

# Mountain View Marksman's Association

## By-Laws

## 1 Overview

### 1.1 Introduction

## 2 Administrations

### 2.1 Board of Directors

#### 2.1.1 Composition of the Board of Directors

#### 2.1.2 Duties of each member of the Board of Directors

#### 2.1.3 Election of Directors

#### 2.1.4 Appointment of Director(s) in the Event of Resignation

### 2.2 Committees

### 2.3 Financial

### 2.4 Annual General Meeting

#### 2.4.1 AGM Frequency

#### 2.4.2 AGM Agenda

## 3 Operations

### 3.1 Membership

#### 3.1.2 Membership Categories

#### 3.1.3 Rentals

#### 3.1.4 Charitable events

### 3.2 Shooting Rules

## **1 Overview**

### **1.1 Introduction**

Mountain View Marksman's Association (MVMA) is a non profit; membership run shooting facility located West of Olds, Alberta. Numerous shooting disciplines are represented within the club and the following By-Laws are used to run an effective and safe shooting facility.

## **2 ADMINISTRATIONS**

### 2.1 Governance

MVMA shall be governed by the Board of Directors (BOD) elected by the general membership and adhere to the By-Laws presented here within. MVMA will adhere to the governance set forth by the Alberta Consumer and Corporate Societies Act.

#### **2.1.1 Composition of the Board of Directors**

The Board shall be composed of eight members:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Membership
6. Booking Director
7. Rifle Director
8. Handgun Director

The number of directors may be changed at any BOD meeting via a resolution passed by a majority BOD vote.

#### **2.1.2 Duties of each member of the Board of Directors**

The duties of each of the directors shall be as described herein:

##### President

Oversee meetings and provide direction and representation of the MVMA. The president shall be ex-officio a member of all committees.

##### Vice President

Act as President when he/she is not available. Assist the president/Directors in daily duties.

## Treasurer

Account for and presents financial statements. Maintain all financial accounts, trusts and holdings. Report to the general membership on financial matters at yearly AGM. Maintenance and submission of yearly financial statements to applicable governing bodies.

## Secretary

Manage communications to members via website, mail outs, and/or email notifications. The secretary shall attend all meetings in order to record accurate minutes of proceedings or delegate a representative to act on his behalf.

## Membership

Manage membership renewals, membership cards and membership records including induction of new members. Collection and maintenance of all membership dues.

## Booking

Coordinate range rentals for all matches and courses along with maintenance of online rental/event calendar. Collection of all associated fees for rental events, along with maintenance of rental records.

## Rifle

Champion the rifle area, including maintenance, improvements, concerns, matches.

## Handgun

Champion the handgun area, including maintenance, improvements, concerns, matches.

### **2.1.3 Election of Directors**

Election of directors shall occur at the AGM. Directorships will be for a period of two years, unless a director resigns the position prior to the end of the term. Half of the directors will be replaced at each yearly AGM in order to maintain continuity of the organization. Following is the schedule for director elections.

Odd Year	Even Year
President	Vice President
Membership	Treasurer
Pistol	Secretary
Booking	Rifle

#### **2.1.4 Appointment of Director(s) in the Event of Resignation**

The Board may appoint a new Director to replace a Director who has stepped down prior to the end of his/her term, subject to ratification at the next AGM.

#### **2.2 Committees**

Adhoc committees may be formed at the BOD meetings or the AGM. Their purpose will be to investigate, perform, or mitigate any topic or reason tasked to them. They are to report to the President and BOD in such a matter as dictated during the forming of the committee.

#### **2.3 Financial**

Financial reports are to be tabled by the Treasurer or an appointed representative in their absence. Ongoing financial status/concerns will be presented at scheduled board meetings. Yearly financial statements will be presented at the AGM and submitted to governing agencies.

#### **2.4 Annual General Meeting**

##### **2.4.1 AGM Frequency**

AGM meetings will be presented by the Board of Directors to the general membership on a yearly basis no later than June 30 of the current calendar year.

##### **2.4.2 AGM Agenda**

- Presentation of each director's portfolio entailing the yearly activities and future direction to the membership.
- Fielding membership questions and concerns regarding the current or future direction of the MVMA.
- Formation or reporting of any committees activities during the past MVMA year.
- Election of new board of directors and ratification of any pending bylaw changes by membership present at the AGM. There will be no proxy or offsite voting. Only members present at the AGM have the right to vote.

### **3 Operations**

#### **3.1 Membership**

##### Fees

Yearly Membership fees will be dictated by current direction and future range needs as determined by the Board of Directors. Any increase in membership dues will need to be ratified by the membership at the AGM.

##### Volunteer Tax

Part of the membership dues will consist of a Volunteer Tax with which the member may redeem the following membership year upon completion of “volunteer activities” identified by the BOD. These activities will consist of the following:

- Participation of identified “Range Maintenance Days”.
- Participation of identified fund raising events on behalf of the MVMA.
- Participation of identified special events held on the MVMA facilities or off site locations.

Records will be maintained of membership activities in order to facilitate renewal fees.

##### Renewals

Membership renewal will be one calendar year as outlined on the Renewal form. Renewal fees are due December 31<sup>st</sup> of the current paid year for the following year’s fees. New members will be charged the full year’s fee, regardless the date they are wishing to join. Any member wishing to withdrawal from the MVMA may do so by non renewal of the next year’s dues. All membership fees are non refundable.

##### Membership Cards

Yearly membership cards will be presented to all paid members ASAP after December 31<sup>st</sup>. The cards will be color coded and contain the current gate combination. Any member found to be providing the gate combination to a non member of the MVMA will face a lifetime suspension.

- **Membership Categories**

MVMA has two categories of membership:

1. Single membership.

This membership covers only the person presented with the membership as identified by the membership card.

- **Membership Categories cont.**

2. Family membership.

Family membership includes two adults of the immediate family living at the same residence and all siblings under the age of 18. Two adults can also include one parent and son or daughter over the age of 18, as long as both are living at the same residence or one adult and all the children under the age of 18 years living at the same residence, however, only adults are covered by insurance. The member is responsible for insurance coverage for any guests they invite to the range, as well as anyone under the age of 18, regardless if they are listed family members or not.

Membership forms can be obtained in the following ways:

- Olds Home Hardware checkout counter
- Download form from: [www.mvmarksmans.com](http://www.mvmarksmans.com)
- Pro Line Shooters 1426 9 Avenue SE, Calgary
- Sign-in shack on the range
- Request a form or information from [membership@mvmarksmans.com](mailto:membership@mvmarksmans.com) and it will be emailed to you
- Mail completed forms and fee to: MVMA

Box 3957

Olds, AB T46 1P6

### **3.1.3 Rentals**

Events sanctioned by the BOD will be charged a rate of \$10/person attending the event. The Booking director will be responsible for notifying renters of the costs and collections. Sanctioned events, such as the following, but not limited to are:

IDPA Matches

IPSC Matches

Sanctioned Courses

Black Badge Courses

IDPA SO Courses

On occasion Governmental Agencies may require the MVMA facilities. Fees for these events will be determined on an event basis as agreed by both the Agency and the BOD.

### 3.1.4 Charitable Events

MVMA supports and endorses charitable events sanctioned by the BOD. Rental fees will be waived for such events in support of the event and the community it benefits.

### **3.2 Shooting Rules – see existing range rules in:**

MOUNTAIN VIEW MARKSMAN'S ASSOCIATION

GUN CLUB MANUAL

[www.mvmarksmans.com](http://www.mvmarksmans.com)

[membership@mvmmarksmans.com](mailto:membership@mvmmarksmans.com)

#### Range rules:

- When entering or leaving the range, lock the gate. This is to deny easy access to non-members and prevent uninitiated people from wandering onto the range and into a potentially dangerous situation.
- Upon entering the range, a sign is posted by the login shack. The sign, when folded reads "Range is closed". If the sign "Range is closed" is visible, open it to read "Range is in use" by lowering the sign. If you are the last member off the range, close the sign to read "Range is closed."
- Sign the logbook located in the shack (located by the "Range Is Closed/Range Is In Use" sign). Use your membership number rather than your name. Enter the time you arrived and before leaving, enter your exit time. Also indicate what type of shooting you participated in (handgun, rifle, shotgun) or if you worked on the range or brought a guest.
- When at the firing line, RAISE THE RED FLAG (if not already up) before shooting. If you are the last shooter leaving the line, lower the red flag.
- Every member has the right to ask any person shooting on the range to prove they are a member or a guest of the member. Anyone trespassing or falsely claiming to be a member will be reported to RCMP and the club will pursue charges.
- Wear the membership identification card visibly on your person or on your equipment.

- DO NOT use metallic or reactive targets in the rifle range area.
- DO NOT place targets on the backboard posts or on the 2 x 4 rails since this will result in the destruction of posts and rails.
- DO NOT place targets on the ground or resting directly against the berm. All targets must be used with target stands or range approved steel.
- No aerial targets are allowed at MVMA.
- DO NOT shoot at rocks, cans and anything else that is not a legal or approved target
- It is mandatory that all shooters and guests wear eye and hearing protection when shooting or near the shooter. Anyone failing to do so will be asked to leave the range.
- Pick up your brass and deposit it into the buckets provided in the sheds or take the brass with you.
- DO NOT use tables, chairs, etc. as backstops for your targets.
- The range is NOT rated for anything larger than .408 Cheytac or .416 Barett or anything built on a .408 Cheytac or .416 Barett variance of therefore said rifle.
- Use pistols, rim fire rifles, shotguns and carbine calibers of .223 and 7.62 X 39 in the pistol bays only. Use centre fire rifles, and rim fire rifles in the rifle bays.
- Use common sense. If it feels wrong, it usually is. If in doubt, don't do it until you can check with the BOD.
- Alcohol consumption is prohibited as long as the range is open.
- Range hours: sunrise to sunset.
- Any infractions will be reported to the BOD.