

# CHIEF FIREARMS OFFICE – ONTARIO

## SHOOTING CLUB POLICY



**Table of Contents**

**Section 1 – Shooting Club Policy and Guidelines**

**Section 2 – Firearms Act Regulations – Shooting Club/Ranges**

**Section 3 – Approval Requirements – Shooting Club/Ranges**

- Approval Requirements – Shooting Clubs– Restricted Firearms
- Approval Requirements – Shooting Ranges

**Section 4 – Reports and Records**

- Shooting Range – Personal Injury Report
- Annual Club Executive Notification
- Authorization to Transport – Shooting Clubs–Ontario
- Reports and Records – Restrict Firearms Use
- Cancellation of Authorization to Transport – Shooting Clubs–Ontario

**Section 5 – Handgun Safety Training**

- Guidelines for Handgun Safety Training

**Section 6 – Constitution and Bylaws**

- Club Constitution and Bylaws Guidelines
- Sample Club Constitution
- Sample Club Bylaws

**Ministry of Community Safety  
and Correctional Services**

Chief Firearms Office

777 Memorial Avenue  
Orillia ON L3V 7V3  
Tel: 705-329-5522  
Fax: 705-329-5623

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Bureau du Contrôleur des  
armes à feu

777 avenue Mémorial  
Orillia ON L3V 7V3  
Tél. : 705-329-5522  
Télec. : 705-329-5623



# **CHIEF FIREARMS OFFICE – ONTARIO**

## **SHOOTING CLUB POLICY AND GUIDELINES**

These guidelines have been prepared by the Chief Firearms Office (CFO) to assist restricted firearms shooting clubs with their development and approval process as defined by the Firearms Act of Canada.

The goal of this document is to ensure that shooting clubs involved in target practice or shooting competitions using restricted firearms are aware of the requirements for approval by the Chief Firearms Office of the province. Such approval is required prior to the issuance of an “Authorization to Transport” restricted firearms to its members.

As well, shooting ranges as defined in the “Regulations” pertaining to the Firearms Act require approval prior to the discharging of any firearms. The CFO’s have an obligation to ensure that all such ranges within their respective jurisdictions are designed, constructed and maintained in a safe manner.

A total system approach to safety (design, construction, approval, operation and maintenance) has been established to ensure the lawful use of sport and recreational shooting with the goal of establishing firearms safety for both the shooting and non-shooting members of the public.

The failure of one or more of these safety aspects may significantly raise the risk of a firearm accident. No organization or individual benefits from a shooting facility that is unsafe in design or construction. Nor does anyone benefit from one that is operated in an unsafe manner or has fallen into an unsafe condition through use, misuse, or neglect.

# **FIREARMS ACT REGULATIONS**

## **SHOOTING CLUBS/RANGES**



-insert -SHOOTING CLUB AND SHOOTING RANGE REGULATIONS  
SOR/98-212

# APPROVAL REQUIREMENTS

## SHOOTING CLUBS AND RANGES



## **APPROVAL REQUIREMENTS – SHOOTING CLUBS RESTRICTED FIREARMS**

All shooting clubs (non-profit organizations) involved in the use of restricted firearms and prohibited handgun require approval by the Chief Firearms Office (CFO). Such approval is required for the issuance of “Authorizations to Transport” restricted firearms and/or prohibited handguns for target practice or shooting competitions at approved shooting ranges.

The following list contains the process and documentation required for submission to the Chief Firearms Office (CFO). The information has been divided into two approval categories; original shooting club approval and annual shooting club renewal.

### **Original Shooting Club Approval**

An individual who wishes to establish and operate a shooting club shall submit a request for approval to the provincial minister and provide the following information in the request:

- ⊕ The applicants name, address, phone number and, if applicable, facsimile number and electronic mail address.
- ⊕ With respect to each member or officer of the club; his or her name, address and phone number, and the number of his/her licence to possess firearms or, if one does not exist, his/her date of birth.
- ⊕ The name and address of each approved shooting range that the shooting club uses for target practice or target shooting competitions.

The request for an approval of a shooting club must be accompanied by the following documentation:

1. All restricted firearms shooting clubs must be registered with the Ministry of Consumer and Commercial Relations as a non-profit organization and submit a copy of their “Articles of Incorporation”.
2. Provide a copy of the clubs constitution as agreed upon by the membership.
3. Provide a copy of the clubs bylaws to be approved and filed with the CFO.
4. Evidence of at least \$2 million of commercial general liability insurance with coverage on an occurrence basis.
5. Copies of and evidence of compliance with, any operating licences required by federal, provincial, or municipal laws.
6. Provide a list of all active members in good standing that will require an “Authorization to Transport” for target practice or shooting competitions.

7. Evidence confirming that the shooting club has permission to use at least one shooting range approved by the provincial minister or a shooting range maintained by the Ministry of National Defence under the National Defence Act.

#### **Annual Club Notification Process:**

1. Provide a list of current club executive.
2. Provide a list of members in good standing that require an “Authorization to Transport” for target practice or shooting competitions.
3. Notification of any changes in the shooting range location.

## **APPROVAL REQUIREMENTS – SHOOTING RANGES**

A shooting range means a place that is designed or intended for the safe discharge, on a regular structured basis, of firearms for the purposes of target practice or shooting competitions.

No range may be operated in the province after October 1, 1999 without the approval of the Chief Firearms Officer. The Chief Firearms Officer shall grant a range operating approval once the range has met all administrative and safety requirements and the site inspection has been successfully completed and no safety deficiencies are present.

The following list contains the process and documentation required for submission to the Chief Firearms Office (CFO). The information has been divided into two categories (original range approvals and subsequent range approvals).

#### **Original Shooting Range Approval**

An individual who wishes to establish and operate a shooting range shall submit a request for approval to the Provincial Minister and provide the following information in the request:

- ⊕ The applicants name, address, phone number and, if applicable, facsimile number and electronic mail address.
- ⊕ The location of the shooting range including the road directions to it.
- ⊕ The proposed hours of operation of the shooting range.

**With respect to each operator, each owner of the shooting range, and each employee of the shooting range who handles firearms:**

- ⊕ His or her name, address and telephone number.



- ⊕ The number of his or her licence to possess firearms, or, if one does not exist, his or her date of birth.

**The request for approval of a shooting range must be accompanied by the following documentation:**

1. A survey, report, location certificate or other similar document that show the geographical location and property layout and the portion of the surrounding areas that could be affected by the shooting range, as well as its land use.
2. Most recent topographical map available.
3. A copy of the proposed safety rules.
4. Evidence of at least \$2 million of commercial general liability insurance with coverage on an occurrence basis.
5. Evidence of compliance with applicable zoning laws and municipal bylaws.
6. Copies of and evidence of compliance with any operating licences required by Federal, Provincial, or Municipal Agency.
7. Evidence that the shooting range complies with Federal, Provincial, or Municipal legislation that applies to shooting range operation of such a facility in regard to environmental protection.

**Annual Range Notification Process**

1. Notification of any change in the range shooting location.
2. Notification of any intended modifications or changes that would affect the range safety and/or the operating approval.
3. Notification of any change in range contact, operator, owner, or employee of the shooting range who handles firearms.

# REPORTS AND RECORDS



## **SHOOTING CLUBS/RANGES – REPORTS AND RECORDS**

**As outlined in Page 2 of the Shooting Range Approval certificate, the operator of a shooting range shall ensure:**

- ⊕ That every person who indicates an intention to use the shooting range for the first time is informed of the safety rules at that shooting range.
- ⊕ That the shooting range shall at all times maintain insurance coverage of at least \$2 million of commercial general liability insurance with coverage on an occurrence basis.
- ⊕ The operator of an approved shooting range shall report any personal injury occurrence on a shooting range that is caused by the discharge of a firearm using the “Shooting Range – Personal Injury” Report form. The operator of an approved shooting range shall notify the local police immediately and the Chief Firearms Office of Ontario within twenty-four (24) hours of any such occurrence by Fax, at (705)329-5623. Attached is a copy of the “Shooting Range – Personal Injury” Report Form.
- ⊕ The range operator who proposes to make a change that affects the matters set out in the documentation submitted shall give advance notice to the Chief Firearms Officer within sufficient time to allow the CFO to evaluate it.

**The range operator shall supply the Chief Firearms Officer with the following documentation on an annual basis:**

- ⊕ Notification in writing which indicates that the shooting range continues to operate within the recommendations of the most recent range inspection and approval
- ⊕ Notification of any change in the range shooting location
- ⊕ Notification of any change in the range operator, owner, or employee of the shooting range who handles firearms

**The operator of an approved shooting club shall keep records with respect to users of the restricted firearms and prohibited handguns that shall include:**

**With respect to an officer or member of the club:**

- ⊕ His or her name, address, and telephone number
- ⊕ His or her membership card number
- ⊕ The number of his or her licence to possess firearms, if one exists

**With respect to a guest of an officer or member of the club:**

- ⊕ His or her name, address, and telephone number
- ⊕ The number of his or her licence to possess firearms, if one exists

# ANNUAL CLUB EXECUTIVE NOTIFICATION

Name of Shooting Club: \_\_\_\_\_ (As Incorporated)

**President:** \_\_\_\_\_ **Secretary:** \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **Handgun Chairman:** \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ **Range Safety Officer:** \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Shooting Range Contact:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
**Shooting Range Name:** \_\_\_\_\_  
**Range Location:** \_\_\_\_\_

**“Authorization to Transport”**  
**Shooting Club Representative:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Insurance Company and Policy #:** \_\_\_\_\_  
**\*It is the responsibility of each organization to maintain a minimum of \$2 million of commercial general liability insurance.**

**Please Note: It is the clubs responsibility to notify the Chief Firearms Office of any executive changes for the current year.**

**Submitted by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Ministry of Community Safety and  
Correctional Services

Ministère de la Sécurité communautaire  
et des Services correctionnels

Chief Firearms Office

Bureau du contrôleur des armes à feu

777 Memorial Avenue  
Orillia ON L3V 7V3  
Tel.: 705-329-5522  
Fax: 705-329-5623

777 rue Memorial  
Orillia ON L3V 7V3  
Tél. : 705-329-5522  
Télééc. : 705-329-5623



### AUTHORIZATION TO TRANSPORT SHOOTING CLUBS - ONTARIO

The individual(s) listed below are active members in good standing with the (Shooting Club)

\_\_\_\_\_.

All individual(s) have successfully completed a club level handgun safety course that meets the minimum training and testing standards prescribed in the Canadian Shooting Sports Association, Canadian Firearms Institute, or equivalent club level handgun safety course. All have shown a responsible attitude and behaviour towards the care, handling and use of firearms and are hereby recommended by the executive of said club to have their authorizations to transport issued.

<u>Firearms Licence #</u>	<u>Last Name</u>	<u>First Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- \*\*Please ensure the individuals listed above own a restricted firearm.**
- \*\*Attach an additional list of individuals if required.**
- \*\*Due to the Freedom of Information and Privacy Act, any individuals who are not issued an "Authorization to Transport" are asked to contact the Chief Firearms Office directly.**

**Please Note: This form must be signed by two individual club executives**

Executive Signature: _____	Executive Signature: _____
Executive Name: _____ <small>Please Print</small>	Executive Name: _____ <small>Please Print</small>
Executive Position: _____	Executive Position: _____

**Fax Number:** 705-329-5623  
**Mailing Address:** Chief Firearms Office  
 777 Memorial Avenue  
 Orillia, Ontario L3V 7V3

**Ministry of Community Safety and  
Correctional Services**

Chief Firearms Office

777 Memorial Avenue  
Orillia ON L3V 7V3  
Tel.: 705-329-5522  
Fax: 705-329-5623

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Bureau du contrôleur des armes à feu

777 rue Memorial  
Orillia ON L3V 7V3  
Tél. : 705-329-5522  
Télééc. : 705-329-5623



File Reference 677 25 20

### **CLUB MEMBERSHIP NOTIFICATION**

This notice is to inform you that the \_\_\_\_\_ is not a member in good  
(Name of individual and firearms licence)

standing of the \_\_\_\_\_ for the following reasons:  
(Name of club)

- failed to pay membership dues or failed to renew his / her membership dues
- engaged in unsafe activity (ies) involving firearms. Please specify:

\_\_\_\_\_  
\_\_\_\_\_

- failed to comply with club by-laws. Please specify:

\_\_\_\_\_

- has joined another club. Name of club if known: \_\_\_\_\_
- other reason: \_\_\_\_\_

\_\_\_\_\_

**Please note:** This form must be signed by an executive member of the club

\_\_\_\_\_  
Name of Executive

\_\_\_\_\_  
date

\_\_\_\_\_  
Name of Executive

\_\_\_\_\_  
date



# HANDGUN SAFETY TRAINING





## GUIDELINES FOR HANDGUN SAFETY TRAINING

Before a club may recommend an applicant for an Authorization to Transport (ATT) restricted firearms to the range, the executive of that club must be able to state that, to the best of their knowledge:

- ⊕ The applicant is knowledgeable in the safe use of handling of restricted firearms
- ⊕ The applicant has undergone a course of instruction and is aware of all range safety rules at his or her range
- ⊕ The applicant has been provided with and understands the constitution and bylaws governing the clubs operation
- ⊕ The applicant has demonstrated through actual live fire exercises **UNDER SUPERVISION**, that he or she is reasonably proficient in the use of restricted firearms
- ⊕ That the applicant has been observed implementing firearms and range safety practices

Each new member requesting an “Authorization to Transport” for target practice for shooting competitions must first receive mandatory firearms training. This training should include, but not be limited to, both classroom lectures and actual range instruction. At the conclusion of the training, the student should be able to demonstrate reasonable proficiency in the safe use and handling of restricted firearms as well as the laws relating to their use.

### Topics should cover:

- ⊕ Classroom lectures teaching safe loading/unloading techniques with hands on handling of various restricted firearms
- ⊕ Knowledge of all action types and their basic operation
- ⊕ Standard range safety rules and procedures in use by the range member
- ⊕ Laws and regulations relating to the storage and transportation of restricted firearms
- ⊕ Proper stance, grip, and breathing demonstrated through dry fire exercises
- ⊕ Actual range live fire exercises placing strong emphasis on shooter and range safety

Training sessions should be held until the instructor is satisfied that the student has retained the information and can clearly demonstrate what he or she learned.

It is imperative that students receive range safety training prior to receiving any live fire training. This instruction must include the general range safety rules on the firing line and the range commands that are used during live fire exercises.

Students must always be aware of their surroundings while handling firearms including other persons that may be using the range at the same time.

Firearms training should stress to the student that it is the responsibility of each holder of an authorization to transport to clearly understand what the authorization to transport allows. They should be aware that criminal charges might be associated to the violation of the authorization or its conditions. Students should also be aware that restricted firearms may only be stored at the address noted on the firearm registration certificate, or as otherwise approved by the Chief Firearms Officer for the province.

Course material for the lecture and live fire exercises may be obtained through Canadian Shooting Sports Association or Canadian Firearms Institute or any other recognized association having comparable training guidelines.

In order to instruct persons in the safe use and handling of restricted firearms, individuals should hold a certificate of firearms training proficiency from one or more of the following organizations:

- ⊕ Canadian Shooting Sports Association (club level instructor)
- ⊕ Canadian Firearms Institute (club level instructor)
- ⊕ Shooting Federation of Canada (level 3 instructor)
- ⊕ National Rifle Association (instructor level course)
- ⊕ Firearms Safety Education Service of Ontario (Canadian Restricted Firearms Safety Course Instructor/Examiner)
- ⊕ Ontario Wilderness Handgun Safety Course Instructor/Examiner

When training has been completed, the firearms instructor and range safety officer or club executive must be satisfied that the student has met the required standard in firearms safety, proficiency, and general knowledge.

The club executive completes the Chief Firearms Office (CFO) form “Authorization to Transport – Shooting Clubs – Ontario” for successful students. The CFO form is then submitted through the shooting club ATT representative direct to the CFO for processing.

During the first year of membership, other range members should be encouraged to shoot with and offer assistance if required. Such participation with new members will help moral and instructional support on an ongoing basis.

# CONSTITUTION AND BYLAWS



## CLUB CONSTITUTION AND BYLAWS GUIDELINES

As a shooting club or organization, you will be required to develop a constitution and set of bylaws. The constitution and bylaws forms the basis by which your club will operate as well as the rules and procedures which have been put into place to create a safe shooting environment. A copy of the clubs completed constitution and bylaws must be submitted to the Chief Firearms office for approval.

The constitution and bylaws define but are not limited to the following general areas:

- ⊕ **Selection of the official name of the club**
- ⊕ **The purpose and goals of the club**
- ⊕ **General membership information**
  - a) who can become a member
  - b) how to become member
  - c) what types of memberships are available
  - d) termination of memberships
  - e) membership attendance requirements
- ⊕ **Meetings**
  - a) order of business (general rules)
  - b) when meetings shall be held
  - c) special meetings (voting procedures)
  - d) quorum
- ⊕ **Club Executive**
  - a) selection and voting (elections)
  - b) executive officers duties
  - c) vacancies
  - d) removal from office
- ⊕ **Membership fees**
  - a) initial start up fees
  - b) annual membership

- ⊕ **Range and clubhouse fees**
  - a) cost associated to individuals
  - b) cost associated to other organizations
  - c) target fees
  
- ⊕ **Committees**
  - a) requirements for participation
  - b) special event organization
  - c) club maintenance and clean up
  
- ⊕ **Misc. and amendments**
  - a) who may make amendments
  - b) how are they brought forward
  - c) how are amendments passed

**Note:** A copy of the clubs constitution and bylaws **must** be presented to each probationary and regular member. It is the **responsibility of the club** to ensure that each individual is provided with a copy. It is the **responsibility of each member** to be aware of the rules and procedures that govern his or her club.

# SAMPLE CONSITUTION



**SAMPLE CLUB CONSITITUTION  
(HANDGUN CLUBS ONLY)**

**1) Name and Objective:**

- a) The name of the shooting club shall be \_\_\_\_\_ hereinafter referred to as the club.
- b) The objective of the club shall be:
  - i) The encouragement of organized shooting for its members
  - ii) The development of safe handling and use of firearms in a group environment
  - iii) To further the characteristics of honesty, self discipline, team play, and good fellowship among shooters
  - iv) To further develop firearms as a lawful sport

**2) Membership Qualifications:**

- a) All members shall abided by all rules and regulations as set forth by the club
- b) All members shall pay the required fees as set by the executive
- c) All fees shall be paid to the club within the period of time as stated in the bylaws
- d) All members must complete a period of probation and prove competency in the safe use and handling of restricted firearms
- e) All new members requesting an “Authorization to Transport” for the transportation of restricted firearms shall complete the necessary training prior to the completion of their probationary period
- f) All members must complete an annual membership application and sign the liability waiver
- g) All members shall attend the range on at least \_\_\_\_\_ occasions per year to shoot
- h) All members shall attend the range on at least \_\_\_\_\_ occasions per year to assist with general maintenance and clean up

**There shall be 3 levels of membership classification, which are as follows:**

**Regular Membership**

- ⊕ Shall be limited to a maximum number of \_\_\_\_\_ members
- ⊕ Shall be limited to persons of good behavior and moral character who are at least 18 years of age
- ⊕ Shall be limited to those persons who hold a valid 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 executive

**Probationary Membership**

- ⊕ Shall be limited to a maximum number of \_\_\_\_\_ members
- ⊕ Shall be limited to persons of good behavior and moral character who are at least 18 years of age
- ⊕ Shall be limited to those persons who hold a valid Firearms Licence
- ⊕ Shall be open to persons who are sponsored and/or recommended by regular member(s) in good standing with the club

**Junior Membership**

- ⊕ Shall be open to sons, daughters, 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 available to those persons who are between the age of \_\_\_\_ and \_\_\_\_
- ⊕ Shall be limited to those person who have successfully completed the Canadian Firearms Safety Course and Test and hold a valid Firearms Licence for Minors



### **3) Executive Officers:**

- a) Shall be elected by a simple majority of the membership at an annual general meeting of the club
- b) Shall be elected from the regular membership only
- c) Shall serve a minimum term of 1 year or until replaced
- d) Shall, if the total membership if the club exceeds 15 regular members, include 3 directors
- e) Shall make decisions on any day to day matters and those relating to club policy
- f) Shall make decisions on any matters pertinent to the club business
- g) Shall provide for appointments to fill vacancies on the club executive and/or board of directors
- h) Shall empower the president and the secretary/treasurer with signing authority for financial expenditures and the request for a members “authorization to transport” of restricted firearms, if applicable

### **4) The Executive Committee of the Club:**

- a) Shall be comprised of the president, vice president, secretary/treasurer, and range safety officer
- b) Shall carry out the duties of the executive if a quorum of that body is unable to meet

### **5) The Club President:**

- a) Shall be the chief executive officer of the club
- b) Shall preside over all meetings of the club, the executive, and the executive committee
- c) Shall be responsible for the proper functioning of the club and its day to day operations
- d) Shall call all meetings as required
- e) Shall be elected by the club membership and serve a minimum one year term

**6) The Club Vice President:**

- a) Shall be elected by the club membership and serve a minimum one year term
- b) Shall in the absence of the club president, preside at all meetings of the club, the executive, and the executive committee
- c) Shall perform such duties as are assigned to him/her by the president, the executive and the executive committee

**7) The Secretary/Treasurer:**

- a) Shall keep all files and records of the club
- b) Shall attend to all correspondence, including new issuance and renewals of “authorization to transport” of restricted firearms, if applicable
- c) Shall be responsible for the collection of all membership fees
- d) Shall take charge of the clubs general finances
- e) Shall administer the payment of all expenses as approved by the club executive

**8) The Range Safety Officer:**

- a) Shall be responsible for the general and specific operations of the range pertaining to range safety
- b) Shall be responsible for the posting and maintenance of warning signs, warning flags, range procedures, and range safety rules
- c) Shall enforce all range safety rules and regulations without prejudice as approved by the executive and club membership
- d) Shall be responsible for general range maintenance and upkeep, as well as the approval of targets and target stands
- e) Shall recommend safety rule changes, as required, to the executive
- f) Shall perform such duties as assigned by the president, the executive, or the executive committee
- g) May if circumstances dictate, hold other office on the executive

**9) The Firearms Training Officer:**

- a) Shall successfully complete an approved course relating to firearms safety training
- b) Shall be responsible for firearms training delivery to new and probationary members
- c) Shall recommend safety rule changes, as required, to the executive
- d) Shall sign for the “authorization to transport” (restricted firearms) request for those person who have received firearms training

**10) The Directors:**

- a) Shall perform duties as assigned to them by the president, the executive or the executive committee
- b) Shall attend all meetings of the executive as called by the president
- c) May be removed from office by 2/3 vote of the remaining executive after missing consecutive \_\_\_\_ meetings without satisfactory explanation

**11) Meetings:**

**1. The club year shall run from \_\_\_\_\_ 1<sup>st</sup> to \_\_\_\_\_ 31<sup>st</sup>**

**2. The Annual General Meeting:**

- a) Shall be called by the club president in \_\_\_\_ of each year
- b) Shall receive the annual financial reports relating to the clubs activities
- c) Shall receive the reports submitted by the directors and club officers
- d) Shall hold elections for club executive and directors positions for the following year
- e) Shall consider all other business brought forward by the executive, directors or general membership

**3. Other General Meetings:**

- a) Shall be called by the president of the club as required
- b) Shall be called by the president of the club upon written request by any 5 general members in good standing
- c) Shall be called by the president to discuss major club renovations or expenditures as required

**4) Executive Meetings:**

- a) Shall be called by the president
- b) Shall be held at least 4 times per year with the first meeting being held directly after the general meeting to discuss;
  - i) the required fees for club initiation (if applicable)
  - ii) the required fees for annual membership
  - iii) the required fees for range use and target fees (if applicable)
  - iv) empowerment of the president and the secretary treasurer as signing authority for the club
  - v) all other general club business and membership concerns

⊕ Notice of all general meeting shall be provided in writing to all club members in good standing at least 2 weeks prior to the general meeting.

⊕ Only club members in good standing may vote at any general meeting.

⊕ A quorum for an executive meeting shall be at least ½ of the executive.

⊕ The club executive, directors and officers will carry out their duties without prejudice towards any member of the club or any invited guest.

⊕ The club and its members shall endeavor to operate in a professional manner with the main goal being public safety of its members and guests.

**12) Amendments:**

**1. Amendments to the Constitution**

- a) Must be received in written draft form by the club executive at least 30 days prior to the annual general meeting.
- b) Must be posted in draft form and written, for review by all members prior to the annual general meeting.

- c) Shall become effective only by a majority vote of regular members in good standing who are present at the annual general meeting.

## **2. Amendments to the Bylaws**

- a) May only be made at the annual general meeting or general meeting of the club.
- b) Must be received in written draft form by the club executive at least 30 days prior to the meeting.
- c) Must be posted in draft form as written, for review by all members prior to the meeting.
- d) Shall become effective only by a majority vote of regular members in good standing who are present at the meeting.

# SAMPLE BYLAWS



## **SAMPLE CLUB BYLAWS (HANDGUN CLUBS ONLY)**

Part of any organization or club is the development of governing rules or bylaws that will set the standard for the day to day operation. All persons attending the range facility as a regular shooter or guest should be aware of these bylaws. Once completed, a copy **shall** be provided to each member to familiarize himself or herself with the information. At this point, each member shall sign documentation to verify that they are familiar with and understand the rules of the organization.

The following is a sample of bylaws that may be used as guidelines for the development of handgun shooting clubs:

- 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 order of the club.
- 2) All club members, probationary members, and junior members shall pay their membership dues by the end of the fiscal or calendar year for the following year. (special exemptions may be made for temporarily absent members)
- 3) All probationary members shall provide a valid Firearms Licence at the completion of their probationary period.
- 4) All junior members shall successfully complete the Canadian Firearms Safety Course and Test and hold a valid Minors Firearms Licence at the completion of their probationary period.
- 5) All members requesting an “Authorization to Transport” for the transportation of restricted firearms and prohibited handguns shall successfully complete an approved course in the safety 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.
- 6) All members using restricted firearms and prohibited handguns must maintain competency by shooting at the range on at least \_\_\_ occasions and be considered active members. (special exemptions may be made for temporarily absent members)
- 7) The executive and board of directors in cooperation with the range safety officer and firearms training officer shall develop a set of range safety rules for each shooting discipline and shall post these rules at each location.

- 8) The club shall hold a minimum of \$2 million of commercial general liability insurance with coverage on an occurrence basis.

### **Guests**

- a) Only regular members in good standing may introduce guests to the club and/or range facilities.
- b) No member may introduce more than \_\_\_ guests at any one time for regular shooting. (this does not include special events, training, etc.)
- c) No guest may attend the range facilities more than \_\_\_ times per calendar year without becoming a regular member.
- d) A regular 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.
- e) The club member shall supervise and be responsible for the conduct of his/her guest at all times while on the range property.
- f) All guests shall sign the range guest book prior to shooting.
- g) All guests shall be in possession of a valid Firearms Licence or remain under the immediate supervision of the club member at all times while in possession of a firearm.

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

- a) The range facilities shall be available to all authorized individuals in good standing without prejudice on such days and at such times of the day as shall be determined by the club executive. This may exclude times when the facility is being used for other purposes or under maintenance etc.
- b) No person shall attend the range facility or discharge any firearms on range property while under the influence of alcohol and/or drugs.
- c) There shall be no consumption of alcohol on any range, and no sale of alcohol at any adjoining facility that does not hold a valid licence under the Liquor Licence Act of Ontario.
- d) Alcohol shall not be consumed from a licenced facility by any shooter and/or guest until such time as they have completed their shooting for the day.
- e) Junior members must be accompanied by a parent, legal guardian, adult, or designated range safety officer over the age of 18 years at all times while conducting shooting.



- f) Appropriate red flags shall be posted at outdoor ranges while the range is active. A green flag may be posted to indicate a cease-fire. A red warning light or flag may be used in the indoor ranges during live-fire, and a green warning light or flag may be used to indicate a cease-fire.
- g) The club will maintain a standard 2 person shooting rule. Any member who wishes to attend on their own shall be required to sign a club liability waiver in the event of injury.
- h) At any time that two or more individuals are at the range for the purpose of organized shooting, one person shall be designated as the range officer.
- i) The range officer **must** be obeyed at all times while on the range.
- j) Eye and ear protection **shall be mandatory** for all shooters and spectators in reasonable proximity of the shooting line.
- k) No person shall be permitted forward of the firing line without the express permission of the range officer and only after a cease-fire has been called and all firearms have been declared safe. No shooters shall approach a shooting bench or handle a firearm during a cease-fire.
- l) In the event of a misfire, the shooter shall keep the muzzle of the firearm pointed downrange for a period of 60 seconds prior to clearing the firearm.
- m) Any shooter who finds his/her firearm to be defective during a shooting exercise shall notify the range officer immediately.
- n) Any shooter on the firing line must call a cease-fire at any time that he/she observes an unsafe condition.
- o) It shall be the responsibility of each member and guest to ensure that all safety rules and procedures are adhered to at all times while on the range property.
- p) Failure to follow any and all range rules may result in disciplinary measures, suspension of shooting privileges or dismissal from the club/range.
- q) Any person who deliberately fails to handle and/or discharge firearms in a safe manner shall be removed from the range property immediately. Subsequent violations may result in suspension of range privileges or termination of his/her club/range membership.