

Bye-laws of Chobham & District Rifle Club

1 General

- 1.1 Words denoting the masculine gender are taken to include the feminine gender.
- 1.2 "The Club" means the Chobham & District Rifle Club.
- 1.3 Unless stated otherwise, "member" means a current full member (i.e. an annual or junior member whose subscription is paid up to date, or an honorary life member).
- 1.4 "Range(s)" means the range facilities owned by the Club at Station Road, Chobham and includes both the land and buildings.
- 1.5 The Club's "premises" means the place(s) where the Club carries out its activities.
- 1.6 The Bye-Laws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.7 In accepting membership of the Club, members confirm acceptance of the constitution and bye-laws and will be bound by them.
- 1.8 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.
- 1.9 The Club may affiliate to any body where, in the opinion of the Club Committee, such affiliation would be in the best interests of the Club.
- 1.10 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 Club 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 Membership

2.1 General

- 2.1.1 Membership subscriptions are due on 1st October annually.
- 2.1.2 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.
- 2.1.3 The classes of membership are:
 - 2.1.3.1 Probationary member
 - 2.1.3.2 Annual member

- 2.1.3.3 Junior member
- 2.1.3.4 Honorary life member
- 2.1.3.5 Country member
- 2.1.3.6 Guardian member
- 2.1.4 Annual, junior and honorary life members are full members of the Club and are entitled to vote at annual and extraordinary general meetings.
- 2.1.5 Probationary, Country and Guardian members are not entitled to vote at annual and extraordinary general meetings .
- 2.1.6 All applications or recommendations for any class of membership of the Club must be made to the Secretary or the Secretary's delegate (e.g. Membership Secretary), who shall be responsible for taking the steps necessary to process them.
- 2.1.7 After the probationary period and upon receipt of an application for election to any class of membership, the Secretary shall circulate the application to the members of the Club Committee for their approval, together with a record, signed by the applicant, of their training and instruction in the safe and legal use of firearms. Such instruction shall be in accordance with the governing body's best practice.
- 2.1.8 On a vote on any application for membership a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.1.9 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 or sign a Standing Order mandate allowing monthly subscriptions to be paid, if such a measure has been approved by the Committee.
- 2.1.10 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.
- 2.1.11 Any member of any class who fails to pay any relevant subscription by 1st December will automatically cease to be a member of the Club with effect from that date. Members who fail to pay their annual membership fee by the 1st December and who wish to rejoin the Club shall be obliged to pay the initial joining fee.
- 2.1.12 The Club 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 Club Committee may require a person whose membership has lapsed to re-apply for membership.
- 2.1.13 Any member whose membership is terminated voluntarily or under Clause 7.12 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

2.1.14 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.

2.2 Probationary Membership

2.2.1 A probationary member is a person who has been cleared by the relevant police checks, whose application for probationary membership of the Club has been accepted by the Secretary and who has paid the relevant joining fee.

2.2.2 An applicant for probationary membership shall complete a membership application form.

2.2.3 Once the probationary member has completed a course of safety instruction in accordance with the syllabus provided by the NSRA, or other authority from which the Club may derive insurance cover and the application has been accepted by the Club Committee, a probationary member may shoot on the Club's range(s) under the supervision of a full member who holds a firearm certificate in accordance with the legal requirements for non Firearm Certificate Holders

2.2.4 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, and has completed the Club training syllabus, which is derived from the NSRA Approved Course, the Club committee shall consider the applicant for full membership.

2.2.5 The Club 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.

2.3 Annual Membership

2.3.1 An annual member is a person who has been elected to annual membership by the Club Committee and who has paid his membership subscription for the current year.

2.3.2 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 Club Committee to become a full member of the Club without the need for a period of probationary membership providing satisfactory references are provided by his or her previous Club.

2.3.3 All applicants for annual membership must be sponsored by not less than two members of the Club, who shall counter-sign the application as proposer and seconder.

2.3.4 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 Club Committee with the application.

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

2.3.6 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.

2.4 Junior & Student Membership

- 2.4.1 A junior member is a person who has not attained the age of 18 years (or 23 years if in full-time education) at the start of the Club's current financial year, and who has been elected to annual membership by the Club Committee and has paid his membership subscription for the current year.
- 2.4.2 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.

2.5 Honorary Life Membership

- 2.5.1 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.
- 2.5.2 Honorary life members shall not be required to pay any membership subscription.

2.6 Country Membership

- 2.6.1 A Country member is a person whose application for Country membership has been accepted by the Club Committee
- 2.6.2 Country 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.
- 2.6.3 The application procedure is the same as that laid down for annual members under clause 2.3.
- 2.6.4 Country membership may be offered to full members who move away from the club who wish to retain a link with the club or who expect to return to the area in due course.
- 2.6.5 Country members may not nominate Chobham & District Rifle Club as their named primary club.

2.7 Guardian Membership

- 2.7.1 A Guardian member is a person whose application for Guardian membership has been accepted by the Club Committee
- 2.7.2 A Guardian member is a person (parent or guardian) who holds a firearms certificate on behalf of a member not able to hold their own Firearms Certificate due to age, or who is unable, due to age, to transport a firearm or air rifle/pistol to and from the Club.
- 2.7.3 An applicant for Guardian membership shall complete the relevant sections of a membership application form.
- 2.7.4 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.
- 2.7.5 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.

- 2.7.6 The completed application form, and details of the referee if necessary, must be handed to the Secretary.
- 2.7.7 If the applicant is not sponsored by a member, the Secretary shall take up his reference before submitting the application to the Club Committee.

3 Administration of the Club

- 3.1 The President and Vice-Presidents (if any) shall not be ex officio members of the Club Committee but are free to stand for election to that Committee.
- 3.2 All general 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 Club Committee.
- 3.3 Correspondence regarding membership may be delegated to the Membership Secretary.
- 3.4 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.
- 3.5 A register of all members past and present shall be kept by the Secretary, or his delegate, and may be inspected by any member, subject to giving reasonable written notice to the Secretary.
- 3.6 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.
- 3.7 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.
- 3.8 The Club's financial year end date shall be 30th September.
- 3.9 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 14 days before the relevant meeting his consent to stand for election.
- 3.10 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
- 3.11 The business of the annual general meeting shall be
- 3.11.1 Apologies for absence.
- 3.11.2 Approval of the minutes of the last annual general meeting.
- 3.11.3 Matters Arising from those Minutes.
- 3.11.4 General reports covering the preceding year and the present state of the Club and its members.
- 3.11.5 Presentation and acceptance of the accounts for the preceding financial year.

- 3.11.6 Appointment of auditor/ inspector of the accounts.
- 3.11.7 Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
- 3.11.8 Election of Chairman.
- 3.11.9 Election of Vice Chairman.
- 3.11.10 Election of Secretary and Membership Secretary
- 3.11.11 Election of Treasurer.
- 3.11.12 Election of Vice Chairman, Section Captains.
- 3.11.13 Election of Club Committee Members.
- 3.12 Consideration of any recommendations by the outgoing Club Committee for changes to the constitution.
- 3.13 Consideration of any item(s) of business notified in writing to the Secretary by any member not less 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.
- 3.14 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 Club Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.
- 3.15 Any full member of not less than nine months standing may stand for election to the Club 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.
- 3.16 A member of the Club 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 of the whole club membership.

4 Club Committee

- 4.1 The Secretary shall give to all Committee members at least 7 days' notice of each meeting of the Club Committee, such notice to be in writing or by email.
- 4.2 The Secretary shall agree the agenda of each Club Committee meeting with the Chairman not less than 4 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 3 days before the meeting.
- 4.3 The business at normal Committee meetings shall be:-
- 4.4 Apologies for absence.
- 4.5 Approval of the minutes of the last meeting.
- 4.6 Matters arising from those minutes.

- 4.7 Reports from the section captains and those responsible for specific areas of the Club infrastructure.
- 4.8 Specific items placed on the agenda for consideration, recommendation or ratification.
- 4.9 Consideration of applications for membership.
- 4.10 Recommendation for the annual general meeting of membership fees for the coming year at least one month prior to the AGM.
- 4.11 Any other business at the discretion of the Chairman of the meeting.
- 4.12 Any member may address a meeting of the Club 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.
- 4.13 Any member may make written representations to the Club 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 Club 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.
- 4.14 The Club Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.15 The members of the Club Committee are hereby indemnified by the Club in respect of:
 - 4.16 any liability reasonably and properly incurred by them on behalf of the Club; and
 - 4.17 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.
- 4.18 The Club Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.19 To the best of its ability, the Club Committee shall ensure that the Club, its Officers and Members operate within the terms of its insurance, the law (Firearms, Health and Safety, etc.) and best practice as recommended by the Governing bodies, in order to ensure that insurance and legal protection are not rendered void and safety is maintained at all times.
- 4.20 The Club 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.
- 4.21 Applications for membership shall be placed before the Club Committee whose decision to approve, reject or defer any such application shall be final.
- 4.22 Any Club 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.

- 4.23 In accordance with clause 11.5 of the constitution, subject to ratification by the Club in annual general meeting, the Club 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 Club 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.
- 4.24 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 Club 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.

5 Conduct of Club Activities

- 5.1 Only competition 0.177" air guns maybe used on the Air Gun range with a power of up to 6 foot / pounds per square inch. Higher power air guns and 0.22 calibre rim-fire guns may be fired on the appropriate ranges up to the velocity/energy specified on the Range safety certificates.
- 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 0.22 ranges when firing is in progress must use an adequately effective hearing protection device.
- 5.4 The Secretary may request any suitably qualified member of the Club to act as a Range Officer. The Club Committee may override the Secretary's selection of Range Officers.
- 5.5 All members must sign the range logbook giving details of the firearms used on every occasion when they shoot on the Club's range(s). For those members who also shoot on other ranges, or with other clubs, should also record all their shooting at their nominated primary club.
- 5.6 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).
- 5.7 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 Club Committee.
- 5.8 A probationary member must undertake a course of instruction in the safe handling of firearms before the probationary member is permitted to take part in live firing on the Club's range(s). Probationary members who already hold a Firearms Certificate shall be assessed in their safe handling of firearms before taking part in live firing on the Club's ranges.
- 5.9 A probationary member must be supervised at all times when he is on the Club's range(s) by a full member, a Range Officer or a qualified instructor.

- 5.10 No person under the age of 12 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.
- 5.11 A person who becomes a member solely for the purpose of participating in air gun disciplines shall not have access to Section 1 firearms or to rim-fire 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. This of course limits who can perform duties in the club armoury.
- 5.12 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.
- 5.13 Every shooter shall ensure that he leaves the firing point 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.
- 5.14 During normal shooting activities there shall be no conversation on the firing point while shooting is in progress. The only exception to this rule is when instruction is being provided by an instructor, coach or Range Officer. On such occasions such conversations shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.15 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.
- 5.16 The Range Officer on duty, or any member of the Club 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.

6 Range Action and Safety Plan (RASP)

- 6.1 The Club has adopted the Standard Range Action and Safety Plan issued by the NSRA in its Advice on the Safety Management of Target Shooting Ranges, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Range Action and Safety Plan shall be displayed on the Club notice board.
- 6.3 Every person using the Club's facilities must at all times abide by the Range Action and Safe Plan and the Range Orders specified in the relevant Range Safety Certificate.

7 Disciplinary Matters

- 7.1 It is the responsibility of all members to inform the Club 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).
- 7.2 It is the responsibility of all members to inform the Club Committee of the conduct of any member that brings the club or the sport into disrepute.

- 7.3 It is the responsibility of all members to inform the Club Committee of any member threatening, or instigating, legal action against the club or any organisation involved with the safe conduct and administration of the sport.
- 7.4 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 7.5 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Club Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 7.6 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.
- 7.7 The Sub-Committee, having examined the evidence, may decide:
- 7.8 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
- 7.9 That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 7.10 If there is a case to answer a Disciplinary Committee comprising five members of the Club Committee shall conduct the disciplinary hearing within 28 days of the meeting held under above.
- 7.11 At the disciplinary hearing all parties to the incident may attend in person, and the individual under investigation 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 14 days of it taking place, or within 7 days of requesting the same, whichever is later.
- 7.12 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 7.13 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 7.14 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 14 days of the decision being made.
- 7.15 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- 7.16 A verbal warning.
- 7.17 A written reprimand.
- 7.18 Suspension of the right to use the Club's ranges for a fixed period of time.
- 7.19 Suspension of the right to use any of the Club's facilities for a fixed period of time.
- 7.20 Suspension of all membership rights for a fixed period of time.
- 7.21 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.

- 7.22 If the allegation is found to be proven the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the Police, 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 7 days of the Disciplinary Committee's decision.
- 7.23 All proceedings of the Sub-Committee under and 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.
- 7.24 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.
- 7.25 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.
- 7.26 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.
- 7.27 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses to inclusive shall apply.
- 7.28 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.
- 7.29 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.
- 7.30 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 notice board a notice setting out the precise nature and terms of the penalty.
- 7.31 The Club 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.

8 Definitions & Miscellaneous

- 8.1 Guest: person who visits the Club's premises at the invitation of the Club 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.

- 8.2 Guest Day: An event involving Guest members which is arranged by the Club Committee for the purpose of attracting new members to the sport of target shooting and to the Club. The number of guest days and how they are run is governed by statute. 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 Club 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.
- 8.3 Police Liaison Officer: A member of the Club who is appointed by the Club 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.
- 8.4 Range Conducting Officer: A member who holds a Range Conducting Officer's qualification awarded by a national governing body.
- 8.5 Range Officer: A person who is authorised by the Club Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.
- 8.6 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 full member of the Club. A Visitor may shoot on the Club's ranges provided that on each occasion he / she:
 - 8.6.1 produces to the Range Officer his firearm certificate, or proof of membership of another club, and
 - 8.6.2 confirms his / her eligibility to shoot by entering his name and address in the Club's register of visitors, and pays the appropriate fees.

This version of the bye-laws is adopted on _____ <date> and signed by:

Chairman: _____ Print Name: _____

Secretary: _____ Print Name: _____