



## CONSTITUTION OF LEA VALLEY AIRGUN CLUB

Note: In addition to the constitution the club shall be governed via a number of 'Policy Documents' agreed by the Club Committee and duly published - these will relate to specific operational matters (for example; Financial Policy, Safety Policy etc)

### 1. Name

- a. The organisation shall be called Lea Valley Airgun Club or LVAGC (hereinafter referred to as 'the club')

### 2. Location

- a. The club shall be based at the 'Hanging Grove' Shooting Ground, Bramfield Road, Hertford, Hertfordshire and adjoining properties or other such venues as dictated by circumstances and agreed by the Club Committee (hereinafter referred to as the committee). A permanent move from the above location to be agreed by a majority vote at an EGM or AGM

### 3. Objectives and Aims

- a. To provide airgun shooting facilities for club members in a safe and structured environment
- b. To promote and support the safe use of legal air guns and to represent, support and safeguard the interests of its members in all matters concerned with air gun sport.
- c. To support promote and encourage all aspects of air gun sport and such other disciplines of air gun shooting as the members may decide.



- d. To affiliate to such regional, national or international bodies, associations or societies whose aims and objectives coincide with those of the club, as deemed appropriate by the committee

#### 4. Property

- a. The property of the club shall be controlled by the committee
- b. All property is to be owned by the club as an entity and not by individual members.
- c. No club member may derive a pecuniary benefit from the acquisition of club property.
- d. All property is to be retained for the benefit of the membership as a whole, any property disposals to be agreed by the committee and the maximum financial benefit achieved - any financial benefit arising to be placed in the club bank account.

#### 5. Membership

- a. Membership of the club is offered, or renewed, at the discretion of the committee
- b. Membership shall be open to all without discrimination providing applicants complete the required documentation and declarations, and that applicants are legally permitted to possess and use an air gun (notwithstanding point 5.a)
- c. All members are required to pay an annual membership fee (the annual fee shall be waived for Honorary Members) and a range fee for each day they attend the club
- d. New members are required to complete a probationary period and pass a safety test before they are eligible to join the club.



- e. There shall be 3 classes of membership, namely:
  - i. Honorary Members
  - ii. Ordinary Members
  - iii. Junior Members
  
- f. The committee, or a general meeting, shall have the power to elect to Honorary Membership any person who in their opinion has rendered the club exceptional and selfless service. Such Honorary Memberships shall be for a period of 5 years and be renewed by a majority vote at an EGM/AGM. No sitting member of the committee can be awarded Honorary Membership of the club although Honorary Members may be elected to serve on the committee
  
- g. Members over 18 years of age will be classed as Ordinary Members
  
- h. Members under the age of 18 years of age will be classed as Junior Members. Junior memberships will only be accepted as part of a family membership where the juniors' parent or legal guardian is also a member of the club.
  
- i. All members will be subject to the clubs' disciplinary procedure and if necessary, under this procedure, memberships may be terminated at any time. In this instance no monies will be returned.
  
- j. Where issued a club membership badge must be worn by all members while on the club ground or at any external event where they are representing the club
  
- k. The club expects and requires all members to help with the various tasks involved in the running of the club

## 6. Disciplinary Procedure

- a. In cases of misconduct, whether by act or omission by any member, a formal disciplinary system shall be instigated comprising:
  - i. First offence - Formal verbal warning, given by 2 committee members



- ii. Second Offence - First written warning to be given at a committee meeting,
- iii. Third Offence - Final Written warning to be given at a committee meeting
- iv. Fourth Offence - Expulsion from the club

b. All warnings shall remain in force for 12 months from date of issue

c. This procedure shall apply to the membership rather than the member i.e. in the case of Junior Members the responsible Ordinary member shall also be subject to the above

d. Notwithstanding the above any member deemed guilty of gross misconduct shall have their membership terminated with immediate effect. A committee meeting may be called at any time for the sole purpose of deciding such matters

## 7. Management

a. The officers of the club shall be:

- i. The Chairman - who shall ensure that Committee meetings are held regularly and are conducted in an orderly manner
- ii. The Vice-Chairman - who will deputize in the Chairman's absence
- iii. The Club Secretary - who will record the minutes of all Committee meetings and club general meetings and will be the principal contact with, and by, all external organisations, They shall bring to the attention of the management committee any correspondence, e-mail's, or messages relating to the club.
- iv. The Treasurer - who will be responsible for all financial transactions and keeping the club's books of income and expenditure. The Treasurer will prepare statements of accounts for committee and General Meetings and be responsible for maintaining the Club's Bank mandate, such that a minimum of two signatures must be obtained for all Club cheques.



- v. The Membership Secretary - who will be responsible for issuing membership cards, keeping the Club's membership records up to date and, in conjunction with the Treasurer, checking members have paid such fees as are required
  
- b. Members (or any other person) may, at the discretion of the committee be proposed as Honorary Officers of the club and be elected to the positions of "President" or "Vice-President" by a vote at a General Meeting
  
- c. Honorary Officers of the club may attend committee meetings as they wish and may address the meeting but may not vote
  
- d. The club shall be managed by the Club Committee which will consist of the officers of the club. These 5 officers shall each have one vote with the majority of Officers deciding matters raised at committee meetings. The Chairman shall only have a casting vote to be exercised in the event of a tied vote.
  
- e. A minimum of 3 Club Officers must be present for a committee meeting or General Meeting to be quorate and any decisions reached be binding on the club
  
- f. The committee shall appoint ordinary members as 'Section Heads', each of whom will take on the responsibility for running a particular section of the club. These sections shall each be concerned with a particular shooting discipline (for example HFT, FT and Pistol), aspects of the Club's operation (for example Safety, Ground & Equipment), and functions supporting the operation and communication of the club and its activities (for example Competitions [in respect of booking-in, collecting fees, collating results and sourcing and awarding trophies] and club website/external publicity)
  
- g. Section Heads may attend Committee meetings and may address the committee in respect of their section's activities and requests but may not vote



h. At least three times a year a “Super Committee” meeting will be held which all Section Heads are urged to attend in addition to the Club Officers and Honorary Officers. Such meetings will review the club’s operations and consider the success of activities and communication within the club. At such meetings only Club Officers may vote and the majority decisions reached will be binding on the club (subject to the conditions of point 7d)

#### 8. Election of Club Officers

a. Club Officers shall be elected by a majority vote of Ordinary Members attending a Club AGM or EGM

b. Such vote to be conducted in a manner decided by the sitting committee before the start of the meeting.

c. Any Ordinary Member of the club may stand for election as a Club Officer providing that:

- i. They are a fully-paid up member of the club
- ii. They are proposed and seconded by two separate Ordinary Members of the club
- iii. They have no outstanding disciplinary warnings against them. Any member who has received such a warning in the previous 12 months renders themselves ineligible for election as a Club Officer
- iv. No two (or more) members of the same family or household may be Club Officers at the same time. *An exception is made in the case of Alison and David Mansfield, to be reviewed annually at the AGM.*

d. Election voting rights. Only the following members may vote in such elections (providing all due fees have been paid by each member):

- i. Ordinary Members (including Club Officers)
- ii. Honorary Officers

e. Junior members and Honorary Members may attend but may not vote



- f. In the event of the resignation or unavailability of a Club Officer the remaining committee members may co-opt an Ordinary Member of the club to fill the vacant role until the next General Meeting

## 9. General meetings

- a. The club shall hold an Annual General Meeting between 1<sup>st</sup> July and 31<sup>st</sup> July. The date of the meeting will be announced on the club website and displayed in the club house at least 3 weeks in advance.
- b. In addition to other agenda items the following reports shall be made at the AGM
  - i. Financial report for the preceding financial year
  - ii. A list of major purchases and expenditure during the preceding year
  - iii. Membership report giving current membership numbers
  - iv. Current state of leases / agreements regarding club grounds
- c. When requested by the committee or requested (in writing to the Club Secretary) by no less than one third of Ordinary Members of the club the Secretary shall call an Extraordinary General Meeting. The date and purpose of the meeting will be announced on the club website and displayed in the club house at least 3 weeks in advance.
- d. The quorum for an Annual or Extraordinary General Meeting shall be three Club Officers plus those paid-up Ordinary Members attending.
- e. Voting rights at AGM/EGM. Only the following members may vote at such meetings (providing all due fees have been paid by each member):
  - i. Ordinary Members (including Club Officers)
  - ii. Honorary Officers
- f. Junior members and Honorary Members may attend but may not vote.



## 10. Finance

- a. The current financial policy, membership rates etc will be covered in the Financial Policy document but a number of broad principles will apply to club financial matters
  - i. No single Club Officer shall have control over any matter of club finances
  - ii. Responsibility for financial matters is assumed by the Committee in the person of the Treasurer
  - iii. All purchases must be approved by the committee.
    1. Certain club officers and members may be granted nonapproval spending limits for minor items within defined parameters but such purchases are still subject to final committee approval before expenditure is reimbursed from club funds
  - iv. Major purchases (ie in excess of £200) and provision of services to the club - where applicable a minimum of two written quotes shall be obtained for major items to ensure best value & quality are obtained.
- b. The club financial year shall run from June 1<sup>st</sup> to May 31<sup>st</sup>.
- c. Detailed yearly accounts are to be prepared by the Treasurer by June 14<sup>th</sup> and audited by a person selected by the committee (such person may be a club member) prior to presentation at the club AGM.

## 11. Insurance

- a. The club will provide, via the Club Insurance Policy, Public Liability Cover in respect of club activities carried out on the club's grounds.
- b. A copy of the insurance cover note detailing the cover provided and any limitations will be displayed in the clubhouse and on the club website for members to read.



- c. This cover is only provided for members and visitors providing they have signed-in for each day they attend the club and provided such personal details as required.
- d. No other insurance cover will be provided by the club.

## 12. Safety

- a. Club safety notices shall be displayed around the ground. All members must familiarise themselves with these notices and abide by them at all times.
- b. Safety is the responsibility of all members and any member reported to the committee as not following the rules may be subject to disciplinary action or termination of membership.
- c. Airguns requiring a Firearms certificate (FAC) may only be used on the club grounds with express Committee approval which will be subject to sight of the required certificates.

## 13. Closure

- a. In the event of the club being unable to continue its activities the club shall be wound up - such a decision being taken at a General Meeting and subject to the general Meeting voting rules detailed above.
- b. All club assets will be realised with, where feasible, the best financial benefit being attained for those assets.
- c. The total revenue raised and any club funds held will be divided equally among Ordinary Members who have been an Ordinary Member of the club for more than 12 months.



#### 14. Amendments to the constitution

- a. This constitution may only be changed by a majority acceptance at a club AGM or EGM.
- b. In addition to this constitution a number of club policy documents will be prepared and retained on file setting out the specific operating parameters with regards to specific areas of the club's activities (for example, but not limited to, finance policy, safety policy, visitors, probationers and membership rates policy etc).
- c. Such policy documents may be changed by the sitting committee at any time with a revised copy of the policy document being placed on file.
- d. Copies of all policy documents (those in effect and previous examples) must be available for members to read on request.

As approved and adopted at the club AGM 21<sup>st</sup> July 2007, and amended  
at the AGM 19<sup>th</sup> June 2010