

Romsey Shooting Club

CONSTITUTION

ARTICLE 1

The name of the Club is ROMSEY SHOOTING CLUB, hereafter referred to as The Club.

ARTICLE 2

The OBJECT of The Club is to encourage skill and safety in Shooting by providing the Members with instruction, practice and competition, all in the proper use of firearms.

ARTICLE 3

In furtherance of the above Object, but not otherwise, The Club has the following powers: -

- a. To raise funds and to invite and receive contributions from any person or persons, whether by way of subscription, donation or otherwise, provided that The Club does not undertake any permanent trading activities for the purpose of raising funds;
- b. To be affiliated to any organisation as deemed desirable by the Committee.

ARTICLE 4

Membership of The Club is open to all persons or Bodies interested in furthering the Object of The Club or participating in its organisation.

The Club does not run a Day or a Temporary Membership Scheme.

Anyone applying for Membership must be proposed by a Full Club Member. Probationary Membership will last for at least Three (3) Months during which time they must attend and shoot regularly - a Home Office Requirement - during which time Probationary Members will receive instruction in the safe handling and use of firearms.

When, in the opinion of the Training Range Officer, the Probationary Member has attained an acceptable standard, The Club's Range Master and/or The Club's Range Safety Officer will observe The Probationary Member whilst shooting before The Committee will consider an application for Full Membership.

In certain circumstances the Probationary Period may be waived at the discretion of The Committee, in line with Home Office Criteria for Approved Clubs.

No person or body shall become a Full Member until the Committee, which has absolute authority to refuse any person or body as a Member without giving any reason, has approved her, his or it's Membership Application.

The decision of the Committee on such applications is final.

ARTICLE 5

Honorary Membership of The Club may be granted, for good and sufficient reason, at the discretion of the Committee.

ARTICLE 6

All Applicants for Membership must supply one of their up-to-date passport-sized photographs when applying. This image will be held in the Club's computerized Photo Gallery and inserted onto The Club's Membership Photo-Card.

ARTICLE 7

When The Membership Secretary receives the Membership Subscription the Member is given/sent a new, up-dated Membership Photo Card that will act as evidence of Membership.

ARTICLE 8

Every Member gives written permission to keep and use her or his Personal Information on Computerised Club Records.

Such Information is used **only** for the purposes of running The Club, and no Information shall be given to any Third Party without the Written Authority of the Individual Member, except where The Law requires disclosure.

No Liability is accepted by The Club for any Information stolen, "Hacked" or otherwise Criminally Misappropriated from The Club.

ARTICLE 9

Any Member who has a Firearm or Shotgun Certificate refused or revoked is required to inform the Club Secretary immediately.

ARTICLE 10

The financial year of The Club is from September 1st to August 31st.

ARTICLE 11

Memberships are Annual and take effect from September 1st each year.

ARTICLE 12

Any Member who has not paid the required Subscription and submitted their Membership Renewal Application by September 30th of any year automatically forfeits Membership and is only re-admitted to Membership on terms, which are at the discretion of the Committee.

ARTICLE 13

All Monies are paid into The Club's Banking Account and all authorised expenditures are met by drawing on that Account.

ARTICLE 14

All cheques drawn on The Club's Account must be signed by one Designated Committee Member and countersigned by another Designated Committee Member.

ARTICLE 15

The management of The Club is undertaken by a Committee, which consists of a minimum of Chairman, Secretary, Treasurer and Range Safety Officer.

SEE APPENDIX 3 FOR FULL COMMITTEE AND COUNCIL DETAILS

The Members attending The Club's Annual General Meeting elect the Committee for the following year. A Nominee for Committee Membership must have been a Full Member for at least three years. The Committee appoints Council Members.

ARTICLE 16

The Committee is empowered to co-opt further Committee Members, voting or non-voting, as it may deem desirable. Persons co-opted may carry out the duties of any Elected Officer vacancies that occur on the Committee between AGM's.

ARTICLE 17

The Committee meets as often as is deemed necessary by the Committee, or whenever two or more Members of the Committee, in a joint letter - or E-mail - addressed to the Secretary, so request.

ARTICLE 18

The Committee may not transact any business unless a quorum is present at a Committee Meeting. Three voting Committee Members constitutes a quorum.

If within 15 minutes after the appointed time for a Committee Meeting to begin a quorum is not present the Meeting will be adjourned until the next convenient date.

If at the Adjourned Meeting a quorum, as defined above, is not constituted then those Members who are present will be considered to constitute a quorum.

ARTICLE 19

The Committee is the sole authority for the interpretation of the Constitution and all By-laws, Rules or Regulations. Decisions by The Committee on any question of interpretation, or any matter affecting The Club and not provided for by these Articles, are binding upon all Members, but subject to appeal at the next General Meeting.

ARTICLE 20

The Committee has the power to legislate on any matter not provided for in the Constitution and to formulate and promulgate such Rules and Regulations as it may feel necessary or desirable to make. These decisions are subject to appeal at the next General Meeting.

ARTICLE 21

The Committee holds the Property and Funds of The Club in trust for the benefit of the Members.

ARTICLE 22

The Committee determines the Subscription for Membership and the Range Fees of The Club.

ARTICLE 23

The Committee has the authority to terminate the Membership of any Member for good and sufficient reason and shall communicate this intention to any such Member in writing stating the grounds upon which it proposes to act. The Committee may offer that Member the opportunity to resign from The Club and the Member in question has the right to be heard by the Committee before a final decision is taken. If the Member does not attend or does not resign if called upon so to do, the Committee may forthwith, by Resolution, terminate the Membership in question.

ARTICLE 24

The Committee makes Reports to the Membership at the Annual General Meeting, which is held each year at such time and place as is determined by the Committee.

ARTICLE 25

The Official in charge of the Range always has the power to refuse permission to shoot for any Member or Guest whose conduct she/he considers unsafe or who is using any firearm or equipment, which she/he considers to be unsuitable.

ARTICLE 26

1. A Range Officer is responsible for the running of The Club Shoots in the absence of any Committee Members and no Shooting shall take place without their permission.

2. The Club arranges appropriate training for Members willing to undertake the duties of Range Officer and the Committee appoints as Range Officers such Members as prove competent after this training.

ARTICLE 27

The Range Officer has the power to expel from the Range any Member, Guest or Visitor whose conduct is in any way in breach of the Rules or Regulations of The Club or is likely, in her or his view, to bring The Club into disrepute.

The Committee may take further action, as it deems appropriate.

ARTICLE 28

A Full Member is, with the agreement of The Committee, entitled to introduce one Guest at a Club Shoot twice in any Calendar Year provided that all Club Rules and Regulations are followed according to the provisions of APPENDIX 5.

ARTICLE 29

A Full Member is, with the approval of The Committee, entitled to introduce one Visitor at a Club Shoot provided that all Club Rules and Regulations are followed according to the provisions of APPENDIX 6.

ARTICLE 30

Members must sign-in on the Club Attendance Register, sign-in their Guest or Visitor - if one has been introduced - in the appropriate Guest or Visitor Sign-In Register and pay all relevant Range Fees before shooting.

VISITORS MAY ONLY HANDLE FIREARMS OR AMMUNITION WITH THE CONSENT OF, AND IN THE PRESENCE OF, AN RSC RANGE OFFICER WHILE ON OUR MANOR FARM OR MISHOLT COPSE RANGES.

ARTICLE 31

The Secretary convenes the Annual General Meetings by giving a minimum of fourteen days written notice to Members. A copy of the Agenda for the Meeting is circulated along with the notice. Items to be included in the Agenda are notified to the Secretary prior to circulation.

ARTICLE 32

A General Meeting may not transact any business unless a quorum is present. The presence of Twenty-five percent of the current Full Membership constitutes a quorum.

If within fifteen minutes after the appointed time for the Meeting to begin a quorum is not present, the Meeting will be adjourned until the next convenient date. If at the Adjourned General Meeting a quorum, as defined above, is again not constituted then those Members present will be considered to constitute a quorum.

An 'In Favour' vote of at least two-thirds of the Voting Members present is required to pass any motion.

ARTICLE 33

Every Full Member may cast only one Vote on any motion at any Meeting. Proxy votes will only be accepted by indicating to the Secretary in writing, what vote she/he would cast in a known Agenda Item. Probationary Members may speak at a Meeting but are not eligible to Vote.

ARTICLE 34

The Secretary will, upon the written request of at least ten percent of the current Full Membership of The Club, call an Extraordinary General Meeting of The Club to be held within fourteen days of receiving the request. The Agenda for the Extraordinary General Meeting must be circulated along with the notice and no Items other than those thereon may be discussed.

Criteria regarding quorum and voting requirements apply for Extraordinary General Meetings as they do for Annual General Meetings.

ARTICLE 35

Proposed Amendments to the Constitution may be made either at the Annual General Meeting or at an Extraordinary General Meeting.

Proposed Amendments that are to be put to the Annual General Meeting must be forwarded in writing to the Secretary at least twenty-eight days prior that Meeting.

Proposed Amendments to the Constitution that are to be put to an Extraordinary General Meeting will be dealt with according to the provisions of ARTICLE 34.

ARTICLE 36

In the event of The Club having to be wound-up and ceasing to exist all assets will be realised and, after payments of all The Club's Debts and Expenses, the Balance of Monies realised (if any) will be distributed in such a way as is resolved upon by the Members at a General Meeting held prior to the wind-up.

VISITORS MAY ONLY HANDLE FIREARMS OR AMMUNITION WITH THE CONSENT OF, AND IN THE PRESENCE OF, AN RSC RANGE OFFICER WHILE ON OUR MANOR FARM OR MISHOLT COPSE RANGES.

APPENDIX 1

The Club is Home Office Approved for Small Bore Rifles, Full Bore Rifles and Muzzle Loading Pistols under Section 15, Firearms (Amendment) Act 1988. Home Office Reference Number: - CFP 11/1/7/4/1/2/1/2/3/21.

The Club is affiliated to the National Rifle Association (NRA), Affiliation Number 735.

The Club is insured with Hiscox Insurance Co. Ltd. through the NRA Club & Members Combined Insurance Scheme, which is handled by Endsleigh Insurance (Brokers) Ltd.

The Club is affiliated to the United Kingdom Practical Shooting Association (UKPSA), Affiliation Number 185.

The Club is insured with Hiscox Insurance Co. Ltd. through the UKPSA.

The Club is affiliated to the Old Sergeants Mess, Bisley.

The Club is a Four4Islands Partner.

APPENDIX 2

EXCLUSIONS FROM LIABILITY

ITEM 1

Every Person, whether a Member or Guest, taking part in any Practice or Competition organised by The Club, or any Visitor at such an event, or in any other such event in which any Member of The Club takes part, does so at her or his own risk. She or he or her or his personal legal representatives or assigns or dependants has no right of claim or right of action against The Club or any Member thereof in respect of damages, loss, injury or death sustained; notwithstanding any negligence by the Officers or any Member of the Committee or any Member of the Body of Members of The Club.

ITEM 2

Every Person taking part in any Practice or Competition organised by The Club, whether or not a Member, uses her or his firearms and ammunition at her or his own risk. She or he, or her or his personal legal representatives or assigns or dependants, has no right of claim or right of action against The Club or any Club Officer thereof in respect of damages, loss, injury or death sustained; notwithstanding any negligence by the Officers or any Member of the Committee or any Member of the Body of Members of The Club.

APPENDIX 3

COMMITTEE MEMBERS: -

THE CHAIRMAN chairs Meetings of the Committee and General Meetings and shall strive to enhance the harmony and efficiency of The Club.

THE CLUB'S FAC HOLDER & SECTION 1 ARMOURER will legally store The Club's Section 1 Guns to the satisfaction of the local Chief Officer of Police - acting through the Force's Firearms Licensing Department - and make them available to RSC Probationary Members and Full Members upon request.

THE SECRETARY by the authority of the Committee supervises the day-to-day running of The Club.

THE TREASURER keeps a faithful record of all monies raised and used by The Club and presents a statement of accounts at the Annual General Meeting. The Full Accounts may be viewed by Members at the AGM or by the Committee at any time.

THE RANGE SAFETY OFFICER advises on all matters concerning Members, Guests, Visitors and Public Safety when shooting and has overall control of the Range when present, under the guidance of the Committee.

THE ANNUAL STATISTICAL OFFICER is responsible for recording all The Club's Competition Scores and Results including our Annual Rifle and Shotgun Competition Scores that decide what Club Grade each Member will hold.

THE PROBATIONARY MEMBER ADMINISTRATOR/TRAINER is responsible for: -

1. Registering all new Probationary Members, ensuring that all Probationary Membership Application Forms are filled-in properly and allocating an RSC Membership Number for the Probationary Member.
2. Ensuring that the Members Screening Form (Police) has been fully filled-in.
3. Forwarding The Probationary Member's Application Form and the Member's Screening Form (Police) to the Membership Secretary.
4. Requesting a Reference from the Probationary Member's nominated Referee.
(Once a satisfactory Reference has been received #5 can be implemented).
5. Forwarding the Member's Screening Form to the Hampshire Constabulary Firearms Section within 28 days.
6. Overseeing all Probationary Members' Training under the guidance of The Club's Range Safety Officer.
7. Keeping an accurate, up-to-date Record of all Probationary Member's Shoot Attendances and Training Schedule.

8. Presenting successful Probationary Candidates Names & Details to The Committee for acceptance into The Club.

9 Sending accepted Probationary Members a Full RSC Membership Offer.

10. Advising the Membership Secretary about the Members 'up-grade' offer.

THE CLUB'S SECTION 2 ARMOURER will legally store The Club's Section 2 Shotguns to the satisfaction of the local Chief Officer of Police - acting through the Force's Firearms Licensing Department - and make them available to RSC Probationary Members and Full Members upon request.

THE MINUTE SECRETARY keeps a complete record of Committee and General Meetings of The Club.

COUNCIL MEMBERS: -

THE WEB MASTER is responsible for the setting-up and running of The Club's Web Site. It is his/her responsibility to keep the Web Page up-to-date with The Club's Activities, Shoot Dates & Venues and Competition Results.

THE MEMBERSHIP SECRETARY is responsible for keeping all the Club's Membership Records up-to-date and supplying Members' Club Details to the Police upon request.

THE OPEN COMPETITION ADMINISTRATOR is responsible for the advertising and the bookings of our Open Competitions. Constructing Sign-In Registers for all Competitors, assigning each Competitor a Number, Liaising with The Range Master about the number of Squads, Stages and the number of Competitors in each Squad.

THE BISLEY SHOTS REPRESENTATIVE is responsible for signing all RSC Members who attend Bisley Shoots & Competitions and forwarding these Sign-In Sheets to The Membership Secretary.

APPENDIX 4

In the event that any of The Club's Shoots becomes the object of Saboteurs' attention it is The Club's policy to stop the Shoot, unload and encase all guns and secure them in vehicles.

Regardless of provocation – however aggressive or disgusting – Members must not retaliate either physically or verbally.

If possible photographs of the saboteurs' should be taken. All Members present should try to remember any distinctive features regarding the Saboteurs and take notes of any assaults or vandalism and of any vehicles that the Saboteurs use.

The local Police incident room - 0845 045 4545 for Hampshire - must be informed about the situation as soon as possible.

APPENDIX 5

GUESTS

A Full Member is, with the agreement of The Committee, entitled to introduce one Guest at a Club Shoot twice in a Calendar Year, provided that all The Club Rules and Regulations are followed.

All Guests must enter their Required Particulars in the Guest Attendance Register and be signed-in by the Host Member **on arrival at the Range.**

Host Members are responsible for their Guest's Behaviour and Actions while on the Range.

Guests must be split into two categories: -

- (a) Those who hold a Shotgun Certificate or Firearms Certificate**
- and**
- (b) Those who don't.**

GUESTS (a)

Full Members wishing to introduce an 'a' Guest at a Club Shoot must advise The Club Secretary of their Guest's Details at least 48 hours before the Shoot starts.

The Club Secretary will pass the request on to The Committee for consideration then inform the requesting Member of The Committee's decision.

'a' Guests attending the Club's **PSG OPEN COMPETITIONS** must submit an Entry Form & payment and enter their required particulars in - and sign - the Guest Attendance Register but they do not need to be signed-in by a Full Member.

GUESTS (b)

Full Members wishing to introduce a 'b' Guest on a **Practice Day** must advise The Club Secretary of their Guest's Details at least 48 hours before the Shoot starts.

The Club Secretary will pass the request on to The Committee for consideration then inform the requesting Member of The Committee's decision.

'b' Guests may only use Section 2 Shotguns under supervision.

'b' Guests must not touch any Section 1 Shotguns.

'b' Guests may not attend The Club's **Championship Matches**.

Member's Guests may only attend twice in a Calendar year.

If a Member's Guest wishes to continue shooting with RSC after their second shoot, he or she must apply for Probationary Membership.

APPENDIX 6

VISITORS

A Full Member is, with the approval of The Committee, entitled to introduce one Visitor at a Club Shoot provided that all The Club Rules and Regulations are followed.

Full Members wishing to introduce a Visitor at a Shoot must advise The Club Secretary of their Visitor's Details at least 48 hours before the start of the Shoot.

The Club Secretary will pass the request on to The Committee for consideration then inform the requesting Member of The Committee's decision.

Visitors must enter their Required Particulars in the Visitor Attendance Register and be signed in by the Host Member **on arrival at the Range.**

Host Members are responsible for their Visitor's Behaviour and Actions while on the Range.

REMEMBER

VISITORS MAY ONLY HANDLE FIREARMS OR AMMUNITION WITH THE CONSENT OF, AND IN THE PRESENCE OF, AN RSC RANGE OFFICER WHILE ON OUR MANOR FARM OR MISHOLT COPSE RANGES.