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10.0 DISSOLUTION OF THE CLUB

10.1 Dissolution

1.0 THE CLUB

1.1 Name and Location

- 1.1.1 "The Club" means the REEPHAM SHOOTING CENTRE (RSC).
- 1.1.2 Unless otherwise stated, "member" means a current full member (i.e. an Annual, Junior or Senior member whose subscription is paid up to date, or a Life member). Probationary and Reduced Members are not classed as full members.
- 1.1.3 "Range(s)" means the range facilities owned, leased or occupied by the Club at Reepham Moor Rifle Range at Moor Lane, Reepham, Lincoln. LN3 4EG
- 1.1.4 Range fees run from 1 April through to 1 April annually.
- 1.1.4 The Club's "premises" means the place(s) where the Club carries out its activities.

1.2 The Objects (Purpose) of the Club

- 1.2.1 The Club will operate as a not-for-profit organisation.
- 1.2.2 The object of The Club is to encourage and facilitate the development of, and participation in, the sport of Target Shooting, Clay Pigeon Shooting, Practical Shooting and other associated shooting disciplines.
- 1.2.3 The Club will affiliate with bodies necessary to achieve the objects. Affiliation with shooting organisations allows The Club to support the shooting fraternity and to participate in regional and national shooting competitions. Some competitions do not require affiliation but support through affiliation furthers the shooting sport as a whole.

1.3 Powers in Furtherance of the Objects

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:

- 1.3.1 power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- 1.3.2 power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- 1.3.3 power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
- 1.3.4 power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;
- 1.3.5 power to employ individuals on a self-employed basis (who shall not be members of the Management Committee) as is necessary for the proper pursuit of the objectives and to make all reasonable and necessary provision for their payment;
- 1.3.6 power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objectives and to exchange information and advice with them;

- 1.3.7 power to support any charitable trusts, associations or institutions formed for all or any of the objectives;
- 1.3.8 power to do all such lawful things as are necessary for the achievement of the objectives.

2.0 HOME OFFICE APPROVAL

2.1 Benefits of Membership of a Home Office Approved Club

- 2.1.1 Under section 44 of the Firearms (Amendment) Act 1997, a person wishing to possess a rifle or muzzle-loading pistol solely for target shooting must be a member of an approved rifle club or, as the case may be, approved muzzle loading pistol club. Section 44(1)(b) requires an approved club to be specified on the firearm certificate. The certificate should not list all clubs of which the holder is a member.
- 2.1.2 When approval has been granted, members of that club can possess firearms and ammunition without holding a personal firearm certificate "when engaged as a member of the club in connection with target shooting" (Section 15(1) of the 1988 Act as amended by section 45 of the 1997 Act). The Club achieves this via the use of a free firearm certificate granted by the Police which is held by a responsible officer of the Management Committee of The Club which enables that officer to purchase and acquire firearms and ammunition for members to use for target shooting. Club members may not purchase or acquire firearms or ammunition personally, unless they have been granted a personal firearm certificate by the police.
- 2.1.3 The Club will apply for and maintain approval of The Club with the relevant Secretary authority, which is the Home Office for clubs in England and Wales. Approval is granted under section 15(1) of the Firearms (Amendment) Act 1988 (as amended by section 45 of the Firearms (Amendment) Act 1997).

2.2 Criteria for Home Office Approval

- 2.2.1 Home Office approval requires that The Club must be a genuine rifle and/or muzzle-loading pistol club set up for the purpose of target shooting. The constitution of The Club should fully implement the conditions of their Home Office approval.
- 2.2.2 The Home Office approval requires that the club maintains a register of the attendance of all members together with details of the firearms which they used during that visit. The register will record the **membership number, name, calibre, type** and **serial number** of the firearm(s) used on that date. All visiting shooters who are not members of The Club must be logged in the same way. Clubs should retain their attendance records for a minimum of 6 years.
- 2.2.3 The Club will inform the police of any person, other than a guest member, who has ceased to be a member for whatever reason. The police should be informed within one month of cessation of membership.
- 2.2.4 The Club will inform the police of any member, other than a guest member, who has not shot with The Club for a period of 12 months.
- 2.2.5 Guest members must be: members of a recognised outside organisation; people who are known personally to at least one full member of The Club; members of another HO Approved club visiting as members of that club; or, visitors possessing firearms that fall within the terms of The Club's Approval and that are held on their personal FAC or Visitor's permit or Permit under Section 7 of the 1968 Firearms Act.

- 2.2.6 The Club must not have more than 12 guest days a year. The club secretary must notify each guest day to the police firearms licensing department of the area in which the guest day is to take place at least 48 hours in advance.
- 2.2.7 Members, prospective members and guest members must sign a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of section 21, as amended, of the Firearms Act 1968 (which applies to persons who have served a term of imprisonment or been given a suspended sentence of three months or longer).
- 2.2.8 Guest members, (other than members of another Approved club or visitors with a Firearm Certificate, Visitor's permit or Permit under Section 7 of the 1968 Firearms Act as above), may only shoot during a guest day.
- 2.2.9 Anyone who applies for membership of The Club must be sponsored by at least one full club member.
- 2.2.10 Before becoming a full member, individuals must have a probationary period of at least three months during which time they must attend and shoot regularly. The probationary member must be given a course in the safe handling and use of firearms on a one-to-one basis by someone who is either a full member of The Club or who is a coach with a qualification recognised by the governing bodies. Until a probationary member has satisfactorily completed a course in the safe handling and use of firearms, they must be supervised at all times when in possession of firearms or ammunition by either the range officer, a full member of The Club, or someone who is a coach with a qualification recognised by the governing bodies;
- 2.2.11 The probationary period may be waived, at the club's discretion, for someone who is already a full member of another club which has been approved by the Secretary of State or Scottish Government in respect of the same type or types of firearm; or holds a firearm certificate; or has handled firearms in the course of his/her duty in the police or the armed services, and has a statement from their existing or former senior/commanding officer saying that they are fully trained in handling the type of firearms in respect of which the club has obtained approval and is able to use them safely without supervision.

3.0 MEMBERSHIP

3.1 General

- 3.1.1 Membership of the Club shall be open to individuals who are interested in furthering the objectives of The Club and who have paid the annual subscription as fixed from time to time by the Members present at the Annual General Meeting or any Extra-ordinary Meeting called specifically for that purpose.
- 3.1.2 The Club requires members to act as dedicated Range Officers, covering all shooting procedures who cannot shoot at the same time as they are performing the role of a Range Officer.
- 3.1.3 The management committee may request any suitably experienced or qualified club member to act as Range Conducting Officer at any time, where they are physically able to do so.
- 3.1.4 Shooting sessions are Saturday 10am to 1pm and 1pm to 4 pm (shooting may continue later than 4 pm at the discretion of the duty RO and with permission of the Range Owner).
- 3.1.5 The Range Conducting Officer on duty is responsible for ensuring that shooting is conducted in a safe manner and for ensuring that the range is in a safe condition for shooting to take place. They are **not responsible** for the opening, or setting up of the range before shooting begins, merely to ensure it **has been carried out** ready for a 10 am start by those who wish to shoot. IF YOU WANT TO SHOOT HELP SET UP YOUR RANGE SO YOU WILL BE GOOD TO GO.

3.2 Requirements for Individual Members/Minimum Attendance

- 3.2.1 All classes of member shall ensure they are fully conversant with the Constitution, and Range Orders and any amendments pertaining thereto which can be found on the club website. In accepting membership of the Club members confirm acceptance of the Constitution and Range Orders and will be bound by them.
- 3.2.2 Members are required to attend a minimum of 4 shooting sessions per year. It is considered by the Management Committee that Members who fail to attend and shoot at the range regularly may have reduced awareness in firearms handling and range safety procedures. Members who have not achieved this minimum requirement in a membership year are required to contact the Club Instructor prior to their initial visit of the current Membership year. The Club Instructor will conduct the written Full Membership test and may also at the Club Instructors discretion, conduct a practical safety awareness session. In the absence of an available Club Instructor, this role can be performed by a suitably experienced Committee Member.
- 3.2.3 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.
- 3.2.4 Full members are required to assist probationary members with their shooting wherever possible and assist with the booking in and out of club firearms. A full member must accompany them with the firearm to and from the storage facility.
- 3.2.5 Members are responsible for their own firearms and certificates.
- 3.2.6 All members who wish to use handloaded ammunition at the range are required to provide a signed NRA handloading declaration BEFORE using any handloaded ammunition.
- 3.2.7 The NRA, as the National Governing Body of fullbore shooting, have been issuing Shooter Certification Cards (SCC) to affiliated clubs for the past 10 years following agreement with the MoD that civilian shooters have to be certified to shoot on MoD ranges. The NRA also requires shooters to hold an SCC to use Bisley ranges. The NRA recognises all holders of the NRA SCC as

being covered under either full NRA membership insurance, or an affiliated club's insurance and who have been trained as competent to shoot on MoD Ranges and Bisley ranges.

- 3.2.8 The Club must declare ALL members who shoot fullbore (including Gallery Rifle and Shotgun), whether once a year or more regularly. A capitation fee is charged to all club fullbore members who are not members of the NRA. Clubs will be entitled to a certification card for each declared capitated fullbore shooter (excluding probationers) and those who are full NRA members. SCC categories are Telescopic Rifle, Iron Sighted Rifle, High Muzzle Energy (HME) firearms/ammunition, Gallery Rifle/Carbine, Long Range Pistol, Short Range Pistol, Muzzle Loaded Rifle, Muzzle Loaded Pistol, Target Shotgun.

3.3 Whilst Attending the Range

- 3.3. No shooting shall take place unless a Range Officer is present.
- 3.3.2 At all times the range is under the control of the Range Officer on duty and their instructions will be strictly adhered to
- 3.3.3 Membership Identity Cards must be on display at all times. The Committee reserves the right to refuse admission to anyone not displaying a valid Membership Card.
- 3.3.4 Members must complete the Attendance Register and range lane use logs before commencing shooting and must also sign out and record the amount of ammunition used before leaving.
- 3.3.5 Visitors and guests to the range, other than members of The Club must complete and sign a Section 21 visitor declaration form.
- 3.3.6 **Members must not take ammunition or firearms off the Range** without a Firearms Certificate covering the specific calibres in their possession. The Firearms Act 1968 creates an absolute offence of having possession of, purchasing or acquiring a firearm or ammunition without a certificate or otherwise than as authorised by such a certificate. Under certain circumstances of our Home Office approval this is permitted in pursuance of shooting activities as part of club activities. To be absolutely sure that what you are doing is legally permitted, get **written approval** from the management committee **beforehand**.
- 3.3.7 All range attendees must wear ear protection whilst on the Range, and it is recommended that eye protection is worn.

3.4 Personal Range Equipment

- 3.4.1 Members are responsible for the safe-keeping of their equipment as only club guns and equipment are covered by The Club insurance.
- 3.4.2 Firearms are to be transported from the car park to the range in a gun slip or case. All firearms to be kept in a gun slip or case while not in use. No firearms allowed in the Club House unless they are in a gun slip or case.
- 3.4.3 Members who bring or leave personal equipment at the range do so at their own risk. The committee will not be liable for repair or replacement of personal equipment brought to or left at the range.

3.5 Range Etiquette

- 3.5.1 All members shall ensure that they leave the firing point clean and tidy when they have finished shooting, and that their 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.

- 3.5.2 Conversation within the firing point area shall be conducted using appropriate language in a quiet and subdued manner which does not distract shooters on the firing point.
- 3.5.3 Mobile phones are not permitted on the firing point unless they are being used to run shooting related apps or similar. You must ask the permission of the RO and other shooters if you wish to photograph or video your shooting activities. If an adjacent shooter does not want to be filmed then you must make sure that their request is fulfilled by moving to a different firing point or even by filming yourself on another occasion if necessary. The uploading of filming carried out at the range to social media (eg Youtube, Facebook etc) must be agreed with the range owner prior to upload.
- 3.5.4 No animal shall be allowed on to any part of the Club's premises unless agreed in advance with the committee and must at all times be under the control of its owner.
- 3.5.5 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.
- 3.5.6 Each firing point to be occupied by one shooter only, except when under instruction. Two shooters may share the same firing point by mutual agreement but only one shooter may shoot at any particular time. Firing points are limited to a maximum of one lane per member.
- 3.5.7 Damage to the Range must be declared immediately to the duty RO. The Range Owner imposes a charge for all range damage. This charge is currently halved if declared, but if undeclared and subsequently discovered the full amount as shown on the club website and / or on The Club noticeboard will be charged. Range Damage charges will be issued to the member found to be responsible after consultation of the range logs and CCTV footage. UNPAID RANGE DAMAGE CHARGES WILL RESULT IN SUSPENSION OF YOUR RANGE ACCESS AND WILL BE ADDED TO THE FOLLOWING YEARS ANNUAL MEMBERSHIP FEE IF STILL UNPAID AT RENEWAL.
- 3.5.8 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.
- 3.5.9 No smoking is allowed on the Range, except at the designated place which is currently the bus stop on the right when entering the range.

3.6 Range Access/Visitors/GUEST DAYS

- 3.6.1 The Range will be open every Saturday from 10am to 4pm (or later at the discretion of the Range Officer and Range Owner). If members arrive after the range has been closed, they may open the range providing at least two full members of at least 21 years of age are present, and that one member takes responsibility as Range Officer and the Range Standing Orders are adhered to. Shooting to finish at 4pm.
- 3.6.2 The Range is also available on other occasions in the summer at the discretion of the Range owner (it is advisable to check before turning up to shoot). Two full members to be present at all times, and all the normal safety rules apply.
- 3.6.3 Members shall have access to all parts of The Club's range(s), subject to the provisions of the constitution, to any instructions given by the Range Conducting Officer, and to any notice advised, or posted by the Management Committee.

- 3.6.4 **Visitors** – a member may bring a visitor with a view to becoming a probationary member at any time but they may not shoot except on Guest Days. Section 21 form to be completed by all visitors on visiting the range
- 3.6.5 **Guest Days – any full member who has shot regularly at the range for at least 6 months following elevation to full membership** may bring up to two guests on the last Saturday of the month, which is the official Guest Day. Their full name, address, date & place of birth must be provided to the Club Secretary at least one week in advance. The member must take responsibility for the guest at all times, ensuring that safety procedures are followed and that they are wearing a lime green RSC GUEST SHOOTER vest if they intend to shoot and a purple RSC VISITOR vest if they do not intend to shoot. Prospective members are only allowed a maximum of 2 visits before applying for membership. Section 21 form to be completed by all visitors on visiting the range.
- 3.6.6 **Guests**, (other than members of another Approved club or visitors with a Firearm Certificate, Visitor's permit or Permit under Section 7 of the 1968 Firearms Act as above), may only shoot during a **guest day**.
At these events, all guests will use firearms which have been zeroed by National Governing Body qualified coaches or competent club members and will be supervised one-to-one by a competent coach or full club member who must remain within arms length of the firearm whilst their guest is in possession of it. **All loading and unloading** of the firearm will be done by the competent coach or club member (for the purposes of this clause, loading/unloading is putting rounds into a magazine or directly into a firearm, or fitting a magazine into a firearm, or removing a magazine from a firearm whether it is loaded or not, and removing live rounds directly from a firearm. In the case of S2 shotguns, shotgun shells are to be loaded into the open chambers by the supervisor when exposed by breaking the barrel by the guest. S2 semi autos to be loaded with closed bolt 2 rounds in the tube, nothing in the chamber), guests may then operate the firearm mechanism themselves. Ammunition and firearms that generate muzzle energy in excess of 4500J will not be used.
- 3.6.7 Admittance of non-members will be refused unless cleared with the Club Secretary in advance.

3.7 Circumstances Affecting Membership

- 3.7.1 Membership subscriptions are due on 1st January annually. Any member who has not paid their annual subscription by 31 January will cease to be a member of The Club and the police will be notified as such.
- 3.7.2 All members must notify the Membership Secretary of any material circumstance arising, including revocation or surrender of their firearm certificate, which may affect their suitability to be in possession of firearms and/or ammunition.
- 3.7.3 The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, who must be a club member, before the final decision is made.
- 3.7.4 The Management Committee may create any class of member they deem necessary and may determine what benefits or rights such members may have and may lay down procedures for the introduction of prospective new members to the Club. The exercise of any such powers by the Management Committee shall be subject to ratification by the next annual general meeting of the Club by means of appropriate amendment(s) to the constitution of the Club
- 3.7.5 Annual subscriptions for all classes of members (except life members) and joining fees shall be fixed by the members at the annual general meeting.

- 3.7.6 All applications for any class of membership of the Club must be made through the RSC online membership portal, recommendations and references for membership will be made through The membership secretary who shall be responsible for taking steps necessary to process them.
- 3.7.7 Upon receipt of an application for election to any class of membership, the Membership Secretary shall process the application via the RSC online membership portal. If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, the Membership Secretary shall inform the police of receipt of the application.
- 3.7.8 On a vote on any application for full membership, following the required number of shooting visits during their probationary period a simple majority of the management committee present and eligible to vote shall constitute elevation to full membership. This can only follow the satisfactory conclusion of the requirement of Clause 2.2.10.
- 3.7.9 Upon acceptance of their elevation to full membership the applicant is liable to pay for full membership, which is the remainder of the annual subscription appropriate to the class of membership to which they have been elected.
- 3.7.10 Upon payment of the relevant subscription the Membership Secretary shall issue a membership card and enter the applicant's name in the Register of Members of The Club via the online membership portal. The period of membership shall begin from the date of such entry in the Register.
- 3.7.11 Membership cards are created and produced via our online membership portal. The cards take a couple of weeks to arrive after membership payment and therefore members are advised to continue using their previously issued membership card until their new one is received. If any member has not received their new membership card by 31 January after an annual renewal, then please email The Club Secretary or speak to a committee member up at the range.
- 3.7.12 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 require a person whose membership has lapsed to re-apply for membership and therefore will be reverted to a probationary member.
- 3.7.13 Any member whose membership is terminated voluntarily or as a consequence of violation of this constitution 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.

4.0 CLASSES OF MEMBERSHIP

4.1 The classes of membership within the Club are:

- 4.1.1 Probationary member
 - 4.1.2 Annual member
 - 4.1.3 Junior member
 - 4.1.4 Senior member
 - 4.1.5 Life member
 - 4.1.6 Reduced membership
- 4.1.7 Clubs can have non-shooting categories of membership such as associate, family, social or honorary. Such members are not covered by section 15 of the Firearms (Amendment) Act 1988 (as amended) and must not have access to firearms and ammunition except as participants in a guest day.

4.2 Probationary Membership

- 4.2.1 A probationary member is a person whose application for probationary membership of the Club has been accepted by the Membership Secretary and who has paid the relevant joining fee.
- 4.2.2 An applicant for probationary membership shall complete a membership application through the online membership portal.
- 4.2.3 The applicant shall be sponsored by an existing current full member of the Club who must be personally known to the member, who must sign their application form.
- 4.2.4 If the applicant is not personally known by a Full Club Member, and does not hold a current valid FAC, then the applicant must provide the names and addresses of two referees who have known them for not less than two years. This is required because under Section 15 of the Firearms Act, Full Members of RSC gain access to firearms and ammunition held on the Club FAC. If the applicant does hold a current valid FAC, then the applicant does not need the aforementioned references as FAL in awarding their FAC has fulfilled this procedure.
- 4.2.5 Where the applicant is not known to a club member, and does not hold a current valid FAC then the Membership Secretary shall take up the applicant's references and assess the suitability of the applicant before the Membership Secretary accepts the application.
- 4.2.6 If the application is rejected by the Membership Secretary or the Management Committee the joining fee will be returned to the applicant. The Management Committee reserves the right not to provide an explanation for the rejection of a membership application.
- 4.2.7 Once an application has been accepted by the Membership Secretary, a probationary member may shoot on the Club's range(s) in accordance with the requirements for probationary members.
- 4.2.8 After serving not less than three months as a probationary member, during which they have shot on the Club's ranges on **not less than four occasions**, application may be made for full membership to the Management Committee by the Membership Secretary.
- 4.2.9 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.

- 4.2.10 A probationary member must undertake instruction in the safe handling of firearms before they are permitted to take part in live firing on the Club's range(s).
- 4.2.11 A probationary member must be supervised at all times when they are on the Club's range(s) by a **full member who holds a firearm certificate**, Range Conducting Officer or a qualified coach.
- 4.2.12 **Probationary members** have to serve a 3 month (minimum) probationary period, including a minimum of 4 shooting visits within this period, before the Committee will consider full membership. The Committee reserve the right to extend the probationary period if deemed necessary, or to refuse membership. There is no right of appeal, and a further application cannot be made until the expiration of a period of two years. Existing FAC holders are required to make a minimum of 3 visits and can be considered for full membership as soon as the 3 visits are completed even if 3 months have not elapsed.
- 4.2.13 Probationary members must be supervised by a full member of the Club until they have satisfied the Committee that they understand the safety rules and can handle firearms safely.
- 4.2.14 All probationary members and visitors must wear a hi-visibility jacket at all times. Non shooting visitors must wear purple RSC VISITOR vests, shooting guests on designated guest days must wear lime green RSC GUEST SHOOTER vest and probationary members must wear green RSC PROBATIONER vests.

4.3 Annual Membership

- 4.3.2 An annual member is a person who has been elected to annual membership by the Management Committee and who has paid their membership subscription for the current year.
- 4.3.3 A probationary member who has completed their probationary period shall be considered for full membership at the next committee meeting or at any time through communications with the Management Committee by the Membership Secretary.
- 4.3.4 In considering an application by a probationary member towards full membership the Management Committee shall have regard to whether, **in the opinion of those supervising them**, the applicant has a satisfactory safety record and has made adequate progress during their probationary period.
- 4.3.5 Upon election to full membership a former probationary member shall be required to pay the balance of the annual membership subscription within 28 days of notification.

4.4 Junior Membership

- 4.4.1 A junior member is a person who has not attained the age of 18 years at the start of the Club's current membership year, and who has been elected to annual membership by the Management Committee and has paid their membership subscription for the current year.
- 4.4.2 Where an applicant for probationary or annual membership is under the age of 18 years their application must be counter-signed by a parent or legal guardian. Junior members will only be allowed to join if at least one parent/legal guardian also joins the Club.
- 4.4.3 No person under the age of 18 years shall have access to the range unless they are at all times under the supervision of a parent or legal guardian, or of a member appointed by their parent or legal guardian to supervise them. The appointment of a supervising full member must be done via the provision of a covering note to that effect being issued to the Club Secretary signed by the parent/legal guardian.

4.4.4 No person under the age of 10 is allowed on or near the firing points. Junior members aged 10 – 14 will only be allowed to fire air weapons, .22RF rifles, shotgun [if 12g used, cartridges to be no heavier than 21g] and must be supervised at all times by their parent/legal guardian/nominated full member.

4.5 Senior Membership

4.5.1 A senior member is an annual member who has attained the age of 80 years at the start of the Club's current membership year, must have achieved a minimum of 5 years continuous membership and who has been elevated to Full Membership by the Management Committee and has paid their membership subscription for the current year.

4.6 Life Membership

4.6.1 A 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.

4.6.2 Life members shall not be required to pay a membership subscription.

4.6.3 The Club Secretary is classed as a life member whilst fulfilling the role.

4.7 Reduced Membership

4.7.1 Each full member is entitled to join one family member at a reduced rate.

4.8 Committee Member

4.8.1 A committee member is a member who is elected to this position at the AGM by the members.

5.0 ADMINISTRATION OF THE CLUB

5.1 Receipts and expenditure

- 5.1.1 The funds of The Club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of The Club at such bank or building society as the Management Committee shall from time to time decide. The Club may operate more than one bank account. All cheques drawn on the Club's bank account must be signed by two members of the Management Committee who are not members of the same family. Online payments are also to be actioned by two committee members as above.
- 5.1.2 The funds belonging to The Club shall be applied **only** in furthering the objectives.

5.2 Officers of The Club

- 5.2.1 At each annual general meeting of The Club the members shall elect from amongst themselves a Management Committee consisting of a Chairperson, a Club Secretary, a Treasurer, a Firearms Liaison Officer, and a Membership Secretary who shall hold office from the conclusion of the meeting. Whilst appointments are ideally separate individuals, it is permitted that the Firearms Liaison Officer, and the Membership Secretary can be combined within other named roles as required.
- 5.2.2 The Club Secretary shall act as Police Liaison Officer where that role has not been fulfilled by another full member
- 5.2.3 Club officers must be people who are not disqualified from possessing a firearm.
- 5.2.4 Club officers should be aware of firearms laws relevant to the membership of the club, and make their best efforts to ensure that all members remain of good character
- 5.2.5 Subject to the matters set out below The Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee
- 5.2.6 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
- 5.2.7 All correspondence for the Club shall be handed to the Club Secretary. No member except the Club Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairperson, the Club Secretary or the Management Committee
- 5.2.8 In the event of any dispute over voting rights the Club Secretary or in their absence the Chairperson of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or extraordinary general meeting.
- 5.2.9 A register of all club members past and present shall be kept by the Membership Secretary

5.3 Club Accounts

- 5.3.1 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
- 5.3.2 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer
- 5.3.3 The Club's financial year end date shall be 30th November.

5.4 Election of Officers

- 5.4.1 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 their consent to stand for election
- 5.4.2 The Management Committee shall consist of not less than six members and not more than eleven members being:
- a) the 5 no officers specified in the preceding clauses where duties have not been combined
 - b) not less than **one** general committee member (this can rise to **three** general committee members where duties are combined) and not more than **eleven** total members elected at the annual general meeting who shall hold office from the conclusion of the meeting.
 - c) No person shall be entitled to act as a member of the Management Committee whilst a member of the same family or household is also serving as a member of the management committee.
- 5.4.3 All members of the Management Committee must be **full current members** of The Club in their own right.
- 5.4.4 The Management Committee may in addition appoint two co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Management Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Management Committee called for that purpose and shall take effect from the end of that meeting unless the appointment is to fill a place which has not been vacated in which case the appointment shall run from the date when the post becomes vacant.
- 5.4.5 All the members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- 5.4.6 The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 5.4.7 No person shall be appointed as a member of the Management Committee who is aged under 18.
- 5.4.8 Any full member of not less than TWELVE MONTHS standing may stand for election to the Management Committee, or as an officer of The Club, must be proposed and seconded by at least two other members at an annual or extraordinary general meeting
- 5.4.9 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.
- 5.4.10 A member of the Management Committee shall cease to hold office if they:
- a) ceases to be a full current member of the Club; or
 - b) becomes incapable by reason of mental disorder, illness or injury of managing and administering their own affairs; or
 - c) is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that the office be vacated; or gives to the Management Committee notice that they wish to resign with effect from a date at least one month after the date of the notice (unless there are exceptional

reasons for shorter notice), but only if at least six members of the Management Committee remain in office when the notice of resignation is to take effect.

5.5 Management Committee Members not to be Personally Interested.

- 5.5.1 Subject to the provision of sub-clause 9.2 no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.
- 5.5.2 Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by themselves or their firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club. Provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which their own instruction or remuneration, or that of their firm, is under discussion.

5.6 Meetings and Proceedings of the Management Committee

- 5.6.1 The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairperson or by any three members of the Management Committee upon not less than seven days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include appointment of a co-opted member then not less than 21 days' notice must be given. All notices must be given in writing.
- 5.6.2 The Chairperson shall act as Chairperson at meetings of the Management Committee. If the chairperson is absent from any meeting, the members of the Management Committee present shall choose one of their number to be Chairperson of the meeting before any other business is transacted.
- 5.6.3 There shall be a quorum when at least one-third of the members of the Management Committee for the time being or four members of the Management Committee, whichever is the greater, are present at the meeting.
- 5.6.4 The Management Committee shall keep minutes, held electronically as .doc or .pdf format, of the proceedings at meetings of the Management Committee and any sub-committee.
- 5.6.6 The Management Committee may from time to time make or alter the constitution of the Club. Any such addition or alteration to the constitution must be laid before the next annual general meeting of the Club for ratification. No rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 5.6.7 The Management Committee may appoint one or more advisory or sub-committees consisting of **three or more** members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a subcommittee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee.

- 5.6.8 The Management Committee shall ensure that, at all times the club and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken
- 5.6.9 The Club Secretary shall give to all Committee members at least 7 days' notice of each meeting of the Management Committee, such notice to be in writing.
- 5.6.10 The Club Secretary shall agree the agenda of each Management Committee meeting with the Chairperson not less than 7 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.
- 5.6.11 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.
 - 7) Any other business at the discretion of the Chairperson of the meeting.
- 5.6.12 Any member may address a meeting of the Management Committee in person upon written application to the Club Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Club Secretary at least 14 days prior to that meeting.
- 5.6.13 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 Club Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Club Secretary at least 14 days prior to the meeting at which they are to be considered.
- 5.6.14 The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 5.6.15 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.
- 5.6.16 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
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 and any other Club charges levied upon its members or upon other users of its facilities.
- 5.6.17 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote, where eligible with the Chairperson so long as the proxy is confirmed in writing to the Club Secretary at least two days prior to the date of the relevant meeting.

- 5.6.18 Subject to ratification by the Club at Annual General Meeting, the Management Committee may add, amend or delete any clause contained within this constitution. 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 on The Club website for not less than four weeks immediately preceding the date of the meeting at which the proposal will be considered.
- 5.6.19 All members shall be deemed to have been notified of any addition to, amendment of or deletion from this Constitution, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairperson or in their absence by the Club Secretary is displayed on The Club website.

6.0 PROPERTY

6.1 Title

6.1.1 The Management Committee shall cause title to:

- (a) all land held by or in trust for the Club; and
- (b) all investments held by or on behalf of the Club; and
- (c) all assets of the Club other than land and investments; to be vested in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee. Provided that they act only in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for acts and defaults of its members.

6.1.2 If a corporation entitled to act as a custodian trustee has not been appointed to hold the property of the Club, the Management Committee may permit any investments held by or in trust for the Club to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Management Committee, and may pay such nominee reasonable and proper remuneration for acting as such.

6.1.3 The Club's firearms may be held by and on the certificate of any club member or members as the Management Committee agree.

7.0 CONDUCT OF CLUB ACTIVITIES

7.1 Safety

- 7.1.1 All firearms to be as specified in range standing orders for the 25 and 75 metre ranges, the clay shooting range and the practical shotgun range
- 7.1.2 All persons on any part of the Club's ranges when firing is in progress must use an adequately effective hearing protection device. Eye protection is also highly recommended
- 7.1.3 The Club has adopted the Standard Safety Rules issued by the NRA, the CPSA and the UKPSA, subject to amendments necessary to reflect the particular circumstances of The Club.
- 7.1.4 The Safety Rules shall be displayed on the Club notice board, and at each of the Club's ranges, at all times when the Club's facilities are in use.
- 7.1.5 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
- 7.1.6 Members are to use the main car park and leave the access road clear for disabled and emergency use.
- 7.1.7 Firearms should be taken out of and returned to the gun slip or case *at the firing point* and should point towards the targets at all times
- 7.1.8 Firearms should be cleaned at the designated points only and not on the tables to the rear of the shooting positions
- 7.1.9 Before a shooting position is made SAFE, shooting must cease immediately under the direction of the RO and all firearms must be made safe. All magazines to be removed, a flag placed in the breach of all guns or the bolt removed where no flag is present. The RO will then examine all firearms made safe prior to declaring shooters are permitted to venture forward of the firing position.
- 7.1.10 In the event of an emergency, any member can call "**STOP, STOP, STOP**". Upon hearing this command, all shooters, visitors and guests must **FREEZE** and must remain exactly as they are with the exception of active shooters who must remove their finger from the trigger **without unloading and without showing clear**. All persons must then follow the direct instruction of the RO until the incident has been deemed nullified by the RO.
- 7.1.11 In the event of a misfire, the shooter must maintain aim at their intended target and inform the RO immediately, the RO will advise on the safest unloading procedure (for example, ensuring the thumb is not used when opening the bolt on a bolt action rifle). It is recommended that the cartridge is not re-fired and the live round disposed of in the red ammunition box located within the club house.
- 7.1.12 It is recommended that a bore-sighter is used when setting up a new scope. The Club has one available for use by members. Range officer to be informed in all cases. Shooters can request to move down range for sighting purposes, this will be done under direct instruction of the RO on duty and the shooter must be accompanied down range by a full member of the club in order to carry out a secondary check of the SAFE firearm before dressing down range or returning to the firing point.

7.2 Range Officers

Range Officers may be any suitably experienced member or qualified Range Safety Officer (RSO) or Range Conducting Officer (RCO). NRA qualified RCO is the minimum requirement for occupying military ranges.

- 7.2.1 The management committee may request any suitably experienced or qualified club member to act as Range Officer at any time.
- 7.2.2 On any occasion any party of two full members age 21 and over shooting. 1 must act as range conducting officer and cannot shoot. The RO must be easily identifiable by wearing an orange fluorescent RSC RANGE OFFICER vest.
- 7.2.3 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 Conducting Officers supervising shooting on the Club's ranges;
 - 2) the names of all persons shooting on the Club's range(s);
 - 3) Type and serial number of all firearms used during a shooting session;
 - 4) Range distance and lane used, number of rounds used on those lanes, start and finish times, membership number, member name, calibres shot, date;
 - 5) any other information which the Management Committee may require
- 7.2.4 The Range Officer on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress and shall be easily identifiable by wearing an orange fluorescent RSC RANGE OFFICER vest. All duty Range Officers to be approved by the management committee.
- 7.2.5 The Range Conducting 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 landlord of the range and MOD, TAVRA.
 - 3) The Club's Constitution,
- 7.2.6 Range Conducting Officers periods of duty shall be set out in the rota on the club website, or as decided by any member of the Management Committee who is present
- 7.2.7 If a Range Conducting Officer is unable to be present on the range during the whole of their duty period they are responsible for arranging for a suitably qualified person to act as Range Conducting Officer in their absence
- 7.2.8 The Range Conducting Officer on duty is responsible for ensuring the shooting is conducted in a safe manner and for ensuring that the range is in a safe condition for shooting to take place, they are not responsible for the opening or setting up of the range before shooting begins.
- 7.2.9 The Range Conducting Officer is entitled to refuse permission for any person to shoot on the ranges if they have reason to believe that they are not in a fit condition to do so.
- 7.2.10 The Range Conducting Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee
- 7.2.11 All firearms are to be offered to the Range Officer for inspection **before** removing them from the firing point. The legal responsibility for ensuring that the firearm is unloaded and safe to be removed from the firing point ultimately remains with the member operating the firearm.
- 7.2.12 All Safety Regulations must be adhered to at all times

7.3 Range Officer Duties

- 7.3.1 Any member acting as Range Officer must be easily identifiable by wearing an orange fluorescent RSC RANGE OFFICER vest.
- 7.3.2 Prior to the start of shooting the Range Officer must ensure that the red range flags are in place by 9.30 am (or 30 minutes prior to the start of shooting) and must inspect and photograph the woodwork prior to the start of and at the cessation of all shooting sessions and make note of any damage in the Range Logs.
- 7.3.3 The Range Officer must ensure all range logs are correctly completed at the cessation of shooting.
- 7.3.4 The Range Conducting 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 landlord of the range and MOD, TAVRA.
 - 3) The Club's Constitution,
- 7.3.5 The Range Officer, or the last member to leave the range, is responsible for ensuring that all club property is put away and secured. All target frames are put away and the red range flags taken down, ensuring that the club house and the toilet cabin are locked securely and also for locking up the range gate and car park gate to prevent unauthorised access. All combination locks to be scrambled.

8.0 DISCIPLINARY MATTERS

8.1 Disciplinary Matters

- 8.1.1 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).
- 8.1.2 Such reports must be made to the Club Secretary, or if they are not available, to the Chairperson or Treasurer, at the earliest opportunity.
- 8.1.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Club Secretary (Chairperson 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.

8.2 Disciplinary Sub-Committee

- 8.2.1 In the event that the Management Committee considers the conduct of a member has fallen short of that expected of a Full Member of RSC, the Club Secretary (Chairperson 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.
- 8.2.2 The Club Secretary (Chairperson 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.
- 8.2.3 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 Club 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.

8.3 Disciplinary Hearing

- 8.3.1 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 8.2 above.
- 8.3.2 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with them a friend who is a club member. If the accused does not attend they 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.
- 8.3.3 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.3.4 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.3.5 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 they do so such notice must be given within 7 days of the decision being made.

- 8.3.6 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.
- 8.3.7 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 appropriate governing body or firearms department (police), which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Club Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.3.8 All proceedings of the Sub-Committee, 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 / police.

8.4 Right of Appeal

- 8.4.1 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 Club Secretary within 7 days a notice of appeal.
- 8.4.2 Upon receipt of such a notice of appeal the Club Secretary will invoke the procedure set out in the constitution for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 8.4.3 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.

8.5 Disciplinary Decisions and Reporting

- 8.5.1 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 Chairperson shall have a second or casting vote.
- 8.5.2 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against them.
- 8.5.3 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or other national governing body, the Club Secretary shall inform the membership by email setting out the precise nature of the incident and terms of the penalty.
- 8.5.4 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 NRA or other national governing body since the last annual general meeting.

9.0 ANNUAL GENERAL MEETING

9.1 Annual General Meeting

- 9.1.1 There shall be an annual general meeting of the Club which shall be held each year within two months of the end of the Club's financial year or as soon after as is practicable. The end of the club financial year is 30 November.
- 9.1.2 Every annual general meeting shall be called by the Management Committee. The Club Secretary shall give at least 28 days' notice of the annual general meeting in writing to all the members of the Club. All members of the Club shall be entitled to attend and where eligible, vote at the meeting.
- 9.1.3 The Chairperson of the Club then in office shall be the Chairperson of each Annual and Extraordinary General Meeting, but if they are not present, before any other business is transacted, the persons present shall appoint a Chairperson of the meeting.
- 9.1.4 The Management Committee shall present to each Annual General Meeting the report and accounts of the Club for the preceding financial year.
- 9.1.5 Nominations for election to the Management Committee must be made by members of the Club in writing and must be in the hands of the Club Secretary to the Management Committee at least 14 days before the annual general meeting. The person nominated must confirm in writing their willingness to stand. Should nominees exceed vacancies, election shall be by show of hands.
- 9.1.6 Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote, where eligible with the Chairperson of the meeting provided that the proxy is confirmed in writing to the Club Secretary at least two days prior to the date of the relevant meeting.

9.2 Special General Meetings

- 9.2.1 The Management Committee may call a special general meeting of the Club at any time. If at least 20% of the Club membership or 50 members, whichever is less, request such a meeting in writing stating the business to be considered the Club Secretary shall call such a meeting. At least 28 days' notice must be given. The notice calling the meeting must state the business to be discussed.

9.4 Procedure at General Meetings

- 9.4.1 The Club Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Club.
- 9.4.2 There shall be a quorum when at least 25% of the number of full members of the Club for the time being or 20 members of the Club, whichever is less, are present at any general meeting.
- 9.4.3 If after 30 minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting shall be adjourned to another time and place. The adjourned meeting shall take place within 42 days of the date of the original meeting, or as soon after as is practicable.

9.4.4 If at the adjourned meeting there are insufficient members present to form a quorum, the meeting will proceed after a delay of 30 minutes unless sufficient members are present before that time to form a quorum.

9.4.5 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) Agreed membership subscriptions for the coming year.
- 8) Election of Chairperson.
- 9) Election of Club Secretary.
- 10) Election of Treasurer.
- 11) Election of Membership Secretary.
- 12) Election of Management Committee Members.
- 13) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
- 14) Consideration of any item(s) of business notified in writing to the Club Secretary by any member not later than two 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.
- 15) Any other business at the sole discretion of the Chairperson 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.

9.5 Notices

9.5.1 Any notice required to be served on any member of the Club shall be in writing and shall be served by the Club Secretary or the Management Committee on such member either personally or by sending it through the post in a prepaid letter addressed to the member at their last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

9.5.2 Electronic communication can save the club a considerable amount of time and money. Such members as agree, may supply their e-mail addresses to the Club secretary, who may there after use their e-mail address for any notice, which would be otherwise be required to have in writing any such notice, shall be deemed to have been received within 3 days of transmission.

9.6 Voting

9.6.1 Every member shall have one vote on any resolution on which he is entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the question but in the case of a tied vote the Chairperson of the meeting shall have a second and casting vote.

9.7 Alteration to the Constitution

- 9.7.1 The constitution may be altered by a resolution supported by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

10.0 DISSOLUTION OF THE CLUB

10.1 Dissolution

10.1.1 If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 28 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by two-thirds of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objectives similar to the objectives of the Club as the members of the Club may determine.

This constitution was adopted on the date shown at the head of the document by the persons whose signatures appear at the bottom of this document on behalf of the members at the Annual General Meeting.

Signed

Alan Craggs

CHAIRPERSON

J. Bosworth

CLUB SECRETARY

C. McLaren

TREASURER