

# **SIDCUP & DISTRICT RIFLE CLUB**



## **CONSTITUTION**

Ratified and adopted at  
Annual General Meeting

27th March 2014

# CONSTITUTION

## **1. NAME**

The name of the Rifle Club shall be "SIDCUP AND DISTRICT RIFLE CLUB" (inc. SEVENOAKS R.C) hereafter referred to as the club

## **2. OBJECTS**

The Club's objects ('the object') are to encourage and facilitate the development of and participation in the sport of target shooting.

## **3. MEMBERSHIP**

- (a). Membership of the Club shall be open to all individuals, of appropriate age, in the area of benefit who are interested in supporting the objects of the club.
- (b). The classes of membership shall be
  - Probationary Members
  - Full Members
  - Life Members
- (c). Upon application for membership the candidates become a Probationary Member. The probationary period is 6 months after which, providing the candidate has regularly attended club meetings and shown themselves to be competent and safe. They will be recommended for Full Membership.
- (d). Probationary members who are in possession of firearms or ammunition must be personally supervised by a full member of the Club who holds a competency certificate for that class of firearm. Until they have completed the training course and receive their own competency certificate.
- (e). The Committee shall ensure that the number of probationary members permitted in the club shall not at any time exceed the number of full members.
- (f). Probationary membership is not deemed sufficient grounds to support an application for the grant of a Firearm Certificate.
- (g). Life Membership may be conferred to individuals for specific services to the club. All proposals for Life Membership will be made at an AGM and must be approved by at least 50% of the members present.
- (h). Membership may be terminated by the General Committee for serious or repeated infringement of the safety regulations or other unsuitable conduct. Termination of membership must be made in writing and is subject to right of appeal in front of the General Committee.
- (i). Communication from the club to members will be generally by email, when a member has registered an email address. Communications will also be displayed in the appropriate section of the web site. A member without email facilities may request that they receive written communications; these will be delivered by hand via the section secretaries or may be posted to the members registered address in exceptional circumstances.

#### **4. MEMBERSHIP FEES**

- (a). Membership fees for each year will be set at the previous year's AGM following a recommendation by the Honorary Treasurer.
- (b). To encourage participation there will be a reduced membership fee for families residing at the same address. This will be set at the previous year's AGM following a recommendation from the Honorary Treasurer.
- (c). All membership fees shall be due and payable on the first of January each year.
- (d). Any member who has not paid his subscription by the end of the AGM of each year will be considered to have resigned his membership and as required by the clubs Home Office Approval this will be notified to the police.
- (d). Any membership fees outstanding at the end of the AGM, may at the discretion of the General Committee be subject to a levy of £10.00.

#### **5. OFFICERS**

- (a). The officers of the Club who will form the General Committee, must be Full Members and shall comprise, Chairman, Honorary General Secretary, Honorary Treasurer, Training Officer, the Section Secretaries and their appointed deputies.
- (b). There may also be appointed a President and Vice President.

#### **6. GENERAL COMMITTEE**

- (a). The management of the Club shall be controlled by a General Committee which shall consist of: Chairman, Honorary General Secretary, Honorary Treasurer, Training Officer and the Section Secretaries and their appointed deputies
- (b). The General Committee may if necessary co-opt additional members to ensure that the committee has sufficient numbers to provide balanced representation from each section within the club. Particularly should any one person hold more than one of the offices listed in 5(a) above.
- (c). All the members of the General Committee shall retire from office together at the end of the annual general meeting each year but they may be re-elected.
- (d). The proceedings of the General Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member subject to (h) below.
- (g). **Meetings.** The General Committee shall meet as often as it is necessary and The Honorary General Secretary shall present a review of the years proceedings to the members, at the Annual General Meeting.
- (h). **Quorum.** No business shall be transacted at any Committee Meeting unless a quorum thereof be present. A quorum for a Committee Meeting shall be three persons.
- (i). **No Quorum.** If within half an hour after the time appointed for the Committee Meeting a quorum is not present, the meeting shall stand adjourned to the next convenient date thereafter, and if at the reconvened meeting a quorum is not present, those members present shall constitute a quorum.

- (j). **Absence.** Any Officer or Member of the General Committee who fails to attend three consecutive meetings without reasonable explanation shall be deemed to have retired and shall be notified accordingly.
- (k). **Vacancies.** Any vacancies occurring in the General Committee shall be filled by the General Committee and the position ratified formally at the next AGM.
- (l). **Sub Committees.** The General Committee shall have the power to appoint such sub-committees as it deems necessary to conduct any special business of the Club and shall have the power to co-opt any Members of the Club thereto.

## **7. POWERS OF THE GENERAL COMMITTEE**

In furtherance of the objects but not otherwise the General Committee may exercise the following powers;

- (a). Power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- (b). Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- (c). Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club.
- (d). Power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objects and to exchange information and advice with them.
- (e). Power to support any charitable trusts, associations or institutions formed for all or any of the objects.
- (f). Power to do all such lawful things as are necessary for the achievement of the objects.
- (g). Power to impose additional Shooting Rules should the need arise (see clause 16d).
- (h). Power to vary the Range Fees charged to members.

## **8. HONORARY GENERAL SECRETARY**

- (a). The Honorary General Secretary shall, in the course of their duties keep a complete record of the proceedings of the club and shall submit a review of the years proceedings to the members, at the Annual General Meeting.
- (b). They will undertake the role of Police Liaison or appoint another member to undertake this role.
- (c). They shall co-ordinate the activities of each section and deal with Club correspondence either themselves, or by passing it to a Section Secretary, as appropriate.

## **9. SECTION SECRETARIES**

- (a). May appoint a deputy to assist them in the running of the section.
- (b). Section Secretaries shall be responsible for all shooting matters appropriate to their section.
- (c). They shall be responsible for the adequate supervision and training of all Probationary Members in their Section.

- (d). They shall be responsible for the care and custody of Club Firearms and ammunition used by their section, although may not be responsible for their storage or transportation to the range.
- (e). They shall be responsible for ordering of ammunition and targets.
- (f). They shall keep faithful account of all financial transactions of their section and submit a monthly statement to the Honorary Treasurer.
- (g). They shall attend all Committee meetings, or if unable to do so, shall ensure that their deputy is able to attend and undertake their role at the meeting.

#### **10. HONORARY TREASURER**

- (a). The Honorary Treasurer shall keep a faithful record of all monies used by the Club and present an audited statement at the Annual General Meeting.
- (b). They will report on the clubs financial position to the members at the AGM and make a recommendation to the meeting regarding the level of subscriptions that will be required for the following year.
- (c). They shall advise Section Secretaries on financial matters to ensure uniform system of accounting.

#### **11. GENERAL MEETINGS**

- (a). The Annual General Meeting of Members shall be held within three months from 31<sup>st</sup> December or as soon as practicable after this date.
- (b). The date of the Annual General Meeting will be notified to all members at least 14 days prior to the proposed meeting, by email where members have registered an email addresses and will also be published on the club web site and displayed at the ranges.
- (c). The Agenda of the Annual general Meeting shall be as follows:-
  - 1. Present
  - 2. Apologies
  - 3. Minutes of the last AGM.
  - 4. Matters arising
  - 5. Chairman's Report
  - 6. Secretary's Report
  - 7. Treasurer's Report
  - 8. Section Secretaries' Reports
  - 9. Training Officers Report
  - 10. Election of Officers
  - 11. Appointment of Auditor
  - 12. Any other business.
- (d). **Quorum** No business shall be transacted at any Annual General Meeting unless a quorum thereof be present. A quorum for an Annual General Meeting shall be ten members and must include at least 5 members not currently serving on the General Committee.

- (e). **No Quorum** If within half an hour after the time appointed for the Annual General Meeting a quorum is not present, the Meeting shall stand adjourned to the next convenient date thereafter, and if at the reconvened Meeting a quorum is still not present, those members present shall constitute a quorum.

## **12. SPECIAL MEETINGS**

- (a). The Honorary secretary shall upon requisition in writing of at least five members of the club, call and Extraordinary General Meeting of the Club and shall give at least seven days' notice of the same to the membership by email to members registered email addresses and on the club web site.

## **13. CHAIRMANS VOTE**

- (a). At all Meetings the Chairman for the time being may give a second or casting vote.

## **14. ACCOUNTS**

- (a). The financial year of the club shall be from 1<sup>st</sup> January to the following 31<sup>st</sup> December.
- (b). **Signatures:** the signatures of any one of the following Officers: Chairman, Honorary General Secretary, Honorary Treasurer, shall be necessary on any cheques drawn on the Club's General Account.
- (c). The accounts shall be audited by a person, not on the General Committee, who was appointed by the membership present at the previous year's AGM.
- (d). The Auditor will after checking the accounts endorse the balance sheet presented by the Treasurer at the AGM that from the records presented to them, this statement represents a true record of the financial situation of the Club.
- (e). Should the appointed Auditor be unavailable to carry out the Audit. The Committee shall co-opt a replacement member not on the General Committee to undertake the audit. Before the accounts can be accepted at the Annual General Meeting the reason for the change in Auditor must be put to the membership present and their acceptance of the replacement obtained.

## **15. ALTERATION OF THE RULES OR CONSTITUTION**

- (a). Alteration of the Rules or Constitution must be made at either an Annual General Meeting or at an Extraordinary General Meeting.
- (b). Alterations of the Rules or Constitution must be agreed by two-thirds majority of Members present and voting at such a meeting.
- (c). Suggested alterations which are to be submitted to an Annual General Meeting shall be forwarded to the Honorary Secretary in writing not later than 31 December for inclusion into the agenda.
- (d). Suggested alterations for which an Extraordinary General Meeting is necessary shall be dealt with under clause 12.

## **16. AFFILIATIONS**

- (a). The Club shall be affiliated to a National Rifle Association and any other rifle or pistol associations as may be considered necessary by the Committee.

## **17. INSURANCE**

- (a). The Club shall pay the necessary premiums to cover Third Party Claims and provide an indemnity in respect of legal liability in conjunction with bodily injury or damage to property arising on any range or at any Club premises. The policy to indemnify
  - i. The General Committee
  - ii. The Club.
  - iii. Any Member of the Club.
  - iv. The owner of the range.
  - v. The Rifle and Pistol Associations to which the Club is affiliated.

## **18. RANGE RULES**

- (a). Only Firearms and ammunition suitable for the range in use shall be used.
- (b). Specific Range Rules will govern the conduct of shooting on any particular range, together with those laid down by the NRA, the NSRA and/or the ISU.
- (c). The section Secretaries of the Club shall be responsible for seeing that these rules are strictly enforced.
- (d). The Committee shall have power to legislate on any matter not provided for in these Rules.

## **19. AMMUNITION**

- (a). All ammunition fired in Club Firearms must be of non-corrosive quality.

## **20 TRAINING**

- (a). The Club requires that all members and probationary members are safe and competent users of the firearms they wish to use.
- (b). As a consequence of this the committee shall appoint a Training Officer. Who will coordinate the NRA approved online training programme available on the club web site.
- (c). The Training Officer, together with any full members he may depute, is responsible for supervising the practical assessments required in the training course and following their successful completion the submission in writing to the Chairman of a recommendation that the member be certified as competent with that class of firearm.
- (d). The Chairman, will at their discretion then issue the member an NRA competency card.
- (e). Each year the committee will review the shooting records of each member who's competency card is up for renewal and provided they have demonstrated continuing use and competency during the validity of the current card all those competency's will be renewed.

## **21. WINDING UP**

- (a). In the event of the Club being wound up by resolution at a General Meeting, passed by not less than three quarters of the voting members present, the Committee shall assemble all the assets of the Club. Then having discharged all the liabilities of the Club the remaining monies and equipment will be presented to any shooting organisation, which may be deemed by the committee of a suitable nature. Unless as part of the winding up motion, the members present specified a particular recipient organisation.

## **22. GENERAL**

- (a). A copy of this Constitution, together with any by-laws or regulations made by the Committee, shall be exhibited on the Club Web site ([www.sidcuprc.org](http://www.sidcuprc.org))
- (b). Full members of any other approved club may attend and shoot at the Club as guests provided they produce their Fire Arms Certificate, Club Membership details and any competency certification required for that range.

Adopted at AGM held on 27th March 2014.....