

Operational Shooting Association

Constitution

1. Name and Objectives

- a. The name of the shooting Association shall be Operations Shooting Association, hereinafter referred to as the Association.
- b. The object of the Association shall be:
 - i. To promote marksmanship and safe firearms handling in an operational style environment utilising programs and services that provide education, training and competition;
 - ii. The promotion and encouragement of operational shooting, and more specifically amongst law enforcement and military;
 - iii. The development of safe handling and use of firearms in a group environment;
 - iv. The encouragement of organized shooting for its members;
 - v. To further the characteristics of good sportsmanship through honesty, self discipline, team play and good fellowship among shooters;
 - vi. To further develop the use of firearms as a lawful sport; and such other complementary purposes not inconsistent with these objectives.

2. Membership Qualifications

- a. All members shall abide by all rules and regulations as set forth by the Association;
- b. All members shall pay the required fees as set by the Officers of the Association;
- c. All fees shall be paid to the Association within the period of the 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 all firearms, including 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 one occasion per year to assist with general maintenance and clean up.

3. Membership

- a. Regular Membership

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- i. Shall be limited to persons of good behaviour and moral character who are at least 18 years of age;
 - ii. Shall be limited to those persons who hold a valid firearms license;
 - iii. Shall be open only to those persons who successfully complete the required period of probation and receive a positive recommendation from the Officers of the Association.
- b. Affiliate Membership
 - i. Shall be provided for active members of law enforcement agencies and military units.
- c. Founding and Sustaining Membership
 - i. Shall be provided to individuals and organizations who make a significant contribution (to be defined by the Officers of the Association) to the Association;
 - ii. Special privileges (to be defined by the Officers of the Association) will be extended to Founding and Sustaining Members.
- d. Probationary Membership
 - i. Shall be limited to a maximum number per year, as set by the Officers of the Association;
 - ii. Shall be limited to persons of good behaviour and moral character who are at least 18 years of age;
 - iii. Shall be limited to those persons who hold a valid firearms license or similar authority;
 - iv. Shall be open to individuals who are sponsored and/or recommended by a regular member(s) in good standing with the Association
- e. Junior Members
 - i. Shall be open to sons, daughters and wards of regular members in good standing, or persons who shall be sponsored by a regular member;
 - ii. Shall be open to individuals who will be under the direct and immediate supervision of a regular member;
 - iii. Shall be available to those persons who are between the ages of 12 and 17;
 - iv. Shall be limited to those persons who have successfully completed the Canadian Firearms Safety Course and test and hold a valid Firearms License for Minors (or similar authority).

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4. Officers of the Association

- a. Shall be nominated by other Officers of the Association, the Executive Director and/or members of the Advisory Board;
- b. Shall be elected by the Officers of the Association;
- c. Shall serve a minimum term of one year or until replaced;
- d. Shall make decisions on any matters pertinent to Association business;
- e. Shall make appointments to the Advisory Board;
- f. Shall empower the Executive Director with signing authority for financial expenditures and the request for a member's authorisation to transport restricted firearms if applicable.

5. Executive Director

- a. Shall be selected by the Officers of the Association with input from the Advisory Board;
- b. Shall conform to the terms of the contract of service with the Association;
- c. Shall be responsible for the proper functioning of the Association and its day to day operations
- d. Shall make decisions on day-to-day matters and those relating to Association policy;
- e. Shall keep all files and records of the Association;
- f. Shall attend to all correspondence, including new issuance and renewals of "authorisations to transport" for restricted firearms;
- g. Shall be responsible for the collection of all membership fees;
- h. Shall take charge of the Association's general finances;
- i. Shall administer the payment of all expenses as approved by the Officers of the Association;
- j. Shall call meetings as required;
- k. Shall, in the absence of an Officer of the Association, preside over meetings of the Association.

6. Advisory Board

- a. Shall be appointed by the Officers of the Association, from nominations made by the Officers of the Association; the Executive Director and/or the members of the Association and serve a minimum term of one year;
- b. Shall review, evaluate and comment on the strategic plan and the strategic planning process for the Association;
- c. Shall ensure that the Association has an effective process to identify, monitor and minimize possible risks;

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- d. Shall actively scrutinize and constructively challenge the Officers of the Association and the Executive Director;
- e. Shall provide expertise and support in the internal and external communications processes of the Association;
- f. Shall ensure that management has implemented effective internal control processes.

7. The Treasurer

- a. Shall ensure that effective financial systems and internal controls are in place and in use;
- b. Shall ensure that required government/public reporting is performed;
- c. Shall be responsible for the financial health and continuity of the Association;
- d. Shall advise the other Officers of the Association on financial and treasury matters;
- e. Shall prepare financial assessments, statements and reports as required;
- f. Shall as required assemble an audit committee;
- g. Shall recommend as appropriate the appointment of an external auditor.

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;
- d. Shall be responsible for the general maintenance and upkeep, as well as the approval of targets and target stands;
- e. Shall recommend safety rule changes, as required, to the Officers of the Executive;
- f. Shall ensure that the Association rules and operations are compatible with the Range Standing Orders of the host range (MilCun Marksmanship Complex).

9. The Restricted Firearms Training Officer

- a. Shall successfully complete an approved course relating to firearms safety training;
- b. Shall be responsible for the restricted firearms training delivery to new and probationary members;
- c. Shall recommend safety rule changes as required to the Executive Director;

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- d. Shall sign for the “authorisation to transport” restricted firearms request for those persons who have received firearms training and completed probationary requirements.

10. Meetings

- a. The Association year shall run from January 1 to December 31.
- b. The General Membership Meeting
 - i. Shall be called by the Association Executive Director annually, as agreed by the members;
 - ii. Shall receive any reports submitted by the Officers of the Association; the Advisory Board, and/or the Executive Director;
 - iii. Shall nominate members to the Advisory Board;
 - iv. Shall consider all other business brought forward by the Executive Director or general membership.
- c. Advisory Board Meetings
 - i. Shall be called by the Chairman of the Advisory Board and/or at the request of the Officers of the Association;
 - ii. Shall be held periodically as required to ensure the mandate of the Advisory Board is fulfilled.
- d. Officers of the Association Meetings
 - i. Shall be called by any Officer of the Association;
 - ii. Shall be held at least 3 times per year with the first meeting being held prior to current year-end to discuss for the upcoming year:
 - Membership fees, events fees and other fees of the Association;
 - Programs and events calendar for the Association;
 - Special projects;
 - Signing authorities and other empowerments for the upcoming year;
 - All other general Association business and membership concerns
- e. Notice of all general meetings shall be provided to all Association members in good standing at least two weeks prior to the general meeting;
- f. Only Association members in good standing may attend any general meeting;

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- g. A quorum for a general meeting should be at least one third of the regular members in good standing with the Association;
- h. The Officers of the Association, the Executive Director and members of the Advisory Board will carry out their duties without prejudice towards any member of the Association or any invited guest;
- i. The Association and its members shall endeavour to operate in a professional manner with the main goal being public safety and the safety of its members and guests.

11. Amendments

- a. Amendments to the Constitution
 - i. Must be received in written draft form by the Executive Director of the Association at least 30 days prior the annual membership meeting;
 - ii. Must be posted in draft form as written, for review by all members prior to the annual general meeting;
 - iii. Shall be escalated to the Advisory Board only by a majority vote of regular members in good standing who are present at the meeting.

- b. Amendments to the By Laws
 - i. Must be received in written draft form by the Executive Director of the Association at least 30 days prior the annual membership meeting;
 - ii. Must be posted in draft form as written, for review by all members prior to the annual general meeting;
 - iii. Shall be escalated to the Advisory Board only by a majority vote of regular members in good standing who are present at the meeting.