

VERSION: 2021-12-03



# SURBITON POSTAL RIFLE CLUB CONSTITUTION

**Table of Contents:**

1. Name .....	2
2. Affiliations .....	2
3. Objects .....	2
4. Administration .....	2
5. Equity In Sport.....	2
6. Child Protection.....	2
7. Membership .....	3
8.0 Honorary Officers.....	3
9.0 Management Committee .....	3
10. Powers of the Management Committee .....	3
11. Property/Trustees .....	4
12. Determination of Membership of the Management Committee .....	4
13. Management Committee Members not to be Personally Interested .....	4
14. Meetings and Proceedings of the Management Committee .....	5
15. Receipts and Expenditure.....	5
16. Annual General Meeting .....	5
17. Extraordinary General Meetings.....	6
18. Procedure at General Meetings.....	6
19. Notices .....	6
20. Voting .....	6
21. Alteration to the Constitution.....	7
22. Dissolution.....	7
Amendment History: .....	8

## **1. Name**

The Club shall be called the **SURBITON POSTAL RIFLE CLUB**.

## **2. Affiliations**

The Club shall be affiliated to the National Small-bore Rifle Association (NSRA) and any other Association which may be considered necessary by the Committee.

## **3. Objects**

The objectives of the Club are to provide facilities for and to encourage and facilitate the development of and participation in the sport of target shooting.

## **4. Administration**

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee constituted by clause 9 of this constitution.

All shooting shall be governed by NSRA regulations and or the National governing bodies as appropriate.

The Club takes data protection seriously and has a robust GDPR Data Protection Policy which is published to all members via the Club's website.

## **5. Equity In Sport**

The Club shall be managed in accordance with the statement entitled 'Equity in Sport' issued by British Shooting (formerly the Great Britain Target Shooting Federation) set out in the NSRA Handbook. This statement is a commitment to provide equal opportunities for all in the shooting disciplines under the jurisdiction of the British Shooting.

## **6. Child Protection**

The Management Committee of the Club has adopted the Guide to Policy and Procedures on the Protection of Children and Vulnerable Adults issued by the N.S.R.A. in November 2009. The procedures are based on the principle that all children and vulnerable adults regardless of age, disability, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse. In addition, the Management Committee undertakes that all coaches and Club officials working directly with children at the Club shall be suitably qualified and vetted in accordance with prevailing legal requirements and conditions as determined by the NSRA.

## **7. Membership**

- 7.1 Application for Membership of the Club shall be made to the Secretary. Membership shall be open to individuals who are interested in furthering the objectives of the Club and who have paid the annual subscription as fixed from time to time by Members present at the annual general meeting or any extraordinary meeting called specifically for that purpose.
- 7.2 The Management Committee may terminate the membership of any member whose conduct on the Range or upon any premises occupied by the Club, or elsewhere, is illegal, unsafe, unseemly, objectionable, dishonest, discreditable, likely to bring the Club into disrepute, or who fails to comply with any Rule or Regulation made by the Club or by the Management Committee. Such Member shall have the right to be heard by the Management Committee before the final decision is made and may be accompanied by a friend or representative at the hearing. If the decision to terminate membership is upheld, such member shall have no claim on the Club for any subscription or entrance fee paid.
- 7.3 The Management Committee may create any class of member deemed necessary and may determine what benefits or rights such members may have and may lay down procedures for the introduction of prospective new members to the Club. The exercise of any such powers by the Management Committee shall be subject to ratification by the next annual general meeting of the Club by means of appropriate amendment(s) to the byelaws of the Club.

## **8.0 Honorary Officers**

At each annual general meeting of the Club the members shall elect from amongst themselves a Chairman, a Secretary and a Treasurer who shall hold office from the conclusion of the meeting.

## **9.0 Management Committee**

- 9.1 The Management Committee shall consist of not less than five members and not more than fifteen members being:
- a) the honorary officers specified in the preceding clause and the Club Captain plus
  - b) at least one and not more than eleven members elected at the annual general meeting who shall hold office from the conclusion of the meeting
- 9.2 All members of the Management Committee must be current members of the Club in their own right. Probationary members may not be members of the Management Committee.
- 9.3 All the members of the Management Committee shall retire from office together at the end of the annual general meeting after the date on which they came into office but may be re-elected or re-appointed.
- 9.4 No person shall be appointed as a member of the Management Committee who is aged under 18 or who would if appointed be disqualified under the provisions of clause 11.

## **10. Powers of the Management Committee**

In furtherance of the objects of the Club but not otherwise the Management Committee may exercise the following powers:

- 10.1 to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law;
- 10.2 to buy, take on lease or exchange any property necessary for the achievement of the objects of the Club and to maintain and equip it for use;
- 10.3 subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club.
- 10.4 subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
- 10.5 to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objects of the Club and to exchange information and advice with them;
- 10.6 to support any charitable trusts, associations or institutions formed for all or any of the objects of the Club;
- 10.7 to legislate upon any point not provided for in this Constitution and the Club Byelaws.

## **11. Property/Trustees**

- 11.1 Subject to the provisions of sub-clause 10.2, the Management Committee shall cause title to:
- a) all land held by or in trust for the Club; and
  - b) all investments held by or on behalf of the Club; and
  - c) all assets of the Club other than land and investments (including trophies and club equipment) to be vested in four individuals appointed by them as holding trustees, namely the Chairman, Secretary, Treasurer and Club Captain. The holding trustees shall respectively hold office until death or resignation, unless removed from office by a resolution of the Management Committee. Where-by reason of such death, resignation or removal it is necessary that a new holding trustee or trustees be appointed, the Management Committee shall nominate the person or persons to be appointed as the new holding trustee or trustees. Provided that they act only in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for acts and defaults of its members. They shall deal with the property of the Club as directed by resolution of the Management Committee (of which an entry in the Minutes shall be conclusive evidence) and they shall be indemnified against risk and expense of the Club property.
- 11.2 If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Club, the Management Committee may permit any investment held by or in trust for the Club to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Management Committee, and may pay such nominee reasonable and proper remuneration for acting as such.

## **12. Determination of Membership of the Management Committee**

A member of the Management Committee shall cease to hold office if the member:

- 12.1 Ceases being a Full current member of the Club; or
- 12.2 Becomes incapable by reason of mental disorder, illness or injury of managing and administering their own affairs; or
- 12.3 Is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that their office be vacated; or
- 12.4 Gives to the Management Committee notice that they wish to resign with effect from a date at least one month after the date of the notice (unless there are exceptional reasons for shorter notice), but only if at least five members of the Management Committee remain in office when the notice of resignation is to take effect.
- 12.5 Is suspended from the Club for any reason in accordance with the disciplinary procedure as set out in the byelaws. The member will be ineligible to stand for election to the Committee for the remainder of the year in which the suspension was imposed and also for the following year.
- 12.6 Acts against Committee decisions such that 2/3rds of the Committee feel that the member is no longer fulfilling their duty in a responsible manner. This decision shall be based upon a vote and documented within the minutes of the meeting.

## **13. Management Committee Members not to be Personally Interested**

- 13.1 Subject to the provision of sub-clause 10.2 no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.
- 13.2 Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by them or their firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club, provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which their own instruction or remuneration, or that of their firm, is under discussion.

#### **14. Meetings and Proceedings of the Management Committee**

- 14.1 The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any three members of the Management Committee upon not less than seven days' notice being given to the other members of the Management Committee of the matters to be discussed.
- 14.2 The Chairman shall act as Chairman at meetings of the Management Committee. If the Chairman is absent from any meeting, the Chairman may nominate one of the current members of the Management Committee to chair that meeting. If the Chairman does not so nominate an individual, the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- 14.3 There shall be a quorum when at least one-third of the members of the Management Committee for the time being or three members of the Management Committee, whichever is the greater, are present at the meeting.
- 14.4 The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.
- 14.5 The Management Committee may from time to time make or alter the byelaws of the Club. Any such addition or alteration to the byelaws must be laid before a general meeting of the Club for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 14.6 The Management Committee may appoint one or more advisory or sub-committees of three or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee.
- 14.7 Where a decision requires Committee approval and must be made prior to the next scheduled Committee meeting then a web-based poll may be used within the Surbiton Postal Rifle Club forum provided that:
- 14.7.1 The poll is structured to allow a binary yes/no decision.
  - 14.7.2 All members of the Management Committee are given at least 7 days within which to record their vote.
- Once the poll has closed, or a conclusive majority reached in favour of one decision or the other, then the decision shall be deemed to have been taken as if in a face-to-face meeting. It is to be formally recorded in the minutes of the next Committee meeting. The requirements for a quorum as defined in clause 14.3 above still need to be met, the only difference being that not everyone needs to vote at the same time.

#### **15. Receipts and Expenditure**

- 15.1 The Secretary or any Officer or Member receiving any money on behalf of the Club shall forthwith hand it to the Treasurer.
- 15.2 The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Club at such bank or building society as the Management Committee shall from time to time decide. The Club may operate more than one bank account. All cheques drawn on the Club's bank account must be signed by two members of the Management Committee.
- 15.3 The Management Committee may pay accounts and incur any normal liabilities on behalf of the Club. The Management Committee is hereby indemnified by the Club against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Club.
- 15.4 All funds belonging to the Club shall be applied only in furthering the objects of the Club.

#### **16. Annual General Meeting**

- 16.1 The annual general meeting shall be held as soon as possible after the end of the Club's financial year.
- 16.2 The Secretary shall give at least 14 days' notice of the annual general meeting in writing or by email to all members of the Club. All members shall be entitled to attend the meeting but certain member classes as specified in the Byelaws shall not be entitled to vote. The Chairman of the Club then in office shall be the chairman of each annual and extraordinary general meeting, but if the Chairman is not present, before any other business is transacted, the persons present shall appoint a chairman for the meeting.

- 16.3 The Management Committee shall present to each annual general meeting the report and accounts of the Club for the preceding financial year.
- 16.4 An independent person shall examine the accounts at least once annually with the invoices and vouchers prior to the annual general meeting, and shall append thereto a Declaration to the effect that such are correct and fairly represent the expenditure and receipts of the Club and its Assets and Liabilities. The independent person may at any time inspect any book, document or property of the Club, in the possession of any Officer or Member, and make a report thereon in writing to the Committee.
- 16.5 Nominations for election to the Management Committee must be made by members of the Club in writing and must be in the hands of the Secretary at least 5 days before the annual general meeting. The person nominated must confirm in writing a willingness to stand. Should nominees exceed vacancies, election shall be by ballot.

## **17. Extraordinary General Meetings**

The Management Committee may call an extraordinary general meeting of the Club at any time. If at least 25% of the Club membership or 12 members, whichever is the less, request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 14 days' notice must be given.

## **18. Procedure at General Meetings**

- 18.1 The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Club.
- 18.2 There shall be a quorum when at least 25% of the number of Full members of the Club for the time being or 12 members of the Club, whichever is less, are present at any general meeting.
- 18.3 If after 30 minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting shall be adjourned to another time and place. The adjourned meeting shall take place as soon after as is practicable.
- 18.4 If at the adjourned meeting there are insufficient members present to form a quorum, the meeting will proceed after a delay of 30 minutes unless sufficient members are present before that time to form a quorum.

## **19. Notices**

Any notice required to be served on any member of the Club shall be in writing and shall be served by the Secretary, or by another member of the Management Committee appointed by that committee, on behalf of the Management Committee on such members either personally or by sending it through the post in a prepaid letter addressed to the member at their last known address and any letter so sent shall be deemed to have been received within 10 days of posting.

## **20. Voting**

### **20.1 Resolutions**

Every Full and Associate Member (as defined in the Byelaws) shall have one vote on any resolution on which they are entitled to vote at a General Meeting. Every resolution shall be decided by a simple majority of votes by those present and entitled to vote on the question but in the case of a tied vote the Chairman of the meeting shall have a second and casting vote.

Members absent from a General Meeting may record their vote on specific proposals by previously sending their vote in writing to the Secretary, or another member of the Management Committee appointed by that committee, in a sealed envelope to be opened by the tellers at the vote count on that specific proposal.

### **20.2 Election of Officers**

As stated in clause 16.5 above, a ballot shall be held in cases where there are more nominees than vacancies. Every Full and Associate Member shall have one vote for the election of each officer. The winner shall be decided in favour of the candidate receiving most votes. In the event of a tie on the first ballot, nominees with less votes will be dropped and the ballot repeated. If there are finally two or more tied candidates then the tie will be broken by drawing lots between them.

**21. Alteration to the Constitution**

The constitution may be altered by a resolution supported by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

**22. Dissolution**

If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by two-thirds of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Club as the members of the Club may determine.



**Amendment History:**

<b>Date:</b>	<b>Author:</b>	<b>Description of change:</b>
01-May-2020	I.J. Potts	C1 - Membership class terminology changed as follows to be friendlier and less ambiguous: - Normal Member to now be known as Full Member - Full Member (as was) to be now be known as Adult Member
01-May-2020	I.J. Potts	C2 - Clause 14.7 added to enable Management Committee decisions to be made virtually through the use of web-based polls.
15-Sep-2020	I.J. Potts	C3 – Clause 4 enhanced to reference the club's GDPR Policy.
3 Dec 2021	R Tinkler	Make whole document gender neutral C9. Increase size of committee to a max of 15 C16.2. Delete details of who cannot vote as this is covered in the Byelaws