PINHOE TARGET SHOOTING CLUB
Proposed* CONSTITUTION *to take affect at the 2020 AGM

1. The club shall be called the **PINHOE TARGET SHOOTING CLUB** with its headquarters at The David Scott-Langley Range, Langaton Lane, Pinhoe, Exeter.

CHARITABLE OBJECT AND AIMS

2. The object of the club shall be to encourage the sport of Target Sport Shooting by providing to members and guests, the facilities, instruction and opportunity to practice and compete in such chosen leagues and competitions as they should wish and so that, by their improved skill, they will be better fitted to serve their country in the Regular or Reserve Forces or in any other organisation in which their services may be required in the defence of the Realm in times of peril.

3. STRUCTURE

The charity is run by a Management Committee which meets every month to ensure the smooth day to day running of the charity and to plan for its long term success. The committee members are elected annually from the full members of the charity at the Annual General Meeting. A Chairman *and Vice-Chairman are* elected to chair meetings of the Management Committee. A Secretary is elected to deal with administrative matters. A Treasurer is elected to look after the charity finances and to keep the books and records from which the annual accounts are prepared. *These four club officers shall be the Trustees of the charity as required by the Charity Commission and such details as required by the Charity Commission shall be lodged at the Charity Commission on behalf of the club.* The charity has three Custodian Trustees, again elected from the membership, who sit on the Management Committee and in whom is vested the freehold property of the charity.

PEOPLE

The charity is open to all-comers of any diversity who can satisfy the legal requirements and help themselves and the charity develop, prosper and succeed.

COMMUNICATION

The charity shall be transparent and accountable, engaging effectively and fairly with members, guests, suppliers and the wider community whilst nurturing internal democracy.

STANDARDS AND CONDUCT

The charity shall uphold high standards of integrity, diversity and sportsmanship.

POLICIES AND PROCESSES

The charity will comply with all applicable laws and regulations, undertake responsible financial strategic planning and have appropriate controls and risk management procedures.

4. Constitution: The club shall be governed by this written Constitution which may be amended by a simple majority of those voting at an General Meeting of Club Members.

5. Affiliations: The club shall be affiliated to the National Small-bore Rifle Association and any other Association or Organisation which may be considered by the Committee to be desirable.

6. Child Protection: The club has adopted the National Small-bore Rifle Association Policy on Safeguarding Children and Vulnerable Adults in Target Shooting.

MEMBERSHIP

7. Membership is open to any person whose acceptance has been approved by the Committee.

8. Application for membership shall be made in writing on the appropriate form and handed to the Duty Officer. The form is to be countersigned by the Duty Officer or a committee member. The Committee's decision on acceptance or non-acceptance shall be final. The Committee is not required to give reason for refusal of membership. Full membership will be subject to satisfactory completion of an appropriate period of probationary membership.

9. Any member, or probationary member, may only have their membership terminated subject to proceedings conducted in accordance with the Club's Disciplinary Policy. Any member so terminated shall have no claim on the club in respect of any subscription, contribution or entry fee paid.

10. There shall be the following classes of Membership

a) Annual Adult Membership (aged 18 or over) – probationary for 1st 6 months or as appropriate

b) Annual Junior Membership (aged 12 –17 inclusive at the date of the AGM) - can be lower than 12 years for air only; probationary for 1st 6 months or as appropriate

c) Social Membership

Honorary Membership: People exceptionally selected at an AGM, who may or may not already be members of the club and who have contributed or a contributing to the well-being and efficiency of the club.

Member Information and Data Handling: The club has adopted and published a Privacy Policy in line with the provisions of the General Data Protection Regulations. A copy is to be displayed on the club notice board and any member may request a copy of the Policy.

MANAGEMENT AND CONTROL

11. Management: The club shall be managed by a President, Deputy President, Chairman, Vice Chairman, and a Committee of not less than eight elected members, all of whom shall be elected at the Annual General Meeting each year. The Officers of the Club - Secretary, Treasurer, Captain, Vice Captain, Armourer, Match Secretaries, and any other officer who may be proposed by the Committee shall also be elected and shall serve as fully elected members of the Committee. There must also be a Police Liaison Officer elected from the members of the Committee. (A quorum shall be one more than half the number of elected Committee members). Vacancies occurring in the Committee or among the officers between Annual General Meetings may be filled at the discretion of the Committee. The Chairman of the Committee shall have a casting vote in the event of a tie.

12. Vice Presidents: Vice Presidents of the club shall be elected and re-elected annually at the Annual General Meeting. The award of the office of Vice President will be given normally to members or ex-members in recognition of long and/or outstanding service to the club. In rare circumstances, a nonmember of the club may be elected a Vice President in recognition of exceptional support or help freely and voluntarily given for the benefit of the club.

13. Annual General Meeting: A general meeting of the club members, normally presided over by the President, shall be held annually. This AGM shall be held before the start of each Winter Season – normally in September – at least seven days notice in writing, having been given to all members. A quorum at a General Meeting of club members on questions of a constitutional nature shall be 25% of the current membership of the club.

The following business shall be included:

• Approve the Minutes of the previous AGM

• Deal with matters arising from these Minutes

• Elect the President, Deputy President and Vice Presidents.

• Discuss and, if passed by a simple majority, incorporate into the Constitution any amendments that may have been proposed by any two members in due time and properly proposed and seconded.

• Receive reports from the Chairman and Secretary.

• Receive a report from the Treasurer and approve the Annual Financial Statement of Accounts

• Elect the Club Committee for the following year

• Elect the Officers of the Club for the following year

• Appoint an Auditor/Auditors for the Club Accounts

• Agree subscriptions and fees for the following year.

• Approve or otherwise amendments to the Rules which may have been implemented by the Committee

•Any other business, at the discretion of the President/Chairman.

14. Extraordinary General Meeting: On receipt of a written request, in which the purpose shall be duly set out , signed by a minimum of eight members and delivered to the Secretary, the Committee shall, within 14 days, convene a Extraordinary General Meeting of the Club to discuss the particular matter requested. If such a request, having been duly served, has not been complied with within 14 days, the members making the request shall be empowered themselves to convene an Extraordinary General Meeting by giving seven days notice, in writing to all members, setting out the purpose for which the meeting is being called. Any resolutions carried at such a meeting shall have the same force and effect as if they had been passed at a meeting convened by the Committee.

15. CONFLICT OF INTEREST: A member of the club shall immediately declare an interest in any matter as soon as they are aware of any possible personal, professional or business conflict of interest. At this point they must not take part in any further discussion or take part in any vote regarding the matter in question.

16. Any member of the Committee or elected Officer of the Club may be removed from office by a majority of two thirds of the members present at an Extraordinary General Meeting convened for that purpose.

17. The Committee shall be responsible for managing the Club's affairs on a continuing basis and shall meet regularly (normally once a month), but the Secretary, in consultation with the Chairman may convene meetings as and when required, due notice having been given.

18. The Committee shall have powers to legislate upon any point not provided for or not made clear in this Constitution. A simple majority at the following Annual General Meeting shall ratify the Committee's decision.

19. RECORDING DECISIONS: All decisions of the Club by way of an AGM, EGM or Committee must be recorded in writing and kept in a secure manner.

FINANCE

20. The Committee shall be responsible for the conduct of the Club's day-to-day financial affairs and may pay accounts, receive monies and incur any normal and reasonable liabilities on behalf of the Club. The Committee shall be indemnified by the Club against any claim or demand in respect of any liability properly incurred in good faith on behalf of the Club. Policy proposals regarding any unusual, significant, and abnormal expenditure shall be referred to the Annual General Meeting or to an Extraordinary General Meeting.

21. Accounts: The Accounts of the club shall be kept by the Treasurer who shall submit an annual statement showing income, expenditure, assets, and liabilities to the AGM.

Delete Paragraph 22
22. Auditors: Auditors shall be appointed at the Annual General Meeting and they shall examine the accounts at least once a year. They shall be empowered to examine all relevant books, documents, invoices, vouchers and property of the Club and shall append to the Annual Statement a certificate to the effect that they have done so and that the Accounts show a true and correct record of receipts, expenditure, liabilities, and assets. They may, at any time, inspect any book, document, or property belonging to the club even if held temporarily in the possession of a Club member, and make a report to the Committee.

Replace with
22. Independent Review of the Accounts: *The club shall appoint a suitably experienced independent person or firm to conduct a review of the financial records and accounts of the charity each year as shall be required by the*

regulations of Charity Commission from time to time for a charity of the size and nature of the Pinhoe Target Shooting Club.

23. Handling of Money: The Committee shall include in the Club Rules detailed instructions concerning the handling and banking of money, cheques, and other negotiable documents, and the security and safe keeping of all property. Any money received on behalf of the Club by any member shall be handed to the Duty Officer at the first available opportunity.

24. Subscriptions: The annual rate of subscriptions shall be set at the Annual General Meeting for the following year. All subscribing members shall pay subscriptions by the 31st October or such later date as shall be decided at the AGM. Any member who has failed to pay his/her subscription by that date shall thenceforth be deemed to have resigned membership, or in respect of those members paying their subscription monthly, they shall be deemed to have resigned their membership if they fall three monthly payments in arrears. In either case the result will be their removal from any team and the Police Licensing Department being informed.

Membership Fee Allocation: Membership of all classes is granted and accepted on the basis that the membership fee is comprised of 67% donation to the club's charitable purposes and 33% towards shooting costs.

CLUB RULES

25. The Committee shall be responsible for producing and updating Rules for the conduct of the affairs of the Club which shall be displayed prominently on the Club notice board at all times. All new rules so made shall have immediate effect but must be displayed on the notice board and subsequently ratified at the next Annual General Meeting. These Rules shall encompass, inter alia, the following subjects:

• Times during which the ranges may be used.

• The class and type of weapons and ammunition which are permitted.

• Security, issue, and handling of arms and ammunition to comply with current legislation.

• Range safety

• Club property and its security (see Clause 27)

• The duties of the Officers of the Club, including the Duty Officer and Range Officer(s).

• The handling of monies.

• Conditions of Club competitions.

26. All shooting shall be governed by the rules of the appropriate national governing body (unless specifically varied by the Committee)

PROPERTY

27. For the purpose of this Constitution, properties belonging to the club shall be divided into two categories:

(a) Club Property : All buildings and permanent structures erected on the site.

(b) Property of the Club: All items of a permanent or transitory nature purchased by or presented to the club for the benefit of members. This includes fittings, rifles, telescopes, shooting equipment, furniture, trophies, stocks of targets, ammunition etc., cash, and investments.

Club property and Appointment of Custodian Trustees:

28. Custodian Trustees shall be appointed to hold and administer Club property. There shall not be more than four and not less than two Custodian Trustees. Club Property as defined at Clause 27 shall be vested in them. They shall hold office until death or resignation, unless removed by resolution of the Annual General Meeting. They shall deal with Club property as directed by resolution of an Annual or Extraordinary General Meeting of the club, of which an entry in the Minute Book shall be conclusive evidence and they shall be indemnified against risk and expense out of the Club property. If it shall be decided to appoint a new Custodian Trustee for any reason, the Club in Annual or Extraordinary General Meeting shall appoint such a person.

29. The Club House, Ranges, and the property as a whole shall be maintained in good condition to comply with current Range Safety Regulations, concerning the security of arms and ammunitions, reasonable health and safety standards, and to prevent deterioration of the fabric. The Committee is empowered to take what steps are necessary to this effect.

30. In the event of the Club being wound up the Club Property, Property of the Club, and any other assets shall not belong to members of the club but shall be made over to:

a) The Officers of the time being of the Devon County Small-bore Rifle Association itself.
Or

b) The Officers of the time being of the Devon County Small-bore Rifle Association for the benefit of some other institution or organisation with objects similar to the clubs, as the Officers of the said Association may determine.
Or
c) The Governors and Staff at schools where Target shooting is offered to Students.
Or
d) Any other institution or organisation recognised by law as a Charity.

The Trustees *and Custodian Trustees* to deal with as directed by the membership in General Meeting.

Property of the Club:

31. All property of the club not being part of "Club Property" as defined in paragraph 27 shall be vested in the Committee for the time being.

32. The Committee shall be responsible for its safe keeping, maintenance, handling and correct insurance and shall be empowered to purchase new items for the benefit of members and to sell items which are no longer required. Any item of a permanent nature which has been presented to the club as a gift, should not be disposed of without reference to the donor or, if the donor be deceased, to his/her next of kin. In the event that next of kin cannot be traced, the item may be disposed of as it were a normal purchased item.