



McMaster University Shooting Sports Constitution

1. Name

- 1.1. The official name of the club will be: **McMaster University Shooting Sports**, a recognized and funded club of the Department of **Athletics and Recreation (A&R)** at McMaster University.
- 1.2. The abbreviation of the name of the club will be: **MUSS**.
- 1.3. The social media handles for the club will be: **MUSS_CUSF** and **shoot_mcmaster**.

2. Purpose

- 2.1. **McMaster University Shooting Sports (MUSS)** is one of many post-secondary institution clubs of the [Canadian University Shooting Federation \(CUSF\)](#). CUSF is a federal not-for-profit registered charity of the [Registered Canadian Amateur Athletic Association \(RCAA\)](#) [BN/Registration # 774821888RR0001] that fosters and promotes post-secondary shooting sports across Canada.
- 2.2. McMaster University Shooting Sports (MUSS)'s mission is to provide a safe and welcoming environment for experienced, new, and aspiring McMaster University student shooters. We strive to provide our members with the following:
 - Education about firearms laws in Canada, Ontario, and local municipalities.
 - Education about Canadian firearms history, culture, and traditions as well as local, provincial, national, international, and Olympic competitions.
 - Education about firearms safety. Including, but not limited to, licensing, certified training, safe handling; safe and proper storage; safe transportation; care and maintenance; as well as safe discharge and usage.
 - Affiliating with various licensed gun clubs and ranges, through which proper safety training and safe handling and shooting environments are provided.
 - The opportunity to learn about and handle different types of legal firearms and ammunition in a safe and recreational setting.
 - The opportunity to train for inter-university sport shooting competitions, including, but not limited to, competitions organized by the CUSF through formal lessons given by registered coaches.
 - The opportunity to represent themselves or McMaster University and compete in Olympic competition disciplines such as Trap, Skeet, and other precision sports shooting disciplines.



MUSS intends to provide members with opportunities to attend both recreational shooting events and a variety of inter-university shooting competitions. We hope that all club members will benefit from participating in club activities as well as interacting with other members of the MUSS, A&R, CUSF, and broader shooting sports communities. Members will gain a deeper understanding of, and disciplined respect for, firearms and all legal shooting activities and disciplines.

- 2.3. In the pursuit of this purpose, all MUSS members will strictly abide by all Municipal, Provincial, and Federal laws. MUSS members will also strictly abide by all applicable regulations, policies, and bylaws of the McMaster Athletics & Recreation (A&R) Department and McMaster University including, but not limited to, **strictly complying with McMaster University's prohibition of all Firearms, Ammunition, and Explosive Materials (including toy and non-functional replicas) on campus premises. The wellness, safety, and security of our members, campus, and community at large is our most imperative priority.**
- 2.4. While competitive shooting sports as well as firearms related organizations tend to generally be associated with gun violence issues, gun control issues, and other political issues; **MUSS and CUSF are not advocacy organizations nor are they politically active in any way, shape, or form.** Any MUSS member found in violation of this principle; promoting political or legislative change on behalf of the MUSS, A&R, CUSF, and/or McMaster University; will be in violation of the **MUSS Constitution** and **MUSS Code of Conduct** and will be subject to an Executive investigation and membership decision penalties as described in **section 3.5** below.

3. Membership

- 3.1. **Membership** in the club shall be open to all A&R students currently enrolled at McMaster University.
- 3.2. **Honorary Membership** shall be granted to an interested party that is not affiliated with McMaster University (e.g., members of the local community) upon approval by the Executive Committee of the MUSS club.
- 3.3. Honorary Members may not hold executive positions, expend funds, get entrusted with club assets, or have voting status at meetings.
- 3.4. All MUSS members shall expressly strictly adhere to, and uphold as a continuing requirement of membership, the **MUSS Constitution** and the **MUSS Code of Conduct**.



3.5. In the event that any MUSS members, honorary members, and/or executive members conduct any health and safety infractions, criminal behaviour, non-disclosure of a conflict of interest, violation of the MUSS Constitution or the MUSS Code of Conduct, or financial malpractice; the (rest of the) Executive Team shall perform an investigation in accordance with A&R and McMaster University bylaws. The investigation must provide an opportunity for the accused to defend themselves. After which the Executive Team shall conduct a majority vote for taking one of the following decisions in order of severity:

- Verbal warning.
- Written warning documented as an incident report.
- Suspension from the MUSS club for a period of one month.
- Expulsion from the MUSS club.
- Immediate reporting to McMaster Security and/or local police authorities if there is evidence of dangerous or criminal intent or behaviour.

Note: We reached out to McMaster Security security@mcmaster.ca on Nov. 22, 2021] to communicate our mission and to seek their guidance regarding best safety practices and procedures to adopt in our club. We await their response to guide our constitution, code of conduct, policies, and practices in a way that completely ensures the safety of our campus and adheres to McMaster University bylaws and regulations. We will continuously update any relevant section of our MUSS Constitution as well as our MUSS Code of Conduct to adhere with all McMaster Security guidelines and advice. We plan to maintain an open communication channel with McMaster Security and the A&R Department. We will ensure that our club complies with all relevant guidelines, policies, regulations, and laws. To reiterate: **The wellness, safety, and security of our members, campus, and community at large is our most imperative priority.**

3.6. MUSS members are not required to hold a Canadian **Possession and Acquisition License (PAL)** or a **Restricted Possession and Acquisition License (RPAL)**. All range events will take place under the direct supervision of R/PAL licensed members and/or certified Range Officers (RO) in accordance with Canadian Laws and range regulations.

3.7. All MUSS members, including Executive members, are required to be registered as Canadian University Shooting Federation (CUSF) members. CUSF Student Membership fees are \$15 per student member. CUSF General Membership fees for Honorary Members are \$30 per non-student member.



- 3.8. All MUSS may be required to pay per-event guest or registration fees to MUSS or to the range or organization hosting an event. The fees will be determined by the range and executive branch of MUSS and communicated to members interested in attending the event.
- 3.9. The CUSF will provide all MUSS club members with liability insurance coverage for range, educational, and recreational events.
- 3.10. The CUSF will provide all MUSS club members with opportunities, privileges, perks, and financial assistance including:
- Access to discounted professional level training and coaching by certified shooting sports instructors across shooting disciplines.
 - Priority early bird registration access to a myriad of training and competition events through the CUSF Very Important Club (VIC) status program, allowing members to secure popular event spots before they sell out.
 - Subsidized licensing and testing fees for eligible members who are interested in obtaining a Possession and Acquisition Licenses (PAL) or a Restricted Possession and Acquisition License (RPAL).
 - Potential merchandise and gifts from CUSF and their partners and sponsors.
 - Access to other shooting related activities that are not directly under the mandate of MUSS or CUSF. This includes, but is not limited to, mentored hunts by some of Canada's top conservation organization as well as marksmanship training under Project Mapleseed.
 - Eligibility to apply for one of three CUSF Tuition Scholarship Awards in either: Academic Excellence, Shooting Sports Performance, or Leadership.

4. Executive

- 4.1. The Club executive team will, at minimum, consist of; **President, Vice-President, Director of Finance, Secretary General, and Team Captain**. Club executive roles may evolve as the club grows, and executive roles (e.g., Communications Director) may be introduced or removed.
- 4.2. The **President** shall:
- Maintain, uphold, and communicate the MUSS Club Constitution and Code of Conduct and ensure compliance by members.
 - Hold a valid Canadian Possession and Acquisition License (PAL) or a Restricted Possession and Acquisition License (RPAL) to oversee off-campus safe firearm handling activities in accordance with Federal, Provincial, and Municipal laws.



- Act as a custodian and be entrusted with club assets under the supervision of other executive members.
- Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
- Formulate and oversee the MUSS club expansion and operation strategies.
- Delegating tasks and following up to monitor their progress and completion.
- Call all executive meetings and general meetings. Holding at least one executive and one general meeting a month.
- Call for an Annual General Meeting (AGM) in April of each year in which Elections for executive positions take place.
- Handle the day-to-day operations of the club.
- Oversee that all MUSS events are held in a safe and orderly manner
- Ensure the club's adherence to all A&R and McMaster University policies.
- Representing and speaking on behalf of the club in communications, acting as a liaison with A&R, A&R clubs, McMaster University, CUSF, and other partners and sponsors.
- Recruit members and collaborate with the Vice President and Director of Finance to update membership fees and records.
- Have signing authority on behalf of MUSS.
- Call for investigations regarding member violation of the MUSS Constitution and Code of Conduct, or for claims regarding candidate violation of Election protocols.
- Train a successor following an election or after stepping down.

4.3. The **Vice-President** shall:

- Maintain, uphold, and communicate the MUSS Club Constitution and Code of Conduct and ensure compliance by members.
- Hold a valid Canadian Possession and Acquisition License (PAL) or a Restricted Possession and Acquisition License (RPAL) to oversee off-campus safe firearm handling activities in accordance with Federal, Provincial, and Municipal laws.
- Act as a custodian and be entrusted with club assets under the supervision of other executive members.
- Perform the duties of the President in the latter's absence and shall assist the President where required.
- Ensuring an appropriate number of events are held each month.
- Researching and implementing new types of events that MUSS members may be able to participate in.
- Oversee that all MUSS events are held in a safe and orderly manner.
- Building and maintaining relationships with partner organizations and ranges.
- Have signing authority on behalf of MUSS.

Approved (date)

Reviewed (date)



- Call for investigations regarding member violation of the MUSS Constitution and Code of Conduct, or for claims regarding candidate violation of Election protocols.
- Recruit members and collaborate with the Director of Finance to update membership fees and records.
- Resolve conflicts between members or between MUSS and other entities in a fair and diplomatic manner. Escalate and call for reprimands and investigations with regards to member violations as in case of continued defiance and non-compliance.
- Train a successor following an election or after stepping down.

4.4. The **Director of Finance** shall:

- Maintain, uphold, and communicate the MUSS Club Constitution and Code of Conduct.
- Keep the account books of the club, arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
- Approve of, and ensure that, any funds are released only for legible purposes in compliance with A&R and McMaster University policies and regulations.
- Record all transactions performed by MUSS.
- Ensure that members pay the MUSS/CUSF membership fees and maintain payment records.
- Pursue sources of funding for MUSS and ensure the club has sufficient income to fulfill its mission.
- Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
- Advise members on the financial position of the club.
- Prepare an annual budget for the group as well as budgets for specific events.
- Perform such other duties that are from time to time assigned by the President, executives or general members.
- Have signing authority on behalf of MUSS.
- Train a successor following an election or after stepping down.

4.5. The **Secretary General** shall:

- Maintain, uphold, and communicate the MUSS Club Constitution and Code of Conduct.
- Record minutes and motions of all official meetings and be responsible for general correspondence of the club.
- Maintain the club's membership list and archival documents.



- Responsible for organizing and maintaining all logistics and operations of any physical space the MUSS may inhabit.
- Perform such other duties that are from time to time assigned by the President, executives or general members.
- Distribute election campaign information by potential executive candidate during the one month leading to the Annual General Meeting (AGM). The Secretary General shall internally distribute at most two email communications during the campaign month per candidate.
- Train a successor following an election or after stepping down.

4.6. The **Team Captain** shall:

- Hold a PAL, RPAL, and Range Burlington (BRRC) membership.
- Select, train, and correspond with the competitive smallbore team in collaboration with associates at BRRC.
- Function as Match Director for organized inter or intra-university smallbore matches.
- Inform and aid competitors participating in the LSBA mail-in series and Ontario indoor/outdoor provincial championships at minimum.
- Oversee events during the MUSS BRRC league timeslot (Sundays 12-3pm) and function as the main MUSS liaison for the BRRC board of directors.
- Train a successor following an election or after stepping down.

4.7. The **Social Event Coordinator** shall:

- Make use of DBAC facilities allocated to MUSS.
- Organize small and large social events, which do not involve the use of firearms, for general members or subgroups of MUSS on and off-campus.
- Coordinate with the executive team and Director of Finance.
- Train a successor following an election or after stepping down.

5. Elections

- 5.1. All Officers shall be A&R members.
- 5.2. The Club President and Vice President shall be elected by the general club membership. All other officers shall be appointed by the executive team.
- 5.3. Eligible A&R MUSS members can nominate themselves for any executive position. Aspiring candidates can collaborate with the incumbent Secretary General to distribute their campaign information and plans to current members no earlier than one month before the Annual General Meeting (AGM).
- 5.4. Potential candidates must be eligible to fill the requirements of their desired position. Only valid R/PAL holders can nominate themselves to the positions of President and Vice-President.

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Shooting Federation

- 5.5. Election of officers shall be by secret ballot and require a simple majority vote. In case of a tie, the incumbent President shall cast the deciding vote except when he is seeking re-election to office, in which case another executive chosen at random shall cast the deciding vote except when they are seeking re-election.
- 5.6. Elections shall occur at the Annual General Meeting (AGM) called by the incumbent President and held in April each year.
- 5.7. Term of office shall be one year commencing from the day after the elections, ending on the day the next the new officer's term begins.
- 5.8. Notice will be given to all club members and the Clubs Administrator of all executive changes.
- 5.9. Executive Members may serve as many terms as they wish, as long as they are registered A&R students in good standing and eligible for their position.
- 5.10. Except for internal digital communications distributed in collaboration with the incumbent Secretary General, Candidates bear the cost of any campaign materials they wish to create. They will not receive any funding from MUSS or CUSF to campaign.
- 5.11. If putting up posters, candidates must comply with all A&R and McMaster University policies and regulations.
- 5.12. Candidates will not interfere with each other in any manner, including but not limited to:
 - Slander of another candidate.
 - Removal or destruction of any campaign material.
 - Collusion with other candidates, incumbent executive members, or CUSF representatives.
 - In the event of an unverifiable claim, the incumbent President will call for and conduct an investigation in accordance with A&R bylaws and policies and may decide to escalate to involve A&R representatives if needed.
- 5.13. Elected Executives will take office the day after the elections. Incumbents will transition ownership of all documents and digital access as well as train successors during the first two weeks after the elections.
- 5.14. Executives may decide to step down from their position at any point in time.
- 5.15. Executives may request a leave of absence for a period of no more than two weeks cumulatively in one electoral year. They shall delegate their duties to one or more executives during their leave of absence.
- 5.16. If an Executive steps down, is deemed unable to fulfill their duty for more than two weeks cumulatively in an electoral year, if all other members of the Executive team agree that the executive is not performing their duties, or if the majority of members sign a petition to impeach the Executive; the rest of the Executive members shall temporarily take over their duties and call for a snap election for that position. The election campaign shall take no longer



than 2 weeks and a voting process, similar to the voting process during the AGM, shall take place to assign a successor.

6. Finances and Assets

- 6.1. The Director of Finance shall keep detailed and up to date records of all income, expenses, assets, liabilities, and financial sponsorships to the MUSS club.
- 6.2. The club may be eligible to solicit financing from the A&R.
- 6.3. The club may be eligible to solicit financing from CUSF and partner organizations such as sponsors.
- 6.4. The club may acquire and hold assets through direct purchasing or via donations or rentals from sponsors or other individuals or organizations.
- 6.5. The club may determine an annual membership fee.
- 6.6. Monies received shall not involve any obligation of the A&R.
- 6.7. The club may use any means consonant with the constitutional purpose and in its membership to raise funds for its program upon advice of the Clubs Administrator.
- 6.8. The club's books may be subject to an annual audit by the A&R and shall be filed with the A&R auditor or Clubs Administrator within five business days of the request for audit.
- 6.9. All cheques shall be signed by the Director of Finance and either one of the President or Vice President.
- 6.10. Any sale of club property shall require the signatures of Director of Finance and either one of the President or Vice President.
- 6.11. All MUSS student members must pay an annual membership fee of \$15 to the Canadian University Shooting Federation (CUSF). All MUSS non-student members must pay the annual membership fee of \$30 to the CUSF. Additional MUSS membership fees may be introduced at any time.
- 6.12. Club members may be required to pay fees to attend range events. Fee amounts will vary depending on the event, the number of active club members, and the club's financial assets.

7. Meetings

7.1. General Meetings

- General meetings shall be open to all club members.
- At least one general meeting shall be called by the President each month of the academic year.
- Upon the receipt of signatures from at least 1/3 of the total club membership by the President requesting a general meeting, a snap general meeting must be called by the President at the earliest possible date. A maximum of one (1) snap general meeting can be called each month. Any



additional snap general meeting requests must either be approved by the executive team or deferred to the following month.

- Voting procedure for regular business at a general meeting shall be by simple majority.
- Notice of a general meeting must be sent to the Clubs Administrator no less than one (1) week prior.

7.2. Executive Meetings

- Executive meetings shall only be open to all members of the executive team.
- At least one executive meeting shall be called by the President each month of the academic year.
- Upon the receipt of the President of written request for an executive meeting, signed by at least 1/2 of the executives, the President must call an executive meeting at the earliest possible date. A maximum of one (1) snap executive meeting can be called each month. Any additional snap executive meeting requests must either be approved by the President or deferred to the following month.
- Voting procedure for regular business at an executive meeting shall be by simple majority.

7.3. Annual General Meetings (AGMs)

- One AGM takes place in April of every year.
- Elections for Executive Positions take place during the AGMs as described in the Elections **section 5**.

7.4. Quorum Snap Meetings

- A quorum of 1/3 of the total membership is required for a snap general meeting.
- A quorum of 1/2 of the executive is required for a snap executive meeting.

8. Amendments

- 8.1. Passage of amendments to the MUSS Constitution requested by McMaster Security shall be implemented without a vote.
- 8.2. Passage of amendments to the constitution shall require a 2/3 affirmative vote at a quorum snap general meeting.
- 8.3. Each amendment shall be referred to the A&R Clubs Administrator and Speaker for approval, then to the SRA for its acceptance.
- 8.4. All amendments shall adhere to all regulations and bylaws of A&R and McMaster University as well as all bylaws and laws of Canada at the Municipal, Provincial, and Federal levels especially as related to firearms safety laws.



8.5. If there are disagreements or any uncertainty about any laws or regulations, the Executive team must immediately seek clarification from the appropriate party including but not limited to A&R, McMaster University, local or provincial Police, a Chief Firearms Officer, or the RCMP.

9. Bylaws

9.1 Passage of MUSS club bylaws shall be by at least 1/2 affirmative vote at an executive meeting.

10. Disclaimer

10.1. The views and actions of individual MUSS club members in no way reflect the views of the MUSS club.

10.2. The views and actions of the MUSS club in no way reflect the views of all the members of the McMaster Students Union (A&R), McMaster Students Union Incorporated, or McMaster University.