

ESSEX COUNTY SMALL-BORE RIFLE & PISTOL ASSOCIATION

Affiliated to: National Small-Bore Association No.02731

CONSTITUTION

Dated : Adopted at Annual General Meeting 23rd March 2022

1. THE NAME OF THE ASSOCIATION

- 1.1. The name of the Association shall be the
ESSEX COUNTY SMALL-BORE RIFLE & PISTOL ASSOCIATION
(hereinafter called the Association).

2. AFFILIATION

- 2.1. The Association shall be affiliated to the NATIONAL SMALL-BORE RIFLE ASSOCIATION and any other organisation as shall, from time to time, be deemed necessary.

3. OBJECTIVES

- 3.1. The object of the Association shall be to encourage, promote and facilitate the development of and participation in the recreational interest of the sport of rifle and pistol target shooting (The Sport) within the County of Essex, as defined immediately before the formation of the Greater London Council (The County).

4. EQUALITY IN SPORT

- 4.1. The Association shall be managed in accordance with National Small-bore Rifle Association Equality Policy.

5. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

- 5.1. The Association shall be deemed to have adopted the Guide to Policy and Procedures on Safeguarding Children and Vulnerable Adults in Target Shooting issued by the N.S.R.A. from time to time. The procedures are based on the principle that all children and vulnerable adults, regardless of age, any disability they may have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse. In addition, the Association shall ensure that all coaches and officials working directly with children and vulnerable adults on behalf of The County shall be DBS cleared through the N.S.R.A.

6. MEMBERSHIP

- 6.1. Membership of the Association shall be open to all small-bore and air gun target shooting clubs located within The County and which are affiliated to the N.S.R.A. or any other governing body recognised by the Association.
- 6.2. Individual Associate Membership of the Association shall be open to any small-bore and air gun target shooter who resides within The County.
- 6.3. The Committee shall have the power to refuse any club, organisation or individual application for membership without assigning a reason.

- 6.4. An accepted club or organisation that has paid its subscription is an Affiliated Club.
- 6.5. The County may, by means of a simple voting majority at a meeting of the Committee, refuse membership, or remove it, at a formal meeting of the Committee only for good cause such as conduct or character likely to bring The County into disrepute, or contraventions of the Firearms Act 1968 and subsequent relevant legislation. Member(s) will have the right to appeal such a decision in person, accompanied if they wish by a friend or representative to the meeting before a final decision is made, provided that 14 days' notice of the wish to appeal be presented in writing to the honorary secretary detailing the grounds upon which the appeal is to be made.

7. FINANCIAL YEAR

- 7.1. The Association's Financial Year shall begin on 1st January and end on 31st December.

8. SUBSCRIPTIONS

- 8.1. The subscriptions payable for the forthcoming year shall be set at a General Meeting. Subscriptions shall be due annually on the first day of January. Any Club or Associate Member whose subscription has not been paid by the last day of February shall forfeit Membership, but re-admission can be granted at the discretion of the Committee.

9. OFFICE BEARERS

- 9.1. The Office Bearers (hereinafter referred to as Officers) shall consist of the following, President, Chairman, Secretary, Treasurer all of whom are Honorary, and such Shooting Discipline Captains and Shooting Discipline Secretaries as may be elected at the Annual General Meeting.
- 9.2. The Association shall additionally elect a N.S.R.A. County Representative.
- 9.3. Any of the above duties may be combined in the person of one office-bearer.

10. ASSOCIATION COMMITTEE

- 10.1. The business of the Association shall be transacted by a committee consisting of both Officers and Committee Members who shall be elected annually at the Annual General Meeting.
- 10.2. The Committee may co-opt additional members, not exceeding two at any one time, such co-options being held until the end of the next Annual General Meeting.
- 10.3. Officers and Committee Members shall hold office from the end of the Annual General Meeting at which they are elected to the end of the next succeeding Annual General Meeting.
- 10.4. A member of the Committee may hold more than one office, but shall have only one vote.

11. DUTIES

- 11.1. The Honorary President, or in his absence a Vice-President, may preside at the Annual General Meeting (and any function arranged by and for the Association). The chair shall be taken by the Chairman.
- 11.2. The Honorary Chairman shall chair all General and committee meetings of the Association. In the absence of the elected Chairman at any Meeting, a Chairman shall be elected from among those present, to act at that Meeting.
- 11.3. The Honorary Secretary shall keep Minutes of business transacted at all General and Committee Meetings, shall give notice of such Meetings in accordance with item 12 of this Constitution, and shall perform such duties relating to the Office of Secretary as may be required from time to time.
- 11.4. The Honorary Treasurer shall receive payments of monies due to the Association and shall make payments on its behalf. They shall keep proper accounts of all such monies received and paid during the financial year and shall furnish a financial statement, duly audited, at the Annual General Meeting and at such reasonable times as may be required by the Association or its Committee.
- 11.5. The Auditor shall examine the accounts and invoices relating thereto annually and shall endorse the financial statement.
- 11.6. Shooting Discipline Captains shall be responsible for the management of representative Essex teams, and inter-County competitions within their stated discipline and other duties as may be agreed by the Committee.
- 11.7. Shooting Discipline Secretaries shall be responsible for the running of league competitions within their stated disciplines.

12. MEETINGS

12.1. Committee Meetings

12.1.1. The Secretary shall convene meetings by giving a minimum seven clear days' notice to all individuals entitled to attend such Meetings.

12.1.2. Not more than five months shall elapse between meetings.

12.2. Annual General Meetings

12.2.1. The Annual General Meeting shall be held within three months after the end of the proceeding financial year. At least twenty-eight clear days' written notice of such Meeting shall be given to all Members entitled to attend. Notice shall be sent to known Secretaries of Affiliated Clubs and organisations and shall be deemed notice to their members.

12.2.2. The following business shall be transacted:

12.2.2.1. To approve the Minutes of the previous Annual General Meeting.

12.2.2.2. To receive the reports of the Chairman, Secretary, Shooting Discipline Captains and Shooting Discipline Secretaries..

12.2.2.3. To receive the report of the Treasurer with the Statement of Accounts.

12.2.2.4. To revise and amend the Constitution and Byelaws if necessary.

12.2.2.4.1.1. Notice must be given in writing to the Honorary Secretary of any proposed amendment or addition to the Constitution or Byelaws by 1st January of the year of the forthcoming AGM.

12.2.2.4.1.2. The Committee may formulate proposals up to the date of issue of the Agenda for the Annual General Meeting, such Agenda to accompany the twenty-eight clear days' written notice of such Meeting.

12.2.2.5. To elect the Office Bearers and Committee.

12.2.2.6. Any Other Business. Any item raised under "Any Other Business" shall be at the sole discretion of the Chairman of the meeting and may only be for consideration or recommendation and must be ratified at a future meeting of the new Committee, or (where necessary) at a future General Meeting.

12.2.3. All members of Affiliated Clubs and Individual Associate Members shall have the right to attend, speak and institute proposals and shall each have one vote.

12.2.4. All voting will be by a show of hands unless the Chairman of the meeting determines that a secret ballot is the appropriate method of voting.

12.2.5. All business to be decided by majority vote unless it is a constitutional change, which would require a two thirds majority.

12.2.6. In the event of a tie in the voting at a General or Committee Meeting, the Chairman of the meeting shall have the casting vote.

12.3. Extraordinary General Meetings

12.3.1. An Extraordinary General Meeting of the Association may be called by either:

12.3.1.1. the Committee at any time, subject to twenty-eight days' written notice being given to all Affiliated Clubs and Individual Associate Members, or

12.3.1.2. upon the written request of the Committees of at least 5 Affiliated Clubs, an Extraordinary General Meeting will be held within thirty days of such request.

12.3.2. No business shall be transacted at any such Extraordinary General Meeting other than that stated on the request.

12.3.3. Voting at an Extraordinary General Meeting shall be as for Annual General meeting.

13. QUORUM

13.1. Two thirds of committee positions held must be present to constitute a quorum at a Committee Meeting.

13.2. Twelve persons present representing at least three Affiliated Clubs and entitled to vote shall constitute a quorum at a General Meeting and Extraordinary General Meeting.

14. LEAGUES, COMPETITIONS AND PRIZE MEETINGS

14.1. The Committee may make separate arrangements and byelaws for the conduct of Leagues, Competitions, Matches and Prize Meetings and may appoint sub-committees to carry out such arrangements. Any dispute or doubts shall be decided by the Committee, rather than any sub-committee, who will be guided by the Rules and Regulations of the N.S.R.A. or I.S.S.F.

15. INDEMNITY

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

16. PROPERTY AND ASSETS

16.1. All property and assets of the association shall be vested in the Committee for the time being and the Committee shall have power to appoint trustees to hold any particular item of property from time to time subject only to the provisions of the Trustee's Act (2000). In the event of the Association being wound up the property and assets shall be divided equally between the current affiliated clubs of the County.

17. BYE-LAWS

17.1. The Committee may make or amend any Byelaw.

17.2. The Byelaws of the Association shall have the same force and effect as though they were part of the Constitution.

17.3. Any Byelaw made or amended by the Committee shall be published by the Hon Secretary and shall thereafter have all the force and effect of the Constitution and shall be submitted for confirmation at the next General Meeting.