

*Wentworth Shooting
Sports Club*

Incorporated June 23, 1975



*Constitution and By-Laws
December 2008 Edition*

Constitutions and By-Laws *Wentworth Shooting Sports Club*

Incorporated June 23, 1975

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Origin of the Hamilton Revolver Club

This organization was conceived as a result of a meeting held on August 6, 1937, at the residence of John W. Howard of George Street, Hamilton, Ontario, by those mutually interested in revolver and pistol shooting.

Present at the first meeting were:

- Stanley Cole
- Edwin H. Cuckow
- James Dickerson
- Harold P Evans
- John W Howard
- Gordon Johnson
- Thomas H. Patterson
- John A Rickards
- J. Len Stevens
- CPL. Williams, RCMP
- Not Present – Brennel Irwin

Origin of Wentworth Shooting Sports Club

The Wentworth Shooting Sports Club was incorporated on June 23, 1975 as a non-profit organization. The following members were duly appointed to the position of “Board of Directors” of the Wentworth Shooting Sports Club.

- Bernard B. Cowan
- James F. Ellison
- Norman Evans
- Horst H. Franke
- Donald H. Falkiner
- Joseph A. Liota
- Peter W MacDougall
- Ernie D. Patterson
- Peter J. Robertson
- Cornelius Unger

Section 1

Constitution

Article 1 – Name

The name of the organization shall be known as the *Wentworth Shooting Sports Club (WSSC)*

Article 2 – Object and Purpose

The object of this organization shall be:

- A. To further the interest of revolver and pistol shooters generally.
- B. To provide quarters where practice and competitive shooting may be carried on conveniently, with safety to shooters and others;
- C. To encourage participation in revolver and pistol matches between this Club and other shooting groups, and to affiliate with such organizations of the like interests as the club may see fit.
- D. To encourage efficiency and promote high ethical standards in the use of firearms provided this Club shall not hold out as one of its objectives, financial benefits to its members.

Article 3 – Membership

- A. Any responsible adult person of good moral character, in good standing in the community shall be eligible for membership, unless in the opinion of the *Board of Directors*, he or she is seeking membership for reasons other than participation in the activities of the Club.
- B. Membership shall be designated as Active, Life, or Junior.
 - 1. An active member shall be one who is participating in the sport of handgun shooting and paying a donation as a participating member, and will be entitled to all the privileges of the Club.
 - 2. Life memberships will no longer be available at the Wentworth Shooting Sports Club. All life memberships currently held be honoured, but will not be made available on the passing of the current holder.
 - 3. Junior memberships are permitted as part of a family membership. The junior member will not be required to pay initiation donation until his or her 18th birthday.
- C. Membership shall be acquired by invitation only. The prospective new member shall be invited to join this Club when he or she has:
 - 1) Fill out the required applications,
 - 2) Submitted his or her initiation donation,

- 3) After having completed the prescribed safety course in handguns and range regulations, attended the Club for at least six (6) shooting nights after having completed the course.
 - 4) Shown a reasonable level of proficiency to ensure competence and safety as the current *Board of Directors* deem justifiable.
- The applicant's name, upon qualification, shall be submitted to the Board of Directors of the Club for majority approval. If such approval is granted, the applicant will be invited to become a member of the Wentworth Shooting Sports Club. The membership donation must be paid in full before the applicant can be officially recognized as a member of the Club, and entitled to all Club privileges.

Article 4 – Executive

A) The Executive Committee of this Club shall consist of:

- 1. President**
- 2. Vice President**
- 3. Treasurer**
- 4. Secretary**
- 5. Membership secretary**

B) These executives are to be elected at the Annual Meeting of the Club, by the *Board of Directors*, from among the *Board of Directors*.

Article 5 – Duties of the Executive

The President shall:

- Preside at all Club meetings, and Board of Director meetings,
- Appoint the standing committee, and act as ex-officio member of each of these committees,
- Uphold and promote the goodwill of the Club,
- Attend each general meeting and ensure that all members have a copy of the constitution and rules of the Wentworth Shooting Sports Club.
- Issue the call for all regular meetings, all monthly and all annual meetings of the Board of Directors, and may issue a call for any special meetings that he or she deems necessary,
- See that all committees function properly,
- Co-operate with the committee chairmen towards that end,
- Call for regular committee reports,
- See that regular elections are held in accordance with the Club's constitution.

The Vice President shall:

- Uphold and promote the goodwill of the Club,
- Under the direction of the President, oversee the functioning of such committees as the President may designate,
- Act as ex-officio member of all committees,
- If for any reason the President is unable to perform his or her duties, the Vice-President shall occupy that office, and perform its duties, having the same authority as the President,
- If for any reason the office of the President shall become vacant, the Vice-President shall succeed in that office.

The Treasure shall:

- Receive all monies and deposit them in a bank so recommended by the Board of Directors, and shall pay out all monies as authorized by the Board of Directors. All cheques, vouchers and legal documents must be signed by two (2) signing officers. Signing officers shall be the President and the Treasurer as well as any Director that the President chooses to appoint for this purpose,
- Prepare and submit annual financial reports to the Club,
- Keep the members Club accounts,
- Keep detailed record of Club receipts and disbursements,
- Issue regular statements to each member for his or her donations or other financial obligations to the Club, and collect, from members and all other monies due to the Club.

The Secretary shall:

- Be under the supervision and direction of the Board of Directors, and act as liaison between the club and its affiliations,
- Keep general Club records including minutes of Club and Officer's meetings,
- Keep a list of committee appointments names and duties,
- Keep a list of Officers and Directors,
- Make all reports required by affiliations,
- Conduct all correspondence of the Club,
- Keep available all posted notices, rules, regulations and constitution of the Club.

The Membership Secretary shall:

- Keep an up-to-date list of members, etc.,
- Process renewals and applications for transportation permits,
- Act as liaison with the Police Services,
- Keep cognizant of all laws pertaining to firearm bills.

Article 6 – Duties of the Standing Committee Chairmen

The Match Chairman shall:

- Be appointed by the President, subject to approval by the Board of Directors,
- Arrange competitions and publish scores of individual members,

- Obtain and award buttons, crest, shields, trophies, etc., to those members qualifying for such awards,
- Publish all other matches or events offered by other clubs or affiliations,
- Contract no bills without the authorization of the Board of Directors.

The Safety Officer shall:

- Be appointed by the President, subject to approval by the Board of Directors,
- Having charge of all small arms instruction, with authority to appoint his or her assistants.
- Contract no bills without the authorization of the Board of Directors.

The Chief Range Officers shall:

- Be appointed by the President, subject to approval by the Board of Directors, Appoint as many Ranger Officers as necessary for the safe operation of the line.

The Chief Ranger Officer and Range Officers shall:

- Oversee the changing of the targets and proper target identification,
- Inspect all firearms used on the range and forbid the use of any, which they consider unsafe,
- Give commands that may be required for matches being conducted,
- Having the power to instruct any shooter, whose conduct is deemed detrimental to others to leave the line. In the event of refusal, the Board of Directors is empowered to suspend or expel such a member,
- Report to the Directors of the Club, any malfunction of the range,
- Assure that all safety procedures are followed on the range, according to the rules and regulations established by the Canadian Shooting Federation of Canada or the International Practical Shooting confederation,
- Contract no bills without the authorization of the Board of Directors.

Article 7 – Duties of the Board of Directors

A) The Board of Directors shall consist of ten (10) members, to be elected by the membership at the annual meeting, to serve for a period of one (1) year. Any member with one or more years seniority in the Club or any member who the Board of Directors deems qualified may stand for election to the Board of Directors. The Board of Directors may take on additional directors in excess of the original ten if they feel that it is in the best interest of the Club as a whole.

B) The Directors shall:

1. Uphold and maintain the Club Constitution and By-laws,
2. Elect from among their own number at the annual meeting, an executive committee to consist of:
 - **President**
 - **Vice President**

- **Treasurer**
 - **Secretary**
 - **Membership Secretary**
3. Ensure that the Executive perform their duties in accordance with the Constitution and By-laws, and give them every possible assistance,
 4. Replace any Executive not performing his or her duties,
 5. Replaced any Director missing two or more meetings without just cause.

Article 8 – Donations

- A. Current annual donations are to be payable on election to membership, and become due thereafter the first day of January of each year,
- B. Pro-rated donations shall be applied to new members whose membership is received on or after September 1st of any year, at a rate of one half annual donation and after November 1st, one-third annual donation.
- C. A donation for initiation shall be applied to all new members prior to receiving membership for the first year.
- D. Any members whose donations are in arrears shall forfeit sponsorship of his or her carrying permit and Club rights, until such arrears are paid in full. A late fee, whose amount is prescribed by the current Board of Directors, can be imposed after the 31st of January of the New Year. Any member who allows his or her membership to lapse for a period of more than two shooting years will be subject to the initiation donation and will be subject to any waiting list that may be in effect at the time. The Board of Directors will decide if the member will have to take the safely course over, depending on the circumstances.
- E. A family Membership will be issued where:
 - 1) The first member pays full dues.
 - 2) Subsequent members of the same immediate family residing at the same address received a reduction of 33% of full dues.
- F. Ten (10) percent of all membership donations must be put into a savings account and may only be used for capital expenditures to the Club building or property.

Article 9 – Conduct

- A. Members shall at all times adhere to all rules and regulations as set forth in the by-laws of this constitution and also the regulations governing the use of firearms as stated in the Criminal Code of Canada.
- B. Any member, whose conduct is deemed a detriment to the interests of the Club, on or off the premises, may be suspended immediately by any Director, and after investigation, may be reinstated or expelled from the Club, by the Board of Directors.

Article 10- Meetings

- A. The annual general meeting is to be held once yearly on the first Monday in December.
- B. The December meeting will be the Annual Meeting for elections
- C. Emergency meetings may be held subject to the discretion of the Board of Directors, and seven (7) days advance notice to the membership.
- D. Board of Directors meetings are to be held once monthly.
- E. One-quarter $\frac{1}{4}$ of the total club membership on the first (1st) Monday in December in good standing shall constitute a quorum at general membership meeting. (Has been voted on at AGM)
- F. The order of business at all meeting shall be as follows:
 - 1) *Meeting called to order by the President*
 - 2) *Roll call*
 - 3) *Remarks by the President*
 - 4) *Reading and approval of minutes of the last meeting*
 - 5) *Reading of communications*
 - 6) *Report of Secretary*
 - 7) *Report of Treasurer*
 - 8) *Report of Committees*
 - 9) *Unfinished business*
 - 10) *New Business*
 - 11) *Adjournment*

Article 11 – Elections

- A. Elections will be held at the end of each calendar year, during the annual general meeting held by the Club in December.
- B. The procedures for the election of the Board of Directors shall be as follows:
 - 1) Members must be nominated and seconded to the run on the night of the election.
 - 2) Voting for nominated members shall be by secret ballot
 - 3) The outgoing President shall appoint the judge and tellers, who must be members not running for office.
 - 4) The ten candidates receiving the highest number of votes will constitute the Board of Directors.
 - 5) Members who for reasons beyond their control cannot attend the general meeting may still run for office if they submit a letter indicating their wishes to the President prior to the meeting.

Article 12 – Amendments

- A. Amendments to this constitution and by-laws may be introduced by any Club member in good standing, at any regular or special meeting called for this purpose, provided seven (7) days notice to amend, delete or add to this constitution and by-laws has

been given to all members in good standing, with proposed changes stated in the notice.

- B. A two thirds vote, of the members in good standing present at this meeting, shall be necessary to pass said changes.

Section 2 By-Laws

Article 1 Safety Rules

- 1) No person shall enter the Club under the influence of alcohol, nor consume alcohol while on the premises of the Club and while the firing ranges are open.
- 2) No loaded guns shall be allowed in the Club except on the firing line.
- 3) Firearms shall be made safe before taking them to and from the firing line.
- 4) To be made safe, cartridge-firing revolvers must have cylinders or loading gates open and chambers empty. Percussion revolvers must have chambers empty and hammers on half cock. Self-loading pistols and carbines must have slides locked open, magazines out and chambers empty. Firearms, which are holstered, must be proved safe by another shooter, preferably a Range Officer of the discipline being shot, before exiting the shooting potion. Holstered firearms may not be handled during a target change.
- 5) On command "Cease Fire", or "one whistle blast", stop firing immediately, make your gun safe and wait further instruction.
- 6) Absolutely no handling of firearms or equipment on the firing line during a target change.
- 7) In case of a misfire, hold the gun in the direction of the target for at least (60) seconds before opening, advancing, or laying gun down.
- 8) In other cases of trouble, hold the gun on target and call for the Chief Range Officer or Assistant Range Officer.
- 9) Exhibiting and or examining guns may only be done on the firing line or the workbenches.
- 10) There will be no restriction on calibre, bullet type or power factor used in any gun as long as the Board of Directors deems the load to be (1) safe to the shooter and (2) does not do any damage to the backstop. The Board of Directors reserves the right to test any ammunition, which may be questionable, and to impose restrictions, which may be required to meet guidelines, mentions above.
- 11) The Club may be open for shooting at any time when not rented. The criteria for opening will be that two or more members, including at least one Director, (who must be present at all times), will be present. The only exception will be for P.A.L. or Club Safety Instructors for the purpose of giving a course or in situations where the Board of Directors feel that doing so would further the interests of the Club or sport and have given previous authorization.

Article 2 – Range Rules

- 1) All shooting guest must sign the waiver form and at the discretion of the Director on Duty will be required to take a mini safety course. The guest must wear a W.S.S.C. guest tag at all times and will be allowed to shoot twice in any one calendar year, after which, that person should seek membership in the Club. A guest must be supervised at all times by his or her sponsor, and the sponsor is totally responsible for the guest's conduct and actions. Guests of probationary members must be supervised by a current member in good standing preferably a Canadian shooting sports (formerly O.H.A.) Safety Instructor. The Director on Duty must be satisfied at that the guest can safely handle the firearm(s) that he or she will be firing.
- 2) All persons entering the club shall obey all the commands of the Chief Range Officer, or Range Officers, and abide by their decisions.
- 3) When requested for inspection, by the Directors and/or the Range Officers, any member must produce a carrying permit on demand, or any other documents covering registration within a reasonable length of time.
- 4) No member shall be allowed down range without authorization of the Chief Range Officer or Range Officers.
- 5) Any full member may use any target the Club sells to practice for qualification in a particular discipline.

Article 3 – Range Rules Under Match Conditions

- 1) Report your desire to the Chief Range Officer or Range Officer and pay the prescribed match entry fee, if any.
- 2) On command, take your place at the firing point for the number assigned when your name is called, or forfeit your turn to shoot.
- 3) Load your gun only on command.
- 4) Fire only on target assigned, and only on command.
- 5) Cease fire on command.
- 6) Upon completion of firing, make gun safe, stand behind the firing line, or clear your equipment from the shooting position as the Range Officer may direct. When finished shooting, replace tabletop and shut off port light.

Article 4 – Match Rules

- 10) All handgun competitions held by the club will be governed by the rules of the recognized disciplines.

Article 5 – Guns and Ammunition.

- A. All members shall surrender any firearm when requested to do so by the Chief Range Officer or Range Officers for inspection.
- B. The restrictions on the types of firearms used shall be as follows:
 - 1) No fully automatic guns.
 - 2) No long guns chambered for anything other than commonly known pistol calibres, or rifle calibres previously authorized by the Board of Directors what will not in their opinion contravene Section 2, Article 1, paragraph 10 of the Constitution of the Wentworth Shooting Sports Club.
- C. "Holster use shall only be allowed on the Club premises when following a recognised discipline" holster use shall only be allowed on the Club premises.
 - 1) Holstered guns may be worn anywhere within the building, but guns may only be loaded in the designated shooting area. The gun must remain holstered at all times except when shooting or in a designated safety zone, no exceptions.
 - 2) A guest of the Club or an individual member must prove holster eligibility upon request by a Director or Range/Match Officer.
 - 3) Non holster qualified shooters may wear holstered firearms south of the wall between the clubroom and the firing line while under the direct supervision of a shooter who is holster qualified for the discipline being learned. Otherwise, the empty holster may be worn anywhere in the building.
 - 4) Only guns which the Board of Directors deem suitable for Canadian Shooting Sports (formerly O.H.A) sanctioned events may be worn in a holster.
- D. Any ammunition felt to be unsafe by the Board of Directors or the Range Officers, must be surrendered, and its use forbidden until a proper analysis of the cartridge has been carried out. The future use of said cartridge will depend on the result of the analysis performed.

Article 6 – Affiliations

- A. The Wentworth Shooting Sports Club shall be affiliated with any organization or body deemed, by the Directors to be in the best interest of the members, Club or Sport.

General Club Rules

NOTE: The following rules are considered to be general club rules and are not subject to the notice for revision commonly granted to rules contained in the Constitution of the Wentworth Shooting Sports Club. The Board of Directors without notice may therefore change them at any time if it is believed to be in the best interest of the majority of members. Challenges to the rules listed below may be made to the Board. If the person who submits the challenge is not satisfied with the outcome of the decision, he or she may then bring the challenge to the Annual General Meeting for the open voting by the membership.

- 1) There will be no smoking in the Club at any time.
- 2) Name tags will be worn at all times
- 3) Do not tie up a port on the firing line while socializing in the clubroom, while others are waiting to shoot.
- 4) If all ports are occupied enter name on list on chalkboard for next available port. Range Officer will announce.
- 5) When carrying gun from anteroom to the firing line, make sure gun is "safe" with muzzle pointing vertically upwards. Not only must the gun be safe, it must be seen to be safe.
- 6) In the interest of safety, it is imperative that every shooter understands and obeys the commands of the Range Officer. These commands will be given in English only.
- 7) Acting Range Officers must use standard commands as determined by the Chief Range Officer.
- 8) Do not shoot light loads or round-nose ammunition at the bowling pins. Match Chairman to decide if ammunition is suitable.
- 9) Shoot only at appropriate backstop.
- 10) When the Range Officer is checking the line, do not approach the firing line for any reason, without asking permission to do so first.
- 11) No shooter may hold or handle a gun on or behind the firing line while any person is downrange, any time.
- 12) No member is allowed to shoot center-fire unsupervised until he or she has demonstrated that he or she can shoot three ten (10) shot targets in succession, keeping all shots on the paper. Having done so, the Director will sign his or her card accordingly.
- 13) Do not approach a shooter while he or she is shooting, without due regards for everyone's safety.
- 14) Avoid loud talk, laughter, etc. while shooting is in progress.
- 15) After having stepped back from the line, allow room for others to pass without activating the line alarm.
- 16) The acting line officers is empowered to remove a shooter from the line for misconduct, uncontrolled shooting, or any other transgression with no need for a second opinion. Members other than the acting Range Officer should point out problems that they may see to the acting Range Officer so that he or she may deal with the situation.

- 17) Major transgressions of safety, primarily the removing of a gun from a holster in an area outside that in which it is entitled to be removed, intentionally or otherwise, will on the first infraction result in the member being expelled from the Club for the night. On the second infraction, the shooter will forfeit his or her membership in the Club pending a review by the Board of Directors, where the onus will be with the offender to convince the Directors to re-instate him or her.

Dear Member:

How many times have you heard, or said yourself – “Why don’t they do something?” or “Why don’t they do that?” The big question mark is who is “THEY”?

“They” has traditionally consisted of one or two members of an organization who assume the responsibility of looking after all of the affairs of the entire Club, while the rest of us sit back and help out by criticizing the manner in which “they” run things.

Without “they”, this organization will crumble. Perhaps someone should start a club and call it “THEY” and loan its members out to other clubs, which need help. This is not the answer, but let’s face reality; each of us is a one man or woman committee called ‘they”, and the sooner we recognized that fact, the sooner we will start operating like organized shooters. Club decisions are made by ten (10) people, the Board of Directors, that you elect each year. They can only do an effective job if you do your part and provide them with proper direction. Attend Generals meetings, where you will have an opportunity to present your views or second best, write or call the President or a Director. It is not impossible for ten people to keep abreast of all current topics and changes, nor should it be necessary for them to do so. All members must share in the responsibility. Too often we discuss local problems at the Club and let it die within the Club walls. How many times have you thought about an idea but neglected to pass along the information to the Directors?

We need your input. We need your ideas. We need your assistance, so the Directors can do an effective job. So come on “THEY”, give us a hand.

Respectfully,

Your Directors