

Ontario Council of Shooters, Inc. (OCS)

By-Laws

A by-law relating generally to the transacting of the business and affairs of the not-for-profit incorporated entity known as the Ontario Council of Shooters, Inc. (the “Corporation”).

(1) Head Office

The head office of the Corporation shall be at 5600 Old Scugog Road, Hampton Ontario, L0B 1J0 or as otherwise determined by the Board of Directors

(2) Board of Directors

The business and affairs of the “Corporation” shall be managed by a Board of Directors and the Board of Directors shall be comprised of two (2) representatives appointed by each of the Member Organizations as elected by their membership, as their designate, representing their respective target shooting disciplines as approved the Board of the “Corporation” and the Ministry.

Each recognized Member Organization is set out in Appendix A, attached hereto.

(3) Voting

Each bona fide Member Organization representative, comprising the Board of Directors of the Ontario Council of Shooters, shall have one (1) vote. The executive officers of the Corporation shall be elected by the Board of Directors from the Member Organization representatives to hold a one year term for each officers’ position.

(4) Election of Officers

The President, Vice President and the Secretary Treasurer are the officers of the Corporation (Executive) and shall be elected in the following order, President, Vice President, Secretary Treasurer. Should the Secretary be unable or unwilling to carry out the duties of the Treasurer, the Board of Directors may appoint a Treasurer who shall be non-voting.

(5) Vacancies

Where the position of an officer becomes vacant during the term of office, the Board of Directors may appoint an individual to fill the vacancy for the remainder of the term of office.

(6) Removal

(a) Removal of an officer may occur by a vote of a majority of the Board of Directors where the duties and responsibilities of the position are not fulfilled or otherwise becomes ineligible to hold the respective position.

- (b) Removal of a member of the Ontario Council of Shooters, Inc. may take place by a vote of the majority of the bona fide members of the Ontario Council of Shooters where:
- (a) The requirements of the “Terms and Conditions document” are not met.
 - (b) The requirements of the “Sport Recognitions document” are not met.
 - (c) Other Ministry requirements are not met.
 - (d) Actions not conforming to the Aims and Objectives of the OCS as outlined in the Strategic Plan
 - (e) Each individual member of the OCS may adopt the policies and procedures approved by the OCS or may adopt its own policies and procedures.
 - (f) Ontario Council of Shooters Policies and Procedures. See Appendix B.

(7) Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any Board of Directors meeting or AGM. Except as required by law, the Board of Directors may hold its meetings at such place(s) as it may determine.

(8) Notices

Directors meetings may be formally called by the President or Vice-President or by the Secretary on direction of the President or vice-President or by the Secretary on direction in writing of three directors. Notice of such meetings shall be delivered, telephoned, sent by facsimile, email or by mail to be received not less than seven days prior to the meeting. The statement of the Secretary or President that notice has been given pursuant to the By-Law shall be sufficient and conclusive evidence of the giving of such notice. The Board of Directors may set a day and time for regular meetings and no notice need be sent of such regular meeting.

(9) Conduct of meetings

Except as may otherwise be provided in these by-Laws, the conduct of all meetings of the Board of Directors shall be carried out in accordance with the principles and guidelines set forth in Robert’s rules of Order.

(10) Errors in Notice

No error or omission in giving Notice for a meeting of Directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at any such meeting.

(11) Voting, Board of Directors

The business and affairs of the Corporation shall be made by motions raised at a meeting of the Board of Directors present at such meeting provided that a quorum is present. The vote shall be made by a show of hands unless any Director of the Board of Directors requests that the vote be carried out by closed ballot. The President (Chairperson) shall not vote except in the case of a tie vote.

(12) Powers

The Board of Directors may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and save as herein provided, generally may exercise all such other powers and all such other act and things as the Corporation is by its charter or otherwise is authorized to do.

(13) Remuneration of Officers and Directors

The Directors and Officers shall, save as herewith provided, receive no remuneration, provided that the Board of Directors may authorize payment for extra duties or costs incurred in the performance of duties as directed by the Board of Directors.

(14) Duties

(a) Duties of the President

The President shall preside at all general and special meetings of the Corporation. The President shall be charged with the general management and supervision of the affairs and operations of the Corporation.

(b) Duties of the Vice-President

During the absence of or the inability of the President to act, his/her duties and powers will be exercised by the Vice-President. The Vice-President may from time to time assume such duties as may be assigned by the President or Board of Directors.

(c) Emergency

Where the President and/or the Vice-President are unable to act, the Board of Directors may appoint an elected Director to assume the respective position(s) on an interim basis.

(d) Duties of the Secretary

The Secretary shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose.

The Secretary shall give all notices required to be given to all members as appropriate.

The Secretary shall be the custodian of the seal of the Corporation and all books, papers, correspondence contracts and other documents belonging to the Corporation which he/she shall deliver up only when authorized by a Motion of the Board of Directors to do so and to such person or persons as may be named in the Motion, and he/she shall perform such other duties as may from time to time be determined.

(e) Duties of the Treasurer

The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers and shall render to the Board of Directors at the regular meetings thereof or whenever required of him/her, account of all his/her transactions as Treasurer, and of the financial position of the Corporation, he/she shall perform such other duties as may be determined by the Board of Directors.

(f) Other Directors

The duties of all other officers of the Corporation shall be such as the Board of Directors needs or requires of them.

(15) Signing Authority

Signing Officers shall be the President, Vice-President and Secretary Treasurer and/or any person authorized by the Board of Directors.

(16) Membership and/or fees

- (a) The Ontario Council of Shooters shall consist of the six (6) Member Organizations as set out in Appendix "A" attached hereto. Each bona fide member of the Corporation as identified in Appendix "A" shall pay a fee.
- (b) Every Member shall have one vote at any Annual General or Special General Meeting of the Members. Votes shall be cast by a proxy representative of each member.
- (c) Members shall determine the Board of Director and of the Ontario Council of Shooters officers based on a majority vote of the members present at any meeting called for this purpose.
- (d) Members shall pay a membership fee in an amount as determined by the OCS at any Annual General Meeting or Special General Meeting. Membership fees are due and payable on or before April 1 of any fiscal year for the ensuing year.

- (e) The OCS may establish associate membership which will have such rights and privileges as the Members may determine from time to time. Any associate member shall not have the right to vote.

(17) Annual and Special meetings

- (a) The Annual or Special General meeting of the members shall be held at such place in Ontario and on such a day as the Board of Directors may determine.
- (b) Annual General Meeting: The agenda of the Annual General Meeting shall include reports of directors, committee reports as applicable, financial statement, auditors report, any other business and the election of officers.

(18) Error or Omission of Notice

No error or omission in giving notice of any General or Special meeting of the members of the Corporation shall invalidate such meeting.

(19) Financial Year

The fiscal year of the Corporation shall terminate the 31st day of March.

(20) Interpretation

In these By-Laws and all others of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the feminine gender and vice-versa and references to persons shall include firms and corporations.

(21) Amendment

No Amendment of this By-Law comes into force unless it has been approved by motion of the members passed by at least two-thirds of the votes cast at a general meeting of members of which notice specifying the intention to pass such motion has been given.

(22) Repeal

Former By-Laws of the Corporation are hereby repealed and replaced by this By-Law.

Approved as of January 14, 2017.

President _____
C. Ed Martin

Vice-President _____
Shari Akow

Secretary _____
Jennie Marsh

Appendix A:

Ontario Olympic Trapshooting Association, Inc.

Ontario Skeet Shooting Association, Inc.

Ontario Provincial Trapshooting Association, Inc.

Maple Leaf International Muzzle Loading Association, Inc.

Ontario Rifle Association, Inc.

ONTarget: Rifle and Pistol Alliance, Inc.

Appendix B:

Policies and Procedures

Accessibility Policy
Appeals Policy
Board of Directors Conflict of Interest Policy
Code of Conduct for Board of Directors
Code of Conduct for Athletes
Code of Conduct for Coaches
Code of Conduct for Officials
Concussion Management Policy
Discipline Policy
Dispute Resolution Policy
Harassment Policy
Membership Policy
Privacy Policy
Selection Policy