

BYLAWS FOR NORFOLK BROADS BELL TARGET CLUB

Bylaws of the Norfolk Broads Bell Target Club adopted on the 29th day of October 2019

a) Definitions.

1. Words denoting the masculine gender are taken to include the feminine gender.
2. "The Club" means the Norfolk Broads Bell Target Club.
3. Unless stated otherwise, "member" means a current full member (i.e. a full, Junior or social member whose subscription is paid up to date).
4. The Club's "premises" means the place(s) where the Club carries out its activities.

b) General.

1. The Rules of the Club shall have the same force and effect as though they were part of the constitution.
2. All classes of member shall be provided with a copy of the constitution and bylaws and any amendments about it. In accepting membership of the Club members confirm they bind acceptance of the constitution and bylaws and t.
3. 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.
4. 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.

c) Membership

1. Membership subscriptions are due on 1st January annually. New members joining part-way into a year pay a pro-rata subscription of Jan-March 100%, April-June 75%, Jul-Sept 50%, Oct-Dec 25%
2. The management committee shall fix annual subscriptions for all classes of members and joining fees at the annual general meeting.
3. The classes of membership within the Club are: Full member, Junior member, Social member
4. Full and junior are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Social members are not entitled to vote. All committee members are allowed to vote regardless of their membership status.
5. Membership of the Club is to be limited to 30 members, applications above that number are to go on a waiting list with precedent to gaining membership given to the earliest application should a vacancy occur.
6. 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.

7. 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.
8. On a vote on any application for membership, a simple majority of those present and eligible to vote shall constitute acceptance.
9. 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.
10. Upon payment of the relevant subscription, the Secretary shall 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.
11. Any member of any class who fails to pay any applicable subscription by 31st February (or 8 weeks after membership acceptance for new members) automatically cease to be a member of the Club with effect from that date.
12. Any member who fails to attend a shooting meeting for a continuous period of 8 weeks, unless there are any untoward reasons such as illness automatically ceases to be a member of the Club.
13. 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.
14. Any member whose membership is terminated voluntarily or under paragraph 6 of the Disciplinary section of these bylaws 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.
15. Any member shall immediately notify the Chairman if his 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 his circumstances.

d) Full Membership

A full member is a person who has been accepted to full membership by the Management Committee and who has paid his membership subscription for the current year.

Full members need to have attended and shot for a 4-week probationary period before being accepted as full members. During the probationary period, new members shall still be required to pay the range fees, membership fees becoming due on acceptance as a full member.

e) Junior Membership

A junior member is a person who has not attained the age of 16 years at the start of the

Club's current financial year, and who has been accepted to full membership by the Management Committee and has paid his membership subscription for the current year. Where an applicant for membership is under the age of 16 years, his application must be counter-signed by a parent or guardian.

f) Social Membership

A social (non-shooting) member is a person whose application for social membership has been accepted by the Management Committee.

An applicant for social membership shall complete the relevant sections of a membership application form.

g) Administration of the Club

1. 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.
2. In the event of any dispute over voting rights, the Secretary or 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. 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.
4. 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.
5. Any member receiving any money on behalf of the Club must, as soon as possible pass the same to the Treasurer.
6. The Club's financial year-end date shall be on 31st December.
7. Any member standing for election as an officer of the Club or member of the Committee must give to the Secretary not less than two days before the relevant meeting his consent to stand for election.
8. 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 before the date of the relevant meeting.
9. The business of the annual general meeting shall be:-
 1. Apologies for absence.
 2. Approval of the minutes of the last annual general meeting.
 3. Matters Arising from those Minutes.
 4. General reports covering the preceding year and the present state of the Club and its members.
 5. Presentation and acceptance of the accounts for the preceding financial year.
 6. Fixing membership subscriptions, joining fees, range fees and visitors' fees for

the coming year.

7. Election of Chairman.
 8. Election of Secretary.
 9. Election of Treasurer.
 10. Election of Management Committee Members.
 11. Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
 12. Consideration of any item(s) of business notified in writing to the Secretary by any member not later than four weeks before the date of the annual general meeting.
 13. 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.
10. Any full member of not less than three 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 an annual or general meeting.
 11. 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.

h) Management Committee

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.
2. Any member may make 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 before the meeting at which they are to be considered.
3. The business at Management Committee meetings shall be:-
 1. Apologies for absence.
 2. Approval of the minutes of the last meeting.
 3. Matters arising from those minutes.
 4. Specific items placed on the agenda for consideration, recommendation or ratification.
 5. Consideration of applications for membership.
 6. Recommendation for the annual general meeting of membership fees for the coming year.
 7. Any other business at the discretion of the Chairman of the meeting.
4. 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 a general meeting.
5. The Secretary shall agree on the agenda of each Management Committee meeting

with the Chairman not less than 14 days before the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.

6. The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
7. The members of the Committee are hereby indemnified by the Club in respect of: any liability reasonably and appropriately incurred by them on behalf of the Club; and all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Club's activities on the Club's property or any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
8. The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
9. The Management Committee may recommend by way of a resolution at an annual general meeting, or at an extraordinary general meeting, changes to membership fees, any other Club charges levied upon its members or other users of its facilities.
10. Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
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 before the date of the relevant meeting.
12. Per clause j).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 bylaws. Any such change must be supported by at least half 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.
13. Members shall be deemed to have been notified of any addition to, or amendment of these bylaws, or of any other matter over which the Management Committee has jurisdiction once a written notice, signed by the Chairman is displayed at the Club's premises.

i) Conduct of Club Activities

1. Only air rifles .177 cal sub 7.5 fpe may be fired on the bell target ranges. Members bringing a rifle for the first time must have the rifle tested to conform to this requirement.
2. All persons on any part of the Club's ranges when firing is in progress must use an adequate eye protection device.
3. One or more logbooks shall be kept at the Club's premises for recording:
 1. the names of all persons shooting on the Club's range(s);
 2. any infringement of the Club's Safety Rules;
 3. any other information which the Management Committee may require.

4. All members must pay the appropriate range fee on every occasion when they shoot on the Club's range(s).
4. All visitors and guests must pay the appropriate range fee if they shoot on the Club's range(s).
5. Members shall have access to all parts of the Club's range(s), subject to the provisions of these bylaws, to any instructions given by the Safety Marshal, and to any notices posted by the Management Committee.
6. No person under the age of 16 years shall have access to the range unless he is at all times under the supervision of a parent or guardian, or of a member appointed by his parent or guardian to supervise him.
7. 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.
8. Every shooter shall ensure that he leaves the firing point is clean and tidy when he has finished shooting.
9. Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
10. No animal shall be allowed on to any part of the range.

j) Safety

1. The Club has adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.
2. The Safety Rules shall be displayed on the Club noticeboard, and at each of the Club's ranges, at all times when the Club's facilities are in use.
3. Every person using the Club's facilities must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

k) Safety Marshals

1. The Safety Marshal on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.
2. The Safety Safety Marshal on duty shall ensure that all shooting is conducted following: the Club's Safety Rules, requirements laid down under "Conduct of Club Activities" in these bylaws.
3. The Safety Marshal on duty 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.
4. When shooting has finished, the Safety Marshal is responsible for ensuring that the range is secured following any requirements laid down by the Management Committee.
5. The Safety Marshal is entitled to refuse permission for any person to shoot on the ranges if he has reason to believe that they are not in a fit condition to do so.

l) Disciplinary Matters

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, ungentlemanly or contrary to the conditions of the range safety certificate(s).
2. Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
3. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (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.
4. The Chairman, having examined the evidence, may decide:
5. If the Chairman decides that there is no case to answer he shall declare formally that the matter is closed.
6. If the Chairman decides that there is a case to answer, he may impose one or more of the following penalties:
 1. A verbal warning.
 2. Suspension of the right to use the Club's ranges for a fixed time.
 3. Suspension of all membership rights for a fixed time.
 4. Immediate termination of membership of the Club.
7. All proceedings of 5 and 6 above shall be fully minuted.
8. The Chairman's decision is final and is not subject to appeal.
9. 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.
10. 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 since the last annual general meeting.

m) Definitions & Miscellaneous

Visitor

A person who visits the Club's premises to introduce themselves to the sport of target shooting and the Club

Guest Day

An event involving Guest members which are arranged by the Management Committee to attract new members to the sport of target shooting and the Club. 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.

Police Liaison Officer

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

Safety Marshal

A person who is a Range Conducting Officer and 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.