

# NORTH WALSHAM RIFLE & PISTOL CLUB

Happisburgh Road North Walsham Norfolk

Home Office Approved Small Bore Rifle, Full Bore Rifle and Muzzle Loading Pistol Club.

Affiliated to the National Small-Bore Rifle Association, Muzzle Loading Association of Great Britain, Norfolk County Rifle Association.

## CONSTITUTION

This Constitution applies to the association named “North Walsham Rifle & Pistol Club” (The Club)  
With premises including range facilities at Happisburgh Road, North Walsham, Norfolk (The Premises)

### 1) THE PURPOSE of the Club:

- 1) To provide facilities for and to encourage the participation in target shooting for sporting, competitive and recreational purposes.
- 2) To encourage participation in target shooting regardless of ability and the furtherance of target shooting in all its aspects and for all shooting disciplines.
- 3) To be non-profit making and for all assets to be invested to the benefit of the Club.
- 4) To achieve and maintain a positive relationship with the local community.
- 5) To ensure that target shooting is carried out on the Premises in a safe and orderly manner and in accordance with current legislation.

### 2) MEMBERSHIP of the Club:

The Club encourages all people to join and compete, regardless of their shooting ability.

However, as the Club must comply with all current legal requirements dictated by parliament, a few people may be prevented from joining or have their shooting activities limited by law.

In some cases, other external organisations may also influence and limit member’s activities.

Subject to ensuring that current legal requirements and restrictions are complied with, and the purpose of the Club is achieved, membership is available to the whole community, without discrimination and regardless of race, nationality, gender, religion or beliefs, disability, age or sexual orientation.

### There shall be five member groups:

- 1) **Honorary members** who will not be subject to payment of annual subscriptions
- 2) **Ordinary members** who will be subject to payment of annual subscriptions
- 3) **Junior members** being, persons under the age of 18, or persons under the age of 25 and being in full time education, who will be subject to a reduced annual subscription.
- 4) **Probationary members** being, persons wishing to join The Club and who are subject to temporary membership, and payment of probationary fees, for a period of at least six months preparatory to consideration for acceptance as Ordinary members or as Junior members.
- 5) **Social Members** are persons who are non-shooters that support club activities, this group will not have access to club firearms or air weapons. They are permitted to attend AGM/EGM’s but have no voting rights and are not permitted to propose or second any candidate's for election and will be subject to a reduced subscription.

Members of groups 1 to 3 inclusive are collectively referred to as full members.

Where an annual subscription is required from a member of the Club it will be due for payment at the AGM, in respect of the ensuing year. It may be paid during an extension period of 2 months, up to the June committee meeting, immediately following the AGM.

If any annual subscriptions have not been paid by the end of the extension period it will be deemed by the Committee that the member concerned has voluntarily terminated their membership of the Club and they will be notified to that effect accordingly.

The person concerned must apply to the committee for Probationary Membership again if they wish to continue their membership, or submit a valid reason for non-payment.

### 3) ADMINISTRATION of the Club:

A management committee (The Committee) which consists of 1 to 4 will conduct administration of the club;

- 1) The Chairman
- 2) The Honorary Secretary
- 3) The Honorary Treasurer 4) Committee member

Groups 1 to 3 inclusive are collectively referred to as being officers of The Club.

Group 4 shall have a minimum of three, with no more than twelve holding the position of Committee member.

Membership of the Committee is restricted to persons who are full members and is determined by election by full members at a General Meeting of the Club.

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

- 1) Ceases to be a full member of the club.
- 2) Becomes incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.
- 3) Is absent without the permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her position be vacated.
- 4) Gives to the Committee notice that he or she wishes to resign with effect from a date at least one month after the date of notice (unless there are exceptional circumstances for shorter notice). Only if at least six members of the Management Committee remain in office when the notice is to take effect.

With the exception of the Chairman, the elected members of the Committee will have equal voting rights on all issues. The Chairman will cast a vote only in the event of a tied vote on a particular issue.

Full members may be co-opted by the Committee on to that Committee but such Co-opted members will not be entitled to a vote on the Committee until their position on the Committee has been approved by the members in an online vote .

A member of the club may hold the position as a Captain of a shooting discipline within the Club but such a position as Captain does not give automatic entitlement to membership of the Committee.

The responsibilities of the Committee are:

- 1) The Hon. Secretary has a duty to post a current copy of the Constitution, Range Rules, and any documents pertaining to the club on the clubs notice board for members to view. Minutes are to be maintained of all committee meetings and shall be made available on request to the Secretary, by full members of the Club. Minutes that include personal or sensitive details of individual members may be edited, following the request to the committee by said member, before being made public.
- 2) The Hon. Treasurer is responsible for all Club monies, banking arrangements, and administrative proposals, subject to approval by the Committee. The Hon. Treasurer shall maintain and present accounts of the Club for approval by the full members at a General Meeting, and to ensure that finances of the Club are adequate to meet its commitments and that all invoices and bills to the Club are paid in good time.
- 3) The Committee members are to have regular meetings, and to conduct such committee meetings in an orderly and responsible manner to the benefit of the Club. To administer the Club in accordance with this Constitution and within the requirements of the full members as specified at General Meetings of the Club.
- 4) To ensure that the Club, the Premises, its members and visitors to the Premises are provided with insurance considered appropriate, adequate, and in compliance with such legislation as may be applicable.
- 5) To determine affiliation of the Club to such associations as are considered appropriate for the shooting disciplines of the Club.

- 6) To ensure that adequate health and safety rules, standing orders and regulations exist. These rules, standing orders and regulations are to be made known to all members and are to be maintained and enforced for the general running and wellbeing of the Club and its members. It is preferred that the rules, standing orders and regulations are consistent with, or are in line with, those of national or international associations for the relevant discipline of target shooting.
  - 7) To ensure that the Range and Premises are maintained to a good standard, in line with current health and safety rules, and other regulations that apply in target shooting and other social activities that may take place in the club.
  - 8) To consider applications for membership of the Club, disciplinary matters, and to give rulings and recommendations in connection therewith.  
Membership records are to be regarded as confidential to the committee, except those required by the police. They will only be made available to third parties with the express permission of the member concerned.
  - 9) To consider and recommend for approval by the members of the Club at a General Meeting, joining fees, subscriptions and other fees as may be required of the members in the respective groups.
  - 10) To consider any matter brought before it by a member of the Club during a General Meeting or otherwise.
  - 11) To call and arrange a General Meeting of the members of the Club and to present at such a meeting statements, propositions and proposals as are considered to be in the best interests of the Club.
- Full Club Members may, by invitation only, attend committee meetings as a guest.  
A quorum of the Committee shall be at least five of the elected committee members.

#### 4) A GENERAL MEETING of the Club:

Consists of an Annual General Meeting, (AGM) or an Extraordinary General Meeting, (EGM)

For either of which a quorum shall be twelve full members.

Probationary members will be entitled to attend a General Meeting but will not have any voting rights.

The AGM will be held in April and by the end of the immediately preceding March

1) Due notice of the meeting, its starting time, date, and location, will be given to each member.

2) An advertisement of the meeting will be displayed on the Premises.

Failure to follow this procedure in calling for the AGM will necessitate calling an EGM. An

EGM may be called:

1) By a resolution of the Committee

2) By a petition received by the Honorary Secretary and signed by at least ten full members of the Club. The EGM must be called within six weeks following receipt of such petition. The resolution or petition will be required to explain the purpose of the EGM.

Each member of the Club will be notified in writing of the convening of an EGM at least four weeks prior to that meeting. Any such notification will specify the starting time, date, and location of the meeting, and will include a copy of the Committee resolution or members petition to clarify the purpose of the EGM.

An advertisement of the EGM will be displayed on the Premises at least four weeks prior to the meeting.

If a quorum is not present for a General Meeting following thirty minutes of the specified starting time the Honorary Secretary will adjourn that meeting for a period of not less than four weeks and not more than six weeks. The meeting will then reconvene at a time and location as determined by the Honorary Secretary.

Preparatory to reconvening the meeting each member will be notified of the new time and location for the adjourned meeting and this will be advertised in a similar manner to the procedure for calling an EGM. At the reconvened meeting such full members who are present at the specified starting time will be deemed to constitute a quorum. Voting at a General Meeting by full members on an ordinary motion which concerns resolutions, proposals and elections (including those for Honorary membership) will be by a show of hands of those present and will require a simple majority to be passed.

The Chairman will cast a vote only in the event of a tied vote on a particular issue.

Voting at a General Meeting by full members on a substantive motion which concerns changes to this Constitution or other matters deemed to be of equivalent status, will be by a show of hands of those present. To be passed will require a majority of sixty six percent of those voting. A substantive motion must be

communicated in writing to the Honorary Secretary at least six weeks prior to the meeting at which it is to be raised and the Secretary will display a copy of the substantive motion on the Premises for four weeks prior to the said meeting. A proxy vote is acceptable only for voting in respect of a substantive motion and provided that the absent full member has provided a letter of authority to the Chairman for such a vote.

Where accounts of the Club are to be presented or discussed at a General Meeting a copy of those accounts will be provided for viewing at said meeting.

The Hon. Secretary will call the meeting to order and determine that a quorum is present and declare the meeting open. The conduct of a General Meeting for which minutes will be taken will follow an agenda prepared by the Hon. Secretary and said agenda will include at least once in each calendar year;

- 1) The election of the Chairman of the Committee. Failing that, the election of a chairman for the meeting.
- 2) The Hon. Secretary will read the minutes of the previous General Meeting. Hearing and approving the minutes by the AGM they will be signed by the chairman.
- 3) The Chairman to call for substantive motions or anything requires a change.
- 4) Reports from members of the Committee on the preceding year and, in particular, a report from the Hon. Treasurer on the annual accounts and banking arrangements.
- 5) The election of members of the Committee. A resolution to re-appoint members of the Committee en bloc is allowable only at an EGM.
- 6) The appointment by the full members of an auditor.
- 7) The Chairman will call for ordinary motions, resolutions, proposals, elections or any other matters requiring Discussion and possible voting by full members.
- 8) The Chairman will ask for any other business to be discussed, when the majority of the members present are satisfied the agenda has been completed, close the meeting.

#### 5) THE FINANCES AND ASSETS of the Club:

Under no circumstances will the finances and assets be distributed among the members and no member will be permitted a financial loan from the Club for personal use.

The Club may be wound up following the passing of a substantive motion. To do so at a General Meeting, and in such case, the realised assets of the Club following its closure will be distributed to such registered charities as are agreed upon by the full members at the final General Meeting. It being preferred that the charities selected are concerned with amateur sports and are primarily associated with one or more of the target shooting disciplines with which the Club was associated.

Financial records of the Club may be inspected by any full member upon application in writing to the Hon. Treasurer, the Club shall have a financial year from 1st April to 31st March.

The audited accounts for the preceding financial year will be available, in so far as is possible for each AGM. In each financial year the Committee has authority to spend a sum amounting to 50% of the income received by the Club in the immediately preceding financial year on any one project. This sum is exclusive of any grants or donations. Expenditure on a single project in excess of this sum requires approval by the members of the Club and the passing of an ordinary motion to this effect at a General Meeting.

The authorised expenditure by the Committee will comprise that necessary for the maintenance and well-being of the Club and its members including, inter alia. The purchase of ammunition for resale to members, insurance payments, local and national taxes and rates, affiliation fees, postal, stationary and target fees, fees for entering and arranging competitions, payment of utility bills, maintenance fees for the Premises and the range facilities and similar day- to- day running expenses. Other than for the day- to- day running expenses, no member of the Committee can commit the Club to any expenditure without a resolution approving such expenditure being passed by the members of the Committee.

The Club against any claim, or demands, in respect of a liability indemnifies the members of the Committee properly and bona-fide incurred on behalf of and in the best interests of the Club.

#### 6) DISCIPLINARY PROCEDURES of the Club:

(i) A disciplinary offence occurs when a person is in breach of range rules, standing orders or regulations of the club. When conduct (whether by act or omission) is considered contrary to the best interest of the club and detrimental to the good name of the sport of shooting.

**It is the duty of all Range Conducting Officers, Range Officers and Individual members** to report all such instances to the Secretary, Chairman or Treasurer of the Management Committee in writing, giving details of the offence, time and place and names of any witnesses, at earliest opportunity. This can be done via the website if required. Should the offence warrant it the offender(s) are to be ordered off the range.

(ii) If the incident is as such that the Police Firearms Department should be notified, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report, this is in addition to any other action that may be taken.

(iii) A **Sub Committee** of **Three** members of the **Management Committee** will convene no later than **14 days** after the notification of the incident. Statements will be obtained from both the accused and the accuser and from witnesses for examination by the **Sub Committee** to consider any further course of action. Should there be no case to answer the parties will be informed and the matter will be closed

(iv) If there is a case to answer the matter will be placed before a **Disciplinary Committee** comprising of **Five** members of the **Management Committee** who will conduct a disciplinary hearing within **28 days** of the meeting of the **Sub Committee**.

(v) All parties to the incident may attend in person, the accused may have a friend or advisor. Should the accused not attend they will be entitled to receive a copy of the hearing and findings within **7 days** of the hearing or within **3 days** on request of the same whichever is the sooner.

(vi) The Disciplinary Committee will consider all written and oral submission and will decide whether the allegation is proven or not., in the event of not proven, the matter will be declared formally closed. The accused shall be entitled to ask for notice to that affect to be posted in the Club House, this request must be within 14 days of the findings

(vii) Should the allegation(s) be proven the **Disciplinary Committee** may impose one or more of the following with **exception** of a **short suspension**. a.) **Short Suspension**

A Range Conducting Officer or Range Officer, committee member or persons in charge of the Range may suspend any member from range activities of the club with immediate affect. The suspension will remain effective until **Clause 6 (iii)** is implemented b.) **A Written Reprimand**

This to remain in place for **3 Months** c.)

#### **Probationary Status**

The Disciplinary Committee may in the case of a full member being in breach remove the rights of full membership in the club other than voting rights for a period not exceeding **6 months**. The member returning to probationary status and monitoring. Confirmation will be in writing. d.) **Suspension from club activities**

The **Disciplinary Committee** may suspend a member being in breach from all club activity for a period not to exceed **6 months**. Configuration in writing

#### **e.) Non-Voluntary Termination of Membership**

Membership may be terminated if the conclusion of the **Disciplinary Committee** is that the offence warrants it. Such action will be notified in writing.

(viii) All proceedings of the subcommittee and the **Disciplinary Committee** will be full minuted, copies to accompany any reports sent to a **National Governing Body**.

#### **Note:**

#### **In Addition to the above the following will apply:**

Any member under investigation by the Police for any offence under the Firearms Act will be suspended from club activities until the case is decided. This will be confirmed in writing. Any member found guilty of **any offence** may have their membership re-considered, taking into account the provision of **Section 21 of the 1968 Firearms Act**.

#### **7) RIGHT OF APPEAL**

- (i) With the exception of a **Short Suspension** a person who disputes any decision whether as a liability or penalty, by the **Disciplinary Committee** may appeal against that decision by serving upon the secretary within **7 days a Notice of Appeal**.
- (ii) Upon receipt of such a **Notice of Appeal** the Secretary will invoke the procedure set out on the constitution for the purpose of calling an **Extraordinary General Meeting (EGM)** of the club members to hear the appeal. (iii) The appeal will take the form of a **rehearing**; the meeting will not however have access to how the **Disciplinary Committee** reached its decision.
- (iv) On hearing of the appeal by the **EGM** the **Clauses 6 (v) & (viii) inclusive** shall apply.
- (vi) All decisions on disciplinary matters, by the initial subcommittee, disciplinary committee and appeals **EGM** will be reached by a simple majority vote by those attending in the event of a tied vote the Chairman will have the casting vote. The accused **forfeits** their right to vote at the **appeals EGM**.
- (vii) When a penalty is imposed on a member by the **Disciplinary Committee** or at an **EGM** or by a **National Governing Body** the secretary will post notice setting out the precise nature and terms of the penalty on the club **notice board**.

**(viii)** The Management Committee will report at the AGM any penalty imposed on any person as a result of disciplinary action.

**8) INDEMNIFICATION:**

The Club will indemnify its members against claims or demands resulting from reasonable actions which the Club has authorised them to take for and on behalf of the Club and which actions are in accordance with this Constitution and are in the best interests of the Club.

**9) NATIONAL LEGISLATION:**

Any changes in the law affecting the Club's activities will be put to the committee, whereby they will be incorporated into this Constitution, club rules or procedures.

**10) POLICIES AND PROCEDURES of the Club:**

Child Protection. Discrimination. Health and Safety. The Committee will approve Policy and Procedures based on the recommendations of its national organisations and display these prominently on the Club notice boards.

Approved at the Annual General Meeting (May 20<sup>th</sup> 2010)

**Revised at the 27th April 2023 AGM**

### **Revisions-**

April 2023 AGM - Distinction between exec and non-exec committee posts removed thereby adding positions of Webmaster, Rifle comp sec and Marketing and PR to full committee. Co-opted committee members will not have a vote at committee until their position has been ratified by an online vote by the members.