



Club Constitution

Carleton University
Firearms Association

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Article I: Name of Organization

This organization will be known as Carleton University Firearms Association, abbreviated as CFA.

Article II: Vision of the Organization

The CFA provides the students of Carleton University the opportunity to learn about firearms sports in Canada. This includes, but is not limited to, different shooting sports disciplines, firearms safety, proper storage, handling, legal transportation, and care.

We aspire to educate people about firearms and the community that surrounds them, both locally and nationally. We also allow students to experience different types of firearms with an emphasis on competitive shooting sports.

We hope that by participating in CFA events and interacting with other members, people will develop an understanding and appreciation for legal firearms in Canada.

Article III: Structure

The General Membership will be comprised of students currently attending Carleton University who are looking to learn about firearms or participate in events hosted by CFA and have attended at least one event hosted by the CFA.

Volunteer members will be those students selected from the General Membership pool with exceptional experience in the safe handling of firearms. They will be appointed based on the recommendation of the executive committee.

The Executive Committee will be comprised of Volunteer Members who wish to take a larger role in the administration and governance of the club.

Range events hosted by Carleton University Firearms Association will be held at authorized and licensed firearm ranges with notice given on the official CFA Facebook page, Reddit, Instagram and Discord no less than one week prior to the event.

Article IV: Membership

1. The CFA's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The CFA may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the CFA shall be valid from May to April.
4. Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Article V: Executive Positions and Roles

The Executive Committee shall be elected every year at the Annual General Meeting. The Executive Committee shall consist of a Chair, Vice Chair, Treasurer, Director EDI, CUSF Representative, Director of Safety, and a Director of Public Affairs. One student can hold more than one of these positions until another student is elected to the position or if the workload requires it.

The Chair will be the leader of the Executive Committee, organizing the Annual General Meeting, and running the election process.

All executives must take on the responsibility of maintaining the association's structure and organization, as well as providing leadership in the positive direction of growth. There is no term limit to executive positions, however, they are chosen through a vote among members through either an online or in-person meeting prior to the fall semester. This is done through a vote for each position, and an executive may be removed from a position if they are voted out. They may also step down at any time, at which point the existing executives will divvy their responsibilities until the next executive vote is held.

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

The following Responsibilities apply to the Executive Committee:

Position	Responsibilities
Chair	The chair is responsible for all club activities. This includes such things as booking events, liaising with community members, and maintaining order within the club.
Vice Chair	The Vice Chair is primarily responsible to help the Chair with running club activities. Additional tasks include documenting club membership, organizing meeting locations, and initiating outreach activities. In the event that a

	safety situation is escalated from the Director of Safety, the Vice Chair can act on behalf of the Chair to initiate actions (such as proposing a committee vote for removal of a member from the CFA).
Treasurer	The treasurer is responsible to manage the club accounts and assets. This includes applying for any external grants or meeting industry sponsors.
Director of Equity, Diversity, and Inclusivity	Develop initiatives to make shooting sports more inclusive to those persons with disabilities. This includes managing accommodations for those needing at events and reaching out to encourage more individuals to participate in shooting sports.
Director of Administration	The Director of Administration is responsible for the forms and legal planning associated with club events. CUSA and other paperwork is required to ensure insurance and safety standards are met.
Director of Public Affairs	The Director of Public Affairs is responsible for all forms of public and private communications conducted by the CFA. This includes managing social media accounts, moderating the Discord chat with other appointed moderators, and other form of outreach such as poster and merch designs.
Director of Safety	The role of the Director Safety (DS) is to ensure safety during club events. The DS is appointed from a pool of volunteers and must have; a valid Restricted Possession and Acquisition License, a valid St Johns Ambulance Standard First Aid CPR-C & AED certification or equivalent (2-day course), and be in a good standing within the club. The roles of the DS are; receive and document reports of safety incidents, address, resolve, and escalate safety issues and incidents as necessary, and provide or delegate the arrangement of first aid responsibilities during club events.

Article VI: Meetings

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
2. Quorum of the General Membership
 - The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Article VII: Elections

The CFA has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. CFA executives will appoint a Succession Officer to run elections for the CFA.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A club member or an external student non-member.
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.

- c. The CFA will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - d. Students-at-large will have the opportunity to join the club before the start of voting.
 - e. Every voter has the right to cast their ballot in private.
 - f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
2. The CFA will run a first past the post-style election to elect all executive positions.
 - a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.
3. Candidates must meet all of the following requirements.
 - a. Have a valid possession and acquisition licence
 - b. Have been in good standing with the CFA
 - c. Have been a volunteer for no less than 6 months

Article VIII: Impeachment

Executive Impeachment

1. Grounds for impeachment of a CFA executive include any violation of the constitution, the governing documents of CUSA, Carleton’s Rights and Responsibilities, negligence in the role, and/or failure to fulfill executive duties.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the CFA.

Member Impeachment

1. Grounds for impeachment of a CFA member include any violation of the constitution, the governing documents of CUSA, Carleton’s Rights and Responsibilities, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.

2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

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 the CFA. 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 on the CFA social media pages, and at the Annual General Meeting.

Article X: Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.

Article XI: Volunteer Expectations

Those persons wishing to be Volunteers are expected to meet the following conditions:

- *Be in good standing with the CFA*
- *Be a current student or alumni of Carleton University*
- *Posses an PAL (RPAL if participating in restricted)*
- *Be a Club Member for 6 Months or more.*
- *Be approved by vote of the executive or be Grandfathered in (Pre 2023)*
- *Membership at Eastern Ontario Shooting Club or Stittsville Shooting Ranges considered an Asset*
- *Demonstrate adequate firearm handling abilities to the Chair or an executive*

Upon appointment as a volunteer the following commitments are expected:

- *Attend 3 or more CFA events per academic year. Including such events as:*
 - o New Member Meeting Sessions*
 - o Club Fair Volunteering*
 - o General Range Days*
- *Attend the AGM*
- *Be active in the Discord server.*

- *Act in a positive and professional manner at all times during club sanctioned activities*

Community Volunteers / Mentors:

- *Approved by Chair on a Case by Case Basis*
- *Must Possess PAL/RPAL*
- *Act in a positive and professional manner at all times during club sanctioned activities*
- *Individuals outside of Carleton Including but not limited to:*
 - o UOttawa / Algonquin Students*
 - o Firearms Community Members*
 - o Industry Partners*
 - o SME (Subject Matter Experts)*
 - o Alumni*

Article XII: CFA Statement on Political Interference

The CFA prides itself on being an apolitical non-partisan organization. We acknowledge that firearms can be a divisive topic and would discourage political interference or discussion at any club events. Any member who attempts to influence the political views of another will be subject to the disciplinary actions outlined in Article VIII.