

DORKING AND DISTRICT RIFLE CLUB

Rules and Constitution

1. Name

The Club shall be called THE DORKING & DISTRICT RIFLE CLUB and its headquarters shall be Boar Hill Rifle Range, Coldharbour Lane, Dorking. Except where these Rules otherwise require or permit delivery of any written communication to any other Club officer or Committee member, all communications regarding Club business shall be sent or delivered to the current Secretary of the Club.

2. Object and Purpose

The objects of the Club are:

- (a) to provide members with the facilities to enjoy all forms of permitted target shooting with firearms
- (b) to encourage newcomers to the sport to take up target shooting and to provide appropriate equipment, training and supervision for the purpose
- (c) to organise and participate in competitive target shooting in any discipline and at all levels, and
- (d) to organise and conduct all the foregoing at the lowest practicable cost to members consistent with sound financial management and the maintenance of high standards.
- (e) the Club shall observe such Home Office criteria for Rifle Clubs as may apply.

3. Affiliations

- (a) The Club shall be affiliated to the following organisations unless the Committee otherwise decide:

The National Rifle Association
Surrey Rifle Association
Surrey County Small-Bore Rifle Association
- (b) The Committee may determine that the Club shall be affiliated to any other organisation or body whose objects or facilities are likely to further the purposes of the Club.
- (c) If in any year the Committee determine not to renew the Club's affiliation to any organisation, the Secretary shall give written notice of that fact, and the Committee's reasons for their decision, as soon as conveniently possible.

4. Club Year

The Club's financial and competitions year shall be from January 1st to December 31st.

5. Committee and Management

- (a) The Club shall be managed by the Committee, which shall consist of the President, the Chairman, the Secretary, the Treasurer, the Captains of the Full-Bore and Small-Bore sections, and eight members of the Club.
- (b) The Committee shall be elected at the Annual General Meeting in each year and, subject to termination of office by resignation, removal or otherwise, the Committee members remain in office until their successors are elected at the Annual or Special General Meeting following their election.
- (c) The Committee may and if possible shall fill any casual vacancy which occurs. In addition the Committee shall have power to co-opt a further four members to assist them in their work: but any such co-opted members shall hold office at the pleasure of the Committee and in any event only until the Annual General Meeting following their appointment.
- (d) Retiring members of the Committee (including co-opted members) may be re-elected.
- (e) Meetings of the Committee shall be held at least three times in each year and shall be convened by the Secretary when required by giving seven days' notice in writing to every Committee member.
- (f) Any officer or member of the Committee may be removed by the vote of two-thirds of the members present at any Special General Meeting of the Club.
- (g) The Committee shall have power to pay accounts settle the Club's liabilities and incur any normal debts and obligations on behalf of the Club in the discharge of their responsibilities. In the event of any claim against the Club or the Committee members the Club shall indemnify the Committee members against all liability in respect of any action or omission carried out or committed bona fide on behalf of the Club.
- (h) So far as the law permits, all the property and rights of the Club shall be vested in the Committee for the time being.

6. General Meetings

- (a) A general meeting of the Club must be held in every year and the Committee shall cause such meeting to be held as soon as conveniently practicable after the end of the previous year. At such meeting the members shall:
 - (i) receive the Committee's report for the previous year
 - (ii) receive and if approved adopt the statement of the Club's accounts to the end of the preceding year
 - (iii) elect the President, Vice-Presidents (if thought fit), and the Committee

- (iv) appoint an auditor or auditors:
- (v) consider and if approved, sanction any proposed amendment of the Rules and Constitution
- (vi) deal with any special matter which the Committee desires to bring before the members, including any ratification of competition rules and range orders pursuant to paragraphs 10(i) or 11(c) of these Rules.
- (b) Notice convening the Annual General Meeting shall be sent to the members not less than 14 days before the meeting and shall specify the matters to be dealt with.
- (c) A member wishing to propose any addition or alteration to the Rules or Constitution, or to any Range Orders, Competition Rules or other regulations made by the Committee in the exercise of their powers, shall give 7 days notice in writing of his proposal to the Secretary.
- (d) No business other than that specified in sub-paragraph (a) above shall be transacted at the Annual General Meeting.
- (e) Any member may require the Secretary to convene a Special General Meeting at any time by delivering to the Secretary a request in writing signed by at least 11 other current fully-paid members. On receipt of such a request the Secretary shall convene a special general meeting as soon as conveniently may be and in any event within 21 days and shall give 7 days previous notice in writing to members of the date and purpose of the meeting.
- (f) If for any reason a request for a Special General Meeting properly given in accordance with sub-paragraph (e) is not complied with, the members who signed the request (or any 12 members of the Club) may convene a Special General Meeting by giving 7 days notice in writing to the members of the date and purpose of the meeting.
- (g) A resolution at a Special General Meeting shall not be passed except by the vote of at least sixty per cent of the members present

7. Financial Management

- (a) Any officer or member of the Club receiving money or securities on behalf of the Club shall deliver it to the Treasurer (or deal with it as he may direct) without delay.
- (b) The Auditor shall examine the Club's financial records at least once annually and shall examine the vouchers and receipts. He may at any time inspect any book document or record relating to the Club's affairs and call for the production of any property of the Club in the possession of any officer or member, and at any time report to the Committee or (if he thinks fit) to the members generally on any matter of importance relating to the Club's financial affairs.

- (c) The financial report and accounts presented to the Annual General Meeting shall be scrutinised by the Auditor who shall certify that the accounts are correct and that they fairly represent the income and expenditure of the Club and its assets and liabilities. If the Auditor is unable to give such a certificate he shall provide a written statement of his reasons
- (d) The financial report and accounts and the Auditor's certificate (or, as the case may be, the written statement of his reasons for failing to provide a certificate) shall be delivered to the members with the notice convening the Annual General Meeting.
- (e) The Club shall open and maintain such bank accounts and other deposits as the Committee may think desirable. All withdrawals from Club accounts shall normally require the authority of the Treasurer together with another authorised Committee member. In exceptional circumstances another authorised signatory may sign in lieu of the Treasurer.

8. Classes of Membership

- (a) No person shall be admitted to membership of any class unless he/she has attained the age of 14 years.
- (b) There shall be three classes of membership: honorary life member, ordinary member and probationary member. The number of probationary members shall never exceed the total of the numbers of current honorary life members and ordinary members.
- (c) The President and Vice-Presidents shall be elected annually and may be re-elected. Candidates shall be past or present members of the Club or persons of repute who will or may benefit the Club by reason of their association with it. The President and Vice-Presidents shall be entitled to receive notices of general meetings and committee meetings and may attend any such meetings. The President or Vice-President shall not be entitled to vote at such meetings, nor shall he be entitled to any right to shoot as a member of the Club, unless he also be an honorary life member, an ordinary member or a probationary member.
- (d) The Club may in General Meeting elect as an honorary life member, without payment or any further subscription, any ordinary member of not less than five years' standing who has in the opinion of the members rendered outstanding services to the Club.
- (e) Election to ordinary membership shall be by majority vote of the Committee, who shall consider every application for membership at the next Committee meeting after the application is lodged. If the applicant is not elected, the application shall be adjourned for consideration at the next meeting of the Committee and the Secretary shall notify the applicant in writing of the reasons given by the Committee for refusing to elect him to membership.

- (f) Save as provided in sub-paragraph (g) below, no person shall be elected as an ordinary member unless
 - (i) they have been a probationary member for at least six months
 - (ii) their application for membership, which shall be in writing and in such form as the Committee may from time to time reasonably specify, is endorsed by two ordinary members
 - (iii) the Committee have a report from one or more of the Range Officers to confirm that the applicant has attended the Club ranges and shot on at least six occasions and that they have received such training and instruction in the safe handling and use of firearms, range discipline, and target shooting skills, as may be appropriate and necessary having regard to their previous shooting experience (if any).
- (g) The Committee may elect a probationary member to ordinary membership despite the fact that he has not complied with the requirements of sub-sub- clauses (i) and (iii) above if they are satisfied on reasonable evidence that he has been a full member of another recognised club for not less than two years and his application for membership is endorsed by two Committee members.
- (h) A probationary member shall enjoy the same rights to compete in Club competitions, to represent the Club in matches, and to attend general meetings, as an ordinary member, but shall not be entitled to vote at any general meeting.
- (i) An application for probationary membership shall be in writing and in such form as the Committee shall from time to time reasonably specify, shall be countersigned by a Range Officer who has personal knowledge of the applicant's attendance, and shall be accompanied by payment of a sum equal to one-half of the current ordinary member's subscription.
- (j) No person shall be permitted to shoot as a probationary member for more than 12 calendar months. Any probationary member who has not applied for full membership at the end of that period shall be debarred from further attendance at the Club ranges (unless the Committee otherwise decides on the grounds of the probationary member's ill-health, involuntary absence or other good and sufficient cause) until he has successfully applied for election to ordinary membership.
- (k) A novice shooter shall be a person who is not a member and who attends a designated Guest Day at the Club ranges to be introduced to the sport of target shooting, to receive instruction in the safe handling of firearms and range discipline, and to be assessed for their suitability as an applicant for probationary membership. No person shall shoot as a novice on designated Guest Days on more than four occasions.

9. Subscriptions and Other Incidents of Membership

- (a) On election to ordinary membership each newly-elected member shall pay the entrance fee from time to time prescribed by the Club.
- (b) Every ordinary member shall pay an annual subscription fixed from time to time by the Club in general meeting.
- (c) Members under 18 years of age on the date of their election or on 1st January in the year when their subscription falls due (if later) shall pay one-half of the subscription which would otherwise be due from them under the fore-going subclauses
- (d) The amount paid by a probationary member with their application for probationary membership shall be credited against the annual subscription due from him on his election to ordinary membership.
- (e) Any probationary member elected to full membership on or after 30th September in any year shall not be required to pay the subscription for the year in which he is elected.
- (f) If the newly-elected ordinary member does not pay the entrance fee and the balance of the first annual subscription within six weeks after he has been sent notice of his election, the election shall be void.
- (g) Ordinary members' subscriptions shall be due for payment on 1st January in each year. Any ordinary member who has not paid his subscription by 31st March in any year and who neglects to comply with a written request for payment within 7 days after it has been sent to him may be debarred from the privileges of membership at the discretion of the Committee.
- (h) Every member and novice shall pay the range fees from time to time presented by the Committee for each attendance at the Club ranges.
- (i) Members using ammunition supplied by the Club shall pay for it then and there at the prices from time to time determined by the Committee.

10. Conduct of Shooting

- (a) The Committee may make regulations for the conduct of Club matches and competitions, may draw up cup and trophy conditions, arrange handicapping and matches and otherwise provide for the fair and efficient organisation of competitive events.
- (b) In the discharge of their duties under sub-Clause (a) the Committee may prescribe the fees to be paid by members competing in Club trophies and competitions. All such fees shall be paid on request and in default of payment the member's entry shall be void,
- (c) The Committee shall appoint Range Officers to supervise the conduct of shooting on Club ranges and at competitions in which the Club is competing (regardless of

venue). In addition the Committee shall prescribe Range Orders to ensure the safe efficient and timely conduct of shooting on Club ranges. The Range Officers shall at all times act in accordance with the Range Orders (subject to the requirements of any orders or regulations governing shooting at ranges other than Club ranges).

- (d) The Range Officer for the time being having the conduct of shooting shall have complete authority on the range and all members will act in accordance with his instructions. The Range Officer may suspend shooting, cancel the relevant event or competition, disqualify any member from competing or prohibit him from further shooting (whether or not he has begun the course of fire for that competition), or require any member or novice to leave the range: provided that if the Range Officer subjects any member to any penalty disqualification suspension or expulsion he shall without delay deliver to the Committee an account in writing of the circumstances and of the reasons for his actions.
- (e) Any member subjected to any disciplinary sanction under the last sub-clause may appeal in writing to the Committee within 14 days of the event and the Committee shall consider and adjudicate on the appeal as soon as practicable. The Committee may (but shall not be obliged to) conduct an oral hearing and receive evidence from the Range Officer and members before reaching a decision. The Committee's decision shall be binding and shall not under any circumstances affect the result of the competition trophy or other event if it is otherwise valid
- (f) The Committee may expel from membership any member, or bar from further attendance at any Club range any novice, who breaches the Club rules or Range Orders in any major respect or whose conduct is unseemly, objectionable, dangerous or such as to bring the Club or the sport of target shooting into contempt or disrepute. Before any such member is expelled the Secretary shall give him not less than seven days written notice to attend a meeting of the Committee and explain his actions. Such notice shall give the substance of the complaints made against the member and no member shall be expelled from membership under the provisions of this sub-clause unless at least two thirds of the Committee members present at the relevant meeting vote in favour of his expulsion.
- (g) If satisfied as to the facts on credible evidence, the Committee may by majority vote expel from membership without prior notice and without any hearing or appeal any member whose continued membership or handling of firearms is prohibited by law.
- (h) No member expelled from membership or subject to any disciplinary sanction under this Rule shall have any claim against the Club, and any unexpired subscription, competition fee, match entrance fees or other payments shall be forfeit to the Club.
- (i) The Committee shall submit to the members at the next general meeting an

account of all rules orders regulations and conditions made and all disciplinary actions taken pursuant to this Rule and the members may ratify or disclaim the Committee's actions as they think fit (but so that no disclaimer shall affect the result of any trophy or competition nor reinstate any member to the privileges of membership).

11. General Administration

- (a) The following numbers are required to form a quorum:
 - (i) at Committee meetings other than for the purposes of rule 10(f), 4 members
 - (ii) at Committee meetings for the purposes of rule 10(f), half the total numbers of the current Committee, and
 - (iii) at general meetings, 6 members
- (b) The chairman at any meeting shall have a casting vote in the event of a tie.
- (c) The Committee shall have power to resolve any point and provide for any contingency not foreseen in these Rules: but the Committee's decision on any such point shall be valid only until the next general meeting of the Club when the Secretary shall cause the matter to be considered by that meeting.
- (d) Whilst shooting on any range owned or controlled by the Ministry of Defence SETAVRA members shall have no claim against the Ministry or SETAVRA and hereby acknowledge the disclaimer of liability by those bodies to the extent (if any) permitted by law
- (e) In the event of the Club being wound up, the property and assets of the Club shall not be distributed amongst the Members or the Committee but shall be made over to the officers for time being of the National Rifle Association to be applied by them in developing the work of the Association or for the benefit of some other institution with objects similar to those of the National Rifle Association selected by the officers of the said Association, or (at the election of the Committee) to any other institution recognised by law as a charity.

November 2004