

WORCESTER NORTON SHOOTING CLUB

CONSTITUTION.

Adopted on the third day of April 2005.

Revision 1, 18th May 2008.

1) Name of Organisation.

- 1.1 Worcester Norton Shooting Club is one of the trading names of Worcester Norton Sports Club Ltd and is known as Worcester Norton Shooting Club in its own right.
- 1.2 The club ranges will be at the WORCESTER NORTON SPORTS CLUB LIMITED, Norton, Worcester.
- 1.3 In this document the word 'Club' refers specifically to the Worcester Norton Shooting Club. All other clubs will be given full titles.
- 1.4 This Constitution is subject to the Articles of Association, Memorandum of Association and the Code of Ethics Policy of Worcester Norton Sports Club Ltd.

2) 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 Management Committee, constituted by clauses 9 and 10 of this constitution.

3) Objects.

- 3.1 To encourage, through the use of the club's recreational facilities, proficiency in the safe handling of firearms and to promote through education greater mental and bodily development among Club members.
- 3.2 To provide assistance, to other organisations police, school cadet forces and other engaged in the discipline of safe gun handling, with specialist facilities for training or competitions in order to promote intellectual and physical growth, maturity and development.
- 3.3 To inculcate through the use of the clubs recreational facilities principles of good citizenship, loyalty, discipline and a sense of responsibility among its members at all times and at all ages and levels of proficiency.

4) Powers.

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

- 4.1 power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake trading activities

with the general public and shall conform to any relevant requirements of the law;

- 4.2 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;
- 4.3 power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
- 4.4 power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with the repayment of the money so borrowed;
- 4.5 power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in the furtherance of the objects and to exchange information and advice with them;
- 4.6 power to support charitable trusts, associations or institutions formed for all or any of the objects;
- 4.7 power to do all such lawful things as are necessary for the achievement of the objects.

5) Membership.

- 5.1 The Club shall be open to individuals who are interested in furthering the objects of the Club and who have paid the annual subscription.
- 5.2 The Club shall be open to individuals to apply for membership without discrimination.
- 5.3 No individual will be entitled to full Club Membership without fulfilling the probationary requirements.
- 5.4 The Management Committee reserves the right to refuse full membership to any Probationer or former member.
- 5.5 Visitors, guests and probationers shall become day members on payment of the appropriate range fee.
- 5.6 Full members may bring a guest, who is an FAC or SGC holder, to shoot for a maximum of five visits in one year. The guest must remain in the company and supervision the full member. Unless holders of a valid firearms certificate guests shall not use Section 1 firearms unless Police approval has been obtained. FAC holders who are not WNSC members may also attend all 12 Open Saturday Competitions.
- 5.7 A member must pay all monies owing in any year in order to be eligible for membership the following year.
- 5.8 Any member whose annual subscription is unpaid by the date set by the Management Committee shall cease to be a member of the club and shall forfeit

all right in and claim upon the club and its property. Membership applications from former members after this date will be presented to the Management Committee for consideration.

- 5.9 New members joining within 6 months of the start of membership year shall pay the full fee. New members joining after this period shall pay half fees.
- 5.10 The Management Committee may, at its discretion, propose at the AGM that a member be awarded Honorary Life Membership for exceptional service to the club. Members may suggest to the Management Committee suitable candidates at least one month before the AGM.
- 5.11 Any Member who is responsible for the supervision of minors or persons classified as being at risk must be checked and approved by the CRB or any other relevant body prior to them taking up that position.
- 5.14 Any member receiving payment for any service who is not regarded by the Inland Revenue as being self employed within the context of dealing with the club will be paid through the Limited Company Payroll and be subject to the deduction of tax and NI as appropriate. If the member is Self Employed, evidence of the necessary insurance cover must be provided.
- 5.15 Categories of membership shall include: - Life, Adult, Junior, Family, Corporate, Airgun, Smallbore and Day membership.
- 5.16 The Management Committee may create any category of member they deem necessary and may determine what right and benefits they may have and may lay down procedures for the introduction of prospective new members of 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.
- 5.17 The first 90 minutes on a Sunday Club morning shall be given to the training of Probationary members should the need arise.
- 5.18 Any Member who receives a criminal conviction must inform the Club secretary in writing within 7 days.
- 5.19 Any member who moves house must inform the Club Secretary in writing of their new address within 7 days.

6) Structure.

- 6.1 The Club shall consist of as many members as is considered suitable by the Management Committee.
- 6.2 All complaints must be sent, in writing to either the Club Secretary or Club Chairperson.
- 6.3 Range opening hours shall be in agreement with the Management Committee and the Directors of the Worcester Norton Sports Club Limited and shall be as stated in the Shooting Club General Rules.

7. Disciplinary Procedure.

7a Suspension.

7a.1 The Management Committee shall have the right to suspend from membership of the Club any person who in the opinion of the Management Committee is likely to bring the Club into disrepute or is not a fit and proper person to be a member of the Club. The Management Committee will notify the member as to the reason for the suspension and the dates of the suspension period in writing if necessary.

7a.2 The Chief Range Officer has the delegated authority of the Management Committee in consultation with the Chairperson of the Club to suspend from the Club's ranges or from any other range under control of the Club any member who in the opinion of the Chief Range Officer has or is likely to endanger the safety of his or herself at the Club's ranges or at any other range under control of the Club or the safety of any other person at or in the vicinity of the Club's ranges or any other range under control of the club from time to time. The Chief Range Officer will notify the member as to the reason for the suspension and the dates of the suspension period in writing if necessary.

7a.3 Where a person has been suspended from membership of the Club by a decision of the Management Committee or Chief Range Officer that person has the right of appeal against that decision. Any appeal must be lodged in writing with the Secretary within twenty-one days of the decision and the Management Committee undertakes to hear the appeal within fourteen days from the lodging of the appeal. The appeal is by way of a rehearing and no member of the Management Committee, which made the original decision, can sit on the Appeal Committee. The appellant has the right to appear in person together with a representative of their choice before the Appeal Committee. Should the member be unable to attend in person due to circumstances beyond their control, they may elect a representative to appear in their stead. If this option is not taken, it shall not prevent the Management Committee from exercising their power to suspend that member. The decision of the Appeal Committee will be notified to the appellant in writing within fourteen days. Suspended members shall have their suspension reviewed at each monthly Management Committee meeting until resolved. Suspended members are excluded from Club premises except when invited in writing to attend the Club for the purpose of appeal hearings.

7b Termination.

7b.1 The Management Committee shall have the right to remove from membership of the Club any person who in the opinion of the Management Committee is likely to bring the Club into disrepute or is not a fit and proper person to be a member of the Club.

7b.2 The Management Committee, before removing any person from membership of the Club of the Club, must give that person in writing at least twenty-one days before any decision is made by the Management Committee the reason(s) why in the opinion of the Management Committee that person is not fit to remain a member of the Club. That person has the right to appear in person together with

a representative of their choice before the Management Committee to give in his opinion good reason why he or she should not be removed from membership or any other relevant evidence to support his or her case. Should the member be unable to attend in person due to circumstances beyond their control, they may elect a representative to appear in their stead. If this option is not taken, it shall not prevent the Management Committee from exercising their power to remove that member.

- 7b.3 Where a person has been removed from membership of the Club by a decision of the Management Committee that person has the right of appeal against that decision. Any appeal must be lodged in writing with the Secretary within twenty-one days of the decision and the Management Committee undertakes to hear the appeal within fourteen days from the lodging of the appeal. The appeal is by way of a rehearing and no member of the Management Committee, which made the original decision, can sit on the Appeal Committee. The appellant has the right to appear in person together with a representative of their choice before the Appeal Committee. Should the member be unable to attend in person due to circumstances beyond their control, they may elect a representative to appear in their stead. If this option is not taken, it shall not prevent the Management Committee from exercising their power to remove that member. The decision of the Appeal Committee will be notified to the appellant in writing within fourteen days.

7c. Management Committee Procedure for Disciplinary Hearings.

- 7c.1 The Management Committee must split into two groups before any hearing takes place, each consisting of at least five members. Each group must elect a chairperson. One group will conduct the initial hearing whilst the other shall hear any appeal.
- 7c.2 Under no circumstances will the member/appellant appear before both groups at the same time.
- 7c.3 Once the Management Committee has been divided into groups, there must be no general discussion between the two groups before a final decision has been reached.

8) Subscriptions.

- 8.1 The Club Membership Subscriptions shall be agreed at the AGM.
- 8.2 Subscriptions are due by a date as directed by the Management Committee.
- 8.3 Any members not renewing their membership by the due date must pay a late payment fee when renewing their membership. The due date and fee shall be set at the discretion on the Management Committee.

9) Management Committee.

- 9.1 The Officers of the Club shall be: Chairperson, Secretary, Treasurer, Membership Secretary, Chief Range Officer and Club Armour.

Revision 1. Membership Secretary position now incorporates Police Liaison Officer.

9.2 The elected Management Committee shall consist of:
The Officers of the Club, Competition co-ordinator, Maintenance Organiser, Police Liaison Officer, three Board Directors and up to three Club member Representatives.

Revision 1. New Management Committee positions added. Assistant Secretary and Shop Manager.

9.3 All Management Committee members shall stand down at the AGM except the Chief Range Officer and Club Armour (see clause 15).

9.4 At the Club AGM the membership shall democratically elect 3 Directors (subject to confirmation of any record of disqualification with Companies House and successful vetting with the Criminal Records Bureau) who will be appointed to the Board of Worcester Norton Sports Club Ltd.

9.5 Existing Management Committee Members may stand for re-election.

9.6 There will be no restrictions on the term of years a Management Committee member may serve.

9.7 A member may be elected to serve in no more than two positions on the Management Committee.

9.8 All members of the Management Committee must be full current members of the Club in their own right.

9.9 The Management Committee has the power to appoint up to three co-opted members. These co-opted members will have full voting rights.

9.10 No person shall be appointed as a member of the Management Committee who is aged under 18 or who would be disqualified under the provisions of clause 10.

10) Determination of Membership of the Management Committee.

A Member of the Management Committee shall cease to hold office if she or he:

10.1 ceases to be a full current member of the Club; or

10.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or

10.3 is absent without permission of the Management Committee from all their meetings held within a period of four months and the Management Committee resolve that his or her office be vacated; or

10.4 gives to the Management Committee notice that she or he 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).

11) Management Committee Members not to be Personally Interested.

11.1 Subject to the provision of sub-clause 11.2 no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a member of the Management Committee) or in any contract entered into by the Management Committee.

11.2 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 reasonable professional charges for business done by him or her in his or her 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 his or her own instruction or remuneration, or that of his or her firm, is under discussion.

12) Meetings and Proceedings of the Management Committee.

12.1 The Management Committee shall meet at least 12 times per year.

12.2 A committee quorum shall consist of 6 members, at least two of which must be Officers of the Management Committee.

12.3 The Management Committee shall form such Sub-Committees, as it deems necessary.

12.4 Any Sub-Committee may co-opt however many members it requires either from the Management Committee or from Club Members.

12.5 Each Sub-Committee, which is active, shall prepare and present a current report at each committee meeting.

12.6 The Management Committee shall function democratically with each elected member having one vote.

12.7 The Chairperson will play an impartial role in discussion and only in the event of a tie will the Chairperson have the casting vote.

12.8 If the Chairperson wishes to take an active part in any decision making and discussion an acting Chairperson may be appointed at the request of at least three committee members.

12.9 The Management Committee shall produce a set of Club Rules, Range Rules and safety procedures. The Management Committee may from time to time make or alter these rules and procedures. Any such addition or alteration to the byelaws must be laid before the next annual general meeting of the Club for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.

- 12.10 Affiliation to the various organisations representing shooting sports will be made as the Management Committee decides.
- 12.11 The Management Committee shall ensure that at all times the club 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.
- 12.12 The Secretary should circulate copies of the previous committee meeting to each Management committee member at least 2 weeks prior to the next meeting.

13) Annual General Meeting.

- 13.1 The Annual General Meeting will be held each year within one month following the Sports Club Annual General Meeting.
- 13.2 Notice of the Annual General Meeting must be issued to all members at least two weeks prior to the date of the Annual General Meeting.
- 13.3 The Club Secretary must receive, in writing, notice of items for inclusion in the Annual General Meeting Agenda at least one week prior to the meeting.
- 13.4 An Annual General Meeting shall consist of not less than 20 fully paid-up club members. 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 within 42 days of the date of the original meeting, or as soon after as is practicable.
- 13.5 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
- 13.5 The Club President shall be elected tri-annually at the Annual General Meeting and shall act as a non-voting advisor to the Management Committee.
- 13.6 An Extraordinary General Meeting can be convened by written request to the Club Secretary, and must contain signatures from at least 20 fully paid-up Club Members. Two weeks written notice must be given of such meetings. A quorum shall consist of not least 20 fully paid-up Club members.
- 13.7 Every member shall have one vote on any resolution on which they are 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 Chairperson of the meeting shall have a second and casting vote.

14) Alterations to the Constitution.

- 14.1 Alterations to the Constitution shall only be made with the approval of the members at the Annual General Meetings or at an Extraordinary General Meeting called for that purpose.

14.2 Any alterations of the Constitution must receive the assent of not less than two-thirds of the Members present and voting.

15) Excepted Officers.

15.1 Only Range Officers of twelve months experience and trained by Worcester Norton Shooting Club may stand for election as Chief Range Officer.

15.2 The Chief Range Officer will be elected by the serving Range Officers. The Management Committee reserves the right to appoint the new Chief Range Officer if insufficient Range Officers are available.

15.3 The appointment of Chief Range Officer must be ratified by the Management Committee

15.4 The Chief Range Officer shall be responsible for the training, organisation and attendance of the Range Officers.

15.5 The Chief Range Officer shall ascertain the views of the Range Officers before submitting Probationers to the Management Committee for their acceptance as full Club members.

15.6 The Management Committee shall elect a Club Armourer who shall be a full voting member.

16) Financial Arrangements.

16.1 The financial year shall end on 31 May each year.

16.2 The Management Committee shall cause proper books of account to be kept with respect to:

- a) All sums of money received and expended by the Club.
- b) All Sales and purchases of goods and services.
- c) All assets and liabilities of the Club.

16.3 Proper books shall not be deemed to be kept if they are not keep such books of account as are necessary to give a true and fair view of the affairs of the Club and to explain its transactions.

16.4 The books of Account shall be kept at such place as shall be decided at the Annual General Meetings and shall be available for inspection at such times as the Members shall decide at the said Annual General Meeting.

16.5 Auditors shall be appointed at each Annual General Meeting.

- 16.6 All funds of the Club shall, except for Petty Cash immediately on receipt be paid into a bank Account maintained in the name of the Club and be the responsibility of the Hon. Secretary.
- 16.7 Copies of all accounts shall be prepared for each Annual General Meeting.
- 16.8 The Treasurer should circulate at least an Income and Expenditure Account to each Management committee member as well as the Company Secretary and Directors at the end of each calendar month.

17) Dissolution.

- 17.1 The Club may be dissolved at any time by a resolution passed by three-quarters majority of the members present and voting at an Annual General Meeting or at a Special General Meeting called for that purpose.
- 17.2 In the event of the Club being wound up, the Assets of the Club (if any) after payment of all debts and any liabilities, shall not be paid or distributed amongst the members, but shall be placed in Trust until such time as new range are invested in or purchased.

18) Competitions.

- 18.1 Each shooting discipline shall democratically elect a Captain from within their members.
- 18.2 The Competition Co-ordinator, elected at the Annual General Meeting may form a Competition Committee with the Shooting Captains from each discipline.
- 18.3 The Competition Co-ordinator may also hold the position of a Shooting Captain.
- 18.4 The Competition Co-ordinator will prepare and present a current report to each Committee Meeting.

Tear off and return to the Club Membership Secretary.

I CERTIFY I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE CONSTITUTION OF Worcester Norton Shooting Club, and note that this slip will be retained on Club Records.

SIGNED _____

PRINT NAME _____

MEMBERSHIP NO _____ DATE _____

WNSC OPERATES WITHIN THE SCOPE OF THE DATA PROTECTION ACT