

Constitution of Ashcombe Airgun Club

Ratified 17/02/2024

1. Name

The name of the Club is Ashcombe Airgun Club or other such name as the Management Committee may from time to time decide.

2. Administration

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 7 of this constitution.

3. Objectives

The Club's objectives are to encourage and facilitate the development of and participation in the sport of air-gun target shooting

4. Powers

In furtherance of the objectives but not otherwise the Management Committee may exercise the following powers;

- 4.1 power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- 4.2 power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for use;
- 4.3 power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;
- 4.4 power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objectives and to exchange information and advice with them;
- 4.5 power to support any charitable trusts, associations or institutions formed for all or any of the objectives;
- 4.6 power to do all such lawful things as are necessary for the achievement of the objectives.

5. Membership

5.1 Membership of the Club shall be open to individuals who are interested in furthering the objectives of the Club and who have paid the annual subscription as fixed from time to time by the Members present at the annual general meeting or any extra ordinary meeting called specifically for that purpose.

5.2 The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made.

5.3 The Management Committee may create any class of member they deem necessary and may determine what benefits or rights such members may have, and may lay down procedures for the introduction of prospective new members to the Club. The exercise of any such powers by the

Management Committee shall be subject to ratification by the next annual general meeting of the Club by means of appropriate amendment(s) to the byelaws of the Club.

6. Honorary Officers

At [the inaugural general meeting and] each [subsequent] annual general meeting of the Club the members shall elect from amongst themselves President, Chairman, Secretary, Treasurer, and any other officers that the committee deem necessary to transact its normal day to day business, who shall hold office from the conclusion of the meeting.

7. Management Committee

7.1 The Management Committee shall consist of:

- a) the honorary officers specified in the preceding clause;
- b) range officers;
- c) safety officer;
- d) SWEFTA representative;
- d) Any other officers as needs require

7.2. All members of the Management Committee must be full current members of the Club in their own right.

7.3 All the members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

7.4 The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

7.5 No person shall be appointed as a member of the Management Committee who is aged under 18 or who would if appointed be disqualified under the provisions of clause 8.

7.6 Where required the committee may appoint additional members to any new committee role as identified, to act in that role on an interim basis until the next EGM or AGM, subject to:

- (a) the nomination must be proposed and seconded and the person nominated must confirm his or her willingness to stand.
- (b) a majority of the committee vote in favour of the nomination

8. Determination of Membership of the Management Committee

A member of the Management Committee shall cease to hold office if he or she:

- 8.1 ceases to be a full current member of the Club; or
- 8.2 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or
- 8.3 is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated; or
- 8.4 gives to the Management Committee notice that he or she wishes to resign and a date from which he or she wished that notice to be effective.
- 8.5 in the event of a member of the management committee ceasing to hold office, the committee may appoint such person as they deem suitable to act in that vacant position on an interim basis until the next EGM or AGM, subject to:

- (a) the nomination must be proposed and seconded and the person nominated must confirm his or her willingness to stand.
- (b) a majority of the committee vote in favour of the nomination

9. Management Committee Members not to be Personally Interested

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

10. Meetings and Proceedings of the Management Committee

- 10.1 The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairman or by any three members of the Management Committee upon not less than 14 days' notice being given to the other members of the Management Committee of the matters to be discussed.
- 10.2 The Chairman shall act as Chairman at meetings of the Management Committee. If the Chairman is absent from any meeting, the members of the Management Committee present shall choose one of their number to be Chairman of the meeting before any other business is transacted.
- 10.3 A quorum shall consist of four members of the committee, including any two of the following officers: President, Chairman, Secretary or Treasurer
- 10.4 The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.
- 10.5 The Management Committee may from time to time make or alter the byelaws of the Club. Any such addition or alteration to the byelaws must be laid before the next annual general meeting of the Club for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 10.6 The Management Committee may appoint one or more advisory or sub-committees consisting of two or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee.
- 10.7 The Management Committee shall ensure that at all times the club and its members shall comply with all legal requirements in force from time to time and any byelaws appertaining to the conduct of the activities being undertaken.

11. Receipts and Expenditure

11.1 The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Club at such bank or building society as the Management Committee shall from time to time decide. The Club may operate more than one bank account.

11.2 The funds belonging to the Club shall be applied only in furthering the objectives.

12. Property

12.1 Subject to the provisions of sub-clause 12.2 of this clause, the Management Committee shall cause title to:

(a) all land held by or in trust for the Club; and

(b) all investments held by or on behalf of the Club; and

(c) all assets of the Club other than land and investments, including trophies and club equipment.

to be vested in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee. Provided that they act only in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for acts and defaults of its members.

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

13. Annual General Meeting

13.1 There shall be an annual general meeting of the Club which shall be held each year within two months of the end of the Club's financial year or as soon after as is practicable.

13.2 Every annual general meeting shall be called by the Management Committee. The Secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Club. All members of the Club shall be entitled to attend and vote at the meeting.

13.3 The Chairman of the Club then in office shall be the Chairman of each annual and extraordinary general meeting, but if he is not present, before any other business is transacted, the persons present shall appoint a Chairman of the meeting.

13.4 The Management Committee shall present to each annual general meeting the report and accounts of the Club for the preceding financial year.

13.5 Nominations for election to the Management Committee must be made by members of the Club in writing and must be in the hands of the Secretary to the Management Committee at least 14 days before the annual general meeting. The nomination must be seconded and the person nominated must confirm in writing his or her willingness to stand. Should nominees exceed vacancies, election shall be by ballot.

14. Special General Meetings

The Management Committee may call a special general meeting of the Club at any time. The Secretary shall give at least 14 days' notice. The notice calling the meeting must state the business to be discussed.

15. Procedure at General Meetings

15.1 The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Club.

15.2 There shall be a quorum when at least 10 full members of the Club, and in addition four members of the Management Committee, including any two of the following officers: President, Chairman, Secretary or Treasurer, are present at any general meeting.

15.3 If after 30 minutes from the time stated for the commencement of the meeting there are still insufficient members present to form a quorum, the meeting shall be adjourned to another time and place. The adjourned meeting shall take place within 14 days of the date of the original meeting, or as soon after as is practicable.

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

16. Notices

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

17. Voting

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

18. Alteration to the Constitution

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

19. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 28 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by two thirds of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred or otherwise distributed in such a manner as the majority of the members present at a General Meeting shall resolve.

20. Arrangements until first Annual General Meeting

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed	Date	President
Signed	Date	Chairman
Signed	Date	Secretary
Signed	Date	Treasurer

21. Change log v1.3 to v1.4

1. Simplified **Section 6** regarding the Honorary Officers, replacing both Vice President roles with single President.
2. Simplified **Section 7** regarding the committee structure:
 - a. Removed reference to number of members
 - b. Simplified description of range officers
 - c. Added SWEFTA representative role
 - d. Added clause allowing committee members to be appointed mid-year on an interim basis
3. Revised **Section 8** to allow interim appointments when a committee member ceases to hold office

Ashcombe Airgun Club byelaws

Ratified dd/mm/yyyy

1. General

- 1.1. Definitions.
 - 1.1.1. Words denoting the masculine gender are taken to include the feminine gender.
 - 1.1.2. "The Club" means Ashcombe Airgun Club
 - 1.1.3. Unless stated otherwise, "member" means a current full member (i.e. an annual, junior or senior member whose subscription is paid up to date, or an honorary life member)
 - 1.1.4. "Range(s)" means the range facilities owned, leased or occupied by the Club.
 - 1.1.5. The Club's "premises" means the place(s) where the Club carries out its activities.
- 1.2. The byelaws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.3. 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.
- 1.4. 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.
- 1.5. Notwithstanding any provision hereof every member, visitor or guest shall be bound by any byelaws 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. Membership

- 2.1. Membership subscriptions are due on 1st July annually.
- 2.2. Annual subscriptions for all classes of members (except honorary life members) and joining fees shall be fixed by the members at the annual general meeting.
- 2.3. The classes of membership within the Club are:
 - 2.3.1. Probationary member
 - 2.3.2. Adult member
 - 2.3.3. Junior member
 - 2.3.4. Senior member
 - 2.3.5. Honorary life member
 - 2.3.6. Associate member

Adult, junior, senior and honorary life members are full members of the Club. Adult, senior and honorary life members are entitled to vote at annual and extraordinary general meetings. Junior, probationary and associate members are not entitled to vote.
- 2.4. All applications or recommendations for any class of membership of the Club must be made to the Management Committee who shall be responsible for taking the steps necessary to process them.
- 2.5. Upon acceptance of his application the applicant is liable to pay the annual subscription appropriate to the class of membership to which he has been elected.
- 2.6. Upon payment of the relevant subscription the Management Committee 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.

- 2.7. Any member of any class who fails to pay any relevant subscription by 31st July will automatically cease to be a member of the Club with effect from that date.
- 2.8. 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.
- 2.9. Any member whose membership is terminated voluntarily, or under Clause 8.12 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.
- 2.10. Any member shall immediately notify the Secretary if his authority or suitability to own, use or be in possession of any airgun, firearm or ammunition is or may be affected by any event or change in his circumstances.

2.11. Probationary Membership

- 2.11.1. A probationary member is a person whose application for probationary membership of the Club has been accepted by the Management Committee and who has paid the relevant daily guest fee.
- 2.11.2. Once his application has been accepted by a member of the Management Committee, and he has completed a course of instruction, a probationary member may shoot on the Club's range(s) on Saturday's only, and only while a current full Adult member of the club is present, who has been a member of the club for more than 12 months.
- 2.11.3. After shooting on the Club's range(s) on four separate Saturday's (*or other day as may be arranged on request*) as a probationary member, an application for full membership may be submitted to the Management Committee for review.
- 2.11.4. The completed application form must be returned to the Management Committee, together with the relevant membership fee.
- 2.11.5. If the application is rejected by the Management Committee the membership fee will be returned to the applicant.
- 2.11.6. The Management Committee has an absolute discretion to:
- 2.11.6.1. Extend the probationary period for any or all probationary members, and to impose such conditions as it deems fit on any or all probationary members.
 - 2.11.6.2. Terminate the probationary membership for any serious breach, or repeated breaches of a less serious nature, of any of the Club's rules.

2.12. Annual Membership

- 2.12.1. An annual member is a person who has been elected to annual membership by the Management Committee and who has paid his membership subscription for the current year.
- 2.12.2. Any person who can prove that he is already a full member of another club, may apply to the Management Committee to become a full or associate member of the Club without the need for a period of probationary membership.

2.13. Junior Membership

- 2.13.1. A junior member is a person who has not attained the age of 18 years at the start of the Club's current financial year, and who has been elected to annual membership by the Management Committee and has paid his membership subscription for the current year.
- 2.13.2. Where an applicant for probationary or annual membership is under the age of 16 years his application must be counter-signed by a parent or guardian.
- 2.13.3. Junior members aged under 16 must be supervised by a responsible adult on a one to one basis at all times. Junior members may not shoot while the supervising adult is shooting, however the Junior / Adult may alternate shooting between themselves to ensure the junior is supervised while shooting.

2.14. Senior Membership

- 2.14.1. A senior member is an annual member who has attained the age of 65 years at the start of the Club's current financial year, and who has been elected to annual membership by the Management Committee and has paid his membership subscription for the current year.

2.15. Honorary Life Membership

- 2.15.1. An honorary life member is a person who has been elected to such membership by a motion supported by not less than two thirds of the members present and voting at an annual general meeting, in recognition of that person's outstanding service to the Club or to the sport.
- 2.15.2. Honorary life members shall not be required to pay any membership subscription.
- 2.15.3. The current Honorary Life Members are:
 - 2.15.3.1. Russ Harding
 - 2.15.3.2. Roz Harding
 - 2.15.3.3. Ann Farbrother
 - 2.15.3.4. John Pinkerton

2.16. Associate Membership

- 2.16.1. An associate member is a person whose application for associate membership has been accepted by the Management Committee.
- 2.16.2. Associate membership is available to persons who are full members of another club within the SWEFTA region or an affiliated BFTA club. It confers the right to use the Club's range(s) and facilities upon payment of the appropriate range fees.
- 2.16.3. The application procedure is the same as that laid down for annual members under clause 2.14.
- 2.16.4. Associate members are limited to a maximum of 20 visits per membership year

3. Administration of the Club

- 3.1. The President form a part of the Management Committee with associated voting rights.
- 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 his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or extraordinary general meeting.
- 3.4. 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 30th December.
- 3.8. Any member standing for election as an officer of the Club or member of the Committee must be seconded and the nomination given to the Secretary not less than 14 days before the relevant meeting confirming his consent to stand for election.
- 3.9. Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 3.10. The business of the annual general meeting shall be:
 - 3.10.1. Apologies for absence
 - 3.10.2. Approval of the minutes of the last annual general meeting
 - 3.10.3. Matters Arising from those Minutes
 - 3.10.4. General reports covering the preceding year and the present state of the Club and its members
 - 3.10.5. Presentation and acceptance of the accounts for the preceding financial year.
 - 3.10.6. Appointment of auditors
 - 3.10.7. Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year
 - 3.10.8. Election of President
 - 3.10.9. Election of Chairman
 - 3.10.10. Election of Secretary
 - 3.10.11. Election of Treasurer
 - 3.10.12. Election of Management Committee Members
 - 3.10.13. Consideration of any recommendations by the outgoing Management Committee for changes to the constitution
 - 3.10.14. Consideration of any item(s) of business notified in writing to the Secretary by any member not later than 21 days before the date of the annual general meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the annual general meeting by at least two members of the Club
 - 3.10.15. 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
 - 3.10.16. Any full member of not less than one-year 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 an annual or extraordinary general meeting

- 3.10.17. 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

4. Management Committee

- 4.1. 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.
- 4.2. The Secretary shall agree the agenda of each Management 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.
- 4.3. The business at Management Committee meetings shall be:
 - 4.3.1. Apologies for absence.
 - 4.3.2. Approval of the minutes of the last meeting.
 - 4.3.3. Matters arising from those minutes.
 - 4.3.4. Specific items placed on the agenda for consideration, recommendation or ratification.
 - 4.3.5. Recommendation for the annual general meeting of membership fees for the coming year.
 - 4.3.6. Any other business at the 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 Management Committee meeting or at a general 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 14 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 14 days prior to the meeting at which they are to be considered.
- 4.6. The Management Committee 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:
 - 4.7.1. any liability reasonably and properly incurred by them on behalf of the Club; and
 - 4.7.2. all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- 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 an extraordinary general meeting called for that specific purpose, changes to membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.
- 4.10. 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.

- 4.11. In accordance with clause 10.5 of the constitution, subject to ratification by the Club in annual 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 a notice displayed at the Club premises for not less than four weeks immediately preceding the date of the meeting at which the proposal will be considered.
- 4.12. 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 his absence by the Secretary is displayed at the Club's premises.

5. Conduct of Club Activities

- 5.1. Only airguns not required to be held on a Firearm Certificate may be fired on the club ranges.
- 5.2. Members must carry their current membership card at all times when attending the club and must produce it on request by any other member or by our Landlords.
- 5.3. Shooting is only permitted during daylight hours.
- 5.4. Only the targets provided on the practice/zero/FT/HFT courses are to be shot. No other items are to be placed on the ranges.
- 5.5. When shooting from the practice/zero range, targets on the main course must not be shot.
- 5.6. Gun bags/cases/slips and any other items must not be placed on the shooting bench within the practice/zero area thereby taking up space that other shooters can utilise.
- 5.7. At exceptionally busy times, shooters may be asked to give up, alternate or otherwise share their space in the plinking/practice/bench rest/zero course to allow other shooters access to that course.
- 5.8. Smoking/vaping is allowed in the designated smoking/vaping area only.
- 5.9. All members are expected to act in a safe and responsible manner at all times.
- 5.10. The use/taking of drugs and alcohol within the club grounds is strictly forbidden unless prescribed by a medical professional.
- 5.11. The shooting of any wildlife within the club grounds is strictly forbidden. The club reserves the right to issue an instant ban and withdraw membership from any member found to have shot any wildlife within the club grounds.
- 5.12. All members will be expected to participate in the upkeep and maintenance of the club.
- 5.13. Any person discovering any wrongdoing must inform a club official (details of officers in the club house and in zero range) as soon as possible.
- 5.14. A member's gun(s) and belongings should not be moved without the owner's permission, except for safety reasons.
- 5.15. No children allowed on site unless accompanied by a Parent or Guardian at all times.
- 5.16. Guests can only attend at the club if accompanied by a fully paid member.
- 5.17. All members shall notify the Secretary of any material circumstance arising, including revocation of his firearm certificate, which may affect his suitability to be in possession of airguns, firearms and/or ammunition.

- 5.18. 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.
- 5.19. One or more range logbooks shall be kept at the Club's premises for the purposes of recording:
- 5.19.1. the names of all persons shooting on the Club's range(s)
 - 5.19.2. any infringement of the Club's Safety Byelaws
 - 5.19.3. any other information which the Management Committee may require.
- 5.20. All members must sign the range logbook giving details of the date and time of arrival, and pay the appropriate range fee on every occasion when they shoot on the Club's range(s).
- 5.21. 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).
- 5.22. 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 Officer, and to any notice posted by the Management Committee.
- 5.23. A probationary member must be supervised at all times when he is on the Club's range(s) by a full member.
- 5.24. No person under the age of 18 years shall have access to the range unless he is at all times under the supervision of a parent or guardian aged 21 or over.
- 5.25. All members, visitors and guests using the club's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range. The use of foul, abusive and offensive language is unacceptable, particularly in the company of minors.
- 5.26. Every shooter shall ensure that he leaves the firing point is clean and tidy when he has finished shooting, and any paper or card targets used are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.27. No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner.
- 5.28. The Range Officer on duty, or any member of the Management Committee, may insist upon the immediate removal from any part of the Club's premises of any child or animal that is causing a disturbance which may distract shooters on the firing point.

6. Safety

- 6.1. One whistle signifies a ceasefire. All guns must be discharged and remain idle whilst cease fire is in place. Two whistle blasts signify that shooting can resume.
- 6.2. When carrying guns around the club grounds, guns must be un-loaded and magazines must be removed from multi shot guns. When carrying guns around the club grounds, guns must be carried with the muzzle either pointing at the ground or vertically in the air.
- 6.3. Guns must not be left unattended on the shooting bench within the practice/zero area.
- 6.4. Guns left on the bench should be placed with the barrel pointing out towards the targets.
- 6.5. A probationary member must undertake a course of instruction in the safe conduct before he is permitted to take part in live firing on the Club's range(s).
- 6.6. The Safety Byelaws shall be displayed on the Club noticeboard, at all times when the Club's facilities are in use.

- 6.7. Every person using the Club's facilities must at all times abide by the Safety Byelaws. The club reserves the right to issue an instant ban and membership withdrawal if the safety of a member is put at risk.

7. Disciplinary Matters

- 7.1. It is the responsibility of all members to inform the Management Committee of conduct by any person using the club's facilities, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the club byelaws and constitution.
- 7.2. Such reports must be made to the Management Committee at the earliest opportunity.
- 7.3. A breach of the club's byelaws may result in:
- 7.3.1. A verbal warning.
 - 7.3.2. A written reprimand.
 - 7.3.3. Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 7.3.4. Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 7.4. The club reserves the right to issue an instant ban and withdraw membership if the safety of a member is put at risk.
- 7.5. If the Management Committee consider it appropriate, details may be reported to any of the club's affiliated bodies: SWEFTA, BFTA, NSRA
- 7.6. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Management Committee 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.

8. Definitions & Miscellaneous

- 8.1. Guest / Visitor
- 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 current member of the Club. A Guest / Visitor may shoot on the Club's ranges provided that on each occasion:
- 8.1.1. A current full Adult member of the club is present, who has been a member of the club for more than 12 months and,
 - 8.1.2. For safety and to ensure constant supervision, each member may only bring one guest per visit
 - 8.1.3. A course of instruction and safety briefing is given to the Guest / Visitor, by the current full Adult member at 8.1.1 above and;
 - 8.1.4. If not personally known to a current full member of the club, that proof of membership of a recognised outside organisation is provided to the Management Committee and,
 - 8.1.5. Completes a temporary day membership application and,
 - 8.1.6. Return the properly completed application form to the Management Committee and,
 - 8.1.7. Enter his name in the Club's register of visitors and,
 - 8.1.8. Pays the range fee and visitor's fee.
- 8.2. Recognised outside organisations:
- 8.2.1. SWEFTA (South West Field Target Association)
 - 8.2.2. BFTA (British Field Target Association)
- 8.3. 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. 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.

8.4. Range 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.

8.5. 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 President at an annual general meeting.

9. Arrangements until first Annual General Meeting

- 9.1. Until the first annual general meeting takes place these rules shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

These rules were adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

Signed	Date	President
Signed	Date	Chairman
Signed	Date	Secretary
Signed	Date	Treasurer

10. Change log v1.3 to v1.4

- Reworded **Section 2.11 Probationary Membership** conditions to follow the process used in previous years, to require all prospective members to shoot at the club on four separate Saturdays (*1) paying the relevant daily guest rate on each separate occasion. On the fourth visit an application for full membership may be made, at which time the relevant annual membership fee must be paid.
 - *1 – In some circumstances, and on request to the management committee, a probationary member may be allowed to shoot on other days of the week to count towards the four qualifying visits, subject to availability and agreement.
- Reverted the final due date for membership in **Section 2.7** from 30th September, to 31st July, i.e. membership due within 30 days as was the practice prior the formation of the committee in 2023.
- Expanded rules in **Section 2.13** re juniors under 16 needing one to one supervision while shooting.
- Added the names of existing Honorary Life Members in **Section 2.15.3**
- Added further definition to the Associate Membership **Section 2.16** specifying the need to be a full member of SWEFTA / BFTA club, and the maximum number of visits per membership year
- Updated **Section 3.8** to clarify notice period for nominations, as the Constitution 13.5 requires 14 days' notice.

- Simplified the Disciplinary Matters **Section 7**
- Updated **Section 8 Definitions & Miscellaneous** Guest / Visitor rules, to require a full current Adult member of the club to be present when any Guest / Visitor wishes to shoot, and for that Adult member to have been a member of the club for more than 12 months. Also limited the number of guests to ONE per full current Adult member, per visit for safety.