

# The Cambridge University Clay Pigeon Shooting Club

## Constitution

### 1. Name:

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

### 2. Objectives:

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.
  - i. If an applicant is not a member of the University they may only apply to become an affiliate member. In order for their application to be approved they must have unanimous approval from both the Executive and Senior Committees.
  - ii. Affiliate members will be unable to represent the Club at competition, will have lower priority with regards to transport to shooting/coaching and are not eligible to vote at General Meetings.
2. Membership will never be refused on the grounds of class, racial origin, culture, gender, age, sexuality, disability, religion, political affiliation or marital status. 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. The refusal of an invitation to membership on these grounds is to be determined by the Secretary and must be approved by a majority vote of the Executive Committee.
3. There shall be an annual fee for membership which shall be determined by the Executive Committee and reviewed from time-to-time.
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. The committee has the power to terminate the membership of any individual, provided that the decision of the Committee (with the exception of (i) the

individual concerned if a member of the Committee and (ii) 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. 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 normally 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. Said committee shall be convened before the start of the Easter term, and shall duly appoint the incoming Executive Committee before the AGM.
  - iii. Members of this committee shall use a fair and uniform process for all applicants to the roles of the Executive Committee.
  - iiii. This committee shall document the reasons for their decisions, and this documentation shall be made available upon request any candidate, insofar as it related 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 period of handover between the outgoing and incoming Executive Committees shall begin on the date of appointment, as specified in 4(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*.
  - iiii. In order to assist with the transition process, the outgoing Executive Committee shall update and add to a handover book, which assist in adequate preparation as detailed in 4.1(iii).
3. The Executive Committee shall consist of a, President, Chairman, Treasurer, and Secretary who shall be appointed as detailed in 4.1.

4. In addition there shall be a Senior Treasurer, who shall be an alumnus/alumna of the University, or a current University member of staff. The Senior Treasurer shall be appointed by the appointed members of the Executive Committee.
5. The Senior Treasurer shall be an *ex officio* member of the Executive Committee.
6. All of the appointed members of the Executive Committee shall be full-time *in statu pupillari* members of the University.
7. Meetings of the Executive Committee shall be chaired by the President or in their absence the Secretary. 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.
8. 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 Committee. Together with the Executive Committee, members in these posts shall form the Full Committee.
  - ii. Their presence at meetings of the Executive Committee shall be at the request of the President.
9. Executive Committee members can be removed from office by either:
  - i. Written notice requesting their resignation by all other members of the Executive Committee.
  - ii. At the written request of at least three quarters of the Societies members.
10. In the event of a member of the Executive Committee resigning, an Extraordinary General Meeting shall be called, applications shall be opened to members of the Club for the vacancy for a period of fourteen days prior to the meeting.
11. If the Senior Treasurer can no longer hold office due to resignation or other suitable reason the Executive committee shall appoint a new candidate and members notified.
12. 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.

## 5. 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 Full Term. All Members shall be invited to attend and, other than Honorary Members, all shall be entitled to vote. At least fourteen days written notice shall be given to members before the AGM.
2. The AGM shall approve Minutes of the last General Meeting, the Club's Accounts for the preceding year, elect the appointment of the Executive Committee for the year ahead, and conduct such their business as is necessary.
3. All approvals require the vote of a simple majority of the members present. If there is a tie, then the Chair of the AGM shall have the deciding vote.

4. 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.
5. 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 as an AGM.
6. The President or in his or her absence the Secretary shall take the Chair at any General Meeting. The quorum for a General Meeting shall be five members and a written record of every General Meeting shall be kept.

**6. Financial Matters:**

1. The Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club's funds.
2. The Club's banking account shall be registered to, and accessible only to, the President and the Treasurer, and the transfer of access to the Club's account shall take place during the handover period.
3. 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.
4. The Treasurer shall be required to present a statement of the Club's banking account, as well as records of transactions, to the Executive Committee upon the request of any member of said committee, within one week of the request.
5. Any expenditure from the club accounts of one hundred pounds or greater shall require the unanimous approval of the Executive Committee prior to the expenditure being made.
6. The Senior Treasurer shall make arrangements for the Club's banking account to be properly audited, either by himself or herself, or by some other person approved under University Ordinances.
7. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Club unless he or she has personally authorised such a debt in writing.
8. For so long as the Club shall be Registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for Registration as a University Society.

**7. Changes To The Constitution:**

1. The Constitution may be amended at a General Meeting, the amendment circulated in written form at least fourteen days prior to the meeting date for members' consideration.

**8. Requirements for achieving a Half Blue:**

1. Men reaching  $\geq 75$  and Women reaching  $\geq 50$  in the Varsity Match are eligible for Half Blue.
2. Members of a squad achieving a top 5 position at BUCS are eligible for a Half Blue.
3. Both of these criteria are, however, contingent on shooters being members of their respective 1st Varsity Squads and shooting in the Varsity Match in the same academic year.

**9. Dissolution:**

- a. The Club may be dissolved at a General Meeting provided that at least Twenty-one days written notice of the intention to dissolve the Club has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.
- b. Any motion for Dissolution of the Club shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Societies Syndicate. 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 a retailer and the proceeds transferred along with other club assets, or handed over to the local police authority for destruction.