

# STAFFORD POST OFFICE RIFLE & PISTOL CLUB CONSTITUTION

Stafford Post Office Rifle  
NRSA affiliated number  
School Lane Rickerscote



& Pistol Club  
00425  
Stafford ST17 4HR

Chairman E Bullivant   Secretary K Scotter   Treasurer C Cooper

## 1. **TITLE**

The name of the club shall be **STAFFORD POST OFFICE RIFLE & PISTOL CLUB**.

## 2. **OBJECTS**

The aim of the club is to provide facilities to promote the sport of shooting in a safe and lawful manner.

## 3. **AFFILIATIONS**

The club shall be affiliated to a national body(s) such as the National Small Bore Rifle Association (N.S.R.A.) or the National Rifle Association (NRA).

## 4. **MANAGEMENT**

The management of the club shall be vested in the officers and committee as elected at the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

## 5. **OFFICERS**

The officers shall be the Chairman, Secretary and Treasurer. No officer to hold an officer post in another rifle club.

## 6. **COMMITTEE**

The Officers of the Club shall consist of a Chairman, Secretary and Treasurer. There shall also be a Vice Chairman with minimum of 4 up to 7 elected members (one who is responsible for health and safety) whom shall collectively form the Rifle and Pistol Club Committee, by whom the Club and its property shall be managed. There shall be an Annual General Meeting of the members of the Club at which the Committee shall be elected.

The election of Committee Members is to be undertaken at the Annual General Meeting. Officers may hold post for up to three years before a formal election on the post is required. Election for the roles of Chairman, Secretary and Treasurer will be staggered over a 3 year period to provide consistency to the club, however the other 2 posts will annually be revalidated at each AGM as per standing orders 17, a) & b). At the same meeting, the year's accounts of the Club shall be submitted, and also any report which the Rifle and Pistol Club Committee may desire to present to the meeting.

## 7. **VOTING**

In the event of a tied vote, the chairman will have the casting vote.

## 8. **QUORUM**

At any Committee Meetings, an Officer and four (4) members can form a quorum. Co-opted committee member are ineligible to vote. Officers only constitute the votes of one (1)

## 9. **MEMBERSHIP**

Membership of the club shall be open to all persons, irrespective of ethnicity, nationality, sexual orientation, religious beliefs, age, sex or (dis)abilities subject to safe firearms operating and handling.

Any person who has been duly proposed by an observed range officer and seconded by full club member(s) shall be eligible for membership, subject to suitable references. After a reasonable probationary period, not less than 13 weeks and successful undertaking approved by the (NRA, NSRA or Club approved training package) the new members status will be approved by the officers/committee and the new member informed by the Secretary.

All members of Stafford Post Office Pistol and Rifle club shall abide by the club policy and procedures, a copy of which will be available in the club house and on the website.

Membership is run in conjunction with Stafford Post Office Sports and Social Club, membership to this club is actively encouraged to support the shared facilities. Junior members are defined as persons between the age of 10 years and 18 years of age on the first of November. These persons are also exempt from paying the Social club fee.

## 10. **CANCELLATION OF MEMBERSHIP**

The committee shall have the power to refuse, suspend or cancel membership at any time where club rules or personal conduct have been breached.

## 11. **MEMBERSHIP FEES**

The Annual Membership fee shall be set by the committee then approved at the AGM and shall be due on the 1st January each year. The Secretary or any Officer or member receiving any money on behalf of the Club shall forthwith hand same to the Treasurer. Monies must be stored in a locked container in the clubroom.

Non-payment of fees by 28th February will be taken as an indication that the member concerned has resigned from the club, and they will therefore cease to hold the privileges and rights of membership, also the police firearms unit will be informed as this may affect your FAC. Any person who has exercised rights of membership after 1st March may be liable for payment of re-joining fees.

Members who join part way through the year are subject to the first year's full membership fee minus any monies paid during probationary period for that membership year.

## 12. **MEETINGS**

The Annual General Meeting shall be held in January or as soon after as is practicable, and the Secretary shall convene the meeting upon giving a minimum of 28 days' notice. An EGM or Special General Meeting may be called by the Secretary or Chairman as and when required in the same manner. Upon the requisitioners in writing, duly setting out the purpose, signed by twelve members and delivered to the Secretary, the Committee shall within 14 days convene a Special General Meeting of the Club. Upon such requisition being served and not complied within 14 days the requisitioners may themselves convene a Special General Meeting of the Club by giving 7 days' notice in writing to the members, duly setting out the purpose for which such a meeting is called, and any resolutions passed at such meeting shall have the same force and effect, as if passed at a meeting convened by the Committee.

Minutes of the committee meetings shall be taken and must be open to inspection by any member of the club on application to the Secretary.

## 13. **REPORTS AND ACCOUNTS**

The Secretary shall submit to the AGM an annual report of the clubs activities, and the

Treasurer shall submit an Income and Expenditure and a Balance Sheet. The Accounts of the club shall be closed in January each year.

The accounts shall be reconciled at least once annually by someone within the club who is either suitably qualified to do so or a committee member(s) but not an officer. The Auditor and Auditors shall examine the accounts with the invoices and vouchers, prior to the Annual General Meeting, and fairly represent the expenditure and receipts of the Club and its assets and liabilities. They may at any time inspect any book, document or property of the Club in possession of any Officer or member, and make a report thereon in writing to the Committee. The Treasurer and Secretary are hereby indemnified by the Club against any claim or demand in respect of any liability properly and bona-fide incurred on behalf of the Club.

#### **14. COMMITTEE POWERS**

The Committee shall have the power to:

- a) Co-opt members to fill vacancies on the committee until next AGM.
- b) Form Sub-Committees of not less than three members, whose findings must be submitted to the Committee for approval before implementation.
- c) Increase or Decrease fees as the occasion requires.
- d) Formulate shooting rules and arrange competitions.
- e) Create policies and procedures for the safe and efficient running of the club and deal with any infringements of such policies
- f) Deal with any matters not covered by these rules, and its decision shall be binding on all members until the next Annual or Special General Meeting.

#### **15. VICE CHAIRMAN**

Any person deemed worthy may be elected as Vice Chairman annually at the A.G.M.

#### **16. ALTERATION OF CONSTITUTION**

No alteration of, or addition to, any rule shall be made except at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) after being duly proposed and seconded. The proposers must be at the meeting, and a two-thirds majority of the club members present will be required to make the alteration.

#### **17. STANDING ORDERS**

- a) Proposers of motions must have a seconder to their motion before a vote can be taken. No seconder to the motion, no voting on the motion.
- b) Only one amendment to a proposition will be allowed, but an amendment must have a seconder. The amendment will be voted on first, if it succeeds it will stand as the ruling motion over the original proposition. If the amendment fails the original proposition will be voted on and the vote recorded as necessary.
- c) All speakers from the floor must speak to the meeting through the Chairman of the meeting, with a maximum of two minutes to make their address.
- d) The Chairman shall have power to rule any speaker out of order to the discussion that is taking place.
- e) No speaker or person shall purport to represent the Post Office Pistol and Rifle Club in any way, shape or form, except the Officers of the Club. They being the Chairman, Secretary and Treasurer who are Honorary Officers of the Club and in whose right the day to day running and administration of the club is empowered.
- f) Any committee member who fails to attend two consecutive meetings without good reason (i.e. illness) or without sending a formal apology in advance, must attend the third consecutive meeting or he/she will have deemed to have automatically resigned themselves from the Committee.
- g) Any regulations made by the Committee shall be published by being exhibited on the Club Notice Board, and shall thereafter have all the force and effect of these Rules, but shall be submitted for confirmation at the next Annual General Meeting.

## 18. LIABILITY

No member can accept liability on behalf of Stafford Post Office Pistol & Rifle Club in respect of claims for compensation for injury, loss, damage, to person or property including loss of life. All claims must be passed on to the NSRA, NRA or MLAGB or whoever is the nominated insurer at the time.

## 19. WINDING UP

In the event of the Stafford Post Office Pistol & Rifle Club winding up totally the club assets which include but are not limited to items such as monies, proceedings from the sale of the building and other saleable assets will become part of the overall estate which will be split equally between all adult members. Members cannot invoke the closure of the club to gain financial or personal benefit from this action.

All assets will be split equally with each full member, based on the amount of time that the member has been with the club as a FULL member. Assets will be distributed on a sliding scale depending on the length of time to a total of 12 years to receive a full percentage share of the clubs assets. This will be calculated as follows:

- a) Membership is classed from the date full membership was received by the club and accepted as a full member
- b) Membership must be concurrent throughout, breaks or absences within the period will constitute a restart in the time recorded for overall time classed as a full member. i.e. 10 years membership with a break of a 1 year at year 6 has 3 years full membership
- c) Percentage calculations are based on the following formula :  $(\text{total assets value}) / ((\text{full members of 12 years or more}) + (\text{full members of less than 12 years} \times \text{weighting})) = (\text{Share value per member})$
- d) Members with less than 2 years full membership will receive nothing in the event of closure of the club
- e) Members with 2 years or more will receive a full percentage share which is weighted by 90% reduction in overall inheritance, this reduces by 10% each full year until a total of 12 years (10 years at 10% PA reduction) where it is removed totally. i.e. a member with 7 years will receive full percentage share which is weighted at 50%

**Stafford Post Office Rifle and Pistol Club 24/08/2016**

**Version 1.0**