

BASILDON RIFLE & PISTOL CLUB



CONSTITUTION & BYLAWS

**Community Amateur Sports Club
Regn. No. 061000026336**

Founded 29th September 1966

Document History

Date	Changes and Remarks
30 December 2015	Adopted at the General Meeting
12 June 2016	Amended at the General Meeting
21 February 2018	Amendment to Bylaw 8 Trustees
22 September 2019	Amended Constitution Statute 8.3 Auditors and Bankers
22 February 2020	Amended Bylaw 1.1 General Committee at a General Committee Meeting to include Police Liaison Officer role
17 December 2020	Amended by an electronic vote. Multiple paragraphs were amended relating to Voting Rights and Direct Debit (installment) payments
7 March 2021	Amended Bylaw 1.5 at a General Committee Meeting to include Heritage Section

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CONSTITUTION

1. NAME

The Club shall be called, “Basildon Rifle & Pistol Club”. Hereafter referred to as the Club.

2. OBJECTIVES

The objectives of the Club are to encourage and facilitate the development of and to promote the participation in the amateur sport of target shooting in Essex and the south east of England.

2.1 Membership of the Club will be open to the whole community without discrimination, subject to Statute 5.2.1.

3. AFFILIATION

The Club shall affiliate to any recognized National/International Association(s) deemed necessary by the General Committee to support approved shooting disciplines, and may affiliate to any local bodies promoting sporting activities.

4. STATUS

4.1 Home Office Approved Club.

The Club shall operate at all times within the criteria laid down by the Secretary of State for the operations of Home Office Approved Clubs.

4.2 Governance of Shooting Disciplines.

All disciplines shall be shot in accordance with the Club Rules and rules of the relevant National and International Governing Bodies.

5. MEMBERSHIP

The General Committee (see Statute 7.1 General Committee) may change the Club's Bylaws to create any class of membership 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 General Committee shall be subject to ratification by the membership at the next Annual General Meeting.

5.1 Membership Categories.

Club membership shall consist of the following categories: -

- 5.1.1. Honorary Life Members
 - 5.1.2. Life Members
 - 5.1.3. Annual Members
 - 5.1.4. Senior Citizen Members
 - 5.1.5. Junior/Student Members
 - 5.1.6. Probationary Members
 - 5.1.7. Restricted Competition Only Members
- (See Club Bylaw 2.6 Categories of Membership)

Fees, terms and conditions applicable to membership shall be as laid down by the General Committee and administered in accordance with Club Bylaw 2 Membership & Membership Fees.

5.2 Membership Application.

An application for membership must be made in accordance with Club Bylaw 2.1 Membership Application.

5.2.1 Non-Discrimination

Membership of the Club shall be open to anyone interested in the sport of target shooting on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of target shooting and subject at all times to restrictions imposed by the Home Office Firearms Regulations.

5.3 Register of Members.

There shall be a Register of Members, which shall be kept in accordance with Club Bylaw 6 Register of Members.

5.4 Discipline.

The General Committee shall have responsibility for all disciplinary matters, which shall be administered in accordance with Club Bylaw 5 Discipline.

5.5 Associated Membership.

The General Committee shall be empowered to offer temporary or permanent Associate or County Membership to any individual(s), club(s) and bodies Associate. Such memberships shall not be entered onto the Club's Register of Members; neither shall they have any voting rights.

5.6 Guest/Visitor.

Guests and/or visitors may shoot on the Club's ranges provided they do so in accordance with Club Bylaw 3 Guests/Visitors and Club Rules.

6. MEMBERS VOTING RIGHTS

6.1 Votes

Each eligible member (see 6.8 below) shall have one (1) vote each at a Club General, Annual or Special Meeting.

6.2 Honorary Life and Life Members

Honorary Life and Life Members are eligible to vote.

6.3 Annual and Senior Citizen Members

Annual and Senior Citizen Members are eligible to vote provided they have met Eligibility to Vote criteria outlined in Statute 6.8

6.4 Probationary, Junior and Restricted Competition Only Members

Probationary, Junior and Restricted Competition Only Members shall not have any voting rights.

6.5 Voting Procedure

6.5.1 General Meeting or Annual General Meeting

A majority vote in favour shall be required to approve any motion presented at a General Meeting or Annual General Meeting.

6.5.2 Special General Meeting

All motions brought before a Special General Meeting will require at least 25 (twenty-five) per cent of the voting membership to vote in favour of the motion and for there to be a majority vote in favour.

6.6 Personal Voting.

All voting by Club Members and Club Officers shall be by their personal attendance at the meeting unless an Annual, Special or General Meeting has previously decreed that a postal ballot of all voting members should be held.

6.7 Postal Ballots.

Any ballot paper not received by the Returning Officer by the due date shall be deemed a nil return and classed as an abstention. Ballot papers received after the due date and/or any ballot papers not returned will not be counted as either for or against the motion.

6.8 Eligibility to Vote

A member whose class of membership grants them a vote, must at the time of casting their vote have:

- been a member for an immediately preceding continuous period of at least one (1) year and be up-to-date with their membership fee payments
- paid their annual membership fee in full or
- if paying by Direct Debit or half-annually installments, be up-to-date with their membership fee payments

6.9 Continuous Membership Qualification

No period of Probationary Membership or Junior Membership will count towards the term of "continuous membership." Where a junior member no longer qualifies for Junior Membership and transfers to Annual Membership status, their period of "continuous membership" starts from the date they become an Annual Member.

7. MANAGEMENT

(See also Bylaw 1 Management)

7.1 General Committee.

The Club and its property shall be administrated and managed in accordance with this Constitution and Bylaws by a General Committee, which shall consist of: -

7.1.1 Executive Officers.

There will be three (3) Executive Officers, comprising a Chairman a General Secretary and a General Treasurer. These Officers are to be elected annually in accordance with Club Bylaw 1 Management.

7.1.2 Section Officers.

Officers from each Section, as detailed in Club Bylaw 1.5 Sections and elected in accordance with Constitution Statute 7.3 Section Officers and Club Bylaw 1 Management.

7.1.3 Co-opted Members.

The General Committee may appoint a Range Development Officer, an Assistant Range Development Officer and a Membership Secretary.

7.1.4 Trustees

The Trustees will form part of the General Committee and be eligible to vote on any matter discussed at General Committee meetings with the exception of the vote of granting or rejection of membership to Probationary Members.

7.2 General Committee Meetings.

The General Committee shall hold at least four (4) General Committee meetings each year.

7.2.1 Notice of Meeting.

The General Secretary shall convene General Committee Meetings as and when required, upon giving seven (7) days' notice to each member of the General Committee.

7.2.2 Members Right to Address Meeting.

- Any member eligible to vote (see Constitution Statute 6 Members Voting Rights) has the right to address a General Committee Meeting in person upon giving written notice to the General Secretary, giving at least fourteen (14) days prior notice to that meeting.
- Any member has the right to make written representation to the General Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the General Secretary who will place them before the General Committee at its next meeting. Such representations must be received by the General Secretary at least fourteen (14) days prior to the meeting at which they are to be considered.

7.2.3 Quorum.

The General Committee shall transact no business unless a quorum is present. The presence of nine (9) officers, including the meeting chairman, shall constitute a quorum.

7.2.4 General Committee Voting Procedures

- A majority vote in favour shall be required to approve any motion at a General Committee Meeting. Abstention vote(s) will not count either for or against (See Bylaw 2.2.1.2.).
- With the exception of the Chairman and/or the meeting chairperson, the Range Development Officer, the Assistant Range Development Officer and Membership Secretary, each serving Officer of the General Committee, including if applicable the Club's Honorary Life President (see Constitution Statute 7.7 Ex-Officio Officer), shall be eligible to cast one (1) vote on each and any matter that comes before the General Committee for approval, with the exception that Trustees will not have a vote on the grant or refusal of membership to Probationary Members.
- The Chairman and/or the meeting chairperson shall not have a vote, except they will have a casting vote when there is no majority vote for or against any motion before the General Committee.

7.3 Section Officers.

Each Section of the Club (see Club Bylaw 1.5 Sections) shall elect from their section membership, Section Officers to represent them on the General Committee, in accordance with Club Bylaw 1 Management.

7.3.1 Small-bore Rifle Section

Three (3) Officers, a Captain and two (2) Vice Captains shall be elected by the Small-bore Rifle Section.

7.3.2 Other Sections

Two (2) Officers, a Captain and a Vice Captain shall be elected by each of the other Sections.

7.3.3 Deputizing.

Subject to prior notification to the General Secretary, a section member may deputize for a Section Officer at General Committee, in such case(s) they will be empowered to vote.

7.4 Committee Vacancies.

In the event of a vacancy occurring in any Executive Officer position, the General Committee shall elect one of their number to fill the position until such time as a General Meeting of Club members can be held to elect a person to fill the vacant position.

7.5 New Section.

The General Committee is empowered to create new Section(s) as and when they believe it to be appropriate for the development of the Club and its membership. The members of the new Section shall elect two (2) Section Officers to represent them on the General Committee in accordance with Constitution Statute 7.3. Section Officers and Club Bylaw 1 Management.

7.6 Election of Officers.

Officers of the General Committee shall be elected in accordance with Club Bylaw 1 Management, Bylaw 8 Trustees and Statute 13 Trustees.

7.7 Ex-Officio Officer.

7.7.1 Honorary Life President.

The General Committee is empowered to appoint by unanimous vote, any Club Officer or Member to the post of Honorary Life President. Such appointment shall reflect the Member's services to the Club and the sport of shooting. The appointment shall be notified to the membership by the Club Chairman at the next Annual General Meeting following the person's appointment.

The Honorary Life President may attend General Committee Meetings and shall have full voting rights at General Committee, Annual, Special and General Meetings.

7.8 Bylaws & Rules

The General Committee shall be empowered to make, amend and/or revoke Club Bylaws and Rules with respect to the transaction and management of business by the General Committee, as they deem fit for the proper and safe running of the Club.
Any Bylaw or Rule made, amended and/or revoked by the General Committee shall be displayed on the Club House notice-board and shall be deemed to have full effect from the date it was approved at General Committee.

7.8.1 No Bylaw or Rule may be made which is inconsistent with this Constitution.

7.9 Non-Constitutional Matters.

The General Committee is empowered to legislate on all matters not covered by the Club's Constitution.

7.10 Appointment of Committees.

The General Committee shall be empowered to appoint ad hoc committees/work groups to fulfill specific tasks and to report back to the General Committee. These committees/work groups will not have any authority to commit the Club to any agreement with a third party. Any recommendations made by these committees/work groups shall always be passed to the General Committee for consideration and/or approval.

8. FINANCE & INSURANCE

8.1 Receipt of Monies.

Any Officer(s) or Member(s) receiving any monies on behalf of the Club shall forthwith pass the same monies to the General Treasurer or enter such monies onto a Club Range Sheet.

The funds of the Club shall be paid into a bank account in the Club's name and operated by the Executive Officers. The Club may operate more than one bank account. All cheques drawn on the Club's bank account must be signed by two (2) Executive Officers.

8.2 Annual Audit.

The Club's auditors shall examine at least once annually all receipts and invoice vouchers and shall append to the Annual Balance Sheet a certificate to the effect that they are correct and fairly represent the expenditure and receipts of the Club, and make any report, in writing to the General Committee.

8.3 Auditors and Bankers.

The General Committee shall appoint the Club's auditors and bankers.
The General Committee and Trustees shall appoint a competent person to produce the Club's annual accounts.

8.4 Payment of Liabilities.

The General Committee may pay accounts and incur any normal liabilities of the Club. The General Committee and Officers are hereby indemnified against any claim in respect of any liability properly and bona-fide incurred on behalf of the Club.

8.5 Emergency Expenditure.

The Executive Officers collectively shall be empowered to make emergency payments in order to maintain safe operation of the Club's facilities.

8.6 Insurance.

- 8.6.1 The General Committee shall be empowered to obtain indemnity insurance to cover the liabilities of Club Officers, which by virtue of any rule of law would otherwise attach to the said Officers, in respect of any negligence, default, breach of trust or duty for which they may be found guilty in relationship to their club responsibilities.
- 8.6.2 The General Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 8.6.3 The members of the General Committee and Trustees are hereby indemnified by the Club in respect of any liability reasonably and properly incurred by them on behalf of the Club and 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 premises or on any other property or elsewhere, claims under Occupiers Liability Legislation and claims in nuisance.

8.7 Club Assets.

8.7.1 Vested Interest.

All properties of the Club shall be vested in the General Committee for the time being.

8.7.2 All land, investments and assets of the Club to be invested into the names of not less than three (3) individuals appointed as Trustees.

8.7.3 Non-Distribution of Assets

All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

9. RANGES

The Club's ranges shall be managed in accordance with the Club Rules.

10. MEETINGS

10.1 Record of proceedings

A full record of proceedings at all officially held meetings of the Club will be made. A copy of such record to be adopted at the next meeting and signed by the Club Chairman or in their absence the meeting chairperson.

10.1.1 The Club Chairman shall act as chairman at General Committee, General, Annual General and Special General Meetings. If the Club Chairman is absent from the meeting, the members of the General Committee present shall choose one of their number to be chairperson of the meeting before any other business is transacted.

10.1.2 In the event of any dispute over voting rights, the General Secretary or in their absence the chairperson of the meeting, shall determine who is entitled to vote at General Committee, General, Annual General and Special General Meetings.

10.2 General Committee Meeting.

(See Constitution Statute 7.2. General Committee Meetings).

10.3 General Meeting.

10.3.1 Timing.

The General Secretary shall be empowered to convene General Meeting(s) at the request of the General Committee. A notice shall be displayed on the Club House notice-board, giving a minimum of fourteen (14) days' notice and stating the nature of the business to be discussed.

10.3.2 Business.

A General Meeting shall only transact the business stated on the notice issued by the General Secretary.

10.3.3 Quorum.

The General Meeting shall transact no business unless a quorum is present.

The presence of twenty-five (25) voting members or ten (10) per cent of the current voting membership, whichever is the lesser shall constitute a quorum.

10.3.4 Voting Procedures

A majority vote in favour shall be required to approve any motion at a General Meeting.

With the exception of the meeting chairperson, all eligible voting members will be entitled to one (1) vote. (See Constitution Statute 6 Members Voting Rights)

The meeting chairperson shall not have a vote, except when there is no majority vote for or against any motion put to the meeting, in which event they will have a casting vote.

10.4 Annual General Meeting.

10.4.1 Timing.

The Annual General Meeting shall be held as soon as possible after the end of the Club's Financial Year. At least fourteen (14) days' notice of such a meeting shall be given to Members by the display of a notice on the Club House notice-board.

10.4.2 Business.

The following business shall be transacted: -

- i. Apologies for Absence
- ii. Approval of minutes of last Annual General Meeting
- iii. Matters Arising from the Minutes of the Last A.G.M.
- iv. Chairman's Report
- v. Treasurer's Report and Receipt of Balance Sheet
- vi. Election of Executive Officers.
- vii. Make or amend the Club Constitution in accordance with Constitution Statute 11 (Changes to Constitution).
- viii. Consider any Motions posted with the A.G.M. Notice *.
- ix. Any Other Business by permission of the Chair.

Any matter discussed under A.O.B. may only be for consideration or recommendation and must be ratified at a future General Committee Meeting, or where necessary at a future Annual General Meeting, General Meeting or Special General Meeting.

*For any motion to be put to the members, it must either have been approved by the General Committee at least twenty-one (21) days prior to the meeting, or have been proposed and seconded by two (2) club members who are entitled to vote (see Constitution Statute 6 Members Voting Rights) and sent in writing to the General Secretary at least twenty-one (21) days prior to the date of the meeting.

10.4.3 Quorum.

The Annual General Meeting shall transact no business unless a quorum is present. The presence of twenty-five (25) voting members or ten (10) per cent of the current voting membership, whichever is the lesser shall constitute a quorum.

10.4.4 Voting Procedures

- A majority vote in favour shall be required to approve any motion at an Annual General Meeting.
- With the exception of the meeting chairperson, all eligible voting members will be entitled to one (1) vote. (See Constitution Statute 6 Members Voting Rights)
- The meeting chairperson shall not have a vote, except when there is no majority vote for or against any motion put to the meeting, in which event they will have a casting vote.

10.5 Special General Meeting

10.5.1 The General Secretary shall convene a Special General Meeting at the request of a minimum of twenty-five (25) per cent of the total voting membership (see Statute 6 Members Voting Rights), providing at least fourteen (14) days' notice is given and the nature of the business to be discussed has been notified in writing to the General Secretary.

10.5.2 The General Secretary upon receipt of a properly formulated request to convene a Special General Meeting shall prepare and display on the Club House notice-board, notification of such meeting, giving a minimum of fourteen (14) days' notice to the membership.

10.5.3 Upon such a request being duly served, and not complied with by the General Secretary within fourteen (14) days, the requestors themselves may convene a Special General Meeting of the membership by giving at least fourteen (14) days' notice in writing to the membership, duly setting out the purpose of the meeting.

Any resolution passed at such meeting shall have the same force and effect as a meeting convened by the General Committee.

10.5.4 Where a Special General Meeting is convened, then the Motion(s) before the meeting must have been displayed on the Club House notice-board for at least fourteen (14) days prior to the date of the Special General Meeting.

10.5.5 Business.

The Special General Meeting shall only transact the business stated on the notice displayed for calling the meeting.

10.5.6 Quorum.

The Special General Meeting shall transact no business unless a quorum is present. The presence of twenty-five (25) per cent of the voting membership shall constitute a quorum at a Special General Meeting.

10.5.7 Voting Procedures

- With the exception of the meeting chairperson, all eligible voting members will be entitled to one (1) vote. (See Constitution Statute 6 Members Voting Rights)
- The meeting chairperson shall not have any vote.
- Twenty-five (25) per cent of the Club's voting membership must vote in favour of any motion put to a vote. (See Constitution Statute 6.5.2. Members Voting Rights at Special General Meetings).

11. CHANGES TO CONSTITUTION

The Club Constitution shall only be amended by a majority vote of members at a General, Annual General or Special General Meeting, and only provided the amendment has been posted on the Club House notice-board for at least fourteen (14) consecutive days prior to the meeting, and that the meeting has the required number of voting members present for the that meeting to be quorate. The necessary number of voting members must have supported the Motion. (See Constitution Statute 6 Members Voting Rights). Any Statute made, amended or revoked shall have full force and effect from the date it is approved at.

12. DISSOLUTION OF CLUB

12.1

If the General Committee decides that it is necessary or advisable to dissolve the Club, it shall call a General Meeting of the membership of the Club, of which not less than twenty-one (21) days' notice shall be given, stating the terms of the resolution to be proposed. If the proposal is supported by two-thirds of those voting members present at the meeting, the General Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any debts and liabilities shall be disposed of in accordance with Constitution Statute 12.2.

12.2

In the event of the Club being wound up, the properties and assets of the Club, after all liabilities are settled, shall not belong to the Members of the Club, but at the direction of the General Committee and Trustees, shall be made over to another registered Community Amateur Sports Club, registered charity or to one or more of the shooting sport's governing bodies to which the Club is affiliated for use by them in community related sports.

12.2.1

The assets of the Club cannot be transferred to a sports club that is not CASC registered.

13. TRUSTEES

(See also Bylaw 8 Trustees)

13.1 The Club will elect from its membership up to four (4) Trustees in accordance with Club Bylaw 8 Trustees.

13.2 The General Committee shall use its best endeavors to ensure the number of Trustees is maintained at four (4).

BYLAWS

These Bylaws of the Basildon Rifle & Pistol Club (“The Club”) carry the same force and effect as though they were part of the Club’s Constitution.

1. MANAGEMENT

1.1 General Committee.

The Club shall be managed by a General Committee, (see Constitution Statute 7 Management.) which shall consist of three (3) Executive Officers comprising a Chairman, General Secretary and General Treasurer. In addition, the General Committee will consist of Section Officers elected, in accordance with this section of the Club Bylaws, from each of the Sections as detailed under Club Bylaw 1.5 Sections and the Club Trustees. A Range Development Officer, an Assistant Range Development Officer, Membership Secretary and Police Liaison Officer may assist it in accordance with Constitution Statute 7.1.3. Co-Opted Members.

1.2 Officer Qualifications.

1.2.1 No Member may be elected to the Office of Chairman, General Secretary or General Treasurer of the Club until they have served five (5) years continuous membership.

1.2.2 No Member may be elected to the Office of Section Captain or Vice Captain until they have served two (2) years continuous membership.

1.2.3 All Officers standing for election as an Executive Officer or Section Officer for the General Committee, must at the time of election, be a full and current member of the Club and meets the criteria under Constitution Statute 6.8 ‘Eligibility to Vote. Junior Members and Probationary Members are not eligible to stand for or hold any official office of the Club.

1.2.4 For qualification as a Trustee see Bylaw 8 Trustees

1.3 Election Procedures

- 1.3.1 The Executive Officers and Section Officers of the General Committee must stand down each year and elections held by the voting members to re-elect retiring officers or elect new officers.
- 1.3.2 The Executive Officers will be elected annually by the Club Membership at the Annual General Meeting. Nominations for the position of each Executive Officer must be made in writing. Nominations must be proposed and seconded by two voting members, who meet the criteria under Constitution Statute 6.8 'Eligibility to Vote, and the nominee must agree to stand. Nominations must be received by the General Secretary at least 14 (fourteen) days before the date of the Annual General Meeting.
- 1.3.3 Section Officers will be elected annually by a majority vote of the relevant Section Membership. Nominations for Section Officers must be made in writing. Nominations for the position of each Section Officer must be proposed and seconded by two voting members of the relevant section who meet the criteria under Constitution Statute 6.8 'Eligibility to Vote.
- 1.3.4 Each Section shall elect a Captain and Vice Captain, with the exception of the Small-Bore Rifle Section that shall have a Captain and two (2) Vice Captains. Each Section shall elect their Section Officers prior to the Club's Annual General Meeting, at which the elected Officers will be announced to the Annual General Meeting. (See also Constitution Statute 7.3. Section Officers)
- 1.3.5 For the election procedures for Trustees see Bylaw 8 Trustees.

1.4 Dismissal of Club Officers

An Executive Officer may be removed from office by calling a Special General Meeting in accordance with Constitution Statute 10.5. Special General Meeting.

1.5 Sections.

The Club shall be formed into Sections according to the disciplines to be shot. These Sections shall be called:

- i. Small-bore Rifle Section
- ii. Sporting Rifle Section
- iii. Air U. I. T. Section
- iv. Gallery Rifle Section
- v. Practical and Full-bore Rifle Section
- vi. Black Powder Section
- vii. 1500 Section
- viii. Heritage Section

A Section may only be disbanded by the agreement of the majority of the members of the said Section, or by the General Committee if it decides there are insufficient section members to warrant representation on the General Committee.

2. MEMBERSHIP & MEMBERSHIP FEES

(See also Constitution Statute 5 Membership)

2.1 Membership Application.

An application for membership must be made in writing to the General Secretary/Membership Secretary on a prescribed Probationary Membership Application form, accompanied by the appropriate Joining Fee, Membership Fee and two (2) passport style photographs.

2.1.1 Where an applicant for probationary membership is less than sixteen (16) years of age, their application must be counter-signed by their parent or guardian.

2.2 Probationary Period.

New applicants for membership will only be accepted as Probationary Members. During the probationary period, each new member will receive training in the safe handling of firearms. The Club's normal probationary period is six (6) months. This can be reduced in certain circumstances (see Club Bylaw 2.2.1.) or extended if the section officer(s) believe this to be necessary.

2.2.1 New Applications for Membership

All new membership applicants, including lapsed members seeking re-election shall serve a minimum six (6) months probationary period prior to the request for their membership going before the General Committee for affirmation of acceptance. It is only if the General Committee votes in favour to grant membership, that the Probationary Member will have their membership of the Club affirmed. In exceptional circumstances the General Committee can, by a unanimous vote at a General Committee Meeting, agree to reduce the probationary period for applicants who are in possession of a Firearms Certificate and/or who have an unreserved letter of recommendation from their present or a previous club.

2.2.1.1 Applications for membership shall be placed before the General Committee whose decision to approve, reject or defer any such application shall be final.

2.2.1.2 A vote to grant affirmation of membership requires a vote in favour by the Committee Members present to affirm membership. An abstention will not count as either vote for or against. In the event of no majority for or against, the Chairman or meeting chairperson will have a casting vote.

2.2.1.2.1 The Trustees will not have a vote on the grant or rejection of membership.

2.2.1.3 If during their probationary period, a Probationary Member demonstrates they are unable to conduct themselves in a safe and acceptable manner, or they are unable to handle and control a firearm safely or their behavior is aggressive or a danger to other people, then the General Committee has the authority to terminate the membership of that Probationary Member at any time during their probationary membership period and/or to refuse the grant of affirmed membership when their request for membership affirmation is put before the General Committee on the completion of their probationary period.

2.2.1.3.1 A prospective member or Probationary Member who has had their application for membership refused or rejected, is entitled to appeal against that decision. An appeal will be conducted in accordance with Bylaw 5 Discipline.

2.2.1.4 There is no right of membership for new applicants or Probationary Members. Only the General Committee can grant affirmation of membership.

2.2.2 Probationary Membership Requirements for Non FAC Holders

Persons applying for and granted Probationary Membership who do not have a current firearms certificate must serve a minimum six (6) months probationary period during which they will be given guidance in the safe use of firearms.

2.2.3 Request for Affirmation of Grant of Membership

On completion of their probationary period, a Probationary Member can request to have their application for membership put before the General Committee for the General Committee to decide whether or not to affirm the grant of membership. The application must be sponsored by an officer from the section that supervised the probationary period and training.

The final decision on when to put Probationary Members forward for affirmation of membership is the responsibility of the relevant Section Captain and/or Vice Captain(s) responsible for the probationers training.

2.2.4 After completing the probationary period and upon the General Committee affirming the grant of membership, a person may apply for acceptance as a “Tyro” member of any other Section of the Club”. Before being granted membership status of another section, the member must attend at least six (6) formal meetings of that section, and be given one to one training by an officer or other nominated member of that section. Only after this Section’s Captain or Vice Captain is satisfied with the applicant’s competence and safety will membership of the new section be considered.

2.2.4.1 With approval from the Section Captain responsible for conducting the main probationary training, a period of “Tyro” status may be carried out during the probationary period. Probationary members wishing to shoot as a “Tyro” with another section can only do so under the following conditions:

- An Officer from the section supervising the main probationary training agrees the Probationary Member has achieved a satisfactory state of proficiency.
- An Officer of the other Section required to grant “Tyro” status agrees to accept the “Tyro” member and provide one to one training, and accepts full responsibility for any firearm(s) and ammunition used.
- The Probationary Member must continue and complete their probationary period, in accordance with By Law 2.2.1. (New Applications for Membership) with their designated “Probationary Section”.

2.2.5 Application for First Firearm Certificate

Members wishing to apply for their first Firearm Certificate must have completed a minimum six (6) months probationary period and have had their membership affirmed by the General Committee.

2.3 Termination or Suspension of Membership

- 2.3.1 Any member shall immediately notify the Club's General 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.
- 2.3.2 Any member whose membership is terminated voluntarily or under Bylaw 5 (Discipline) shall not be entitled to any refund of Membership Fee or other charges which may have been paid, and will remain liable for any subscription, fee or charges which may at the date of termination be due and owing to the Club.
- 2.3.3 Any member who has their Club membership terminated or resigns their Club membership, must return to the Club their Gate Key (if they have been issued with one), Club Membership Card, I.D. Card, plus any Range/Shooting Certification Cards issued by the Club.

2.4 Membership Fees

2.4.1 Joining Fee.

A one off non-refundable Joining Fee is payable by all new applicants for membership. The Joining Fee is also payable by any lapsed member seeking re-admission. The scale of the Joining Fee shall be set by the General Committee prior to each year's Annual General Meeting and confirmed to the Membership at each year's Annual General Meeting.

2.4.2 Annual Membership Fees.

The General Committee shall set the rate of Annual Membership Subscription Fees and these will be displayed on the Notice Board in the Clubhouse and confirmed to the Club Membership at each year's Annual General Meeting. **The last day for payment** of the Annual Membership Subscription Fee to secure continuity of Club membership shall be the 31st March of each year.

(Refer to 2.4.6. and 2.4.9 below regarding Direct Debit and half yearly instalments of membership fee).

2.4.2.1 Lapsed Membership

Members not paying by the 30th April, of the year in which payment is due, any fees as set by the General Committee, shall be deemed to have let their membership lapse and be debarred from all privileges of membership. Should a lapsed member wish to rejoin, they must submit a new Application for Probationary Membership form, pay the Joining Fee, together with the relevant Annual Membership Subscription Fee for new members and serve a new probationary period in accordance with Club Bylaw 2.2.1. New Applications for Membership.

2.4.3 Senior Citizen Membership Fee.

The General Committee may, at its discretion, set a reduced Senior Citizen Annual Membership Fee rate. The rate of any reduction will be set when the Annual Membership Subscription Fee is set, (see Bylaw 2.4.2. Annual Membership Fee). Any reduction so authorized will be granted to only those members who meet whatsoever criteria set by the General Committee and only from the Membership Year after they reach the official state retirement age.

2.4.4 Family Membership Concession.

The General Committee may, at its discretion, set a Family Rate Membership discount. The rate of any discretionary discount will be set when the Annual Membership Subscription Fee is set, (see Bylaw 2.4.2. Annual Membership Fees). A Family Rate Membership discount will be given when a husband and wife are both members, and/or when a parent and offspring are members. Plus, Common Law Spouses where both spouses are members of the Club, and they share the same address as their main residence. Any discount will only be allowed against full rate Annual Membership Fees, i.e. there will not be any discount on Junior/Student rate membership fees and/or Privileged Senior Citizen rate membership fees or any Joining Fees.

2.4.5 Restricted Competition Only Membership Fee

The General Committee may, at its discretion, set a Restricted Competition Only Membership Fee. The rate of any discretionary fee reduction will be set when the Annual Membership Subscription Fee is set, (see Bylaw 2.4.2. Annual Membership Fees).

2.4.6 Half Yearly Instalments of Membership Fee.

Members who pay their Annual Membership Fee in half yearly instalments must pay the first half yearly instalment so that it reaches the General Secretary/Membership Secretary by 30th April of the year for which payment is due. The second instalment must be paid so that it reaches the General Secretary/Membership Secretary by the 30th September of the year for which payment is due. Failure to comply by either of these deadlines will result in their membership being terminated, (see Bylaw 2.4.2.1. Lapsed Membership).

- See Statute 6.8 Eligibility to Vote regarding restriction of voting rights.

2.4.7 The Club will keep membership fee subscriptions at levels that will not pose a significant financial obstacle to people on a low income participating in the Club's activity of target shooting.

2.4.8 Pro Rata Annual Membership Fee.

Anyone applying for membership after the 30th September shall be allowed a fifty (50) per cent reduction in their initial Annual Membership Subscription Fee relevant for their category of membership, as detailed under Bylaw 2.6. Categories of Membership. There shall be no reduction in the non-refundable Joining Fee.

2.4.9 Direct Debit Instalments of Membership Fee

Members who pay their Annual Membership fee by monthly Direct Debit instalments must make sure the payment for a given month is paid by the last day of that month.

2.5 Failed Probationary Membership.

During or on completion of the probationary period, should an application for membership be rejected by the General Committee, then a pro rata amount of the Annual Membership Subscription Fee paid on applying for membership may be refunded at the discretion of the General Committee. The Joining Fee will not be refunded.

2.6 Categories of Membership.

(See also Constitution Statute 5 Membership)

The Club shall have the following categories of Membership:

2.6.1 Honorary Life Membership.

Honorary Life Membership may be conferred upon a person on a unanimous recommendation from the General Committee to an Annual General Meeting, and upon the Club Membership at that meeting voting, by a majority, in favour to grant the Honorary Life Membership. Honorary Life Members will have full voting rights.

2.6.2 Life Membership.

The General Committee may, at their discretion, elect to create a number of Life Memberships, which will be offered to all eligible members. A Life Membership may be purchased on application to the General Committee by members who have at least two (2) years consecutive Annual Membership. The cost of a Life Membership shall be the equivalent of ten (10) times the full Annual Membership Subscription Fee, at the rate applicable for new members, in force for the first year of the Life Membership. Life Members shall have full voting rights.

- In the event of an over subscription by Members to the number of Life Memberships on offer, the General Committee shall hold a “blind” draw to allocate the available Life Memberships on offer.

2.6.3 Annual Membership.

An Annual Member shall be accorded full use of all facilities of the Section(s) for which their application for membership has been granted. Annual Members shall have full voting rights.

2.6.4 Senior Citizen Membership.

Senior Citizen Members may have the Joining Fee and Annual Membership Subscription Fee reduced as agreed by the General Committee. Senior Citizen Members shall have full voting rights.

2.6.5 Junior/Student Membership.

Persons under the age of eighteen (18) years or students under the age of twenty-one (21) years, who are receiving full time education, may have the Joining Fee and Annual Membership Subscription Fee reduced by an amount that shall be agreed by the General Committee. Junior/Student Members have no voting rights.

2.6.6 Probationary Membership.

Persons undergoing their probationary period in accordance with Club Bylaw 2.2. Probationary Period, have no voting rights.
(See Constitution Statute 6.4 Members Voting Rights).

2.6.7 Restricted Competition Only Membership

This category of membership is only available to Members who have moved away from the area but wish to maintain contact by participating in Club competitions, at the invitation of the Section Captain, and held under on a Shoulder to Shoulder basis. No general shooting/practice is permitted under this class of membership. Applications for this type of membership must be approved by the General Committee.

2.7 Section Membership.

A Club Member may request membership of as many Sections as they choose, but will be subject to “Tyro” status. The agreement of an Officer of the Section(s) concerned will need to be obtained and the “Tyro” member provide with one to one training. (see By Law 2.2.4.).

3. GUESTS/VISITORS

Established members of another Home Office approved club may use the Club's facilities at the discretion of, and under the supervision of the Range Officer. An established Member may invite a guest for demonstration or trial purposes, but such guest may only shoot if they are a member of a Home Office approved club and at the discretion of the Range Officer, and providing they comply with the Club's Club Rules.

- All guests/visitors must sign the Visitors Book.
- Non-shooting guests/visitors to sign the Non-Shooters Guests/Visitors signing-in sheet.
- Shooting guests/visitors to sign the Shooting Guests/Visitors signing-in sheet and pay the relevant Range Fee.

(See Constitution Statute 5.6. Guests/Visitors).

3.1 Guests/Visitors Attendance Restriction & Range Fees

3.1.1 Attendance Restrictions

All guests and or visiting shooters are only allowed to make a total of three visits to the Club as a guest or visitor, with the exception of where they are participating in an Open Competition run on the Club's premises.

3.1.2 Guests/Visitors Range Fees

The range fee for a Stranger*, that is anyone who has never been a member of BRPC, who wishes to shoot at the Club must pay a £5.00 per session range fee. There are two four-hour sessions each day; 1000 hours to 1400 hours and 1400 hours to 1800 hours. Guests and visitors who shoot across two sessions, i.e. from 1100 hours to 1600 hours, will be required to pay for both sessions.

*An ex member of BRPC who wishes to attend as a guests or visitor must pay a **£20.00 per session range fee.**

3.2 Open Day

An event involving guest members which is arranged by the General Committee for the purpose of attracting new members to the sport of target shooting and to the Club. A maximum of twelve (12) Open Days may be held in any one calendar year. The Club Secretary must advise the police Firearms Licensing Section, at least two (2) weeks prior to the event, with the date on which the event is to take place plus the full name, address and date of birth of each guest who intends to attend.

- Guests may only be permitted to shoot under the personal supervision of a full member of the Club.
- Guests who visit the Club's premises with the approval of the General Committee to participate in an Open Day must be either a member of a recognized outside organization or a person who is already known personally to at least one full member of the Club.

4. BYLAWS & RULES

- 4.1 The General Committee may make, amend or revoke Bylaws, Rules and Regulations in regard to management of the Club and the use of the range and may draw up competition rules and conditions.
- 4.2 Any Bylaw, Rule or Regulation made, amended or revoked by the General Committee shall be published on the Club House notice-board and shall have full force and effect from the date it is approved at General Committee.
- 4.3 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 General 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. DISCIPLINE

The General Committee of the Club may, by a unanimous vote, expel any member or prospective member, regardless of their category of membership from membership of the Club, or suspend temporarily or permanently from all or any benefits of membership, any member or members who, in the opinion of the General Committee, have either singularly or collectively, by their action or actions, deed or deeds, on the club's premises or elsewhere brought the Club or an affiliated Association, or the sport of Target Shooting into disrepute.

- All disciplinary meetings and hearings conducted by the General Committee, Sub-Committee and Disciplinary Committee shall be fully minuted, and copies of the minutes shall accompany any report to the police, county and national associations.
- The member/members or prospective member/members concerned shall have the right to appeal to the General Committee upon giving at least fourteen (14) days' notice, in writing, to the General Secretary of the Club. Any appeal hearing must be concluded before any final decision is taken by the General Committee.
- The member or members have the right to be accompanied by a third party at any hearing they request.

5.1 It is the responsibility of all members to inform the General Committee of any conduct on the Club premises by any person, whether or not they are a Club member that is illegal, unsafe, dishonest or contrary to the conditions of the range safety rules.

- Such reports must be made to one of the Executive Officers or if none of them are present, then to any other member of the General Committee at the earliest opportunity.
- If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the General Secretary to give such notice within twenty-four (24) hours of receiving the report. This step should be taken in addition to any disciplinary action against the accused as provided below.
- An Executive Officer shall convene a meeting of three (3) members of the General Committee, to sit as a Sub-Committee to consider the matter not later than fourteen (14) days after notification of the incident.
- An Executive Officer 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.
- The Sub-Committee having examined the evidence, may decide:
 - That there is no case to answer, in which case the accuser and accused will be informed by the General Secretary that the matter is closed, or

- That there is a case to answer, in which case the matter shall be the subject of a disciplinary hearing.
- If there is a case to answer, a Disciplinary Committee comprising of five (5) members of the General Committee shall conduct the disciplinary hearing within twenty-eight (28) days of the Sub-Committee reaching their decision.

5.2 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 seven (7) days of it taking place, or within fourteen (14) days of requesting the same, whichever is the later.

- The Disciplinary Committee will consider all written as well as oral submissions when reaching their decision.
- The Disciplinary Committee shall first decide whether the allegation has been proven or not.
 - If it decides that the allegation has not been proven, it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be posted onto the Club House notice-board, and if they do so ask, then such a notice must be displayed within seven (7) days of the Disciplinary Committee making their decision.
 - If it decides that the allegation has been proven, the Disciplinary Committee may impose one or more of the following penalties:
 - A verbal warning
 - A written reprimand
 - Suspension of the right to use the Club's facilities for a fixed period of time
 - Suspension of all membership rights for a fixed period of time
 - Immediate termination of membership of the Club, and or in case of a non-member, the barring of using the Club's facilities for what so ever reason in the future.

5.3 If the allegation has been proven, the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to Police Firearms Licensing Department and or any of the county and or national shooting associations.

- If the disciplinary Committee decides that the matter should be so reported, the General Secretary shall make the report within ten (10) days of the Disciplinary Committee's decision, provided the accused has not lodged an appeal against the Disciplinary Committee's decision.
- If the accused disputes any decision, whether as to liability or penalty, by the Disciplinary Committee, they may appeal against that decision by serving upon the General Secretary within seven (7) days a notice of appeal.
 - Upon receipt of such a notice of appeal the General Secretary will invoke the procedure set out in the Constitution and/or Bylaws for the purpose of calling a General Meeting of the membership to hear the appeal.

- 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.
 - On the hearing of the appeal by the General Meeting the provisions of paragraphs 5.2 to 5.3 inclusive shall apply.
- 5.4 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members at the General Meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority vote will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 5.5 The person who is the subject of the disciplinary action shall not be entitled to cast a vote on any aspect of the disciplinary action against them.
- 5.6 If and when any penalty is imposed on a member by a Disciplinary Committee, or at a General Meeting or by a county or national association, the General Secretary shall post a notice on the Club House notice-board, setting out the precise nature and terms of the penalty.
- 5.7 The Club Chairman shall report to the membership at the Club's Annual General Meeting any penalty that has been imposed on any person as a result of disciplinary action by the Club or by any county or national association since the last annual general meeting.

6. REGISTER OF MEMBERS

The General Secretary/Membership Secretary shall maintain a Register of Members, which will contain full details of each members name and address and any other detail(s) that the Club believes to be relevant for Club Membership and/or to comply with Home Office Approved Club status and/or other lawful requirements.

7. ATTENDANCE REGISTER

All members must sign in on their Membership Attendance Record Sheet on every occasion when they shoot on the Club's ranges, giving details of the firearm(s) used and if relevant the competition they took part in.

Guests/visitors must sign in the Guests/Visitors Signing-in Book. (see By Law 3 Guests/Visitors).

8. TRUSTEES

(See also Constitution Statute 13 Trustees)

8.1 The Club will elect up to four (4) Trustees from the Club's membership.

8.1.1 Probationary, Junior and Limited Attendance members will not be eligible to stand as Trustees.

8.1.2 To qualify as a candidate for the position of Trustee, a member must have:

8.1.2.1 been a member for an immediately preceding continuous period of at least seven (7) years and meets the criteria under Constitution Statute 6.8 'Eligibility to Vote.

8.1.2.2 made a minimum number of fifteen (15) recorded visits in the preceding twenty-four (24) months.

8.1.2.3 must be at least twenty-five (25) years of age.

8.2 A candidate for the position of a Trustee must be nominated and seconded by club members who meet the same criteria of length of membership, membership status and recorded attendance as those required of a candidate.

8.3 Candidates for the position of a Trustee must be elected by the Club's members at either a General Meeting or an Annual General Meeting.

8.3.1 All club members who qualify to vote (see Statute 6 Members Voting Rights) will be entitled to vote for a candidate of their choice.

8.4 The election of Trustees will be carried out by ballot paper listing all candidates standing for election.

8.4.1 The election of Trustees will be decided by a simple majority vote.

8.4.2 Where there is more than one vacancy for a Trustee to be elected, eligible voting members will be allowed to cast the same number of votes as there are Trustee vacancies to be filled. Only one vote to be cast for any one candidate.

8.4.2.1 If there are more candidates than vacancies, then the voters will be given one extra vote, a second choice vote. In this instance, the Voting Form will have two columns against the candidate's names. Column one will be used for the voters normal/first choice vote(s). The second column will be used to cast the single second choice vote. The voters will be able to cast their second choice vote for any candidate on the election form, even if they have used a normal/first choice vote for the candidate to whom they decide to cast their second choice vote.

8.4.2.2 In the event of a tie, the candidates who tied, will have any second choice votes cast in their favour, added to their tally of first choice votes.

8.4.2.3 If there is still a tie in the number of votes cast, then the Club/Meeting Chairperson will have a casting vote.

8.5 The General Committee shall use its best endeavors to ensure the number of Trustees is maintained at four (4).

8.6 The Trustees have a duty and responsibility to ensure that:

- All actions and decisions taken by the Club's Trustees and the Club's Management, are taken solely for the benefit of the Club's membership. There is to be no personal benefit or gain.
- Any business transactions carried out between the Club and any Club member, is conducted without any favour to the Club member.
- All decisions relative to the Club's assets of any type, are documented in the Club's minutes.
- The Club's realty assets are held in the names of the Club's Trustees.
- The Club holds adequate Officers Liability Insurance cover.
- The Club's expenditure is fully authorized by the General Committee and the Trustees.

- Where club members are given an open authority to make purchases on a regular basis, that these purchases are monitored.
- The Club's realty assets are not assigned to guarantee any transaction that has not been approved by the General Committee, the Trustees and ratified by the Membership.
- The Club's assets are only used for the benefit of the Club as a whole and not for the benefit of individual members.
- The Treasurers Report to the General Committee at each General Committee meeting are accepted and approved by the General Committee and the Trustees.
- The Club's audited annual accounts are approved and signed off as correct and one copy is countersigned by all the Trustees.
- In every instance the Trustees and the Club's Management have acted reasonably.

8.6.1 The Trustees have a moral responsibility to manage the property and assets of the Club in a reasonable manner and to maintain it in an appropriate condition for the benefit of the membership.

8.6.2 In the event the Club ceases operations, it will be the responsibility of the Trustees to realize any assets, discharge any financial liabilities and dispose of any remaining funds in accordance with the Club's Constitution.

8.7 The roll of Trustee will not attract any financial remuneration.

8.7.1 Trustees will be able to claim out of pocket expenses such as petrol or public transport fares for attending any meetings in association with their duties as a Trustee.

8.7.2 The General Committee can authorize payment of a fee to a Trustee, if the Trustee is engaged to undertake a professional service for which they have the required qualifications.

8.8 Trustees will be eligible to continue in their post of Trustee for as long as they are inclined and fit enough to carry out their responsibilities.

8.8.1 Trustees will not be required to stand down for re-election.

8.9 Any member of the General Committee will, if they meet the eligibility requirements, be permitted to stand for election as a Trustee.

8.10 On the occasion of a vacancy for a Trustee, a notice of the vacancy will be posted on the Clubhouse Noticeboard. This notice will give a minimum of fourteen (14) days' notice for eligible members to apply for the vacancy.

8.11 All Trustees must maintain their election eligibility to remain a Trustee of the Club.