

**CONSTITUTION OF THE DEVON COUNTY SMALLBORE RIFLE ASSOCIATION
ADOPTED ON THE TWELFTH DAY OF DECEMBER 2012****1 NAME**

- 1.1 The name of the Association is the Devon County Smallbore Rifle Association or other such name as the Executive Committee may from time to time decide.

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 Executive Committee, constituted by clause 7 of this constitution.

3 OBJECTS

- 3.1 The Association's objects ('the objects') are to encourage and facilitate the development of and participation in the sport of target shooting.

4 POWERS

- 4.1 In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers;
- 4.1.1 power to raise funds and to invite and to receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- 4.1.2 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;
- 4.1.3 power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association;
- 4.1.4 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;
- 4.1.5 power to employ such staff (who shall not be members of the Executive 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;
- 4.1.6 power to co-operate with other Associations or Clubs, voluntary bodies and statutory authorities engaged in furtherance of the objects and to exchange information and advice with them;
- 4.1.7 power to support any charitable trusts, associations or institutions formed for all or any of the objects;
- 4.1.8 power to do all such lawful things as are necessary for the achievement of the objects.

5 MEMBERSHIP

- 5.1 Membership of the Association shall be open to Smallbore Target Shooting Clubs which are interested in furthering the objects of the Association and which have paid the annual affiliation charge as fixed from time to time by the Affiliated Clubs present at the annual general meeting or any extra ordinary meeting called specifically for that purpose:
- 5.1.1 Full membership for clubs located within the county boundaries of Devon
- 5.1.2 Associate membership for clubs located outside of the county boundaries of Devon
- 5.1.3 There shall be no category of membership whereby individual persons shall be entitled to be full and voting members of the Association
- 5.2 Each affiliated club shall appoint one member to represent it and vote on its behalf at general meetings of the Association and notify the secretary accordingly. If more than one shooter claims to be the club representative then the person notified to the secretary of the Association shall be the representative.
- 5.3 All affiliated club members shall be entitled to attend general meetings of the Association and may speak but not vote at such meetings.
- 5.4 The Executive Committee may unanimously and for good reason terminate the membership of any affiliated club subject to the disciplinary procedures contained in the byelaws of the Association.
- 5.5 The Executive Committee may create any class of member they deem necessary and may determine what benefits or rights such members may have, and may lay down procedures for the introduction of prospective new members to the Association. The exercise of any such powers by the Executive Committee shall be subject to ratification by the next annual general meeting of the Association by means of appropriate amendment(s) to the byelaws of the Association.

6 HONORARY OFFICERS

- 6.1 At each annual general meeting of the Association the members shall elect from amongst themselves a chairman, a vice-chairman, a secretary, a treasurer, a winter league organiser, a representative to attend meetings of the NSRA, a statistical officer, and captains for the three disciplines of cartridge rifle, pistol and air rifle and a Ladies captain who shall hold office from the conclusion of the meeting. These shall be ex officio members of the Executive Committee.
- 6.2 Other honorary appointments may be made as appropriate but shall only be voting members of the Executive Committee if elected under 7 below.

7 EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall consist of not less than 12 members and not more than 24 members being:

- 7.1.1 the honorary officers specified in the preceding clause;
- 7.1.2 not less than one and not more than thirteen members elected at the annual general meeting who shall hold office from the conclusion of the meeting.
- 7.2 All members of the Executive Committee must be current members of one of its affiliated clubs.
- 7.3 No affiliated club shall have more than 4 concurrent voting members of the Executive Committee.
- 7.4 The Executive Committee may co-opt additional members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members or if the total number shall exceed 24. Each appointment of a co-opted member shall be made at a meeting of the Executive Committee called under clause 10.1 and shall take effect from the end of that meeting unless the appointment is to fill a place which has not been vacated in which case the appointment shall run from the date when the post becomes vacant.
- 7.5 All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- 7.6 The proceedings of the Executive 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.
- 7.7 No person shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of clause 8.
- 7.8 No person shall be entitled to act as a member of the Executive Committee whether on a first or any subsequent entry into office until after providing in writing a declaration of acceptance and willingness to act in the trusts of the Association.

8 DETERMINATION OF MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- 8.1 A member of the Executive Committee shall cease to hold office if he or she:
 - 8.1.1 ceases to be a current member of one of its affiliated clubs; 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 Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
 - 8.1.4 gives to the Executive 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 six members of the Executive Committee remain in office when the notice of resignation is to take effect.

9 EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

9.1 Subject to the provision of sub-clause 9.2 no member of the Executive 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 Executive Committee) in any contract entered into by the Executive Committee.

9.2 Any member of the Executive 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 Executive 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 Executive Committee benefit under this provision and that a member of the Executive 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 EXECUTIVE COMMITTEE

10.1 The Executive Committee shall hold at least three ordinary meetings each year. A special meeting may be called at any time by the chairman or by any three members of the Executive Committee upon not less than seven days' notice being given to the other members of the Executive Committee of the matters to be discussed. All notices must be given in writing.

10.2 The chairman shall act as chairman at meetings of the Executive Committee. If the chairman is absent from any meeting, the members of the Executive 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 Executive Committee for the time being or eight members of the Executive Committee, whichever is the greater, are present at the meeting.

10.4 The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee.

10.5 The Executive Committee may from time to time make or alter the byelaws and other rules of the Association. Any such addition or alteration to the byelaws or rules 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 Executive Committee may appoint one or more advisory or sub-committees consisting of three or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Executive 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 Executive Committee.

- 10.7 The Executive 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.
- 10.8 Any officer or official who is not a voting member of the Executive Committee shall keep the Executive Committee fully informed of all matters relating to the Association conducted by them and may attend meetings of the Executive Committee at the invitation of the chairman.

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 Executive Committee in the name of the Association at such bank or building society as the Executive Committee shall from time to time decide. The Association may operate more than one bank account. All cheques drawn on the Association's bank account must be signed by two members of the Executive Committee.
- 11.2 The funds belonging to the Association shall be applied only in furthering the objects.

12 PROPERTY

- 12.1 Subject to the provisions of sub-clause 12.2 of this clause, the Executive Committee shall cause title to:
- 12.1.1 all land held by or in trust for the Association; and
- 12.1.2 all investments held by or on behalf of the Association; and
- 12.1.3 all assets of the Association other than land and investments;
- 12.2 to be vested in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided that they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for acts and defaults of its members.
- 12.3 If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Association, the Executive Committee may permit any investments held by or in trust for the Association to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such nominee reasonable and proper remuneration for acting as such.

13 ANNUAL GENERAL MEETING

- 13.1 There shall be an annual general meeting of the Association which shall be held in May each year.
- 13.2 Every annual general meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days' notice of the annual general meeting in writing to all affiliated clubs of the Association. All affiliated clubs of the Association shall be entitled to one vote each and to attend and vote at the meeting.
- 13.3 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.
- 13.4 The Executive Committee shall present to each annual general meeting the report and accounts of the Association for the preceding financial year.
- 13.5 Nominations for election to the Executive Committee must be made by members of affiliated clubs of the Association in writing and must be in the hands of the Secretary to the Executive Committee at least 28 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.
- 13.6 In the absence of any or sufficient nominations as per 13.5 there shall be nothing to stop nominations being made from the floor at the annual general meeting provided that the nominee confirms in writing their willingness to stand.

14 SPECIAL GENERAL MEETINGS

- 14.1 The Executive Committee may call a special general meeting of the Association at any time. If at least 20% of the affiliated clubs of the Association request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 14 days notice must be given. The notice calling the meeting must state the business to be discussed.

15 PROCEDURE AT GENERAL MEETINGS

- 15.1 The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.
- 15.2 There shall be a quorum when at least 25% of the number of affiliated clubs of the Association for the time being are present at any general meeting.
- 15.3 If after 30 minutes from the time stated for the commencement of the meeting there are still insufficient affiliated clubs 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.
- 15.4 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.

16 NOTICES

16.1 Any notice required to be served on any affiliated club of the Association shall be in writing and shall be served by the Secretary or the Executive Committee on such affiliated club addressed to the secretary of the affiliated club at his or her last known address in the United Kingdom, and any letter or email so sent shall be deemed to have been received within 10 days of posting.

17 VOTING

17.1 Every affiliated club shall have one vote on any resolution on which it 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 casting vote.

18 ALTERATION TO THE CONSTITUTION

18.1 The constitution may be altered by a resolution supported by not less than two-thirds of the affiliated clubs present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

19 DISSOLUTION

19.1 If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all the affiliated clubs of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by two-thirds of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Association as the members of the Association may determine. The first priority would be return surplus funds to affiliated clubs in a fair and equitable manner.

20 ARRANGEMENTS UNTIL NEXT ANNUAL GENERAL MEETING

20.1 Until the next annual general meeting takes place this constitution and its attached byelaws shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted by the persons whose signatures appear at the bottom of this document and authorised to sign on behalf of the affiliated clubs who voted to adopt this constitution and related byelaws at the special general meeting of the Association held on this Twelfth day of December 2012.

SignedChris Burrow.....Chairman
.....Rose Hamley.....Secretary
.....Robert Beard.....Treasurer