

WARWICKSHIRE SMALLBORE RIFLE AND PISTOL ASSOCIATION

N.S.R.A. AFF. No. 2922

CONSTITUTION RULES 2015

1) TITLE

The name of the Association shall be the “Warwickshire Smallbore Rifle and Pistol Association” hereinafter referred to as the Association and shall be affiliated to the N.S.R.A. and/or any other body at the discretion of the council.

2) OFFICERS

The officers, all honorary, shall consist of a Patron, a President, Vice-Presidents, Chairperson, Vice-Chairperson, N.S.R.A. Council member, Secretary, Assistant Secretary, Treasurer, Representatives, Press Officer, and such Captains, Vice-Captains, and Organisers, as may be required to accommodate the various shooting disciplines.

Any Officer of the Association may also serve as the nominated representative of any affiliated club or association. All Officers and representatives shall retire annually and shall be eligible for re-election or nomination as appropriate.

3) ASSOCIATION COUNCIL

The business of the Association shall be transacted by the Council consisting of elected Officers and nominated representatives from Member Bodies.

In addition, the council shall include as ex-officio such County Coaches who may be appointed as a result of N.S.R.A qualifications. Any Council Member shall vacate his or her seat if he or she ceases to be a member of an affiliated Body.

With the exception of Vice-Presidents, all council members shall be from affiliated bodies and shall be willing to attend council meetings and, on behalf of the council, maintain regular contact with their respective bodies.

Any member of the council may be removed by a majority of two thirds of the members present at any general meeting, convened under Rule 9, and such a vote may be taken by Ballot.

Member Bodies are entitled to one representative on the Association Council and shall submit the identity of their nominee to the Honorary Secretary prior to the Annual General Meeting for ratification at that meeting.

In the event of insufficient nominations being received the council shall have the power to appoint without formal election such persons who are eligible and willing to serve in the particular capacity and similarly the council shall fill any vacancies that may occur from time to time.

The council shall be empowered to co-opt not more than two persons who shall be added by resolution of the council.

The council may set up such Sub-committees with the power to co-opt as may be required for the better resolution of council business. Such Sub-committees to elect their own Chairperson.

4) OBJECTS AND AIMS

The object of the Association is to encourage proficiency in target shooting with rifle, pistol and crossbow, using equipment approved in accordance with N.S.R.A. rules within the County of Warwickshire by any of Her Majesty's subjects, so they may be better fitted to serve their Country in the Armed Forces, T.A., or any other organisation in which their services may be required by the Realm in time of peril; and to perform the duties of a County Association as indicated in the Handbook of the N.S.R.A.

5) MEMBERSHIP

Membership of the Association shall be open to category "A" and "B" Organisations as defined by the N.S.R.A. and recognised by them as being within the County Area. Bodies which join the Association are hereinafter called "Member Bodies." The following persons may be admitted as Associate Members: Residents within the County Area who are not members of a Member Club but who are members of the

N.S.R.A. The Association shall have power to refuse any application for membership, but the applicant shall be given the opportunity to state his or her case.

6) FINANCIAL YEAR

The Financial Year shall begin on the first day of November and end on the 31st October the following year.

7) DUTIES

The President may preside at the opening of the Annual General Meeting (and at any function arranged by and for the Association) and give his or her Annual Presidential Address. The Chair may then be taken by the Chairperson. The Chairperson or Vice-Chairperson shall preside at all Council Meetings and, in the absence of the President, at all General Meetings of the Association. In the absence of these officers at any meeting a Chairperson shall be elected from amongst those present to act at the meeting. The Honorary Secretary shall keep minutes of the business transacted at all General and Council Meetings. The Honorary Secretary shall give notice of such meetings in accordance with Rules 9 and 10 of these Rules and shall perform such duties relating to the office of Secretary as may be required. The Honorary Treasurer shall receive payment of monies due to the Association and shall make payments on its behalf except as defined in Rule 12. The Treasurer shall keep proper accounts of all such monies received and paid during the financial year and shall furnish a financial statement, duly audited by the Association's Auditor(s) at the Annual General Meeting and at such other reasonable time as may be required by the Association or its Council. Any two of the following officers may sign cheques on behalf of the Association: The Association Chairperson, the Honorary Secretary, and the Honorary Treasurer. Any person who holds two of the aforementioned offices may sign only in one capacity. The Auditor(s) shall examine the books of account, with vouchers and invoices relating thereto, at the end of each financial year, and shall report thereon, in writing, to the Honorary Secretary, and append a form of Certificate to the Financial Statement.

8) COUNTY BOUNDARY

The County shall comprise the County of Warwickshire as defined prior to the formation of the County of the West Midlands in 1974. Refer to Bartholomew's map sheet 19, ½ inch to 1 mile, "Warwickshire."

9) GENERAL MEETINGS

A General Meeting of the Association shall be held annually during the Spring Season, for the following reasons:

- a) To receive the Annual Reports
- b) To receive the Financial Report and Report of the Auditor(s)
- c) To elect Officers, Committee and Auditor(s) for the ensuing year.
- d) To discuss shooting arrangements for the ensuing year
- e) To transact any other business.
 - e.i) Notice of which has been received at least four weeks previously by the Honorary Secretary, or
 - e.ii) Introduced at the meeting and is accepted at the discretion of the Chairperson.

At the request of the Council, or on written request of the Committee of not less than Five Member Bodies, the Honorary Secretary shall call an Extraordinary General Meeting to be held within seven weeks of receipt of such request. No business shall be transacted at such an Extraordinary Meeting other than that for which the meeting was called. At a General Meeting the quorum shall be eight voting members.

Notice: One month's notice of a General Meeting shall be given by the Honorary Secretary to the Secretaries of Member Bodies which shall be deemed notice to their individual members. Notice shall also be sent to the Council members and Associate members.

Voting: There shall be no voting by proxy at any meeting of the Association. Council members shall each have one vote. No person shall have more than one vote nor represent more than one body. All other members of Member Bodies, and all Associate members may, however, be present and participate in discussions, without

having the power to vote. Any member of a Member Body may call for a vote by ballot, in which case the voting shall be by ballot. Otherwise voting shall be by show of hands. Where nominations for Council members are in excess of the number of positions to be filled, voting shall be by ballot. The Chairperson of the meeting shall have a second or casting vote in the event of an equality of votes.

10) COUNCIL MEETINGS

Notice: Council meetings shall be called at the discretion of the Honorary Secretary. Seven clear days written notice of a Council meeting shall be given by the Honorary Secretary sent direct to all Council members. At a Council meeting the quorum shall be five voting members.

Voting: There shall be no voting by proxy at any meeting. Each member of the Council shall have one vote. Any member of the Council may call for a vote by ballot; otherwise voting shall be by show of hands. The Chairperson of the meeting shall have a second or casting vote in the event of any equality of votes.

11) SUBSCRIPTIONS

Subscriptions to the Association and any surcharge, for Member Bodies and Associate Members, shall be determined from time to time by the Council. Subscriptions shall become due annually on 1st November. An official receipt will be given if requested. Representatives of Member Bodies shall not be entitled to vote, or receive notice of meetings, etc., until such time as the appropriate subscriptions have been paid. If the annual subscription has not been paid by 1st January, membership to the Association ceases, but readmission can be granted at the discretion of the Council on payment of arrears.

12) LEAGUES, COMPETITIONS, PRIZE MEETINGS, ETC.

The Association may make separate arrangements for the conduct of Leagues, Competitions, Matches and Prize Meetings, and may appoint organisers of sub-committees to carry out such arrangements.

Organisers or sub-committees may be authorised to accept entries and monies to be separately accountable to the Treasurer by the end of the financial year. Any disputes shall be decided by the Council or their appointed Panel of Referees, who will be guided by the Rules and Regulations of the N.S.R.A.

13) ALTERATIONS TO RULES

No additions to, amendments of, or alterations to these Rules of the Association shall be made except by a two-thirds majority of those present and voting (subject to Rule 9) at a General Meeting of the Association, due notice of the proposal having been given, and shall become ratified to come into force at the beginning of the following Annual General Meeting.

14) LIABILITY

The Council may pay accounts and incur any normal liabilities on behalf of the Association. The Council and Officers are hereby indemnified by the Association against any claim or demand in respect of any liability properly or bona fide incurred on behalf of the Association.

15) TRUSTEES

All property of the Association shall be vested in the Council for the time being, and the Council shall have power to appoint trustees to hold any particular item of property from time to time.

16) WINDING UP

In the event of the Association being wound up, the property of the Association shall not belong to the members of the Association. An EGM shall be called at which the final balance sheet shall be presented.

The meeting shall determine where the net assets (assets less expenses) shall be applied. The three options are:

- i) For the purposes of the sport's governing body for use in the related sport of shooting.
- ii) For the purposes of a registered Community Amateur Sports Club or Clubs in the sport of shooting.
- iii) For the purposes of a charity established for charitable purposes only.

17) LEGISLATION

The Council shall have power of legislation upon any point not provided for in these rules.

18) DISCIPLINE

18.1 It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person(s), whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the range safety certificate(s).

18.2. Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.

18.3. 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.

18.4 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Officers of the Association, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.

18.5 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.

18.6 The Sub-Committee, have examined the evidence, may decide:

18.6.1 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

18.6.2 That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.

18.7 If there is a case to answer a Disciplinary Committee comprising five Officers of the Association shall conduct the disciplinary hearing within 28 days of the meeting held under 18.4 above.

18.8 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.

18.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.

18.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.

18.11 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 to be given to members, and if he does so such notice must be given within 7 days of the decision being made.

18.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:

18.12.1 A Verbal warning.

18.12.2 A Written reprimand.

18.12.3 Suspension of right to compete in county organised competitions.

18.12.4 Termination of right to compete in county organised competitions.

18.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the

NSRA, Club or relevant governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.

18.14 All proceedings of the Sub-Committee under 18.4 and 18.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA, Club or other national governing body.

18.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.

18.16 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.

18.17 The appeal shall take the form of a rehearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.

18.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 18.8 to 18.14 inclusive shall apply.

18.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary 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.

18.20 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.

18.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall notify the Club, which the accused is a member of, setting out the precise nature and terms of the penalty.

18.22 The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the County Association or by the NSRA or other national governing body since the last annual general meeting.