

BISLEY GUN CLUB

CLUB CONSTITUTION

1 The Title of the Organisation shall be **Bisley Gun Club**. The Club is a non-profit making Organisation and all monies are re-invested into the Club. The financial year will be 1 January to 31 December.

2 The Clubhouse shall be at The Read Pavilion and for correspondence the Club Secretary's Address will be used.

3 The objects and aims of the Club shall be to encourage and support their members and promote the sport of Clay Target Shooting. The Club shall be affiliated to the English Clay Pigeon Shooting Association and abide by all rules or recommendations proposed by the CPSA.

4 The elected Committee Members will equally manage the Club. A minimum of seven and a maximum of eleven Members will form the Committee which will include four Officers; Chairman, President, Vice President and combined Secretary/Treasurer together with a Vice Chair/Club Captain who will be elected from the serving Committee at their first meeting. All the Committee Members shall have full voting powers, three of whom shall form a quorum and any formal decisions regarding the Club shall be decided by a minimum of the said Quorum. The Committee have the authority to accept resignations and fill any vacancies during the annual term at their discretion by co-opting Members onto the Committee.

5 **The Annual General Meeting**

i) The Annual General Meeting of the Club shall be held in March each year and a minimum of fourteen days' notice shall be given to all current Members. Only Club Members are eligible to attend the AGM. Resolutions to be proposed at the meeting shall be given in writing to the Secretary seven clear days before the date of the meeting. Voting will be carried out by the means of ballot papers and independently counted.

ii) The appointment of the Committee will be for minimum term of one year and elected by the Members at the AGM. Anyone wishing to stand as a Committee Member should be nominated in writing to the Secretary a minimum of seven days prior to the AGM. The Committee criterion is that the Nominee has been an active member of Bisley Gun Club for a minimum of two consecutive years and is willing to play a participating and equal role in the management of the Club.

iii) The Annual Accounts shall be prepared every year by professional accountants to be appointed by the Club Secretary. A copy of the accounts shall be made available to every Member attending the AGM or by personal request.

iv) All Members and Officers attending the AGM will conduct themselves in a professional manner and not use the meeting to target individual Members over personal matters

6 **The Secretary/Treasurer**

i) The Secretary's appointment will be elected at the AGM, this role will combine both the Secretarial and Treasurers roles and be known as the Club Secretary and whom will solely manage the shoots, access the bank accounts and deal with all secretarial and financial matters that arise.

ii) All monies received on behalf of the Club shall forthwith be paid into the Club's Treasurers Account at the earliest convenience. Monies received on behalf of the Pot Contributions will be paid directly into a separate Bank Account used solely for this purpose. The Club Secretary shall alone have access to both of these bank accounts and manage all financial transactions for the Club. Fully documented financial evidence shall be kept for the Accountants at the year end and can be seen by the Committee at any time.

7 **The Range Manager/Safety Officer**

i) The Range Manager and/or qualified Safety Officer must be present at each shoot. If this is not possible, it is the Range Manager's responsibility to find a suitably qualified replacement

ii) The main duties of the Range Manager will be the setting up of the layouts and targets at the start of the day, ensure the shoot runs smoothly, Referee cover is allocated to each layout and closing down the layouts at the end of each shoot. Maintenance of the traps and ordering of parts is also the Range Managers responsibility.

ii) The Range Manager and/or Safety Officer will have the authority to refuse a member onto the layouts if they feel there will be a breach of safety or for any insubordination towards others. The Range Manager must obtain full Committee approval regarding any decisions to be made that will affect the Club and/or Members.

iii) In the event of a trap breakdown, the Range Manager and/or Committee Officer has the authority to arrange for squads to shoot on either range and in the event of a serious breakdown, to curtail the number of targets to be shot, so as to ensure, as far as is possible, the completion of the competition

Membership

- i) Membership is solely to Bisley Gun Club and the membership benefits are reduced entry fees and practice rounds and all Members have the right to attend and vote at Annual General Meetings.
The annual membership subscription to Bisley Gun Club shall be fixed by the Committee at its absolute discretion to reflect inflation and running cost increases. Annual Memberships run from 1 January to 31 December and should be renewed on or before 1 January; payment will be accepted at shoot fixtures during January. The Committee have the right to refuse membership renewal without exception or explanation. If such a decision is made, an appeal may be made to the Club Secretary in writing within seven days of receipt of the notification. If no appeal is forthcoming, the refusal will remain in place for the remainder of the year.
- ii) New and lapsed memberships will be based on the applicant having shot at least three registered shoots at the Club, be proposed and seconded by a Full Member and submitted to the Club Secretary for approval.
- iii) A condition of membership is that every member conducts themselves in a professional and mature manner and does not bring the Club's name into disrepute or publish defamatory comments or private information about Bisley Gun Club and/or any of the members. The Committee will have the power to remove any such individual from the membership without exception.
- iv) Any Committee Member can request the membership of a member be suspended at any time if they consider the members behaviour so warrants it. The request will be reviewed by the entire Committee and only formalised by a majority agreement. The suspension will remain in force until the next meeting where it will be reviewed.
- v) The Committee shall be empowered to request the resignation of any member if it be proved to their satisfaction that his/her conduct warrants it and in the event of his/her failing to resign, the Committee may remove such member's name without further notice. The resolution calling upon a member to resign or remove his/her name from the list shall be carried by votes of the majority of the Committee present.
- vi) Members shall have the right to appeal in writing to the Committee with regard to any decision affecting themselves, provided that notice of such appeal be submitted to the Club Secretary, in writing, within seven days of being notified of the decision
- vii) Members are not permitted to carry out any form of tuition or training of others unless the permission has been granted by the Club Secretary and if granted, such tuition/training will be overseen by the Safety Officer

9 On a petition signed by at least two-thirds of the current Members of Bisley Gun Club, being presented in writing to the Club Secretary, a Special General Meeting shall be called within fourteen days of the date of the presentation to consider the matter contained therein

10 Any member can request alterations or additions be made to the current Club Constitution by putting their request in writing to the Club Secretary. This will then be addressed at the next AGM.

11 The Club will **not** be held responsible for any accident and/or injury incurred by members or visitors and personal property is the sole responsibility of the owner

12 All entry fees are set by the Club Secretary in line with inflation and running costs and can be altered at any time without prior notification

13 The Clubhouse and facilities are available for use by members and visitors at all fixtures. Whilst on the premises and the surrounding area, all members and visitors are expected to conduct themselves in a responsible manner, respecting the property of Bisley Gun Club and the neighbouring areas at all times. The hire of the clubhouse may also be permitted to members and other organisations such as the NRA and CPSA and applications are to be made in writing to the Club Secretary with full details of the usage requirements. Such usage must respect the terms and conditions of the lease held with the NRA and abide by the Club Constitution.