**CARISBROOKE RIFLE AND PISTOL CLUB**

**(CARISBROOKE R&PC)**

**Affiliated to the N.S.R.A. (05658)**

**Central Southern Field Target Association**

**Isle of Wight Target Shooting Association and**

**The Isle of Wight Sports Foundation**

# CONSTITUTION

**ALL MEMBERS AND GUESTS OF MEMBERS ARE EXPECTED TO ABIDE BY THE CONSTITUTION AND BYELAWS OF THE CARISBROOKE R&PC. ANY FAILURE TO DO SO COULD RESULT IN DISCIPLINARY ACTION BY THE CLUB.**

**Constitution of the CARISBROOKE RIFLE & PISTOL CLUB**

**adopted on the 2nd day of December 2022.**

**General**

**Definitions**: ‘Written’ means by electronic means or hard copy.

## 1 Name

The name of the Club is the Carisbrooke Rifle & Pistol Club or other such name as the Management Committee may from time to time decide. This is providing that it is congruous with the Home Office Licence currently held under the name of the Club that being the Carisbrooke Rifle and Pistol Club (CR&PC). This is available to review on request.

## 2 Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this Constitution by the members of the Management Committee, constituted by clause 7 of this Constitution.

## 3 Objects

The Club’s objects (‘the objects’) are to encourage and facilitate the development of and participation in the sport of target shooting. This is both as individuals and in competition with affiliated organisations, as agreed by the Management Committee.

## 4 Powers

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers;

4.1 power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

4.2 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;

4.3 power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;

4.4 power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objects and to exchange information and advice with them;

4.5 power to support any charitable trusts, associations or institutions formed for all or any of the objects;

4.6 power to do all such lawful things as are necessary for the achievement of the objects.

## 5 Membership

5.1 Membership of the Club shall be open to individuals who are interested in furthering the objects of the Club and who have paid the annual subscription as fixed from time to time by the Members present at the Annual General Meeting (AGM) or any Extrordinary General Meeting (EGM) called specifically for that purpose.

5.2 Members will not pursue any activity, which might, in the reasonable opinion of the Management Committee, adversely affect the reputation of the Club or its members.

5.3 The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made. The procedure is in accordance with those Disciplinary Procedures set out in the Club Byelaws.

5.4 The Management 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 Club. The exercise of any such powers by the Management Committee shall be subject to ratification by the next AGM of the Club by means of appropriate amendment(s) to the byelaws of the Club. Please also see ‘Membership’ in Byelaws & Rules where this is explained more fully.

## 6 Honorary Officers

At the AGM of the Club the members shall elect from amongst themselves a Chair, a Vice-Chair, (if required), a Secretary, Membership Secretary ‘Outdoor Section’ and a Treasurer, who shall hold office from the conclusion of the meeting until the conclusion of the AGM the following year. This is unless that office is terminated by due process under Section 8, referred to below.

## 7 Management Committee

7.1 The Management Committee shall consist of no less than three Club Officers and any elected Committee Members and/or club members present at the date and time of any Committee Meeting. a) the honorary officers specified in the preceding clause;

b) Members elected at the AGM who shall hold office from the conclusion of the meeting.

7.2. All members of the Management Committee must be full current members of the Club in their own right.

7.3 The Management Committee may in addition appoint two co-opted 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 Management Committee would be co-opted members. Each appointment of a co-opted member shall be made at a Special Meeting of the Management 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.

7.4 All the members of the Management Committee shall retire from office together at the end of the AGM next after the date on which they came into office but they may be re-elected or re-appointed.

7.5 The proceedings of the Management 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.

7.6 No person shall be appointed as a voting member of the Management Committee who is aged under 18 or who would if appointed be disqualified under the provisions of clause 8.

7.7 No person shall be entitled to act as a member of the Management Committee whether on a first or any subsequent entry into office until after signing in the minute book of the Management Committee a declaration of acceptance and willingness to act in the trusts of the Club.

## 8 Determination of Membership of the Management Committee

A member of the Management Committee shall cease to hold office if they:

8.1 ceases to be a full current member of the Club; or

8.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or

8.3 is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated; or

8.4 gives to the Management 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). However, if less than five members of the Management Committee remain in office when the notice of resignation is to take effect, the Club may invoke clause 19 (**Dissolution**) of its Constitution.

1. **Management Committee Members not to be Personally Interested.** 
   1. Subject to the provision of sub-clause 9.2 no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee. This is if the Club should ever hold any property for or on behalf of the Club and its Members. It should be noted that those Trustees, referred to above, shall be named persons in an agreement set up for the purpose of such holdings on and on behalf of the Club and its Members. It should be noted that if this is the case, then those persons should be so named and should be registered with HMRC to register such a Trust unless it is an “excluded express trust” under Schedule 3A of any such Act. Please also refer to Clause 12 of these Rules which govern the conduct of this Club.
   2. Any member of the Management 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 Management Committee to act in a professional capacity on behalf of the Club, provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management 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 Management Committee

10.1 The Management Committee shall hold at least four meetings each year, this can be inclusive of or in addition to the AGM. A Special Meeting may be called at any time by the Chair or by any three members of the Management Committee upon not less than seven days’ notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include appointment of a co-opted member then not less than 21 days’ notice must be given. All notices must be given in writing and displayed at Club premises, if available. Or, on the Noticeboard on the website or by such other means as deemed appropriate to satisfy this clause at the discretion of the Management Committee.

10.2 The Chair or Vice-Chair shall act as Chair at meetings of the Management Committee. In their absence from any meeting, the members of the Management Committee present shall choose one of their number to be Chair 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 Management Committee present at the meeting.

10.4 The Management Committee shall keep minutes, in books kept for the purpose, and/or as electronic notifications of minutes of the proceedings at meetings of the Management Committee and any sub-committee.

10.5 The Management Committee may from time to time make or alter the byelaws of the Club. Any such addition or alteration to the byelaws must be laid before the next AGM of the Club for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.

10.6 The Management Committee may appoint one or more advisory or sub-committees consisting of three or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management 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 Management Committee.

10.7 The Management Committee shall ensure that at all times the Club 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.

## 11 Receipts and Expenditure

11.1 The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Club at such bank or building society as the Management Committee shall from time to time decide. The Club may operate more than one bank account. All cheques drawn on the Club’s bank account must be signed by the Club Treasurer.

11.2 The funds belonging to the Club shall be applied only in furthering the objects.

## 12 Property/Assets

12.1 Subject to the provisions of sub-clause 12.2 of this clause, the Management Committee shall cause title to:

1. all land held by or in trust for the Club; and
2. all investments held by or on behalf of the Club; and
3. all assets of the Club other than land and investments; to be vested in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee. Provided that they act only in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for acts and defaults of its members. Please also refer to Clause 9 above.

12.2 If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Club, the Management Committee may permit any investments held by or in trust for the Club 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 Management Committee, and may pay such nominee reasonable and proper remuneration for acting as such.

12.3 If the Club acquires Property it is incumbent upon the Management Committee to instigate the procedures necessary so that regulations in respect to any legislation that is in place at the time of these acquisitions is complied with. These may be in furtherance to those referred to above or any other legislative process that may be in place at the time of such acquisition(s).

12.4 Assets referred to are those items such as rifles, non-permanent or moveable items/objects or any other such as the Management Committee deem to be so. These are part of the Members’ Collective Assets and shall be vested in the Club for the benefit of all members.

12.5 All surplus Assets may be sold at the discretion of the Management Committee providing that any surplus income is vested in the Club and its Members and that no one person, third party or entity profits from the sale thereof.

## 13 Annual General Meeting

13.1 There shall be an Annual General Meeting (AGM) of the Club which shall be held each year within two months of the end of the Club’s financial year or as soon after as is practicable.

13.2 Every AGM shall be called by the Management Committee. The Secretary shall give at least 21 days’ notice of the AGM in writing to the members of the Club by way of Club Notices. All members of the Club shall be entitled to attend and vote at the meeting, if they have a vote entitlement.

13.3 The Chair or Vice-Chair of the Club then in office shall be the Chair of each Annual and Extraordinary General Meeting, but if they are not present, before any other business is transacted, the persons present shall appoint a Chair of the meeting.

13.4 The Management Committee shall present to each AGM the report and accounts of the Club for the preceding financial year.

13.5 Nominations for election to the Management Committee must be made by members of the Club in writing and must be in the hands of the Secretary to the Management Committee at least 14 days before the AGM. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot.

## 14 Extraordinary General Meetings

The Management Committee may call an Extraordinary General Meeting of the Club at any time. If at least 20% of the Club membership request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days notice must be given. The notice calling the meeting must state the business to be discussed and will displayed on Club notices.

## 15 Procedure at General Meetings

15.1 The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every General Meeting of the Club. The minutes of the meeting shall be made available within one month from the outcome of the proceedings.

15.2 There shall be a quorum when at least 25% of the number of full members of the Club are present at any general meeting. If there are insufficient numbers to form a quorum of full members at the start of the meeting, then there will be a 15 minute break to allow for latecomers.

15.3 If after 15 minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting will proceed with those in attendance, providing that, that is in agreement with those present at the meeting. This will be decided by a show of hands.

## 16 Notices

16.1 Any general meeting notice required to be served on any member of the Club shall be in writing. They shall be served by the Secretary or the Management Committee on such member either personally or by sending it through the post in a prepaid letter addressed to the member at their last known address in the United Kingdom or by email or by posting said notice on the Club Noticeboard, on the website.

16.2 The Club recognises the extensive use of digital and internet communications. To this end, the Club Members and Management Committee may, as and when it chooses, use electronic formats to communicate routine Club activities, information and notices to its members. Such communications are intended solely for the recipient and no other person. They are considered to be private communications between Club Officials and Club Members. They do not infer in any part opinion or statement about any person (member or non-member) who is not the intended recipient. On the forwarding of such messages, by the recipient(s) (to a possible third party, or whomsoever, by the recipient) it is not the business of the Club and, as such, no liability will be accepted for the recipients actions, or the consequences thereof.

Furthermore, the use of social networking sites (e.g. Facebook, Twitter etc) by members of the Club is at their own discretion and full responsibility must be taken by individuals for their messages and disclosures. The Management Committee will not use social networking sites for communicating Club business and the content of such social networking sites do not in any part represent the actions or opinions of the Club or Management Committee.

## 17 Voting

Every member shall have one vote on any resolution on which they are 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 Chair of the meeting shall have a second and casting vote.

## 18 Alteration to the Constitution

The constitution may be altered by a resolution supported by not less than two-thirds of the members 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

If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, 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 Management Committee shall have power to realise any assets held by or on behalf of the Club. 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 Club as the members of the Club may determine.

## 20 Protection of Children and Vulnerable Members

## The Club and Management Committee shall adopt a policy that recognises the principles and guidelines set out in the NSRA document, “Protection of Children and Vulnerable Adults in Target Shooting, Guide to Policy & Procedures, November 2009”. To this end, a nominated Management Committee member, or co-opted Full Member who is suitably qualified, shall be responsible for overseeing the Club’s responsibilities with respect to this policy. That person shall be advertised to all Club members.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed ………………………………………. Hon. Chairman

………………………………………. Hon. Secretary

………………………………………. Hon. Treasurer