

CONSTITUTION



Huntsville Pistol & Revolver Club

115 Gun Club Road, Huntsville, Ontario

Incorporated March 28, 1960

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Notice to Reader

THIS IS A LIVE DOCUMENT CURRENTLY IN EDITING & CLUB REVIEW PHASE

THIS DOCUMENT WILL BE REVIEWED BY HPRC LAWYER TO ENSURE IT MEETS THE REQUIREMENTS FOR COMPLIANCE OF A NON-PROFIT ORGANIZATION AND THE PROPER STRUCTURE FOR A CONSTITUTION & BYLAW DOCUMENT

While reviewing this document please keep the following things in mind with respect to what type of content goes where within it as you make updates

Constitution *the structure of the club itself and its people*

- fundamentals of the Organization – who we are, our goals, our purpose
- defines the People (execs, officers, members, etc) & their responsibilities

Bylaw *the routine of the club*

- the governing rules by which HPRC operates – the do's and don't
- the detailed procedures and working guidelines
 - o for example, if you want to make a point about “you can't do this ...” that is a bylaw statement

Note: recently a CFO Range Design & Construction Guidelines mandate was issued to HPRC. Over the course of the next many months there could be changes to the names of area(s) or signage etc that would have updates required of this document.

CONSTITUTION

Article 1 | NAME & ORGANIZATIONAL OBJECTIVES

1. The name of this organization is the Huntsville Pistol and Revolver Club and will be referred to as the 'Club' or 'HPRC' hereafter.
2. The objectives of the club shall be:
 - a. The encouragement of organized handgun, revolver, pistol caliber carbine, and other shooting for its members.
 - 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 essentials of good sportsmanship.
 - d. To maintain the health and safety of the Club and its members through the adoption of the Lead Control Plan (LCP). (See Schedule A.)
 - e. To maintain Club and member's liability insurance through organizations such as the National Firearms Association (NFA), Canadian Shooting Sports Association (CSSA), Canadian Firearms Institute (CFI) or other similar organization.
3. The Club shall take steps to protect member's personal and confidential information from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal.
4. Club membership shall be limited to a maximum of between one hundred and fifty (150) members to one hundred seventy-five (175).
5. The Club shall follow the Roberts Rules of Order only as a guideline for governing, where they are deemed applicable to the Club.

Article 2 | QUALIFICATION OF MEMBERS

Members in Good Standing

1. Members must have a valid Pal/RPal
2. Members shall abide by all the rules and safety regulations of the Club.
3. Consider it a privilege to be a member of the Club.
4. Members at all times should provide the Club with an up-to-date personal profile with current contact information, emergency contact and other information mandated by the Chief Firearms Officer (CFO).
5. Members are to adhere to the Club Bylaws.
6. Annual Dues shall be paid within the time limits and rules as stated in the bylaws by December 31st.

Associate Member

1. Associate membership ended on December 31st of 2018 but may be reinstated with a motion carried out at an AGM.
2. Due to the cancellation of the Associate Membership provision, items (3) to (8) inclusive shall be deemed null and void as of January 1, 2019.
3. Any existing associate member wishing to continue with the Club shall be grandfathered into full membership and have full privileges upon payment of membership fees.
4. Shall pay membership fees as specified.
5. Shall hold no voting privileges on any Club matters, or election.
6. Shall be ineligible to hold any elected or volunteer position within the Club.
7. An associate member shall have insurance from their primary Club.
8. An associate member may lose their membership by:
 1. Failure to pay annual membership fees, or
 2. Failure to comply with the constitution or by-laws as ruled by the executive.
9. Associate membership may be reinstated at any time upon AGM successful motion.

Article 3 | OFFICERS

Officer Composition

Officers of the Club shall comprise of:

- President
- Vice President
- Secretary
- Treasurer
- Four (4) Coordinators

The Executive Officers of the Club

1. The Executive Officers of the Club shall be defined as the President, Vice President, Treasurer and Secretary.
2. Shall make decisions on matters concerning Club policies.
3. Shall make decisions on any other matters pertinent to Club business.
4. Shall make appointments to fill vacancies on the Executive.
5. Should an Executive member be unable to carry out their duties due to ill health, other commitments, or dismissal, a replacement may be appointed by the Executive.
6. All members of the executive shall sign a Document of Confidentiality.
7. Any information obtained regarding any member shall be kept in confidence by the elected executive. Personal information shall not be shared.
8. An executive shall be terminated if confidential information is shared without prior consent.
9. An executive position may be acclaimed if there are no other candidates running for that position.
10. The majority of the executives shall be taxpayers in the Area Municipality of Muskoka or the surrounding area.
11. Shall be a member of the Club, in good standing.

Definition and Responsibilities

President

1. Shall preside over all meetings of the Club Executive/ Board.
2. Shall have signing authority for all club matters.
3. Shall be responsible for the proper functioning of the Club.
4. Shall make decisions on matters concerning Club policies.
5. Shall call meetings as required.
6. Shall liaise with the OPP, media, firearms organizations, gun clubs, and any other organizations as required.
7. Empower a committee to access Club confidential information for the purposes of a specific task.

Vice President

1. Shall in the absence of the President, preside at all meetings of the Club and Executive.
2. Shall have signing authority for all Club matters, as required.
3. Shall make decisions on matters concerning Club policies.
4. Shall perform such duties as are assigned to them by the President or Executive.

Secretary

1. Shall attend to all correspondence regarding Club business
2. Shall have signing authority for all club matters.
3. Shall make decisions on matters concerning Club policies.
4. Produce and maintain minutes of all meetings of the Executive and Board.
5. Notify members of meetings, as required.
6. Update and maintain the Club website.

Treasurer

1. Shall pay bills as approved by the Executive.
2. Shall take charge of Club funds.
3. Shall make decisions on matters concerning Club policies.
4. Collect and receive all membership fees and monies.
5. Provide the necessary day-to-day booking of the Club.
6. Maintain and complete all Club financials.
7. Present Club financials to Executive.
8. Shall submit an annual expenditure/income report to the Club members for viewing on the Club website member's page.
9. Shall prepare documents to be submitted to an independent financial firm for a yearly financial statement.

10. The financial statement will be presented and made available at the AGM.
11. Shall have signing authority for all Club matters.

Coordinators

1. Coordinators shall comprise of:
 - a. Range Coordinator
 - b. Safety Instructor
 - c. Range Inspector
 - d. Budget/Project Coordinator
 - e. Volunteer
2. Coordinators shall be volunteer positions and may be assigned by the President.
3. Coordinators shall empower the President, Vice President, Secretary and Treasurer.
4. Coordinators shall be responsible for their area and may have access to confidential information pertaining to legal matters or members as approved by the Executive.
5. If a Coordinator's positions are not filled, the executive shall fulfill the coordinator(s) obligations, at their discretion.
6. Shall attend all meetings of the Executive as called by the President.
7. May be removed from office by a majority vote of the remaining Executive after missing 2 consecutive meetings without satisfactory explanation.

Role Responsibilities

1. Range Coordinator:
 - a. Shall ensure the safety and security of all members. To ensure the club is following all rules and regulations according to the CFO mandate.
 - b. Work closely with the Club executive.
2. Safety Instructor:
 - a. Will co-ordinate and instruct all new membership in accordance with Club standards.
 - b. Work closely with the Club's executive.
3. Range Inspector:
 - a. Checking and maintaining all club infrastructure on a weekly schedule.
 - b. Work closely with the Club's executive.
4. Budget / Project Coordinator:
 - a. Collect and submit all quotes to the board for long- and short-term improvements.
 - b. Will be in charge of seeing that all projects are completed on time and on budget.
 - c. Work closely with the Club executive.
5. A Volunteer Coordinator
 - a. Can fill more than one Coordinator's volunteer position, if that position is available.

Article 4 | COMMITTEES

Committee Composition

Committees of the Club shall comprise of:

- Club Safety Committee
- Action League Committee
- Harassment Review Committee

Club Safety Committee

Committee Composition

1. The Club Safety Committee will be made up of a minimum of 3 members
2. Club Safety Committee members are considered officers of the Club
3. Make decisions on matters concerning Club safety, CLS courses and new member probation approvals

Committee Responsibilities

1. Probation member onboarding process guidance
2. Approval of Probation members becoming "Member in Good Standing"
3. Camera review
 - a. Damage to range or facility
 - b. Range baffle hits
 - c. Members having a Guest present
 - d. Probation range visits
 - e. Input/Request from a member regarding a safety issue
4. Club Safety infractions Review and Response
5. Contact affected member(s) concerning any safety violations
 - a. Phone, email or interview
6. Maintain records of all safety-based infractions, communication and decisions
7. Update by-laws, signs, processes, communication, etc based on lessons-learned
8. Meet with other members of Safety Committee to review for any multi-party agreed decision
9. Advise executives of outcomes and present findings for final decisions and actions to take place
10. Make recommendations to President to enhance overall safety of the Club.
11. Has the power to terminate a Club member.
12. Maintain executive authorized confidentiality.

Action League Committee

Committee Composition

1. The Action League Committee will be made up of a minimum of 1 officer.
2. Action League Committee members are considered officers of the Club
3. Shall make decisions on matters concerning the Action League and member Holster Certification

Committee Responsibilities

1. Planning, Running and Maintaining Action League Thursday night practices and monthly matches.
2. Training and Approval of members becoming "Holster Certified"
3. Maintain of yearly Holster Certification certificates/renewals
4. Provide Club executive an updated list of all Holster Certified members.
5. Collecting funds for events and matches
6. Maintain a budget for the Action league
 - a. Report financials & budget to the Treasurer by August 31st.
7. Maintain target and associated tools/props for the league
8. Contribute to the Club Safety committee for their area of coverage

Harassment Review Committee

Committee Composition

1. The Harassment Committee along with any required Appeal Board shall consist of a minimum of three (3) Club officers

Committee Responsibilities

1. Will provide impartial process review of all Harassment and or Discrimination allegations presented to the Club or one of its members.
2. Fully document all aspects of any case made.
3. Allow all parties to be heard.
4. Will ensure the ability for defending parties to provide a written submission before making any final decisions regarding disciplinary action or termination of a member.
5. Will keep all aspects of the case private and confidential.
6. Will deliver final outcomes and responses to all parties required to satisfy the closing off of the case.

ARTICLE 5 | FINANCES

Financial

1. The Club fiscal year shall run from September 1st to August 31st.
2. Club membership dues are payable from September 1 to December 31 for the succeeding year and are subject to late fees after December 31.
3. Any feedback from the annual external financial audit will be reviewed by the Executive.

ARTICLE 6 | MEETINGS

The Annual General Club Meeting (AGM)

1. Shall be called by the President once a year.
2. The AGM shall be held on the last Wednesday of September.
3. An annual financial report, as prepared by an accountant, shall be made available to all members in good standing.
4. Shall include the election of the Executive for the coming term.
5. Only Members in Good Standing may vote at general meetings.
6. Each member in good standing has one vote.
7. Shall have a published Agenda and can consider other Club business.

Other Meetings

1. Shall be called by the President as required.
2. Shall be called by the President upon written demand by a minimum of ten (10) members in good standing.
3. Members requesting a special meeting shall also submit a written statement of concerns and agenda for the meeting to the executive.
4. All meetings shall be held within twenty-one (21) days of approved request.
5. Notice of a general meeting shall be given to all members in good standing twenty-one (21) days prior to the meeting

Executive Meetings

1. Shall be called by the President as required.
2. Shall be held as required with the first one being held immediately after the Annual General Meeting to determine annual dues, empower the President, Vice President, Secretary and Treasurer as signing authorities for the Club, and consider other business.
3. A quorum for a Board Meeting shall be the majority of the Executive.

ARTICLE 7 | VOTING

Elections

1. Voting for Executives shall be done by a secret ballot. Candidates with the majority of the vote will assume the Executive position.
2. Each member in good standing shall have one vote.
3. An elected term shall be for two years for an Executive.
4. Elections shall be held at the AGM, including counting of the ballots.
5. Incumbents or unchallenged candidates may be acclaimed for the position(s).
6. There shall be no limit to the number of terms an incumbent may hold an Executive or Coordinator position.
7. Members will be notified in the first week of August of an election year.
8. Interested candidates in good standing have until September 1 to notify the current Executive in writing of their intent to run for an Executive position to the Secretary to post their campaign profile on the HPRC member page.

Motions

1. Decisions will be made by the majority of the people present at the AGM.
2. Every question shall be in the form of a motion. Unless otherwise specified, all motions shall be decided by a simple majority vote of those eligible to vote.
3. A motion failing to obtain the majority of the vote shall be declared lost.
4. Unless otherwise requested, all motions shall be decided by a show of hands unless a ballot vote is requested.
5. Decisions shall be made by majority of the persons present at any special meeting.

ARTICLE 8 | AMENDMENTS

1. Amendments to the Constitution or By-Laws:
 - a. Shall be directed to the President in writing 30 days prior to an AGM.
 - b. Shall be presented as a motion to the general membership at the AGM.
 - c. Two thirds of members who are present at the AGM in good standing may pass changes to the Constitution and By-laws at the AGM.

ARTICLE 9 | HARASSMENT POLICY

Harassment & Discrimination

Defined as any inappropriate conduct, comment, display, action, bullying or gesture by a person or groups of persons that is either based on race, creed, religion, color, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin.

This includes but limited to:

- Conduct or comments which are intimidating, threatening, bullying, demeaning or abusive behavior that is known to be unwelcome.
- A source of great anxiety to an individual.
- Actions can be physical, psychological or even third-party induced
- Creating a hostile club environment, which affects the integrity, dignity and limits of individuals in their day-to-day involvement with the Club.

Harassment & Discrimination Principles

1. The Club is committed to providing an environment that is free of harassment or discrimination with respect to any Club member, executive member, or guest.
2. The Club will NOT tolerate any discrimination, harassment, aggressive, unsafe, un-sportsman like conduct or unfounded accusations that are uncomplimentary or damaging to the Club or its members.
3. All members and guests shall be treated with dignity and respect at all times.
4. All parties accused of harassment will have a review and appeal process available

ARTICLE 9 | MONITORING POLICY

24x7 Camera Monitoring System

The Club operates a set of 12 cameras throughout the Club interior and exterior. Camera content is captured for a period of X days on a local hard drive located in the Club office.

The cameras are a means to:

- Maintain physical security of the Club infrastructure
- Discourage any non-compliant or illegal activity at the Club
- Review, analyze & validate any threats or breaches to the Club or its usage.
 - o (ie Bullet strikes to baffles)
- Review and document any non-compliance situations

Camera Review

Camera reviews are triggered for instance such as:

- Compliance reviews for Probation members
- Compliance reviews for Guests
- Follow up compliance checks for any member receiving warnings, discipline, etc
- Baffle or wall strikes
- Damages to any infrastructure

Access to Camera System

Only approved Club officers shall have access to the camera system for any review purposes.