

# **CONSTITUTION AND BY-LAWS OF THE NEW ONTARIO SHOOTERS ASSOCIATION INCORPORATED**

Affiliated with the MANITOBA PROVINCIAL RIFLE ASSOCIATION

The goals of the New Ontario Shooters Association Inc. (N.O.S.A.), called the Association, shall be to promote proficiency and perpetuate recreational shooting of revolvers, pistols, rifles, and shotguns in Northwestern Ontario.

## **SPECIFIC OBJECTIVES**

1. To actively introduce and promote recreational shooting as a safe and enjoyable sport to the general public.
2. To train, practice, and demonstrate the safe handling and use of firearms and ammunition.
3. To become involved in shooting programs or events sponsored by Provincial Rifle Associations, the Dominion of Canada Rifle Association (D.C.R.A), National Firearms Association (N.F.A), or the Canadian Shooting Sports Association (C.S.S.A.).

## **MEMBERSHIP**

1. Membership shall be open to any person eligible to own or operate firearms in Canada, whose application is accepted by the Executive Committee to full membership in the Association in accordance with the Association By-Laws.
2. The number of members shall be determined by the Executive according to the physical accommodations available to the Association.
3. Honorary members will be chosen from persons who have provided outstanding service to the Association. Honorary members may be nominated by a member of the Executive Committee at any General Meeting and approved by at least sixty-six (66%) of the members present. Honorary Members shall have full membership status. Membership dues will not be paid by Honorary Members.
4. New potential members will be introduced to members of the Executive Committee.
5. All members owning firearms shall have a valid Firearms Licence in accordance with the current applicable legislation.

## **FEES**

1. Every member shall pay an annual fee in amount to be determined by the Executive Committee and passed by the membership at the Annual Meeting. In addition, members shall pay other Association affiliation fees, i.e. M.P.R.A. and/or D.C.R.A. at current rates.

2. N.O.S.A. fees shall be voted on, and approved by, the general membership. Fee schedules will be published in the By-Laws.

3. Every member shall be provided liability insurance upon payment of annual dues.

4. Members who have not paid dues by March 15 of each year will be removed from membership and will no longer be in good standing.

## **SUSPENSION OR EXPULSION**

Any member to have known or should have reasonably known to infringe on the rules or regulations of the Association or being guilty of conduct detrimental to the character or interest of the Association may be suspended or expelled by the Executive Committee in accordance with the procedures contained in the bylaws.

## **ANNUAL MEETING**

The Annual Meeting of the Association will be held within sixty (60) days of the end of the fiscal year which is March 31, at such a date, time, and place as the Executive Committee decides. Only paid members in good standing will be allowed the privilege of voting at the Annual Meeting of the Association.

## **SPECIAL MEETINGS**

Special General Meetings of the Association may be called at any time by the Executive Committee and the Executive Committee shall, on the written request of at least twenty percent (20%) of the members stating the object of the proposed meeting, call a Special General Meeting. This meeting must be called no longer than thirty (30) days after receiving the written request.

## **NOTICE OF GENERAL MEETINGS AND ANNUAL MEETING**

1. Notice of the date, time and place of a General, Special, or Annual Meeting shall be given to each member at least fourteen (14) days prior to the meeting by mail, email or at his/her last known address, or posted on the N.O.S.A. website. No public notice or advertisement shall be required.

2. An agenda shall be sent with the notice of a meeting, and a written treasurer's report shall be distributed at the Annual Meeting.

3. Twenty-five percent (25%) of members present shall constitute a quorum at any Annual or General Meeting and sixty-six percent (66%) of the quorum must vote in favour of a resolution.

4. The Executive Committee shall meet no less than six (6) times per year and all Executive Committee members shall be notified at least forty-eight (48) hours in advance of the meeting.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of active members in good standing and it shall contain a President, Vice President, Membership Treasurer, Match Chairperson, Special Projects

Chairperson, Safety Chairperson, Properties Chairperson and Membership Secretary. Three persons who are members of the Executive must be in attendance at any meeting.

On any occasion when a tie occurs in the voting, the President will cast the deciding vote.

### **ELECTION OF THE EXECUTIVE COMMITTEE**

This shall take place at the Annual Meeting in alternate years. One or all of the retiring Executive Committee may be nominated for re-election if they so desire.

Vacancies occurring during the term of office shall be filled by the Executive Committee from the general membership, as an interim measure until the next Annual Meeting of the Association, when the position shall be filled by a vote of the general membership.

Any nomination must have prior consent of the nominee, if the nominee is not present.

### **TERM OF OFFICE FOR EXECUTIVE**

Members of the Executive Committee will remain in their respective positions for a period of two (2) years unless for unavoidable reasons a position is vacated.

### **DUTIES OF THE EXECUTIVE**

The Executive Committee shall have general charge of the affairs of the Association and report to the members at the annual meeting as to matters within their charge.

### **PRESIDENT**

The President shall be the Chief Executive Officer of the Association and shall, when present, preside at all meetings of the members and of the Executive Committee.

### **VICE PRESIDENT**

The Vice President shall assist the President in his/her duties, and shall perform those duties in the absence of the President.

### **SECRETARY**

The Secretary shall keep the minutes of all meetings, correspondence, and records of the Association.

The Secretary shall apply for firearm Authorization to Transport permits, if applicable by current legislation, for new members.

Membership dues will not be paid by a member occupying this position.

## **MEMBERSHIP TREASURER**

The Membership Treasurer shall be responsible for a correct list of Association members, shall be in charge of all membership renewals, and shall issue blank application forms and present the completed forms to the Executive for approval.

The Membership Treasurer shall deposit all monies and cheques to the credit of the Association in the Bank approved by the Executive and endorse all cheques "the property of the Association for the purpose of deposit" in said bank to the credit of the Association.

All cheques drawn on the Association account shall be signed by the Authorised Executive Officers.

The Membership Treasurer will keep a proper set of financial records to document the Association's financial position.

## **MATCH CHAIRPERSON**

The Match Chairperson is responsible for the organization and operation of any Association sponsored matches.

The Match Chairperson will keep the membership informed of external matches, such as M.P.R.A., D.C.R.A., N.R.A., etc.

The Match Chairperson will also keep minutes of all match committee meetings and forward a budget to the Executive for approval.

Before expenses are allotted, a match program must be forwarded to and approved by the Executive Committee no less than one month prior to said event.

## **SPECIAL PROJECTS CHAIRPERSON**

The Special Projects Chairperson is responsible for organizing and conducting any Association activities that are not the responsibility of the Match Chairperson, such as the Hunter Safety Courses, seminars, social events, fund-raising events, etc.

All projects shall require a budget and program to be approved by the Executive.

## **PROPERTIES CHAIRPERSON**

The Properties Chairperson is responsible for range maintenance, improvements, and equipment.

Any maintenance, improvements and/or equipment requiring Association funding shall require a budget to be forwarded to the Executive Committee for approval.

## **SAFETY CHAIRPERSON**

The Safety Chairperson is in charge of range safety at all club shooting events.

The Safety Chairperson shall test the competence of all new adult shooters and shall instruct members in firearm safety.

The Safety Chairperson shall report any irregularities in range safety or in an individual's safety to the Executive Committee.

To hold the Safety Chairperson position, the individual must hold a valid Restricted Firearms Licence and have taken and passed the handgun safety course as administered by Canadian Shooting Sports Association and/or Ontario Handgun Association.

## **REVISIONS TO CONSTITUTION AND BY-LAWS**

Every odd-numbered year, or sooner if required, a Constitution Review Committee will be formed to review the existing Constitution and By-Laws and to make recommendations for revisions to the Executive Committee. The Constitution Review Committee will consist of at least two members of the Executive Committee and two other members from the general membership.

Revisions to the Constitution and By-Laws may be approved by a 2/3rds (two-thirds) majority vote of a declared quorum at an annual meeting, general meeting or special meeting.

Each member shall be notified by mail, email at his/her last known address, or posted on the N.O.S.A. website at least fourteen (14) days prior to the meeting with a Notice of Revision indicating the date, time, and place of the meeting to deliberate the revisions. No public notice or advertisement shall be required.

## **SHOOTING RULES**

1. Members and guests will be governed by the following:

- (a) Range Standing Orders,
- (b) Match Standing Orders, and
- (c) in all cases safety is of paramount importance.

2. Members may bring guests to the shooting ranges. Guests will be allowed to attend three shooting nights. Thereafter, guests are required to join the Association if they wish to continue using the facilities.

3. No one shall be permitted on the range while impaired by drugs (including prescription drugs) or alcohol.

## **COMPLAINTS OR SUGGESTIONS**

Suggestions or complaints by any member shall be made in writing to the Secretary and shall be dealt with by the Executive Committee.

## **PRESS PUBLICITY**

All publicity shall be handled by the Executive Committee or by some member appointed by the Executive Committee.

## **MEMBERS' RESPONSIBILITIES**

1. New members must complete a mandatory firearms training course taught by an appointed club instructor and, upon completion of the course, must receive a passing grade on an exam administered by the instructor.
2. Members shall conduct themselves at all times in accordance with the Constitution and By-Laws of the Association.
3. At the ranges, members shall wear in full view the current N.O.S.A. membership certificate issued by the Association.
4. Members are encouraged to attend weekly shoots, club programs and events.
5. After one years' membership in good standing, members may accept a nomination for an Executive Committee position.
6. Members are encouraged to accept committee positions for matches and special projects.

## **CASH EXPENDITURES**

1. The Membership Treasurer will have a petty cash fund of \$300.00.
2. Any unauthorized expenditures of Association funds will not be honoured by the Executive Committee and shall be the responsibility of the individual incurring the unauthorized expenditures. All petty cash expenditures will have receipts and be subject to Executive Committee approval. Any expenditure not approved by the Executive Committee shall be paid by the involved parties.
3. The Association Executive (majority) can spend up to \$1500.00 for the direct benefit of all members. All other expenditures must be approved by the membership at a special, annual or general meeting. No funding, exceeding \$1500.00 will be released to any sub-committee or any other project without budget approval by the Executive. These standards shall be strictly adhered to.

## **SIGNING OFFICERS**

Signing Officers for the Association shall consist of the President and Treasurer and one other member of the Executive Committee.

## **N.O.S.A. BY-LAWS Revised-DATE**

### **1. FEE SCHEDULE:**

N.O.S.A. Categories of membership, with fees under yearly review.

Adult Membership: persons age 19 or older

Junior Membership: persons from ages 7 to 18 inclusive

Family Membership: parents and their children with ages under 19

Match Fees: As per the Match Committee

All annual fees or dues become due and payable on or before March 15th in each year.

### **2. APPLICATION FOR MEMBERSHIP**

Application for membership must be completed in full on forms supplied by the Association.

The application must be endorsed by two members of the Association. If the application is approved by the Executive Committee, the name shall be placed on the membership roll and he/she shall be notified to that effect.

### **3. NOMINATING COMMITTEE**

The Executive Committee will select a Nominating Committee from any volunteer members who put their name forward. Should there not be enough members coming forward to comprise a committee, the Executive Committee will become the default Nominating Committee. Nominations will be presented at the annual meeting. Nominations will be accepted from the floor or in writing from any member in good standing.

### **4. PROCEDURE FOR, SUSPENSION OR EXPULSION**

(A) First, a verbal warning will be issued by the Range Officer, Safety Officer, or a member of the Executive Committee on site and details of the incident shall be submitted to the Secretary.

(B) Secondly, a written warning will be issued on site and details submitted to the Secretary.

(C) Thirdly, the member will be asked to leave the range or premises. The Executive will decide on suspension or expulsion and notify the said member via registered mail.

(D) Any appeal shall be made to the Executive in writing within thirty (30) days of issuance of the registered letter.

(E) The Executive Committee may invoke the above sub-section (C) immediately for extremely serious safety violations.

(F) All members are required to display on their person a current valid NOSA membership certificate while on the range property. Guests will be issued a guest certificate by their sponsoring N.O.S.A. member. Any person who is not displaying a valid certificate will be deemed inadmissible on a range and will be asked to leave.