

**CONSTITUTION AND RULES**  
**OF**  
**NATIONAL ASSOCIATION OF**  
**SPORTING RIFLE & PISTOL**  
**CLUBS**  
**(NASRPC)**



Adopted the 29th day of January 2017

## DEFINITIONS

In this Constitution, words and expressions shall have the following meanings:

- **“NASRPC”** means the National Association of Sporting Rifle & Pistol Clubs
- **“the Association”** means the NASRPC.
- **“the Executive Committee”** refers to the officers, elected at AGM, of the association.
- **“Member”** means a club, in good standing.
- **“Accredited Delegate”**- At any meeting of the Association, where members are represented, each member must nominate one person who shall cast any votes on behalf of the member and commit to providing a report to the member on the meeting.
- **“Governing Body”** - The Governing Body shall consist of the duly accredited delegates from each of the members, together with members of the Executive Committee.
- **“Written Notice”** shall, in the first instance, refer to sending an email to the email address specified on the most recent affiliation form, for the association member

Terms in this document, in the masculine gender, are to be understood as applying to all genders.

## **Versions**

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1.0	Prior version	Unknown
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# ARTICLES OF THE ASSOCIATION

## **Title**

The name of the Body shall be the “National Association of Sporting Rifle & Pistol Clubs” (hereinafter referred to as “the Association”)

## **Logo**

The logo of the Association shall be as per this document header or as otherwise decided by the Executive Committee

## **Address**

The addresses for services of notices and documentation shall be that of the current Chairman or current Secretary.

## **Declaration**

The Association shall organise such events, as are necessary, maintain such affiliations, as necessary and maintain Irish NGB status, as necessary, so as to fulfill the aims and objectives of the association and its members.

## **Aims and Objectives**

1. To encourage, support and promote the sport of organised and competitive target shooting in such disciplines as are requested by its members
2. To encourage the formation of competitive target shooting Clubs and Ranges throughout the island of Ireland and to encourage members to participate in all competitions approved by the Association.
3. To maintain a classification and ranking system in all competitive disciplines managed by the Association.
4. To maintain such affiliations, as are necessary, to facilitate International Competition, in the disciplines requested by its members.
5. To maintain Irish NGB status, where necessary, in the disciplines requested by its members.
6. To maintain good relations with our overseas counterparts
7. To maintain good relations with other Irish sporting NGBs.
8. To facilitate amongst its members, joint co-operation on matters of common interest.
9. To provide information to its members on relevant sport related matters and issues.
10. To run an active National Competition roster.
11. To organise and run the annual “NASRPC Irish Open”,
12. To raise the profile of Target shooting.
13. To create active participation by shooters.
14. To ensure financial stability within the Association.
15. To maintain the Association in good order.

## Membership

1. Membership of the Association shall be open to Target Shooting Clubs,
2. Application for membership of the Association shall be made, by written request, to the Executive Committee, on the prescribed membership form, with the prescribed affiliation fee.
3. The Executive Committee shall have power to refuse any application for membership.  
All membership applications and results must be reported to the Governing body at the next meeting.
4. Membership shall be deemed accepted, following written notice to the applicant and lodgement of the affiliation fee to the accounts of the association.
5. The Applicant shall have to right to request an appeal, of a decision to refuse membership, to the Governing Body, at its next meeting.
6. Membership shall lapse in the event of failure to pay the affiliation fee in due time or within such extended time as may be agreed, by written notice, by the Executive Committee.
7. The membership year of the Association will run from January 1<sup>st</sup> to December 31<sup>st</sup> of each calendar year.
8. "In Good Standing" - a member shall be deemed to be in good standing when their affiliation fee has been lodged to the accounts of the association.
9. Each member, in good standing, shall be issued an invoice for the affiliation fee, as ratified by AGM, and affiliation form, by the end of the week following the AGM. Return of the Affiliation form and Affiliation fee, is expected within one calendar month. At that stage a reminder shall be issued and if, after one more calendar month, the affiliation fee has not been lodged to the association's accounts, the member shall be deemed to no longer be a member of the association.  
The Executive Committee may extend the membership where they deem necessary. All affiliations, reminders, failure to renew affiliations and extensions, shall be reported to the governing body at their next meeting.
10. Affiliation fee shall be set by AGM of the Association

## **Executive Committee**

1. The management and business of the Association including the arrangements for meetings of the Association shall be the responsibility of the Executive Committee, and the Executive Committee shall discharge the affairs of the Association between general meetings.
2. The Executive Committee shall be comprised of nine (9) members consisting of the officers of the Association elected in accordance with Rule 3.
3. The officers of the Association shall consist of:
  - a. Hon. Chairman
  - b. Hon. Secretary
  - c. Hon. Treasurer
  - d. Vice Chairman
  - e. Assistant Secretary
  - f. Public Relations Officer
  - g. National Competition Director
  - h. National Development & Training Officer
  - i. Child protection officer
4. All officers of the Executive Committee shall be elected at an Annual General Meeting on which the election of such officers shall form part of the agenda.
5. The roles and functions of officers shall be that as is assigned to them by either the Executive Committee or the Association in general meeting.
6. Any officer elected to serve on the Executive Committee, who ceases to be a member of any member target shooting club, shall be deemed to have vacated his position and resigned from the Executive Committee.



7. The Executive committee will meet at such times, as necessary, to discuss and possibly vote, on matters before the association. (See Executive Committee Meetings)

The Executive Committee will meet with the rest of the Governing body at least once per calendar quarter. (See Governing Body Meetings)

The Executive Committee shall carry out the day-to-day business of the Association and deal with any other matters considered necessary.

The Executive Committee shall also have the power to appoint sub-committees and working groups as require carrying out the business of the Association.

8. The Executive Committee shall discharge the affairs of the Association between General Meetings.

9. If unopposed for election an officer shall be proposed and seconded, by a member of the Governing Body, at the Annual General Meeting of the Association and deemed to be elected unanimously.

10. The Executive Committee have power to deal with such matters concerning the Association as not expressly provided for in the Constitution other than when the Governing Body is in session.

11. The term of office of any officer elected to the Executive Committee shall not exceed three (3) consecutive years, excluding any term he/she may have served as a result of the untimely departure of his/her predecessor.

This does not preclude an individual from standing for election to another post on the Executive Committee, provided they have not exceeded the term of three (3) years in that position already.

12. Vacation of Position on Executive Committee

Where a member of the Executive committee resigns their position - or the position becomes vacant for any other reason - a replacement shall be elected by the governing body, at their next meeting, to fill the post until the next AGM.

13. Officers of the Association shall serve in an honorary capacity without salary and they shall ensure that the provisions of the Association's Constitution and Rules are given priority in all matters relating to the sport of shooting.
  
14. Data Protection : Officers of the Association commit to not using, nor retaining any data collected by the association such as, but not limited to, contact details, for any other purpose than to discharge the functions of the association.

## **National Discipline Coordinators**

The Executive Committee under the direction of any National Competition Director elected to it, for the purposes of promoting the respective sports, may request nominations from members for National Discipline Coordinators to promote specific target shooting disciplines

In the circumstances of there being more than one nomination for a particular National Discipline Coordinator position, the position will be filled by a vote of the Executive Committee.

## **Firearms Consultative Panel (FCP)**

The Firearms consultative panel, is a representative group formed by the Irish Government to communicate any changes in government policy towards firearms licensing, to those affected by those changes.

NASRPC have been invited to take part in this panel.

The representative to the FCP shall remain in that position until such time as they vacate the position, or the Governing Body decide to replace them.

The representative to the FCP, where necessary, will be selected by the Executive committee and their appointment ratified by the next meeting of the Governing Body.

In the event that the post is vacant and a meeting of the panel occurs, the Chairman shall attend, or nominate another member of the executive committee to attend, pending the selection of a new representative.

## **International Gallery Rifle Federation (IGRF)**

The NASRPC, as Irish NGB for Gallery Rifle, is the accredited Irish member of the IGRF.

On an annual basis, the Executive committee shall select the three (3) Irish representatives, to the IGRF council.

# Finances of the Association

The Association shall derive its funds from membership, match entries, fundraising activities, grants, donations and any other source of legal income.

The funds of the Association shall be applied to meet the Bona Fide financial commitments of the Association.

There shall be an annual audit of the Association's funds and accounts.

The funds of the Association shall be adequately safeguarded.

Not less than two authorised officers of the Executive Committee, one of which shall be the Honorary Treasurer, shall sign documents authorising the withdrawal of funds.

At its first meeting following the Annual General Meeting, the Executive Committee shall arrange to ensure that proper records are kept of all financial transactions of the Association and for the preparation each year for independent examination and submission to the Annual General Meeting of an income and expenditure account and balance sheet.

The financial year shall end on December 31<sup>st</sup> of each year.

## Financial Gain

No member of the Association, or Officer of the Association, shall derive any financial gain (other than honorary and approved expenses) from and through membership of the Association or its Executive Committee.

## Expenses

Where the Executive committee has previously agreed to reimburse expenses for specific costs of individuals, expense claims must be submitted, to the Honorary Treasurer, on the prescribed expense report form.

The executive committee reserves to right to question any expenses, so claimed.

# Meetings of the Association

The Association shall hold formal meetings, as outlined below.

The Association Chairman shall chair all Meetings of the Association.

In the absence of the Chairman, the Vice Chairman shall chair the meeting, in their absence the Secretary shall take the chair.

In the absence of the Chairman, the Vice Chairman and the Secretary; the meeting shall select a representative of a member Club to take the chair.

At all such meetings the following artifacts must be produced

- Meeting Invite & Agenda
- Attendance Record
- Meeting Minutes

Each type of meeting will also have it's own specifics as outlined below

The Executive Committee shall determine the date, time and location of each meeting.

An express power shall be vested in the Executive Committee to draw up and to alter from time to time bye laws or standing orders which would regulate the conduct of meetings as would not be inconsistent with the Constitution and Rules.

## **Voting Procedures at any Association meetings**

Only matters on the meeting Agenda may be voted upon.

Matters raised from the floor, that require a vote to be held, must be added to the agenda for a later meeting

The Executive committee may invite whomsoever they wish to advise the Meeting, however, only members of the Executive Committee, or the accredited delegate from each Member club, where appropriate, may cast a vote at a meeting.

Members of the Association must be a member for no less than 6 months + 1 day, in order to enjoy voting privileges at meetings.

Each member in good standing, shall have the right to cast one(1) vote - through its accredited delegate - at any meeting of the association, where so asked to vote.

Proxy voting shall not be permitted.

Unless otherwise requested, all votes shall be by a simple show of hands and require a majority of 50%+1, of the votes cast, to carry.

Requests to alter this document, the "Constitution and Rules of the Association" may only be added to the Agenda of an Annual or Extraordinary General meeting and requires two-thirds ( $\frac{2}{3}$ ) majority, of the votes cast, to carry.

Requests to overturn a decision made at a previous Meeting require a two-thirds ( $\frac{2}{3}$ ) majority, of the votes cast, to carry.

Where there is a tied vote, the Chairman shall have the casting vote, save where he is the accredited delegate of a member, in which case he shall nominate another member of the executive committee, to have a casting vote.

## **Executive Committee Meetings**

Meetings of the Executive Committee shall be held as required on the direction of the Chairman or at the request of any three (3) members of the Executive Committee.

### **Notice Period**

No less than seventy two (72) hours written notice, but recommended to be five (5) days. Meetings may be held in person or via shared communications.

### **Quorum**

In order for the meeting to be declared quorate and capable of voting on matters before it - there must be five (5) duly elected members of the Executive committee present.

## **Governing Body Meetings**

Meetings of the Governing Body shall be held on a quarterly basis on the direction of the Chairman.

The meetings shall be held in a central location in a room capable of hosting a meeting with two (2) members of each member club plus the members of the Executive Committee.

### **Notice Period**

The Secretary shall provide written notice of a Governing Body meeting, to all members of the Association and Executive Committee, with a date, time, location and provisional agenda, no less than fourteen (14) days prior to the meeting.

The Final Agenda shall be published seven (7) days prior to the meeting.

### **Minimum Agenda**

The Executive Committee shall provide the following reports to such meetings.

- Financial Summary
- Membership Summary
- Disciplinary Proceedings Report

### **Quorum**

In order for the meeting to be declared quorate and capable of voting on matters before it - there must be one third (33%) of the members, in good standing, of the Association present



## **Annual General Meeting (AGM)**

The Annual general meeting (AGM) of the members of the Association shall be held once every calendar year.

The meetings shall be held in a central location in a room capable of hosting a meeting with at least one hundred (100) persons present, unless larger or smaller numbers required..

Any member in good standing of a member of the association may attend, however, only accredited delegates shall enjoy voting privileges.

Each accredited delegate shall be issued with a delegate voting card at the time of registration at the AGM by the Association Secretary.

### **Notice Period**

The Secretary shall provide written notice of an Annual General Meeting, to all members of the Association and Executive Committee, with date, time, location and a provisional agenda, no less than thirty (30) days prior to the meeting.

The Final Agenda shall be published seven (7) days prior to the meeting.

### **Minimum Agenda**

- Introduction & outline the agenda
- Receipt, approval, adoption or rejection of the Chairman's Report
- Receipt, approval, adoption or rejection of the Secretary's Report
- Receipt, approval, adoption or rejection of the Treasurer's Report
- Competition Director Report
- Development Officer Report
- Election of officers/Executive Committee of the Association
- A.O.B.

## **Quorum**

In order for the meeting to be declared quorate and capable of voting on matters before it - there must be one third (33%) of the members, in good standing, of the Association present.

Should the meeting not be quorate, it shall be postponed for a duration of not less than twenty eight (28) days, with the secretary issuing a reminder invite and agenda, fourteen (14) and seven (7) days prior to the rescheduled meeting.

At the second meeting those accredited delegates present will form a quorum.

## **Resolutions**

Proposed resolutions to a meeting of the Association should be submitted on the prescribed form (See Appendix) , to the association secretary, no later than fourteen (14) days prior to the meeting, by the club secretary of the member club.

The Executive Committee shall be empowered to, should the need arise, limit to four (4) the number of Resolutions submitted by any member to an Annual General Meeting.

The Executive Committee may propose resolutions to the agenda of the Annual General Meeting. Executive Committee resolutions must be seconded by someone other than an Executive Committee Member.

Only those resolutions which appear on the agenda for the Annual General Meeting shall be debated.

Each resolution shall be formally proposed and seconded by a member of the Governing Body. A proposing member shall not second its own proposal.

Resolutions shall be voted upon as they appear on the agenda unless they are withdrawn or ruled out of order by the Chairman and shall not be amended in any form.

The Chairman may rule that two or more resolutions are related and may be taken together, with the agreement of the relevant proposers.

When an Annual General Meeting has carried a resolution, this decision may only be altered at a subsequent Annual or Extraordinary General Meeting by a two-third ( $\frac{2}{3}$ ) majority.

## **Amendment to constitution**

Any resolution to amend the Constitution shall be proposed and seconded by two members of the Governing Body.

For an alteration to the constitution to carry it requires a two thirds ( $\frac{2}{3}$ ) majority of the votes cast.

## **Elections to Executive Committee**

### **Nominations**

All nominations shall be by accredited delegates and must be either proposed, or seconded, by their own club.

All nominations must be submitted on the prescribed Nomination form (see appendix) and received by the secretary of the Association, no later than fourteen (14) days prior to the date of AGM.

All nominees to be eligible for election to the Executive Committee must be a current member, in good standing, of a member, in good standing, of the association.

A nominee who is not in attendance at the Annual General Meeting shall not be eligible for election unless prior written notice of the reason for absence is submitted to either the Chairman or the Secretary.

In the event of there being only one valid nomination for any post the Chairman shall declare that nominee elected.

### **Ballot**

Should there be more than two valid nominations for any election, a ballot shall be held and the candidate receiving least votes on each occasion should drop out until two candidates remain. A simple majority shall decide the contest between the two remaining candidates.

### **Handover**

Officers of the Association commit to having all such details, as necessary, to discharge their responsibilities, and transfer control of monies, accounts, data, affiliations, assets, etc. to those individuals elected to the Executive Committee, at the Annual General Meeting of the Association, should the person currently elected not be re-elected..

Where this is not possible, on the day, all transfer of control, of monies, accounts, data, affiliations, assets, etc. of the associations, to the newly elected executive committee members, must be completed within seven (7) days.

## **Extraordinary General Meetings.**

An Extraordinary General Meeting of the Association shall be called at any time on written notice to the Chairman or the Secretary by at least one third (33%) of the Association's membership, or by instruction of the majority of the Executive committee to the Secretary.

The meetings shall be held in a central location in a room capable of hosting a meeting with at least one hundred (100) persons present.

Any member in good standing. of a member of the association, may attend, however, only accredited delegates shall enjoy voting privileges.

Each accredited delegate shall be issued with a delegate voting card at the time of registration at the EGM by the Association Secretary.

### **Notice Period**

The Secretary shall, no more than seventy two (72) hours from the notice of EGM, provide written notice of an Extraordinary General Meeting, to all members of the Association and Executive Committee, with date, time, location and a final agenda.

The Meeting must be scheduled for, no more than, seven (7) days following the notice.

### **Minimum Agenda**

The purpose for which the Extraordinary General Meeting is required must be given in the EGM notice and will be the only item on the agenda and only matter for debate.

### **Quorum**

In order for the meeting to be declared quorate and capable of voting on matters before it - there must be one third (33%) of the members, in good standing, of the Association present.

## Anti-Doping

The Association agrees to adhere to the Anti-Doping policy of the Irish Sports Council.

Amendments and changes to Anti-Doping policy will be discussed and debated by the Executive Committee prior to inclusion into the Constitution and/or Rules of the Association.

The Executive committee shall appoint an individual to serve as the Anti-Doping Officer.

Any and all remuneration, costs and expenses associated with the administration, processing and execution of the Anti-Doping procedures as required by the Irish Sports Council, ***will be borne entirely by the person or athlete***, deemed by the Irish Sports Councils Anti - Doping testing regime, to have obtained a positive test result with respect to a banned substance, at an event run by the Association.

## Dissolution of the Association

A motion to dissolve the Association may only be moved at an Annual General Meeting or an Extraordinary General Meeting, or where there is a failure to elect an incoming executive committee within six (6) months of the date on which the Annual General Meeting was held.

If a motion to dissolve the Association is so carried, the Association's assets to be placed in trust until such time as they can again be used in the furtherance of the objectives of the Association.

# Code of Discipline

The Governing Body of the Association shall have the power to amend the code of discipline from time to time, without the need to convene an EGM or AGM.

Should disciplinary proceedings be in progress, alterations to the code of discipline may not have any effect upon that process, but will apply to any subsequent complaints.

Any person or group, while acting on behalf of, or representing, or taking part in an event organised by the Association must conduct themselves in a way so as not to bring the Association, or the Sport of Target Shooting, into disrepute.

Breaches may include, but are not limited to;

- Breaches of the law.
- Bullying, either in person, or using social media.
- Cheating.
- Failure to follow instructions of a Range Officer.
- Disruption of NASRPC events.
- Disruption of NASRPC teams.
- Actively undermining the ability of the NASRPC to achieve its aims and objectives.

## Disciplinary Proceedings

Should the Secretary of the Association receive a formal written complaint regarding a member, or an individual, the following disciplinary procedures shall be followed.

1. The Complainee shall be informed, in writing, of the complaint levied against them.
2. A meeting of no less than 2 members of the Executive Committee will be convened to discuss the matter with the complainant.
3. A meeting of no less than 2 members of the Executive Committee will be convened to discuss the matter with the complainee.

This executive committee, in conjunction with the complainant, may determine that no further action is required at this point.

4. Should the Executive committee decide that further action is required, they will convene a disciplinary panel to hear the complaint.

The Disciplinary panel shall consist of three (3) individuals from member clubs other than that from which the complaint arose or to which the complaint applies. The panel will also include the Association Chairman and Association Secretary (or alternates, as appropriate)

The Association Chairman, or alternate, shall chair the disciplinary panel.

The Association Secretary, or alternate, shall act as Secretary of the disciplinary panel.

Should the Chairman, Secretary or any other member of the disciplinary panel have any part to play in the complaint, or be a member of the same club as the complainee or complainant, they shall recuse themselves from the entire process and an alternate shall be selected by the executive committee.

In the event of a person ceasing to be a member of the panel, the Executive Committee shall have the power to co-opt a replacement.

5. The Disciplinary Panel shall adopt procedures in accordance with the established principles of natural justice for the investigation of any complaint and the conduct of Disciplinary Proceedings.
6. The Disciplinary panel may at its discretion, having regard to all the circumstances prevailing, deal with a complaint in an informal manner between the parties.



7. The Disciplinary panel will determine the severity of the breach and any resulting action or penalty that may be applied, if any.

Penalties may include one, or more, of the following:

- a. Suspension of membership from the NASRPC (Club).
- b. Removal of scores from NASRPC records and leaderboards (Individual).
- c. Revocation of awards, such as National Record, National Champion, Medals awarded at National Competition, Medals awarded at International Competition, etc. (Individual).
- d. Suspension from National Competition (Individual).
- e. Suspension from National Team Selection (Individual).
- f. Advising the complainant to report a Crime to the An Garda Siochana (Individual).

All such meetings will be duly minuted and all decisions and outcomes will be reported, by written notice, by the Association secretary, to both the complainant and complaine.

All such complaints and outcomes shall be reported to the Governing body at their next meeting.

## **Appeals process**

1. Any member, or individual, against whom a complaint has been upheld by the Disciplinary Panel shall be entitled to appeal the decision of the Disciplinary Panel to the Executive Committee within fourteen (14) days of being notified in writing by the Disciplinary Panel of its decision.
2. Fifteen (15) days from the notice of a decision by the disciplinary panel, should no appeal have been lodged, the complaine shall be deemed to have accepted the findings and any penalties levied by the disciplinary panel.  
The disciplinary process, in the case of that particular complaint, shall be deemed to be complete.
3. Any such appeal must be by written notice to the Secretary of the Association.

4. The appellant shall be required to specify the grounds of the appeal indicating whether the appeal is against the severity of the penalty imposed by the Disciplinary Panel or the upholding by the Disciplinary Panel of the original complaint.
5. The Executive Committee shall have the power to hear and determine any appeal.
6. The Executive Committee shall have the power to establish an independent Appeals Committee to deal with the appeal on its behalf.
7. The Executive Committee, in upholding a decision of the Disciplinary Panel, shall be entitled to affirm the penalty imposed by the Disciplinary Panel or levy an alternative penalty.

Penalties may include one, or more, of the following:

- a. Suspension of membership from the NASRPC (Club).
  - b. Removal of scores from NASRPC records and leaderboards (Individual).
  - c. Revocation of awards, such as National Record, National Champion, Medals awarded at National Competition, Medals awarded at International Competition, etc. (Individual).
  - d. Suspension from National Competition (Individual).
  - e. Suspension from National Team Selection (Individual).
  - f. Advising the complainant to report a Crime to the An Garda Siochana (Individual).
8. The Executive Committee shall adopt procedures in accordance with the established principles of natural justice for the conduct of the appeal and direct such investigations or enquiries as it considers necessary prior to the hearing of the appeal and the Executive Committee shall notify the appellant of such procedures in advance of the hearing of the appeal.

All such meetings will be duly minuted and all decisions and outcomes will be reported, by written notice, by the Association secretary, to the appellant.

All such appeals and outcomes shall be reported to the Governing body at their next meeting.

# Appendix 1

## NASRPC Membership

### Application/Renewal Form

Application Date	
Calendar Year for which membership is sought	
Club Name	
Club Address	
Club Pulse Number	
Contact Name	
Contact Email address (Primary Contact)	
Contact Phone Number (Emergency Contact)	
Public E-Mail (For NASRPC Website)	
Range GPS Co-Ordinates (For NASRPC Website)	
Telephone Number (For NASRPC Website)	

## Appendix 2

### NASRPC Expense Claim Form

Date		
Expense Type	Date	Amount (€)
Total (€)		

Please list all expense in Euros (€)

Please include copies of receipts for each line item.

Where receipts are in a foreign currency, we will use retail exchange rates published on the date of the receipt, by the bank in which the association's accounts are held, to validate Euro Equivalence

# Appendix 3

## NASRPC Proposed Resolution to AGM.

The Individual listed will be asked to present the background to the resolution at AGM and field any questions raised.

Resolution		
Constitutional Amendment	Y / N	
Proposing Member Club	Seconding Member Club	Date
Individual		

# Appendix 4

## NASRPC Nomination for Election.

Nomination for Election to:		
Individual being nominated:		
Club of which individual is a member in good standing:		
Proposing Member Club:	Seconding Member Club:	Date:
Reasons for nomination. Why is this the person for the role?		

# Appendix 5

## Affiliation Fee

Year	Fee
2015	Two Hundred (200) Euros
2016	Two Hundred (200) Euros
2017	