

Constitution of Solent Target Shooting

adopted on the Fifteenth day of December 2019

1. Name

- 1.1. The name of the Club is Solent Target Shooting or other such name as the Management Committee may from time to time decide.

2. Administration

- 2.1. 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

- 3.1. The Club's objects ('the objects') are to encourage and facilitate the development of and participation in the sport of target shooting compliant with the standards of the NRA or other National Governing Body relevant to the particular discipline being practiced.

4. Powers

- 4.1. In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:
 - 4.1.1. 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;
 - 4.1.2. power to buy, take on lease or in exchange, or hire any property necessary for the achievement of the objects and to maintain and equip it for use;
 - 4.1.3. power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
 - 4.1.4. power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
 - 4.1.5. power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
 - 4.1.6. 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;
 - 4.1.7. power to support any charitable trusts, associations or institutions formed for all or any of the objects;
 - 4.1.8. 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 joining fee and annual subscription as fixed from time to time by the Members present at the annual general meeting or any extra ordinary meeting called specifically for that purpose.
- 5.2. 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.
- 5.3. 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 annual general meeting of the Club by means of appropriate amendment(s) to the byelaws of the Club.

6. Honorary Officers

- 6.1. At the inaugural general meeting of the Club the members approved the creation of the offices of chairman, secretary and treasurer.
- 6.2. No member shall be elected to the roles of chairman or secretary unless they hold a current NRA qualification (RCO, RSO, Club Instructor, Coach) or other such formal qualification (e.g. from another National Governing Body relevant to a discipline practiced by the Club) that the Management Committee deem to be acceptable.

- 6.3. No member shall be elected to the role of Treasurer without satisfactorily evidencing to the Management Committee's satisfaction that they are a competent person able to properly discharge the duties and responsibilities of the role.
- 6.4. Each of the honorary officers shall hold office for a period of two years, subject to ensuring that the secretary's term of office and that of both the chairman and the treasurer shall expire at alternate annual general meetings.
- 6.5. The chairman shall also act as Safety Officer for the Club.
- 6.6. The secretary shall also act as Police Liaison Officer for the Club.

7. Management Committee

- 7.1. The Management Committee shall consist of not less than three members and not more than eight members being:
 - a) the honorary officers specified in the preceding clause;
 - b) the following roles, each with a period of office of one year, which may be combined with each other or with any of the honorary officer roles at the discretion of the Management Committee giving due regard to the relative size of the Club's membership, with the exception that the honorary officer roles in clause 6 must not themselves be combined together.
 - Rifle Captain (who must hold a current RCO or RSO qualification)
 - Firearms Training Officer (who must hold a current Club Instructor or Coach qualification)
 - Armourer (who must be the club FAC holder)
 - c) up to two co-opted members pursuant to clause 7.3.
- 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 appoint up to two co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than forty percent 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 those members of the Management Committee whose agreed term of office is coming to an end shall retire from office together at the end of the annual general meeting closest to expiry of that term of office, but they shall have the right to stand for re-election should they wish to.
- 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 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 until they have confirmed to the Secretary via email their acceptance and willingness to act in the trusts of the Club.

8. Determination of Membership of the Management Committee

- 8.1. A member of the Management Committee shall cease to hold office if he or she:
 - 8.1.1. ceases to be a full current member of the Club; or
 - 8.1.2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
 - 8.1.3. 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
 - 8.1.4. 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), but only if at least three members of the Management Committee remain in office when the notice of resignation is to take effect.

9. Management Committee Members not to be Personally Interested.

- 9.1. 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.

- 9.2. 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 two ordinary meetings each year. A meeting may be called at any time by the Secretary or by any two other 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 twenty-one days' notice must be given. Meetings may be held electronically via conference call and/or internet-based screen-sharing where practical and if desired. All notices must be given by email to Management Committee members' club email addresses..
- 10.2. The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- 10.3. There shall be a quorum when at least three members of the Management Committee are present at the meeting.
- 10.4. The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee, and such minutes (redacted where necessary to protect confidential personal information) shall be made available to members within fourteen days of any such meeting by email from the Secretary.
- 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 annual general meeting of the Club for ratification. No byelaw, rule, standing order or other regulation or policy 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 in the name of the Club operated on behalf of the Management Committee by the Treasurer 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.
- 11.2. All payments made from the Club's bank account, except where made by a club debit card issued under the authority of the Treasurer, must be signed or otherwise authorised in advance by the Treasurer or, in the absence of the Treasurer, two members of the Management Committee.
- 11.3. The Treasurer may not make any payment to himself (or to any related parties) for whatever reason, or make any payments that would clearly not be regarded as usual expenditure relating to the administration of the club and its facilities, without the express prior consent in writing of either the Chairman or the Secretary.
- 11.4. Receipts supporting all club expenditure, however incurred, shall be provided promptly to the Treasurer.
- 11.5. The funds belonging to the Club shall be applied only in furthering the objects.

12. Property

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

- a) all land held by or in trust for the Club; and
 - b) all investments held by or on behalf of the Club; and
 - c) all tangible 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.
- 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.

13. Annual General Meeting

- 13.1. There shall be an annual general meeting of the Club which shall be held in April each year or as soon after as is practicable.
- 13.2. Meetings shall be held electronically via conference call and/or internet-based screen-sharing.
- 13.3. Every annual general meeting shall be called by the Management Committee. The Secretary shall give at least twenty-one days' notice of the annual general meeting via email to all the members of the Club. All members of the Club shall be entitled to attend and all full members aged not less than 18, provided their membership subscription for the current year has been paid prior to the date of the meeting (or specific agreement to defer payment of the relevant subscription has been reached with the Secretary), shall be entitled to vote at the meeting either in person or via lodging of a proxy vote with the Chairman in accordance with the Club's byelaws.
- 13.4. The chairman of the Club then in office shall be the chairman of each annual and extraordinary general meeting, but if he is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- 13.5. The Management Committee shall present to each annual general meeting the report and accounts of the Club for the preceding financial year.
- 13.6. Nominations for election to the Management Committee must be made by members of the Club in writing, including a brief statement outlining their suitability for the role and why they would wish to be considered, and must be in the hands of the Secretary to the Management Committee at least fourteen days before the annual general meeting. The person nominated must confirm in writing his or her willingness to stand. The Secretary shall compile a list of nominees for each role, along with any statements provided, which shall be circulated by email at least 7 days before the annual general meeting. Should nominees exceed vacancies, election shall be via the relevant annual general meeting online voting form, including those lodged with the chairman in advance of the meeting as proxy votes.

14. Special General Meetings

- 14.1. The Management Committee may call a special general meeting of the Club at any time. If at least twenty percent 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 twenty-one days' notice must be given. The notice calling the meeting must state the business to be discussed.

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.
- 15.2. There shall be a quorum when at least twenty-five percent of the number of full members of the Club for the time being or twenty members of the Club, whichever is less, are present in person or by proxy at any general meeting.
- 15.3. If after thirty minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting shall be adjourned to another time and place. The adjourned meeting shall take place within forty-two days of the date of the original meeting, or as soon after as is practicable.

- 15.4. If at the adjourned meeting there are insufficient members present to form a quorum, the meeting will proceed after a delay of thirty minutes unless sufficient members are present before that time to form a quorum.

16. Notices

- 16.1. Any notice required to be served on any member of the Club shall be in writing and shall be served by the Secretary or the Management Committee on such member either personally or by email from the Secretary's club email account to the member at his or her last known email address (individual members are wholly responsible for ensuring their email address details held by the club are correct), and any communication so sent shall be deemed to have been received within two days of sending.
- 16.2. Notices to the membership as a whole shall be made via email from Secretary's club email address, and any notice so sent shall be deemed to have been received within two days of being sent.
- 16.3. Any notice required to be served by (or other formal communication from) any member of the Club shall be in writing and shall be emailed to the Secretary's club email account, and any communication so sent shall be deemed to have been received within two days of the email appearing in the Secretary's club email account.

17. Voting

- 17.1. Every full member of not less than 18 years of age shall have one vote on any resolution on which he is 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 Chairman of the meeting shall have a second and casting vote.

18. Alteration to the Constitution

- 18.1. 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

- 19.1. 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 twenty-one 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.
- 19.2. Where the Management Committee, acting in good faith, believe the Club to be insolvent and that delaying dissolution for the purposes of a meeting of all members would be prejudicial to the interests of the club's creditors, clause 19.1 shall not apply and the Management Committee shall have power to realise any assets held by or on behalf of the Club.
- 19.3. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the NRA or such other National Governing Body(ies) having objects similar to the objects of the Club as the members of the Club may determine.

20. Adoption of the Constitution

- 20.1. This constitution was adopted on 15 December 2019 by those full members present at that inaugural annual general meeting.
- 20.2. Subsequent changes to this constitution, including the dates of the annual general meeting at which each was approved, are set out in the version control table below.

Version Control

Version & Date	Amendments	Brief Comments
1.0 – 15DEC19	N/A	v 1.0 of Constitution adopted at inaugural AGM.
1.1 – 17MAR22	7.1 b	Minimum qualification for Rifle Captain and Pistol Captain amended from RCO to RCO or RSO (per AGM 27FEB22).
1.2 – 20FEB23	15.2	Quorum at general meetings now to include those present by proxy as well as those present in person (per AGM 19FEB23).
1.3 – 19MAR4	Various	Wholesale review to reflect current practice (refer to minutes of AGM XXXX24)
1.4 – 30JUN25	7.3	Max proportion of co-opted members on Management Committee increased from one third to forty percent.
	13.1	Timing of AGM to be in April each year or as soon thereafter as practicable.

Management Committee

Role (and any subsidiary combined roles)	Current Incumbent	In Office Until AGM	Email Address
Chairman	Simon Fox	2025	chairman@solent-target-shooting.co.uk
Armourer			
Secretary	Chris Baverstock	2026	secretary@solent-target-shooting.co.uk
Treasurer	Sarah Roberts	2025	treasurer@solent-target-shooting.co.uk
Rifle Captain			rifle.captain@solent-target-shooting.co.uk
Firearms Training Officer	Jade Harwood-Cresswell	2025	firearms.training@solent-target-shooting.co.uk