

SCOTTISH AIR RIFLE & PISTOL ASSOCIATION

CONSTITUTION

1 Name

The association shall be entitled SCOTTISH AIR RIFLE & PISTOL ASSOCIATION (SARPA being the accepted abbreviated title) hereinafter referred to as the "ASSOCIATION".

2 Administration

Subject to the matters set out below the Association and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 7 of this constitution.

3 Objectives

The objectives of the Association are:-

- (a) To promote the safe use of air rifles and pistols.
- (b) To support, encourage and promote all aspects of the sport of competitive target shooting with air rifles and air pistols, and to arrange relevant instruction courses.
- (c) To encourage the formation of target air rifle and pistol clubs.
- (d) To issue rules and regulations to be observed in the sport, and safety rules to be observed at all times by members.
- (e) To arrange competitions and award trophies and prizes for such competitions as may be decided by the management Committee.
- (f) to raise funds by means of subscriptions, contributions, donations or any other source for the furtherance of the Association and the sport.
- (g) To obtain publicity for and recognition of the sport and the Association
- (h) To represent and safeguard the interests of its members in all matters connected with the sport.
- (i) To co-operate with and to support any other shooting or sporting or associated body in any way to mutual interest or to achieve any of the foregoing objectives, but without such co-operation or support infringing in anyway the independence of the Association or any other body.
- (j) To represent the political views and interests of those involved in pest control.

4 Powers

- 4.1 To assist in the standardisation of competition and safety rules for all airgun target shooting and encourage implementation of these rules to be observed at all times by members.

- 4.2 To arrange competitions and award trophies and prizes for such competitions as may be decided by the Management Committee.
- 4.3 To raise funds by means of subscriptions, contributions, donations or any other source for the furtherance of the Association and associated sports.
- 4.4 To obtain publicity for and recognition of associated sports and the Association.
- 4.5 To represent, support and safeguard the interests of its members in all matters connected with airgun shooting.
- 4.6.0 To co-operate with and to support any other shooting or sporting or associated body in any way to mutual interest or to achieve any of the foregoing objectives, but without such co-operation or support infringing in anyway the independence of the Association or any other body.

5 Membership

- 5.1 Membership of the Association shall be open to individuals and properly constituted organisations who are interested in furthering the objects of the Association and who have paid the annual subscription as fixed from time to time by the Members present at the annual general meeting or any extra ordinary meeting called specifically for that purpose. Members must be of an age to legally use an Airgun. Membership shall not be granted to anyone who may not legally use Airguns.
- 5.2 The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made.
- 5.3 The Management Committee may create any class of member they deem necessary and may determine what benefits or rights such members may have, and may lay down procedures for the introduction of prospective new members to the Association. The exercise of any such powers by the Management Committee shall be subject to ratification by the next annual general meeting of the Association by means of appropriate amendment(s) to the byelaws of the Association
- 5.4 Access to events:
All SARPA events with the exception of those explicitly expressed as "Member only" will be run as "Open Events". Guest access to "Open Events" is granted solely at the hosting member club's discretion. At any time any club may for good reason refuse a Guest or SARPA Member access based on its own constitutional rules. Any access restrictions should be notified to the individual(s) prior to holding an event.
- 5.5 The Management Committee may, if called upon by a three quarters majority vote of the general committee, notify unaffiliated club(s) or individual(s) of any organisation wide access restriction placed upon them. Any access

restrictions issued in such a manner can be appealed in writing and will be subject to review on a 6 monthly basis.

6 Honorary Officers

The Office-Bearers of the Association shall be a Chairman, a Secretary and a Treasurer. Each shall be elected annually. All retiring Office Bearers are eligible for re-election. A vacancy arising among the Office Bearers may be filled immediately by co-option whereupon the incumbent (or elected replacement) shall serve the remaining period of the term of Office.

7 Management Committee

- 7.1 The business of the Association shall be conducted by a Management Committee, which shall consist of the Office Bearers and Ordinary Committee Members. Ordinary Committee Members shall be elected annually. Each properly constituted member club shall nominate one committee member and any remaining position(s) elected. Vacancies occurring in the Management Committee during the year may be filled immediately by co-option. Any member so co-opted shall serve until the next AGM. The Committee may co-opt such other non-voting members as it deems necessary for any period until the next AGM. All retiring members shall be eligible for re-election.
- 7.2 All committee members shall be fully paid members of the Association as per Clause 10.1.
- 8.7 Each properly constituted member club, who has an elected committee member, if they so wish, can name at the AGM a substitute. The purpose of the 'substitute' would be to replace the elected committee member if for any "acceptable" reason the elected committee member is unable to attend. At no time would both the elected and substitute committee members be allowed to attend the meeting together.

8 Removal of Member or Organisation

- 8.1 Any Office-Bearer, member of the Management Committee or other Officer of the Association may be removed from office by the majority vote of not less than two-thirds of all votes cast at any General Meeting convened under Clause 10, 16 or 17 whereupon an extraordinary election shall be held immediately to fill the vacancy so caused. Any member so removed from office shall have no claim on the Association.
- 8.2 Any complaint which the committee receives will be dealt with using the timescale per BFTA Disciplinary Procedures
- 8.3.1 The Management Committee may at any time, by majority vote, suspend from membership of the Association any member or group of members

where necessary for the reputation or good governance or order of the Association. Such suspension shall be notified in writing and shall be effective until the next AGM or EGM of the Association at which appeal against such suspension shall be only by personal appearance. Members present may by majority vote reverse the decision of the Management Committee or endorse it, thereby causing the instant debarring of the member or group of members. Such vote will only take place after address by the appellant(s) and the Management Committee. Any member so dealt with shall have no claim on the Association.

9 Meetings and Proceedings of the Management Committee

- 9.1 The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any three members of the Management Committee upon not less than seven days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include appointment of a co-opted member then not less than 21 days' notice must be given. All notices must be given in writing.
- 9.2 The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- 9.3 There shall be a quorum when at least one-third of the members of the Management Committee for the time being or four members of the Management Committee, whichever is the greater, are present at the meeting.
- 9.4 The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.
- 9.5 The Management Committee may from time to time make or alter the byelaws of the Association. Any such addition or alteration to the byelaws must be laid before the next annual general meeting of the Association for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 9.6 The Management Committee may appoint one or more advisory or sub-committees consisting of three or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee, agreed and authorised by the Management Committee in advance of any actions by the sub-committees.

- 9.7 The Management Committee shall ensure that at all times the Association and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken.

10 Finance

- 10.1 The financial and membership year for the Association shall run 1st January to 31st December. The Annual Subscription shall be such sums as shall be agreed at the AGM and shall fall due before the commencement of the following financial year
- 10.2 The funds of the Association, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Association at such bank or building society as the Management Committee shall from time to time decide. The Association may operate more than one bank account. Two members of the Management Committee must sign all cheques drawn on the Association's bank account.
- 10.3 The funds belonging to the Association shall be applied only in furthering the objects.

11 Property

- 11.1 All property of the Association shall be vested in the Committee for the time being and the Committee shall have power to appoint Trustees to hold any particular item of property from time to time.

12 Annual General Meetings

- 12.1 The Annual General Meeting of the Association shall be in December/January. Attendance at any AGM/EGM is open only to members of affiliated clubs or individual members of the association. Items for the Agenda other than proposed constitutional change must be submitted to the Secretary in writing not later than seven days prior to the date of the Meeting. Fourteen days notice of the meeting shall be given by the Secretary to the members. The verified accounts for the previous calendar year shall be available at the Meeting and on request from the Secretary up to 14 days before the Meeting.

The following business shall be transacted:-

- approve minutes of last years General Meeting
- receive the Annual Accounts and Reports of the Management Committee
- elect the Management Committee
- set the fees and subscriptions for the following year
- appoint an individual independent verifier
- any other competent business

A quorum shall be 6 members for any General Meeting.

- 12.2 The Annual Subscription shall be such sums as shall be agreed at the AGM and shall fall due before the commencement of the following financial year.
- 12.3 The Management Committee may pay accounts and incur any normal liabilities on behalf of the Association. The Committee are hereby indemnified by the Association against any claim or demand in respect of any liabilities properly incurred on behalf of the Association.
- 12.4 Any expenses reasonably incurred by any member of the Management Committee in attending meetings of the Committee or in pursuance of directions of the Committee shall at the discretion of the Management Committee be reimbursed at cost from the ASSOCIATION funds.

13 Special General Meetings

- 13.1 The Committee shall be bound to call an EGM on the request in writing to the Secretary of no less than 25% of the members. Upon such requisitioning being duly served and not complied with within 14 days the requisitionists may themselves convene an Extraordinary Meeting at the expense of the Association by giving 14 days notice in writing to the members, duly setting out the purpose for which such a meeting is called. Any resolution passed at such meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.
An EGM may deal only with the motion duly notified and is not empowered to consider change of the Constitution.

14 Procedure at General Meetings

- 14.1 The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Association.
- 14.2 There shall be a quorum when at least 25% of the number of full members of the Association for the time being or 20 members of the Association, whichever is less, are present at any general meeting.
- 14.3 If after 30 minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting shall be adjourned to another time and place. The adjourned meeting shall take place within 42 days of the date of the original meeting, or as soon after as is practicable.
- 14.4 If at the adjourned meeting there are insufficient members present to form a quorum, the meeting will proceed after a delay of 30 minutes unless sufficient members are present before that time to form a quorum.

15 Notices

Any notice required to be served on any member of the Association shall be in writing and shall be served by the Secretary or the Management Committee on such member either personally or by sending it through the post in a prepaid letter addressed to the member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

16 Voting

- 16.1 For the purposes of the AGM or EGM every person currently a member of SARPA shall have one vote on any resolution on which they are entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the question.
- 16.1(a) For the purposes of regular committee meetings, voting will be one vote per club with one vote to represent the interests of the individual membership.
- 16.2 The Chairman of any Committee or General Meeting shall only vote in the event of a tie.

17 Alterations to Constitution

- 17.1 Alterations to the Constitution shall only be made at the AGM and only by a two-thirds majority of those Full Members present and voting. Notice of motion for Constitutional change must be given to the Secretary in writing at least 42 days prior to the Annual General Meeting.

18 Dissolution

In the event of the Association being wound up, the assets of the Association shall not belong to any member club, members or officers of the Association. The assets of SARPA shall be distributed as follows:

- (a) All monies shall be donated to a Scottish based charity or charities selected by the incumbent management committee. The choice of charity shall ensure no member of the Management Committee may make any benefit, financial, professional or personal through association with the selected charity or charities.
- (b) All equipment shall be passed to the BFTA and kept by them, in trust, for a minimum period of two years and a maximum of five years. After the two years the BFTA shall donate the equipment to any established, properly constituted Scottish based organisation that has been formed specifically to replace SARPA and thereby promote and encourage competition airgun shooting in Scotland. At the end of the five years, in the event that no such organisation exists, the equipment shall be sold at public auction as directed by the BFTA Chairman. The monies therefrom shall be donated to a Scottish based charity selected by the BFTA committee.