

Somerset Small-bore Shooting Association

Affiliated to NSRA No.2505



CONSTITUTION

Version 06

VERSION SCHEDULE

VERSION NO.	BRIEF DESCRIPTION	DATE OF RATIFICATION
02	June 2002 approved	12/06/2002
03	Change from auditors to independent Financial Accountants	16/06/2009
04	Change from Independent Financial Accountants to member or friend of the Association	18/06 2015
05	To include GDPR Privacy Policy	14/06/2018
06	Updated, but not limited to, reflecting current management of the Association along with font alignment and added clause numbers	14/06/2023

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1. TITLE

The name of the Association shall be '**The Somerset Small-Bore Shooting Association**' or other such name as the Executive Committee may from time to time decide.

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 members of the Executive Committee, constituted by Clause 9 of this Constitution. The association will also abide by our declared GDPR – Privacy Policy – as stated in App. 01 attached to this constitution.

3. AIMS and OBJECTIVES

The object of the Association shall be to perform the duties of a County Association as indicated in the handbook of the NSRA and to encourage skill in small-bore target shooting by providing instruction and practice in the use of small-bore arms.

4. DEFINITION

The expression 'small-bore shooting' means the use of rimfire rifles and airguns of a calibre up to 0.22 inch.

5. MEMBERSHIP

Membership of the Association shall be open to rimfire rifle and airgun clubs in the area. Small-bore shooters, resident in the area may be admitted to membership of the Association as individual members provided, they are affiliated to the NSRA, to be known as Associate Members, without right to vote.

The Executive Committee may refuse any club or individual's application for membership. Application for membership should be made to the Hon. Secretary of the Association.

In the event of the Executive Committee having under consideration the termination of membership of any club or individual then an initial hearing and decision will be taken by a sub-committee of 6 members of the rifle and airgun Sub-Committees.

If the club or individual wishes to appeal against the decision the appeal will be heard by the Officers of the Association comprising Chairman , Secretary, Treasurer and Stats Officer/Rifle Captain plus one other member of that Sub-Committee. Always provided that at each stage the club or individual has the right to be heard accompanied by a representative.

Excepting the President and Vice-Presidents, only members of clubs affiliated to the SSBSA and situated within the boundaries of Somerset may be elected to the Executive Committee of the Association.

6. BUSINESS YEAR

The business year shall begin on 1st January and end on 31st December.

7. SUBSCRIPTIONS

Subscriptions are due on 1st May and must be paid not later than 31st August of the same year. The annual subscription to be proposed by the treasurer or any other member of the executive committee at the Annual General meeting and voted on by the Members present at the annual general meeting or any extraordinary meeting called specifically for that purpose.

8. OFFICERS

The Officers of the Association shall be President, Vice-Presidents, Chairman, Vice-Chairman, Secretary, Treasurer, Chief Statistical Officer, County Rifle and Airgun Captains.

9. EXECUTIVE COMMITTEE

- a) The business of the Association shall be transacted by the Executive Committee consisting of the elected Officers and club representatives provided by Somerset affiliated clubs. All Officers in addition to 2 members per club to have voting rights on matters raised at any Executive Committee meeting, Annual General meeting or Extraordinary General Meeting.
- b) All members of the Executive Committee must be full current members of an affiliated club.
- c) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

10. DETERMINATION of MEMBERSHIP of the EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if he or she, ceases to be a full current member of an affiliated club or becomes incapable by reason of mental disorder, illness, or injury of managing and administering his or her own affairs and that of the SSBSA.

11. EXECUTIVE COMMITTEE MEMBERS not to be PERSONALLY INTERESTED.

No member of the Executive Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee for the Association) or receive remuneration or to be interested (otherwise than as a member of the Executive Committee) in any contract entered by the Executive Committee.

Any member of the Executive Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by other members of the Management Committee to act in a professional capacity on behalf of the Association, provided that at no time shall a majority of the members of the Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

12. POWERS

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers :-

- to raise funds and to invite and to receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association; see also Clause 21 relating to the procedure to be adopted in the event of Disbandment of the Association.
- subject to any consents required by law to borrow money and to charge all or any part of the property of the Association with repayment of the money so borrowed.
- to co-operate with other associations, clubs, voluntary bodies, and statutory authorities engaged in furtherance of the objects and to exchange information and advice with them.
- to support any charitable trusts, associations or institutions formed for all or any of the objects.
- to do all such lawful things as are necessary for the achievement of the objects.

13. TRUSTEES

The Trustees of the Association shall be all the elected members of the Executive Committee. The Executive Committee may appoint two or more of its members to act on its behalf, a record of which must be made in the Minutes Book.

14. DUTIES

The Chairman presides at all Executive Committee Meetings and in the absence of the President or any of the Vice-Presidents, at all Annual General Meetings or Extraordinary General Meetings of the Association. In the absence of these Officers and the Vice-Chairman at any meeting, a Chairman shall be elected from amongst those present to act at the meeting.

The Secretary shall keep minutes of the business transacted at all General and Executive Committee meetings and shall give notice of such meetings in accordance with Clause 17 and shall perform such other duties relating to the office as may be required from time to time.

The Treasurer shall receive payment of monies due to the Association and shall make payments on its behalf. S/He shall keep proper accounts of all such monies received and paid during the business year and shall furnish a financial statement at the Annual General Meeting and at such time as may be required by the Association or its Executive Committee.

15. ANNUAL ACCOUNTS CHECK

Any member or friend of the association with the relevant knowledge or experience will be elected each year and their job will be to examine the Books of Account with the vouchers and invoices relating thereto at least once annually and shall initially raise any queries with the treasurer. Once resolved they report to the Secretary or in the form of a certificate appended to the financial statement. Any of the above duties, except for the annual accounts check may be combined in the person of one Office-Bearer when deemed expedient.

16. MEETINGS

An Annual General Meeting of the Association shall be held once annually in May/June for the purpose of electing Officers and Executive Committee members, considering the Annual Report and Financial Statement and transacting any other business. The Executive Committee may call an Executive Committee Meeting at any time, subject to the requisite notice being given. On the written requisition of the Committee of at least five clubs affiliated to the Association, the Secretary shall call an Extraordinary General Meeting, to be held within twenty-one days of the receipt of such a requisition. No business shall be transacted at such Extraordinary Meetings other than that for which the meeting was called.

17. NOTICE OF MEETING

Twenty-one clear days written notice of an Annual General Meeting, or any other General Meeting shall be given by the Secretary. In the case of Executive Committee Meetings, fourteen clear days written notice shall be given to members of that Committee and all affiliated clubs.

18. NOTICES

Any notice required to be served on any affiliated club or any individual member of an affiliated club shall be in electronic format, namely by email and shall be served by the Secretary or the Executive Committee on such club or individual member either to the Secretary of the club or to the individual member at his or her last known email address, confirmation of receipt and reading will be obtained by electronic means.

19. COMPETITION RULES

The Association shall make separate rules for the conduct of Leagues, Competitions, Matches and Meetings and may appoint Committees or Sub-Committees to carry out such rules. Where there are doubts or disputes, they shall be decided by that Committee.

20. COUNTY TEAMS

The County Teams will be selected by the County Captains.

21. DISBANDING THE ASSOCIATION

In the event of the Association being wound up, the property and assets of the Association shall be made over to the currently affiliated Clubs. If for any reason this is not practicable, the Executive Committee has sole discretion for deciding the beneficiary(ies). However, the Executive Committee decision must not result in any personal gain to its members and must be agreed by 75% of the Executive Committee in attendance at the time of agreeing to disband.

22. ALTERATION TO THE CONSTITUTION

Amendments to the Constitution shall be made only at Annual General Meetings or Extraordinary General Meetings called for the purpose. Any proposed amendments shall be given in writing to the Secretary at least one month before such a meeting.

23. VOTING

At General Meetings all members of affiliated Clubs may attend but only two from each Club resident within the Somerset boundaries may vote. The President or his deputy in the chair shall have the casting vote in the event of equality of votes.

24. QUORUM

At an Extraordinary Meeting twenty voting members and the Chairman shall form a quorum. At any Executive Committee Meeting, six members and the Chairman shall form a quorum. All officers of the association to have full voting rights in addition to any attending club members with the right to vote as clause 23.

25. PROXY

There shall be no voting by proxy at any meeting of the Association or its Committee.

26. BALLOT

Any member may call for a ballot, in which case voting shall be by this method. Otherwise, voting will be by a show of cards.

APPENDIX 01

General Data Protection Regulations - Privacy Policy

About this policy

This policy explains when and why we Somerset Small Bore Shooting Association (SSBSA) collect personal information about our affiliated clubs and some of their members, how we use it; keep it secure and member's rights in relation to it.

We will collect, use, and store personal data, as described in this SSBSA Data Protection Policy when people engage in activities organised by the SSBSA. Normally this will be through some level of membership/affiliation.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You will be advised by the secretary if the GDP Privacy Policy has been changed or amended. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person - Controllers of the data.

For the purposes of the GDPR, The Secretary; Treasurer; Captains and Competition organisers will be the "controllers" of all personal data we hold about club contacts and others. The Secretary, Treasurer, Captains, and competition organisers will be responsible for making sure their aspects of the SSBSA data complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is used and processed.
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**.
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to the appropriate Secretary; Treasurer; Captain or competition organiser.

Specific use and sharing of personal information.

In general, your personal data will only be used for the purposes of membership and competition management (renewals etc.) and your email and telephone numbers may be used for communication about news, competition entries/results and other important notices etc. Your name/address and email address will form part of an affiliation list which will be shared with all other affiliated clubs with the SSBSA. Your name/address and email address may be shared with our current National Governing Body (NSRA). Your personal data will not be passed to anyone else outside the Association and your email will only be given to someone outside the Association with your permission on an individual case.

The Lawful reasons for processing your data.

We have three lawful reasons for processing your data, which are:

- (a) Processing is necessary for compliance with our legal obligation (Firearm Amendment Act 1988 c.45 Exemptions Section 15 – Firearms clubs
- (b) Processing of your data is necessary for the administration of your affiliation contract.
- (c) You have given consent to the processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The tables below give further explanation of which lawful reason applies to which data, why we collect it and who we may be required to share it with. The SSBSA will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed under our legal obligation - currently the SSBSA does not own or hold any weapons, however, the SSBSA does organise open shoots where the following is a requirement:

- Maintain a register of attendance of all members with details of the firearm used.

Also see <https://www.gov.uk/government/publications/approval-of-rifle-and-muzzle-loading-pistol-clubs>.

<i>Type of information</i>	<i>Purpose</i>	<i>Shared with</i>
Members name.	To meet our legal obligations	<ul style="list-style-type: none">• Committee and associated working groups. • Police and/or Home Office representative
Date		
Club affiliation		
Details of firearms used.		

Please note data processed for compliance with the Firearm Amendment Act 1988 must be kept for 6 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

Data processed as a requirement of managing your membership/affiliation to the SSBSA

Type of information	Purpose	Shared with
Name, club name, contact address, telephone numbers, e-mail address.	Managing your club's affiliation to the SSBSA.	SSBSA affiliated clubs, Captains, and Competition organisers

Please note data processed for compliance with insurance purposes must be kept for 30 years from the end of your membership and is therefore exempt for your right to erasure under GDPR.

Data processed with your consent.

The SSBSA will seek consent before processing any information as outlined below, usually by a tick box on competition application forms.

Type of information	Purpose	Shared with
Competition entries: Name, club, averages, and scores. Shooter's classification – veterans, ladies, disability category and Junior age limits.	1. Managing the competition division/class selection. 2. Performance measures and selection of county teams. 3. Publication of results on county website and affiliated club websites.	1. All SSBSA affiliated clubs – affiliation list. 2. County Captains for selection 3. NSRA inter county competition organisers.
Club coordinators: Name, club, postal address, email and contact telephone numbers	For correspondence relating to competition results, stickers, medals, and trophies etc.	With permission of the coordinator in each instance
Photos and videos of members and their firearms	Putting on the association's website (www.ssbsa.co.uk) and social media pages and using in press releases.	With permission of the members in each instance.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction, and supervision of shooting activity	SSBSA affiliated clubs. Other clubs and shooting associations and NGBs with permission in each instance.

Enquiries and other communications with the SSBSA

Enquiries made with the SSBSA; the Association may hold your details for a period to deal with the enquiry. Any emails and other communications with the SSBSA will only be retained for a period appropriate to the content or request. SSBSA emails will be purged on a regular basis.

Children – Juniors under the age of 18.

Parents or guardians are responsible for giving permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controllers will process membership information electronically and hold all information on a database on *a secure computer*. A backup of this information will be held on a password protected backup memory.

Paper copies of data will be held at:

The SSBSA secretary; Treasurer, appropriately, at their house and secured by locked filing cabinet. If it is necessary to transport data, it will be kept secure.

The captains and competition organisers will produce paper copies of competition results and distribute (by email) to all clubs for posting on their club's notice boards.

Coaches and instructors will also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required.

For any on-line payments/received, we will use a recognised online secure payment system.

In the unlikely event of a Data Breach, we will notify members promptly. The SSBSA will never sell or pass on your personal data without permission in each instance.

Request to see your personal information.

If you wish to know what personal data the Association holds please email the Secretary, Treasurer, Captain or Competition organiser (appropriate email) and he/she will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each affiliated club (secretary, treasurer, captains) is responsible for keeping the SSBSA Secretary informed of changes to their data e.g., address/telephone number etc. the affiliation list will be updated at least once a year at renewal, and you are at that time authorising the SSBSA to hold such data on file.

Relevant data list is kept on file at the appropriate *Secretary's* home address; Treasurers home address; Captains home address and all competition organisers home addresses. The data will be normally kept for up to a minimum of *7 years*. It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address, and length of membership will be kept for up to 30 years for management of historical insurance claims. Names and scores may be kept indefinitely for reason of historical significance – e.g., on trophies, plaques, and other awards.