



UNIVERSITY OF EXETER RIFLE AND PISTOL CLUB CONSTITUTION

1. Name

1.A. This club shall be called the 'University of Exeter Rifle and Pistol Club' hereafter known as the Club.

2. Objectives

2.A. The Club shall be a constituent member of the University of Exeter Athletic Union and shall have for its objective the development and promotion of target rifle shooting through:

- 2.A.1. Providing an opportunity for students interested in taking up the sport through tuition in weapons handling and basic shooting practice.
- 2.A.2. Providing coaching to increase skills for more experienced riflemen.
- 2.A.3. Providing the opportunity for competing in the sport at the higher levels of proficiency.
- 2.A.4. Providing the opportunity for experienced Club members to develop skills in coaching and management of the sport.
- 2.A.5. The club is to operate as a non-profit organisation.

3. Membership

3.A. Membership of the club will be open to anyone, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

3.B. Members must be able to comply with all UK firearms legislation. Including signing a 'section 21' declaration relating to previous criminal convictions.

3.C. Probationary Members

3.C.1. All full time students and staff of the University of Exeter are eligible to be Probationary Members. Probationary members must be supervised by a member of committee while taking part in any club activity.

3.D. Full Members:

3.D.1. All full time students and staff of the University of Exeter are eligible to become Full Members of the Club upon serving a probationary period of six months and being approved for membership by the Committee.

3.E. Honorary Members:

3.E.1. Full Members who have left the University on completion of the course of study are eligible to become Honorary Members.

4. National Rifle Association

4.A. The Club will be affiliated to the National Rifle Association, and shall operate in accordance to their recommendations.

5. Officers

5.A. The Administration of the club and its affairs shall be entrusted to the club Committee. The Committee will be made up of a Senior Committee and the General Committee.

5.B. The club Senior Committee shall consist of the following members:

- 5.B.1. Club Captain
- 5.B.2. General Secretary

- 5.B.3. Treasurer
- 5.B.4. Senior Advisor
- 5.C. The club General Committee shall consist of the following members:
 - 5.C.4. Smallbore Captain
 - 5.C.5. Fullbore Captain
 - 5.C.6. Competitions Officer
 - 5.C.7. Armourer
 - 5.C.8. Publicity Officer
 - 5.C.9. Social Secretary (x2)
 - 5.C.10. Range Officer
- 5.D. The club Committee shall meet at least once a month.
- 5.E. The Senior Committee will meet whenever the Captain deems necessary.

6. Officer Prerequisites

- 6.A. The Senior Advisor shall have held one of the following roles: Club Captain, General Secretary, Treasurer, Smallbore Captain or Fullbore Captain.
- 6.B. The Captain shall have held a position on the general committee, and have the approval of two or more members of the senior committee.
- 6.C. To run for a position on the Senior committee you must notify the person currently holding that position for approval of the Senior committee.
- 6.D. The Committee shall be responsible for the management of the Club including all statutory and legal obligations imposed by the Firearms Act 1968 and all amendments, the regulations regarding the use of the Range as detailed by the National Small-Bore Rifle Association Safe Handling of Firearms Code of Practice and the regulations governing the usage of the Range by the University of Exeter and the University of Exeter Athletic Union.
- 6.E. Period of Office
 - 6.E.1. Members of the Committee shall be elected at every AGM.
 - 6.E.2. Committee member's period of Office shall run from July – July each year.

7. Resigning a position

- 7.A. Any member of any of the General Committee who wishes to resign from their post must give at least 2 weeks notice. Any member of the Senior Committee must give at least 4 weeks notice.
- 7.B. In the event of a member of any of the Committee leaving their post, a vote of Committee shall elect a new member.
- 7.C. In the event of the Club Captain leaving their post, a full EGM shall be held.

8. Vote of no confidence

- 8.A. A vote of non-confidence can be called by any committee member. This shall be a two- stage process, with the first stage being a majority vote of non- confidence by the Committee.
 - 8.A.1. If there is a majority vote of non-confidence in the Committee the vote shall be put forward to all members.
 - 8.A.2. The committee member facing a vote of non-confidence shall be present at both voting sessions, be informed of the reasoning behind the vote, and shall at all times be allowed to give arguments against the vote. Voting shall at all times be anonymous.

9. Duties of Officers

9.A. Club Captain

- 9.A.1. The Captain's main responsibility is to liaise with the Athletic Union and provide them with trip registration and risk assessment forms for any club trips.
- 9.A.2. They must keep the Athletic Union informed of the club's activities and status including any problems with the running of the club, and ensure participation either by themselves or a representative at Athletic Union Council Meetings.
- 9.A.3. They are responsible for ensuring the club remains sustainable and is fully functional. The Captain must also ensure the club and its members are abiding by the Athletic Union Code of Conduct.
- 9.A.4. They are responsible for organising monthly committee meetings and organising and running the yearly AGM.
- 9.A.5. The Captain shall also fulfil any responsibilities, and duties arising throughout their term as captain that do not fall within the duties of other officers in the descriptions hereafter.

9.B. General Secretary

- 9.B.1. The General Secretary is responsible for the clubs paper work to ensure we remain legal and affiliated to all required organisations.
- 9.B.2. The General Secretary acts as the Police Liaison Officer and in normal circumstances holds the clubs FAC (Fire Arms Certificate).
- 9.B.3. They will ensure the Home Office Approval is renewed.
- 9.B.4. They are responsible for ensuring taster day permits are issued at the requirement of the club.
- 9.B.5. The General Secretary also works closely with the Club Captain on all areas of the clubs plans.

9.C. Treasurer

- 9.C.1. The Treasurer is responsible to the Committee for all the Branch finance, profits or losses made in the Club name.
- 9.C.2. They keep proper books of account of all moneys received or paid on behalf of the Club. They arrange for all such moneys to be deposited at the bank.
- 9.C.3. They are responsible for collecting debts and subscriptions from members and discharges all liabilities of the club out of club funds as the Executive Committee may direct.
- 9.C.4. The Treasurer is responsible for budget reviews and any Athletic Union mandated budget plans or reviews.

9.D. Senior Advisor

- 9.D.1. The Senior Advisor should act as an assistant to the senior committee. Their main role is to advise on areas where a new committee may have less experience, especially when relating to firearms legislation or the clubs membership to other bodies.

9.E. Smallbore Captain

- 9.E.1. The Smallbore Captain is responsible for organising and running all Smallbore training.
- 9.E.2. They are also responsible for selecting teams for competitions.
- 9.E.3. The Smallbore Captain works with the Competitions Officer to plan trips for away competitions.

9.F. Fullbore Captain

- 9.F.1. The Fullbore Captain Organizes and runs all Fullbore trips and competitions. This include beginner level training such as November Bisley to selecting the BUCS teams. Works with the rest of committee to deliver trips to Bisley that are often the club's largest events.
- 9.F.2. They also organise other trips to local ranges and SCATT sessions when in Exeter.
- 9.F.3. The Fullbore Captain works with the Competitions Officer to plan trips for away

competitions.

9.G. Competitions Officer

- 9.G.1. The Competitions Officer oversees the administration of the shooting competitions that the club takes part in.
- 9.G.2. They work closely with the Smallbore and Fullbore Captains to ensure that all cards are shot on time, and complying with NRA/NSRA rules or other rules relevant to the competition.
- 9.G.3. The Competitions Officer works with the relevant captain to plan trips for away competitions.

9.H. Armourer

- 9.H.1. The Armourer is responsible for the cleaning and safety of all of the clubs rifles and equipment. Their main roles include constant monitoring and cleaning of rifles throughout term, making sure rifles are safe and reporting any defects to the Captain.
- 9.H.2. At Bisley they are responsible for cleaning the rifles at the beginning and end of each days shooting.

9.I. Publicity Secretary

- 9.I.1. The Publicity Secretary is responsible for the promotion of the club and its activities via social media and our website.
- 9.I.2. They will be responsible for the updating of the club website: www.exeterrifle.co.uk, as well as the clubs Facebook and Twitter accounts.
- 9.I.3. They will ensure that no hateful, derogatory or otherwise insulting statements are published on behalf of the club, and any instances of this will be reported to the committee.
- 9.I.4. The Publicity Secretary is also responsible for organising all club stash and training kit. They must work closely with the AU stash partner to take and place orders.
- 9.I.5. After the handover period, the Publicity Secretary will secure all media accounts with the relevant emails and change passwords.

9.J. Social Secretary

- 9.J.1. The Social Secretaries are responsible for organising regular and relevant socials, e.g. planning dates, times, locations, themes. All social gatherings must adhere to Athletic Union rules and the University of Exeter Code of Conduct.

9.K. Range Officer

- 9.K.1. The Range Officer shall hold an NSRA or NRA Range Officer qualification, and will ensure that the other members of the committee are capable of the safe operation of the range.
- 9.K.2. It is the duty of the Range Officer to maintain the smooth running of the range during training nights.
- 9.K.3. The Range Officer assists the Armourer where necessary.

10. Fire Arms Certificate

- 10.A. The Club shall at all times hold a valid Fire Arms Certificate (FAC) and Home Office Approval Letter. It is the responsibility of the General Secretary to ensure both are updated whenever necessary.
- 10.B. The General Secretary will act as the Club Police Liaison Officer.
- 10.C. The General Secretary shall apply for and hold the Club FAC each year, unless it is decided by the senior committee that another committee member may be more suitable to hold the certificate. In such cases the General Secretary remains responsible for ensuring the club remains compliant with all firearms legislation.
- 10.D. The holder of the Club FAC is responsible for ensuring transport letters are written for any committee member who requires them on Club business.
- 10.E. The FAC shall not be held by a committee member who has a personal FAC that is administered by an authority other than Devon & Cornwall Police, unless there are extenuating

circumstances.

11. Club Meetings

- 11.A. The AGM of the Club shall be held before the end of May in each year. This meeting shall be open to all Full Members and Associate Members of the club.
- 11.B. An EGM may be called at any time by the Club Committee or at the request of not less than 25% of Full Members or by the Permanent Secretary of the University of Exeter Athletic Union acting on behalf of the Athletic Union Executive.

12. Handover

- 12.A. The Summer term shall act as a handover period from the current to elected committee. All knowledge of the positions held shall be transferred from a committee member to their successor.
- 12.B. Senior Committee email addresses shall be transferred at the end of the summer term, without undue delay.

13. Financial matters

- 13.A. No money or property of the club or any gain arising from the carrying on of the club shall be applied otherwise than for the benefit of the club as a whole or for some charitable or benevolent purpose or purposes decided by resolution of a General Meeting of the club.

14. Code of Conduct

- 14.A. Each member of the Club is reminded that not only is he/she representing the Club and University, but is also representing the country (if on a tour abroad). In addition, each member has a moral responsibility to him/herself and all other Club members.
- 14.B. Each member is reminded that he/she shall also abide by any rules of an outside facility/organisation or hire company that he/she is utilising when representing the Club.
- 14.C. Any misconduct by a Club or member will be dealt with by the Disciplinary Procedures of the Athletic Union Constitution.

15. Bylaws

- 15.A. The club Committee shall have power to make bylaws for regulating the conduct and affairs of the club, provided the same are not inconsistent with the rules set out in this club Constitution. Such bylaws shall be posted on the club website and shall be binding on all members.
- 15.B. No alteration, additions to or deletions from this Constitution shall be made except by a resolution carried by a majority of the members present at a club Committee meeting. Members of the club with voting rights can propose changes to this Constitution; proposed changes shall be submitted in writing to the General Secretary. The Secretary shall raise proposed changes at the next General Committee meeting.
- 15.C. The General Secretary shall, without undue delay of the making of any alteration or additions to, and/or deletion from, this Constitution, give written notice of such alteration to the members and Athletic Union.

16. Dissolution of the Club

- 16.A. In the event of the club's dissolution, the assets shall be liquidated to pay off any debts, and the remaining money shall be turned over to the Athletic Union.

17. Data Protection

- 17.A. The committee will take all reasonable steps to protect the personal data held about each member of the club, including not passing or selling the data to third parties.
- 17.B. Committee members have access to the membership data, the maintenance of which is the

responsibility of senior officers.

17.C. Where membership elapses, data will be deleted where it is no longer required by the club.

18. Amendment

18.A. Any amendments to this constitution shall take effect by a vote of majority in the Committee.