

# **TONDU TARGET SHOOTING CLUB CONSTITUTION**

## **1. TITLE**

The name of the Club shall be, “The Tondu Target Shooting Club” (hereinafter called the Club).

## **2. MANAGEMENT**

The Club’s supreme Governing Body will be its General Meeting.

## **3. AFFILIATION**

The Club shall be affiliated to other bodies deemed desirable to the membership.

## **4. DEFINITIONS, AIMS AND OBJECTIVES**

### Definitions

All references to the male gender shall include the feminine and neuter and all references to the single persons shall include the plural.

The aims and objectives of the Club shall be:-

- 4.1 that of a non-profit making organisation with any profits and surpluses being used to maintain or improve the club facilities.
- 4.2 to encourage excellence in competitive target shooting; target practice and competition shooting at all levels from ab-initio onwards.
- 4.3 to undertake any other activities deemed to be desirable to the Club’s advantage.
- 4.4 to foster and promote target shooting in all its forms.
- 4.5 to manage the facilities under its control and/or ownership, including the Club ranges and buildings.
- 4.6 to undertake the training of all members in the safe handling of firearms.

## **5. MEMBERSHIP**

- 5.1 Membership of the Club shall be open to individuals interested in target shooting who agree to abide by all the rules of the Club, have been duly approved by the Committee, and have paid the ruling membership fees.
- 5.2 Membership of the Club shall be open, and not restricted on the grounds of sex, race or of political, religious or other opinions, to any person who is prepared to accept and support the objectives of the Club and are not debarred from membership of an approved club or possession of a firearm by the relevant sections of the Firearms Acts.
- 5.3 Probationary membership of up to six (6) months duration will apply in respect of new members.
- 5.4 Family membership will cover spouse/partner and issue receiving full time education. In all other respects Family Members will have the same rights and responsibilities as other full members of the Club, with the exception of voting rights at General Meetings.
- 5.5 Members under the age of 21 years will be regarded as junior members. People under the age of 25 who are in full time education shall be regarded as junior members.

- 5.6 Life Member. A Member shall be eligible to become a Life Member subject to approval by the Committee and on payment of such sum to the Club funds as may from time to time be approved at an AGM.
- 5.7 Life Honorary Member. Any person deemed worthy may be elected Life Honorary Member at an Annual General Meeting and shall not be liable to pay subscriptions.
- 5.8 Refusal of membership. The Committee shall have power to refuse any application for membership. Any person whose membership it is proposed to refuse may be invited to appear before the Committee to make any representation he/she may wish, or to make a representation to the Committee in writing. Any applicant whose membership has been refused under the rule shall not have any claim on the Club for any subscription, fees paid or other costs incurred.
- 5.9 Subscriptions. Annual and other subscriptions shall be those approved at a General Meeting and shall be payable on the 1st July each year. Junior members, family members, and Senior Citizens shall pay a reduced membership fee as determined by a General Meeting. The club Secretary will have his fees waived from the renewal date after his election until he resigns. If the Secretary resigns or is voted out at an AGM or EGM the fees are waived until the next renewal. Members joining the club after the 2010 AGM must be fully paid up members of the club for not less than five years before they are eligible for the senior citizens reduced membership fee.
- 5.10 If such subscriptions have not been paid by the end of August, such a member should have shown good reason to the Membership Secretary for non payment of such subscriptions and have had such good reason accepted. Otherwise, he/she will be deemed to have forfeited his/her membership at 30th September, and shall forfeit any club prizes won during the current year. If he/she re-applies for membership that person will be considered as a new member under Rule 5.3.

## **6. OFFICERS AND COMMITTEE**

- 6.1 The management of the Club shall be vested in the Officers and Committee and they are hereby indemnified against any claim or demand made upon them in respect of any bona fide liability properly incurred on behalf of the Club.
- 6.2 Officers. The Officers of the Club shall be the President, Vice Presidents, Chairman, Secretary, Membership Secretary, Treasurer, the respective Match Captains, and Police Liaison Officer(s). The Police Liaison Officers duties will be shared between the Secretary and Membership Secretary.
- 6.3 Committee. The Committee shall consist of the Officers elected, ex officio and not more than five (5) other elected members. The Chairman shall have a casting vote.
- 6.4 Quorum of Committee. At all Committee Meetings, five (5) members shall form a quorum. Not less than eight (8) days notice in writing shall be given of a Committee Meeting.
- 6.5 Co-option on Committee. The Committee shall have power to co-opt members to the Committee to fill vacancies which may occur during the current year or to co-opt such persons who are felt by the Committee to have such expertise or experience that is desirable at that time.

- 6.6 Matches and Competitions. The Match Captains have power to offer or accept any challenge or to enter the Club in any Match in which the Club may be entitled to shoot.
- 6.7 Range allocation shall be decided by the Committee.

## **7. GENERAL MEETINGS**

- 7.1 A General Meeting of the Club shall be held once annually before the end of May each year. At least fifteen (15) days before the date of an Annual General Meeting (AGM) notice shall be given in writing by the Secretary to each Member, stating the time and place of the meeting together with the agenda of the business as it shall be arranged by the Committee. At a General Meeting only members who have paid the current ruling membership fee may vote.
- 7.2 Election of Officers and Committee. At the AGM the Officers and Committee shall be elected and shall hold office until the next AGM following unless they resign or are dismissed by a General or Special Meeting.
- 7.3 Annual reports and Accounts. The secretary shall submit to the AGM an Annual report on the activities of, and any other matters concerning the Club which have occurred during the past year and the respective Captains will assist the Secretary to this end. The Treasurer shall submit an audited set of accounts.
- 7.4 Auditor(s). The accounts of the Club shall be closed on 31st December annually and Auditor(s) appointed at the previous AGM shall be required to make a report. The Auditor(s) shall not be members of the Committee.
- 7.5 Propositions. Notice of all motions for consideration at an AGM must be received, in writing, by the Secretary prior to the 1st of April and such motions shall be included in the Agenda for the AGM but the Committee shall determine the order of business on the Agenda.
- 7.6 Special General Meetings. A Special General Meeting shall be summoned at any time by the Secretary on the instructions of the Committee, or within one(1) month of the receipt of a written request signed by not less than twenty(20) members stating the purpose for which the meeting is to be summoned. No business other than that stated by the Committee or in the request shall be transacted at a Special General Meeting. (Rule 7.1 applies re notice to members).
- 7.7 Alterations of the Constitution. No alterations of, or addition to the Constitution shall be made except at the AGM or at a Special General Meeting convened for the purpose. Such notice of any proposed alteration must be sent to the Secretary in accordance with rule 7.5. No change to the Constitution shall be accepted unless agreed by two-thirds of the eligible and voting members present at the meeting.

## **8. INTERPRETATION OF RULES**

In the event of any question arising as to the interpretation of any of the Clubs' Rules, the question shall be referred to the Committee whose decision shall be conclusive and binding upon all members.

## **9. OMISSIONS IN RULES**

All competitions and conditions not covered by the Club Rules shall automatically fall under current regulations published by relevant Governing Bodies and any made by the Secretary of State.

## **10. MEMBERSHIP AND RULES**

It is a condition of club membership that all members agree to accept the Constitution and Range Rules of the Club which are in force during the period of membership.

## **11. GENERAL**

Any matters which may arise and which are not covered by Club Rules shall be dealt with by the Committee and its decision shall be binding on all members.

## **12. TRUSTEES**

The property and effects of the Club shall be held in trust for the use and purpose of the Club and shall be vested in Trustees, who shall be ex-officio members of the committee. On the death or resignation of one of them a new trustee shall be appointed at the next Annual General Meeting following such a death or resignation. The property and effects of the Club must be disposed of by the trustees.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the governing body, the NSRA, or to a CASC with the same interest, or to a Charity with the same interest, for use in related Community Sport.

## **13. CLUB RECORDS AND ADMINISTRATION**

- 13.1 The Club will maintain a record of club members, a register of attendance and a register of firearms used, as laid down by the Secretary of State in the rules for approved clubs.
- 13.2 All members of any category and shooting guests will be required to sign the necessary declarations as required under the terms of the Club's approval.
- 13.3 Such information as required by law will be provided by the Club to the statutory bodies (such as the Police) nominated to collate such information.
- 13.4 The Club will not ask for, record, or store information on club members other than that which is required for the safe, orderly and efficient running of the Club's administrative procedures and for the administration of its responsibilities under the Firearms Acts.
- 13.5 Club officers or committee members who become disqualified from owning a firearm will be deemed to have resigned from their position within the Club upon their disqualification. Failure to declare such a disqualification will be regarded as a serious disciplinary matter and their club membership may be terminated forthwith.
- 13.6 Any member or prospective member found to have entered into a falsehood or prevarication in order to have, or attempted to have; their membership accepted or renewed shall be considered to have infringed the rules of the Club and may have their membership terminated forthwith.
- 13.7 The details of club members past and present of all categories may be stored in a computer database and all members are deemed to have given permission for this under the relevant sections of the Data Protection Act when applying for or renewing their membership. No details of club members stored in such a database will be released to outside bodies, except for that required by law or with the permission of the membership.

## **14. DISCIPLINARY MATTERS**

- 14.1 It is the responsibility of all members to inform the Committee of any conduct on or off the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, un-gentlemanly or contrary to the conditions of the range safety certificates and range rules. The committee has the power to suspend membership rights, pending the resolution of any disciplinary matter.
- 14.2 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 14.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 14.4 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Committee, to sit as a Sub-Committee to consider the matter not later than 21 days after notification of the incident.
- 14.5 The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness (es), and will lay those statements before the Sub-Committee when it meets.
- 14.6 The Sub-Committee, having examined the evidence, may decide:
  - 14.6.1 That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
  - 14.6.2 That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 14.7 If there is a case to answer a Disciplinary Committee comprising of at least five members of the Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 14.4 above.
- 14.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 14.9 The Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 14.10 The Committee shall first decide whether the allegation has been proved or not.
- 14.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect posted on the notice board and to remain there for a period of not less than 30 days and if he does so such notice must be given within 7 days of the decision being made.
- 14.12 If it decides that the allegation has been proved, the Committee may impose one or more of the following penalties:
  - 14.12.1 A verbal warning.
  - 14.12.2 A written reprimand.
  - 14.12.3 Suspension of the right to use the Club's ranges for a fixed period of time.

- 14.12.4 Suspension of the right to use any of the Club’s facilities for a fixed period of time.
  - 14.12.5 Suspension of all membership rights for a fixed period of time.
  - 14.12.6 Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club’s facilities.
- 14.13 If it finds that the allegation has been proved the Committee must decide whether the circumstances are such that the matter should be reported to the NSRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Committee’s decision.
- 14.14 All proceedings of the Sub-Committee under 14.4 and 14.6 above, and of the Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 14.15 Any person who disputes any decision, whether as to liability or penalty, by the Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 14.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 14.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Committee reached its decision.
- 14.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 14.8 to 14.14 inclusive shall apply.
- 14.19 All decisions on disciplinary matters by the initial Sub-Committee, the Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 14.20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 14.21 When any penalty is imposed on a member by a Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Club notice board a notice setting out the precise nature and terms of the penalty for a period of not less than 30 days.

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Amended and approved at the Annual General Meeting held 16th May 2018.

.....Chairman Date.....

.....Secretary