

University of Southampton Rifle Club

Constitution

1. The name of the Club shall be University of Southampton Rifle Club (hereinafter referred to as "The Club") and shall be affiliated to Southampton University Students' Union (SUSU) as an individual sport.
2. The objective of the Club is to promote the sport of small-bore and full-bore target rifle shooting among the members of Southampton University Students' Union, by practice, by instruction and by competition at club, county, university and national level.
3. The Club shall be affiliated to the National Small-bore Rifle Association and the National Rifle Association and any other relevant organisation the Committee decides is appropriate. The Club must retain an equal composition of aims between support, participation and performance. The Club must make every effort to comply with all Union Health and Safety policies. The Club must ensure that it complies with all safety procedures which it's National Governing Body (NGB) (if there is one) prescribes.
4. The club shall be managed by a Club Captain, Club Secretary and Treasurer, under the jurisdiction of a permanent secretary and liaison officer.
 - a. The Club Captain is responsible for the day to day management of the club, the equipment held by it and the members within it. They shall liaise with the Officers of the Athletic Union meeting the demands they require on certain matters. The Club Captain shall chair the Committee and the Annual General Meeting (AGM). The Club Captain is responsible for team selection.
 - b. Membership Secretary: The Membership Secretary shall be responsible for managing the subscriptions of the members of the Club. They shall pass details of all members to Hampshire Police and will comply with all demands made by the Hampshire Police Firearms Licensing department. They shall ensure all the necessary affiliations and insurance policies are in place and take minutes at all meetings. They will work with the Permanent Secretary where necessary.
 - c. The Treasurer shall maintain and care for all moneys entering and exiting the Club. They shall claim moneys from members or bodies when required and in accordance with SUSU Grant Aid.
 - d. The Permanent Secretary is the appointed holder of the Firearms Certificate, and the legal secretary for the club to ensure the Club meets its requirements set out by Home Office. The Permanent Secretary is appointed by the Students Union.
 - e. The Liaison Officer is responsible for representing the Club and the Students Union in an official capacity, with regard to the police and all

subsequent firearms related issues. A liaison officer may be proposed by the Club, and appointed by the Permanent Secretary.

5. The Committee shall consist of Officers of the club (Club Captain, Membership Secretary and Treasurer) and other optional representatives the Club wishes to elect. These may include:
 - a. President: The President should be an experienced club member and is recommended to have served on Committee for a minimum of two years. The President should advise the Committee of best practices where assistance is required. They may, at the Club Captain's discretion, assist with day to day matters of the Club as required.
 - b. B-Team Captain: The B-Team captain is responsible for leading the 2nd team. It should be specified at the AGM whether this relates to Shoulder to Shoulder matches and/or BUCS B-Team matches.
 - c. Social Secretary: The Social Secretary shall work with all members of the committee to plan and carry out an enjoyable and effective social calendar for the academic year. The Social Secretary shall organise at least 4 non-alcoholic socials a year; one every term and an additional one in the first 4 weeks of the new academic year. The Social Secretary will submit a report on all non-alcoholic socials to the Athletic Union Officer.
 - d. Equipment and Safety Officer: The Equipment and Safety Officer is responsible for overseeing the proper use and storage of equipment, and promoting and ensuring that all members abide by the health and safety guidelines of the Club. The Equipment and Safety Officer arranges for servicing of equipment as and when it is required. They shall complete a risk assessment of day to day activities and individual tours or away matches. They shall report all incidents to the relevant bodies.
 - e. Vice Captain: The Vice Captain shall be responsible for the management of the club in the Club Captain's absence. They shall be responsible for managing all competitions including BUCS, the postal leagues and submitting team entries.
 - f. Student Coach: A student coach may be appointed to assist the external coach should they have sufficient experience and/or an appropriate qualification.
 - g. Full-bore Captain: To coordinate full-bore training and assemble a BUCS full-bore team.
 - h. Welfare Officer: The Welfare Officer is responsible for supporting Club members with regards to their welfare. The Welfare Officer shall ensure that all members are able to have a positive experience in the club, and assist members finding further support if required.

- i. Tech Officer: The Tech Officer is responsible for the maintenance of the Club website and range web system.
- j. General Committee: A General Committee member is responsible for assisting with any general duty of the committee. Multiple General Committee members may be elected, but the total number must not exceed the number of other committee members.

The administration and management of the Club shall be the responsibility of the Committee. The Committee shall consist of the Officers of the Club. The Committee must be elected at the AGM. All members of the Committee must be full time students unless otherwise agreed by Athletic Union Committee.

6. Membership: Rules concerning membership specified in the 1997 Firearms Act Amendment take precedence over any of the following criteria.

The members of SUSU shall, in accordance with Grant Aid, section B, meet one or more of the following requirements:

- a. all registered full-time students of the University;
- b. such registered part-time students of the University as the Union in accordance with its Laws may admit to full membership;
- c. all other registered part-time students of the University wishing to become associate members on payment of the appropriate membership fee;
- d. all members of staff of the University wishing to become associate members on payment of the appropriate membership fee;
- e. such persons as the Union in accordance with its Laws may admit to either life or temporary membership on payment of the appropriate life or temporary membership fee;
- f. such persons as the Union in accordance with its Laws may elect as honorary members;
- g. such persons who already members of Students Unions in other institutions of Higher or Further Education as the Union in accordance with its Laws may elect as external members.
- h. Members who through association to the Club as coaches or instructors bring a high degree of experience to Club activities.

All members must purchase Sport and Wellbeing (S&W) Membership, unless they will NOT be taking part in activities on S&W owned properties, and abide by the rules and regulations laid down by SUSU and S&W, in particular its constitution.

Membership of the Club shall commence on the 1st October and terminate on 30th September of the following year. Membership may be charged at a pro rata rate at the discretion of the Treasurer.

Membership subscriptions are non-refundable under any circumstances.

Any persons wishing to join the club must complete a membership application form to include the applicants names and address. The applicant must state that they have never had an application for a firearm or shotgun certificate refused by the police, or has had a certificate revoked. Every applicant must sign a declaration to state that they are non prohibited from possessing a firearm or ammunition by virtue of Section 21 of the Firearms Act 1968. Every member must sign a declaration to state that they have never had a criminal record. In the case that they have, details must be provided and any application of membership will be reviewed by the committee.

Members joining the club for the first time will remain probationary members for a minimum of three months. The Committee will review the status of probationary members as to their acceptance of full members before their membership renewal is required.

The Committee reserves the right to refuse or revoke membership to any person who it deems is not of good character, may endanger the safety of club members or misuse its equipment. The Committee must abide by equal opportunities guidance and law when making its decision and report a refusal of membership to the Athletic Union President within three days. The applicant has a right of appeal to Athletic Union Committee.

A member who intentionally, recklessly, or negligently damages property belonging to the club may be liable for its repair or replacement at discretion of the Committee.

The AU must always be provided with an up to date copy of all member names and corresponding student identification numbers.

7. Committee hand-over: Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities by a date set at the AGM. The responsibilities of each outgoing officer are:

- a) Club Captain. The Club Captain must ensure that the e-mail list, computing file store and mailing list are transferred to the new owner. The Club Captain is responsible for the transfer of all vital information needed for the effective management and running of the Club. The Club Captain may also be responsible for ensuring that sufficient training is provided to the incoming Vice-Captain in the handling of the postal leagues and BUCS should there not have been a Vice-Captain for the previous year.
- b) Treasurer. The Treasurer must ensure that the Club's bank account details and relevant documents are transferred to the new treasurer, and that new committee members are added as signatories. The new treasurer is to be informed of SUSU's grant application process.
- c) Membership Secretary. The Membership Secretary must ensure that the new officer understands that the requirements of Hampshire Police, including submitting membership details to them. The new officer must also

understand the requirements of being a home office approved club and work with the permanent secretary where necessary.

8. Meetings:

a.) Annual General Meeting (AGM)

- i. The Club AGM shall be held after Christmas. The AGM shall be convened by the secretary before the end of the active season previous to the session in which they are to hold office. Notice of the AGM shall be posted on the notice board together with the provisional agenda not less than seven days before the meeting. Any business for inclusion in the final agenda shall be handed to the club secretary in writing at least 48 hours before the time of the meeting. Final notice of the agenda shall not be posted less than 24 hours before the time of the meeting.
- ii. Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Club members.
- iii. Officers of the Club and committee members shall be elected at the AGM.
- iv. Each member of the committee may be invited by the Chairperson to make a short speech concerning their activities during the previous year. This speech is compulsory for the Treasurer, who must also present the year's accounts for examination if requested.
- v. Minutes of the AGM shall be made available no longer than 2 weeks after the meeting.
- vi. After the AGM should the outgoing committee have concerns with any of the incoming committee as to their ability to carry out a role their nomination can be revoked at a committee meeting held before the hand-over takes place.

b.) Extraordinary General Meetings (EGM)

- i. An EGM can be called by the President/ Club Captain or by written application to the President of at least 6 members of the Club, together with a written statement of the objects for which the meeting is being called.
- ii. At the EGM no business other than that specified in the written statement shall be discussed.

- iii. At least 24 hours notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the President/ Club Captain.
- iv. The Union President shall be informed of the meeting and the reason for it being called, before it is held.

c) Conduct of meetings

- i. Voting: Every full member of the Club present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote and no proxy votes shall be accepted for any purpose.
- ii. Quorum: A quorum of 50% of full members must be present.
- iii. Minutes: The Membership Secretary of the Club shall keep minutes of all Club meetings, which shall be available to the AU President and the AUC.

9. Elections:

- a) Elections for Club Officers and committee members shall be held at the AGM.
- b) The elections will be advertised to all full Club members.
- c) The elections shall be carried out by show of hands or secret ballot, to be decided by the Chair at the start of the meeting. Should there be a tied result, the Chairperson may vote in favour of one of the candidates or may declare the post unfilled.
- d) If a full committee is not elected for any reason, the Club Captain will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.
- e) Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the AU within 14 days of the election via a change of Club contacts form.

10. Constitution: This constitution may be amended at an annual general meeting by a two thirds majority vote of those present and provided that:

- a. Any proposed amendment shall be made available to the club members at least seven days prior to the meeting at which it will be considered.
- b. A quorum of 50% of full members shall be present.

- c. A copy of any such amendment shall be forwarded to the Athletic Union President within three days of the meeting at which it was adopted and will be subsequently submitted to the Athletic Union Committee.

11. Financial matters

- a) The Treasurer of the Club shall be responsible for maintaining the accounts of the Club, which shall be available to the AU President and the AUC.
- b) An annual statement of the Club accounts must be presented to the AGM by the Club Treasurer.
- c) The officers of the Club are jointly liable for the proper management of the Club's finances and ensuring that the Athletic Union's and SUSU's financial regulations are applied.
- d) The Committee have the authority to increase or decrease any rates or expenses upon members throughout the year but must not implement them without the prior consent of the club members in a majority vote. Annual Subscriptions should be set at the AGM.
- e) The Committee reserves the right to fine members who incur debts to the Club that are not paid within two weeks (excluding vacations periods) of the debt being incurred, but members have the right to Appeal to the Committee and subsequently Athletic Union Committee should they disagree with the fine imposed.
- f) Any Officer of the club receiving any money of behalf of the club shall forthwith hand the same to the Treasurer or Range Officer on duty at the range.
- g) Ammunition purchased from the club shall be charged at a rate set by the Treasurer. Ammunition should be paid for immediately upon receipt. The Treasurer may agree to release ammunition "on credit" but reserves the right to charge a fee up to the value of 10% of the transaction amount.

12. All shooting shall be governed by the rules of the NSRA, NRA and other governing bodies as appropriate.

13. Expulsion of members:

- a) The Committee shall have the power to expel any member from the Club, after discussion with the AU or SUSU President, on the grounds of

misconduct, or for conduct of a nature opposed to the objectives of the Club, the AU or the Students' Union.

- b) Where any member of the Club is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Club.
- c) Students who are expelled from any Club have the right of appeal to the AUC.

14. Access to the keys of the range shall be at the sole discretion of the Firearms Certificate holder in liaison with officials of the Students' Union of the University of Southampton.

15. All Club shooting must take place on Home Office and Military approved ranges. No firing must take place except these ranges, under the supervision of a committee member or a fully approved range officer. Any member firing on any range must adhere to the rules laid down by the range officer of the said range.

16. Maintenance of Club or AU owned rifles must be undertaken by qualified persons and not by club members under any circumstances. This excludes the general cleaning of equipment.

A General meeting of the Club approved the above constitution on:

Date: _____

Signed: _____ President/Club Captain

_____ Secretary