

SPECIMEN BYELAWS FOR CLUBS

Notes:

- The words in underlined italics may be changed to suit the size and circumstances of the club and each will need to be considered separately.*
- The words in **underlined bold** are requirements under Home Office criteria for approval of clubs.*
- Footnotes are for information and/or guidance and will need to be removed when the byelaws are finalised.*

Byelaws of the (insert club name) adopted on theday of

General

1.1 Definitions.

- 1) Words denoting the masculine gender are taken to include the feminine gender.
 - 2) "The Club" means the (*insert club name*).
 - 3) Unless stated otherwise, "member" means a current full member (i.e. an annual, junior or senior member whose subscription is paid up to date, or an honorary life member).¹
 - 4) "Range(s)" means the range facilities owned, leased or occupied by the Club at (*insert address(es) of range(s)*) 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 byelaws 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 byelaws and any amendments pertaining thereto. In accepting membership of the Club members confirm acceptance of the constitution and byelaws 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 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 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.²

¹ Depending on the categories of membership within the Club, careful consideration should be given to the classes of member to be included within this definition. Before the byelaws are adopted all references to "member(s)" within then should be checked to ensure that they reflect correctly the provisions that the Club requires.

² This disclaimer must be specifically drawn to the attention of all members, visitors and guests, otherwise it will not be effective to protect the Club from liability. A prominent notice in the Club premises is also advisable.

Membership

- 2.1. Membership subscriptions are due on 1st January annually.
- 2.2. Annual subscriptions³ for all classes of members (except honorary life members) and joining fees⁴ shall be fixed by the members at the annual general meeting.
- 2.3 The classes of membership within the Club are:
- 1) Probationary member
 - 2) Annual member
 - 3) Junior member
 - 4) Senior member
 - 5) Honorary life member
 - 6) Associate member
 - 7) Social member
- Annual, junior, senior and honorary life members are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Probationary, associate and social members are not entitled to vote.
- 2.4 All applications or recommendations for any class of 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 Management Committee for their approval.⁵ If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, **the 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 a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.7 Upon acceptance of his application the applicant is liable to pay the annual subscription appropriate to the class of membership to which he has been elected.
- 2.8 Upon payment of the relevant 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 subscription by 31st March will automatically cease to be a member of the Club with effect from that date.
- 2.10 The 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 Management Committee may require a person whose membership has lapsed to re-apply for membership.
- 2.11 Any member whose membership is terminated voluntarily or under Clause 8.12 of these byelaws 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.

³ Clubs may wish to provide for those joining the Club part-way through the year to pay only an appropriate proportion of the relevant annual subscription.

⁴ It is suggested that joining fees be fixed at 50% of the annual subscription for the class of membership which the applicant seeks to join.

⁵ If the Management Committee does not meet very frequently the Club may choose to set up a Membership sub-committee of, say, 3 members of the Management Committee who can meet, at short notice if necessary, to deal with applications. The power to do this is conferred by Clause 10.6 of the Specimen Constitution.

- 2.12 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.

2.13 Probationary Membership

- 1) A probationary member is a person whose application for probationary membership of the Club has been accepted by the Management Committee and who has paid the relevant joining fee.
- 2) An applicant for probationary membership shall complete a membership application form.
- 3) **The applicant shall be sponsored by an existing current full member of the Club** who must sign the application form.⁶
- 4) If the applicant is not personally known to the sponsor, the applicant must provide the names and addresses of two referees who have known him for not less than *five* years.
- 5) The completed application form, and details of referees if necessary, must be handed to the Secretary, 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 Management Committee.
- 7) If the application is rejected by the Management Committee the joining fee will be returned to the applicant.
- 8) Once his application has been accepted by the Management Committee, and he has completed a course of instruction in accordance with clause 5.9, **a probationary member may shoot on the Club's range(s) under the supervision of a full member** who holds a firearm certificate.
- 9) After serving not less than **three months** as a probationary member, during which he has shot on the Club's ranges on not less than *six* occasions, application may be made for full membership.
- 10) The 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.⁷

2.14 Annual Membership

- 1) An annual member is a person who has been elected to annual membership by the 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, may apply to the Management Committee to become a full member of the Club without the need for a period of probationary membership.
- 3) A person covered by clause 2.14.2 above, or a probationary member who has completed his probationary period shall apply in writing for election to annual membership.⁸
- 4) All applicants for annual membership must be sponsored by not less than two members of the Management Committee, who shall counter-sign the application as proposer and seconder.⁹

⁶ A sponsor must be a full member of the Club to comply with Home Office Approval criteria. However, members should be reminded that if they sponsor an applicant they may be taken to be vouching for the applicant's good character and his suitability for membership of a shooting club.

⁷ It is recommended that extension of the probationary period be considered in the case of a probationary member who has not attended the Club on sufficient occasions during his probationary period.

⁸ Clubs may prefer to have a system whereby a probationary member is automatically considered for election to full membership on completion of his probationary period, and does not need to make any further application.

- 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 Management Committee with the application.
- 6) In considering an application by a probationary member the 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 after deduction of the joining fee already paid.

2.15 Junior Membership

- 1) A junior member is a person who 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 Management Committee and has paid his membership subscription for the current year.
- 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.

2.16 Senior Membership

A senior member is an annual member who has attained the age of 65 years at the start of the Club's current financial year, and who has been elected to annual membership by the Management Committee and has paid his membership subscription for the current year.

2.17 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 or range fees.

2.18 Associate Membership

- 1) An associate member is a person whose application for associate membership has been accepted by the Management Committee.
- 2) Associate membership is available to persons who are full members of another club. It confers the right to use the Club's range(s) and facilities upon payment of the appropriate range fees.
- 3) The application procedure is the same as that laid down for annual members under clause 2.14.

2.19 Social Membership¹⁰

- 1) A social member is a person whose application for social membership has been accepted by the Management Committee.
- 2) A social member shall not have access to Section 1 firearms or to rimfire ammunition on the Club's premises.
- 3) An applicant for social membership shall complete the relevant sections of a membership application form.

⁹ See footnote to clause 2.13.3 regarding sponsors.

¹⁰ Social membership is available to persons who, typically, assist with the social functions of the Club or enjoy the social aspects of its activities.

- 4) If the applicant is known to an existing current full member of the Club that member may act as the applicant's sponsor, in which case he must sign the application form as the proposer.¹¹
- 5) If no sponsor is available within the Club, the applicant must provide the name and address of a referee who has known him for not less than five years.
- 6) The completed application form, and details of the referee if necessary, must be handed to the Secretary.
- 7) If the applicant is not sponsored by a member, the Secretary shall take up his reference before submitting the application to the Management Committee.

Administration of the Club

- 3.1 The President and Vice-Presidents shall not be ex officio members of the 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 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.
- 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 30th December.
- 3.8 Any member standing for election as an officer of the Club or member of the Committee must be proposed by two members and must give to the Secretary not less than two days before the relevant meeting his consent to stand for election.
- 3.9 Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 3.10 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 auditors.
 - 7) Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
 - 8) Election or re-election of President.

¹¹ See footnote to clause 2.13.3 regarding sponsors.

- 9) Election or re-election of Vice-Presidents.¹²
 - 10) Election of Chairman.
 - 11) Election of Secretary.
 - 12) Election of Treasurer.
 - 13) *Appointment of Club Captain*.¹³
 - 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 *four weeks* 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 Management Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.
- 3.11 Any full member of not less than *nine months* standing may stand for election to the 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.
- 3.12 A member of the 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.

Management Committee

- 4.1 The Secretary shall give to all Committee members at least *14 days'* notice of each meeting of the Management Committee, such notice to be in writing.
- 4.2. The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than *14* days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than *7* days before the meeting.
- 4.3 The business at 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 (*Autumn Meeting*).
 - 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.

¹² If Vice-Presidents are to be elected for life as an honour bestowed by the Club, delete reference to re-election (see clause 9.6).

¹³ The Club may consider it necessary to have other post-holders, e.g. Assistant Secretary, Vice Captain, etc.

- 4.4 Any member may address a meeting of the 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 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 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 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 Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.¹⁴
- 4.9 The 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 Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 Any 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 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 Management Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Club membership by a notice displayed at the Club premises for not less than four weeks 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 byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is displayed at the Club's premises.

Conduct of Club Activities

- 5.1 Only airguns and .22 calibre rimfire rifles 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 .22 ranges when firing is in progress must use an adequately effective hearing protection device.¹⁵

¹⁴ This should include public liability insurance. For added protection the Club may choose to insist on individuals using its facilities having adequate insurance cover.

- 5.4 The Secretary may request any suitably qualified member of the Club to act as a Range Officer. The Management Committee may override the Secretary's selection of Range Officers.
- 5.5 One or more range logbooks shall be kept at the Club's premises 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 Management Committee may require.
- 5.6 **All members must sign the range logbook giving details of the firearms used and the competitions in which they took part** and pay the appropriate range fee **on every occasion when they shoot on the Club's range(s)**.
- 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 byelaws, to any instructions given by the Range Officer, and to any notice posted by the Management Committee.
- 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, **a Range Officer or a qualified coach**.
- 5.11 No person under the age of 15 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 Social members shall not have access to Section 1 firearms or ammunition on the Club's premises.
- 5.14 Details shall last approximately 30 minutes for 20-shot cards and 15 minutes for 10-shot cards, or less when there are other members waiting to shoot. This byelaw 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.

¹⁵ *Clubs are reminded that if a hearing protection rule is not imposed they may be held liable if those using their ranges suffer hearing damage. Juniors are particularly vulnerable and special care should be taken to ensure they are protected. It is prudent for Clubs to display a prominent notice drawing attention to the rule and disclaiming liability for any damage if range users choose to disobey it.*

- 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 Management Committee may insist upon the immediate removal from any part of the Club's premises of any child or animal that is causing a disturbance which may distract shooters on the firing point.

Safety

- 6.1 The Club has adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Safety Rules shall be displayed on the Club noticeboard, and at each of the Club's ranges, 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.

Range Officers

- 7.1 The Range Officer on duty is authorised to act as the 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 MOD, TAVRA, or the landlord of the range.
 - 3) the Club's Safety Rules,
 - 4) requirements laid down under "Conduct of Club Activities" in these byelaws.
- 7.3 Range Officers' periods of duty shall be set out in a rota drawn up by the Secretary and posted on the Club's noticeboard, or as decided by any member of the Management Committee who is present.
- 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.
- 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.
- 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 Management Committee.
- 7.7 The Range Officer is entitled to refuse permission for any person to shoot on the ranges 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 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.

Disciplinary Matters

- 8.1 It is the responsibility of all members to inform the 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 he 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 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 NSRA 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 Z 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 NSRA 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 Z 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 byelaws 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 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 NSRA 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 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 NSRA or other national governing body since the last annual general meeting.

Definitions & Miscellaneous

9.1 Guest

A person who visits the Club's premises at the invitation of the Management Committee and who must 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.**

9.2 Guest Day

An event involving Guest members which is arranged by the 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.** The 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

A member of the Club who is appointed by the 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.

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 a Range Conducting Officer and who is authorised by the 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 Management Committee. A Visitor may shoot on the Club's ranges provided that on each occasion he:

- 1) produces to the Range Officer 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, such entry to be counter-signed by the Range Officer, and
- 3) pays the range fee and visitor's fee.