

# **Surrey County Small-Bore Rifle Association Constitution**

(Approved by an Extraordinary General Meeting of the Association held on 16<sup>th</sup> October 1976, as amended by the AGM's of 1983, 1984 and 2004).

## **1. TITLE**

1.1 The name of the Association shall be the SURREY COUNTY SMALL-BORE RIFLE ASSOCIATION, (hereinafter called the Association).

## **2. AFFILIATION**

2.1 The Association shall be affiliated to the NATIONAL SMALL-BORE RIFLE ASSOCIATION and any other organisation as shall, from time to time, be deemed necessary.

## **3. OBJECTS**

3.1 The Object of the Association is to encourage skill in rifle and pistol shooting within the County of Surrey by Her Majesty's subjects so that they may be better fitted to serve their country in the armed forces or any other organisation in which their services may be required in times of peril.

3.2 The area of the County of Surrey shall be defined as that existing prior to the formation of the Greater London Council, April 1965.

## **4. MEMBERSHIP**

4.1 Membership of the Association shall be open to all small-bore clubs located within the County area and which are affiliated to the N.S.R.A. or any other governing body recognised by the Association.

4.1.1 Clubs not falling within the County Area, may be considered by the Committee for affiliation, subject to written agreement from their own County Association.

4.2 Individual Associate Membership of the Association shall be open to any person resident within the County area.

4.3 The Committee shall have the power to refuse any club or individual application for membership without assigning a reason.

## **5. FINANCIAL YEAR**

5.1 The Financial Year shall begin on 1st January and end on 31st December.

6. **OFFICE BEARERS**

6.1 The Office Bearers (hereinafter referred to as Officers) shall consist of the following:

President  
Vice President(s)  
Chairman  
Vice Chairman  
Honorary Secretary  
Honorary Treasurer

7. **ASSOCIATION COMMITTEE**

7.1 The business of the Association shall be transacted by a Committee who shall be elected annually at the Annual General Meeting and shall consist of the following:

President  
Vice President(s)  
Chairman  
Vice Chairman  
Honorary Secretary  
Honorary Treasurer  
Honorary Assistant Treasurer  
County Captain (Rifle)  
County Vice Captain (Rifle)  
Women's Captain (Rifle)  
Womens Vice Captain (Rifle)  
Air Pistol Captain  
Three Positional Captain  
Air Rifle Captain  
Light Sport Rifle Captain  
Junior Captain  
Chief Statistical Officer (Rifle)  
Open Meeting Organiser (Rifle)  
Open Meeting Organiser (Air Weapons)  
Open Meeting Organiser (3 Positions)  
N.S.R.A. Representative  
Awards Officer  
Coaching Secretary  
Newsletter Editor  
Dinner Organiser  
Area Representatives

Area Representatives shall be nominated by affiliated clubs within the area on the basis of two members per area. In the event of less than two nominations being received from a particular area, the Committee has power to appoint members from the area concerned, who are willing to serve, without formal election. In the event of more than two nominations being received, two Area

Representatives shall be elected at the Annual General Meeting by the clubs present from the area(s) concerned.

- 7.2 The committee may co-opt additional members, not exceeding six at any one time, such co-options being normally for one year only.
- 7.3 Officers and Committee Members shall hold office from the end of the Annual General Meeting at which they are elected to the end of the next succeeding Annual General Meeting.
- 7.4 A member of the Committee may hold more than one office, but shall have only one vote.
- 7.5 Committee Member vacancies may be filled by the Committee, the person so appointed holding office only until the end of the next Annual General Meeting.
- 7.6 Invited Observers. There may be a Surrey Full-Bore Representative nominated by the Surrey Rifle Association and others as deemed necessary. Invited Observers shall have no voting powers.
- 7.7 On the recommendation of the Committee, a General Meeting of the Association may appoint a person to the honorary position of Life Vice-President. Such a person must be connected to shooting in the County and have made sufficient contribution to shooting to warrant being honoured by the County.

## 8. **DUTIES**

- 8.1 **The President**, or failing him one of the Vice Presidents, shall preside at General Meetings and at any social functions arranged by, and for, the Association.
- 8.2 **The Chairman**, or in his absence the Vice Chairman, shall preside at all Committee Meetings; also, in the absence of the President or any Vice Presidents, at all General Meetings of the Association. In the absence of all these Officers at any Meeting, a Chairman shall be elected from among those present, to act at that Meeting.
- 8.3 **The Honorary Secretary** shall keep Minutes of business transacted at all General and Committee Meetings, shall give notice of such Meetings in accordance with item 10 of this Constitution, and shall perform such other duties relating to the Office of Secretary as may be required from time to time.

8.4 **The Honorary Treasurer** shall receive payments of monies due to the Association and shall make payments on its behalf. He shall keep proper accounts of all such monies received and paid during the financial year and shall furnish a financial statement, duly audited, at the Annual General Meeting and at such reasonable times as may be required by the Association or its Committee.

8.5 Cheques. Any two of the following Officers must sign the cheques on behalf of the Association:

Chairman  
Vice Chairman  
Honorary Secretary  
Honorary Treasurer

9. **AUDITORS**

9.1 The Auditor(s) shall be appointed at the Annual General Meeting. They shall examine the books of accounts, with the vouchers and invoices relating thereto, at least once annually at the end of the financial year and shall report hereon in the form of a Certificate to be appended to the financial statement.

10. **MEETINGS**

10.1 Committee Meetings

10.1.1 The Secretary shall convene meetings by giving seven clear days notice in writing to each individual entitled to attend such Meetings.

10.1.2 The Secretary shall convene a Meeting as and when he considers one is necessary; or at the request of the Chairman; or at the request of not less than one quarter of the total Committee Members entitled to vote. At such meetings the Chairman shall have a casting vote.

10.1.3 Not more than four months shall elapse between meetings.

10.2 Annual General Meetings

10.2.1 The Annual General Meeting shall be held within six months after the end of the proceeding financial year. At least twenty-one clear days' written notice of such Meeting shall be given to all Members entitled to attend, such Meeting. Notice to known Secretaries of Affiliated Clubs shall be deemed notice to their members. The following business shall be transacted:

10.2.1.1 To approve the Minutes of the previous Annual General Meeting.

- 10.2.1.2 To receive the Reports of the Chairman, Section Captains, Chief Statistical Officer, Chief County Coach.
- 10.2.1.3 To receive the Statement of Accounts and Auditors Report thereon.
- 10.2.1.4 To revise and amend the Constitution if necessary.

Notice must be given in writing to the Honorary Secretary of any proposed amendment by 1st January. The Committee may formulate proposals up to the date of issue of the Agenda for the Meeting, such Agenda to accompany the twenty-one clear days' written notice of such Meeting.

- 10.2.1.5 To elect the Office Bearers and Committee.
- 10.2.1.6 To elect the Auditor(s) and agree their fee.
- 10.2.1.7 Any Other Relevant Business.

#### 10.2.2 All members of Affiliated Clubs and Individual Associate

Members shall have the right to attend, speak and institute proposals, but only the duly appointed representative(s) of the clubs shall have the right to vote. Clubs with a membership up to 29 to receive one additional vote for every ten members or part thereof in excess of ten up to a maximum of ten votes from any one club. Such representatives shall be nominated prior to the Meeting. No person will be able to cast more than one vote. No Committee or Individual Associate Member shall have any votes in their own right.

- 10.2.3 All voting will be by a show of voting cards.

#### 10.3 Extraordinary General Meetings

- 10.3.1 An Extraordinary General Meeting of the Association may be called by either: (a) the Committee at any time, subject to twenty-one days' written notice being given to all Affiliated Clubs and Individual Associate Members, or (b) upon the written requisition of the Committees of at least 3 Affiliated Clubs.
- 10.3.2 The Honorary Secretary shall call an Extraordinary General Meeting to be held within thirty days of such requisition. No business shall be transacted at any such Extraordinary General Meeting other than that stated on the requisition.
- 10.3.3 Voting at an Extraordinary General Meeting shall be as for an Annual General Meeting items 10.2.2 and 10.2.3.

- 11           **NOMINATIONS**
- 11.1       Nominations for the posts of Officers and Committee Members, as listed in items 6.1 and 7.1 of this Constitution, shall be given on the nomination form to be sent with the notice convening the meeting. Such nominations shall be in the hands of the Honorary Secretary seven days before the election takes place.
12.           **QUORUM**
- 12.1       Twenty persons present representing at least ten Affiliated Clubs and entitled to vote as representatives of those clubs, shall constitute a quorum at a General Meeting.
- 12.2       Ten persons present and entitled to vote shall constitute a quorum at a Committee Meeting.
13.           **SUBSCRIPTIONS**
- 13.1       The subscriptions payable for the forthcoming year shall be set at a General Meeting. Subscriptions shall be due annually on the first day of January. If the subscription has not been paid by the last day of February, the club or individual may cease to be a member of the Association.
- 13.2       Club subscription to be on a per capita basis, with the minimum fee to be calculated on the basis of 10 eligible members.
14.           **TRUSTEES**
- 14.1       All property of the Association shall be vested in the Committee for the time being and the Committee may appoint Trustees to hold any particular item or items of property from time to time.
15.           **LIABILITY**
- 15.1       The Committee may pay accounts and incur any normal liabilities on behalf of the Association. The Committee and Officers are hereby indemnified by the Association against any claim or demand in respect of any liability properly and bona fide incurred on behalf of the Association.
16.           **CONTROL**
- 16.1       Subject to the overriding jurisdiction of the N.S.R.A., the Association shall have control over all small-bore target-shooting in competitions which it promotes for its constituent clubs and associate members.

17. **CONDUCT**

17.1 The Committee may remove from the Association any member whose conduct is unseemly, objectionable or calculated to bring the Association or sport of small-bore shooting into disrepute and such member shall have no claim on the Association for any subscription paid.

17.2 An Officer or Committee Member may be removed from Office by a majority of two-thirds of the voting members present at a General Meeting convened under item 10.3 of this Constitution. The vote shall be taken by ballot.

18 **WINDING UP**

18.1 In the event of the Association being wound up, the property and assets of the Association shall not belong to the members of the Association, but shall be made over either to the Officers, for the time being, of the National Small-Bore Rifle Association to be applied by them either in the developing and work of the Association itself, or for the benefit of some other institution with objects similar to those of the Association, as the Committee of the Association may determine, or to any other institution recognised by law as a Charity which the Committee of the Association in its discretion may direct.

19 **ALTERATIONS TO CONSTITUTION**

19.1 No additions, amendment, or alteration to this Constitution shall be made, except by a two-thirds majority at an Annual General Meeting or Extraordinary General Meeting of the Association.

20 **BY-LAWS**

20.1 The Committee may institute, amend or delete such By-Laws as may, from time to time, be deemed necessary by the Committee for the administration of the Association. Such By-Laws to be circulated to Affiliated Clubs and Individual Associate Members, but will be subject to approval by resolution at the next Annual General Meeting.