**Southampton University Clay Pigeon Shooting Club**

**Constitution**

1. The name of the Club shall be University of Southampton Clay Pigeon Shooting Club (hereinafter referred to as “The Club”) and shall be affiliated to the Students’ Union of the University of Southampton as an individual sport.
2. The objective of the Club is to promote the sport of clay pigeon shooting (performed with shotguns) among the members of the Students’ Union of Southampton University, by practice, by instruction and by competition at club, county, university and national level.
3. The Club shall be affiliated to any relevant organisations the Committee decides is appropriate e.g. the Clay Pigeon Shooting Association (CPSA). The Club must retain an equal composition of aims between support, participation and performance. The Club must make every effort to comply with all Union Health and Safety policies. The Club must ensure that it complies with all safety procedures which it’s National Governing Body (NGB) (if there is one) prescribes.
4. The club shall be managed by a Club President, Vice President, Club Secretary, Treasurer and Social Secretary, under the jurisdiction of a permanent secretary and liaison officer.
	1. The Club President will oversee the club and is the main point of call everyone will go to, from club members to committee members. They are responsible for the day to day management of the club, the equipment held by it and the members within it. They will ensure that the rest of the committee members fulfil their roles. They shall liaise with the Officers of the Students’ Union meeting the demands they require on certain matters. The Club President shall chair the Committee and the Annual General Meeting (AGM). They must keep members up-to-date about all club activities.
	2. The Club Vice President’s shall be responsible for the management of the club in the Club President’s absence. Their primary responsibility is to effectively contribute to the club’s operations by assisting the president and other committee members. They must be aware of key dates for the society throughout the year and will be responsible for submitting team entries. The Vice president is responsible for maintaining accurate membership lists.
	3. The Club Secretary shall take minutes at all meetings, and assist other committee members in the day to day management of the club. They will also function as the club’s equipment and safety officer, meaning they will be responsible for storing and maintaining all equipment in accordance with manufacturers and governing body guidelines. They will also be responsible for club merchandise by liaising with manufactures, taking unit orders from members and accurately maintaining the relevant records.
	4. The Treasurer shall maintain and care for all finances associated with the Club and must adhere to the Student Union’s finance policy. They shall claim money from members or bodies when required, prepare grant applications and keep track of any spend. They shall be the signatory for all claim forms.
	5. The Social Secretary is responsible for organising club social events. They must adhere to university policy and organise events to include a range of members. They must consider students with disabilities, international students, use of language, inclusiveness/wellbeing, food requirements, code of conduct (particularly relating to alcohol consumption), and financial constraints. They will also be responsible for the club’s digital media, i.e. taking pictures and uploading them to the club’s various social media channel.
	6. The Permanent Secretary is the appointed holder of the shotgun Certificate, and the legal secretary for the club. The permanent secretary is appointed by the Students’ Union.

The administration and management of the Club shall be the responsibility of the Committee. The Committee must be elected at the AGM. All members of the Committee must be full time students unless otherwise agreed by Students’ Union Committee.

1. Membership: Rules concerning membership specified in the 1968 Firearms Act Amendment take precedence over any of the following criteria.

The members of the Students’ Union (SUSU) shall, in accordance with Grant Aid, section B, meet one or more of the following requirements:

1. all registered full-time students of the University;
2. such registered part-time students of the University as the Union in accordance with its Laws may admit to full membership;
3. all other registered part-time students of the University wishing to become associate members on payment of the appropriate membership fee;
4. all members of staff of the University wishing to become associate members on payment of the appropriate membership fee;
5. such persons as the Union in accordance with its Laws may admit to either life or temporary membership on payment of the appropriate life or temporary membership fee;
6. such persons as the Union in accordance with its Laws may elect as honorary members;
7. such persons who already members of Students Unions in other institutions of Higher or Further Education as the Union in accordance with its Laws may elect as external members.
8. Members who through association to the Club as coaches or instructors bring a high degree of experience to Club activities.

All members must purchase Sport & Wellbeing membership, if required, and abide by the rules and regulations laid down by the Student’s Union, in particular its constitution.

Membership of the Club shall commence on the 21st of September and terminate on the 20th of September of the following year. Membership may be charged at a pro rata rate at the discretion of the Vice President.

Membership subscriptions are non-refundable under any circumstances.

Any persons wishing to join the club must complete a membership application form to include the applicants names and address. The applicant must state whether they have had an application for a firearm or shotgun certificate refused by the police, or has had a certificate revoked. Every applicant must sign a declaration to state that they are non prohibited from possessing a firearm or ammunition by virtue of Section 21 of the Firearms Act 1968.

The Committee reserves the right to refuse or revoke membership to any person who it deems may endanger the safety of club members or members of the public. The Committee must abide by equal opportunities guidance and law when making its decision and report a refusal of membership to the Students’ Union President within three days. The applicant has a right of appeal to Students’ Union Committee.

A member who intentionally, recklessly, or negligently damages property belonging to the club may be liable for its repair or replacement at discretion of the Committee.

The SUSU must always be provided with an up to date copy of all member names and corresponding student identification numbers.

6. Committee hand-over: Upon election of a new committee, the outgoing committee is responsible for overseeing the handover of responsibilities by a date set at the AGM. The responsibilities of each outgoing officer are:

1. Club President. The Club President must ensure that the e-mail list, computing file store and mailing list are transferred to the new owner. The Club President is responsible for the transfer of all vital information needed for the effective management and running of the Club.
2. Treasurer. The Treasurer must ensure that the Club's copy of Grant Aid is up to date and that the new officer has all bank account details transferred to him/her, along with all relevant documentation. The Treasurer must also ensure that a budget application for the following academic year is submitted to the SUSU President before the end of the summer term.
3. Secretary. The Secretary must ensure that the requirements of Hampshire Police are fully understood with regard to submitting membership details.
4. Meetings:
5. Annual General Meeting (AGM)
6. The Club AGM shall be held after Christmas. The AGM shall be convened by the secretary before the end of the active season previous to the session in which they are to hold office. Notice of the AGM shall be posted on the club Facebook page/other social media channels together with the provisional agenda not less than seven days before the meeting. Any business for inclusion in the final agenda shall be handed to the club secretary in writing at least 48 hours before the time of the meeting. Final notice of the agenda shall not be posted less than 24 hours before the time of the meeting.
7. Notice of the AGM shall be issued at least 14 clear days in advance and advertised to Club members.
8. Officers of the Club and committee members shall be elected at the AGM. The Secretary shall invite nominations at least 7 days before the meeting.
9. The committee will review nominations and make a recommendation to the club membership.
10. Each member of the committee may be invited by the Chairperson to make a short speech concerning their activities during the previous year.
11. Minutes of the AGM shall be made available no longer than 2 weeks after the meeting.

b) Extraordinary General Meetings (EGM)

1. An EGM can be called by the President or by written application to the President of at least 6 members of the Club, together with a written statement of the objects for which the meeting is being called.
2. At the EGM no business other than that specified in the written statement shall be discussed.
3. At least 24 hours notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the President.
4. The SUSU President shall be informed of the meeting and the reason for it being called, before it is held.

c) Conduct of meetings

1. Voting: Every member of the Club present at a meeting shall be entitled to one vote upon every voting matter. Only members are entitled to vote and no proxy votes shall be accepted for any purpose.
2. Quorum: A quorum of 50% must be present.
3. Minutes: The Secretary of the Club shall keep minutes of all Club meetings, which shall be available to the SUSU President and the Students’ Union.
4. Elections:
5. Elections for Club Officers and committee members shall be held at the AGM. The committee shall invite nominations at least 7 days before the meeting. Nominations must be given to the Secretary before the meeting.
6. The elections will be advertised to all Club members.
7. The elections shall be carried out by show of hands or secret ballot, to be decided by the Chair at the start of the meeting. Should there be a tied result, the Chairperson may vote in favour of one of the candidates or may declare the post unfilled.
8. If a full committee is not elected for any reason, the Club President will be responsible for ensuring that elections for the remaining positions are held by the end of the summer term.
9. Results of the elections, together with names, student numbers and contact details of those elected, shall be submitted to the SUSU within 14 days of the election via a change of Club contacts form.
10. Constitution: This constitution may be amended at an annual general meeting by a two thirds majority vote of those present and provided that:
	1. Any proposed amendment shall be made available to the club members at least seven days prior to the meeting at which it will be considered.
	2. A quorum of 50% shall be present.
	3. A copy of any such amendment shall be forwarded to the Student’s Union President within three days of the meeting at which it was adopted and will be subsequently submitted to the Students’ Union Committee.
11. Financial matters
12. The Treasurer of the Club shall be responsible for maintaining the accounts of the Club, which shall be available to the SUSU President and the SUSU committee.
13. An annual statement of the Club accounts must be presented to the AGM by the Club Treasurer.
14. The officers of the Club are jointly liable for the proper management of the Club's finances and ensuring that the Students’ Union's Grant Aid regulations are applied.
15. The Committee have the authority to increase or decrease any rates or expenses upon members throughout the year but must not implement them without the prior consent of the club members in a majority vote (a quorum of 50% must be present). Annual Subscriptions should be set at the AGM.
16. The Committee reserves the right to fine members who incur debts to the Club that are not paid within two weeks (excluding vacations periods) of the debt being incurred, but members have the right to Appeal to the Committee and subsequently Students’ Union Committee should they disagree with the fine imposed.
17. Any Committee member of the club receiving any money of behalf of the club shall forthwith hand the same to the Treasurer.
18. All shooting shall be governed by the rules of the CPSA and other governing bodies as appropriate.
19. Expulsion of members:
20. The Committee shall have the power to expel any member from the Club, after discussion with the SUSU President, on the grounds of misconduct, or for conduct of a nature opposed to the objectives of the Club or the Students' Union.
21. Where any member of the Club is expelled by the Committee, a report of the matter shall be made to the next General Meeting of the Club.
22. Students who are expelled from any Club have the right of appeal to the Students’ Union Committee.
23. All Club shooting must take place on approved clay grounds. No firing must take place except these grounds, under the supervision of a committee member or a fully approved range officer. Any member firing on any shooting range must adhere to the rules laid down by the range officer of the said range.
24. Maintenance of Club or SUSU owned shotguns must be undertaken by qualified persons and not by club members under any circumstances. This excludes the general cleaning of equipment.

A General meeting of the Club approved the above constitution on:

Date: 18/07/2019



Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President

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