

BY LAWS
of the
BRITISH SKEET SHOOTING ASSOCIATION

ARTICLE I

NAME:

The name of this Association shall be the **BRITISH SKEET SHOOTING ASSOCIATION**, the same being a non-profit organisation of the United Kingdom, having been incorporated on the 6th day of December 1987. The official abbreviation is B.S.S.A.

SEAL:



ARTICLE II

AIMS:

- (a) To promote the sport of NSSA skeet shooting.
- (b) To advise and assist on all matters relating to NSSA skeet shooting in the U.K.
- (c) To allocate and administer various U.K. and European championships.
- (d) To arbitrate on any disputes that may from time to time arise.
- (e) To assist and advise NSSA Headquarters of the requirements and state of the sport within the U.K.

ARTICLE III

- (a) The affairs of the Association shall be under the overall supervision of a Committee which shall be the governing body of the Association
- (b) The Committee shall consist of a Chairman, Secretary and Treasurer (hereinafter called the Custodians), plus the UK Directors of NSSA, in a non-voting capacity. The Committee shall have the power to co-opt such additional Custodian Assistants as shall be deemed necessary by the Custodians. These Custodian Assistants shall not have the power to vote. Only those Custodians duly elected at a General Meeting may attend Committee meetings (save that Officers of the Executive Committee of NSSA or their appointed representatives, shall be ex-officio members of the Committee, and invited Custodian Assistants). The Custodians shall meet a minimum of four times in any calendar year and members who wish to sit in attendance to observe may be allowed to do so, if a majority of the Custodians are in favour. Two (2) of the Custodians shall constitute a quorum, one of which must be the Chairman. Minutes of all Committee meetings shall be supplied to the NSSA Executive Committee on request. All Custodians of the BSSA (except ex-officio members) shall retire at the AGM next following their election and may be eligible for re-election.
- (c) Where the Committee is without a Chairman through resignation, or otherwise, within seven (7) days, the Secretary shall call an EGM giving members twenty-eight (28) days notice, such EGM to be limited solely to the election of a new Chairman. In the period between the calling of the EGM and the election of a new Chairman, the remaining Custodians and UK Directors may conduct Committee meetings as necessary, solely for the purpose of the day-to-day running of the Association. The quorum of any such meeting shall be constituted of two (2) Custodians and one (1) UK Director.
- (d) Any custodian can be removed from office by an EGM called in the proper manner, with proper notice to all UK NSSA members both in writing and displayed on the BSSA web site.
- (e) Membership of the BSSA shall be automatic for all NSSA members in good standing with the NSSA and resident in the United Kingdom.
- (f) Any member may be suspended or expelled for cause at a regular or special meeting of the Custodians by a unanimous vote.
 - (i) Any member, having been suspended or expelled as above, shall receive due notice from the Secretary within seven (7) days of such suspension or expulsion.
 - (ii) Such member has the right to appear to appeal the Custodians' decision at any announced Committee meeting for a hearing. Any action involving such matters or reinstatement require a two-thirds (2/3rds) vote.
- (g) The responsibility of the custodian positions are as follows:

Chairman

1. Overall responsibility for managing the affairs of the BSSA during the elected term with a smooth transition to a successor elected.
2. Coordinating the efforts of the Secretary and Treasurer for the best benefit of expediency and professionalism for the four BSSA championships and the affairs and promotion of the NSSA and the BSSA in the UK.
3. Maintain and direct with proper record the BSSA web site for and on behalf of the BSSA members.

Secretary

1. To report to the Chairman and Treasurer of any received written matters appertaining to the BSSA and or its members.
2. Responsibility for maintaining, recording and preserving the minutes of all BSSA Custodian and open meetings.
3. Responsibility of collation and timely circulation of agendas for all BSSA meetings.
4. Liaising between Officers, Directors and NSSA/BSSA members.
5. Maintain and update with proper record the BSSA web site for and on behalf of the BSSA members.

Treasurer

1. Keeping full and detailed accounts of the BSSA finances.
2. Keeping and maintaining BSSA bank and or building society accounts.
3. Presenting full financial summary to the Chairman when requested and BSSA meetings.
4. Timely and accurate discharge of BSSA creditors.
5. Collection of all BSSA set levy fees from registered BSSA shoots.
6. To ensure the accurate payment of all BSSA championship NSSA levy's owed.
7. Keeping and maintaining full records of BSSA championship shoot costs along with payments made of BSSA sponsored monies.
8. Keeping and maintaining a full recorded breakdown of all class, HOA/HAA and champion payouts at BSSA championships.

It is the absolute responsibility of all three custodians when taking office to ensure that the **records** and **assets** of the BSSA are maintained, protected and preserved for the BSSA members and the history of this association.

ARTICLE IV

QUALIFICATIONS:

Custodians, other than ex-officio members must reside in the U.K. and must be individual members of NSSA in good standing and must be 18 years of age or over.

ARTICLE V

ELECTIONS:

Nominations for election of a Custodian may be made from the floor of the General Meeting or in writing to the Secretary prior to that meeting. Nominations may only be made by individual members in good standing resident within the U.K. When more than one nomination is received for any Custodian position, a vote shall be taken at the General

Meeting. All elections will be on the basis of “*one vote per Custodian position per member*”. Only individual members in good standing resident in the U.K. and present at the meeting shall be entitled to vote. Voting may be by show of hands or by ballot according to the will of the meeting. Elected Custodians shall hold office for a term of one year from 1 November following the AGM at which they were elected to 31 October of the following year, save where the Articles of the BSSA are changed, or an EGM called at which new Custodians are elected, whereby they will take office immediately.

ARTICLE VI

EXPENSES:

It is understood that all members' activities for the Association shall be on a purely voluntary basis. Any award for service to the BSSA shall be voted upon by the members at a General Meeting.

ARTICLE VII

GENERAL MEETINGS:

- (a) Only individual members in good standing resident in the U.K. shall be entitled to attend General Meetings and shall be entitled to speak and, with the exception of members under 18 years of age, shall have the right to stand for office and to vote. Officers of the Executive Committee or their appointed representatives shall be entitled to attend but not to vote, at all General Meetings.
- (b) The AGM shall be held in the month of August (or as soon thereafter as possible) at a venue to be decided by the Custodians. Members entitled to vote shall be served with notice of the meeting twenty-eight (28) days prior to such a meeting.
- (c) Service of notice for any General Meeting shall be deemed as follows:
 - a. By post, two days after the posting of the notice; or
 - b. By fax, email, SMS text message or MMS text message, on the same day.
- (d) The Custodians may decide to call an Extraordinary General Meeting at such time and place and for the determination or consideration of such matters as it thinks fit and shall give at least twenty-eight (28) days notice in writing to all members resident in the U.K. and entitled to attend and vote at such a General Meeting.
- (e) Within seven (7) days of a petition, signed by not less than ten (10) individual members in good standing resident within the U.K., being presented to the Secretary, an EGM shall be called giving twenty-eight (28) days notice of that EGM and its petition a to consider the matter contained therein.
- (f) If a motion is placed calling for a vote of no confidence in any or all of the Custodians, and such a motion is carried by a two thirds (2/3) majority at a General Meeting, the said Custodians shall immediately resign their posts, and hand over all documentation and assets of the BSSA.
- (g) Any matter upon which a vote is made at either an Extraordinary or an Annual General Meeting, including but not limited to the removal of Custodians, elections of Custodians, and alterations, or amendments, to the Constitution, shall take effect upon the closure of the aforesaid meeting.
- (h) All General Meetings must be advertised on the website twenty-eight (28) days prior to such a meeting.

ARTICLE VIII

FUNDS:

The Committee shall have a bank account designated the "British Skeet Shooting Association" and the Treasurer shall keep and present each year, to the AGM, true and proper accounts of the Committee's receipts and expenditure prepared with a year of account ending the 31st October each year or on another suitable date agreed at an earlier AGM. Cheques to be drawn on the Association's account must be signed by two Custodians, one of which must be the Chairman save that: where the Chairman is unable to sign a cheque, he may direct (in writing) that the remaining Custodians may sign for a cheque to be drawn; or, where the Association is without a Chairman pending an EGM, the remaining Custodians may sign for a cheque to be drawn.

ARTICLE IX

POWERS:

The Custodians shall have power to make such rules as they consider will be conducive to the good of the members and the management of the sport within the U.K. but subject always to the decision of the Executive Committee or instructions there from. All such rules or alterations to them shall be presented to the next General Meeting for ratification.

ARTICLE X

ALTERATIONS TO ARTICLES:

- (a) Whenever possible, proposed alterations to these Articles shall be published with the notice calling the General Meeting.
- (b) These articles are intended to govern the members of BSSA and shall be read in conjunction with and subject to the By Laws of NSSA and shall operate in so far as consistent with the same but in case of inconsistency the By Laws of NSSA shall prevail.

PROCLAMATION:

This instrument was adopted officially at of the British Skeet Shooting Association held at the AGM in August 2008.