive in the interest of maintaining the club facilities,
- e. Time limits as set forth in the Constitution and by laws.

End of constitution

Appended to constitution for convenience

Range Safety Rules

ALL MEMBERS AND GUESTS MUST REGISTER IN THE LOG BOOK
(With first name and last initial, or membership number)

1. The club facilities shall be available to club members and their guests on such days and at such times that shall be determined by the club executive from time to time.
2. No level of impairment will be tolerated on or around the firing line. Including, but not limited to, impairment from; alcohol, prescription drugs, recreational drugs, fatigue or stress.
3. Junior members **MUST** be accompanied by a sponsor at all times.
4. Sponsors are responsible for their guests at all times while on club property.
5. No smoking, food, or drink will be permitted on the firing line at any time during a course of fire. Also conversations and distractions from other sources such as cell phones, cameras, or other devices should be kept to a minimum.
6. Red flags must be flown at all times that the range is active.
7. The range officer must be obeyed at all times while on the range.
8. Eye and ear protection must be worn at all times by persons on or around the firing line.
9. Ear protection must be worn by all persons on the range while firing is in progress.
10. Loaded firearms are permitted on the firing line only, as directed by the range officer.

11. No person will be permitted to enter or leave the firing line during a course of fire.
12. No person will be allowed in front of the firing line without the permission of the range officer.
13. In the event of a jam, misfire, or malfunction, the shooter will ensure that his firearm remains pointed downrange, and notify the range officer immediately.
14. Any shooter discovering his firearm to be defective during a course of fire must notify the range officer immediately.
15. ANYONE may call a cease fire if they observe an unsafe practice or situation. On the cease fire command, ALL shooting must cease immediately- All firearms will be unloaded with the action left open- All firearms will be pointed DOWNRANGE.
16. Black powder and other special or exclusive events may be scheduled by the executive on request.
17. Only 60 seconds after a black powder misfire or hangfire may a request be made to re-prime. A subsequent misfire of the same load will result in the firearm being declared defective and the range officer will order that it be removed from the range.
18. Black powder shooters may only bring sufficient powder to the range for the day's shooting. Large containers and glass containers of powder are prohibited. Spilled powder must be cleaned up immediately to the satisfaction of the range officer.
19. When a shooter has finished shooting he will remain at his designated position on the firing line until the line is declared inactive and safe by the range officer.
20. When organized shoots are held such as IDPA or IPSC , their rules and range procedures shall be followed for the duration of the match.
21. Handguns must be carried muzzle down with the slide open and magazine removed or with the cylinder in an open position so that all can see without effort that the firearm is unloaded and safe. Handguns can also be carried on the handgun range in a holster, when proved safe and in an unloaded condition. Handguns can only be loaded while holstered when the shooter is actively engaged in shooting on a firing line.
22. At all times, safety procedures set out and approved by the Canadian Firearms Institute shall be followed. It is the responsibility of each and every user of the range to ensure that such safety procedures are followed at all times by all users of the range.
23. The range officer will be responsible to ensure that the range log book is properly completed.
24. The range officer must ensure that the range is left in a neat and tidy condition at the end of shooting.

25. All unusual incidents and/or injuries, however minor, **MUST** be reported in writing to the club executive as soon as possible.
26. Failure to comply with any of the foregoing rules or procedures may result in dismissal from the club.