



FOUNDED 1900

BYELAWS

OF

**THE SOUTHEND ON SEA RIFLE AND PISTOL
CLUB**

INITIALLY ADOPTED ON THE 7TH DAY OF MARCH 2013

REVISED, APPROVED, AND ADOPTED

ON THE 16TH DAY OF JULY 2023

General

1. Definitions.

- 1.1 Words denoting the masculine gender are taken to include the feminine gender.
- 1.2 “The Club” means the SOUTHEND ON SEA RIFLE AND PISTOL CLUB.
- 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 member).
- 1.4 “Range(s)” means the range facilities owned, leased, rented or otherwise occupied by the Club at
 - THAMES ESTUARY SPORTING ASSOCIATION, (GALLERY RIFLE & PISTOL RANGE), LUBBARDS FARM, HULLBRIDGE ROAD
 - ST LAURENCE CHURCH HALL, (AIR WEAPONS RANGE) EASTWOODBURY LANE
 - NATIONAL SHOOTING CENTRE, (FULL-BORE GALLERY RANGE), BISLEY, SURREY
 - MOD EASTERN REGION TRAINING RANGES (FULL-BORE TARGET RIFLES, GALLERY RIFLES, MUZZLE LOADING PISTOLS AND SMALL-BORE TARGET RIFLES) (as of 1/4/2023 Members may use the same Ranges as visitors/guests of other Clubs)and includes both the land and buildings.
- 1.5 The Club’s “premises” means the place(s) where the Club carries out its activities.
- 1.6 The byelaws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.7 All classes of member shall be given access to 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.
- 1.8 The Club shall seek the approval of the appropriate Government Department as provided for by the relevant firearms legislation for the relevant categories of firearm which are used by members for the Club’s activities and shall comply with the criteria laid down from time to time by that Department for the granting of such approval.

- 1.9 The Club may affiliate to any organisation where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Club.
- 1.10 Notwithstanding any provision hereof every member, visitor or guest shall be bound by any rules or regulations of any official governing body to which the Club is at any time affiliated and by all relevant statutes or other instruments of law which may be in force. The Club and the members of the Management Committee shall not be liable in respect of any loss or damage arising as a result of any breach or non-observance thereof by any member, visitor or guest.

2. Membership

- 2.1. Membership subscriptions are due on 1st January annually.
- 2.2. Annual subscriptions for all classes of members (except honorary members) and joining fees shall be fixed by the Management Committee who may call a Special General Meeting to discuss the matter with members and if necessary get agreement by majority vote.
- 2.3 The classes of membership within the Club are:
 - 1) Probationary member
 - 2) Annual member
 - 3) Junior member
 - 4) Senior member
 - 5) Honorary life member
 - 6) Country member
 - 8) Associate member
 - 7) Social Member

Note: Annual, junior, senior, country and honorary members are full members of the Club and are entitled to vote at annual and extraordinary general meetings. Probationary, social 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 Secretary, who shall be responsible for taking the steps necessary to process them.
- 2.5 Upon receipt of an application for election to any class of membership the Secretary shall:
 - 1) circulate the application to the members of the Management Committee for their approval;
 - 2) ensure that any prospective member who has the intention of obtaining a Firearm Certificate or use Section One firearms on Club Ranges, has attended the relevant ranges and undertaken the required period of probation;

- 3) ensure that the Police Liaison Officer informs the police of the application for membership and the outcome of the application of any prospective member who intends to use firearms of a category for which the Club is approved by the Home Office.
- 2.6 On a vote on any application for membership a simple majority of those present and eligible to vote shall constitute acceptance.
- 2.7 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.
- 2.8 Upon payment of the relevant subscription the Secretary shall issue a membership card and enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register.
- 2.9 Any member of any class who fails to pay any relevant subscription by 31st March will have their membership reviewed by the Management Committee.
- 2.10 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.
- 2.11 Any member whose membership is terminated voluntarily or under Paragraph 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.
- 2.12 Any member shall immediately notify the Secretary 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.
- 2.13 Probationary Membership**
 - 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 joining fee.
 - 2) An applicant for probationary membership shall complete a membership application form and must indicate if it is their intention to apply for a Firearms Certificate, or use Section One firearms if they should become a member.

- 3) The applicant shall be sponsored by an existing current full member of the Club who must sign the application form.
- 4) If the applicant is not personally known to the sponsor, the applicant must provide the names and addresses of two referees who have known him for not less than two years.
- 5) The completed application form, and details of referees if necessary, must be handed to the Secretary, together with the relevant joining fee.
- 6) If the applicant is not known to the sponsor, the Secretary shall take up the applicant's references before submitting the application to the Management Committee.
- 7) If the application is rejected by the Management Committee the joining fee will be returned to the applicant.
- 8) Once his application has been accepted by the Management Committee, and he has completed a course of instruction in accordance with paragraph 5.10, a probationary member may shoot on the Club's range(s) under the supervision of an experienced full member who holds a firearm certificate.
- 9) After serving not less than six months as a probationary member the probationer must have attended sufficient Club meetings, and have played an active part in Club's activities, to enable the Committee to make an informed judgement on his suitability to be a full member.
- 10) The Management Committee has an absolute discretion to extend the probationary period for any or all probationary members, and to impose such conditions as it deems fit on any or all probationary members.

2.14 Annual Membership

- 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) Any person who can prove that he is already a full member of another club, and any person who holds a current firearm certificate, may apply to the Management Committee to become a full member of the Club without the need for a full period of probationary membership.
- 3) the probationary period may be waived, at the club's discretion, for someone who, "has handled firearms in the course of his/her duty in the police or the armed services, and has a statement from his/her existing or former senior/commanding officer saying that he/she is fully trained in handling the type of firearms in respect of which the club has obtained approval and is able to use them safely without supervision".

- 4) A person covered by paragraph 2.14.1-3 above, or a probationary member who has completed his probationary period shall apply in writing for election to annual membership.
In all cases it will remain the Management Committee's decision to grant a waiver.
- 5) All applicants for annual membership must be sponsored by not less than two members of the Management Committee, who shall counter-sign the application as proposer and seconder.
- 6) Upon receipt of an application from a probationary member the Secretary shall obtain from the member(s) who have supervised the applicant during his probationary period a report on his safety record and progress, to lay before the Management Committee with the application. The Secretary will also establish if it is the applicant's intention to apply for a Firearms Certificate or use Section One firearms and report accordingly to the Management Committee.
- 7) In considering an application by a probationary member the Management Committee shall have regard to whether, in the opinion of those supervising him; the applicant has:
 - Attended the relevant ranges to match his intentions as to use of firearms, see also paragraph 5.13,
 - a satisfactory safety record, and
 - has made adequate progress during his probationary period.
- 8) Upon election to annual membership a former probationary member shall be required to pay the balance of the annual membership subscription after deduction of the joining fee already paid.
- 9) Upon election to annual membership a former probationary member shall be required to provide evidence that they have adequate third party insurance cover to allow them to participate in shooting activities.

2.15 Junior Membership

- 1) A junior member is a person who has not attained the age of 21 years, or is in full time education, 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) Where an applicant for probationary or annual membership is under the age of 18 years his application must be counter-signed by a parent or guardian.

2.16 Senior Membership

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.

2.17 Honorary Membership (*including Life Membership*)

- 1) An honorary 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) An honorary Member will stand for re-election at each annual general meeting.
- 3) Honorary members shall not be required to pay any membership subscription or range fees.
- 4) With the Club members' approval an Honorary Member may become a LIFE MEMBER.

Life Membership must be approved by a two thirds majority at an Annual or Special General Meeting.

A Life Member does not need to stand for re-election at each AGM.

Life Membership may be reviewed when necessary and revoked at an Annual or Special General Meeting.

Normal right of appeal will apply.

- 5) The Guidance Notes for Home Office Approval (April 2023) states that, 'Such members are not covered by Section 15 of the Firearms (Amendment) Act 1988 (as amended) and must not have access to firearms and ammunition except as participants in guest days.'

2.18 Country Membership

- 1) A country member is an annual member who normal home address is 25 miles from Southend. The distance is to be calculated from their home address to their primary range, i.e. the one used most frequently.
- 2) A country member has the same rights, obligations and privileges as a full member.
- 3) The application procedure requires the member to declare their interest to become a country member to the secretary and provide suitable evidence of the distances involved.

2.19 Social Membership

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

- 2) A social member shall not have access to any Air Weapon or Section One firearm or related ammunition on the Club's premises.
- 3) An applicant for social membership shall complete the relevant sections of a membership application form.
- 4) If the applicant is known to an existing current full member of the Club that member may act as the applicant's sponsor, in which case he must sign the application form as the proposer.
- 5) If no sponsor is available within the Club, the applicant must provide the name and address of a referee who has known him for not less than five years.
- 6) The completed application form, and details of the referee if necessary, must be handed to the (Membership) Secretary.
- 7) The Guidance Notes for Home Office Approval (April 2023) states that, 'Such members are not covered by Section 15 of the Firearms (Amendment) Act 1988 (as amended) and must not have access to firearms and ammunition except as participants in guest days.

2.20 Associate Membership

- 1) An associate member is a person whose application for associate membership has been accepted by the Management Committee. If the applicant is not sponsored by a member, the Secretary shall take up his reference before submitting the application to the Management Committee.
- 2) Associate membership is available to persons who are full members of another club. It confers the right to use the Club's range(s) and facilities upon payment of the appropriate range fees.
- 3) The application procedure is the same as that laid down for annual members under paragraph 2.14.
- 4) The Guidance Notes for Home Office Approval (April 2023) states that, 'Such members are not covered by Section 15 of the Firearms (Amendment) Act 1988 (as amended) and must not have access to firearms and ammunition except as participants in guest days.

Administration of the Club

- 3.1 The President and Vice-Presidents shall not be ex officio members of the Management Committee but are free to stand for election to that Committee.
- 3.2 All correspondence for the Club shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairman, the Secretary or the Management Committee.

- 3.3 In the event of any dispute over voting rights the Secretary or in 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 (Freedom of Information) 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 31st December.
- 3.8 Any member standing for election as an officer of the Club or member of the Committee must be proposed by two members and must give to the Secretary not less than 14 days before the relevant meeting 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 2 days prior to the date of the relevant meeting.
- 3.10 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) Appointment of auditors.
 - 7) Where appropriate fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
 - 8) Election or re-election of President and Vice-President(s).
 - 9) Election or re-election of Honorary Members.
 - 10) Election of Chairman.
 - 11) Election of Secretary.
 - 12) Election of Treasurer.
 - 13) Election of Management Committee Members.

- 14) Consideration of any recommendations by the outgoing Management Committee for changes to the constitution and/or byelaws.
 - 15) Consideration of any item(s) of business notified in writing to the Secretary by any member not later than 14 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.
 - 16) 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.
- 3.11 Any full member of not less than nine 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 extraordinary general meeting.
- 3.12 A member of the Management Committee may be removed from office by a motion supported by at least two-thirds of those present and voting at an extraordinary general meeting.

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. E-mail may be used if agreement has been given for its use.
- 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:-
 - 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 (when appropriate).
 - 7) Any other business at the discretion of the Chairman of the meeting.

- 8) 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:
 - 1) any liability reasonably and properly incurred by them on behalf of the Club; and
 - 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 Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant meeting.
- 4.12 In accordance with paragraph 10.5 of the constitution, subject to ratification by the Club in annual general meeting, the Management Committee may add, amend or delete any paragraph 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.

- 4.13 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws, or of any other matter over which the Management Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is displayed at the Club's premises.

Conduct of Club Activities

- 5.1 Only weapons and ammunition complying with Range Orders may be used on the appropriate ranges.
- 5.2 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 firearms and/or ammunition.
- 5.3 All persons on any part of the Club's small-bore and centre fire ranges when firing is in progress must use an adequately effective hearing protection device.
- 5.4 Eye protection should be worn where appropriate as recommended by the relevant Governing Bodies.
- 5.5 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.
- 5.6 As a general policy one or more range registers shall be kept by the Secretary for the purposes of recording:
- 1) the names and periods of duty of the Range Officers supervising shooting on the Club's ranges;
 - 2) the names of all persons shooting on the Club's range(s);
 - 3) the guns brought onto the (section One only) range;
 - 4) any infringement of the Club's Safety Rules;
 - 5) all sales of ammunition and other goods to persons using the Club's facilities;
 - 6) any other information which the Management Committee may require.
- 5.7 Changes arising from the Covid restrictions created the need to minimise face to face contact and cross contamination. To meet this need the Club adopted a Declaration based register.
- 1) All members must produce a completed and signed declaration on each and every attendance on the range. The Range

- Officer completes a proforma register face sheet showing each member, probationer and visitor attending the Range.
- 2) The declaration will include details of the firearms used, as specified in their Firearms Certificate.
 - 3) The Face Sheet will show the competitions in which they took part in.
 - 3) The Face Sheet and the Declarations will constitute the Club Register as outlined in paragraph 5.6 above.
 - 4) The Club also adopted a bank transfer based payment system to minimise the need to handle money.
- 5.8 All visitors and guests must be entered on the Range Face Sheet and complete and sign a Declaration. Payment of the visitor's fee and range fee if they shoot on the Club's range(s) will be arranged on the day.
- 5.9 Members shall have access to all parts of the Club's range(s), subject to:
- 1) the provisions of these byelaws;
 - 2) any instructions given by the Range Officer;
 - 3) the Range Orders for that Range, and
 - 4) any notice posted by the Management Committee.
- 5.10 A probationary member must undertake a course of instruction in the safe handling of firearms before he is permitted to take part in live firing on the Club's range(s).
- 5.11 A probationary member must be supervised at all times when he is on the Club's range(s) by an experienced full member who holds a firearm certificate, a Range Officer or a qualified coach.
- 5.12 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, or of a member appointed by his parent or guardian to supervise him.
- 5.13 A person who becomes a member solely for the purpose of participating in airgun disciplines shall not have access to Section 1 firearms or to rim fire (or centre fire) ammunition on the Club's premises. If such a member wishes to participate in a small-bore discipline he must be subject to the same supervision as is required for a probationary member for a period of not less than three months.
- 5.14 The duration of a Detail will be set by the Range Officer taking into consideration type of weapon being used, physical ability and skill level of participants.
- 5.15 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.

- 5.16 Every shooter shall ensure that he leaves the firing point clean and tidy when he has finished shooting, and that his spent cartridges are properly recycled or placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.17 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.18 No animal (other than Guide Dogs) shall be allowed on to any part of the Club's premises.
- 5.19 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 person that is causing a disturbance which may distract shooters on the firing point.
- 5.20 The Club has adopted the Governing Body's guidance and policy on the protection of children and vulnerable adults.
- 5.21 The Club has a Child Protection Officer (CPO) who must be informed if a child or vulnerable person applies to be a Probationary Member.
- 5.22 The Range Officer for the relevant Range/Section will ensure that the CPO's guidance is implemented and followed.
- 5.23 All incidents will be reported to the CPO for his action.
- 5.24 Social members shall not have access to Air Weapons or Section One firearms or ammunition on the Club's premises.

Safety

- 6.1 The Club has adopted the Standard Safety Rules issued by the NRA and NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Safety Rules shall be displayed on the Club notice board, and at each of the Club's ranges, at all times when the Club's facilities are in use.
- 6.3. 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. The Declaration mentioned in paragraph 5.7 above included a statement that will comply with all safety requirements.
- 6.4 The Club shall have in place and maintain, a **Fire Safety Plan** for each Range which complies with the Range Management instructions and extant legislation.
- 6.5 Every person using the Club ranges where section one guns are used should dress in a manner that protects them from hot ejected cases.

The idea is to minimise the areas of bare flesh that could be burnt by the case. This includes shoes, ie not sandals or flipflops.

Range Officers

- 7.1 The Range Officer on duty is authorised to act as the Management Committee's representative on the range when shooting is in progress.
- 7.2. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:
 - 1) the Range Orders and conditions laid down in the range safety certificate,
 - 2) conditions laid down by DE, MOD, TAVRA, or the landlord of the range,
 - 3) the Club's Safety Rules,
 - 4) requirements laid down under "Conduct of Club Activities" in these byelaws.
- 7.3 Range Officers' periods of duty shall be set out in a rota drawn up by the Secretary and posted on the Club's notice board, or as decided by any member of the Management Committee who is present.
- 7.4. If a Range Officer is unable to be present on the range during the whole of his duty period he is responsible for arranging for a suitably qualified person to act as Range Officer in his absence.
- 7.5 The Range Officer 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.
- 7.6 When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Range Owners and the Club's Management Committee.
- 7.7 The Range Officer 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.
- 7.8 The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
- 7.9 The Range Officer is responsible for maintaining the range Register throughout his duty period.
- 7.10 The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under his firearm certificate, and that the ammunition has been entered on the firearm certificate.

Disciplinary Matters

- 8.1 It is the responsibility of all members to inform the Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that is illegal, unsafe, dishonest, discreditable, rude or contrary to the conditions of the range safety certificate(s).
- 8.2 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 8.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 8.4 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Management Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 8.5 The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- 8.6 The Sub-Committee, having examined the evidence, may decide:
 - 1) That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
 - 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.7 If there is a case to answer a Disciplinary Committee comprising *five* members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 8.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 8.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to

ask for notice to that effect to be given to members, and if he does so such notice must be given within 7 days of the decision being made.

- 8.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- 1) A verbal warning.
 - 2) A written reprimand.
 - 3) Suspension of the right to use the Club's ranges for a fixed period of time.
 - 4) Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 5) Suspension of all membership rights for a fixed period of time.
 - 6) Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 8.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NRA, NSRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully recorded, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 8.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 8.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or byelaws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 8.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 8.18 On the hearing of the appeal by the extraordinary general meeting the provisions of paragraphs 8.8 to 8.14 inclusive shall apply.
- 8.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the

issue and if necessary the Chairman shall have a second or casting vote.

8.20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.

8.21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Club notice board a notice setting out the precise nature and terms of the penalty.

8.22 The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or by the NSRA or other national governing body since the last annual general meeting.

Definitions & Miscellaneous

9.1 Guest

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

9.2 Guest Day

An event involving Guest members which is arranged by the Management Committee for the purpose of attracting new members to the sport of target shooting and to the Club. The following rules apply:

- 1) A maximum of twelve Guest Days may be held in any calendar year.
- 2) The Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 48 hours in advance. The Management Committee overseeing the Range must also be informed.
- 3) On such occasions Guests may only be permitted to shoot under the personal supervision of a full member.
- 4) The Management Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event.

9.3 Police Liaison Officer

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

The Police Liaison Officer must meet the conditions set out in the Home Office Approval as amended by the Home Office review.

9.4 Range Conducting Officer (RCO), Range Safety Officer (RSO)

A member who holds a valid RCO's or RSO.s qualification, i.e. awarded by a national governing body.

9.5 Range Officer

A person who is a Range Conducting Officer, or an experienced member of the Club, 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. The Range Officer signs for the Range.

9.6 Vice-President

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

9.7 Visitor

- 1) A Visitor is a person who:
 - is not a member or probationary member of the Club, but
 - who is a full member of another club, and/or
 - holds a firearm certificate, and
 - who visits the Club's premises at the invitation of at least one member of the Management Committee.
- 2) A Visitor may shoot on the Club's ranges provided that on each occasion he:
 - produces to the Range Officer his firearm certificate, or proof of membership of another club, and
 - confirms his eligibility to shoot by entering his name, address, firearm certificate number and/or other club name in the Club's register of visitors, such entry to be counter-signed by the Range Officer, and
 - pays the range fee and visitor's fee.
- 3) A visitor who attends the Club Range(s) on a frequent basis will be required to apply for membership.

9.8 Data Protection (General Data Protection Regulation May 2018)

As a data controller and processor, the Club will comply with the extant legal requirements with respect to the data it collects from and about members. The Club will ensure that with regard to personal data:

- they process it securely
- it is updated regularly and accurately

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- it is limited to what the club needs to meet administrative, legal and contractual obligations.
- it is used only for the purpose for which it is collected and
- only used for marketing purposes if the individual has given the club consent to do so.

A copy of the extant version of the SRPC Privacy Statement/Policy can be found on the Club website.

Approved at the Annual General Meeting held 16th July 2023

Signed:...

.Office: Honorary Chairman