

**BYELAWS**  
**Wey Valley Rifle and Pistol Club**

**Byelaws of the Wey Valley Rifle and Pistol Club adopted on the 20th day of June 2014**

**General**

- 1.1 "The Club" means the Wey Valley Rifle and Pistol Club (WVRPC).
- 1.2 Unless stated otherwise, "member" means a current Full or Junior member whose subscription is paid up to date, a Life member or an Honorary Life member.
- 1.3 "Range(s)" means any range facilities owned, leased or occupied by the Club and includes both the land and buildings.
- 1.4 The Club's "premises" means the place(s) where the Club carries out its activities.
- 1.5 The Byelaws of the Club shall have the same force and effect as though they were part of the Club's Constitution.
- 1.6 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 the Byelaws and will be bound by them.
- 1.7 The Club shall seek the approval of the appropriate Home Office Department as provided for by the relevant firearms legislation for the categories of firearm that are used by members for the Club's activities. The Club shall comply with the criteria laid down from time to time by that Department for the granting of such approval.
- 1.8 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.
- 1.9 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.

**Membership**

- 2.1 Membership subscriptions are due on 1<sup>st</sup> January annually.
- 2.2 Annual subscriptions for all classes of members (except Life members and Honorary Life members) and joining fees shall be fixed by the members at the annual general meeting.
- 2.3 The classes of membership within the Club are:
  - a) Probationary member,
  - b) Full member,
  - c) Junior member,
  - d) Honorary life member, and
  - e) Life member.
- 2.4 Full, Junior, Life and Honorary Life members are full members of the Club and are entitled to vote at annual and special general meetings. Probationary members are not entitled to vote.

- 2.5 All applications or recommendations for any class of membership of the Club must be made to the Secretary, who shall be responsible for taking the steps necessary to process them.
- 2.6 Upon receipt of an application for election to any class of membership, the Secretary shall circulate the application to the members of the Management Committee for their approval.
- 2.7 On a vote on any application for membership, a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.8 If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, the Police Liaison Officer shall inform the police of receipt of the application and of the outcome of the application.
- 2.9 Upon acceptance of their application, the applicant is liable to pay the annual subscription appropriate to the class of membership to which they have been elected.
- 2.10 Upon payment of the relevant subscription the Secretary shall issue a membership card and enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register.
- 2.11 Any member of any class who fails to pay any relevant subscription by 31st March will automatically cease to be a member of the Club with effect from that date.
- 2.12 The Management Committee has an absolute discretion to allow a person whose membership has lapsed as a result of non-payment of subscription to be reinstated upon payment of the relevant subscription and of any other sums which may be due and owing to the Club by the person concerned. The Management Committee may require a person whose membership has lapsed to re-apply for membership.
- 2.13 Any member whose membership ceases shall not be entitled to any refund of membership subscription or other charges which may have been paid, and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Club.
- 2.14 The Police Liaison Officer shall inform the Police of any holder of a firearm certificate who has ceased to be a member for whatever reason.
- 2.15 The Police Liaison Officer will inform the police if any member who holds a firearm certificate has not shot with the Club for a period of 12 months.
- 2.16 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.

### **Probationary Membership**

- 2.17 A Probationary member is a person whose application for probationary membership of the Club has been accepted by the Management Committee.
- 2.18 An applicant for Probationary membership shall complete a membership application form.
- 2.19 The applicant shall be sponsored by an existing Full member of the Club.
- 2.20 If the applicant is not personally known to the sponsor, the applicant must provide the names and addresses of two referees who have known him for not less than five years.
- 2.21 The completed application form, and details of referees if necessary, must be handed to the Secretary.
- 2.22 The Secretary may, at their sole discretion, take up the applicant's references before submitting the application to the Management Committee.
- 2.23 Once their application has been accepted by the Management Committee, a Probationary member must undertake a course of instruction in the safe handling of firearms given on a one-to-one basis by a Full member of the Club.



- 2.24 Until a Probationary member has satisfactorily completed a course in the safe handling and use of firearms, they shall be closely supervised at all times when in possession of firearms or ammunition by a Full member who is experienced with the type of firearm employed or by a Range Conducting Officer.
- 2.25 After serving not less than three months as a Probationary member, during which time they have attended the Club and shot regularly, the Management Committee may decide to elect a Probationary member to Full membership.
- 2.26 Members of the Management Committee have 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.

### **Full Membership**

- 2.27 A Full member is a person who has been elected to Full membership by the Management Committee and who has paid their membership subscription for the current year.
- 2.28 Any person who can prove that they are already a Full member of another club and any person who holds a current firearm certificate, may, after shooting as a guest, apply to the Management Committee to become a Full member of the Club without the need for a period of probationary membership.
- 2.29 All considerations for Full membership must be sponsored by two Full members of the Club, who shall propose and second the applicant to the Management Committee.
- 2.30 In considering whether to elect a Probationary member to Full membership, the Management Committee shall have regard to whether, in the opinion of those supervising him, the applicant has a satisfactory safety record and has made adequate progress during their probationary period.
- 2.31 Upon their election to Full membership, a former Probationary member shall be required to pay the annual membership subscription, adjusted if necessary pro-rata to when in the year Full membership was offered.

### **Junior Membership**

- 2.32 A Junior member is a person who has not attained the age of twenty one years at the start of the Club's current financial year, and who has been elected to Junior membership by the Management Committee and has paid their membership subscription for the current year.
- 2.33 Where an applicant for probationary or Junior membership is under the age of 16 years their application must be counter-signed by a parent or guardian.

### **Life Membership**

- 2.34 From time to time, in order to raise funds necessary for the Clubs activities, Full Members may be offered the opportunity to purchase Life Membership of the Club.
- 2.35 The decision to offer Life Membership must be made in a motion supported by not less than two-thirds of the members present and voting at a general meeting. The subscription required to purchase Life Membership must be included within the motion and would normally be twenty-times the current Annual Subscription.
- 2.36 Life members shall not be required to pay any membership subscription.

## **Honorary Life Membership**

- 2.37 An Honorary Life member is a person who has been elected to such membership by a motion supported by not less than two-thirds of the members present and voting at a general meeting, in recognition of that person's outstanding service to the Club or to the sport.
- 2.38 Honorary Life members shall not be required to pay any membership subscription.

## **Administration of the Club**

- 3.1 If such appointments are in place, the President and Vice-Presidents shall not be ex officio members of the Management Committee but are free to stand for election to that Committee.
- 3.2 All correspondence for the Club shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairman, the Secretary or the Management Committee.
- 3.3 In the event of any dispute over voting rights the Secretary, or in their absence the Chairman of the meeting, shall determine who is entitled to vote at any Management Committee meeting, annual general meeting or special general meeting.
- 3.4 A register of all members past and present shall be kept by the Secretary and may be inspected by any member, subject to giving reasonable written notice to the Secretary.
- 3.5 The Treasurer shall maintain the general accounts and ledger books of the Club and shall receive all monies paid by, or given to any member which is for the benefit of the Club.
- 3.6 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.
- 3.7 The Club's financial year end date shall be 31<sup>st</sup> December
- 3.8 Any member standing for election as an officer of the Club or member of the Management Committee must be proposed and seconded by Full members and must give to the Secretary not less than seven days before the relevant meeting their consent to stand for election.
- 3.9 Any Full member who is unable to attend a general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 3.10 The business of the annual general meeting shall be:-
- a) Apologies for absence,
  - b) Approval of the minutes of the last annual general meeting,
  - c) Matters Arising from those Minutes,
  - d) General reports covering the preceding year and the present state of the Club and its members,
  - e) Presentation and acceptance of the accounts for the preceding financial year,
  - f) Appointment of auditors,
  - g) Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year,
  - h) Election of the Management Committee,
  - i) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than one week 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, and



- j) 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 special general meeting.
- 3.11 Any Full member of not less than 6 months standing may stand for election to the Management Committee, or as an officer of the Club, if proposed and seconded by at least two other members at a general meeting.
- 3.12 A member of the Management Committee may be removed from office by a motion supported by at least two thirds of those present and voting at a general meeting.

#### **Management Committee**

- 4.1 The Secretary shall give to all Committee members at least fourteen days notice of each meeting of the Management Committee, such notice to be in writing including Email.
- 4.2. The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than seven days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than three days before the meeting.
- 4.3 The business at Management Committee meetings shall be:-
  - a) Apologies for absence,
  - b) Approval of the minutes of the last meeting,
  - c) Matters arising from those minutes,
  - d) Specific items placed on the agenda for consideration, recommendation or ratification,
  - e) Consideration of applications for membership,
  - f) Recommendation for the annual general meeting of membership fees for the coming year, and
  - g) Any other business at the discretion of the Chairman of the meeting.
- 4.4 Any member may address a meeting of the Management Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least fourteen days prior to that meeting.
- 4.5 Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Secretary at least fourteen days prior to the meeting at which they are to be considered.
- 4.6 Members of the Management Committee may incur liabilities of less than £350 and pay accounts of a similar amount on behalf of the club. The Management Committee as a whole may incur liabilities and pay any accounts on behalf of the Club.
- 4.7 The members of the Committee are hereby indemnified by the Club in respect of:
  - a) any liability reasonably and properly incurred by them on behalf of the Club; and
  - b) all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- 4.8 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.

- 4.9 The Management Committee may recommend by way of a resolution for consideration and ratification at an annual general meeting, or at a special general meeting called for that specific purpose, changes to membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.
- 4.10 Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 4.12 In accordance with clause 10.5 of the Constitution, subject to ratification by the Club at a general meeting, the Management Committee may add, amend or delete any clause contained within these Byelaws. Any such change must be supported by at least two-thirds of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Club membership by an email not less than four weeks immediately preceding the date of the meeting at which the proposal will be considered.
- 4.13 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these Byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in their absence by the Secretary, is published by an email.

#### **Conduct of Club Activities**

- 5.1 All members shall notify the Secretary of any material circumstance arising, including revocation of their firearm certificate, which may affect their suitability to be in possession of firearms and/or ammunition.
- 5.2 One or more range logbooks may be kept by club officials for the purposes of recording:
- a) the names of all persons shooting on the Club's range(s),
  - b) all payments of made to the club,
  - c) any infringement of the Club's Safety Rules,
  - d) all sales of ammunition and other goods to persons using the Club's facilities, and
  - e) any other information which the Management Committee may require.
- 5.3 On every occasion when they shoot on the Club's range(s) members must:
- a) complete their personal shooting logbook giving details of the firearms used and the competitions in which they took part, and
  - b) inform the Treasurer of all occasions they have used the club ranges and pay the appropriate range fee.
- 5.4 All visitors and guests must sign the range logbook and pay the visitor's fee and range fee if they shoot on the Club's range(s).
- 5.5 Members shall have access to all parts of the Club's range(s), subject to the provisions of these byelaws, to any instructions given by the Range Conducting Officer, and to any notice posted by the Management Committee.
- 5.6 No person under the age of sixteen years shall have access to the range unless they are at all times under the supervision of a parent or guardian, or of a member appointed by their parent or guardian to supervise them.
- 5.7 A person who becomes a member solely for the purpose of participating in airgun disciplines shall not have access to Section 1 firearms or to rimfire ammunition on the Club's premises. If such a



- member wishes to participate in a small-bore discipline they must be subject to the same supervision as is required for a probationary member for a period of not less than three months.
- 5.8 Every shooter shall ensure that they leave the firing point clean and tidy when they have finished shooting, and that their spent cartridges are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.9 The Range Conducting Officer on duty, or any member of the Management Committee, may insist upon the immediate removal from any part of the Club's premises of any person or animal that is:
- a) causing a disturbance which may distract shooters on the firing point,
  - b) whose continued presence may be detrimental to safety, or
  - c) whose behaviour is in any other way inappropriate.

### **Safety**

- 6.1 The Club has adopted the National Smallbore Rifle Association's "Range Safety Rules", subject to the amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Management Committee may introduce Range Rules specific to the Club's use of a particular range.
- 6.3 The Range Safety Rules and Range Rules shall be circulated to all members by email and be available at each of the Club's ranges, at all times when they are in use.
- 6.4 Every person using the Club's ranges must at all times abide by the Range Safety Rules, the Range Rules and any conditions specified in the relevant Range Safety Certificate.
- 6.5 The Management Committee may alter or amend the Range Safety Rules and Range Rules as necessary for the safe conduct of Club activities. Any such alteration or amendment must be circulated to all members by email within one week of the change being made.
- 6.6 All persons on any part of the Club's ranges when firing is in progress must use an effective hearing protection device.

### **Range Conducting Officers**

- 7.1 All shooting must be carried out under the supervision of a designated Range Conducting Officer (RCO)
- 7.2 The RCO will act as the Management Committee's representative on the range when shooting is in progress.
- 7.3 The Management Committee will maintain a list of those members it authorises to act as an RCO
- 7.4 The RCO shall ensure that all shooting is conducted in accordance with:
- a) the Range Safety Rules,
  - b) the Range Rules,
  - c) any conditions laid down in the Range Safety Certificate,
  - d) any conditions specified by the MOD, TAVRA, or the landlord of the range, and
  - e) the requirements laid down under Section 5 "Conduct of Club Activities" in these byelaws.

- 7.5 The first RCO on duty when shooting starts is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.

- 7.6 When shooting has finished, the last RCO on duty is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee or the landlord of the range.
- 7.7 The RCO will refuse permission for any person to shoot on the ranges if they have reason to believe that they are not in a fit condition to do so.
- 7.8 The RCO 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.

### **Disciplinary Matters**

- 8.1 It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, unsporting, unsavoury or contrary to the conditions of the Range Safety Certificate, Range Safety Rules and/or Range Rules.
- 8.2 Such reports must be made to the Secretary, or if they are not available, to the Chairman or Treasurer, at the earliest opportunity.
- 8.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (or Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 8.4 The Secretary (or Chairman or Treasurer) shall convene a meeting of two members of the Management Committee, to sit as a Sub-Committee to consider the matter not later than fourteen days after notification of the incident.
- 8.5 The Secretary (or Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- 8.6 The Sub-Committee, having examined the evidence, may decide:
- a) 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
  - b) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.7 If there is a case to answer a Disciplinary Committee comprising three members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 8.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend they shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 8.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if they do so such notice must be given within 7 days of the decision being made.
- 8.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:



- a) A verbal warning,
  - b) A written reprimand,
  - c) Suspension of the right to use the Club's ranges for a fixed period of time,
  - d) Suspension of the right to use any of the Club's facilities for a fixed period of time,
  - e) Suspension of all membership rights for a fixed period of time, and/or
  - f) Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 8.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the 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 seven days of the Disciplinary Committee's decision.
- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the national governing body.
- 8.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within seven days a notice of appeal.
- 8.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the Constitution and/or Byelaws for the purposes of calling a special general meeting of the members of the Club to hear the appeal.
- 8.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 8.18 On the hearing of the appeal by the special general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.19 All decisions on disciplinary matters by the Initial Sub-Committee, the Disciplinary Committee and the members in special general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 8.20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 8.21 When any penalty is imposed on a member by a Disciplinary Committee, or at a special general meeting, or by the national governing body, the Secretary shall post on the Club noticeboard and on web site a notice setting out the precise nature and terms of the penalty.
- 8.22 The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or other national governing body since the last annual general meeting.

## **Definitions & Miscellaneous**

### **9.1 Guest**

A person who visits the Club's premises at the invitation of the Management Committee and who must be either a member of a recognised outside organisation or a person who is already known personally to at least one Full member of the Club.

### **9.2 Guest Day**

An event involving Guest members which is arranged by the Management Committee for the purpose of attracting new members to the sport of target shooting and to the Club. A maximum of twelve Guest Days may be held in any calendar year. The Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 48 hours in advance. On such occasions Guests may only be permitted to shoot under the personal supervision of a Full member. The Management Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event.

### **9.3 Police Liaison Officer**

A member of the Club, normally the Secretary, who is appointed by the Management Committee to liaise with the Police in order to provide them with such information as they may legitimately require to ensure that the activities of the Club and its members are conducted properly and in accordance with Home Office requirements.

### **9.5 Range Conducting Officer**

A person who is authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.

### **9.6 Vice-President**

A person who has performed valued service for the Club, not necessarily as a member of it, over a number of years and who has been elected as a Vice-President for life at an annual general meeting.

### **9.7 Visitor**

A person who is not a member or probationary member of the Club, but who is a Full member of another club and/or holds a firearm certificate, and who visits the Club's premises with the permission of at least one member of the Management Committee. A Visitor may shoot on the Club's ranges provided that on each occasion they:

- a) produce to the Range Officer their firearm certificate, or proof of membership of another club, and
- b) confirm 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 Control Officer, and
- c) pay the range fee and visitor's fee.

## **Adoption**

### **10.1** These byelaws shall come into force entirely and completely replacing any and all previous byelaws of the Wey Valley Rifle and Pistol Club when:

- a) the date on the title page is completed, and
- b) it is signed and dated below by all the then current members of the Management Committee.

### **10.2** Any changes to these byelaws must be ratified by means of a general resolution supporting their adoption and passed by at least two-thirds of the members present at the next annual general meeting.



Chairman  
*Cover* 20/6/14

Secretary  
*W. Armstrong* 20/6/14  
William Armstrong

Treasurer  
*Fergus Vastenhou* 20/6/14  
Fergus Vastenhout

Full-bore Sec.  
*TD* 21-6-14  
Tim Dowling

Competitions Sec.  
*NEA* 21/6/14  
Neil Evans  
NEA

Co-opted Member 1  
*LA*  
Leslie Alexander

Co-opted Member 2  
*AS* 21/7/14  
Anthony Schwartz