

## **BSRC BYE-LAWS**

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*The words in **underlined bold** are requirements under Home Office criteria for approval of clubs.*

### **Bye-laws of the British Sporting Rifle Club adopted on the Seventeenth day of April 2016.**

#### **1. General**

##### **1.1 Definitions.**

- 1) Words denoting the masculine gender are taken to include the feminine gender.
  - 2) "The Club" means the British Sporting Rifle Club.
  - 3) Unless stated otherwise, "member" means a current member (i.e. an annual, junior or life member whose subscription is paid up to date, or an honorary life member).
  - 4) "Range(s)" means the range facilities owned, leased or occupied by the Club at Bisley Camp, Brookwood, Surrey and includes both the land and buildings.
  - 5) The Club's "premises" means the place(s) where the Club carries out its activities.
- 1.2 The bye-laws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.3 All classes of member shall be provided with a copy of the constitution and bye-laws and any amendments pertaining thereto. In accepting membership of the Club members confirm acceptance of the constitution and bye-laws and will be bound by them.
- 1.4 The Club shall seek the approval of the appropriate Home Department as provided for by the relevant firearms legislation for the relevant categories of firearm which are used by members for the Club's activities and shall comply with the criteria laid down from time to time by that Department for the granting of such approval.
- 1.5 The Club may affiliate to any body where, in the opinion of the Executive Management Committee, such affiliation would be in the best interests of the Club.
- 1.6 Notwithstanding any provision hereof every member, visitor or guest shall be bound by any rules or regulations of any official governing body to which the Club is at any time affiliated, and by all relevant statutes or other instruments of law which may be in force. The Club and the members of the Executive Management Committee shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any member, visitor or guest.
- 1.7 Club Members, prospective members and guests must sign a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968 (which applies to persons who have served a term of imprisonment)
- 1.8 A condition of Home Office approval is that The Club has regular use of ranges with safety certificates for the categories of firearm in respect of which approval has been given
- 1.9 It is also a condition of Home Office Approval that all Club firearms and ammunition are stored under secure conditions

## 2. Membership

- 2.1. Membership subscriptions are due no later than *1st April* annually.
- 2.2. Annual subscriptions for all classes of members (except honorary life members) and joining fees shall be fixed by the members at the annual general meeting.
- 2.3 The classes of membership within the Club are:
  - 1) Probationary member (senior and junior)
  - 2) Annual member
  - 3) Junior member
  - 4) Life member
  - 5) Honorary Life member
  - 6) Associate member

Annual, Life and honorary life members are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Probationary, Junior and associate members are not entitled to vote. The Club does not run a day or temporary membership scheme.
- 2.4 All applications for membership of the Club must be made to the Secretary, who shall be responsible for taking the steps necessary to process them.
- 2.5 Upon receipt of an application for election to any class of membership the Secretary shall circulate the application to the members of the Executive Management Committee for their approval. If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, **the Secretary acting as Police Liaison Officer shall inform the police of receipt of the application and of the outcome of the application.**
- 2.6 On a vote on any application for membership the procedure is by secret ballot with two 'no' votes or more resulting in a rejected application.
- 2.7 Upon acceptance of an application the applicant is liable to pay the annual subscription appropriate to the class of membership to which he has been elected, or a proportion thereof, if appropriate.
- 2.8 Upon payment of the relevant annual subscription the Secretary shall issue a membership card and enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register.
- 2.9 Any member of any class who fails to pay any relevant annual subscription by 1<sup>st</sup> May will automatically cease to be a member of the Club with effect from that date. The Club secretary is required to inform UK Firearms Licensing of all members who do not renew their membership.
- 2.10 It is a pre-requisite of Membership and of the future election to Life Membership that the applicant be an Individual Member of the National Rifle Association. Life Members are expected to maintain their NRA membership beyond the year of their election.
- 2.11 The Executive Management Committee has an absolute discretion to allow a person whose membership has lapsed as a result of non-payment of subscription to be reinstated upon payment of the relevant subscription and of any other sums which may be due and owing to the Club by the person concerned. The Executive Management Committee may require a person whose membership has lapsed to re-apply for membership, complete an induction course and be subject to a probationary period.
- 2.12 Any member whose membership is terminated voluntarily, or under Clause 8.12 of these bye-laws, shall not be entitled to any refund of membership subscription or other charges which may have been paid, and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club.

2.13 Any member shall immediately notify the Secretary if his authority or suitability to own, use or be in possession of any firearm or ammunition is or may be affected by any event or change in his circumstances.

#### **2.14 Probationary Membership**

1) A probationary member is a person whose application for probationary membership of the Club has been accepted by the Executive Management Committee and who has paid the relevant joining fee. It is a condition of the Club's Home Office approval that there should never be more probationary members than full members. This will be taken into consideration when receiving new applications for membership.

2) An applicant for probationary membership shall complete a membership application form.

3) **The applicant shall be sponsored by two existing current full members of the Club** who must sign the application form.

4) If the applicant is not personally known to the sponsors, the applicant must provide the names and addresses of two referees who have known him for not less than *three* years. No application for full or probationary membership will be granted unless the applicant has informed the club of whether he or she has ever had an application for a firearm or shotgun certificate refused by the police, or had a certificate revoked.

5) The completed application form, and details of referees if necessary, must be handed to the Secretary or an Executive Committee member, together with the relevant joining fee.

6) If the applicant is not known to the sponsor, the Secretary shall take up the applicant's references before submitting the application to the Executive Management Committee.

7) If the application is rejected by the Executive Management Committee the joining fee will be returned to the applicant.

8) Once the application has been accepted by the Executive Management Committee, and the applicant has completed a course of instruction on range safety and safe gun handling, **a probationary member may shoot on the Club's range(s) under the supervision of a full member** who holds a firearm certificate and has a current Shooter Certification Card (SCC).

9) After serving not less than **three months** as a probationary member, during which the applicant has shot on the Club's ranges on not less than *three* occasions (with a minimum attendance of once per month), application may be made for full membership. Probationary members may only shoot on the ranges on published club fixture dates and are required to get their attendance witnessed by the Chief Range Officer or an attending Executive Management Committee member.

The Executive Management Committee has an absolute discretion to extend the probationary period for any or all probationary members, and to impose such conditions as it deems fit on any or all probationary members.

#### **2.15 Annual Membership**

1) An annual member is a person who has been elected to annual membership by the Executive Management Committee and who has paid his membership subscription for the current year.

2) Any person who can prove that he is already a full member of another club, and any person who holds a current firearm certificate for the appropriate type of firearm and calibre, may apply to the Executive Management Committee to become a full member of the Club, however a normal period of probationary membership may apply. An exemption from the probationary period may be granted at the discretion of the Executive Management Committee, however all new members are required to attend an induction course.

3) A probationary member who has completed his probationary period shall automatically be eligible for election to annual membership, subject to review by the Executive Management Committee.

4) All applications for annual membership from a probationary member must be sponsored by not less than two members of the Executive Management Committee, who shall counter-sign the application as proposer and seconder.

5) Upon receipt of an application from a probationary member the Secretary shall obtain from the member(s) who have supervised the applicant during his probationary period a report on his safety record and progress, to lay before the Executive Management Committee with the application.

6) In considering an application by a probationary member the Executive Management Committee shall have regard to whether, in the opinion of those supervising him, the applicant has a satisfactory safety record and has made adequate progress during his probationary period.

7) Upon election to annual membership a former probationary member shall be required to pay the balance of the annual membership subscription within 28 days.

### **2.16 Junior Membership**

1) A junior member is a person who is over 12 years and has not attained the age of 21 years at the start of the Club's current financial year, and who has been elected to annual membership by the Executive Management Committee and has paid his membership subscription for the current year. Junior members are not entitled to vote at any annual or extraordinary general meetings and may not hold Club officer or executive committee positions. Additionally, they may not propose or second potential new applicants for membership of the club.

2) Where an applicant for probationary or annual membership is under the age of 16 years his application must be counter-signed by a parent or guardian.

### **2.17 Life Membership**

Full members of the Club may elect to pay a single life subscription under terms and conditions determined from time to time by the Executive Management Committee.

### **2.18 Honorary Life Membership**

1) An honorary life member is a person who has been elected to such membership by a motion supported by not less than *two-thirds* of the members present and voting at an annual general meeting, in recognition of that person's outstanding service to the Club or to the sport.

2) Honorary life members shall not be required to pay any membership subscription.

### **2.19 Associate Membership**

1) An associate member is a person whose application for associate membership has been accepted by the Executive Management Committee.

2) Associate membership is available to persons who are interested in the activities of the club on a non shooting basis. An Associate member may be proposed and voted into the offices of Secretary or Treasurer, but may only serve on a non executive (non-voting) basis.

3) The application procedure is the same as that laid down for annual members under clause 2.14.

### **3. Administration of the Club**

- 3.1 The President and Vice-Presidents shall not be ex officio members of the Executive Management Committee but are free to stand for election to that Committee.
- 3.2 All correspondence for the Club shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairman, the Secretary or the Executive Management Committee.
- 3.3 In the event of any dispute over voting rights the Secretary or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or extraordinary general meeting.
- 3.4 A register of all members past and present shall be kept by the Secretary and may be inspected by any member, subject to giving reasonable written notice to the Secretary.
- 3.5 The Treasurer shall maintain the general accounts and ledger books of the Club and shall receive all monies paid by, or given to any member which is for the benefit of the Club. The Treasurer shall be authorised to spend on behalf of the club to a limit of £2500. Transactions beyond this amount must be referred to the Executive Committee for approval.
- 3.6 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.
- 3.7 The Club's financial year end date shall be 31<sup>st</sup> March.
- 3.8 Any member standing for election as an officer of the Club or member of the Executive Management Committee must be proposed by two members and must give to the Secretary not less than seven days before the relevant meeting his consent to stand for election.
- 3.9 The business of the annual general meeting shall be:-
  - 1) Apologies for absence.
  - 2) Approval of the minutes of the last annual general meeting.
  - 3) Matters Arising from those Minutes.
  - 4) General reports covering the preceding year and the present state of the Club and its members.
  - 5) Presentation and acceptance of the accounts for the preceding financial year.
  - 6) Appointment of independent examiners, one or more of which shall be suitably qualified or experienced and who may be a member of the club, but not an Honorary Officer or a member of the Executive Management Committee.
  - 7) Fixing membership subscriptions for the coming year.
  - 8) Election of Chairman
  - 9) Election of Vice-Chairman
  - 10) Election of Treasurer.
  - 11) Election of Secretary.
  - 12) Election of Club Captain
  - 13) Election of Vice-Captain
  - 14) Election of Management Committee Members.
  - 15) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.

- 16) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than seven days before the date of the annual general meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the annual general meeting by at least two members of the Club.
- 17) Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future meeting of the new Executive Management Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.
- 3.10 Any full member of not less than nine months standing may stand for election to the Executive Management Committee, or as an officer of the Club, if proposed and seconded by at least two other members at an annual or extraordinary general meeting.
- 3.11 A member of the Executive Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.

#### **4. Executive Management Committee**

- 4.1 The Secretary, or designate, shall give to all Committee members at least 7 days notice of each meeting of the Executive Management Committee, such notice to be in writing or by electronic mail.
- 4.2. The agenda of each Executive Management Committee meeting shall be agreed with the Chairman prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee in advance of the meeting.
- 4.3 The business at Executive Management Committee meetings shall be:-
  - 1) Apologies for absence.
  - 2) Approval of the minutes of the last meeting.
  - 3) Matters arising from those minutes.
  - 4) Specific items placed on the agenda for consideration, recommendation or ratification.
  - 5) Consideration of applications for membership.
  - 6) Recommendation for the annual general meeting of membership fees for the coming year (last meeting prior to the AGM).
  - 7) Any other business at the discretion of the Chairman of the meeting.

Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future Management Committee meeting or at a general meeting.
- 4.4 Any member may address a meeting of the Executive Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.
- 4.5 Any member may make written representations to the Executive Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Executive Management Committee at its next meeting. Such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.
- 4.6 The Executive Management Committee may incur liabilities and pay any accounts on behalf of the Club.

- 4.7 The members of the Committee are hereby indemnified by the Club in respect of:
- 1) any liability reasonably and properly incurred by them on behalf of the Club; and
  - 2) all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- 4.8 The Executive Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.9 The Executive Management Committee may recommend by way of a resolution for consideration and ratification at an annual general meeting, or at an extraordinary general meeting called for that specific purpose, changes to membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.
- 4.10 Applications for membership shall be placed before the Executive Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 Any Executive Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing or electronic mail to the Secretary at least *two* days prior to the date of the relevant meeting.
- 4.12 In accordance with clause 10.5 of the constitution, subject to ratification by the Club in annual general meeting, the Executive Management Committee may add, amend or delete any clause contained within these bye-laws Any such change must be supported by at least *two-thirds* of the members of the Executive Management Committee. Any proposal for such addition, amendment or deletion shall be communicated to the Club membership by electronic mail and published on the club website for not less than *28 days* immediately preceding the date of the meeting at which the proposal will be considered.
- 4.13 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these bye-laws, or of any other matter over which the Executive Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is published on the club website and communicated by electronic mail.

## **5. Conduct of Club Activities**

- 5.1 Only rifles of calibres and muzzle energies as defined in the BSRC shooting handbook and that meet the National Rifle Association regulations applicable to the club's ranges in force at the time, may be fired on the appropriate ranges.
- 5.2 All members shall notify the Secretary of any material circumstance arising, including revocation of his firearm certificate, which may affect his suitability to be in possession of firearms and/or ammunition.
- 5.3 All persons on any part of the Club's ranges when firing is in progress must use adequate hearing protection.
- 5.4 Only suitably qualified members of the Club are to act as Range Officers. The Executive Management Committee will ratify the list of available trained range officers. Assistant range officers are appointed at the discretion of the Range Officer.
- 5.5 Electronic records shall be maintained for the purposes of recording:
- 1) the names and periods of duty of the Range Officers supervising shooting on the Club's ranges;
  - 2) the names of all persons shooting on the Club's range(s);
  - 3) any infringement of the Club's Safety Rules;

- 4) all sales of ammunition and other goods to persons using the Club's facilities;
  - 5) any other information which the Executive Management Committee may require.
- 5.6 **All members must log on to the Club electronic record system giving details of the firearms used** and pay the appropriate range fee **on every occasion when they shoot on the Club's range(s)**. The Club will maintain a register of the attendance of all members together with details for each visit of the firearms which they used and the competitions, if any, in which they took part.
- 5.7 All visitors and guests must sign the range logbook and pay the visitor's fee and range fee if they shoot on the Club's range(s).
- 5.8 Members shall have access to all parts of the Club's range(s), subject to the provisions of these bye-laws, to any instructions given by the Range Officer, and to any notice posted by the Executive Management Committee. Full Members must have passed a Shooter Certification Card (SCC) review process and be in possession of a current SCC at all times whilst using the range(s). New full members or members who have lapsed SCC's, may shoot under supervision until they have attended a SCC review, which must be completed at the earliest opportunity.
- 5.9 **A probationary member must undertake a course of instruction in the safe handling of firearms** before he is permitted to take part in live firing on the Club's range(s).
- 5.10 **A probationary member must be supervised at all times when he is on the Club's range(s) by a full member** who holds a firearm certificate and a current Shooter Certification Card (SCC), **a Range Officer or a qualified coach**.
- 5.11 No person under the age of 16 years shall have access to the range unless he is at all times under the supervision of a parent or guardian, or of a member appointed by his parent or guardian to supervise him.
- 5.12 A person who becomes a member solely for the purpose of participating in airgun disciplines shall not have access to Section 1 firearms or to rimfire ammunition on the Club's premises. If such a member wishes to participate in a small-bore discipline he must be subject to the same supervision as is required for a probationary member for a period of not less than **three months**.
- 5.13 Associate members shall not have access to Section 1 firearms or ammunition on the Club's premises.
- 5.14 Detail times shall be decided by the Range Officer when there are other members waiting to shoot. This bye-law shall not apply during a competition, or if the Range Officer directs otherwise.
- 5.15 All members, visitors and guests using the club's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
- 5.16 Every shooter shall ensure that he leaves the firing point is clean and tidy when he has finished shooting, and that his spent cartridges are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.17 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.18 No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner.
- 5.19 The Range Officer on duty, or any member of the Executive Management Committee may insist upon the immediate removal from any part of the Club's premises of any person or animal that is causing a disturbance which may distract shooters on the firing point.

## **6. Safety**

- 6.1 The Club operates to the Standard Safety Rules issued by the NRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Safety Rules shall be available at the Club's range, at all times when the Club's facilities are in use.
- 6.3. Every person using the Club's facilities must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

## **7. Range Officers**

- 7.1 The Range Officer on duty is authorised to act as the Executive Management Committee's representative on the range when shooting is in progress.
- 7.2. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:
  - 1) the Range Orders and conditions laid down in the range safety certificate,
  - 2) conditions laid down by the National Rifle Association.
  - 3) the Club's Safety Rules,
  - 4) requirements laid down under "Conduct of Club Activities" in these bye-laws
- 7.3 Range Officers' periods of duty shall be set out in a rota as agreed by the Executive Management Committee.
- 7.4. If a Range Officer is unable to be present on the range during the whole of his duty period he is responsible for arranging for a suitably qualified person to act as Range Officer in his absence. This should be recorded in the range logbook.
- 7.5 The Range Officer on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place. The Range Officer must at all times maintain contact with the NRA office via the communication radio. In the event of a safety issue the NRA must be contacted immediately and shooting must cease. Instructions received from the NRA via the radio or otherwise must be acted upon immediately.
- 7.6 When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Executive Management Committee.
- 7.7 The Range Officer is entitled to refuse permission for any person to shoot on the ranges if they are not in possession of a valid current Shooter Certification Card (SCC) or, if he has reason to believe that they are not in a fit condition to do so.
- 7.8 The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Executive Management Committee.
- 7.9 The Range Officer is responsible for maintaining the range logbook throughout his duty period.
- 7.10 The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under his firearm certificate, and that the ammunition has been entered on the firearm certificate by an authorised person.

## **8. Disciplinary Matters**

- 8.1 It is the responsibility of all members to inform the Executive Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the range safety certificate(s).
- 8.2 Such reports must be made to the Secretary, or if the Secretary is not available, to the Chairman or Treasurer, at the earliest opportunity.

- 8.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 8.4 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Executive Management Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 8.5 The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- 8.6 The Sub-Committee, having examined the evidence, may decide:
- 1) That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
  - 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.7 If there is a case to answer a Disciplinary Committee comprising five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 8.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 8.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he does so such notice must be given within 7 days of the decision being made.
- 8.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- 1) A verbal warning.
  - 2) A written reprimand.
  - 3) Suspension of the right to use the Club's ranges for a fixed period of time.
  - 4) Suspension of the right to use any of the Club's facilities for a fixed period of time.
  - 5) Suspension of all membership rights for a fixed period of time.
  - 6) Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 8.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NRA or other national governing body.

- 8.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 8.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or bye-laws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 8.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 8.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 8.20 The person who is the subject of the disciplinary action and his accuser(s) shall not be entitled to vote on any aspect of the disciplinary action against him.
- 8.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NRA or other national governing body, the Secretary shall post on the Club noticeboard a notice setting out the precise nature and terms of the penalty.
- 8.22 The Executive Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or by the NRA or other national governing body since the last annual general meeting.

## **9. Definitions & Miscellaneous**

### **9.1 Guest**

A person who visits the Club's premises on an approved Guest Day at the invitation of the Executive Management Committee and who may be either a member of a recognised outside organisation or a person who is already known personally to at least one full member of the Club. Guests may not necessarily hold UK firearm certificates.

### **9.2 Guest Day**

An event involving Guest members which is arranged by the Executive Management Committee for the purpose of attracting new members to the sport of target shooting and to the Club. **A maximum of Twelve Guest Days may be held in any calendar year. The Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 48 hours in advance.** On such occasions Guests may only be permitted to **shoot under the personal supervision of a full member who holds a current SCC.** The Executive Management Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event.

### **9.3 Police Liaison Officer (PLO)**

A member of the Club who is appointed by the Executive Management Committee to liaise with the Police in order to provide them with such information as they may legitimately require to ensure that the activities of the Club and its members are conducted properly and in accordance with Home Office requirements. The appointed person is normally the club secretary.

The PLO's duties are, but not exclusive to:

- 1) Advising the Police of Guest days with due notice

- 2) Notifying the Police when a firearm certificate holder's membership has ceased or when such person has not shot with the club for a period of 12 months
- 3) Notifying the Police of applications for membership giving the applicant's name and address and the outcome
- 4) Maintaining the Club's firearm certificate

**9.4 Range Conducting Officer**

A member who holds a Range Conducting Officer's qualification awarded by a national governing body

**9.5 Range Officer**

A person who is authorised by the Executive Management Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.

**9.6 Vice-President**

A person who has performed valued service for the Club, not necessarily as a member of it, over a number of years and who has been elected as a Vice-President *for life* at an annual general meeting.

**9.7 Visitor**

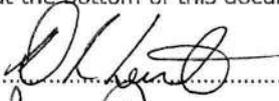
A person who is not a member or probationary member of the Club, but who is a full member of another club and/or holds a firearm certificate, and who visits the Club's premises at the invitation of at least one member of the Club. A Visitor may shoot on the Club's ranges provided that on each occasion he:

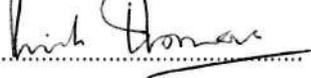
- 1) produces to the Range Officer or Executive Management Committee member his firearm certificate, or proof of membership of another club, and
- 2) confirms his eligibility to shoot by entering his name, address, firearm certificate number and/or other club name in the Club's register of visitors, and
- 3) pays the range fee and any visitor's fee prevailing at the time
- 4) The visitor must either hold a valid Shooter Certification Card (SCC) or be supervised by a SCC qualified member or coach of the Club, at all times
- 5) Visitors may not shoot on the Club's ranges without at least one club member present at all times
- 6) Club members are only allowed to bring one visitor per visit and are responsible for that visitor at all times whilst on the Club's premises and ranges. Visits are limited to 6 per year, per visitor.

**9.8 Affiliated Clubs/Organisations**

Affiliated clubs/organisations that hire the Club's ranges will operate under the same regulations as the Club. All affiliated clubs/organisations are required to provide adequate insurance, including personal and third party liability cover, whilst using the Club's ranges and premises. A copy of a valid certificate of insurance will be required by the Club prior to hiring the range.

These bye laws were adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed  .....

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