

# CU Shotgun

## **Article I**

### **Name of Organization**

This organization shall be known as CU Shotgun.

## **Article II**

### **Purpose of the Organization**

CU Shotgun will work towards developing skills, confidence and knowledge about the sports of Trap Shooting and Skeet Shooting within its members. Our goal is to reach out to experienced, new, and aspiring shooters and provide them the opportunity to participate in these sports.

We aspire to educate people on the theory and history of the sports as well as the technical skills required to succeed in each sport through formal lessons given by registered coaches.

We hope that by participating in CU Shotgun, members and teammates will develop a greater understanding and knowledge of both trap and skeet shooting.

CU Shotgun will also endeavor to make the club a safe and inclusive environment supporting diversity and making members feel welcome and valued regardless of background, gender or sexual orientation.

## **Article III**

### **Structure**

The general membership will consist of students attending Carleton University or other post-secondary institutions in Ottawa looking to participate in events organized by the organization and those wanting to join the competitive team(s). Members who are not on the team are not required to have a PAL to attend the events.

The Executive Board will be composed of people from the general membership with a valid Possession Acquisition License (PAL).

Training days will usually occur weekly and will only be open to those who are a part of the team. Public events will usually be hosted monthly and will be open to students attending Carleton University and/or the general public.

## **Article IV**

### **Membership**

Membership to CU Shotgun will be open to all students currently enrolled at Carleton University. We permit community members which include Carleton Alumni, uOttawa students, and other students/alumni from other post-secondary schools. Community members are not permitted to influence the governance of the club or its structure. All students may participate in public events.

Any student looking to join the competitive team must have a valid PAL (Possession and Acquisition License). The PAL is required for legal purposes. If team members do not have their own shotgun they will be permitted to borrow one from the range or other members, with the understanding that they will purchase a shotgun in the future.

To maintain team member status on the team, members must be in good standing and interact with the club on a reasonable basis. If there are circumstances that restrict one's attendance or payment for an extended period of time, the situation can be presented to the Team Captain for arrangements to be made on a case by case basis.

When necessary, team members may need to pay range and coaching fees if the budget no longer permits subsidizing these costs. Members may need to pay fees associated with events, competitions and sports associations as these costs arise.

## **Article V**

### **Executive**

The Executive Committee shall be elected every year at the Annual General Meeting.

The Executive Committee shall consist of a Team Captain, Director of Finance, Director of Recruiting, Event Coordinator, and a Social Media Representative. These positions can be held by more than one student at a time if the workload requires. One student may hold more than one of these positions if there is a lack of executive or if the workload requires it.

The Team Captain shall be the leader of the Executive Committee, organizing the General Annual Meeting, and running the Election Process.

The Team Captain will be responsible for ensuring the smooth operation and continuous growth of the club, safeguarding its future. They will liaise with the coach, collaborate with the Event Coordinator to manage practices, and take on the role of mentoring members during practices.

The Director of Finance will handle all club financials, including budgeting and financial planning. They will decide the allocation of club resources for various activities and work on securing funds through fundraising and sponsorships. Additionally, they will ensure that club financial reports are transparent and accurate.

The Director of Recruiting will be responsible for reaching out to the community to attract new members to our club. They will create a friendly and inclusive environment, fostering a close-knit club community.

The Event Coordinator will be responsible for planning and executing all club events. This role includes sorting out event details, coordinating with vendors, and ensuring that events align with the club budget. They will also serve as the main point of contact for any safety-related matters during events or practices.

The Social Media Representative will oversee and curate content across all club social media accounts. Their primary tasks include promoting club events and activities, maintaining an engaging and active online presence. Additionally, they will be responsible for gathering and managing media assets such as photographs, videos, and graphics.

All executives must take on the responsibility of maintaining the team's structure and organization, as well as providing leadership in the positive direction of growth. There is no term limit to executive positions.

Only members of the Executive Committee may be allowed to represent CU Shotgun officially under the approval of the Team Captain. Once this permission is granted it may be revoked at any time.

## **Article VI Meetings**

All meetings shall follow the Robert Rules of Order.

General Meetings will be called no less than two weeks ahead of the meeting date. General Meetings will be open to any and all members of CU Shotgun. Notices will be posted on the official social media channels of CU Shotgun.

Executive Meetings may be called one week prior to the meeting, representatives may send a proxy to the meeting if they are unable to attend.

Meetings should occur in safe locations that are accessible to all students. This will mean hosting meetings on campus (or online) for general and executive purposes.

General Meeting minutes will be available to all participating members within two weeks of the meeting taking place, upon request through one of CU Shotgun's social media channels or contact with an executive member.

Executive Meeting minutes will be available only to executives.

## **Article VII Elections**

Any executive member may hold their position for one year unless re-elected.

Elections will be held within the first two weeks of October starting each fall semester.

An announcement will be posted on the official CU Shotgun social media channels one month prior to the election date.

Only current Carleton students are permitted to vote during events including but not limited to elections, leadership succession, and amendments to the constitution. Once someone is no longer a Carleton student, they are no longer a voting member of CU Shotgun.

Members looking to run for an executive position must fulfill the following requirements: have a valid PAL, be a current member of the competitive team(s), prepare a speech outlining why they should be considered for that position, what their intentions and goals are for the coming year, and any other points that they feel are important to mention.

Members will be elected based on the majority vote of all other attending members present at the meeting. Members may vote either yes/no/abstain, and only vote for one candidate of each position. If in power executives feel that more positions are required due to workload, they must add these prior to the election notification and explicitly state what these new positions are.

If an executive position were to become vacant, a by-election will be called one month ahead of time to fill the position. For members looking to fill the position they must follow the same steps outlined above. The team captain may appoint an interim executive until the position is filled or take over that position's responsibilities.

Before an election is announced, a Succession Officer must be appointed. They will be in charge of running the elections. The Succession Officer is appointed by the CU Shotgun executives through a vote or consensus.

## **Article VIII**

### **Impeachment**

Any executive that is absent from the team for three consecutive months or is no longer attending Carleton University as a student, full-time or part-time, will be removed from their leadership position, while maintaining regular membership status.

Any form of assault is grounds for immediate removal from CU Shotgun, with no requirement of a hearing or explanation. These situations will be documented by at least two other members of CU Shotgun and filed through the executive committee. The execution of these removals from CU Shotgun must be overseen and approved by the executive committee. Any violation of the Range Rules outlined by Stittsville Shooting Ranges Inc., or any other range that a team member is present at, will also qualify as grounds for removal from an executive position

Any Executive Committee member may be removed by a majority vote of the other members of the executive committee.

## **Article IX**

### **Amendments**

A general meeting will be called within two weeks to review any amendment suggestions. The meeting will be open to members of CU Shotgun. Amendments will be approved or disapproved by a majority vote of the attending members.

A draft amendment of the constitution should be brought to the meeting to outline what sections of the constitution that are subject to changes.

Amendments can be implemented immediately, once approved by a majority vote. These amendments will be announced in CU Shotgun's social media channels, and at the Annual General Meeting.

## **Article X**

### **Dissolution of the Organization**

Any property remaining on liquidation of the Corporation, after discharge of liabilities, shall be distributed to one or more qualified entities.