



# CONSTITUTION

# CONSTITUTION OF WANTAGE TARGET SHOOTING CLUB

REVISED JANUARY 2024

## 1. NAME OF CLUB

1.1 The Club shall be called the Wantage Target Shooting Club.

## 2. OBJECTIVES

2.1 The Objectives of the Club shall be:

2.1.1 The Club shall promote and pursue excellence, participation and community involvement in the amateur sport of target shooting;

2.1.2 The Club shall organise teams to represent the Club and the Town of Wantage in national, regional, county and other shooting competitions;

2.1.3 The Club shall provide facilities for, and encourage participation in the amateur sport of target shooting.

## 3. NON-PROFIT MAKING

3.1 The Club shall be non-profit making

3.1.1 All surplus income or profits shall be re-invested in the Club.

3.1.2 No surpluses or assets shall be distributed to members or to third parties.

3.1.3 The income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly to the Members of the Club

## 4. FREEHOLD PROPERTY AND TRUSTEES

4.1 The freehold property of the Club shall be vested in three Trustees who shall be appointed by the Committee. The Trustees shall act on behalf of and as directed by the Club.

4.2 Directions to the Trustees shall be given by resolution of the Club in General Meeting.

4.3 No directions to the Trustees shall be valid unless the vote in favour of the resolution is a majority of the paid-up voting Members eligible to attend and vote at the Meeting.

4.4 Directions to the Trustees shall be forwarded by the Club Secretary to the Trustees together with a certificate stating the votes cast for and against the resolution, the numbers of Members eligible to vote and a statement of the Club Secretary's opinion that the Directions are valid and comply with clauses 4.1 and 4.2 above.

Such a certificate shall be conclusive evidence that the directions given are valid and shall be sufficient authority for the Trustees to carry out the Directions given in the name of the Club.

## 5. MEMBERSHIP

- 5.1 Membership of the Club shall be open to anyone interested in the sport of target shooting, on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs, except that:
- 5.2 No person who is prohibited by Law from being in possession of any firearm may apply for, be granted or remain in Membership of the Club.
- 5.3 The Club Committee, or the Club in General Meeting, may otherwise refuse membership, or remove it, only for good cause, such as conduct or character likely to bring the Club or the sport of target shooting into disrepute.
- 5.4 There shall be the following classes of Membership:
- i) Life Member
  - ii) Annual Member
  - iii) Junior Member
  - iv) Probationary Member
  - v) Associate Member
- 5.5 The Committee may delegate the power to award Probationary Membership to any Officer of the Club.
- 5.6 Life Membership shall be available to Annual Members over the age of twenty-one years who have completed at least one year as an Annual Member.
- 5.7 Annual Membership is available to persons over the age of eighteen years who have completed a satisfactory period of Probationary Membership.
- 5.8 Junior Membership shall be available to boys and girls under the age of eighteen years who have completed a satisfactory period of Probationary Membership.
- 5.9 Probationary Membership shall be available to persons wishing to become Annual or Junior Members, on such terms and conditions as the Committee may prescribe.
- 5.10 Associate Membership shall be available to Clubs, and other organisations, with an interest in target shooting, on such terms and conditions as the Committee may, from time to time, decide.
- 5.11 Any Person expelled from Membership under Rule 7.1 may not be re-admitted to *any class of* Membership until all indebtedness to the Club has been cleared. Such Members *may* be required to serve a probationary period and to pay a re-joining fee.
- 5.12 No person who has been expelled from Membership, *except under Rule 7.1*, or whose application for Membership has been refused shall be admitted or re-admitted to any class of Membership except by special resolution of the Club in General Meeting.

## **APPLICATIONS FOR MEMBERSHIP**

- 5.13 All applications for Membership must be submitted to the Membership Secretary on the prescribed application form and must be approved by the Committee.
- 5.14 No application for Membership shall be considered by the Committee unless:
- 5.14.1 The applicant is proposed and seconded by TWO voting Members of the Club, one of whom must be a Sponsor / Mentor
- 5.14.2 The applicant has completed a period of Probationary Membership, as decided by the Committee, or can provide satisfactory references as to their competence as a shooter from the Secretary of their previous Club
- 5.15 The Committee shall consider all properly completed applications for Life, Annual or Junior Membership at the Committee Meeting next following their receipt.
- 5.16 The Committee shall have the power to approve or to refuse the Membership or to defer consideration of the application, in accordance with these Rules.
- 5.17 Where Membership is approved, the Membership Secretary shall advise the successful applicant forthwith. Membership of the Club shall commence on payment of the Membership fee.
- 5.18 Where an applicant who is offered Membership fails to pay the Membership fee, and any other fees due, within 30 days of being offered Membership, their application for Membership shall be deemed to have been withdrawn.
- 5.19 Where an application for Membership is refused, the Committee must state its reasons, which must be recorded in the Minutes of the Meeting. Any applicant who is refused Membership of the Club shall have the right to know the reasons for refusal and, unless they are a person debarred from

Membership under Rule 5.2, shall have a right of appeal, to the Club in General Meeting

- 5.20 Where consideration of a Membership application is deferred, the applicant shall be advised of the reasons and, if applicable, counselled as to their future conduct.

## **6. RESIGNATION**

- 6.1 A Member may resign at any time by giving notice in writing to the Secretary.
- 6.2 No subscription or any part thereof shall normally be repayable to any Member on resignation.
- 6.3 A Member who has not submitted his resignation before the first day of October in any year shall be liable to pay any subscription due for the coming financial year.
- 6.4. It shall not be competent for a Member to resign retrospectively.

## **7. TERMINATION OF MEMBERSHIP**

- 7.1 The Committee may terminate the Probationary Membership of any person whose attendance or conduct is unsatisfactory.
- 7.2 The Chairman, Club Secretary, Membership Secretary or an RCO may suspend a Probationary Member, whose attendance or conduct is unsatisfactory, pending consideration of expulsion by the Committee.
- 7.3 Save as above no Member shall be suspended other than by resolution of the Club in General Meeting.

8. **MEMBERS INDEBTEDNESS TO THE CLUB**

8.1 The Club shall not normally give credit to its Members.

8.2 Where any charge is due to be paid by a Member to the Club or where a fine is imposed upon a Member or if a Member shall become indebted to the Club **THEN** the amount shall be due and payable on the day notice is served upon the Member by the Treasurer.

If after due notice the sums due are not paid then they shall be treated as if they are arrears of subscription under Rule 11.8

9. **OBLIGATIONS, RIGHTS AND PRIVILEGES OF MEMBERS**

9.1 All Members shall pay subscriptions and other monies due to the Club promptly when they are due.

9.2 All Members shall abide by the Rules and Byelaws of the Club as set out in the Constitution and Rules and shall at all times when shooting conduct themselves in a safe and sportsmanlike manner.

9.3 Members shall not do anything to bring the Club or the sport of shooting into disrepute.

9.4 All Members shall be entitled to use the facilities of the Club for the period of their Membership and shoot on the Range subject to the Rules and Byelaws.

9.5 All Members (except for Probationary Members) shall be entitled to be considered to represent the Club in team and other competitions.

9.6 Life Members and Annual Members shall be entitled to vote at General Meetings and to stand for Office in the Club.

9.7 Members shall notify the Secretary forthwith of any change in their personal contact details.

9.8 Members shall notify the Club Secretary forthwith of any material changes to their FAC e.g. validity / renewal, suspension, revocation or investigation by the Police with regards to their FAC.

10 **AFFILIATIONS**

10.1 The Club shall affiliate to the recognised National governing bodies for the shooting disciplines pursued by the Club for the time being as may be necessary for the legal requirements for operation of the Club.

10.2 The Club shall affiliate to the appropriate County and Regional governing bodies for the shooting sports pursued by the Club for the time being.

10.3 The Club may affiliate to any Local, County or Regional body concerned with the administration of shooting sports, or of sport in general, if in the opinion of the Club Committee it is in the interests of the Club to do so.

10.4 The Club may, on the Committee's proposal and by a two thirds majority of those present and voting, resolve in General Meeting to affiliate to any other body.

11 **SUBSCRIPTIONS**

11.1 The rates of subscription for each class of Membership and Family Fees shall be set by the Committee and shall be published on the Club Notice Board not later than the thirtieth day of September in each year.

11.2 The Committee shall set subscriptions at levels which will not present a significant obstacle to people participating in the sport of target shooting.

- 11.3 The annual subscription shall normally become payable on the first day of October in each year.
- 11.3.1 If a Member fails to pay the annual subscription by 30<sup>th</sup> November, they will be deemed to have terminated their Club Membership, which will be notified to the relevant police authority.
- 11.4 Where a Member is elected during the year, the balance of his annual subscription shall be payable immediately on his election.
- 11.5 The Treasurer shall have the power to accept payment of subscriptions by instalments in case of difficulty.
- 11.6 The Committee shall have the power to waive part of a Member's subscription in cases of special difficulty or hardship.
- 11.7 A Member whose subscription is more than one month in arrear shall be liable to suspension of rights and privileges of membership.
- 11.8 Members who have terminated their Membership by failing to pay their annual subscription by 30<sup>th</sup> November may apply to be a member again, subject to agreement of the committee and on the payment of the annual subscription plus the payment of an additional administration fee of £25.
- 11.8.1 Such an application for the reinstatement of membership must be made within 2 months of the 30<sup>th</sup> November i.e. by 31st January the following year. Applications after this period will need to follow the procedure for any new member. i.e. probationary Membership before full Membership being granted.
- 12.2 The Club may resolve in General Meeting to make a higher levy. Such a levy shall not exceed the annual subscription.
- 12.3 Members shall not be levied more than once in any one financial year, nor more than once in respect of any one emergency.
- 12.4 Any levy shall become due and payable on demand and the demand shall set out the purpose of the levy.
- 12.5 Unpaid levies shall be treated as arrears of subscription under Rule 7.1.

## **13 FINANCIAL YEAR**

The financial year of the Club shall run from the first day of October to the thirtieth day of September.

## **12 EMERGENCY LEVY**

- 12.1 The Committee shall have the power to make an emergency levy on Members in the event monies are needed to meet urgent and unforeseen expenditure. Such a levy shall not

**14 BANKERS**

14.1 The Club's Bankers shall be decided by the Club in General Meeting.

**15 POWER TO TRADE**

15.1 The Club shall have the power to acquire and keep stocks of ammunition, components, targets and other shooting requisites for sale to Members. The Committee shall decide upon the appropriate charges to be made and upon the types and levels of stocks.

**16 EQUIPMENT**

16.1 The Club shall maintain a stock of rifles, pistols and other equipment for loan or hire to Members on such terms as the Committee shall decide.

16.2 It shall be the duty of the Committee to ensure that the Club equipment is kept in good order and that (as far as is possible within financial constraints) the equipment is sufficient to meet the likely requirements of the Club and its Members and is up to date.

**17 CLUB PROPERTY AND ASSETS**

17.1 All Club property and assets (other than freehold property) shall be vested in the Committee who shall have the power to deal with such property as if they were the absolute owners thereof for and on behalf of the Club.

17.2 The Committee shall not be liable for any loss incurred in dealing in property, either corporately or severally.

17.3 The Treasurer shall report any dealing in Club property to the Annual General Meeting next following.

**18 OFFICERS OF THE CLUB**

18.1 The Officers of the Club shall be: -  
The President  
Up to 2 Vice Presidents  
The Chairman  
The Treasurer  
The Membership Secretary  
Club Secretary / Police Liaison

Officer

18.2 The Officers shall be elected annually at the Annual General Meeting and shall be eligible for re-election.

18.3 The Officers shall be Voting Members of the Club.

18.4 No Member may hold more than two Offices simultaneously. No Member may hold more than one of the Offices of Chairman, Secretary and Treasurer simultaneously.

**19 REMOVAL OF AN OFFICER**

19.1 No Officer shall be removed from Office except by the Club in General Meeting.

19.2 No resolution to remove an Officer shall be valid unless passed by a two thirds majority of those present and voting.

**20 THE COMMITTEE**

20.1 The Committee shall consist of:-

The Officers of the Club plus;

*Up to three (3) Voting Members of the Club elected annually at the Annual General Meeting.*

20.2 The Committee may co-opt not more than two further Members to serve on the Committee and may fill any casual vacancy by co-option during the year.

**21 DUTIES AND FUNCTIONS OF THE COMMITTEE**

- 21.1 The Committee shall meet at three monthly intervals.
- 21.2 The Committee shall be responsible for the day to day management and running of the Club.
- 21.3 The Committee shall consider and decide upon all applications for Membership of the Club, except in so far as such powers are delegated under Rule 5.3.
- 21.4 The Committee shall appoint persons to represent the Club on bodies to which the Club affiliates under Rule 10.
- 21.5 The Committee may delegate to any Member specific authority to act upon its behalf within defined limits.
- 21.6 The Committee shall appoint Club Coaches and Range Officers.
- 21.7 The Committee shall make Byelaws to govern the conduct of shooting and the use of Club's premises. Such Byelaws shall have the same force and effect as if they formed part of these Rules.
- 21.8 The Committee shall decide upon all disciplinary matters arising from breaches of these Rules and/or the Club Byelaws.
- 21.9 The Committee shall make recommendations to the Annual General Meeting or to Special General Meetings as it sees fit for: -
  - i) any changes to these Rules
  - ii) any other proposal considered proper for consideration at a General Meeting.
- 21.10 The Committee shall set Subscription Rates and other charges as required by Rule 11.
- 21.11 The Committee shall exercise any other function delegated to it by the Club in General Meeting.
- 21.22 The Committee shall have the power to make Standing Orders governing the

conduct of business at Meetings and the conduct and administration of the Club's affairs by its Officers and Servants.

**22 USE OF PREMISES**

- 22.1 The Club premises shall be primarily for the use of the Club's Members.
- 22.2 The Club premises may be made available for use by outside bodies subject to their not being required for Club use. The Committee shall deal with applications and shall determine the fees payable. Fees shall be revised and published annually as for subscriptions. The Committee shall have power to waive part of the normal fee in special circumstances.
- 22.3
- 22.4 All users of the premises shall be either: -
  - i) Members of the Club under Rule 5; or
  - ii) Members of the hiring body and covered by their insurance.
- 22.5 All users shall be bound by and abide by these Rules and the Club Byelaws.

**23 OFFICERS OF THE CLUB DUTIES**

- 23.1 Duties of officers are to be found in a separate document Club Officer Duties.



## 24 ANNUAL GENERAL MEETING

24.1 The Annual General Meeting of the Club shall be held as soon as practicable after the end of the Club's financial year and in no case later than the thirtieth day of November in any year.

24.2 The Business of the Annual General Meeting shall be:

i) To receive reports of the year's activities from the Committee and from Captains;

ii) To receive the Treasurer's Report and Accounts for the financial year ended on 30 September in the current year;

iii) To elect Officers in accordance with Rule 18;

iv) To elect Committee Members in accordance with Rule 20;

v) Such other business as shall be appropriate for consideration at an Annual General Meeting provided that notice of it has appeared on the Agenda circulated with the Notice of the Meeting;

vi) Such Urgent Business as may be appropriate to an Annual General Meeting and which is submitted to the Chairman in writing before the start of the Meeting by the Committee or by any ten Voting Members of the Club and which is admitted for discussion at the Meeting.

## 25 SPECIAL GENERAL MEETINGS

25.1 A Special General Meeting may be called by the Committee or may be requisitioned by not less than ten Voting Members of the Club **OR** by *one third of the Voting Members, if the total number of Voting Members is less than thirty (30)*

25.2 A Requisition for a Special General Meeting shall be in writing to the Secretary and shall set out the business of the proposed Meeting. The Requisition shall be signed by the

requisitioners and shall be accompanied by a deposit equal to twice the current annual subscription.

25.3 Upon receiving a Requisition for a Special General Meeting the Secretary shall call such a Meeting within 42 days unless the proposed business of the Meeting can conveniently be included upon the Agenda for another General Meeting to be held within 42 days.

25.4 A deposit for a Special General Meeting shall be forfeit if the Meeting is inquorate or if the Meeting shall so resolve.

25.5 The Business of a Special General Meeting shall be confined to that set out in the Notice of the Meeting.

## 26 QUORUM

26.1 The Quorum for a General Meeting shall be FIFTEEN or one half of the paid-up Voting Membership if less.

26.2 The Quorum for a Committee Meeting shall be FIVE.

## 27 INQUORATE MEETING

27.1 An inquorate Annual General Meeting shall be adjourned for not less than SEVEN days and not more than TWENTY-ONE days as the Chairman shall decide. If the adjourned Meeting is inquorate it shall be competent for the Business to proceed except that no alteration to these Rules nor any resolution to borrow or lend money or to charge or pledge the Club's assets nor any resolution to expel or to re-instate a Member shall be dealt with by such an inquorate Meeting.

27.2 An inquorate Special General Meeting shall be abandoned, and any deposit forfeited.

- 27.3 An inquorate Committee Meeting may be adjourned, or the Business may be included in the next Meeting at the Chairman's discretion.
- 28 SERVICE OF NOTICES**
- 28.1 Where a Notice is required to be served on a Member by these Rules or by the Club Bylaws it shall be deemed to have been duly served if it has been posted to the Member at his last known postal address.
- 28.2 Neither the accidental omission of the service of a Notice of Meeting nor the failure to arrive of any Notice of Meeting duly served as above shall invalidate the proceedings of the Meeting.
- 29 FAILURE TO CALL MEETINGS**
- 29.1 Annual General Meeting
- If the Annual General Meeting is not held or if the Secretary has not given due Notice so that the Meeting can be held as required by Rule 29 then it shall be competent for any TWO Committee Members or any FIVE Voting Members of the Club to convene the Annual General Meeting in their own names.
- 29.2 Special General Meetings
- If the Club Secretary shall fail to give due Notice so that a Special General Meeting can be held within the time allowed by Rule 30 then it shall be competent for the requisitioners to convene the Meeting in their own names.
- 29.3 Committee Meetings
- If the Club Secretary shall fail to make arrangements for Committee Meetings as required, then it shall be competent for any TWO Members of the Committee to convene a Committee Meeting in their own names.
- 29.4 All Meetings properly convened in accordance with this Rule and which are properly conducted in accordance
- with the Constitution, Rules, Byelaws and Standing Orders of the Club shall be valid and binding upon the Club and its Members.
- 30 ABSENCE OF CHAIRMAN AT MEETINGS**
- If the Chairman is not present at the due time for the commencement of any duly convened Meeting of the Club or the Committee then the Meeting shall elect a Chairman to serve for the duration of the Meeting.
- 31 DECISIONS OF COMMITTEE AND GENERAL MEETINGS**
- 31.1 Except as otherwise provided by these Rules all decisions shall be by simple majority of those voting.
- 32 APPEALS AGAINST REFUSAL OF MEMBERSHIP**
- 32.1 An applicant who is refused Membership of the Club and wishes to exercise their right of appeal, to the Club in General Meeting must submit their appeal, in writing, to the Membership Secretary, within 30 days of the Committee Meeting which refused the application for Membership.
- 32.2 An appeal received out of time shall not be considered.
- 32.3 On receipt of a valid appeal, it shall be competent for the Committee to reconsider its original decision, in the light of any new evidence brought to its attention and, if so minded, to grant Membership to the appellants.
- 32.4 Otherwise, the appeal shall be heard by the Club at the Annual or Special General Meeting next following.
- 32.5 An appellant may, subject to the provisions of Rule 30, above, requisition a Special General Meeting to hear the appeal.

- 32.6 An appellant shall have the right to be represented, to present written and verbal evidence and to produce witnesses in support of their appeal.
- 32.7 The Decision of the Meeting shall be final.
- 33 DISCIPLINARY AND APPEALS PROCEDURE**
- 33.1 It shall be the DUTY of ALL MEMBERS to have read and to know these RULES and the CLUB BYELAWS.
- 33.2 It shall be the DUTY of ALL MEMBERS to report to the Club Secretary or to a Range Officer WITHOUT DELAY any breach of these Rules or of the Club Byelaws or any dishonest, discreditable or dangerous conduct by any Member or visitor to the Club. Where information is given to a Range Officer he shall deal with the matter forthwith and shall report the matter to the Secretary without delay.
- 33.3 A Range Officer shall AT ALL TIMES have the power to order any person from the Range or from the Club Premises. Any such order shall be complied with forthwith.
- 33.4 The Club Secretary shall bring all complaints against Members to the notice of the Committee who shall consider whether the Member should be required to answer the complaint(s) made against him.
- 33.5 If the Committee resolve to hear the complaint(s) then the Club Secretary shall Invite the Complainant and the Member complained against to attend the Committee Meeting next following. The Committee shall hear the case and determine whether or not the complaint is upheld.
- 33.6 *A Member shall have the right to be represented, to present written and verbal evidence and to produce witnesses in support of his/her case.*
- 33.7 If the Committee shall decide that the complaint against a Member is upheld
- they shall determine the penalty to be imposed.
- 33.8 The Committee may impose the following penalties: -
- 33.8.1 Warning as to future conduct (only in the case of a first offence);
- 33.8.2 A Fine, not exceeding the Annual Subscription; or
- 33.8.3 Suspension from all privileges of and rights of Membership for a period not exceeding one year.
- 33.8.4 Where a Member has shown dissent to a Range Officer the MINIMUM PENALTY shall be one-month suspension for a first offence and three months' suspension in the case of a second or subsequent offence.
- 33.9 The Committee shall also have the power to recommend the expulsion of a Member. Such recommendation shall be placed before the Annual General Meeting next following and shall be decided at that Meeting. The decision of the Meeting shall be final.
- 33.10 A Member may appeal to a General Meeting against any penalty imposed by the Committee. A Member shall give Notice of any appeal to the Secretary in writing within 30 days of being advised of the Committee's decision. Appeals lodged out of time shall not be heard.
- 33.11 Where an appeal is duly lodged it shall appear on the Agenda of the Annual General Meeting next following or of a Special General Meeting convened for the purpose. The Club Secretary shall report on the proceedings in Committee and the Appellant shall be invited to state his case and to call witnesses on his behalf. The Meeting shall have the power to confirm or to overturn the decision of the Committee or to confirm or modify any penalty imposed by the Committee. The Meeting shall have the power to impose any of the penalties available to the Committee and to expel a Member as it sees fit. The decision of the Meeting shall be final.

**34 ALTERATION TO CONSTITUTION**

34.1 No alteration or amendment shall be made to these Rules except by the Club in General Meeting and on the recommendation of the Committee and via a two-thirds majority.

**35 POWER TO BORROW MONEY**

35.1 The Committee shall have no power to borrow or lend money or to charge or pledge or assign the property or assets of the Club unless specifically authorised to do so by the Club in General Meeting.

35.2 Where authority is given for the Committee to borrow money then the Treasurer shall have authority to act on the Club's behalf in the negotiation and management of the loan within the terms of the resolution made by the General Meeting. A signed copy of the relevant Minute shall be conclusive evidence of the Treasurer's authority to act.

**36 WINDING UP**

36.1 In the event of the affairs of the Club being wound up the assets and liabilities of the Club shall be dealt with and by the trustees as part of their terms of reference.

36.2 Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a Registered Charity, or the sport's governing body.

36.3 Any assets and liabilities not so dealt with, by the Club in General Meeting, shall be dealt with and the assets disposed of in accordance with Rule 41.2, above, as directed by the National Smallbore Rifle Association.