



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

Constitution of the Clyde Valley Pistol Club adopted on the 17th day of May 2021

1 Name

- 1.1 The name of the Club is the Clyde Valley Pistol Club 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 object of the Club is to encourage skills in marksmanship by providing instruction and practice in the use of small bore and center fire firearms to any of Her Majesty's subjects so that they will be better fitted to serve their country in the Armed Forces, Territorial Army, or any of the other organizations in which their services may be required in the defense of the Realm in times of peril, and to encourage and facilitate the development and participation in the sport of target shooting.

4 Powers

In furtherance of the objects, but not otherwise, the Management Committee may exercise the following powers;

- 4.1 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.
- 4.2 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.
- 4.3 power, subject to any consent required by law, to sell, lease or dispose of all or any part of the property of the Club.
- 4.4 powers, 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.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

- 4.5 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.
- 4.6 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.
- 4.7 power to support any charitable trusts, associations, or institutions formed for all or any of the objects.
- 4.8 power to do all such lawful things as are necessary, that are not included in this Constitution, for the achievement of the objects of the Club. Such things are to be presented to the membership for ratification at the next Annual General Meeting.
- 4.9 power to pay accounts and incur all normal liabilities on behalf of the Club. The committee is 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.

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 annual subscription as fixed, from time to time, by the Members present at the Annual General Meeting, or any Extraordinary 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 Rules of the Club.
- 5.4 Ordinary members only shall have full voting rights and be eligible for election to the Management Committee.

6 Honorary Officers

- 6.1 At each Annual General Meeting of the Club the members shall elect from amongst themselves a President, a Chairperson, a Secretary, a Treasurer, a Club Captain, a Chief Coach, a Building Convener, and an Administrator who shall hold office from the conclusion of the meeting. Where a Police Liaison Officer is not identified separately that position will be filled by the Secretary.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

7 Management Committee

- 7.1 The Management Committee shall consist of not less than nine members and not more than 25 members being:
- a) The honorary officers specified in the preceding clause
 - b) not less than 2 and not more than 18 members elected at the annual general meeting who shall hold office from the conclusion of the meeting.
- 7.2. All members of the Management Committee must be current ordinary members of the Club in their own right.
- 7.3 The Management Committee may in addition appoint co-opted members, but 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 comprise of co-opted members. Each appointment of a co-opted member shall be made at an ordinary or extraordinary 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 the members of the Management Committee 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.
- 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 Under normal circumstances office bearers shall serve for not more than 5 consecutive years. When no suitable replacement office bearer is available to the club then an office bearer may remain in place as agreed at the Annual General Meeting or at an Extraordinary General Meeting.
- 7.8 No member shall be eligible for election to the above offices who is absent from the Annual General Meeting, or Extraordinary General Meeting, without good reason, and who has not given notice, in writing to the Secretary, prior to the Annual General Meeting of their willingness to accept any office.
- 7.9 The Management Committee can hold membership (outside interests) in other clubs, syndicates or any other body related to the sport of shooting, including governing bodies. With the exception of governing bodies all other interests outside of Clyde Valley Pistol Club must be registered with the Club Secretary within fourteen (14) calendar days of the outside interest being established. This interest will then be presented and recorded at the next Management Committee meeting.
- 7.10 No more than three (3) members of The Management Committee can hold the same outside interest as defined in clause 7.9. This excludes any governing bodies related to the sport of shooting.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

8 Determination of Membership of the Management Committee

A member of the Management Committee shall cease to hold office if he or she:

- 8.1 ceases to be an ordinary current member of the Club; or
- 8.2 becomes incapable by reason of mental disorder, illness, or injury of managing and administering his or her own affairs; or
- 8.3 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
- 8.4 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 nine members of the Management Committee remain in office when the notice of resignation is to take effect.
- 8.5 is voted out by two thirds of the members present at any Annual General Meeting or Extraordinary General Meeting convened under this Constitution.

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 Secretary shall convene ordinary committee meetings as and when required, but not less than two each year by giving seven days' notice. The Quorum for such meetings shall be seven.
- 10.2 Any Officer of the Club may convene an emergency (or a special) meeting. The quorum for such a meeting shall be five upon giving not less than seven days' notice 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. All notices must be given in



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

writing. The deliberations and resulting actions of such a meeting shall be given in writing to the Secretary within 7 days of such a meeting if the Secretary was not present and the subject matter and resulting actions shall be discussed fully at the next ordinary committee meeting.

- 10.3 The Chairperson shall act as Chairman at meetings of the Management Committee. If the Chairperson is absent from any meeting then the President shall preside. In the absence of both the Chairperson and the President the Secretary shall act as the Chairperson for the meeting before any other business is transacted.
- 10.4 There shall be a quorum when at least seven of the members of the Management Committee for the time being are present at the meeting.
- 10.5 The Management Committee shall keep minutes, in books (*or electronically*) kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.
- 10.6 The Management Committee may from time to time make or alter the Rules of the Club. Any such addition, or alteration, to the Rules must be laid before the next Annual General Meeting of the Club for ratification. No rule, standing order, or other regulation may be made which is inconsistent with this constitution.
- 10.7 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.
- 10.8 The Management Committee shall ensure that at all times the club and its members shall comply with all legal requirements in force and any rules appertaining to the conduct of the activities being undertaken.
- 10.9 Any member of the Management Committee that has an interest as covered in clause 7.9 shall abstain from any discussion and subsequent voting, where that interest could be regarded as a conflict.

11 Receipts and Expenditure

- 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 designated members of the Management Committee.
- 11.2 Online banking transactions may be carried out by the Treasurer.
- 11.3 The funds belonging to the Club shall be applied only in furthering the Club's objectives.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

- 11.4 Two or more reviewers of the accounts, as seen fit, shall be appointed at the Annual General Meeting of the club.
- 11.5 The Reviewers shall examine the accounts with the invoices and vouchers at least annually prior to the Annual General Meeting and shall append thereto a certificate that such are correct and fairly represent the receipts and expenditure of the club, its assets and liabilities and may at any time inspect any book document or property of the club in the possession of any officer or member and make a report thereon in writing to the committee.
- 11.6 The audited accounts, may, at the discretion of the Management Committee, be certified correct by an accredited accountant.

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 assets of the Club other than land and investments.
- to be vested in the Chairperson, Secretary and Treasurer acting 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 each year as soon as possible after the end of the financial year on the 30th April and in any event not later than the 30th June.
- 13.2 Every Annual General Meeting shall be called by the Management Committee. The Secretary shall give at least 7 days' notice of the annual general meeting in writing to all the members of the Club. All ordinary members of the Club shall be entitled to attend and vote at the meeting. The meeting will be open to all other classes of members to attend as observers.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

- 13.3 The Chairperson of the Club, then in office, shall be the chairperson of the Annual and Extraordinary General Meeting, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- 13.4 The following business shall be transacted at the Annual General Meeting:
1. President's Welcome
 2. Chairperson's Welcome
 3. Apologies
 4. Consider and approve the minutes of the previous year's Annual General Meeting.
 5. Matters arising
 6. Receive the reports from the Officers
 7. Receive the Reviewers of the Account's report
 8. Elect Officers and Committee Members
 9. Appoint Reviewer's of the Accounts for next year
 10. Determine Fees for next year
 11. Affiliations.
 12. Any Other Competent Business (AOCB)
- 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 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.
- 13.7 Consideration of any item(s) of business notified in writing to the Secretary by any member not later than 7 days before the date of the Annual General Meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the Annual General Meeting by at least two members of the Club.

14 Extraordinary General Meetings

- 14.1 The Management Committee may call an Extraordinary General Meeting of the Club at any time. If at least 20% of the Club membership or 50 members, whichever is less, request such a meeting in writing and stating the business to be considered the Secretary shall call such a meeting. At least 21 days notice must be given. The notice calling the meeting must state the business to be discussed.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

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 ordinary members of the Club for the time being or 12 Ordinary members of the Club, whichever is less, are present at any general meeting.
- 15.3 If after one hour 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 14 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 one hour 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 sending it through the post in a prepaid letter addressed to the member at his or her last known address in the United Kingdom. Any letter so sent shall be deemed to have been received within 10 days of posting. Notices may also be sent by email.?

17 Voting

- 17.1 Every ordinary member shall have one vote on any resolution on which he or she 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 Chairperson 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.



CONSTITUTION OF THE CLYDE VALLEY PISTOL CLUB

19 Club Rules

- 19.1 Conduct within the Club premises and elsewhere, shall be governed by the Club Rules established by the membership at the Annual General Meeting. The Club Rules may be varied by the Management Committee from time to time, as it sees fit, subject to ratification at the next Annual General Meeting.

20 Affiliations

- 20.1 All shooting shall be governed by the Club Rules as determined by the Management Committee. Where the Club Rules do not address a particular aspect then, where appropriate, the rules of the NRA, UKPSA, SPA and the MLAGB or other appropriate body to which organizations the Club shall be affiliated to as determined at the Annual General Meeting shall apply.

21 Dissolution

- 21.1 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 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by three fourths of the ordinary members, as testified by their signature on an instrument of dissolution in a form to be provided and discussed by the last committee, 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. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution, or institutions, having objects similar to the objects of the Club as the members of the Club may determine and if and so far as effect cannot be given to such provision then to some charitable organization agreed by those present.

This constitution was adopted at the Annual General Meeting held on the 17th May 2021 and supersedes any previous Constitution of the Club.