

University of Calgary Firearms Association Constitution

April 2017



Executive Roster

Senior Executives

Sam Belin, President
Rachel Ward, Vice President Operations
Chester Liu, Vice President Operations
Thomas Lijnse, Vice President Communications
Mesa Komarevich, Vice President Design

Executive Officers

Peter Stegeman, Range Logistics Director
Patrick Ziemianowicz, Range Logistics Director
Sean Stegeman, Junior Operations Director
Evan Orisko, Junior Operations Director
Keenan Peterson, Executive Officer

Executive Administrators

Delano Civitarese, External Affairs Director
Michelle Nguyen, Membership Director
Nikolay Denisov, Social Media Director
Melissa Ritchie, Marketing Director
Oscar Wronski, Operations Director
Regina Ordonez, Operations Director
Janek Widomski, Operations Director
Aaron Lim, Operations Director

Article 1: University of Calgary Firearms Association

Section 1: Name

The name of the organization shall be The University of Calgary Firearms Association. The name of the association and the abbreviation UCFA will be used as in all official capacities.

Article 2: Mandate

Section 1: Purpose

The University of Calgary Firearms Association is dedicated to training its members in the safe operation, storage, transportation and use of firearms. It is also a discussion and social group for target shooters, hunters and even firearms enthusiasts to meet. The association will also provide opportunities to learn more about firearms, and operate them at fully licensed ranges outside of campus. These events will stress safety as a top priority, and violations of safety in the presence of firearms/ammunition off campus will be met with severe and immediate repercussions as specified in Article 9, Section 2.

Section 2: Other Association Roles

The University of Calgary Firearms Association acknowledges the diverse and storied history of firearms tradition in Canada. While the Canadian Constitution does not guarantee the private citizen the right to bear arms, Canada's laws allow citizens to legally acquire non-restricted and restricted firearms with proper licensing. The association will strongly promote the benefits of this legal private firearms ownership as hobbyists, hunters and general enthusiasts. The association will represent our interests as firearms owners and enthusiasts while attempting to dispel misconceptions about firearms and their owners.

Article 3: Membership

Section 1: Membership

At all times the University of Calgary Firearms Association will have a minimum of 20 members, 3/4th of which must be active members of the University of Calgary Students' Union. All members must be interviewed by a member of our executive and must have paid club fees before being declared an official member.

Section 2: Members of the Students' Union.

The University of Calgary Firearms Association will collect a *minimum* \$20.00 membership fee from each individual member each year. This charge will be non-refundable under any circumstances.

Section 3: Membership Benefits

Members are entitled to discounts at our shooting events, determined based upon the availability of the business. Members on the roster also have access to our Facebook and OrgSync pages to keep up to date on club events. Paid members may opt out at any time but are not entitled to their refund.

Article 4: Students' Union

Section 1: Acknowledgements

The University of Calgary Firearms Association acknowledges and will abide by the Students' Union by-laws and policies. The University of Calgary Firearms Association will no longer remain a registered Students' Union Association if a policy or by-law is contravened, without Clubs Committee ratification.

Article 5: Executive Positions

Section 1: Positions

1. **President** - Elected position. Will support other executives and ensure that the mission and focus of the University of Calgary Firearms Association is upheld. The President shall exercise this role by maintain sole control over all matters of the club constitution including drafting, revisions and amendments after the voting process is complete (see Article 10). By extension, the President must be a hold a valid Firearms Possession and Acquisition License of any class to prove understanding in firearms ownership and use. The President must also be responsible from expelling members in accordance with Article 6, Section 2 of the Constitution. The President will also submit the Annual Report to the Student's Union. The President will also serve as a signing authority for the University of Calgary Firearms Association to the Student Union and in financial matters with one to two other executives of choice. The President may make amendments to operational clauses within the constitution at any time without a general meeting (see Article 9). The President In the event of a vacancy, an election will be immediately called by members within 1 weeks' time. Until the election, the Vice President Operations shall be responsible for constitutional matters of the University of Calgary Firearms Association.
2. **Vice President Operations** – Elected position. Will plan, manage and regulate the shooting activity excursions undertaken by the University of Calgary Firearms Association. Duties include but are not limited to booking range appointments, managing transportation, providing safety briefings on both firearms and ammunition use/storage. By extension, the Operations Director must hold a valid Firearms Possession and Acquisition license of any class to prove qualification in the safe handling and operation of firearms. It will also be this director's responsibility to ensure that University Guidelines are followed and firearms are not to be visible, holstered, or otherwise possessed in a way that allows easy access to the firearm whether loaded or unloaded under any circumstances at the University of Calgary campus. All violations of campus, municipal, provincial or federal law will be the responsibility of the director to report. The Vice President Operations may make amendments to operational clauses within the constitution at any time without a general meeting (see Article 9). In the event of a vacancy, the President will appoint a new Operations Director until such time as elections are held under the constitution.
3. **Vice President Communications** – Elected position. Will be primary manager of social networking. Will also assist the president with all financial matters. Will work with the rest of the Communications team to build relationships with external organizations and promote the UCFA in any way that they see fit. In the event of a vacancy, the President will appoint a new VP Coms until such time as elections are held under the constitution.

4. **Vice President Design** – Elected Position. Will be in charge of procuring all design related material needed for day to day club use. This includes but is not limited to, posters, banners, club merchandise etc. the Vice President Design is also in charge of ensuring that the club’s website is operations and functions as intended. The vice President Design also leads the design team. In the event of a vacancy, the President will appoint a new VP Design until such time as elections are held under the constitution.
5. **Operations Director**– Appointed Position. Appointment made at the discretion of the Vice President Operations. Will assist the Vice President Operations with the club in facilitating events including Administrative management and record keeping. In the event of a vacancy, the Vice President Operations will appoint a new Operations Commissioner until such time as elections are held under the constitution, in consultation with the association’s membership.
6. **Junior Operations Director** – Appointed Position. Appointment made at the discretion of the Vice President Operations. Restricted to First or Second Year students at the University of Calgary and will assist Operations Director in managing club operations.
7. **Engagement Director** – Appointed Position. Will facilitate the engagement of our club brand in conjunction with the President, to the general public. The engagement director will be responsible for creation, maintenance and upkeep of the club’s website. Additionally they will work with the Junior Engagement Director to complete the design of any club graphics or assigned tasks. In the event of a vacancy, the President will appoint a new Engagement Director until such time as elections are held under the constitution.
8. **Junior Engagement Director** – Appointed Position. Will assist the Engagement Director with the design of graphics and the website as needed. Will additionally be responsible for the design and creation of club merchandise. In the event of a vacancy, the President will appoint a new Junior Engagement Director.
9. **External Affairs director** – Appointed Position. Will be responsible for setting up and executing all of the clubs’ major recruitment drives. The Recruitment Director will also be responsible for maintaining club records and collecting important club data when called upon by the President. Will also be responsible for building and maintain positive relationships with external organizations and facilitating private shoots. In the event of a vacancy, the VP Communications will appoint a new External Affairs Director.
10. **Membership Director** – Appointed Position. Will manage the logistical duties associated with keeping demographic information on our members. This will include gather and compiling information about members including full name, UCID number, status of membership as having shown qualifications or knowledge of firearms safety to a Possession and Acquisition License holding executive and status of the member’s payment of fees. This information is expected to be relayed to other executives to help them complete their respective duties. The membership director must be co-chaired by two people due to the nature of their responsibilities. In the event of a vacancy, the President will appoint a new Membership Co-Director until such time as elections are held under the constitution.

11. **Range Logistics Director** – Appointed Position. Appointment made at the discretion of the Vice President Operations. Manage range logistics in conjunction with operations managers to include range safety, risk assessment and shoot event procedures. Will be first point of contact to deal with any firearms safety violations on site at club events. In the event of a vacancy, the President will appoint a new Range Logistics Director until such time as elections are held under the constitution, in consultation with the association's membership.
12. **Executive Officer** – Two elected positions. Assist club executives with tasks at the discretion of the President. In the event of a vacancy, the position will be filled by a vote of the general membership at the next general meeting.
13. **Social Media Director** – Appointed Position. Will manage and maintain the club's social media accounts and ensure that the club is represented in a positive light on all social media. In the event of a vacancy, the VP Communications will appoint a new Social Media Director.
14. **Marketing Director** – Appointed Position. Will directly assist the VP Communications and External Affairs director with recruitment and promotion of the organization. Will be in charge of procuring/organizing photos and videos of the club for future use. Will assist in setting up recruitment opportunities and advertising the club to external organizations. In the event of a vacancy, the VP Communications will appoint a new Marketing Director.

Section 2: Regulations of Executive Duties

- A. All association executives are to attend all meetings of the association.
- B. All executives shall adhere to the association's constitution and utilize it for reference of all club related decisions.
- C. All association executives must be active members of the club.
- D. Only association executives may apply for the yearly club registration, be responsible for all communications with the SU and attending association special events.
- E. At least two (2) signing association executive members must sign each cheque from the association. The President of the association must be a signing authority and may choose up to two additional executives to also be signing authorities.

Article 6: Executive Terms of Office

Section 1: Terms

The term of office for all Executive positions shall commence immediately after election or appointment at any General Meeting or the Annual General Meeting held by the UCFA. Terms will end at the discretion of the current sitting President with the earliest end date being May 1st of the current academic year and the latest being October 1st of the current calendar year. Resignations before the completion of a term must be submitted to the President. The President must submit a resignation to the Vice President of Operations if he or she should resign.

Section 2: Transition Process

After each successive election or appointment (with procedures are per outlined in Article 7), there will be a transition process of a time period decided on by the current President for all new executives. In this period, passwords to the club email, website, OrgSync and social media platforms will be handed over. The outgoing President is responsible for the Annual Report to the Student's Union, locker clean out and preparation of financial statements. In the case of a new presidential election. The Past President and the President elect will hold Co-President positions until the start of the next academic year.

Section 3A: Discipline and Impeachment - Members

All members can appeal to the President if they have reasonable evidence that an executive or fellow member has been discriminatory, unsafe or otherwise unfit to be a member of the University of Calgary Firearms Association. This includes, but is not limited to: unsafe handling of firearms/ammunition, legal violations, harassment etc. The executive body will interview all parties involved and the President will then make a decision about the accused. Violations of Federal Law will be subject to a public safety concern being raised with the Alberta Chief Firearms Officer or the Royal Canadian Mounted Police.

Section 3B: Discipline and Impeachment - Executives

At least 2/3rd to the majority of executives is required to impeach an executive for poor performance, with exception to Executive Officers. Executive Officers may be removed with 2/3rd of the senior executives' (excluding the Corporate Affairs Director) approval for poor performance. Probationary measures must be dictated before any votes of impeachment and removal are tabled, and should last no longer than one academic semester.

Article 7: Executive Elections and Appointments

Section 1: General Information

Upon the declaration of an election by any executive member, an election will be held within two weeks of the announcement. Following the election announcement, an event will be advertised to members a minimum of ten days before the event is set to take place. Quorum will be reached if a minimum of 2 executives and 10 members attend at any voting event. Potential candidates for the replacement of the executive will need to announce their candidacy for the position one week before the election date.

Section 2: Voting

Each member will have one vote in any said election, however, a member will only gain the ability to vote upon being a member of the club for at least three months. Voting will take place at the Annual General Meeting.

Section 3: Election Regulations

- A. The election of a new association Executive must take place no later than April 31st of each year to ensure a smooth transition from the old Executive to the new Executive.
- B. Prior to the election, the Executive shall appoint a Chief Election Officer (CEO) for the upcoming election. The CEO must be a person who is not running in the upcoming election.
- C. The CEO shall not vote in the upcoming election.
- D. The CEO shall be responsible for all duties associated with the upcoming election and shall provide proper notice to all association members of the upcoming election.

Section 4: Executive Appointments

All positions excluding President, any Vice President and Executive Officer positions are elected by their superior. Each VP Operations appoints the following positions: Operations Director x2, Range Logistics Director, Junior Operations Director. VP Communications appoints the following positions: External Affairs Director, Marketing Director, Social Media Director, and Membership Director. VP Design appoints the following positions: Engagement Director and Junior Engagement Director.

Article 8: Transition of the Executive

Section 1: Executive Role Transitions

A. During the transition period defined by the president, when the new Executive will assume office, it is the responsibility of the departing Executive to orient the newly elected executives to their jobs. This includes teaching the incoming executive about club and Students' Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all club email accounts), and preparing the new Executive to be effective in their roles for the next year's work.

B. It is the responsibility of the departing President to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements for the club. In addition, the outgoing President must arrange with the respective incoming executive for the transition of the club bank accounts into the incoming President's and (at maximum) two other executives' names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.

C. It is the responsibility of the incoming executives to assume custody of all club records, materials, and accountability for all financial activities of the club including club requirements to the Students' Union commencing on the first day of May.

Article 9: Meetings and Events

Section 1: Meeting Regulations

The University of Calgary Firearms Association shall meet at least once every 2 months, as determined by the President and arranged by the Vice President Communications. Other meetings may be scheduled as needed. The location and time are at the discretion of the individual that calls for said meeting. The meeting shall not be held at a location that serves alcohol unless given Presidential approval. Firearms cannot be visible, holstered, or otherwise possessed in a way that allows for the owner to have quick access to it whether loaded or unloaded. No firearms are permitted on campus as per Student's Union bylaws. Violation of this clause will result in immediate expulsion from the group at the discretion of the Vice President Operations and may result in a report to Campus Security, Calgary Police Service or the Royal Canadian Mounted Police.

Section 2: Event Regulations

The University of Calgary Firearms Association shall have events coordinated by the Operations team. These events include social gatherings, target shooting, volunteer events, or other off campus excursions. If members are not present by the official start of the event, it is at the discretion of the most senior member of the Operations Team in attendance if the member is to participate in said event. If the individual that is late is a first time shooter and misses the mandatory safety briefing, they shall not be allowed to participate in said event. If an attending member fails to arrive at an event and inform a member of the executive team of their absence (within 24 hours), they shall be 'blacklisted', hence banned from attending events for at least 3 weeks from the date of the original event. The VP Operations is responsible for keeping an updated list of all blacklisted members. After 3 'no-shows', their membership shall be revoked until the start of the next academic year. Members that have not successfully RSVP'd 'yes' shall be allowed to participate only at the discretion of the VP Operations. Unsafe handling of firearms or ammunition will be met with severe repercussions ranging from expulsion from the association or a public safety

report being lodged with the Royal Canadian Mounted Police. Offenses include but are not limited to muzzle sweeping, unsafe/illegal transportation of firearms, failure to adhere to trigger discipline, failing to safely secure a firearm (when instructed to by a range safety officer), failing to adhere to the rules of local businesses and shooting ranges, fraudulent documentation (Possession and Acquisition Licenses, Authorization to Transport Cards, Possession Only Licenses etc.) or other violations of Federal Law.

Section 3: Meeting Quorums

Quorum for executive meetings is three executives, and club meetings are two executives and ten members. Meeting minutes must be taken at all executive meetings. The individual taking minutes will be decided by a 2/3rd majority of the executive members present at the meeting. In case of a tie, the deciding vote shall be of the most senior executive present at the meeting. The minutes shall be uploaded online and will be made available to all other executives. A physical copy of the minutes shall be printed and kept at the President's residence. The minutes from executive meetings shall not be released to the general public.

Article 10: Club Use Firearms

Section 1: Financial Interest

The club retains 100% financial stake in all firearms owned by executives that are for club use. A non-specific record of the firearms will be made available to club members in good standing at a general meeting if one half of the members in attendance votes for the disclosure of the non-specific list.

Section 2: Privacy

The club in any publication, written or otherwise does not acknowledge ownership or possession of any firearms but simply acknowledges firearms available for the use of club members at club events.

Article 11: Amendments

Section 1: Amendment Regulation

An amendment may only be adopted with 2/3rd or over majority vote in an executive meeting or a general club meeting. The feedback of club members will be taken into account when considering the amendment. Any amendment to the constitution that makes previous amendments or actions invalid will not result in prosecution of any member for infractions committed before the implementation of that amendment. Any constitutional amendments must be submitted to the Student's Union within two weeks of ratification.

Section 2: Annual General Meetings

Future constitutional amendment requests must be submitted to the club executive one week in advance of executive meetings or the Annual General Meeting.

Article 12: Dissolution

Section 1: Dissolution Regulation

In order for the club to be dissolved, unanimous consent of the executives needs to be passed. A binding resolution will also be submitted to the member body for a vote. 2/3rd of the member body must vote in favor to formally disband the club. All outstanding balances and financial matters must be settled by the President before dissolution.

Contact Information:

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UCFA-emt@outlook.com

Official Website:

www.ucalgaryfirearms.ca

Facebook:

www.facebook.com/UCalgaryFirearms

Club Logo:



Alternate Logo:

