

**Byelaws of the
CHICHESTER RIFLE & PISTOL CLUB
Adopted on the Twelfth Day of January 2004
Amended 13 May 2010; 6 December 2010; 3 May 2018; 18 May 2023
Home Office Approval Requirements Bold and Underlined**

1. General

1.1. Definitions

1.1.1. "The Club" means the CHICHESTER RIFLE & PISTOL CLUB

1.1.2. "The Club's Premises" means the property, land and buildings at Wellington Road, Chichester, West Sussex PO19 6BB where the Club carries out its principal activities.

1.1.3. "Range(s)" means any range facility owned, leased, hired or occupied by the Club when carrying out its activities and includes both the land and buildings.

1.2. Words denoting the masculine gender are taken to include the feminine gender.

1.3. The byelaws of the Club shall have the same force and effect as though they were part of the constitution.

1.4. All classes of member shall be provided with a copy of the constitution and byelaws and any amendments pertaining thereto. In accepting membership of the Club, members confirm acceptance of the constitution and byelaws and will be bound by them.

1.5. The Club shall seek the approval of the appropriate Home Office 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.

1.6. The Club may affiliate to any body where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Club.

1.7. Notwithstanding any provision hereof every member, visitor or guest shall be bound by any rules or regulations of any official governing body to which the Club is at any time affiliated, and by all relevant statutes or other instruments of law which may be in force. The Club and the members of the Management Committee shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any member, visitor or guest.

2. Administration of the Club

2.1. The Club will be administered by the Management Committee in accordance with the Constitution.

2.2. Officers:

2.2.1. "Chairman" means a person who shall act as chairman at meetings of the Management Committee in accordance with the Constitution.

2.2.2. "Honorary Secretary (Hon Sec)" means a person who shall act as the principal administrator of the Club, its affairs and responsibilities.

2.2.3. "Treasurer" Means a person entrusted with the financial management of the Club.

- 2.3. President and Vice-President:
- 2.3.1. "President" means a member who has performed valued service for the Club over a number of years and who has been elected as President at a general meeting. The President may also act as Chairman at any general meetings in accordance with the Constitution.
- 2.3.2. "Vice-President" means any person who has performed valued service for the Club over a number of years and who has been elected as a Vice-President at an annual general meeting.
- 2.3.3. The President and Vice-Presidents shall not be ex officio members of the Management Committee but are free to stand for election to that Committee.
- 2.4. Roles within the Management Committee:
- 2.4.1. **"Police Liaison Officer (PLO)" means The Club Secretary or, in their absence, another member of the Management Committee appointed by the 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.**
- 2.4.2. "Membership Secretary (MS)" means The Club Secretary or another member of the Management Committee appointed by the committee to process enquiries and applications for Club membership.
- 2.5. The Management Committee may delegate certain roles to suitably qualified persons:
- 2.5.1. "Range Conducting Officer (RCO)" means a person who is over the age of 21 and holds a Range Conducting Officer qualification issued by a relevant National Governing Body of shooting.
- 2.5.2. "Range Officer (RO)" means a person who is a Range Conducting Officer and firearms certificate holder and who is authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.
- 2.5.3. "Chief Range Officer (CRO)" means the Range Officer who is in overall control of a range when there is more than one Range Officer officiating.
- 2.5.4. "Child Protection Officer (CPO)" means a competent person who is responsible for the protection and welfare of children and vulnerable adults within the context of the Club activities, has undergone a DBS check (or equivalent), is considered by the Management Committee to be reliable in terms of discretion and confidentiality and is familiar with the relevant safeguarding policy and procedure guidelines as recommended by the National Governing Body of the sport.
- 2.5.5. "Health and Safety Officer (HSO)" means a competent person who is responsible for helping the Management Committee meet its health and safety legal duties. They should have the skills, knowledge and experience to be able to recognise hazards and help put sensible controls in place to protect members and others from harm.
- 2.6. All correspondence for the Club shall be delivered to the appropriate Club officer who has the authority to act on behalf of the Club.
- 2.7. A register of all members past and present shall be kept by the Membership Secretary who shall maintain each members' records for a period of 6 years after they have ceased their association with the Club.
- 2.8. The Treasurer shall maintain the general accounts and all necessary financial records of the Club and shall receive all monies paid by, or given to any member which is for the benefit of the Club.
- 2.9. Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.

- 2.10. The Club's financial year-end date shall be *31st March*
- 2.11. The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 2.12. The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 2.13. The Management Committee will adopt the principles and procedures of any current rule, guidance or code of practice of the NRSA, NRA or any other governing body to which the Club is affiliated with regard to privacy, equality, whistle blowing, transgender opportunities, child welfare, safeguarding, hand loading or any other relevant policy in all aspects of their administration of the Club and its membership.
- 2.14. The members of the Management Committee are hereby indemnified by the Club in respect of:
 - 2.14.1. Any liability reasonably and properly incurred by them on behalf of the Club
 - 2.14.2. 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
 - 2.14.3. Claims brought under Occupiers' Liability legislation
 - 2.14.4. Claims in nuisance

3. Membership

- 3.1. "Member" means a current member of the Club of any class.
- 3.2. The classes of membership within the Club are:
 - 3.2.1. Probationary Member
 - 3.2.2. Full Member
 - 3.2.3. Non-Shooting Member
- 3.3. Members may also be categorised according to their age and status in order to allow a tiered Membership Fee structure.
 - 3.3.1. "Adult" means a person aged 18 years and over who does not fall into any other category
 - 3.3.2. "Junior" means a person who is aged 12 to 17 years old and who has not attained the age of 18 years at the start of the Club's current financial year.
 - 3.3.3. "Student" means a person aged 18 to 21 years old who is in full time education. An applicant's student status may be determined at the discretion of the Management Committee.
 - 3.3.4. "Honorary Life Member" means 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.

4. Application Process

- 4.1. All applications or recommendations for any class of membership of the Club must be made to the Membership Secretary, who shall be responsible for taking the steps necessary to process them.
- 4.2. All new applicants who intend to actively shoot at the Club will apply for Probationary Membership in the first instance.
- 4.3. No person under the age of 12 years old may apply to join the Club.
- 4.4. Where an applicant is under the age of 18 years their application must be counter-signed by a parent or guardian.

5. Probationary Membership

- 5.1. "Probationary Member" means a current Adult, Junior or Student member of the Club whose application for probationary membership has been accepted by the Membership Secretary, has paid the relevant joining fee and holds a current Probationary Membership card.
- 5.2. **Every applicant shall complete a membership application form, Section 21 Declaration form and any other forms required.**
- 5.3. The applicant must provide the names and addresses of two referees who are not related to them and who have known them for not less than five years.
- 5.4. The completed application forms and details of referees, must be submitted to the Club together with the relevant joining fee.
- 5.5. Once the application has been accepted by the Membership Secretary, the joining fee has been paid and a Probationary Membership Card has been issued, the applicant will become a Probationary Member.
- 5.6. **All probationary members must undertake a course of assessment or instruction in the safe handling of Section 1 firearms by a full adult member who holds a firearm certificate, a Range Officer or a qualified coach before they are permitted to take part in live firing on the Club's range(s).**
- 5.7. Once they have successfully completed such a course, a probationary member may shoot on the Club's range(s) only under the supervision of a full adult member who is a firearms certificate holder and who has been approved by the Range Officer.
- 5.8. The Membership Secretary will contact the referees requesting a character reference for the applicant.
- 5.9. **The Police Liaison Officer will contact the Police Firearms Unit to notify them of the application and carry out any required checks and obtain their approval for the applicant.**
- 5.10. The standard Probationary Period is six months from the date of joining. The expiry date should be shown on the Probationary Membership card.
- 5.11. 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.
- 5.12. After serving not less than three months as a probationary member, during which they have shot on the Club's range(s) on not less than ten occasions, an application for full membership may be considered by the committee.
- 5.13. **Any person who can prove that they are already a full member of another target shooting Club, or any person who holds a current firearm certificate which includes the appropriate conditions for target shooting, may apply to the Management Committee to become a full member of the Club without the need for the full period of probationary membership, subject to the Membership Secretary receiving a satisfactory reference from the secretary of the existing Club and one personal referee.**
- 5.14. A Probationary Member who allows their probationary period to expire without applying for full membership, shall be considered to have left the Club and will no longer be a member.

6. Full Membership

- 6.1. "Full Member" means a current Adult, Junior, Student or Honorary Life member of the Club who has applied for full membership of the Club, obtained acceptable references and Police approvals, has been sponsored by a full member of the Club, proposed and seconded by members of the Management Committee, has paid the relevant subscription and holds a current Full Membership card.
- 6.2. In considering an application for full membership by a probationary member 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.
- 6.3. **All applicants for full membership must be sponsored by a full member of the Club** who is willing to support the applicant as a "person of good character who should be allowed to join the Club" and accepted by not less than two members of the Management Committee, who shall act as proposer and seconder.
- 6.4. Upon election to full membership a former probationary member shall be required to pay the pro rata balance of the annual membership subscription.
- 6.5. Upon receipt of the relevant subscription the Membership Secretary shall issue a full 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.
- 6.6. **The Police Liaison Officer shall inform the Police of:**
 - 6.6.1. **the outcome of the application;**
 - 6.6.2. **any member, other than a guest member, who has not shot with the Club for a period of 12 months;**
 - 6.6.3. **any person, other than a guest member, who has ceased to be a member for whatever reason.**

7. Non-Shooting Membership

- 7.1. "Non-shooting Member" means either:
 - 7.1.1. A person who has previously been a member of the Club, has ceased to be an active shooter but may maintain an active role within the running of the Club.
 - 7.1.2. A co-opted member appointed by the Management Committee to carry out a specific role within or on behalf of the Management Committee but who is not an active shooter with the Club.

8. Members' Suitability

- 8.1. Any member shall immediately notify the Secretary if their 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 their circumstances.

9. Membership Subscriptions

- 9.1. Full Membership subscriptions are due on 1st April annually.
- 9.2. 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 any membership subscriptions and joining fees levied upon its members.

- 9.3. Any member of any class who fails to pay any relevant subscription by *31st May* will automatically cease to be a member of the Club with effect from that date.
- 9.4. The Management Committee has an absolute discretion to allow a person whose membership has lapsed as a result of non-payment of subscription to be reinstated upon payment of the relevant subscription and of any other sums which may be due and owing to the Club by the person concerned. The Management Committee may require a person whose membership has lapsed to re-apply for membership.
- 9.5. Any member whose membership is terminated voluntarily or under Section 15 of these byelaws shall not be entitled to any refund of membership subscription or other charges which may have been paid, and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club. Any member who may experience financial hardship as a result may appeal to the Management Committee for their circumstances to be taken into account.
- 9.6. Honorary Life and Non Shooting members shall not be required to pay any membership subscription.

10. General Meetings

- 10.1. Voting Rights
 - 10.1.1. Full members of the Club are entitled to vote at annual and extraordinary general meetings.
 - 10.1.2. Probationary members are not entitled to vote.
 - 10.1.3. Co-opted non-shooting members appointed by invitation of the Committee are not entitled to vote.
 - 10.1.4. In the event of any dispute over voting rights the Chairman or in their absence the Secretary of the meeting, shall determine who is entitled to vote at any annual general meeting or extraordinary general meeting.
 - 10.1.5. Any full 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 seven days prior to the date of the relevant meeting.
- 10.2. The business of the annual general meeting shall be: -
 - 10.2.1. Apologies for absence.
 - 10.2.2. Approval of the minutes of the last annual general meeting.
 - 10.2.3. Matters arising from those Minutes.
 - 10.2.4. Chairman's Address
 - 10.2.5. Treasurer's Report including presentation and acceptance of the accounts for the preceding financial year.
 - 10.2.6. Presentation and acceptance of the Management Committee's recommendation for membership subscriptions and joining fees.
 - 10.2.7. Appointment of auditors or scrutineers.
 - 10.2.8. General reports covering the preceding year and the present state of the Club and its members.
 - 10.2.9. Confirmation of Patrons of the Club
 - 10.2.10. Election or re-election of the President and Vice President(s) of the Club
 - 10.2.11. Election of Officers (Chairman, Secretary, Treasurer.)
 - 10.2.12. Election of Management Committee Members.
 - 10.2.13. Appointment of Club Captains.
 - 10.2.14. Election of Honorary Life Members.
 - 10.2.15. Consideration of any recommendations by the outgoing Management Committee for changes to the constitution and the byelaws.
 - 10.2.16. Consideration of any item(s) of business notified in writing to the Secretary by any member not later than three 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.

- 10.2.17. Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under “any other business” may only be for consideration or recommendation and must be ratified at a future meeting of the new Management Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.
- 10.3. Any full member of not less than nine months standing may stand for election as an officer of the Club or member of the Committee
- 10.3.1. They must give to the Secretary not less than seven days before the relevant meeting their consent to stand for election.
- 10.3.2. They must be proposed and seconded by two other members at an annual or extraordinary general meeting
- 10.4. 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.

11. Committee Meetings

- 11.1. The Secretary shall give to all Committee members at least *14 days* notice of each meeting of the Management Committee, such notice to be in writing.
- 11.2. The Secretary shall agree the agenda of each Committee meeting with the Chairman not less than *14 days* prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than *7 days* before the meeting.
- 11.3. The business at Committee meetings shall be:-
- 11.3.1. Apologies for absence.
- 11.3.2. Consideration of applications for membership.
- 11.3.3. Approval of the minutes of the last meeting.
- 11.3.4. Matters arising from those minutes.
- 11.3.5. Specific items placed on the agenda for consideration, recommendation or ratification.
- 11.3.6. Treasurer’s recommendation for membership subscriptions and joining fees for the coming year. (March Meeting).
- 11.3.7. Any other business at the discretion of the Chairman of the meeting.
- 11.4. Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the Secretary receives the application at least *14 days* prior to that meeting.
- 11.5. Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting. The Secretary must receive such representations at least *14 days* prior to the meeting at which they are to be considered.
- 11.6. Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least *two days* prior to the date of the relevant meeting.

- 11.7. In accordance with Clause 10.5 of the Constitution the Management Committee may add, amend or delete any clause contained within these Byelaws. Any such change must be supported by at least two thirds of the members of the Management Committee. Any such addition or alteration to the Byelaws must be laid before the next annual or extraordinary general meeting of the Club for ratification. 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.
- 11.8. All members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in their absence by the Secretary is displayed at the Club's premises.

12. Conduct of Club Activities

- 12.1. Only air weapons and 0.22" calibre rimfire rifles using subsonic ammunition may be fired at the Club's premises.
- 12.2. The Club may organise shoots at other range(s) where firearms of a higher velocity or calibre may be allowed.
- 12.3. The Secretary may request any suitably qualified member of the Club to act as a Range Officer. The Management Committee may override the Secretary's selection of Range Officers.
- 12.4. **One or more range logbooks shall be kept at the Club's premises for the purposes of recording:**
 - 12.4.1. The names and periods of duty of the Range Officers supervising shooting on the Club's range(s);
 - 12.4.2. **The names of all persons shooting on the Club's range(s);**
 - 12.4.3. **Details of all personal and Club firearms and air weapons used;**
 - 12.4.4. All sales of ammunition and other goods to persons using the Club's facilities;
 - 12.4.5. Any infringement of the Club's Safety Rules;
 - 12.4.6. Any other information which the Management Committee may require.
- 12.5. **All members must sign the range logbook giving details of any firearms and air weapons used and the type of event in which they took part and pay the appropriate range fee on every occasion when they shoot on the Club's range(s).**
- 12.6. 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).
- 12.7. No person under the age of 15 years shall have access to the Club's Premises unless they are at all times under the supervision of a parent or guardian, or a person appointed by their parent or guardian to supervise them. The supervisor shall not be aged under 18 years.
- 12.8. 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.
- 12.9. All members, visitors and guests using the Club's range(s) are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.

- 12.10. The Chief Range Officer on duty, or a member of the Management Committee, may insist upon the immediate removal from any part of the Club's premises of any person or animal that is causing a disturbance which may distract shooters on the firing point.
- 12.11. All persons must use an adequately effective hearing protection device when firing is in progress.
- 12.12. Details shall last approximately *30 minutes for 20-shot cards and 15 minutes for 10-shot cards*, or less when there are other members waiting to shoot. This byelaw shall not apply during a competition, or if the Range Officer directs otherwise.
- 12.13. Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 12.14. Every shooter shall ensure that they leave the firing point clean and tidy when they have finished shooting.

13. Health and Safety

- 13.1. The Club will adopt the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 13.2. The Range Safety Rules shall be displayed at the Club's Premises at all times.
- 13.3. Every person using the Club's Range(s) must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

14. Range Officer's (RO) Responsibilities

- 14.1. The Range Officer on duty is authorised to act as the Management Committee's representative on a range when shooting is in progress.
- 14.2. Where there is more than one Range Officer officiating one must be designated Chief Range Officer and shall assume the responsibilities herein.
- 14.3. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:
 - 14.3.1. The Range Orders and conditions laid down in the range safety certificate,
 - 14.3.2. conditions laid down by MOD, TAVRA, or the landlord of the range,
 - 14.3.3. The Club's Safety Rules,
 - 14.3.4. Requirements laid down under "Conduct of Club Activities" in these byelaws.
- 14.4. The Range Officers' periods of duty shall be set out in a rota drawn up by the Secretary and posted on the Club's notice board, or as decided by any member of the Management Committee.
- 14.5. If the Range 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 Officer in their absence.
- 14.6. The Range Officer on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.
- 14.7. When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee.

- 14.8. The Range Officer is entitled to refuse permission for any person to shoot on the range(s) if they have reason to believe that they are not in a fit condition to do so.
- 14.9. The Range Officer is entitled to refuse permission for any person to use the range(s) outside the range times fixed by the Management Committee.
- 14.10. The Range Officer is responsible for maintaining the range logbooks throughout their duty period.
- 14.11. The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under their firearm certificate, and that the ammunition has been entered on the firearm certificate.

15. Disciplinary Matters

- 15.1. Any allegations of abusive behaviour towards a person who is younger than 18 years or is a vulnerable adult, during any Club event at the range or elsewhere, whether a Club member or not, must be reported to the Club's Child Protection Officer (CPO). The allegations must not be discussed with any other officer or member of the Club, prior to the involvement of the CPO.
- 15.2. It is the responsibility of all members to inform the Management Committee of any other 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).
- 15.3. Such reports must be made to the Secretary, or if they are not available, to the Chairman or Treasurer, at the earliest opportunity.
- 15.4. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 15.5. The Secretary (Chairman or Treasurer) shall convene a meeting of five members of the Management Committee, one to act as Chairman, to sit as a Disciplinary Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 15.6. 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 Disciplinary Sub-Committee when it meets.
- 15.7. The Disciplinary Sub-Committee, having examined the evidence, may decide:
 - 15.7.1. That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed; or
 - 15.7.2. That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 15.8. 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 Disciplinary Sub-Committee meeting.
- 15.9. At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with them a friend or advisor. 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.

- 15.10. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 15.11. The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 15.12. 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.
- 15.13. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
 - 15.13.1. A verbal warning.
 - 15.13.2. A written reprimand.
 - 15.13.3. Suspension of the right to use the Club's range(s) for a fixed period of time.
 - 15.13.4. Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 15.13.5. Suspension of all membership rights for a fixed period of time.
 - 15.13.6. 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.
- 15.14. If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NSRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 15.15. All proceedings of the Disciplinary Sub-Committee and of the Disciplinary Committee, shall be fully recorded, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 15.16. 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.
- 15.17. Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or byelaws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 15.18. 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.
- 15.19. On the hearing of the appeal by the extraordinary general meeting the provisions of the Disciplinary Hearing shall apply.
- 15.20. All decisions on disciplinary matters by the initial Disciplinary 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.
- 15.21. 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.
- 15.22. 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.

- 15.23. The Management Committee shall report to each annual general meeting any penalty imposed on any Member as a result of disciplinary action by the Club or by the NSRA or other national governing body since the last annual general meeting.

16. Visitors and Guest Days

- 16.1. Definitions
 - 16.1.1. "Visitor" means a person who is not a member of the Club, but who is a full member of another Club and/or holds a firearm certificate, and who visits the Club's premises at the invitation of at least one member of the Management Committee.
 - 16.1.2. "Guest" means a person who visits the Club's premises at the invitation of the Management Committee and who must be either a member of a **recognised outside organisation or a person who is already known personally to at least one full member of the Club.**
 - 16.1.3. "Guest Day" means an event involving persons who wish to participate in shooting Section 1 firearms which is arranged by the Management Committee for the purpose of attracting new members to the sport of target shooting and to the Club.
- 16.2. A Visitor may shoot on the Club's range(s) provided that on each occasion they produce to the Range Officer their firearm certificate, or proof of membership of another Club, and Confirms their eligibility to shoot by entering their name, address, firearm certificate number and/or other Club name in the Club's register of visitors, such entry to be counter-signed by the Range Officer, and Pays the range fee and visitor's fee.
- 16.3. **A maximum of twelve Guest Days may be held in any calendar year.**
 - 16.3.1. **The Secretary shall give to the police notice of the Club's intention to hold a Guest Day, together with details of those persons wishing to participate, not less than 14 days in advance.**
 - 16.3.2. **On such occasions Guests may only be permitted to shoot under the personal supervision of a full adult member who holds a firearms certificate and who has been approved by the Range Officer.**
 - 16.3.3. The Management Committee may require payment of a fee by all those attending a Guest Day, such fee to be notified to them in advance of the event.

These Byelaws were adopted at the Annual General Meeting of the Club on the date mentioned above by the persons whose signatures appear at the bottom of this document:

Name and position in Club

Signed

Name and position in Club

Signed