



Chipping Norton Rifle and Pistol Club Est.1935

CHIPPING NORTON RIFLE & PISTOL CLUB BYELAWS

These Byelaws of the Chipping Norton Rifle and Pistol Club were adopted by the Committee on June 30th, 2020

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, its Officers and the members of the 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.

1. MEMBERSHIP

1.1. Membership of the Club shall comprise of the following Classes of Membership:

- Full Member – any member who is not a member of one of the other Classes;
- Junior Member – any member has not attained the age of 18 years at the start of the Club's current financial year or less than 21 years of age and in full time education;
- Probationary Member – any person who has submitted a properly completed application for membership, and whose application is still under consideration by the Committee.

1.2. Probationary Members shall benefit from all of the rights of Membership except for voting at General Meetings.

1.3. Membership subscriptions are Annual and fall due on January 1st. Any Member who fails to pay any relevant subscription by 31st March in any calendar year will automatically cease to be a member of the Club with effect from that date.

1.4. Probationary members joining the Club on or after July 1st in any one calendar year shall pay a reduced membership subscription of half the normal annual subscription rate.

1.5. The 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 Committee may require a person whose membership has lapsed to re-apply for membership.

1.6. Any member whose membership is terminated voluntarily or under Clause 5 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.

1.7. Members shall immediately notify the Secretary if their authority or suitability to own, use or be in possession of any firearm or ammunition (including revocation of a firearm certificate), is or may be affected by any event or change in circumstances.

1.8. All members shall carry photoID on them at all times while on the range, either in the form of the Club photoID card or their FAC / SGC.

2. APPLICATION FOR MEMBERSHIP

2.1. All applications or recommendations for any Class of Membership of the Club must be made to the Membership Secretary, who shall be responsible for taking the steps necessary to process them.

2.2. An applicant for membership (an Applicant) shall complete a membership application form. The Applicant shall be sponsored by an existing current Full or Senior Member of the Club who must sign the application form as the Sponsor. Another Full or Senior Member must also second the application.

2.3. If the Applicant is not personally known to the Sponsor the Applicant must provide the name and addresses of one referee who has known the Applicant for not less than two years and who is prepared to provide a personal reference which the Secretary shall take up before submitting the application to the Committee for consideration.

2.4. The completed application form and details of referees, if necessary, must be handed to the Secretary.

2.5. The application and subsequent conferment of Probationary Membership status must be unanimously approved by the Committee



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- 2.6. Where an Applicant for Junior Membership is between the age of 12 and 16 years the Applicant's parent or guardian must complete a parental Permission Declaration Form.
- 2.7. All applications for membership shall be considered by the Committee which will take into account the Applicant's character and behaviour in respect of handling firearms and/or air weapons as appropriate.
- 2.8. Subject to Clause 2.9 below, all applications for membership shall be considered at each Committee Meeting. Provided that, in the opinion of the Committee, the Probationary Member has demonstrated a continued safe and responsible attitude and provided that the Probationary Member has been invited by the Membership Secretary to shoot on the Club's ranges on not less than six occasions in single calendar year on which at least two Committee members are present, then the Committee may accept the Applicant. The decision of the Committee on who shall be allowed to progress from Probationary to Full Membership is final.
- 2.9. On acceptance the Applicant transfers from a Probationary Member to the appropriate Class of Membership on either the date of acceptance by the Committee or upon the date that is six months after the Applicant's first visit to the Club, whichever is later.
- 2.10. The Committee has the absolute discretion to reject an application, or to extend the probationary period for any Probationary Members, or to impose such conditions as it deems fit on any Probationary Members.
- 2.11. Applicants must be aware that details of all applications for membership are passed to the police under the requirements of firearms legislation.
- 2.12. When considering applications for membership, a simple majority of those members of the Committee present and eligible to vote shall be required to constitute acceptance.
- 2.13. Upon payment of the relevant subscription the Secretary shall issue a membership card and enter the member'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.

3. ADMINISTRATION OF THE CLUB

- 3.1. The Club shall be administered by the Committee and its Officers.
- 3.2. All correspondence for the Club shall be handled by the Secretary. No member except the Secretary or Membership Secretary (or in exceptional circumstances the Chairman or Treasurer) may enter into or answer any correspondence on behalf of the Club.
- 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 or General Meeting.
- 3.4. A register of all members past and present shall be kept by the Membership Secretary and may be inspected by any member, subject to giving reasonable written notice to the Membership 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 shall seek the approval of the appropriate authority 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 authority for the granting of such approval.
- 3.8. The Club may affiliate to any body where, in the opinion of the Committee, such affiliation would be in the best interests of the Club.

General Meetings

- 3.9. General Meetings shall include the Annual General Meeting and any Special General Meeting called in accordance with Clause 8 of the Constitution.
- 3.10. The business of the Annual General Meeting shall be:
 - Apologies for absence;
 - Approval of the minutes of the last Annual General Meeting;
 - Matters Arising from those minutes;
 - General reports covering the preceding year and the present state of the Club and its members;
 - Presentation and acceptance of the accounts for the preceding financial year;
 - Election of Membership Secretary



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- Election of Secretary for the following year;
 - Election of Treasurer for the following year;
 - Election of other Committee Members for the following year;
 - Election or re-election of Chairman for the following year;
 - Consideration of any changes to the Constitution and/or Byelaws;
 - Recommendations to the Committee;
- 3.11. Any Member of not less than twelve months standing may stand for election to the Committee or as an Officer of the Club, if proposed and seconded by at least two other Members at a General Meeting.
- 3.12. A member of the Committee may be removed from office by a motion supported by at least two thirds of those present and voting at a General Meeting.
- 3.13. Any Member who is unable to attend a General Meeting shall be entitled to lodge a proxy vote with another Member, provided that the proxy is confirmed in writing to the Secretary at least two days prior to the date of the relevant Meeting.

Committee Meetings

- 3.14. The Secretary shall give to all Committee members at least *14 days*' notice of each meeting of the Committee such notice to be in writing including details of the proposed agenda. Unless otherwise advised by the Secretary the business at Committee meetings shall be:
- Apologies for absence;
 - Approval of the minutes of the last meeting;
 - Matters arising from those minutes;
 - Correspondence;
 - Treasurer's Report, including Subscriptions
 - Secretary's Report;
 - Health & Safety;
 - Shooting Matters;
 - Membership Secretary's Report;
 - Other issues including;
 - Recommendations to the Annual General Meeting;
 - Any other business at the discretion of the Chairman of the meeting.
- 3.15. Any 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.
- 3.16. Any Full Member may address a meeting of the 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.
- 3.17. Any Full Member may make written representations to the 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 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.
- 3.18. The Committee may add, amend or delete any clause within these byelaws subject to the following conditions:
- Any such change must be supported by at least *two-thirds* of the members of the Committee present at the Committee Meeting; and

4. SHOOTING MATTERS

Conduct of Club Activities

- 4.1. All use of the Range must be pre-booked by a Full Member at least one day in advance by going to the Club website at <https://cnrpc.org/> and using the Booking Form by entering the Password and selecting a date and time(s).
- 4.2. Air weapons and firearms may only be used on ranges and in such a manner as approved by the appropriate authorities and when a Range Officer or Full Member is present.



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- 4.3. All people present on the Club's premises must at all times obey the instructions of the day's designated Range Officer with respect to shooting and safety matters. If a designated Range Officer is not able to be present, the Full Member making the booking for the session assumes all the roles and responsibilities of Range Officer.
- 4.4. People may only use firearms or air weapons with which they are suitably competent unless supervised by a Full member who is competent in the use of the firearm or air weapon.
- 4.5. A range logbooks shall be kept at the Club's premises for the purposes of recording:
 - the names and date of duty of the Range Officer(supervising shooting on the Club's range;
 - any infringement of the Club's Safety Rules;
 - any other information which the Committee may request.
- 4.6. All Members must sign the range logbook giving details of the firearms used and the (if applicable) competitions in which they took part. Each entry must be counter-signed by the Range Officer on duty.
- 4.7. All Visitors and Guests must sign the visitors' book and pay the range fee (if applicable) if they shoot on the Club's range(s).
- 4.8. Members shall have access to all parts of the Club's range(s) subject to the provisions of these byelaws, to any instructions given by the Range Officer, and to any Safety Notice or Standing Order posted by the Committee.
- 4.9. A Probationary Member must undertake a course of instruction in the safe handling of firearms before being permitted to take part in live firing on the Club's range(s). A Probationary Member must be supervised at all times when on the Club's range(s) by a Full Member who holds a firearm certificate, or is a Range Officer or a qualified coach.
- 4.10. No Junior member shall have access to the range unless under the supervision of a Full Member or the Range Officer.
- 4.11. 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.
- 4.12. Every shooter shall leave the firing point clean and tidy when and shall place spent cartridges in the bin provided. This applies even if the firing point was not left clean and tidy by the previous user.
- 4.13. Conversation and/or coaching in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.

Safety

- 4.14. The Club has adopted an amended version of the Standard Safety Rules issued by the NRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 4.15. The Safety Notices and Orders of the Day shall be displayed at the covered Firing Point firing point and in the Storage Facility.
- 4.16. Every person using the Club's facilities must at all times abide by the Safety Notices and the Orders of the Day.
- 4.17. Both Red Flags must be in place at all times when shooting is taking place.
- 4.18. The Safety Chain must be in place before shooting commences, at which point entry to the Range shall only be via the covered firing point.
- 4.19. The bolt shall be in place on the Range Entry Gate before shooting commences to prevent unauthorised access.
- 4.20. Failure to comply with any of the above safety procedures may result in disciplinary action.

Range Officers

- 4.21. The designated Range Officer on duty is authorised to act as the Committee's representative on the range when shooting is in progress.
- 4.22. The Range Officer has absolute authority in respect of shooting and safety matters and may prevent any Member, Probationary Member, Visitor or Guest from shooting and may ask them to leave the Range for any safety related reason whatsoever.
- 4.23. The Range Officer on duty shall ensure that all shooting is conducted in accordance with:
 - the conditions laid down in the range safety certificate;



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- conditions laid down by the landlord of the range; and
- the Club's Rules.

- 4.24. If a Range Officer is unable to be present on the range a pre-booked shooting session, the most senior member present shall automatically assume all the duties and responsibilities of the range officer, "senior" shall here mean the person with longest-serving membership.
- 4.25. 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.
- 4.26. 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 Committee.
- 4.27. The Range Officer is entitled to refuse permission for any person to shoot on the ranges if the Range Officer has reason to believe that they are not in a fit condition to do so.
- 4.28. The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Committee.
- 4.29. The Range Officer is responsible for maintaining the range logbook throughout the duty period.
- 4.30. The Range Officer may, at the Range Officer's discretion, permit non-shooting visitors to be present on the Club's premises on condition they do not handle or use firearms or ammunition.

5. DISCIPLINARY MATTERS

- 5.1. It is the responsibility of all Members to inform the 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, contrary to the conditions of the range safety certificate(s) or the Club's Rules; or
 - conduct of any Member, whether or not on the Club premises, that could bring the Club into disrepute.
- 5.2. Such reports must be made to the Secretary, or if the Secretary is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 5.3. 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.
- 5.4. The Secretary (or Chairman or Treasurer) shall convene a meeting of three members of the Committee, to sit as a sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 5.5. The Secretary (or Chairman or Treasurer) shall in the intervening period obtain statements in writing from those involved including both the accused and the accuser, and if necessary from any witness, and will lay those statements before the Sub-Committee when it meets.
- 5.6. The Sub-Committee, having examined the evidence may decide:
 - 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
 - That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 5.7. If there is a case to answer a Disciplinary Committee comprising five members of the Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 5.4 above.
- 5.8. At the disciplinary hearing all parties to the incident may attend in person and the accused may be accompanied by a friend or advisor. If the accused does not attend the accused 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.
- 5.9. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 5.10. The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 5.11. 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 so such notice must be given within 7 days of the decision being made.
- 5.12. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:



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- A verbal warning.
 - A written reprimand.
 - Suspension of the right to use the Club's ranges for a fixed period of time.
 - Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - Suspension of all membership rights for a fixed period of time.
 - 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.
- 5.13. 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 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.
- 5.14. All proceedings of the sub-Committee and the Disciplinary Committee shall be fully minuted, and copies of the minutes shall accompany any report to the NRA or other national governing body.
- 5.15. 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.
- 5.16. Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the Constitution for the purposes of calling a Special General Meeting of the members of the Club to hear the appeal.
- 5.17. 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.
- 5.18. On the hearing of the appeal by the Special General Meeting the provisions of clauses 5.8 to 5.14 inclusive shall apply.
- 5.19. All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members at a Special 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 of those present shall have a second or casting vote.
- 5.20. 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.
- 5.21. When any penalty is imposed on a member by a Disciplinary Committee or at a Special General Meeting, or by the NRA 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.
- 5.22. The 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.
- 5.23. The overriding considerations of all disciplinary processes must be the safety of Club Members and the public, and compliance with relevant firearms legislation.
- 5.24. The Club indemnifies all members of a Sub-Committee a Disciplinary Committee or General Meeting in respect of any claims brought against them in carrying out their duties under these Byelaws.

6. DEFINITIONS AND MISCELLANEOUS

Guest Day

- 6.1. An event which is arranged by the Committee for the purpose of attracting new members to the sport of target shooting and to the Club. A maximum of twelve Guest Days may be held in any calendar year. 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. On such occasions Guests may only be permitted to shoot under the personal supervision of a Full or Senior Member. The Committee may require payment of a range fee by all Guests attending a Guest Day, such range fee to be notified to potential Guests in advance of the event.

Guest

- 6.2. A person who is either attending a Guest Day or a person who is already known personally to at least one Member of the Club and who is invited and booked in by that member. No guest may shoot at the Club Range on more than three occasions, either consecutively or at intervals, without applying for Probationary Membership.



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Visitor

- 6.3. A person who is not a Member or a Probationary Member of the Club or a Guest.
- 6.4. No visitor may shoot on any of the Club's ranges on more than 3 occasions unless as a member of a visiting team.

Police Liaison Officer

- 6.5. A member of the Club who is appointed by the 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.

Range Officer

- 6.6. A person who is authorised by the Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.

Range

- 6.7. "Range(s)" means the range facilities leased or occupied by the Club at Burford Rd, Chipping Norton OX7 5UY and includes both the land and facilities.

Club Activities

- 6.8. Those activities carried out by Members of the Club in connection with the administration of the Club or shooting activities wherever the activities are carried out.