



Cambridge University Clay Pigeon Shooting Club CONSTITUTION

1. Name

1. The name of the Society shall be “The Cambridge University Clay Pigeon Shooting Club” hereafter referred to as “the Club” or “CUCPSC”.

2. Objectives and Aims

1. The Club’s aim shall be to promote the sport of clay pigeon shooting; in particular the sporting discipline.
2. In pursuance of its aim the Club shall arrange and organise practice shoots, competitions amongst members and with other clubs, and aim to improve the standard of shooting among members.
3. It shall be the Club’s intent that, at least once during every year, a Varsity match be held against the Oxford University Clay Pigeon Shooting Club, to be hosted alternately by each Club.

3. Membership

1. Membership of the Club shall be open to all members of the University, and at the discretion of the committee, any others that have an interest in clay pigeon shooting.
2. Membership shall consist of the following categories:
 - i. Ordinary Membership
 - ii. Affiliate Membership
 - iii. Honorary Membership
3. If an applicant is not a member of the University, they may only apply for Affiliate Membership. For their application to be approved they must have unanimous approval from the Executive Committee.

- i. Affiliate members will be unable to represent the Club in competition, will have lower priority with regards to transport to Club events and access to coaching, and are not eligible to vote at General Meetings.
4. The Club will offer Honorary Membership to all past presidents and to those nominated by the Committee. Nominations must be approved at an Annual General Meeting (AGM).
5. Membership will never be refused on the grounds of class, racial origin, culture, gender, age, sexuality, disability, religion, political affiliation, or marital status.
6. Membership of the Club is to be contingent on prospective members displaying gun safety, expressing genuine enthusiasm, and being amiable with other members of the Club. Those who fail to meet said contingencies will not be invited to assume membership.
 - i. The refusal of an invitation to membership on these grounds is to be determined by the Chairman and must be approved by a majority vote of the Executive Committee.
7. There shall be an annual fee for membership which shall be determined by the Executive Committee and reviewed from time-to-time.
8. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations, as well as any codes of practice that the Club has adopted.
9. The Committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of the individual concerned if a member of the Committee and any member of the Committee making or connected with the complaint against the individual) is unanimous both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Committee, before a final decision is made.

4. Equality of Opportunity

1. The Club is committed in its pursuit of sporting excellence to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity.
2. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.

3. The Club has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures laid out in clause 10.
5. The Club will from time to time review the Equality Statement contained within its Welfare Policy.

5. The Executive Committee

1. The day-to-day management of the Club's affairs shall be in the hands of the Executive Committee, which shall be appointed by a committee convened by the outgoing Executive Committee, to be called the Appointment Committee.
 - i. The Appointment Committee shall comprise of the outgoing Executive Committee, as well as any members who have held positions of responsibility in the Club, yet only members of the Executive Committee shall have voting power.
 - ii. The Appointment Committee shall be convened before the start of the Easter Term and shall duly appoint the incoming Executive Committee before the AGM, so that members can vote to approve the appointments.
 - iii. Members of this committee shall use a fair and uniform process for all applicants to the roles of the Executive Committee.
 - iv. This committee shall document the reasons for their decisions, and this documentation shall be made available upon request by any candidate, insofar as it relates to their application, within a fortnight. In addition, it shall be produced for scrutiny at the AGM if it is so requested by any member present.
2. The Executive Committee shall consist of the following roles: President, Chairman, Treasurer, and Secretary, who shall be appointed as detailed in 5.1, as well as a Senior Treasurer who shall be nominated by the Executive Committee.
3. The Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee. The Senior Treasurer shall ensure that there is in place proper finance, administration and regulation of the Club.
4. All Executive Committee members (except the Senior Treasurer) must be members of the Club and shall be eligible for re-election each year. If the post of any member of the Executive Committee should fall vacant after election, the Executive Committee shall have the power to fill the vacancy until the next AGM, provided that any temporary replacement for the Senior Treasurer is a member of the Regent House, or other person approved by the Sports Club Registration Sub-Committee.

5. All of the appointed members of the Executive Committee (except the Senior Treasurer) shall be full-time *in statu pupillari* members of the University.
6. Meetings of the Executive Committee shall be chaired by the President or in their absence the Chairman. The quorum for the meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept, and be made available to members if requested.
7. The Executive Committee shall have the power to add other posts to the Committee, to be filled by current members of the Club. Such posts, being honorary, shall not have voting rights within the Executive Committee. Together with the Executive Committee, members in these posts shall form the Full Committee.
 - i. Their presence at meetings of the Executive Committee shall be at the request of the President.
8. Executive Committee members can be removed from office by either:
 - i. Written notice requesting their resignation by a majority of the Executive Committee.
 - ii. At the written request of at least three quarters of the Club's members.
9. In the event of a member of the Executive Committee resigning, an Extraordinary General Meeting shall be called, applications to the position shall be opened to members of the Club for a period of fourteen days prior to the meeting.
10. The Executive Committee shall have the power to form such by-laws as they consider will be conducive to the good of the Club and to the encouragement of the sport, and will adopt such means as they think sufficient to bring these to the notice of the members. Any such policies, codes, rules, and bye-laws shall be binding on all members.
11. The Executive Committee will have powers to appoint any non-voting advisers to the Executive Committee as necessary to fulfil its business.
12. The period of handover between the outgoing and incoming Executive Committees shall begin on the date of appointment, as specified in 5.1(ii)., and conclude at the end of Easter Term.
 - i. During the handover period the outgoing Executive Committee shall continue to exercise authority over the affairs of the Club, and this authority shall transfer absolutely to the incoming Executive Committee at the end of the period.

- ii. In this period, the outgoing and incoming Executive Committees shall form a Transition Committee, through which the outgoing shall prepare the incoming Executive Committee for their new roles.
- iii. The outgoing Executive Committee shall adequately prepare the incoming for their roles by informing them of all matters of ongoing concern, standard practices, and procedures, transferring all relevant materials, and transferring access to all relevant accounts, *inter alia*.
- iv. In order to assist with the transition process, the outgoing Executive Committee shall update and add to a handover management plan, which will assist with adequate preparation as detailed in 5.1(iii).

6. General Meetings

1. The Club shall hold an Annual General Meeting (AGM) during each academic year. The AGM shall be held in Cambridge during Easter Term. All Members shall be invited to attend and, other than Affiliate and Honorary Members, all shall be entitled to vote. At least fourteen days' written notice shall be given to members before the AGM, containing the date, time, and place of the meeting.
2. The AGM shall approve Minutes of the last General Meeting, the Club's Accounts for the preceding year, approve the appointment of the Executive Committee for the year ahead, consider any proposed changes to the Club Constitution, and conduct such business as is necessary for the operation of the Club.
3. All approvals require the vote of a simple majority of the members present. The method shall be by a show of hands at the meeting, or by any other method agreed upon by the outgoing Executive Committee. If there is a split decision, then the Chair of the AGM shall have the deciding vote.
4. The President or in their absence the Chairman shall take the Chair at any General Meeting. In the absence of the President and Chairman the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be five members and a written record of every General Meeting shall be kept.
5. Only current, fully paid-up members are eligible to vote at an AGM.
6. If the AGM does not approve of the Minutes of the last General Meeting, Club Account's, or appointment of the Executive Committee, then it is the responsibility of the Executive Committee to make alterations, or new proposals, to be voted on at the same meeting, until they are approved.
7. An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Fourteen days'

written notice shall be given to members before an EGM is held. An EGM shall have the same powers and follow the same procedures as outlined for an AGM.

7. Financial Matters

1. The Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club's funds.
2. It shall be the responsibility of the Treasurer to ensure that monies received and expended are properly accounted for and that the Club's financial records are kept in good order. In particular, the Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Club.
3. Any expenditure from the Club accounts of five hundred pounds or greater shall require the unanimous approval of the Executive Committee prior to the expenditure being made.
4. The Senior Treasurer shall make arrangements for the Club's banking account to be properly audited on an annual basis, either by themselves, or by some other person approved under University Ordinances.
5. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Club unless they are either also a member of the Club, or have acted otherwise than in accordance with the Club Constitution.
6. For so long as the Club shall be Registered with the University Sports Service, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for registration as a University Sports Club.
7. The Executive Committee (acting by its members) is authorised to enter into contractual arrangements with third parties for and on behalf of all members, but only to the extent reasonably necessary for the proper performance of its duties pursuant to the constitution and acting always in the best interests of the Club and its members. Non-Executive Committee members are not entitled to enter into contractual arrangements for and on behalf of other members unless expressly authorised in writing by the Executive Committee.
8. When entering into contractual arrangements pursuant to clause 7.7, the Executive Committee shall endeavour to agree a contractual limit on the members' liability which does not exceed the assets of the Club from time to time, or, if not possible, a reasonable limit of liability taking into account the nature of the contract and the circumstances.
9. The assets of the Club shall be held on trust by the members of the Executive Committee as trustees for the benefit of the Club and its members.

10. As an unincorporated association, all members are liable for any debts and obligations properly incurred by one or more members on behalf of the Club. In the event that members individually or collectively suffer a claim, penalty or other financial loss or liability on behalf of the Club (whether in negligence, contract or otherwise) which is not covered by insurance, then provided the relevant members have acted in good faith and in accordance with the constitution and have taken all reasonable steps to mitigate their loss, they shall be entitled to an indemnity from the Club's realisable assets up to the value of the assets from time to time, such indemnity to be administered by the Executive Committee, subject to the following exclusions: claims, penalties or other financial loss or liability incurred by a member or members: (i) as a result of criminal offences committed by such members; and/or (ii) in connection with the use of motor vehicles by such members; and/or (iii) which would have been covered by insurance but which due to the acts or omissions of such members (including but not limited to failure to obtain insurance required by law or failure to comply with the terms and conditions of insurance), is not so covered.

8. Changes to the Constitution

1. Subject to clause 12 (Reserved Matters) the Constitution may be amended at a General Meeting, with approval of at least two thirds of those voting members present. The amendment must be circulated in written form at least fourteen days prior to the meeting date for members' consideration. Any amendments are subject to approval by the University Sports Service, and must be received by the Sports Service within fourteen days of the vote.

9. Complaints processes

1. Prior to submitting a written complaint members should, where possible and appropriate, first discuss any concerns that they may have in relation to club activities with a member of the Executive Committee, Club Welfare Officer or relevant team captain so that a suitable informal resolution may be considered. If not possible or appropriate, or an informal resolution cannot be agreed, then the member should follow the complaints process identified in the remainder of this clause 9.
2. Prior to submitting a written complaint, members should refer to the University Sports Club Incident Pathway (Students/Adults) to determine the complaints procedure(s) that should be followed. Advice on the appropriate procedure(s) may be sought, in confidence, from the Club or Sports Service Welfare Officer(s) whose contact details can be found in the Club Welfare Policy.
3. Where a club level complaint is indicated, this must be submitted in writing to the Executive Committee in an expedient manner. Complaints should be treated confidentially and must not be distributed publicly.

4. The Executive Committee will acknowledge receipt of any written complaint within 7 days.
5. The Executive Committee will meet to review the complaint within 21 days of receipt to determine what information, response, or action is required. The Executive Committee will also agree an appropriate timescale for the process to be completed. This will be communicated to the complainant within 7 days of the meeting taking place.
6. Where indicated by the University Sports Club Incident Pathway (Students/Adults), or when agreed by the Executive Committee as the appropriate course of action following their meeting, the complaint will be referred to the Senior Treasurer who will conduct an investigation.
7. Complaints against a member(s) of the Executive Committee may be lodged with the Senior Treasurer, or, where a further conflict of interest arises, with the Sports Service who will advise on the appropriate procedures depending on the nature of the complaint.
8. The Executive Committee may also trigger the complaints process in the event of an observed or alleged breach of the Club Code of Conduct.

10. Disciplinary processes

1. Subject to the remainder of this clause 10, the Executive Committee, in consultation with the Senior Treasurer, shall have the authority to expel or to suspend a member or members whose actions are felt to be such as to bring the Club into disrepute, or materially harm or present a risk of material harm to the interests of its members.
2. The Executive Committee, in consultation with the Senior Treasurer, may also take other disciplinary action in respect of a member of the Club, commensurate with the seriousness of the offence.
3. In line with clause 9, written notice of any investigation by the Senior Treasurer will be provided within 28 days of a complaint being received. In the case of serious misconduct, the Club Executive Committee, in consultation with the Senior Treasurer, may suspend a member pending the outcome of the investigation.
4. The member against whom a complaint has been made will be given an opportunity to make written or oral representations, following the conclusion of any investigation, before a decision is taken regarding expulsion. The expulsion of a member can only be effected, following a majority vote of all Executive

Committee members. Where a complaint has been lodged against a member of the Executive Committee, they will be excluded from the majority vote.

5. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Club within 7 days. They will not be entitled to any full or partial refund of annual subscriptions.
6. If a member who has been excluded, suspended or subject to other disciplinary action pursuant to this clause wishes to appeal the decision, that appeal should be made to the Secretary of the University Sports Committee who will convene a Review Group from members of the Sports Committee/Sub-Committees. The Review Group will consider the investigation process and the facts of the case and their decision will be final.

11. Dissolution

1. A resolution to dissolve the Club can only be passed at a General Meeting in accordance with clause 12.
2. In the event of dissolution, all debts shall be cleared with any remaining funds of the Club. Any assets remaining after all liabilities have been met shall become the property of the University and shall be transferred to the Sports Service with the exception of firearms as laid out in clause 11.3.
3. If firearms are being transferred the recipient must be legally entitled to hold firearms. In the event that no such recipient is found, firearms should either be sold through an authorised retailer and the proceeds transferred along with other Club assets, or handed over to the local police authority for destruction.

12. Reserved Matters

1. The following matters (the "Reserved Matters") require approval by the Senior Treasurer and at least two thirds of the members voting at any General Meeting at which any of the following matters require approval:
 - i. Any amendment to the Constitution which materially affects the position of the members, or which materially alters the relationship between the Club and the University.
 - ii. The dissolution of the Club.
 - iii. Any proposal which has a material impact on the Club, its members, its assets, and/or its finances.
 - iv. The application and/or use of Club assets or Club financial assets other than for the benefit of the Club.