

# *The Spent Cases*



## *Shooting Club*

*Established 1996*

# *Constitution*

### *SECTION ONE: AIMS AND OBJECTIVES.*

#### *1.1 Name.*

*The name of The Club shall be "The Spent Cases Shooting Club" hereinafter known as "The Club".*

#### *1.2 Membership.*

*a) There shall be three classes of membership of The Club as defined in Section 5:*

- i) Full members;*
- ii) Probationary members;*
- iii) Honorary Members.*

#### *1.3 Rights of membership of The Club.*

*a) The Rights of Full Members will be to:*

- i) Use club equipment, subject to approval;*
- ii) Attend and vote at Club General Meetings;*
- iii) Vote in Club elections;*
- iv) Use any Club firearms at Club shoots subject to any charges as laid down in The Club Rulebook;*
- v) Take advantage of all shooting facilities provided by The Club;*
- vi) Hold office within The Club subject to any limitations listed in The Club Rulebook;*
- vii) Enter local and national competitions under The Club's name;*
- viii) Apply for a firearms certificate citing The Club's name.*

*b) The rights of Probationary Membership shall be those in section a), subsections i) to v) above.*

*c) Honorary Members shall be granted as either probationary or full membership dependant upon passing the relevant criteria as laid down by this document. Their rights shall be those set out for the relevant category of shooting membership, save that they will be exempt from membership fee.*

#### *1.4 Objects.*

*The objects of The Club shall be:*

- a) To promote the interests of all shooters who are residents of the United Kingdom;*
- b) To promote the furtherance of target shooting, by means of competition, in the interests of the Defence of the Realm and the Permanence of the Volunteer and Auxiliary Forces, Naval, Military and Air;*
- c) To provide facilities, advice and assistance such as may be necessary to comply with the objects of the club.*

### *SECTION TWO: GOVERNMENT.*

#### *2.1 Government of The Club.*

*The Club shall be governed by the following system:*

- a) General Meetings;*
- b) Committee.*

#### *2.2 Ordinary General Meetings shall:*

- a) Be called as and when required;*
- b) Have a quorum of 20% of The Club's membership or 6 members, whichever is highest;*
- c) Receive and discuss recommendations from the members;*
- d) Have the power to formulate policy;*
- e) Have the power to overturn a decision taken by the committee, provided such a decision would not render a breach in English Law;*
- f) Make alterations to the Constitution;*
- g) Receive and approve budget recommendations;*
- h) Dissolve The Club.*

- 2.3 *In addition the Annual General Meeting of The Club shall:*
- a) *Be called to coincide with a club shoot held in July or August. The AGM will be held at NRA Ranges, Bisley Camp;*
  - b) *Discuss the budget for the following year including affiliations and membership fees;*
  - c) *Hold elections for the committee every alternate year in accordance with the election regulations laid down in section 4;*
  - d) *Update the policy document if necessary;*
  - e) *Receive and approve, or not, any recommendations for Honorary Membership.*
- 2.4 *The Committee shall:*
- a) *Comprise of the four Officers, the Social Secretary and any other posts as required to assist in the running of The Club;*
  - b) *Have a quorum of three members, of which two must be officers, except for approval of full membership where all four officers will be required, voting by post if necessary;*
  - c) *Be responsible for the day to day overall running of The Club;*
  - d) *Have the sole right to veto Club events;*
  - e) *Have the power to formulate Club policy, rules and regulations to govern The Club;*
  - f) *Grant, or not, full membership of The Club;*
  - g) *Call, at its discretion, Emergency General Meetings;*
  - h) *Form the disciplinary panel;*
  - i) *Arrange all General Meetings and Committee Meetings;*
  - j) *Have the power to appoint subcommittees for special purposes;*
  - k) *Meet as and when required.*
- 2.5 *Management.*  
*The power of management of The Club is vested in the Officers of The Club.*

### SECTION THREE: CLUB OFFICIALS.

- 3.1 *The Officials of The Club will be:*
- a) *Officers*
    - i) *The Chairman*
    - ii) *The Secretary*
    - iii) *The Treasurer*
    - iv) *The Vice Secretary*
  - b) *Non-Officers*
    - i) *The Social Secretary**and any other relevant posts which may from time to time become necessary.*
- 3.2 *The Chairman.*
- a) *Shall take or delegate the Chair at all General Meetings, committee meetings and disciplinary panels;*
  - b) *Shall co-ordinate any sponsorship agreements The Club may have entered into;*
  - c) *Shall co-ordinate public relations with any outside organisation.*
  - d) *Shall be a signatory on the mandate for all bank accounts held by the club;*
  - e) *Shall be The Club's representative at meetings of organisations The Club is affiliated to;*
  - f) *May suspend with immediate effect any member from The Club;*
  - g) *Call disciplinary meetings if and when required;*
  - h) *Perform any other duties as they deem necessary.*
- 3.3 *The Secretary.*
- a) *Shall keep or cause to be kept all minutes of General Meetings, committee meetings and disciplinary meetings;*
  - b) *Shall ensure all affiliations are kept up to date in accordance with any mandate from General Meeting;*
  - c) *Shall keep or cause to be kept records of membership, attendance, inventory and disciplinary verdicts;*
  - d) *Shall present, or delegate, evidence on behalf of The Club in any disciplinary hearing;*
  - e) *Shall be a signatory on the mandate for all bank accounts held by The Club;*
  - f) *Shall liaise with The Home Office and relevant Constabularies on all matters pertaining firearms and shooting including applications by members for Firearms Certificates;*
  - g) *Shall, along with the F.A.C. holder (if applicable), be ultimately responsible for the any items entered onto the certificate;*
  - h) *May suspend with immediate effect any member of The Club.*
  - i) *Shall deal with all documentation relating to The Club's shooting activities;*
  - j) *Shall perform any other duties as may become necessary.*
- 3.4 *The Treasurer.*

- a) Shall keep accurate records of all financial transactions undertaken by The Club;
- b) Shall be a signatory on the mandate for all bank accounts held by The Club;
- c) Shall be responsible for all orders placed by The Club;
- d) Shall be responsible for collecting all monies owed to The Club and paying them into the relevant account;
- e) May suspend with immediate effect any member of The Club;
- f) Has right to veto any payment not agreed by the Committee or General Meeting;
- g) Will within seven days of the request from a General or Committee Meeting produce a financial report of The Club;
- h) Shall perform any other duties as may become necessary.

3.5 The Vice Secretary.

- a) Shall aid the other Principal Officers in performing their duties as delegated;
- b) May be a signatory on the mandate for any bank accounts held by The Club;
- c) Shall assume the duties, responsibilities and privileges of any one other Club Officer in their absence. For the purposes of this clause an officer is deemed absent if they are unable to perform their duties or are not able to be contacted for a period exceeding two weeks;
- d) Shall co-ordinate with the respective captains any multi-discipline competitions and be responsible for the co-ordination of The Club championships;
- e) May suspend with immediate effect any member of The Club;
- f) Shall perform any other duties as they feel necessary.

3.6 The Social Secretary.

- a) Shall co-ordinate all Club social activities;
- b) Shall ensure that all deposits (if required) are paid before any event;
- c) Shall report to the Committee any instances of behaviour unbecoming of a member of The Club.

SECTION FOUR: ELECTION REGULATIONS.

- 4.1 Elections for all Officers will take place biannually at The Club's AGM.
- 4.2 Nomination forms will be available from the Returning Officer in an election year from 1st June and must be returned no later than 1st July.
- 4.3 A list of nominees will be sent with a ballot paper to each member of The Club to be returned to the Returning Officer before the date set by them, or to be brought in person to the AGM.
- 4.4 All candidates will stand against a choice of "No Suitable Candidate". In the event of No Suitable Candidate being returned nominations will be re-opened and a second election called at a time to be decided by the meeting. A member can be co-opted to fill any vacancy arising.
- 4.5 Candidates may submit a manifesto of no more than 300 words which will be sent with the ballot paper.
- 4.6 All Officials elected will hold office for a period of two years, notwithstanding any lapse in membership.
- 4.7 A member may only hold one officer position within The Club. They may however also hold one other captain position.
- 4.8 To remove an official before their term of office will require 10 members to submit a motion of impeachment, stating reasons to the Chairman, or in the case against the Chairman, the Secretary. A ballot paper will be issued along with the case for and against the impeachment. The arguments for and against will be submitted in writing and are limited to 300 words. Impeachment will require a two-thirds majority to be successful and over 50% of club members must have voted.

SECTION FIVE: MEMBERSHIP DEFINITIONS.

- 5.1 Membership of The Club shall be open to all residents of the United Kingdom, except where the Officers of The Club deem the proposed to be unsuitable for any reason.
- 5.2 Full Members.  
Full members are those who have satisfied the committee that they are safe, responsible and dedicated shooters by means of the probationary period, as described in 5.3. Applicants will have to satisfy all the Officers that they are deserving of full membership of The Club. Full members must attend shoots in accordance with the law to retain full membership. The Club is obliged to inform the police of any firearms certificate holder who ceases to be a full member of The Club or who fails to attend a shoot over a 12 month period.
- 5.3 Probationary Members.  
All new members will be subject to a probationary period of six months. They must demonstrate that they are deserving of full membership and that they are safe, responsible and dedicated shooters. The Officers may extend the probationary period and if deemed necessary include extra conditions. Any probationary member who has not attended any shoots within the first year after joining may be removed from the roll of membership at the discretion of the Committee. Such a member will have no claim on their subscription or any

*other fees paid. Probationary members will not be supported by the club in relation to an application for a firearms certificate.*

*5.4 Honorary Members.*

*Honorary Membership will be granted, by vote, at the AGM to anyone who, in the opinion of the meeting, has furthered the cause of shooting, has rendered outstanding service to shooting sports in general or performed above and beyond the call of duty in service of The Club. Honorary Members will not be expected to pay membership fees and may have probationary or full membership subject to satisfying the criteria laid out above.*

*5.5 All members will sign a declaration allowing the secretary to contact the member's doctor and ask that, in their opinion, that person is safe to be a member of The Shooting Club. No actual medical information will be sought.*

*5.6 All shooting members must sign a declaration to the effect that they are not prohibited to possess a firearm or ammunition by virtue of section 21 of the Firearms Act 1968. A Copy of Section 21 of the 1968 Firearms Act is available on request.*

*5.7 All members will be required to give details of any application for a firearms or shotgun certificate being refused or if they have had a certificate revoked.*

*5.8 Upon application for membership of The Club, the secretary will inform the police of the name and address of the applicant and of the outcome of the application.*

*5.9 New members already in possession of a firearms certificate which contains firearms for the same classes as the club is approved, may be admitted as full members with a discretionary probationary period. This also applies to full members of other Home Office Approved clubs provided these clubs have the same approval classes at The Club. Details of firearms certificates or membership will be required to allow verification checks to be carried out by The Committee. Such cases will be at the discretion of the Committee. Current officers of the police and armed forces who, in the course of their duties handle firearms, may be granted full membership without the statutory probationary period upon receipt of a statement from their commanding officer stating that they are fully trained in handling the firearms for which The Club is approved.*

*5.10 The Committee may remove, by majority vote, from the roll of membership any member whose conduct on the range, upon premises occupied by The Club or elsewhere is, Objectionable, dangerous or calculated to bring The Club into disrepute. Such a member will have no claim on The Club for any monies paid. Such a member may appeal to a panel of four members selected at random provided notification of such an appeal is lodged in writing within ten days of the disciplinary meetings verdict. The member will remain suspended from Club activities until the appeal hearing delivers it's decision. Such an appeal meeting will consider evidence submitted by the secretary (on behalf of The Club) and the defence in written form. The verdict will be delivered to a committee member not present at the original hearing or privy to the evidence supplied there.*

*SECTION SIX: SHOOTING REGULATIONS.*

*6.1 The Club will not endorse any activity under its name unless it is under regulations and supervision approved by the Committee.*

*6.2 The Committee may make bye-laws and regulations to guard the safety of all members and the public whilst engaged in Club activities.*

*6.3 All shooting shall be governed by the relevant national body.*

*6.4 All shooting members are expected to be conversant with all Firearms Acts passed by H.M. Government.*

*6.5 There shall be no persons allowed on the range who are not members and as such have not completed the relevant membership form (unless on one of The Club's permitted guest days).*

*6.6 All members must carry their official membership cards when visiting the range or on official Club business. Failure to do so will mean removal from the range and possible disciplinary action.*

*SECTION SEVEN: BEHAVIOUR.*

*7.1 All Club members, on completion of the membership form, agree to abide by this Constitution, The Code of Conduct, The Rulebook and any applicable Club Policy. Failure to do so may result in a fine, suspension or expulsion from The Club.*

*7.2 Club members will pay for ammunition and any range fees before shooting. The Treasurer may make exceptions to this rule on a personal basis, however, the treasurer reserves the right to demand immediate payment of any outstanding monies.. Failure to pay by the time set by the Treasurer may result in suspension or expulsion from The Club. Further action may be taken by the Committee.*

*7.3 Should any financial penalty be imposed for disregarding the above, it will be the responsibility of the member(s) concerned to meet the penalty. The Club excepts no responsibility for members conduct which is against the law, the Constitution of The Club, the Code of Conduct and The Rulebook.*

## SECTION EIGHT: FINANCIAL ARRANGEMENTS

### 8.1 Bank Account.

The club will maintain a bank account. The provider of the bank account will be determined by vote at a General Meeting of The Club.

### 8.2 Savings Account.

The Treasurer may open a savings account with the same provider as the current account to be used for long term plans and special projects.

### 8.3 Authorised Signatories.

The authorised signatories on the club account will be the club officers, as specified in Section Three. Only one (1) signature will be required for authorisation of payments. Where payments are made by officers not the Treasurer then written confirmation must be sent to the Treasurer within 5 working days (email confirmation is accepted).

## SECTION NINE: MISCELLANEOUS PROVISIONS.

### 9.1 Alterations to the Constitution.

The Constitution can only be altered at a quorate General Meeting. Such alterations shall be carried out after a two thirds majority vote of those present. The Committee may make interim changes to keep the Constitution legal and workable, such changes will be notified to club members in writing and will require approval at the next General Meeting.

### 9.2 Affiliations.

The Club shall affiliate to those associations that are considered necessary by the Committee for the good of The Club and it's members. Such affiliations shall be approved at the AGM.

### 9.3 Property.

Any and all property is vested in The Club Officers for the time being.

### 9.4 Winding Up.

In the event of The Club being wound up, the property shall be made over to an organisation nominated by The Club Officers. Any firearms or ammunition shall be made available firstly to Club members holding a valid firearms certificate with the relevant free space. After this they shall be made over to a registered firearms dealer to be sold to individuals or clubs interested. Any monies from the sale of said items will go to pay off any outstanding debts. After this time any remaining money will be donated to a shooting charity of the Committee's choice, e.g. NRA Fighting Fund.

### 9.5 Availability of this Constitution.

This Constitution, along with all other rules documents, shall be made available to all members. Members may be required to cover printing and postage costs. The Code of Conduct will be given to all members before they sign the membership form.

### 9.6 Invalidity.

All previous versions of this Constitution are invalid from 5<sup>th</sup> August 2007.