



CONSTITUTION
OF THE
METRO RIFLE & PISTOL CLUB

March 2017

1. Name

The name of this organization shall be: METRO RIFLE & PISTOL CLUB - hereafter referred to as "Club".

2. Objectives

The objectives of the Club shall be:

- a. The encouragement of competitive target shooting and practical skills with firearms.
- b. The promotion of better knowledge of safe handling and proper care and use of firearms.
- c. The development of the characteristics of honesty, good fellowship, self discipline, team play and self reliance, which are essentials of good sportsmanship.

3. Membership

- a. Membership shall be open to all members of the general public, residing legally in Canada, without prejudice of sex, race, creed or color.
- b. Every person wishing to apply to become a member of the Club shall submit an application form to the Executive.
- c. Every member in good standing shall be provided access and opportunity to utilize Club property, and to participate in Club organized range dates and events.
- d. Honorary and Life members of the Club are listed in Annex D. A majority vote at a regular meeting is required to add a name to this list.

4. Membership Fee

All members shall pay a membership fee to the Club in an amount decided by a majority vote at a General Meeting of the members. The fee shall come due annually in the month of March. The membership year shall be from the 1st of April to the 31st of March. See **Appendix A** for current membership fees.

5. Conditions of Withdrawal of Members

- a. A member who fails to pay his or her dues by the 31st of March of that year shall no longer be deemed to be a member in good standing.
- b. A member may be expelled, either temporarily or indefinitely, for the following reasons;
 - The member willfully violates this constitution or the rules or regulations enacted by the Executive from time to time.
 - The member conducts himself/herself in any manner injurious to the reputation or good order of the Club.
 - The member is convicted of a violation of firearms legislation.
 - The member fails to adhere to safe firearm practices or to the safety direction of the Firearms Officer or Executive member during Club range events.
- c. The expelling of a member shall require a majority vote of the Executive. The member subject to the vote shall be informed in writing of the decision of the Executive.
- d. Any expelled member shall have the right to appeal the decision of the Executive at the next Annual General Meeting. This appeal will be subject to Member vote, and the decision of the general membership shall be final and binding.

6. Officers

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Chief Range Safety Officer (CRO)

7. Executive Committee

The Club shall be governed by an Executive Committee, hereafter referred to as the "Executive". The Executive shall consist of the Club Officers named in Paragraph 6.

8. Committees

The Executive Committee may request volunteers and appoint Standing and Ad hoc Committees as required to complete Club business.

9. Meeting of the Executive Committee

The Executive shall meet at times as required to conduct Club business. At a minimum this shall be on a quarterly basis.

10. Quorum - General and Executive Committee Meetings

The quorum required for transactions of any business at an Executive Committee Meeting shall be a majority of the Executive Committee (3).

The quorum required for transactions of any business at an Annual General Meeting shall be a minimum of 20 members, and majority of the Executive Committee(3).

11. Election of Officers

All officers of the Society shall be elected by majority vote at an Annual General Meeting. Subject to exceptional circumstance, Officers are expected to serve a term of not less than 24 months. Nominations for officers can be accepted up until the time of the Annual General Meeting in writing or through a member motion.

12. Voting

Voting at a General Meeting shall be restricted to members of the Club in good standing. A simple majority vote of the members present shall be deemed a pass. In the event of a tie vote, then and only then, may the President cast a vote. The President can abstain and order a revote. There shall be no voting by proxy.

13. Amendments to the Constitution

This Constitution shall not be altered, added to, amended or revised in any way, except by a majority vote of the members. All amendments must be tabled in full at a meeting prior to the vote.

14. Rules and Regulations to Supplement the Constitution

To facilitate the day to day operation of the Club, the Executive shall be empowered to set special rules as specific needs arise, or as the situation warrants. These rules shall not contradict the constitution, and where an amendment to the Constitution may be required paragraph 13 shall supercede this section.

15. General Meeting

General meetings shall be held at a time and place deemed expedient by the Executive, or as occasioned by a majority vote of the Members.

An Annual General Meeting shall be held once each year in the month of March.

Supplementary General Meetings may be held as deemed necessary the executive, or by majority vote of the general membership at an Annual General Meeting.

16. Funds

All monies received by the Executive shall be forwarded expediently to the Treasurer who, on behalf of the Club, will maintain records of all funds received and expended from the Club's bank account.

17. Expenditures

- a. Expenditures during the previous year shall be reported to the Membership at the Annual General Meeting.
- b. All checks and expenditures require signatures from two members of the Executive consisting of the Treasurer and President, or the Treasurer and Vice President. The issue of requirement for expenditures will be authorized by the Executive, or by a motion passed at a meeting of the members.

18. Appendices

All appendices shall form part of this Constitution.

Appendix "A"

TO THE CONSTITUTION OF THE METRO RIFLE & PISTOL CLUB

FEES

The membership fees required under paragraph 5 of the Constitution shall entitle the payer to membership in the Club for the current year(s) indicated, to participation in all types of activities of the Club, and to the use of its properties.

For the 2017/18 year the membership fee shall be as follows:

REGULAR MEMBER, OR NEW REGULAR MEMBER, OR MEMBER WHO TRANSFERS FROM ANOTHER GUN CLUB.....	\$65.00
YOUTH (under 16 years of age).....	\$25.00

** Our Membership Year run from April 1st of the year to March 31st of the following year. Memberships are expected to be renewed by Mar 31st. A one month grace period is permitted but any member renewing after May 1st shall be subject to a \$35.00 late payment fee. The member will have to pay this fee before being eligible to regain good standing with the club. **

Note: Lifetime members will be required to submit a fee equivalent to the cost of insurance obtained via the Club.

Appendix "B"

TO THE CONSTITUTION OF METRO RIFLE & PISTOL CLUB

Duties of the Executive

The President

- a. To be present punctually, or be represented by a Vice-President, at the appointed time of all General or Annual General Meetings and Executive Meetings.
- b. To chair all meetings of the Club.
- c. To cast the deciding vote or call a revote in all cases of a tied vote.
- d. To see that decisions of General and Annual General Meetings are carried out.
- e. To guide and support any declared policy of the Club.
- f. To further by all means at his/her disposal, or available to him/her, the objects and interests of this Association.

The Vice-President

- a. To support the President in the conduct of all General and Annual General and Executive Committee Meetings at which he/she is present.
- b. The Vice-President shall act with the full authority of that office when the President is detained from executing his/her presidential functions.

The Secretary

- a. To be present punctually at the appointed time of all General, Annual General and Executive Committee Meetings.
- b. To record truly and properly the proceedings of all General, Annual General and Executive Committee Meetings and to the present such entered record for confirmation at the next General, Annual General, or Executive Committee Meeting.
- c. To prepare and distribute, or have ready for distribution whichever is appropriate for the occasion, the official agenda for all General, Annual General and Executive Committee Meetings.
- d. To maintain proper files insuring carbon copies or facsimiles of all such correspondence are kept for records and for future reference.
- e. To maintain a register of all Club members.
- f. To maintain a supply of copies of the Constitution, rules and regulations and other applicable orders and/or instructions as may be valid from time to time.

The Treasurer

- a. To be responsible for the safe custody of all funds of the Club.
- b. To collect all fees, dues, receipts, subscriptions and accrued monies on behalf of the Club.
- c. To prepare and present to an Annual General Meeting of the Club, and for subsequent inclusion in the annual report of the Association, a true and proper financial and balance sheets together with a general report of the financial status of the Club for such period as is specified by the President, or failing such direction, for the entire period since presentation of the preceding statements and reports.

The Chief Range Officer

- a. The Chief Range Officer may appoint as range officers any member of the Association, with limited authority of office, in any of the capacities and/or duties mentioned hereunder as applicable to Chief Range Officer, or in such additional duties as he/she may impose, to assure efficient and safe operation of the practice or competition concerned.
- b. The CRO or his/her representative will be in complete charge of, and be fully responsible for range conduct and discipline during all practices and competitions conducted by the Club. This duty includes responsibility for range conduct of all non-members, for firing in a practice or competition with the Club, or individuals or groups of members thereof, including spectators.
- c. The CRO or his/her representative will maintain safe conditions on the range at all times. In this respect, his/her decisions on the range will be final.
- d. The CRO or his/her representative will be in full charge of starting and the general conduct of all firing practices and competitions of the Club.
- e. To implement all directions received from the Executive Committee.

Appendix "C"

TO THE CONSTITUTION OF THE METRO RIFLE & PISTOL CLUB

Rules and Regulation

Club Administration

Notice of Meeting

Publication of a notice bulletin on the range, and/or via e-mail shall be posted to all members in regard to the convening of any General or Annual General Meeting. Notices shall be posted not less than two weeks prior to the date of the meeting.

Rules of Procedure

The Roberts Ordinary Rules or Order shall be adhered to at all meetings.

Meetings - Whether Public or Private

- a. General Meetings shall be open to all members.
- b. General Meetings shall be public.
- c. Executive Meetings shall be private.

Voting

The voting at all meetings shall be by secret ballot or by a show of hands, at the discretion of the President. Any member may request a secret ballot and the President will see that this is done. There shall be no proxy voting. Voting at a General Meeting shall be restricted to members of the Club in good standing. A simple majority vote of the members present shall be deemed a pass.

General

- a. Any member who is speaking shall rise in his/her place and remain standing while addressing the President. No other member shall interrupt him/her, if he/she observes due order and procedure.
- b. Should two members rise at the same time, the President shall decide who is entitled to the floor.
- c. Only members of The Metro Rifle & Pistol Club shall be allowed to shoot on booked Range shooting dates, with the exception of Guest Members as defined below.

DEFINITION OF A GUEST MEMBER

A Guest member, that is, a guest of a Club member, is considered a non-voting associate member. All guests are to sign into the range book when attending a shoot, indicating for which Club member they are a guest.

Appendix “D”
TO THE CONSTITUTION OF THE METRO RIFLE & PISTOL CLUB
LIFETIME MEMBERS

The list of lifetime members is available on request

Appendix "E"

TO THE CONSTITUTION OF THE METRO RIFLE & PISTOL CLUB

RANGE SAFETY

1. Safety is the foremost concern of all the individuals using this range.
2. Members must have invited guests read the Range Safety Rules and supervise these invited guests during shooting.
3. Membership cards must be produced upon request.
4. Range hours are as per the schedule as sent to members from time to time.
5. All shots must be directed into approved backstops.
6. Pistol and rimfire rifle shots at steel targets must be fired at distances of 10 meters or greater.
7. The RANGE IN USE sign and the RED FLAG at the RANGE ENTRANCE must be used to indicate that the range is in use, and they must be taken down at completion of use.
8. Always VERIFY THAT THERE IS NOBODY DOWN RANGE of your position before you set up to shoot.
9. Whenever there are two or more shooters one must be designated RANGE OFFICER. The Range Officer is responsible for the safety of the range, and gives range commands including "FIRE" and "CEASE FIRE". He shall insure that all firearms are unloaded and not being handled during a "CEASE FIRE".
10. EYE AND EAR PROTECTION IS MANDATORY FOR ALL SHOOTERS AND SPECTATORS during shooting events.
11. No person impaired by ALCOHOL OR DRUGS may handle firearms. There will be no alcohol used on the range before or during any shooting event.
12. No glass, live target or any other inappropriate target material is allowed.
13. ALL FIREARMS MUST BE EMPTY AND OPEN WHEN RACKED. WHEN NOT ON THE FIRING LINE all firearms must be empty when cased or holstered. In any designated safety area all firearms must be empty while being handled.
14. NO HANDLING OF FIREARMS is permitted when anyone is forward of the firing line.
15. Treat all firearms as if they were loaded and cocked, never sweep or point them at anyone.
16. POINT FIREARMS DOWN-RANGE WHEN LOADED, (not up or down).
17. Firearms requiring service shall be unloaded and removed from the firing line to a designated safety area.
18. When a "CEASE FIRE" or "STOP" command is given by anyone on the range all firearms shall be unloaded, and all shooting and other activities shall stop until the problem has been resolved.

19. MISFIRE PROCEDURE: keep the firearm pointed down-range and advise the Range Officer. DO NOT UNLOAD RIGHT AWAY, wait at least 60 seconds before opening the action.
20. The direction of the Range Officer is to be obeyed at all times.
21. **EMERGENCY NUMBER: 911**

RANGE ETIQUETTE

- Good sportsmanship and etiquette is expected at all times.
- Respect other shooters.
- Allow waiting shooters to utilize shooting benches within a reasonable period of time when all benches are in use.
- Pick up your hulls, refuse and targets when shooting has been completed.