

# OXFORD UNIVERSITY RIFLE CLUB (OURC)

## Club Constitution

5<sup>th</sup> March 2008

### **1. NAME**

- 1.1. The Club shall be known as the Oxford University Rifle Club or the OURC.

### **2. OBJECTIVES**

- 2.1. The Club's objectives are the support, development, improvement and promotion of target rifle shooting in the University of Oxford. Specifically, the Club exists:
- (i) to train people of all abilities in the safe use of rifles of both small-bore and full-bore calibre;
  - (ii) to represent the University in matches against the Cambridge University Rifle Association, the Cambridge University Small Bore Club, and other clubs;
  - (iii) to promote competition by means including the giving of prizes.
- 2.2. The income and property of the Club shall be applied solely to these objectives.

### **3. AFFILIATION**

- 3.1. The Club shall be affiliated to the National Rifle Association of Great Britain (NRA) and the National Smallbore Rifle Association (NSRA) and be registered or affiliated as appropriate and where eligible to any additional national governing bodies for the disciplines practiced by the Club.
- 3.2. The Club may be affiliated to any other associations where such affiliation is in the interest of the Club, as determined by the Committee.

### **4. INDEMNITY**

- 4.1. So far as may be permitted by law, all Officers of the Club shall be insured against any liability which may be legally incurred as a result of negligence, default, breach of duty or breach of trust in relation to or in connection with the execution of his or her duties. The Club and all members shall be insured against public liability, personal accident and legal costs. All significant items of Club property, as determined by the Committee, shall be insured against fire and theft.
- 4.2. The Club shall purchase appropriate insurance cover through a national governing body where available as well as any additional policies that may be necessary to provide the required level of cover.

## 5. COMPLIANCE

- 5.1. As a Home Office approved Rifle Club, the Club and all members and officers shall at all times comply with any relevant legislation and observe all guidelines, requirements and rules issued by the Home Office, the Secretary of State and Thames Valley Police in relation to Club activities, except where a specific exemption has been granted by the Secretary of State. In the case of any conflict, this requirement shall override any other requirements or guidelines imposed by any other body, including the University, the Sports Federation and the Men's and Women's Blues Committees.
- 5.2. The Club and all members and officers shall comply with all safety procedures prescribed or recommended by the national governing bodies for the disciplines practiced by the club, except where this requirement conflicts with paragraph 5.1 above.
- 5.3. The Club and all members and officers shall comply with any relevant requirements issued by the Proctors and the Sports Federation, except where such a requirement conflicts with paragraph 5.1 above and paragraph 5.2 above. Specifically, these requirements shall include the following:
  - (i) The Club shall be administered in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum"). At the time of the adoption of this Constitution the Club is designated by the Proctors as a recognised sport. In relation to the Club's "Blues" status and issues surrounding the award of Blues and half Blues, the Club shall also abide by the regulations of the Men's and Women's Blues Committees of the University's Sports Federation.
  - (ii) The Club shall ensure that all paid Club administrative and coaching appointments are ratified by the University's Sports Strategy Committee; that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
  - (iii) The Club shall observe the Code of Conduct on Safety Matters, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the Area Safety Officer (Sport) ("the Safety Officer"). If and for so long as the Club is responsible for organising an inter-college competition, the Code of Conduct shall include guidelines and appropriate risk assessments for that competition.
  - (iv) Not less than 21 days before any event or competition which is approved or advertised by the Club as an official event of the Club (other than events already included in the approved Code of Conduct of Safety Matters and procedure for risk assessment) the Club shall submit to the Proctors an event plan and risk assessment, together with documentary evidence of appropriate insurance cover. The Club shall observe such conditions as the Proctors may then attach to the running of the event.
  - (v) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the Director of Sport. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the Director of Sport, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

- (vi) The Club may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by OUCS it is the responsibility of the Club:
  - (1) to designate a member of the Club entitled to a University e mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include assisting the Secretary with the website, liaising with OUCS about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;
  - (2) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers, coordinating and regulating access to the web facilities use by the Club, and assisting the Secretary with the website;
  - (3) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
  - (4) to ensure that everyone responsible under (1)-(3) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

## **6. MEMBERSHIP**

- 6.1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
- 6.2. No member of the Club shall use his/her membership to justify the possession or use of firearms. The Club shall not be any member's "Primary Club" for Firearms Licensing purposes.

### **Eligibility**

- 6.3. All student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
- 6.4. The Committee may also, at its discretion, admit to membership:
  - (i) students registered to read for diplomas and certificates in the University;
  - (ii) student members of Permanent Private Halls who are not student members of the University;
  - (iii) student members of Ruskin College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;
  - (iv) members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford;
  - (v) other persons not falling within paragraph 6.2 above or paragraphs 6.3 (i) to (iv) above, provided that such members shall not constitute more than one fifth of the total membership.

## **Classes of Membership**

6.5. The Club shall consist of Honorary members, Probationary members and Full members.

## **Application for Membership**

- 6.6. Any eligible person, as defined in paragraph 6.2 above or paragraph 6.3 above, may apply to become a member of the Club.
- 6.7. An application shall be made by submitting to the Committee a proposal form signed by a Committee member and accompanied by :
- (i) the appropriate subscription due, and
  - (ii) a completed Referee form.
- 6.8. No Application shall be considered unless the Applicant has informed the Committee of whether they have ever had an application for a firearm or shotgun certificate refused by the Police, or had a certificate revoked.
- 6.9. No Application shall be considered unless the Applicant has signed a declaration stating that they are not prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968 (as amended).
- 6.10. In accordance with Home Office guidelines and relevant legislation, successful applicants shall normally proceed to Probationary membership. However, an applicant may, at the discretion of the Committee, be admitted directly to Full membership, providing the applicant satisfies one of the following requirements:
- (i) s/he is already a full member of another Home Office approved rifle club;
  - (ii) s/he already holds a firearm certificate;
  - (iii) s/he has handled firearms in the course of his/her duty in the police or armed services, and has provided a statement from his/her existing or former senior/commanding officer confirming that he/she is fully trained in handling target rifles and is able to use them safely without supervision.
- 6.11. All applicants for membership shall provide, with his/her proposal form, the names of two referees. These referees shall be:
- (i) His or her college Tutor or Supervisor or a professional person who has known him or her for the last two years.
  - (ii) A Committee member.
- 6.12. The former of these referees will sign a declaration. The Application may be refused if the referee is unable to certify that:
- (i) The Applicant has no history of mental illness, and has not served a prison term.
  - (ii) S/he knows of no reason why the Applicant might be considered unsuitable for membership of a Rifle Club.
- 6.13. If the applicant has a history of mental illness, he/she shall be required to provide a letter from his/her GP confirming that he/she is not unfit for membership of the Club.
- 6.14. If the applicant has served a prison term, the Police Liaison Officer shall submit to the Police Firearms Enquiry Officer a request for confirmation that the applicant is not unfit for membership of the Club. The applicant may not be admitted to membership of the Club until a satisfactory response is received.

- 6.15. The Committee may reject any application for membership for any reason and without specifying a reason.
- 6.16. No application for membership of the Club shall be processed until the relevant subscription fee is received.

### **Honorary Membership**

- 6.17. Honorary membership of the Club shall be open to those persons nominated by the Committee and approved by the Senior Member. An Honorary Member shall not be liable to pay any annual subscription due and shall be entitled to all the privileges of Full membership of the Club excepting that s/he may not vote in a General Meeting of the Club or a Committee meeting.

### **Probationary Membership**

- 6.18. Probationary membership of the Club shall be open to those persons identified in paragraph 6.2 above or paragraph 6.3 above.
- 6.19. Probationary members shall be eligible for Full membership upon the satisfactory completion of an ongoing period of observation and the completion of three months' Probationary membership. Any Probationary member who has not shot sufficiently often within these three months may have his or her Probationary membership extended for another three months, or revoked at the discretion of the Committee. The revocation of a Probationary membership shall not disqualify him or her from applying for Probationary membership again at a later date.
- 6.20. Probationary members must be given a course in the safe handling and use of firearms by a suitable person and until they have satisfactorily completed such a course they must be supervised at all times when in possession of firearms or ammunition.
- 6.21. Every Probationary member of the Club must be issued with a Membership Card before s/he may handle firearms or ammunition independently.
- 6.22. The number of probationary members of the Club may not exceed the number of full members except in Michaelmas term of any year.

### **Full Membership**

- 6.23. Full membership of the Club may be extended to those persons who have satisfied the Committee as to their fitness for full membership, by:
  - (i) satisfactorily completing their period of probationary membership of the Club, or
  - (ii) satisfying the conditions set out in paragraph 6.5.
- 6.24. Only Full members may conduct range supervision, vote in a General Meeting of the Club or, if eligible, be Officers of the Club.
- 6.25. Full members must at all times satisfy the eligibility conditions defined in paragraph 6.2 above or paragraph 6.3 above.

## **Retirement**

- 6.26. The Committee may remove a person from membership for any conduct leading them to determine that he or she is unsuitable for membership of the Club. Before any such member is expelled the Secretary shall give him or her seven days written notice to attend a meeting of the Committee. This written notice shall contain particulars of the complaints made against him or her. All hearings before expulsion shall be attended by at least that number of Committee members sufficient to give an absolute majority in the whole Committee. The person concerned may appeal against such removal to the Senior Member.
- 6.27. If a person's membership is terminated, his or her name shall be reported to the Police and may be reported to the Proctors and, if necessary, to the relevant National Associations.
- 6.28. A member may retire from membership at any time by submitting a written notice of retirement to the Secretary.
- 6.29. Any member retiring or removed from membership shall be liable to pay any outstanding charges owed to the Club including subscription due for the current year. The Club shall be liable to pay any outstanding expenses or any other sum owed to a retiring member, except where a written statement of a Committee decision to withhold such a sum, giving reasonable justification and accompanied by a written statement of support from the Proctors, is presented to the retiring member.

## **Conduct of Members**

- 6.30. Every member, on joining the Club, implicitly agrees to comply with this Constitution and any Rules imposed by the Committee and any refusal or neglect so to do shall render such member liable to expulsion.

## **7. THE COMMITTEE**

- 7.1. The affairs of the Club shall be administered by a Committee consisting of not more than ten persons, which shall determine the subscriptions payable by the members of the Club and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
- 7.2. The quorum for a Committee meeting shall be four voting members present in person, to include the President and/or Secretary. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.
- 7.3. There shall be at least one committee meeting per term, to take place during full term. The Secretary shall give reasonable notice ahead of a given committee meeting to each member of the Committee. The Chair shall be taken by the President or an officer elected by the Committee in his or her absence. If votes are equal the Chair shall have a casting vote.
- 7.4. The Committee shall be made up of the President, the Secretary, the Treasurer, the Senior Member, the Ladies' Captain, the Safety Officer, the Police Liaison Officer, the FAC Holder, the Social Secretary, the Alumni Secretary and the Senior Adviser. In addition, the Committee may optionally include a Match Rifle Captain. The holders of these named roles, other than the Senior Member and the Senior Adviser, may be referred to collectively as the Officers of the Club. There shall be no Committee members without portfolio.

- 7.5. The Offices of President, Secretary or Treasurer may not be held in combination with any other Office. The remaining Offices may be combined such that more than one Office is held by a single member.
- 7.6. The Officers shall each be a Full member of the club, eligible under paragraph 6.2 above or paragraphs 6.3 (i) to (iv) above. If his or her eligibility stems from paragraph 6.3 (i) to (iv) above, on election to office he or she must sign an undertaking to abide by the Proctors' Memorandum and to accept the authority of the Proctors on Club matters.
- 7.7. The Committee shall have power to make rules not inconsistent with this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Rules should be recorded in hardcopy and kept with a copy of this Constitution. Any rule may be annulled if a motion for annulment is passed by a majority at a General Meeting of the Club.

## **8. MEETINGS OF THE MEMBERS**

- 8.1. There shall be an Annual General Meeting for all the members of the Club in Trinity Full Term, convened by the Secretary on not less than fourteen days' notice.
- 8.2. The Annual General Meeting will:
  - (i) receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
  - (ii) receive a report from the Committee on the Club's compliance with section 5 above;
  - (iii) elect Members of the Committee in accordance with section 9 below: the Committee's nominations for the Officers, the Senior Adviser and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting.
  - (iv) consider any motions of which due notice has been given, and any other relevant business.
- 8.3. An Extraordinary General Meeting may be called by the Committee in any Full Term on not less than seven days' notice. An Extraordinary General Meeting must also be called by the Secretary upon receipt of a request signed by at least eight members or 20% of the membership, whichever is the fewer, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
- 8.4. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
- 8.5. The quorum for a General Meeting shall be ten members or 40% of the membership, whichever is the fewer, present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting, provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting.
- 8.6. Only Full members may vote at a General Meeting.
- 8.7. A motion is passed if a majority of those Full members present and voting are in favour. If votes are equal the Chair shall have a casting vote.

- 8.8. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.

## **9. ELECTION OF OFFICERS**

- 9.1. The members of the Committee, excepting the Senior Adviser, shall be elected by the members of the Club annually, and shall be eligible for re-election.
- 9.2. The Senior Adviser shall be elected triennially and in any year when the post is vacated.
- 9.3. The members of the Club shall not appoint several individuals jointly to hold any of the Offices.
- 9.4. The members of the Club shall appoint a member of Congregation as the Senior Member when electing other members of the Committee each year. The Senior Member shall be a member of the Committee ex officio.
- 9.5. The current Committee should declare the voting system to be used before voting for any of the posts commences.
- 9.6. If during the period between the annual elections to Offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by unanimous decision at a Committee meeting.
- 9.7. The new committee shall take up their duties on the first day of September in the year of their election, excepting the Treasurer who shall take up his/her duties immediately following the submission of the Club's annual accounts to the Sports Federation by his/her predecessor.
- 9.8. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
- 9.9. Any member of the Committee may be removed from office on the grounds of dereliction of duty by the approving votes of two thirds of those present in person or by proxy at a General Meeting.

## **10. SENIOR MEMBERS**

- 10.1. The OURC shall have the following senior members:
- (i) the Honorary President;
  - (ii) up to three Vice-Presidents, all of whom shall be past members of the OURC and shall be nominated annually by the committee;
  - (iii) a Senior Member, in accordance with the Proctors' Regulations;
  - (iv) A Senior Adviser.

## **11. COMMITTEE OFFICES**

### **The President**

- 11.1. The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
- 11.2. The President may be referred to as the Captain of the Club and shall represent the Club at Blues Committee. This post shall not be considered a separate Office held jointly with that of President, but a nominal post encapsulating some of the duties of the Office of President.
- 11.3. The President shall be ultimately responsible for the selection and organisation of all teams to compete on behalf of the Club in any competition. S/he may delegate this responsibility where appropriate to a Ladies' Captain or Match Rifle Captain.
- 11.4. S/he may call upon the officers of the Club to report the state of affairs of the Club with which they may respectively be charged.
- 11.5. S/he shall be empowered to act on behalf of the Committee in urgent cases, but must forthwith call a Committee meeting at the next available opportunity to have such actions ratified.
- 11.6. S/he shall present at the General Meeting of the Club a report concerning the activities of the Club since the preceding General Meeting.
- 11.7. S/he shall attend the Sports Federation Captain's Meetings and any other relevant meetings or committees within the university. Should the President be unavailable for such appointments, s/he shall arrange for the attendance of an appropriate replacement from within the Committee.

### **The Secretary**

- 11.8. The Secretary shall:
  - (i) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
  - (ii) give notice of meetings of the members and the Committee;
  - (iii) draw up the agendae for and minutes of those meetings;
  - (iv) notify the Proctors (through the Director of Sport) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
  - (v) advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution;
  - (vi) notify the Proctors (through the Director of Sport) not later than the end of the second week of every Full Term of the programme of fixtures which has been arranged for that term (e.g. by providing them a copy of the fixture card);
  - (vii) take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts, the constitution, and the Code of Conduct on Safety Matters and procedure for risk assessment approved from time to time by the Safety Officer;
  - (viii) provide the Insurance Section with full details of any insurance cover purchased from

or through a national governing body;

- (ix) maintain a record of the Constitution and Rules of the Club, match results, Club property and any other records that the Committee may require;
- (x) be responsible for submitting all applications for the use of ranges and for all other organisation on the range, including maintaining the range attendance register;
- (xi) be responsible for arranging the details of matches with other clubs;
- (xii) be responsible for overseeing the production of the OURC Newsletter;
- (xiii) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

11.9. In the event of the absence of the President for whatsoever cause, the Secretary shall have power to act on behalf of and be vested with the authority of the Captain.

### **The Treasurer**

11.10. The Treasurer shall:

- (i) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (ii) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- (iii) ensure that bills are paid and cash is banked in accordance with the procedures developed under (ii);
- (iv) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (v) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (vi) seek advice as necessary on tax matters from the University's Finance Division;
- (vii) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibility;
- (viii) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (ix) forward to the Proctors (through the Director of Sport) by the end of the second week of each Full Term in the Club's first year of operation (1 August to 31 July) a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files; and after the first year of operation forward a copy of the signed annual accounts to 31 July as soon as possible after the year end (and in any event no later than the 1 October following the year end);
- (x) if the Club has a turnover in excess of £40,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, subject submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within a month after the year end and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting

procedures, the cost likewise to be borne by the Club.

- 11.11. The Treasurer shall collect all subscriptions, and shall render an account to any member for any monies due to the Club under the provisions of this Constitution for expenses incurred.
- 11.12. S/he shall be authorised to make payments out of the funds of the Club in accordance with instructions given from time to time by the Committee.
- 11.13. S/he shall be entitled to sue in the name of the Club for any monies owing to the Club whether by a member or otherwise or take such other necessary action in relation thereto as the Committee may direct for the recovery of the same.

### **The Senior Member**

11.14. The Senior Member shall:-

- (i) hear appeals regarding removals from membership;
- (ii) consider the accounts of the Club and sign them if he or she considers them to be in order;
- (iii) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities;
- (iv) be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities.

11.15. The Senior Member shall have power to stop transactions by the Treasurer for a period not exceeding twenty-one days. S/he shall report any exercise of such power together with the circumstances thereof to the Committee.

### **The Ladies' Captain**

11.16. The Ladies' Captain shall be responsible for the selection and organisation of the Ladies' team where such duties are delegated to him or her by the President.

11.17. S/he shall attend the appropriate Blues Committee, the Sports Federation Captain's Meetings and any other relevant meetings or committees within the university.

11.18. S/he shall aid the President in carrying out his or her duties where appropriate.

### **The Safety Officer**

11.19. The Safety Officer is responsible for ensuring that the Club operates in a safe manner as prescribed by the Secretary of State.

11.20. S/he should propose and maintain a set of safety guidelines to be approved by the Committee and established as rules of the Club.

11.21. S/he is to keep a safety report book and report all breaches in safety, both personal and in the fabric of the Range. The book shall be available for individual Members to (anonymously, if necessary) write down any concerns or report safety breaches.

### **The Police Liaison Officer**

11.22. The Police Liaison Officer may hold another committee post.

11.23. S/he shall provide the police with such information as they require to ensure that the activities of the Club and its members are conducted properly and safely and give no cause for concern, in accordance with the Secretary of State's rules and guidelines for Home Office approved clubs.

### **The FAC Holder**

- 11.24. The FAC Holder shall hold the Club's Firearm Certificate. S/he shall be responsible for the security of the Club's rifles and ammunition. S/he shall also be responsible for the purchasing of ammunition and for the maintenance, repair and acquisition of rifles.
- 11.25. In accordance with Home Office guidelines, s/he may delegate some of his/her responsibilities to certain Committee members by furnishing them with a written statement of authorisation.

### **The Social Secretary**

- 11.26. The Social Secretary shall have responsibility for the organisation of the Club's Annual Dinner in Michaelmas Term, and for any other official dinners or engagements that the Club is required to organise, including the Heslop Dinner, the Chancellors' Dinner and the Annual Cocktails at Bisley.
- 11.27. S/he shall organise at least one social event per term for the membership of the Club.

### **The Alumni Secretary**

- 11.28. The Alumni Secretary shall be responsible for:
- (i) maintaining a database of contact details for Alumni of the Club;
  - (ii) assisting in the preparation of the Club Newsletter;
  - (iii) managing and developing the Club's relationship with Alumni and encouraging support for the Club.

### **The Senior Adviser**

- 11.29. An ex-member or other non-member of the Club may be elected to this position, who shall then be deemed ex officio an Honorary member. S/he shall act in an advisory capacity in relation to shooting or organisational matters and may be called upon in general to advise and assist the Officers with their duties where appropriate.

### **The Match Rifle Captain**

- 11.30. Should the President decide to delegate such responsibilities, the Match Rifle Captain shall be responsible for the training, selection and organisation of all teams to compete on behalf of the Club in any Match Rifle competition.

## **12. COMPETITIONS**

- 12.1. Arrangements and regulations for all competitions within the Club shall be made by the Committee.
- 12.2. All disputes arising from such competitions shall be referred to the Committee whose majority decision on the matter shall be final. Any member who refuses to abide by any such decisions or persists in wilfully disobeying any such regulations shall render him/herself liable to expulsion from the Club.
- 12.3. No member of the Committee shall take part in the determination of any dispute in which s/he is personally interested.

### **13. BLUES AWARDS**

- 13.1. There shall be four Blues Matches every year: The Heslop and the Lerman in Hilary term, and the Humphry and the Chancellor's at the Bisley summer full-bore meeting. In addition there shall be the Bentata Ladies' Match in Hilary term.
- 13.2. Half Blues and Discretionary Full Blues may be awarded at the President's discretion and according to the criteria and procedures laid down by the Blues Committees and in the Rules of the Club.
- 13.3. The President may also apply to the Blues Committee for an Extraordinary Full-Blue in the case of an exceptional performance during the season by a member of the Club.

### **14. CLUB COLOURS**

- 14.1. Club colours may be awarded at the discretion of the President, in accordance with the Blues Committee regulations, to any member competing in any of the Blues Matches, The Musketeers, The Universities Long Range, or any other appropriate match.

### **15. GUEST DAYS**

- 15.1. The Club shall hold a number of Guest Days during full term, at which prospective members of the Club may use the Club's facilities under the supervision of Full members. These shall be conducted in accordance with the regulations laid down by the Secretary of State:
  - (i) There shall be no more than twelve guest days per year;
  - (ii) Guests must be either members of a recognised outside organisation or individuals who are known personally to at least one Full member of the Club;
  - (iii) Guest must be supervised on a one-to-one basis at all times when handling firearms or ammunition, by either a Full member or a coach with a qualification recognised by the UK Sports Council;
  - (iv) The Secretary or Police Liaison Officer shall notify each Guest Day to the Police Firearms Licensing department at least 48 hours in advance of the Guest Day.

### **16. SUBSCRIPTIONS**

- 16.1. The Committee shall determine any annual subscription, which may be split into suitable divisions.
- 16.2. Subscriptions shall fall due upon the first day of Full Term in the Michaelmas term of every year. Those members whose annual subscriptions have not been paid before the first day of the fifth week of Michaelmas Full Term and who neglect to comply within seven days to a written request for payment thereof shall have their names sent to the Treasurer and Proctors. Such members shall cease to be members at the expiration of the aforesaid period of seven days unless a reason for such delay is given to the satisfaction of the Committee. Their subscription in arrears shall nevertheless be payable, and the Treasurer shall have the power to sue for and recover the same.

## **17. CHARGES**

- 17.1. In addition to the subscriptions mentioned above, reasonable charges may be made by the Club for the supply and use of equipment and ammunition, competition entries, accommodation and target hire. The Committee shall determine such charges.
- 17.2. The cost of other facilities and matches arranged by the Club may be apportioned among those members taking part therein.
- 17.3. Charges incurred during the Easter Bisley training camp shall fall due by the end of Trinity Term, while those charges incurred during any match weekend in the Trinity Full Term shall also fall due by the start of the Imperial Meeting. Those charges incurred during the Imperial Meeting shall fall due by 4th week of the following Michaelmas Term. Any other charges incurred shall fall due at the end of the term in which they are incurred.
- 17.4. Should any member fail to comply with a written request for payment of the outstanding charge within the period hereinabove specified, their names shall be forwarded to the Treasurer and Proctors. Such members shall cease to be members at the expiration of a period of seven days from the issue of a final demand, unless a reason for such delay is given to the satisfaction of the Committee. Their charges in arrears shall nevertheless be payable, and the Treasurer shall have the power to sue for and recover the same.

## **18. DISSOLUTION**

- 18.1. The Club may be dissolved at any time by the approving votes of two thirds of the membership of the Club in person or by proxy at a General Meeting. The Club may also be dissolved by means of not less than thirty days notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
- 18.2. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University or shall be:
  - (i) used for the foundation of another Home Office Approved rifle club subject to at least two thirds of the new club's membership at its foundation consisting of former members of the Club;
  - (ii) paid to another Home Office Approved rifle club subject to at least two thirds of the other club's membership consisting of former members of the Club.

## **19. INTERPRETATION**

- 19.1. If the interpretation of this constitution should be in doubt, the matter shall be referred firstly to the Committee of the Club, secondly, if necessary, to the Senior Member and finally, if necessary, to the Proctors.