



# Ashford and District Rifle Club

## Constitution

**Last amended 2017**  
*(amendments shown in red)*

**This is the Constitution of the Ashford & District Rifle Club  
(Inc. 1st Battalion Kent Home Guard Rifle Club) adopted on the 8<sup>th</sup> day of March 2017)**

**1 Name**

The name of the Club is the Ashford & District Rifle Club (incorporating 1<sup>st</sup> Battalion Kent Home Guard Rifle Club).

**2 Objective**

The object of the club is to encourage skill in marksmanship by providing instruction and practice in the use of arms to any of her Majesties Subjects, so that they will be better fitted to serve their country in the Armed Forces, Territorial Army or any other organisation in which their services may be required in times of peril, in Defence of the Realm.

**3 Administration**

3.1 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.

3.2 The Club shall be affiliated to the NSRA and any other Rifle and Pistol Associations that the Management Committee consider necessary.

3.3 All shooting shall be governed by the Regulations of the appropriate National or International Organisation or as otherwise determined by the Management Committee.

**4 Management Committee**

4.1 The Management Committee may make Regulations regarding the conduct of all shooting and all Club activities and the Conditions of Competitions and Matches, which will come into effect once notified to the members.

4.2 The Management Committee shall consist of:

a) the honorary officers specified.

b) not less than two and not more than eight ordinary members elected at the Annual General Meeting who shall hold office from the conclusion of the meeting.

4.3 All members of the Management Committee must be current Full Members of the Club in their own right **and have been a full member for a minimum of two full years.**

4.4 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 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.

4.5 All the members of the Management Committee, **except for the treasurer (Term of 3 years) and Firearms Liaison Officer (Term of 5 years, being the length of the issued license),** shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

4.6 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.

4.7 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 8.12.

4.8 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 a declaration of acceptance and willingness to act in the trusts of the Club in the minutes of the Management Committee

4.9 The Secretary shall give to all Committee Members at least 7 days' notice of each meeting of the Management Committee, such notice to be in writing electronically.

4.10 The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 14 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.

- 4.11 The business at Management Committee meetings shall be:-
- a) Apologies for absence.
  - b) Approval of the minutes of the last meeting.
  - c) Matters arising from those minutes.
  - d) Specific items placed on the agenda for consideration, recommendation or ratification.
  - e) Consideration of applications for membership.
  - f) Recommendation for the Annual General Meeting of membership fees for the coming year.
  - g) Any other business at the discretion of the Chairman of the meeting. Any matter discuss under “any other business” may only be for consideration or recommendation and must be ratified at a future Management Committee at its next meeting.
- 4.12 Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.
- 4.13 Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management.
- 4.14 The members of the Management Committee are hereby indemnified by the Club in respect of:-
- a) Any liability reasonably and properly incurred by them on behalf of the Club, and
  - b) All claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club’s activities on the Club’s property or on any other property or elsewhere claims brought under Occupiers Liability legislation and claims in nuisance.
- 4.15 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.16 Applications for Full Membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.17 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 4.18 Any Member of the Management Committee may be removed by a majority of two-thirds of those present.
- 4.19 A member of the Management Committee shall cease to hold office if he or she:-
- a) Ceases to be a current Full Member of the Club; or
  - b) If a members license is suspended/withdrawn by the Police, their membership will be suspended cancelled pending the Polices investigation/instruction.**
  - c) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
  - d) 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.
  - e) Gives to the Management Committee notice that he or she wishes to resign.
- 4.20 Subject to the provision of 4.21, 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.
- 4.21 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.

## **5 Honorary Officers**

At the Annual General Meeting of the Club the members shall elect from amongst themselves a Chairman, a Secretary, a Membership Secretary, together with section captains, who shall hold office from the conclusion of the meeting. **The Treasurer will be elected every three years, unless the position becomes available due to resignation. The Firearms Liaison Officer will be elected at the AGM prior to the end of the club license.**

## **6 Appoint Auditor**

At the Annual General Meeting of the Club the members shall appoint an Auditor who shall hold office from the conclusion of the meeting.

## **7 Powers**

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

- a) 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;
- b) 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;
- c) Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
- d) 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;
- e) 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;
- f) 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;
- g) Power to support any charitable trusts, associations or institutions formed for all or any of the objects;
- h) Power to do all such lawful things as are necessary for the achievement of the objects.

## **8 Membership**

- 8.1 The annual subscription rates shall be fixed at the AGM each year and become due on the 1<sup>st</sup> Jan for the following calendar year. Membership is payable by 31<sup>st</sup> January. Fees can be paid in Full, Quarterly or Monthly by Cheque/Standing Order. The setting up of a regular S/O will count as subs paid. If your S/O is cancelled during the year or your fees remain unpaid after 31<sup>st</sup> Jan your membership will be cancelled with immediate effect.
- 8.2 Upon payment of the relevant subscription the Membership Secretary shall issue a membership card and enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register.
- 8.3 Application for Full Membership shall be made to the Membership Secretary and shall be accompanied by an application form and S21 Form. Such an application shall be supported by one person who knows the applicant personally and sponsored by a Full Member of this club, who shall sign the application form or, in the case of a person who is currently a Full Member of another Home Office Approved Club, an official letter of confirmation from that Club. Where an applicant for Membership is under the age of 16 years his application must be counter-signed by a parent or guardian.
- 8.4 The completed application form must be handed to the Membership Secretary, together with the relevant joining fee and the applicant will then be classified as a Probationary Member. Once he has completed a course of instruction, a Probationary Member may shoot on the Club's ranges under the supervision of an experience member.
- 8.5 Application for Probationary Membership will not be accepted if, thereby, the number of probationary members would exceed the number of full members.

- 8.6 Probationary Members shall serve a probationary period of at least six months during which time they shall have shot on the Club's ranges or other Home Office approved Ranges regularly before being considered for admission as a Full Member except where the Applicant is a Full Member of another Home Office Approved Club (references required from former/existing Club), an FAC holder or meets other statutory requirements subject to the discretion of the Committee.
- 8.7 Applications for Full Membership shall be considered at Management Committee Meetings and approved by a majority vote of those present. In considering an application by a Probationary Member the Management Committee shall have regard to whether, in the opinion of those supervising the probationer, the applicant has a satisfactory safety record and has made adequate progress during his probationary period.
- 8.8 The Management Committee has an absolute discretion to extend the probationary period for any or all Probationary Members, and to impose such conditions as it deems fit on any or all Probationary Members.
- 8.9 Upon election to Full Membership a former Probationary Member shall be required to pay the balance of the annual membership subscription.
- 8.10 Any member shall immediately notify the Club Secretary if his authority or suitability to own, use or be in possession of any firearm or ammunition is or may be affected by any event or change in his circumstances.
- 8.11 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 bylaws of the Club.
- 8.12 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.
- 8.13 The Chairman acting at any meeting shall have a casting vote in the case of a tie.
- 8.14 **Full Membership**
- a) A Full Member is a person who has been elected to membership by the Management Committee and who has paid his membership subscription for the current year.
  - b) Any person who can prove that he is already a Full Member of another club, and/or any person who holds a current firearm certificate, may apply to the Management Committee to become a Full Member of the Club after one months' probation.
- 8.15 **Junior Membership**
- A Junior Member is a person who has not attained the age of 18 years at the start of the Club's current financial year, and who has been elected to Full Membership by the Management Committee and has paid his membership subscription for the current year.
- 8.16 **Senior Membership**
- A Senior Member is an annual member who has attained the age of 18 years at the start of the Club's current financial year, and who has been elected to Full Membership by the Management Committee and has paid his membership subscription for the current year. Any Senior Member of the Club may apply for Life Membership. The rate of subscription to be twelve times the current annual rate of subscription.
- 9 Honorary Life Membership**
- a) An Honorary Life Member is a person who has been elected to such membership by a motion supported by not less than two-thirds of the members present and voting at an Annual General Meeting, in recognition of that person's outstanding service to the Club or to the sport.
  - b) Honorary Life Members shall not be required to pay any member-ship subscription.

## **10 Meetings and Proceedings of the Management Committee**

The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman 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.

- 10.1 The President and Vice-Presidents shall not be ex officio members of the Management Committee but are free to stand for election to that Committee.
- 10.2 In the event of any dispute over voting rights the Secretary or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or special general meeting.
- 10.3 There shall be a quorum when at least 50% of the members of the Management Committee are present at the meeting. The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.
- 10.4 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 may be made which is inconsistent with this constitution.
- 10.5 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.
- 10.6 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 Expenditures**

- 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 two members of the Management Committee.
- 11.2 The funds belonging to the Club shall be applied only in furthering the objects.

## **12 Trustees**

There shall be at least three Charity Trustees of the Club. The Charity Trustees shall be appointed by the Management Committee and the property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them to be dealt with by them as the Management Committee shall from time to time direct. The Trustees shall be indemnified against risk and expense out of club property. The Trustees shall hold office until death or resignation or until removed from office by resolution of the management committee. Following the death, resignation or removal from office of one or more Trustees, the Management Committee shall by resolution nominate one or more persons as required who will be appointed as the new Trustee or Trustees. For the purpose of giving effect to such nomination, the chairman of the club is hereby nominated as the person to appoint Trustees of the Club within the meaning of section 36 of the Trustee Act 1925 by a Deed of Appointment.

### **13 Annual General Meeting**

- 13.1 There shall be an Annual General Meeting of the Club which shall be held each year within three months of the end of the Club's financial year or as soon after as is practicable.
- 13.2 Every Annual General Meeting shall be called by the Management Committee. The Secretary shall give at least 21 days' notice of the Annual General Meeting either in writing or electronically to all the members of the Club. All Full Members of the Club shall be entitled to attend and vote at the meeting.
- 13.3 The Chairman of the Club then in office shall be the chairman of each Annual and Special General Meeting, but if he is not present, before any other business is transacted, the persons present shall appoint a Chairman of the meeting.
- 13.4 The Management Committee shall present to each Annual General Meeting the report and accounts of the Club for the preceding financial year.
- 13.5 The Auditor shall examine the Balance Sheet together with all the necessary invoices, vouchers etc. at least once annually prior to the AGM, and shall append thereto a Certificate to the effect that such are correct and fairly represent the financial position of the Club. The Auditor may at any time inspect any book, document or property of the Club, in the possession of any official or member and make a report verbally or in writing to the Trustees and the Management Committee. The accounts shall be prepared as per the requirements of the Charities Commission.
- 13.6 Nominations for election to the Management Committee must be made by Full 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 Annual General Meeting. The person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot.

### **14 Special General Meetings**

- 14.1 The Management Committee may call a Special General Meeting of the Club at any time. If at least 25% of the Club membership or 50 members, whichever is less, request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 day's notice must be given. The notice calling the meeting must state the business to be discussed.
- 14.2 A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at a special general meeting.

### **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 25% of the number of full members of the Club for the time being or 25 members of the Club, whichever is less, are present at any General Meeting.
- 15.3 If after 30 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 42 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 30 minutes unless sufficient members are present before that time to form a quorum.

### **16 Notices**

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, electronically or by sending it through the post in a prepaid letter addressed to the member at his or her last known address in the United Kingdom, and any letter or e-mail so sent shall be deemed to have been received within 10 days of posting.

## **17 Voting**

Every Full Member 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 Dissolution Clause**

In the event of the Club being wound up, the property and assets of the Club shall not belong to the Members of the Club but shall be made over to the Officers of some other institution with object similar to those of this club and which is recognised by law as a Charity. The Management Committee of the Club shall have sole discretion to determine which Institution or Institutions are applicable.

## **19 Alterations to Constitution**

Alterations to this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting or Special General Meeting. A resolution for the alteration of the constitution must be received by the secretary of the club at least 21 days before the meeting at which the Resolution is to be brought forward. At least 14 day's notice of such a meeting must be given by the secretary to the membership and must include notice of the alteration proposed. Provided that no alteration shall be made to the objects, the dissolution Clause or this Clause and no alteration shall be made which would have the effect of causing the Club to cease to be a Charity in Law.