

CLUB CONSTITUTION

NAME AND OBJECTS

1. The Club is called the Oxford University Pistol Club. The Club's objects are the support, development, improvement and promotion of pistol and gallery rifle shooting in the University of Oxford; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE

2. Compliance:–

- (a) 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. The club holds 'Discretionary Full Blue' status and as such will also abide by the regulations of the Men's and Women's Blue Committees of the University's Sports Federation.
- (b) The activities of the Club will at all times be conducted in accordance with the University procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student Handbook on the University's webpages).
- (c) The Club shall be affiliated to the National Small-bore Rifle Association, the Oxfordshire Rifle Association and any other associations thought to be in the interest of the Club (unless the Insurance Section of the University's Central Administration ("the Insurance Section") agrees to or prescribes other arrangements); and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.
- (d) 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 the National Rifle Association (NRA), the National Small Bore Rifle Association (NSRA) or possess the relevant experience; and that all paid coaches are accredited by the NRA or the NSRA.
- (e) The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, 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 University's 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.
- (f) 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.

- (g) The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on the University's clubs and societies webpage. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:
- i. to designate a member of the Club entitled to a University e-mail account (as defined by the IT rules) to act as its IT Officer, whose duties shall include liaising with IT services 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;
 - ii. 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 guidelines for web and social media publishing that the University may provide from time to time, and coordinating and regulating access to the web facilities use by the Club;
 - iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services (the "IT Rules" (<http://www.it.ox.ac.uk/rules>)) (including those guidelines relating to the operation of electronic mailing lists);
 - iv. to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.
- (h) The activities of the Club will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

MEMBERSHIP

3. 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.
4. 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, so long as they are aged 18 years or older. A member shall continue to be eligible until they are given permission to supplicate for their degree, diploma or certificate, regardless of whether or not they continue to be liable to pay fees to the

University.

5. The Committee may also, at its discretion, admit to membership:-
 - (a) members of Ruskin College; Ripon College, Cuddesdon and the Oxford Institute of Legal Practice;
 - (b) 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; and
 - (c) other persons not falling within clauses 4, 5(a) or 5(b) above, provided that non-university members shall not constitute more than one-fifth of the total membership.
6. Associate Membership:—
 - (a) Members of the University, or of such other institutions as the proctors may approve in accordance with clause 5 above, may be admitted to Associate Membership of the Club on receipt of the relevant proposal form (“Part A”) signed by a committee member, and the appropriate subscription.
 - (b) Associate Members shall not enjoy any of the privileges associated with membership of the Club in the sense of Section 15 of the Firearms Act, and in particular may not use their membership of the club to justify the use or possession of firearms.
 - (c) Associate Members shall not be permitted to use or be in possession of any of the Club's firearms or ammunition, with the exception of clause (d) below.
 - (d) Associate Members shall enjoy the use of the club's air weapons and associated equipment, and have the opportunity and relevant access to the facilities to use these weapons, to the same extent as Probationary club members; provided that this continues to be consistent with the relevant laws.
 - (e) It is intended that most Associate Members shall apply to become Probationary and subsequently Full Members of the club. An Associate Member may be required to make such an application within a reasonable time, or have their Associate Membership revoked, at the discretion of the Committee.
 - (f) Associate Members may only use the Club’s facilities if they have paid the subscription for the current academic year.
7. Probationary Membership:—
 - (a) Associate Members may be admitted to Probationary Membership of the Club upon submission of the relevant proposal form (“Part B”) signed by a committee member. This is in addition to the requirements of clause 6 (a). These steps may be taken concurrently.
 - (b) Probationary Members shall enjoy the privileges associated with membership of the Club in the sense of Section 15 of the Firearms Act.
 - (c) A probationary member may not make use of club equipment without the presence of a full member of the club.

- (d) Probationary members shall become eligible for full membership upon the satisfactory completion of an ongoing safety test/observation, the completion of three months' probationary membership in which they shoot regularly with the club and after firing a Section 1 Firearm with the club (unless the committee makes special exemption). After a probationary member becomes eligible, the Committee may elect them to full member status.
- (e) All applicants shall provide, with his/her proposal form, the names of two referees. These referees shall be:
 - i. Their college Tutor or Supervisor, or a professional person who has known them for the last two years.
 - ii. A Committee member

The former of these referees will sign a declaration. If the referee is unable to certify that:

- i. To the best of their knowledge, the Applicant has no history of mental illness and has not served a prison term.
- ii. They know of no reason why the Applicant might be considered unsuitable for membership of a Firearms Club

Then the Applicant may not be admitted to Probationary or Full Membership, unless further evidence allows the Committee to do so, under Home Office regulations. This requirement for further evidence may be satisfied by a letter from a GP declaring that the Applicant is of sound mind, and in particular that the Applicant no longer suffers from serious depression, suicidal tendencies, self-harm, or longstanding or intermittent periods of either emotional instability or unpredictable behaviour.

- (f) The Committee may refuse to elect any Probationary Member to Full Membership. The Probationary Member may appeal this decision in line with the Appeals procedure detailed in clause 11 below. A non-exhaustive list of grounds for refusal is as follows:
 - i. Probationary member has not shot regularly in the preceding three months.
 - ii. Probationary member has not shot a Section 1 Firearm with the Club.
 - iii. Probationary member has committed one or more breaches of the Safety Declaration.
 - iv. Probationary member has committed regular breaches of the Etiquette Guidelines.
- (g) Any person who is a full member of another target shooting club approved by the Secretary of State; or who holds a firearm certificate; or who has handled appropriate firearms in the course of their duty in the police or the armed services; shall be eligible for election to Full Membership of the Club without the requirement of a Probationary Membership period, on receipt of sufficient and appropriate proof.
- (h) No application for membership of the Club will be processed until the relevant subscription is received.

8. Full Membership:–

- (a) Full Members of the Club shall be defined as those members of the Club who have satisfied the Committee as to their fitness for Full Membership, by satisfactorily completing their period of Probationary Membership of the Club or by satisfying the conditions set out in clause 7 (f).
- (b) Full Members alone are eligible to be members of the Committee, to conduct range officer duties, or to vote in a General Meeting of the Club.
- (c) The number of Probationary Members of the Club may not exceed the number of full members except in Michaelmas term of any year.
- (d) Full Members shall enjoy the privileges associated with membership of the Club in the sense of Section 15 of the Firearms Act.

9. Honorary membership of the Club is open to those persons nominated by the Committee. 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 they may not vote in a General Meeting of the Club, and that they do not enjoy any privileges associated with membership of the Club under Section 15 of the Firearms Act. In particular, they may not use their membership to justify the use or possession of firearms.

10. Removal from membership:–

- (a) The Committee may remove a person from membership for good cause. This decision may be appealed in line with the Appeals procedure detailed in clause 11 below. Good causes may include:
 - i. a serious breach of the Safety Guidelines.
 - ii. regular minor breaches of the Safety Guidelines.
 - iii. regular breaches of the Etiquette Agreement.
 - iv. the member is no longer permitted membership under Home Office regulations.
- (b) In the case of a serious safety breach, the most senior committee member present reserves the right to order a member to leave the range.

DISCIPLINE AND APPEALS PROCEDURE

11. Procedure:–

- (a) In the first instance of minor infractions, a verbal, official warning may be given by any committee member.
- (b) For further similar infractions, a written warning will be given by the Captain.
- (c) If this warning is not followed, or a serious infraction has occurred, the Captain may exclude the member, with written notice of 14 days of the hearing that will consider their expulsion, containing details of the complaint against them.

- (d) The hearing panel shall be chaired by the Secretary, and will contain another committee member, and one other full member of the club decided by the committee. The Captain may not sit on this panel. The member shall be given an opportunity to make written representations and / or appear before the panel and be accompanied by a representative / friend who may answer complaints and cross examine.
- (e) The member shall be entitled to an appeal, subject to the same rules. The appeal panel shall be chaired by the Senior Member, and will contain a committee member, and a full member. No member of the hearing panel may sit on the appeal panel. The Captain may not sit on the appeal panel.

MEETINGS OF THE MEMBERS

- 12. There shall be an Annual General Meeting for all the members of the Club in Hilary Full Term, convened by the Secretary on not less than fourteen days' notice.
- 13. The Annual General Meeting will:
 - (a) 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;
 - (b) receive a report from the Committee on the Club's compliance with clause 2 above;
 - (c) elect Members of the Committee in accordance with clause 33 below: the Committee's nominations for the Officers 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: nominations for the other Committee Members may be taken from the floor of the meeting;
 - (d) consider any motions of which due notice has been given, and any other relevant business.
- 14. An Extraordinary General Meeting may be called in any Full Term; by the Captain, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, 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.
- 15. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
- 16. A General Meeting shall require a quorum of 8, or 40%, whichever is the fewer, of all full members to be present in person or by proxy. 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).

17. Procedures:–

- (a) Only Full Members may vote at General Meetings.
- (b) Members who wish to attend by proxy must have notified the Secretary of their nominated proxy in writing at least one hour before the start of the General Meeting.
- (c) A motion is passed if a majority of those full members present and voting are in favour. If votes be equal the Chair shall have a casting vote.

THE COMMITTEE

- 18. The affairs of the Club shall be administered by a Committee consisting or 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.
- 19. The quorum for a Committee meeting shall be three members present in person, to include the Captain 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.
- 20. The Committee shall be made up of the Captain, the Secretary, the Treasurer, the Ladies', Captain, the Safety Officer, the Equipment Officer, the Alumni Officer, the IT Officer, the Records Officer, Police Liaison Officer and Social Secretary should these positions not be included in the above posts. The Captain, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from clauses 4, 5(a) or 5(b) above, or (with the approval of the Proctors) a member of Congregation. If their eligibility stems from clause 5(a) or 5(b) 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.
- 21. The Chair shall be taken by the Captain of the Club or the Secretary in the Captain's absence. If votes be equal the Chair shall have a casting vote. The Captain, or Secretary in the Captain's absence, 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.
- 22. The Captain shall:
 - (a) be responsible for the selection and organisation of teams to compete on behalf of the Club;
 - (b) call upon the officers of the Club to report the state of affairs of the Club with which they may respectively be charged;
 - (c) 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;

- (d) present at the General Meeting of the Club a report concerning the activities of the Club since the preceding General Meeting. The Captain, if present, shall chair all Committee meetings and General Meetings of the Club;
- (e) attend meetings of their respective Blues Committee, the Sports Federation Captain's Meetings and any other relevant meetings or committees within the university. Should the Captain be unavailable for such appointments, they shall arrange for the attendance of an appropriate replacement from within the Committee;
- (f) have access to the club armoury.

23. The Secretary shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors and/or police upon request;
- (b) give notice of meetings of the members and the Committee;
- (c) draw up the minutes of those meetings;
- (d) 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;
- (e) advise the Proctors promptly (through the Director of Sport) of any changes in this Constitution;
- (f) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to clause 2(b) above;
- (g) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts;
- (h) 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 when firearms have been used;
- (i) be responsible for arranging the details of matches with other clubs;
- (j) have access to the club armoury.

24. The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) 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");
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;

- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibility;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctor and Internal Audit;
- (i) 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;
- (j) be authorised to make payments out of the funds of the Club in accordance with instructions given from time to time by the Committee
- (k) 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
- (l) account to the succeeding Treasurer for all monies received and paid by them during their term of office, and shall likewise prepare a statement of the accounts for the Sports Federation.

25. The Ladies' Captain shall:

- (a) be responsible for the selection and organisation of any Ladies only team, with the assistance of the Captain, to compete on behalf of the Club in any competition.
- (b) attend meetings of their respective Blues Committee, the Sports Federation Captain's Meetings and any other relevant meetings or committees within the university;
- (c) aid the Captain in carrying out their duties where appropriate;
- (d) have access to the club armoury, if deemed necessary.

26. The Safety Officer shall:

- (a) be responsible for ensuring the Club operates in a safe manner as prescribed by the Secretary of State;
- (b) propose a set of safety guidelines to be approved by the committee and established as rules of the Club;
- (c) be responsible for completing the Trip/Fixture registration form, on the Sports federation website, before every relevant trip of the Club;
- (d) 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.
- (e) be the designated "Child and Vulnerable Adult Protection Officer" should the

Club have any members under the age of eighteen, or any vulnerable adult members.

27. The Equipment Officer:

- (a) may hold another committee position;
- (b) position may be held by more than one individual;
- (c) shall be in charge of ordering targets, pellets, and any other items of equipment required by the Club, apart from live ammunition;
- (d) shall be responsible for ordering club sports kit;
- (e) shall be responsible for making sure that club equipment is maintained in a fit and safe condition.

28. The Police Liaison Officer:

- (a) may hold another committee post;
- (b) 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 criteria for home office approved clubs.
- (c) shall be the holder of the club's Firearms Certificate
- (d) shall have access to the club armoury

29. The Alumni Officer:

- (a) may hold another committee position;
- (b) shall maintain the alumni database
- (c) shall liaise with alumni to try and obtain funding for Club via the university gift aid scheme.

30. The IT Officer:

- (a) shall be responsible for liaising with OUCS to use IT facilities in the name of the club, particularly email and web-pages, in accordance with clause 2(f) above;
- (b) may hold another committee position;
- (c) shall be responsible for passing on to his or her successor in office all records to the use of the facilities allocated.

31. The Records Officer:

- (a) may hold another committee position;
- (b) shall be responsible for recording results of all competitions entered by the Club.

32. The Social Secretary:

- (a) may hold another committee position;

- (b) shall be responsible for the organisation of social meetings for the members of the Club, including social meetings with the members of other Clubs
33. The Club shall have the following senior members;
- (a) the Honorary President, who shall be nominated as HRH The Prince of Wales;
 - (b) up to three Vice-Presidents within the U.K., all of whom shall be past members of the Club and shall be nominated annually by the committee.
34. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election.
35. 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 co-optation.
36. 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.
37. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
38. The Committee shall have power to make regulations and by-laws in order to implement the clauses of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. 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 or by the unanimous decision of the entire Committee at a Committee Meeting.
39. No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.

INDEMNITY

40. So far as may be permitted by law, every member of the Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by them in the execution or discharge of their duties or the exercise of their powers, or otherwise properly in relation to or in connection with their duties. This indemnity extends to any liability incurred by them in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by them as a member of the Committee or officer of the Club and in which judgement is given in their favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on their part), or in which they are acquitted, or in connection with any application under any statute for relief from liability in respect of any such

act or omission in which relief is granted to him or her by the Court.

41. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or officer of the Club insurance cover against any liability which by virtue of any rule of law may attach to them in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by them and for which they are entitled to be indemnified by the Club by virtue of clause 39.

DISSOLUTION

42. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) 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.
43. 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 for use in support of University Pistol Shooting or other sporting activities within the University.

INTERPRETATION

44. Any question about the interpretation of this Constitution shall be settled by the Proctors.

APPENDIX

INSURANCE

The Club shall be insured against public liability, personal accident, fire and theft.

BLUES AWARDS

1. There shall be two Blues Matches every year: The Air Pistol Varsity Match in Hilary term, and the Centrefire Varsity Match at the Bisley summer full-bore meeting. In addition there shall be the Ladies' Match in Hilary term;
2. A Half-Blue may be awarded, at the Captain's discretion, to members representing the University of Oxford in the matches against the University of Cambridge in any of the above named Blues Matches, excluding the Ladies' Match. A Lady may be awarded a Half-Blue if she shoots in the Ladies' Match against the University of Cambridge, but not in the Air Pistol Varsity Match in the same year, and achieves a score of 500/600 or greater, in an ISSF standard course.
3. The Captain may apply to the Blues Committee for an Extraordinary Full Blue to be awarded in the case of an exceptional performance during the season by a member of the Club.
4. A maximum of one individual per academic year to be awarded a Full Blue at the discretion of the committee upon meeting the following criteria:
 - (a) In the case of men:
 - i. Individual to be selected and participate in the A-teams for both Small-Bore and Full-Bore Varsity in the same academic year
 - ii. Individual to obtain a minimum score of 560 at the Small-Bore Varsity OR
 - iii. Individual to obtain a minimum score of 390 at the Full-bore Varsity.
 - (b) In the case of women:
 - i. Individual to be selected and participate in women's team or men's A-team in the Small-bore Varsity, and A Team in the Full-bore Varsity, in the same academic year
 - ii. Individual to obtain a minimum score of 560 at the Small-Bore Varsity OR
 - iii. Individual to obtain a minimum score of 380 at the Full-bore Varsity.
5. In the event of two or more individuals of the same gender meeting the criteria, one will be awarded by the committee and the others will be subject to the approval of an Extraordinary Full Blue by the OUMBC or OUWBC.