

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

Affiliated to the N.S.R.A No. 02594

CONSTITUTION

April 2014

ADOPTED on 24 April 2014

**GLOUCESTERSHIRE ASSOCIATION
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CONSTITUTION - (Revised 2014)

1. PRELIMINARY

- 1.1 The name of the ASSOCIATION shall be GLOUCESTERSHIRE ASSOCIATION OF SMALLBORE RIFLE AND PISTOL CLUBS.
- 1.2 For the purposes of these Rules the County Boundary is considered to include all areas within the County Boundaries of Gloucestershire, South Gloucestershire and all areas north of the River Avon within Bristol Unitary Council as at 24 October 2013.

2. ADMINISTRATION

- 2.1 Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 7 of this constitution.

3. OBJECTS

- 3.1 The Association shall encourage skill in rifle and pistol shooting by providing instruction and practice in the use of Target rifles and pistols to any of Her Majesty's subjects so that they may be better fitted to serve their country in the armed forces, Territorial Army or any other organisation in which their services may be required in time of peril.
- 3.2 The Association shall encourage, promote and foster a healthy recreational and competitive interest in the sport of small-bore rifle and pistol shooting within the boundaries of Gloucestershire and will perform the duties of a county Association (for the purposes of this Association the boundary of Gloucestershire includes South Gloucestershire).
- 3.3 The Association shall be a Members Association, Category C, affiliated to the National Small-bore Rifle Association and any other Rifle or Pistol Association as the Association Committee may from time to time determine.
- 3.4 The Association shall consist of Member and Affiliated smallbore rifle, pistol and airgun clubs in or around the County boundary as considered appropriate by the Association Committee.

4. POWERS

- 4.1 In furtherance of the objects but not otherwise the Association Management Committee may exercise the following powers;

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- 4.1.1 power to raise funds and to invite and to receive contributions provided that in raising funds the Association Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- 4.1.2 power to own land;
- 4.1.3 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;
- 4.1.4 power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association;
- 4.1.5 power subject to any consents required by law to borrow money and to charge all or any part of the property of the Association with repayment of the money so borrowed;
- 4.1.6 power to employ such staff (who shall not be members of the Association Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- 4.1.7 power to co-operate with other Associations, clubs, voluntary bodies and statutory authorities engaged in furtherance of the objects and to exchange information and advice with them;
- 4.1.8 power to support any charitable trusts, associations or institutions formed for all or any of the objects;
- 4.1.9 power to do all such lawful things as are necessary for the achievement of the objects.

5. MEMBERSHIP / AFFILIATION

- 5.1 Membership of The Association shall be open to smallbore rifle, pistol and airgun clubs (hereinafter called 'Member Clubs') situated within the Gloucestershire County area.
- 5.2 Clubs situated outside the Gloucestershire County area may also affiliate (hereinafter called 'Affiliated Clubs'), but their members shall have no vote at general meetings.
- 5.3 Individual rifle and/or pistol shooters resident or serving within the Gloucestershire County area who are members of a Home Office approved club, which is not a Member or Affiliated Club to The Association, may be admitted to membership of The Association (hereafter called 'Associate Members').
- 5.4 Acceptance of a Club as a Member Club, Affiliated Club or acceptance of an individual as Associated Member of the Association shall be either by the Association in General Meeting or by the Association Management Committee. No reasons shall be given in the event of rejection.

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- 5.5 The Management Committee may remove from The Association any Member Club, Affiliated Club or Associate Member whose conduct is unseemly, objectionable or calculated to bring The Association or sport of Rifle and/or pistol shooting into disrepute. Disciplinary Procedures defined in the Association Byelaws will be followed.
- 5.6 The Management Committee may also refuse Membership, Affiliation of the Association, or remove it, for non-compliance or contravention of the firearms laws or Home Office criteria. Disciplinary Procedures defined in the Association Byelaws will be followed.

6. OFFICERS

- 6.1 The Officers of the Association shall consist of the following: Chairman, Vice Chairman, Rifle Captains (Prone, Ladies, Lightweight Sport Rifle (LSR), Air), Pistol Captains, Honorary Secretary, Honorary Treasurer, and the Elected Representative to the N.S.R.A.
- 6.2 The Officers of the Association shall be elected annually at the Annual General Meeting of the Association. With the exception of the President and Vice-Presidents, candidates shall be full current members of Members Clubs.
- 6.3 Any of the above duties may be combined in the person of one office-bearer when deemed expedient.
- 6.4 The Officers shall act in all matters in accordance with directions of the Committee.

7. ASSOCIATION MANAGEMENT COMMITTEE

- 7.1 The affairs of the Association in all matters not in these rules reserved for the Association in General Meeting shall be managed by the Association Management Committee (hereafter called the 'Management Committee').
- 7.2 The Management Committee will consist of the elected officers and as a minimum at least six members who can represent the views of the Member Clubs, Affiliated Clubs and Associate Members. The Management Committee should not consist of a majority of more than one third from a single Member or Affiliated Club.
- 7.3 The Management Committee will have the powers to legislate on all rules of the Association excepting those affecting the Constitution of the Association.
- 7.4 A minimum of two officers plus two representatives shall form a quorum. In the case of the Management Committee being equally divided then the Chairman shall have a second and casting vote.

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- 7.5 Officers of the Management Committee shall be elected annually at the Annual General Meeting of the Association. They shall all go out of office in every year but shall be eligible for re-election.
- 7.6 No member of the Management Committee shall be appointed to a remunerated office of the Association.
- 7.7 A Management Committee meeting may be summoned at other times by the Honorary Secretary and so shall be summoned by the Honorary Secretary giving seven days' notice to all members of the Management Committee.
- 7.8 The proceedings of the Management 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.
- 7.9 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 any of the provisions of clause 8.
- 7.10 No person shall be entitled to act as a member of the Management Committee whether on a first or any subsequent entry into office until they have confirmed in writing to the Management Committee their acceptance and willingness to act in the trusts of the Association.

8. Determination of Membership of the Management Committee

- 8.1 A member of the Management Committee shall cease to hold office if he or she:
 - 8.1.1 ceases to be a full current member of a Member Club; or
 - 8.1.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
 - 8.1.3 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 his or her office be vacated; or
 - 8.1.4 gives to the Management Committee notice that he or she wishes 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 four members of the Management Committee remain in office when the notice of resignation is to take effect.

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9. Management Committee Members not to be Personally Interested.

- 9.1 Subject to the provision of sub-clause 9.2 no member of the Management Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee for the Association) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.
- 9.2 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 him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Association, 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 his or her own instruction or remuneration, or that of his or her firm, is under discussion.

10. Meetings and Proceedings of the Management Committee

- 10.1 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 but if the matters include appointment of a co-opted member then not less than 21 days' notice must be given. All notices must be given in writing.
- 10.2 The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, 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.
- 10.3 There shall be a quorum when at least one-third of the members of the Management Committee for the time being or four members of the Management Committee, whichever is the greater, are present at the meeting. See 7.4.
- 10.4 The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.
- 10.5 The Management Committee may from time to time make or alter the byelaws of the Association. Any such addition or alteration to the byelaws must be laid before the next Annual General Meeting of the Association for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this Constitution.
- 10.6 The Management Committee may appoint one or more advisory or sub-committees consisting 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

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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.

- 10.7 The Management Committee shall ensure that at all times the Association and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken.
- 10.6 Membership, Affiliation or Associate Membership fees shall be fixed by the Management Committee at the committee meeting before the Annual General Meeting.

11. RECEIPTS AND EXPENDITURE

- 11.1 The funds of the Association, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Association at such bank or building society as the Management Committee shall from time to time decide. The Association may operate more than one bank account. All cheques drawn on the Associations bank account must be signed by two members of the Management Committee.
- 11.2 The funds belonging to the Association shall be applied only in furthering the objects.
- 11.3 The Honorary Treasurer or such other person as may from time to time be nominated by the Management Committee may pay accounts and incur any normal liabilities on behalf of the Association.
- 11.4 The Management Committee and Officers are hereby indemnified by the Member / Affiliated Clubs and Associated Members against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Association.
- 11.5 The Honorary Treasurer shall keep such proper books of accounts as will enable him to present at every Annual General Meeting of the Association or at any other time if required (on reasonable notice to him/her) by the Management Committee an accurate report and statement concerning the finances of the Association and shall present such report and statement accordingly. The Honorary Treasurer shall present an accurate report on the finances of the Association at every Management Committee meeting.
- 11.6 An independent Inspector to the Association shall be elected at an Annual General Meeting and remain in office until they resign by notice in writing given to the Management Committee or until a resolution removing them from office shall be passed at a General Meeting of the Association by a majority comprising two-thirds of the members present and entitled to vote.
- 11.7 The Inspector shall examine the accounts and all invoice vouchers, books or other documents connected therewith and shall report in writing to the Association at the Annual General Meeting in each year.

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12. PROPERTY

- 12.1 All property and assets of The Association shall be vested in the Committee for the time being and the Committee shall have power to appoint Trustees to hold any particular item of property from time to time subject only to the provisions of the Trustees Act (1925).
- 12.2 In the event of The Association being wound up, the property and assets shall not belong to members of The Association, but shall be made over to the Officers for the time being of the N.S.R.A. to be applied by them either in developing the work of The Association itself, or for the benefit of some other institution with objects similar to those of The Association as the Committee of The Association may determine or to any other institution recognised by law as a charity which the Committee of The Association in its sole discretion may direct.
- 12.3 All property of the Association including land and investments shall be held by Trustees on behalf of the Management Committee for the time being in their names so as far as necessary and practicable for the use and benefit of the Association. On the death, resignation or removal from office of a Trustee, the Management Committee shall take steps to procure the appointment by the Association in of a new Trustee in his place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Association property in the names of the Trustees as constituted after said appointment.
- 12.4 The Trustees shall in all respects act in regard to any property of the Association held by them in accordance with the directions of the Management Committee and shall have power to sell, lease, mortgage or pledge any Association property for the purpose of raising or borrowing money for the benefit of the Association in compliance with the Management Committee's directions.

13. ANNUAL GENERAL MEETINGS

- 13.1 An Annual General Meeting of the Association shall be held in every year and there shall not be more than fifteen months between one Annual General Meeting and the next. Notice of the day and time of the Annual General Meeting shall be posted in all Member and Affiliated Clubs for a period of at least twenty one days before such day.
- 13.2 The chairman of the Association then in office shall be the chairman of each annual and extraordinary general meeting, but if he is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- 13.3 The Management Committee shall present to each Annual General Meeting the report and accounts of the Association for the preceding financial year. The financial year is from 1 September to 31 August.

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- 13.4 Nominations for election to the Management Committee must be made by members of the Association in writing and must be in the hands of the Secretary to the Management Committee at least fourteen days before the Annual General Meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot.
- 13.5 A General Meeting of the Association may be summoned at any time by the Management Committee and shall be so summoned immediately upon receipt by the Management Committee of a written request being received from ten members from any Member Clubs or Associated Members (each being entitled under Clause 17 to vote). A General Meeting shall be so summoned by causing a notice thereof to be posted in Member and Affiliated Club premises for a period of at least fourteen days immediately before the day appointed for the meeting but this period may be abridged at the discretion of the Management Committee if the urgency of the business to be discussed in their opinion so requires.
- 13.6 At any General Meeting of the Association a representative of every Member Club and Associate Members shall be entitled to be present and shall be entitled to one vote upon every question raised. In the case of equality of voting the Chairman of the meeting (who shall be a member elected for the occasion by the meeting before any other business is opened) shall have a second or casting vote. The Honorary Secretary shall take minutes of the proceedings at all General Meetings of the Association.

14. SPECIAL GENERAL MEETINGS

- 14.1 The Management Committee may call a special general meeting of the Association at any time. If at least 20% of the affiliated Club membership entitled to vote or 50 members, whichever is less, request such a meeting in writing signed by no fewer than 25% of the member clubs stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice calling the meeting must state the business to be discussed.

15. NOTICES

- 15.1 Each Member Club and Affiliated Club shall keep the Associations Honorary Secretary informed of the Clubs executive officers names and contact details to include Telephone contact, private address or some other address at which communications may be addressed to them including e-mail address if available.

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- 15.2 Nevertheless it shall not be necessary to send any notice intended for the Member or Affiliated Club's generally to any Club, by post or otherwise, except in the case of notice convening any General Meeting for any purpose of Rule 13.1. All notices shall be posted by being affixed in a prominent position on the Club premises in a part of the Club which is frequented by members and it shall be the duty of the Club Secretary to ensure such notice remains so exhibited throughout any period required by or under these rules.
- 15.3 Any notice required to be served on any Member Club, Affiliated Club or Affiliated Member shall be in writing and shall be served by the Honorary Secretary or the Management Committee on such member either personally or by sending it through the post in a prepaid letter addressed to them at their last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

16. ALTERATION OF CONSTITUTION

- 16.1 The Constitution may be revoked, added to or altered by a majority comprising two-thirds or more of the members present and voting at any General Meeting of the Association.
- 16.2 Notice of any proposed addition, amendment or alteration of the rules must be included in the agenda for the proposals and must be forwarded to the Honorary General Secretary in writing at least twenty one days in advance of the said meeting.

17. VOTING

- 17.1 At a general meeting every member of a Member Club or any Associate Member shall have one vote on any resolution on which he is entitled to vote. Every resolution shall be decided by a 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.
- 17.2 An Associate Member is one who, upon payment of the required fee, shall be entitled to vote at a general meeting and make use of the facilities at the County range

18. EXCLUSION OF LIABILITY

- 18.1 Neither the Association nor any officer thereof shall be liable to any member, guest of a member or visitor for any loss of or damage to any property occurring from whatever cause in or about the premises at any event/competition organised by the Association.

19. DISSOLUTION

- 19.1 If the number of Member Clubs and Affiliated Clubs shall at any time fall below five, or if at any time the Association shall pass in General Meeting by a majority vote comprising two-

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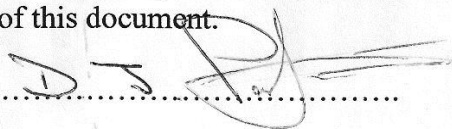
thirds or more of the members present and entitled to vote, a resolution (in this rule called "the first resolution") of its intention to dissolve, the Management Committee shall seek advice from the NSRA and take steps to amalgamate with an adjacent County Association and/or take immediate steps to convert into money all the property of the Association with power howsoever to postpone or delay the conversion of any property if the Association in General Meeting shall so authorise.

- 19.2 Out of the proceeds of such conversion the Management Committee shall discharge all debts and liabilities of the Association including the expenses of such conversion and any balance remaining in their hands shall not belong to the members of the Association but shall be made over either to the officers of the National Small-bore Rifle Association to be applied by them in developing the work of the Association or to any other Institution recognised by Law as a Charity which the Management Committee of the Association in its discretion may direct.
- 19.3 Thereupon the Association shall for all purposes be dissolved.
- 19.4 A copy of the notice convening any General Meeting under this Rule shall be sent by the Honorary Secretary by post to every Member Club, Affiliated Club and Associate Member at their address last notified to the Honorary Secretary under Rule 14.1 not less than fourteen days before the date appointed for the Meeting but any accidental omission to send such copy or non-receipt of the same shall not invalidate any proceedings or resolution.

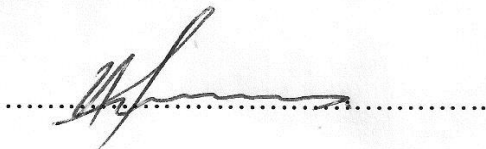
These Constitutional Rules were proposed, approved and adopted at an Extraordinary General Meeting on the 24th April 2014.

This Constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

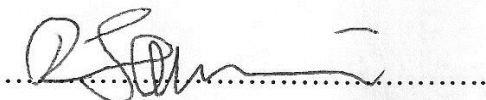
Signed



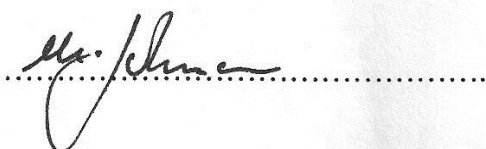
Chairman.....



Honorary Secretary.....



Vice Chairman.....



Secretary.....