# Ontario Provincial Trapshooting Association

**By-laws**

**As amended by the membership at the Annual General Meeting**

**held August 3, 2014 in Hamilton, Ontario**

**By-Law #1**

- **Section 1 – General**
- **Section 2 – Directors**
- **Section 3 – Board Meetings**
- **Section 4 – Financial**
- **Section 5 – Officers**
- **Section 6 – Protection of Directors and Others**
- **Section 7 – Conflict of Interest**
- **Section 8 – Members**
- **Section 9 – Member`s Meetings**
- **Section 10 – Notices**
- **Section 11 – Adoption and Amendment of By-laws**
- **Schedule A – Position Description of President**
- **Schedule B – Position Description of Treasurer**
- **Schedule C – Position Description of Secretary**
- **Schedule D – Obligations of Affiliate Members**
- **Schedule E – Record of Amendments**

## Section 1 – General

### 1.01 Definitions

In this By-law, unless the context otherwise requires:

a. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario), and where the context requires, includes the regulations made under it, as amended or re-enacted from time to time.
b. "Association" is the Ontario Provincial Trapshooting Association (OPTA) that passed these By-laws under the Act.
c. "ATA " is the Amateur Trapshooting Association, the parent organization for the OPTA, located at ll05 East Broadway Street, PO Box 519, Sparta Illinois 62286. Its purpose is to promote and govern the sport of amateur trapshooting throughout the world.
d. "Board" means the Board of Directors of the Association.
e. "By-laws" means this By-law, including the schedules to this By-law, and all other By-laws of the Corporation as amended and which are, from time to time, in force.
f. "Chair" means the Chair of the Board.
g. "Committee" means a group set up to achieve certain objectives of the Corporation and may have authority granted by the Board of Directors that binds the Corporation.
h. "Director" means an individual occupying the position of Director of the Corporation by whatever name that person is called.
i. "Member" means a Member of the Association.
j. "Members" means a collective membership of the Association.
k. "Officer" means the President, Vice-President, Secretary or Treasurer of the Association.
l. "OPTA" is the Ontario Provincial Trapshooting Association.
m. "Registered Competition" means a trapshooting event which is sanctioned by the ATA and approved by the OPTA for which the individual scores of Members are submitted to the ATA to maintain records of performance.
n. "Registered Shoot" means a Registered Competition.

o. "Quorum" for the purposes of Membership voting is ten (10) percent of the membership in person or by proxy, and for a Board meeting is at least 6 Directors.
p. "Registered Target" is any target thrown during a Registered Competition.

### 1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meaning given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

### 1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or Act, the provisions contained in the Articles or Act shall prevail.

### 1.04 Seal

The seal of the Association shall be in the form determined by the Board.

### 1.05 Location of Head Office

The head office of the Association shall be 6179 Centennial Rd, St. Thomas, Ontario, N5P3S8. This location may be changed from time to time by majority vote of the Board.

### 1.06 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Association may be signed by any two of its Directors, provided at least one is an Officer. In addition, the Board may from time to time direct the manner in which, and the person by whom, a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal to the document. Any Director or Officer may certify a

copy of any instrument, resolution, By-law or other document of the Association to be a true copy thereof.

## Section 2– Directors

### 2.01 Election and Term

Any Ontario resident who is a member in good standing of the ATA and the OPTA for at least the last two (2) consecutive years and has registered at least 600 targets in the current year and the prior four (4) years, shall have the privilege of standing for office, subject to the approval of the Nominating Committee of the Board. The Directors shall be elected by the Members at the Annual General Meeting by ballot, hand vote, or acclamation.

The Board of Directors will comprise ten (10) Directors.

The term of office of the Directors shall be two (2) years from the date of the meeting at which they are elected until their successors are duly elected or appointed and assume office. Directors may be elected for successive terms.

### 2.02 Election of Officers and Term

The Officers of the Association shall be: a President, who will also be the Chair; a Vice-President; a Secretary; and, a Treasurer.

The Officers will hold office for one year, or until their successors have been appointed and assumed office.

They will be appointed annually by the Directors at a meeting of Directors within fifteen (15) days following the Annual General Meeting.

### 2.03 Election of the Provincial Delegate and Alternate Delegate

The criteria for election as Provincial Delegate or Alternate Delegate are:

- actual physical residence within the boundaries of Ontario;
- in receipt of a life membership certificate from the ATA;
- a member in good standing of the OPTA;
- ATA member in good standing for at least five (5) consecutive years;

- active participation as evidenced by registration of at least 3,000 targets total (Single, Handicap, and Doubles combined) in current and previous four (4) years, and of at least 500 targets each year in the current and previous four (4) years; and,
- shall not have been suspended within the prior five (5) years or for a period of one (1) year or more.

Target registration may be waived for shooters with an extensive target history who, because of documented physical problems, are not currently able to participate. The criteria may change from time-to-time as determined by the ATA.

The Delegate, or Alternate Delegate in the Delegate's absence, in a properly called meeting, constitute the Board of Directors of the ATA and as such have the responsibility of overseeing the operations of the ATA.

The Provincial Delegate to the ATA and the Alternate Delegate shall be elected by a majority vote of Members in good standing in the OPTA at a meeting to be held at the Annual Provincial Shoot.

The ATA delegate is an ex-officio member of the Board and is entitled to vote. In the ATA Delegate's absence, the Alternate may assume the Delegate's role and vote on the Delegate's behalf.

Neither the ATA Delegate nor the Alternate can be elected to any Executive Offices of the Board.

**2.04 Vacancies**

The office of a Director shall be vacated immediately if the Director:

a. resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later;
b. dies or becomes bankrupt;
c. is found to be incapable of managing property by a court or under Ontario law;

d. is removed by a resolution passed by at least a majority of the votes cast by the Members at any meeting of the Members removing the Director before the expiration of the Director's term of office;
e. is removed by a majority vote of directors for dereliction of duty; or,
f. has membership terminated under 8.04 of the By-laws.

**2.05 Filling Vacancies**

A vacancy on the Board shall be filled as follows:

a. a quorum of Directors may fill a vacancy among the Directors;
b. if there is not a quorum of Directors, or there has been a failure to elect the minimum number of Directors set out in the Articles, the Directors in office shall, without delay, call a Special Meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
c. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and,
d. by a majority vote of Members, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

**2.06 Duties**

The Board of Directors shall have general charge of the affairs of the Association and may properly assume such other duties as are not specifically assigned to or performed by any other committee or Officers.

**2.07 Committees**

Committees may be established by the board as follows:

a. the Board may appoint from their number a managing Director or a Committee of Directors and may delegate to the managing Director or Committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and,

b. subject to the limitations on delegation set out in the Act, the Board may establish any Committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such Committee. The Board may dissolve any Committee by resolution at any time.

### 2.08 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, provided that Directors may be:

a. reimbursed for reasonable expenses they incur in the performance of the Director's duties; and,
b. paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Association in their capacity as Directors, provided that the amount of any such remuneration or reimbursement is:
    a. considered reasonable by the Board;
    b. approved by the Board for payment by resolution passed before such payment is made; and,
    c. in compliance with conflict of interest provisions in the Act.

## Section 3 – Board Meetings

### 3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, Vice-President or any two Directors at any time and any place on notice as required by this By-law.

### 3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

**3.03 Notice**

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Association not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none object to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Association.

**3.04 Chair**

The Chair shall preside at Board meetings. In the absence of the Chair, the Vice-President shall preside. If the President and the Vice-President cannot attend said meetings, a quorum of at least six (6) Directors present shall choose one of their number to act as the Chair.

**3.05 Voting**

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

If the Directors believe a particular motion requires unanimous approval by the Board, any absent Directors can be contacted by the Secretary via mail, email, or telephone to obtain their vote on the motion. A Director's vote so obtained, must be in writing and clearly be from that Director (a response by email would qualify as evidence of the Director's vote).

**3.06 Participation by Telephone or Other Communications Facilities**

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time. A Director participating by such means is deemed to be present at that meeting.

## Section 4 – Financial

### 4.01 Banking

The Board shall from time to time designate the bank in which the money, bonds or other securities of the Association shall be placed for safekeeping by resolution. Such account is to be exclusively used to transact Association business and must be explicitly identified in the minutes or other records of the Association.

### 4.02 Financial Year

The financial year of the Association ends on August 31 in each year or on such other date as the Board may from time to time determine by resolution to coincide with the fiscal year of the ATA.

### 4.03 Audit

In compliance with the Act, the Association's financial records will be reviewed annually by a person permitted to do so under the *Public Accounting Act, 2004*, who must be independent of the Board.

The review will generally be a review engagement provided the Association's income qualifies for such a review. The Board of Directors will cause an audit of the financial statements at least triennially or earlier for cause.

### 4.04 Extraordinary Assessment

Should the Association's funds become exhausted, or funds be needed for extraordinary purposes, an equal assessment on all members may be levied provided such assessment is approved by a majority vote of Members at an Annual General Meeting or at a Special Meeting duly called for this purpose.

## Section 5 – Officers

### 5.01 Officers

The Board shall appoint from among the Directors: a President; Vice-President; Treasurer; and, Secretary at the first meeting following the Annual General Meeting of the Association. The office of Treasurer and Secretary may be held by the same

person and may be titled the Secretary/Treasurer. The office of Chair and President may also be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

The Vice-President, in the absence of the President, shall discharge the duties of the President.

The Secretary and the Treasurer may receive a monthly stipend for their work on Association business. Such amount will be reviewed annually by the Board of Directors and may be adjusted by a majority vote of the Board.

**5.02 Office Held at the Board's Discretion**

Any Officer shall cease to hold office upon resolution of the Board.

**5.03 Duties**

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance on any or all of such duties.

**5.04 Duties of the Chair**

The Chair shall perform the duties described in Sections 3.04 and 9.05 and such duties as may be required by law or as the Board may determine from time to time.

**5.05 Duties of the President**

The President shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

**5.06 Duties of the Treasurer**

The Treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

### 5.07 Duties of the Secretary

The Secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

## Section 6 – Protection of Directors and Others

### 6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for:

a. the acts, neglects or defaults of any other Director, Officer, or committee member through the insufficiency or deficiency of title to any property acquired by resolution of the Board or on behalf of the Association; or,
b. the insufficiency of deficiency or any security in or upon which any of the money of or belonging to the Association shall be placed out or invested; or,
c. any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any monies, securities, or effects shall be lodged or deposited; or,
d. any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided they have:
    a. Complied with the Act and the Association's Articles and By-laws; and,
    b. Exercised their powers and discharged their duties in accordance with the Act and the By-laws of the Association.

The legal fees for any Director who is sued for activities undertaken by the Association, other than for fraud or criminal activities, shall be assumed by the Association. This applies after the Director's term has expired provided the litigation commenced over an action that occurred during that individual's term and that person is named in the litigation.

The Association will acquire insurance, such as errors and omissions coverage, to protect the Directors from civil liability arising as a result of their participation on the Board of the Association.

## Section 7 – Conflict of Interest

### 7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction or proposed contract or transaction with the Association, shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

## Section 8 – Members

### 8.01 Members

Any resident of Ontario, who is not legally prohibited from being in the vicinity of firearms, and is a member in good standing of the ATA, can become a member of the Association.

The Board of Directors reserves the right to refuse any individual entry in the Association for cause.

### 8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act. Becoming a Member of the Association is deemed confirmation that the individual will observe the By-laws and Rules of the Association and will be subject the Disciplinary proceedings for failing to fulfill this commitment.

### 8.03 Membership Fees

Membership dues are payable annually with the amount being fixed by a majority vote of the Board of Directors.

### 8.04 Disciplinary Act or Termination of Membership for Cause

The Board of Directors has the authority to conduct investigations or hearings relative to any complaints against any Member for:

a. un-sportsman like conduct;
b. harassment or aggressive behaviour;

c. use of alcohol, mood altering, or performance improving drugs, prescription or other;
d. unsafe use of a firearm;
e. violating the By-laws of the Association;
f. violating the Rules of the ATA;
g. failure to pay fees; and,
h. such other causes as may be considered by the Board to be detrimental to the OPTA's endeavours.

A Member found to have violated any of the above, may be disciplined in accordance with the Board's findings.

Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.

The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than five (5) days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

If the Board's final decision is termination of membership, the Member will be notified within ten (10) days of the Board's decision and will have ten (10) days from the notification to request an appeal to the Secretary. The Board must then call a Special Meeting of Members to hear the appeal within 30 days of the request for appeal. The majority vote of Members at the Special Meeting, or by proxy, will determine the outcome and the decision will be binding on the Association and the Member.

The above does not prevent an Affiliated Member from prohibiting a Member of the OPTA, who has violated Club Rules, from shooting at the Club in an OPTA approved event.

**8.05 Affiliated Membership (Club Membership)**

Any organized gun club in the Province of Ontario which has ten (10) or more members shall be eligible to become an Affiliated Member of the Association. Affiliated membership will allow the Club to hold Registered Shoots in the province on dates approved by the OPTA. To qualify for affiliated membership, the Club must:

a. submit an application;
b. be approved by:
    a. The Provincial Delegate to the ATA; and
    b. The President or Vice President and the Board of Directors of the OPTA; and,
c. pay a fee consisting of an initiation fee of $5.00 in the first year and dues of $10.00 per year thereafter.

If an affiliated member fails to pay dues for a year, its affiliated membership will lapse and it must repeat the approval process. In that case, it will be re-assessed the initiation fee as well as the dues.

The initiation fee and dues can by changed at any time by majority vote of the Board of Directors.

The duties of Affiliated Members are specified in Schedule D. Said duties may be periodically modified by majority vote of the Board of Directors to improve the efficiency, quality and safety of the Registered Shoot to competitors, trap staff, and spectators.

Affiliated Members have no voting privileges in the affairs of the Association.

The Board of Directors reserves the right to refuse any Club from becoming an Affiliated Member for cause.

The Board of Directors has the authority to conduct investigations or hearings relative to any complaints against any Club for failing to maintain a safe shooting environment, tolerating un-sportsman like conduct, failure to pay fees, or violating the OPTA By-laws and discipline said Club in accordance with its findings.

The Secretary shall receive for each entrant (amateur, professional, resident, or non-resident) participating in a Registered Shoot in Ontario, the daily sum as approved by a majority vote of the Board of Directors from time to time. It shall be this person's duty to collect and receive the daily fees and other assessments from the Club holding the Registered Shoot. All monies due to the Association are due at the close of the competition and the revenue becomes the property of the Association. Remittance shall be made to the Treasurer by Member Clubs immediately upon the close of each Registered Shoot.

## Section 9 – Members' Meetings

### 9.01 Annual General Meeting

The Annual General Meeting shall be held at the time of the Provincial Championships. Any Member, upon request, shall be provided, not less than fifteen (15) days before the Annual General Meeting, with a copy of the approved financial statements, auditor's report or review engagement report, and other financial information required by the By-laws and Articles.

The business transacted at the annual meeting shall include:

a. acceptance of agenda;
b. receipt of minutes of the previous annual and subsequent special meetings;
c. consideration of the financial statements;
d. report of the auditor or person who has been appointed to conduct a review engagement;
e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
f. Reports;
    a. ATA Delegate;
    b. Canadian Trapshooting Association;
    c. Committees;
g. location of the following year's Provincial Tournament;
h. election of Directors; and,
i. such other or special business as may be set out in the notice of the meeting.

No other item of business shall be included on the agenda for the Annual General Meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of Annual General Meeting.

**9.02 Special Meetings**

The President, or in his absence, the Vice-President and a quorum of at least six (6) Directors may call a Special Meeting of the Members.

The Board shall convene a Special Meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Association that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

**9.03 Notice**

Fifteen (15) days written notice of any annual or Special Members meeting shall be sent out by the Secretary to Members at their last known address and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgement on the decision to be taken and no other business shall be transacted. Notice of each meeting must remind the Member of the right to vote by proxy.

**9.04 Quorum**

A quorum for the transaction of business at a Members' meeting is ten (10) percent of the Members entitled to vote at the meeting, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

**9.05 Chair of the Meeting**

The Chair shall be the chair of the Members' meeting. In the Chair's absence, the Vice-President will assume Chair and if no Director is present or if all of the Directors present decline to act as Chair, the Members' present shall choose one of their number to Chair the meeting.

**9.06 Voting of Members**

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-laws provided that:

a. each Member shall be entitled to vote at any meeting, including by proxy;
b. votes shall be taken by a show of hands among all Members present and the Chair of the meeting, if a Member, shall have a vote;
c. an abstention shall not be considered a vote cast;
d. before or after a show of hands has been taken on any question, the Chair of the meeting may require, or any member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the Chair of the meeting shall direct;
e. if there is a tie vote, the Chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and,
f. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the Chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

**9.07 Adjournments**

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

**9.08 Persons Entitled to be Present**

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Association (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the Articles to be present at the meeting. Any other

person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

## Section 10 – Notices

### 10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Association and to the auditor or person who has been appointed to conduct a review engagement at their business address, or if no address is given then to the last address of such Member or Director known to the Secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing by the person entitled thereto.

### 10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

### 10.03 Error of Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

## Section 11 – Dissolution of the Association

### 11.01 Dissolution

In the event that the Association is dissolved, the Assets of the Association will first be applied to reimburse existing creditors with a valid claim at the time of filing. Remaining assets will be distributed to other public benefit corporations with a similar purpose. Should there be no other public benefit corporation with a similar purpose, the remaining funds will be allocated by the Board of Directors in office at the time of dissolution to advance the sport of trapshooting, including but not

limited to, allocating the funds to existing trapshooting Clubs to enhance their shooting facilities.

## Section 12 – Adoption and Amendment of By-laws

### 12.01 Amendments to By-laws

The Members may from time to time amend the By-laws by a majority of the votes cast. The Board may from time to time, in accordance with the Act, pass or amend the By-laws other than a provision respecting the transfer of a membership or to change the method of voting by Members not in attendance at a meeting of Members.

*These revised By-laws were accepted by a majority vote of the Members of the Ontario Provincial Trapshooting Association at the Annual General Meeting on August 3 in the year 2014 at Hamilton, Ontario.*

*President:* Neville S. Henderson

Neville S. Henderson

*Secretary:* Pamela Muma

Pamela Muma

*Vice-President:* Robert Blackburn

Robert Blackburn

Directors:

Dominic Gitto:

Paul Kinson:

Phil MacDonald:

Warren McLay:

David Storring:

# Schedule A

## Position Description of the President

### Role Statement

The President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors of the Association. The President ensures the Board discusses all matters relating to the Board's mandate.

### Responsibilities

**Agendas.** Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

**Direction.** Have general charge and supervision over all business of the Association; preside over all meetings of the Association, and all meetings of the Board of Directors; be a member of all committees.

**Representation.** Serve as the Board's primary contact with the public.

**Reporting.** Report regularly to the Board on issues relevant to its governance responsibilities.

**Board Conduct.** Set a high standard for Board conduct and enforce policies and By-laws concerning Director's conduct.

**Mentorship.** Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

**Succession Planning.** Ensure succession planning occurs for the Board.

**Committee Membership.** Serve as a member on all Board committees.

# Schedule B

## Position Description of the Treasurer

### Role Statement

The Treasurer works collaboratively with the President and Officers to support the Board in achieving its fiduciary responsibilities.

### Responsibilities

### Custody of Funds

The Treasurer shall:

a. have the custody of the funds and securities of the Association;
b. keep full and accurate accounts of all assets, liabilities, receipts and disbursements for the Association in the books belonging to the Association;
c. deposit all monies, securities and other valuable effects in the name and to the credit of the Association in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
d. disburse the funds of the Association as may be directed by proper authority taking proper vouchers for such disbursements;
e. ensure financial statements are reviewed annually in accordance with the By-laws;
f. shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Association;
g. have the authority to spend up to $250 on affairs pertaining to the Association with all cheques being approved by two (2) of three (3) designated officers and cheques in excess of $1,000 being approved by the President in addition; and,
h. perform such other duties as may from time to time be directed by the Board.

**Board Conduct.** Maintain a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.

**Mentorship.** Serve as a mentor to other Directors.

**Financial Statements.** Present to the Members at the annual meeting as part of the annual report, the financial statement of the Association approved by the Board together with the report of the auditor or the person who has conducted the review engagement, as the case may be.

# Schedule C

## Position Description of the Secretary

### Role Statement

The Secretary works collaboratively with the President to support the Board in achieving its fiduciary responsibilities.

### Responsibilities

**Board Conduct.** Support the President in maintaining a high standard for Board conduct and uphold policies and By-laws regarding Director's conduct, with particular emphasis on fiduciary responsibilities.

### Document Management

The Secretary shall:

a. keep a roll of the names and addresses of the Members;
b. ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees;
c. attend to correspondence on behalf of the Board;
d. have custody of all minute books, documents, registers and the seal of the Association and ensure that they are maintained as required by law;
e. arrange for appropriate insurance coverage for Directors;
f. provide a schedule of Registered Shoots being held in the province and prepare a program for the Ontario Trapshooting Championships;
g. authorize ad hoc (penny-pincher) registered shoots; and,
h. ensure that all reports are prepared and filed as required by law or requested by the Board.

**Meetings.** Give such notice as required by the By-laws of all meetings of the Association, the Board and Board committees. Attend all meetings of the Association, the Board and Board committees.

**Newsletter.** Co-ordinate the production and mailing to Members of a newsletter at least 4 times per year updating them regarding activities of the OPTA and ATA and providing them with other information which may be of interest.

# Schedule D

## Obligations of Affiliated Members

### Role Statement

Affiliated members work collaboratively with the OPTA to advance the sport of trapshooting in the Province of Ontario by supporting the purpose of the OPTA and providing a safe and well organized venue for Registered trapshooting events.

### Requirements

Affiliated Members hosting Registered Competitions must comply with the following requirements:

1) The Club must complete the qualifications for affiliated membership and remit the required dues on an annual basis.
2) The Club must provide a safe shooting environment for competitors and is authorized to remove a competitor's privileges at the Club immediately for any violation of the Club's safety rules or OPTA By-laws.
3) The Club must ensure all trap personnel are provided with and use effective eye and hearing protection in the vicinity of the shooting line which includes the spectator area;
4) The Club must charge the required fees of competitors and remit the appropriate amounts to the OPTA.
5) The Club must supply and pay the necessary cashiers and other staff required to run an efficient and well organized competition.
6) The Club must remit the fee approved by the Board of Directors for each Registered Target thrown during the event (Note: the Affiliated Member may throw targets for practice purposes that are not Registered and are not subject to fee requirements).
7) May not hold a Registered shoot in the province that conflicts with an OPTA conducted shoot date.
8) The Club will not be permitted to hold an ad hoc (penny-pincher) registered shoot on the same day within eighty (80) kilometers from another authorized Registered Shoot in the Province of Ontario.

9) If the OPTA has a rebate reduced by the ATA as a result of the delinquency of an Affiliated Club in remitting monies and reports to the ATA, the OPTA Secretary shall invoice the Affiliated Club for the amount of the reduction. If the invoice is not paid within twenty (20) days from the date of the invoice, all future shoots at said Club shall be cancelled and it will be ineligible to hold another Registered shoot until it has been re-instated by the Board of Directors.

The necessary requirements to hold a Registered Shoot include:

1. a clean clubhouse with proper restroom and kitchen facilities;
2. if camping facilities are provided and charged for, they must be clean and presentable;
3. well maintained electric trap machines;
4. trap fields must be set in accordance with the ATA Rule Book;
5. all traps will be equipped with coloured flags for the safety of trap personnel for loading the machines, making repairs, adjusting the flight path, etc.;
6. safe walkways to the fields;
7. the host club must supply and pay the necessary number of cashiers and qualified trap personnel to load machines and score the event;
8. the host club must collect any outstanding OPTA and/or ATA annual fees;
9. provision and compensation for other help which may be required to run the shoot in a safe and efficient manner; and,
10. the Board of Directors will be responsible for the purchase of any trophies for an OPTA sponsored shoot.

The necessary requirements to hold the Ontario Trapshooting Championships include the items in (j) above plus:

1. a written contract between the Club and the OPTA outlining the respective duties of both parties;
2. a minimum of 10 traps for the competition as well as 2 traps for practice throughout the event set to accommodate the event scheduled to be shot (singles, handicap, doubles);
3. ensure a qualified trap machine mechanic is available throughout the competition;
4. provide voice activated release machines for each trap which are maintained in working order throughout the tournament with an adequate supply of fresh batteries to ensure prompt replacement and minimum downtime when wireless equipment is used;
5. in addition to (j)(f) above, the host club must provide:
6. score sheet runners, trap hustlers and major brands of ammunition for all events;
7. trap personnel and designated runners for a minimum of four (4) trap machines to accommodate the shoot-offs;
8. pay $1,500, or such amount as periodically determined by the Board, plus associated expenses to the OPTA for computerized classification, scoring and daily awards system support if the OPTA is required to run the equipment, and a consultant is deemed necessary;
9. provide adequate trap field lighting for shoot-offs if natural daylight is inadequate;
10. provide a secured room for trophy storage until they are awarded;
11. provide cool drinking water for contestants on the shooting line;
12. ensure an executive member of the Club is available throughout the shoot;

13. provide shaded rest areas near the shooting fields;

14. submit a financial report for the competition including;

15. the number of targets thrown per day per event;

16. the daily fees paid per event;

17. the number of targets thrown;

18. a listing of all expenses incurred specific to the competition (note: routine machine and field maintenance should not be shown);

19. provide personnel to post shoot and shoot-off results, trophy awards, money won and yardage gained in a central location;

20. assume responsibility for the payment and distribution of all option, Lewis, Purse money, etc. in accordance with ATA Rules and provide a summary within 10 days following the competition;

21. announcements over the loud speaker must be made after the shooting is complete unless it pertains to the Event that is underway or for safety reasons;

22. provide facilities to accommodate the Annual General Meeting to be held on the final day of the competition between the doubles and handicap events.

## Schedule E

Amendments to By-laws (specify: date; approver – such as majority vote of the board or majority vote by the membership; statement of the amendment; limitation, if any):

Date – Annual General Meeting held in Location – by majority vote the membership ratified the revised By-laws for the Corporation to comply with Ontario's Bill 65.

Date – Location – Amendment