

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

Affiliated to the N.S.R.A No. 02594

BYELAWS

April 2014

ADOPTED on 24 April 2014

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

1. DEFINITIONS

- 1.1. Words denoting the masculine gender are taken to include the feminine gender.
- 1.2. The "Association" means the Gloucestershire Association of Smallbore Rifle and Pistol Clubs.
- 1.3. The "Management Committee" means the collective of elected executive officers and representative members of Member and Affiliated Clubs.
- 1.4. Unless stated otherwise, "member" means a current Member Club, Affiliated Club or Associate Member whose subscription is paid up to date.
- 1.5. "Range(s)" means the range facilities owned, leased or occupied by the Association at Sneedham Green Range and includes both the land and buildings.
- 1.6. The Association's "premises" means the place(s) where the Association carries out its activities.
- 1.7. **Guest**
 - 1.7.1. A person who visits the Association'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 Association.
- 1.8. **Guest Day**
 - 1.9. 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. A maximum of twelve Guest Days may be held in any calendar year. The Secretary shall give to the Police notice of the Association'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 member. 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.
- 1.10. **Police Liaison Officer**
 - 1.10.1. A member of the Association 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 Association and its members are conducted properly and in accordance with Home Office requirements.
- 1.11. **Range Conducting Officer**
 - 1.11.1. A member who holds a Range Conducting Officer's qualification awarded by a national governing body.
- 1.12. **Range Officer**
 - 1.12.1. A person who is authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Association's premises.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

1.13. Child Protection Officer

1.13.1. A person whose nomination has been accepted by the Management Committee and has been authorised to act their representative as the Child Protection Officer in all activities of the Association.

1.14. Vice President

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

1.15. Visitor

1.15.1. A person who is not a member of a Member or Affiliated Club or an Associate Member, but who is a full member of another Home Office Approved Club and/or holds a firearm certificate, and who visits the Association's premises at the invitation of at least one member of the Management Committee. A Visitor may shoot on the Association's ranges provided that on each occasion he:

1.15.1.1. produces to the Range Officer his firearm certificate, or proof of membership of another Home Office Approved club, and

1.15.1.2. confirms his eligibility to shoot by entering his name, address, firearm certificate number and/or other club name in the Association's register of visitors, such entry to be counter-signed by the Range Officer, and

1.15.1.3. pays the range fee and visitor's fee.

1.16. The Byelaws of the Association shall have the same force and effect as though they were part of the Constitution.

1.17. All classes of member shall be provided with a copy of the Constitution and Byelaws and any amendments pertaining thereto. In accepting membership of the Association members confirm acceptance of the Constitution and Byelaws and will be bound by them.

1.18. Notwithstanding any provision hereof every member shall be bound by any rules or regulations of any official governing body to which the Association is at any time affiliated and by all relevant statutes or other instruments of law which may be in force.

1.19. The Association may affiliate to any body where, in the opinion of the Management Committee, such affiliation would be in the best interests of the Association.

1.20. The Association 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.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

2. MEMBERSHIP

- 2.1. All members of Member Clubs, Affiliated Clubs or associate members regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs are eligible to participate in Association events or competitions. However, limitation of participation, according to available facilities and prevailing legislation, is allowable on a non-discriminatory basis.
- 2.2. Membership, Affiliation or Associate Membership fees are due on 1st September annually.
- 2.3. The classes of membership within the Association Club are:
 - 2.3.1. Member Club
 - 2.3.2. Affiliated Club
 - 2.3.3. Associate Member
 - 2.3.4. Every Club or individual wishing to gain Membership, Affiliation or Association to the Association must submit its application, along with the appropriate fee, to the Honorary Secretary before being eligible to participate in any Association closed competitions.
 - 2.3.5. All applications for Membership, Affiliation or Associate Membership to the Association must be made to the Hon. Secretary, who shall be responsible for taking the steps necessary to process them.
 - 2.3.6. On a vote on any application for affiliation a two-thirds majority of those present and eligible to vote shall constitute acceptance.
 - 2.3.7. Upon acceptance of an application the applicant is liable to pay the appropriate full annual fee. The Management Committee may terminate the membership or affiliation of any Club or individual associated member whose annual subscription remains unpaid within two months after the due date. Re-admission can be granted at the discretion of the Management Committee upon payment of all outstanding arrears.
 - 2.3.8. Upon payment of the appropriate fee the Hon. Secretary shall enter the applicant's name in the Register of Association Affiliated Clubs. The period of Membership, Affiliation or Associate Membership shall begin from the date of such entry in the Register.
 - 2.3.9. The Management Committee has an absolute discretion to allow a Club whose membership has lapsed as a result of non-payment of subscription to be reinstated upon payment of the relevant affiliation fee and of any other sums which may be due and owing to the Association by the Club concerned. The Management Committee may require a Club whose membership has lapsed to re-apply for membership.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 2.3.10. Any Club whose affiliation is terminated voluntarily shall not be entitled to any refund of affiliation fee or other charges, which may have been paid, and will remain liable for any fees or charges, which may at the date of termination be due and owing to the Association.
- 2.3.11. 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.

3. ADMINISTRATION OF THE ASSOCIATION

- 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 the Management Committee.
- 3.2. All correspondence for the Association shall be handed to the Hon. Secretary. No member except the Hon. Secretary may enter into or answer any correspondence on behalf of the Association without the express authority of the Chairman, the Hon. Secretary or the Management Committee.
- 3.3. In the event of any dispute over voting rights the Hon. Secretary, or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Management Committee meeting, Annual General Meeting or Extraordinary General Meeting.
- 3.4. A register of all Member Clubs, Affiliated Clubs or Associate Members, past and present shall be kept by the Hon. Secretary and may be inspected by any member, subject to giving reasonable written notice to the Hon. Secretary.
- 3.5. The Hon. Treasurer shall maintain the general accounts and ledger books of the Association and shall receive all monies paid by or given to any member which is for the benefit of the Association.
- 3.6. Any member receiving any money on behalf of the Association must as soon as possible pass the same to the Hon. Treasurer.
- 3.7. All surplus income or profits shall be re-invested in the Association. No surpluses or assets will be distributed to members or third parties.
- 3.8. The Association's financial year-end date shall be 31st August.
- 3.9. Any member standing for election as an officer of the Association or member of the Management Committee must be proposed by two members and must give to the Hon. Secretary, before the relevant meeting, his consent to stand for election.
- 3.10. The business of the Annual General Meeting shall be:-
 - 3.10.1. Apologies for absence.
 - 3.10.2. Approval of the minutes of the last Annual General Meeting.
 - 3.10.3. Matters arising from those Minutes.
 - 3.10.4. General reports from Association Officers covering the preceding year and the present state of the Association and its members.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 3.10.5. Presentation and acceptance of the accounts for the preceding financial year.
- 3.10.6. Appointment of inspector(s) of the accounts.
- 3.10.7. Election of Chairman.
- 3.10.8. Election of Vice Chairman
- 3.10.9. Election of Honorary Secretary
- 3.10.10. Election of Honorary Treasurer
- 3.10.11. Election of Rifle Captains (Prone, Ladies, Lightweight Sport Rifle (LSR), Air)
- 3.10.12. Election of Pistol Captains
- 3.10.13. Election of Representative to the N.S.R.A
- 3.10.14. Election of Management Committee Members.
- 3.10.15. Election or re-election of Vice Presidents.
- 3.10.16. Consideration of any recommendations by the outgoing Management Committee for changes to the Constitution.
- 3.10.17. Consideration of any items of business notified in writing to the Hon. Secretary by any member not later than two weeks 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 Association.
- 3.10.18. Any other business at the sole discretion of the Chairman of the meeting.
- 3.11. Any member of not less than twelve months standing in a Member Club or Associate Membership may stand for election to the Management Committee, or as an officer of the Association, if proposed and seconded by at least two other members at an Annual or Extraordinary General Meeting. A maximum of 2 non-members of Member Club's or Associated Membership, at any one time may stand for election as executive officers of the Association if their appointment is considered appropriate for the continued business of the Association.
- 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.

4. MANAGEMENT COMMITTEE

- 4.1. The Hon. Secretary shall give to all Management Committee members at least 14 days' notice of each meeting of the Management Committee, such notice to be in writing.
- 4.2. The Hon. Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 14 days prior to the meeting.
- 4.3. The business at Management Committee meetings shall be:-
 - 4.3.1. Apologies for absence.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 4.3.2. Approval of the minutes of the last meeting.
- 4.3.3. Matters arising from those minutes.
- 4.3.4. Reports from Hon. Secretary, Hon. Treasurer, Captains, League Secretaries, and NSRA Representative.
- 4.3.5. Specific items placed on the agenda for consideration, recommendation or ratification.
- 4.3.6. Consideration of application for membership.
- 4.3.7. Consideration and fixing of the membership fees for the coming year (April meeting).
- 4.3.8. Any other business at the discretion of the Chairman of the meeting.
- 4.4. Any member may address a meeting of the Management Committee in person upon written application to the Hon. Secretary. The Management Committee shall hear the member at its next meeting provided that the application is received by the Hon. 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 Association. Such representations shall be addressed to the Hon. Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Hon. 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 arrange payment of any accounts on behalf of the Association.
- 4.7. The members of the Management Committee are hereby indemnified by the Association in respect of:
 - 4.7.1. any liability reasonably and properly incurred by them on behalf of the Association; and
 - 4.7.2. all claims which may be made against them as a result of any death, injury, disability or damage to property arising from the Association's activities 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 Association has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.9. The Management Committee may decide changes to Membership, Affiliation or Associate Membership fees, any other Association charges levied upon its Member, Affiliated Clubs or Associated Members.
- 4.10. Applications for affiliation 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 Management Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing to the Hon. Secretary at least two days prior to the date of the relevant meeting.
- 4.12. In accordance with the Constitution, subject to ratification by the Association in Annual General Meeting, the Management Committee may add, amend or delete any

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

clause contained within these By-laws. 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 Association membership by a notice displayed at all Member or Affiliated 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 by-laws, 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 Hon. Secretary is displayed at Affiliated Club premises.

5. CONDUCT OF ASSOCIATION ACTIVITIES

- 5.1. Only fire arms covered by the Range Safety Certificate are allowed to be used on Association Ranges unless specific permission, in writing, has been granted by the Management Committee, to an individual, for a specific type and purpose.
- 5.2. Every shooter shall ensure that they leave the firing point clean and tidy when they have finished shooting, and that their spent cartridges are placed in the bins provided. This applies even if the firing point was not left clean and tidy by the previous user.
- 5.3. Conversation in the firing point area shall be conducted in a quiet and subdued manner, which does not distract shooters on the firing point.
- 5.4. 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.
- 5.5. All persons on any part of the Associations ranges when firing is in progress must use an adequately effective hearing protection device.
- 5.6. The Secretary may request any suitably qualified member of the Association to act as a Range Officer. The Management Committee may override the Secretary's selection of Range Officers.
- 5.7. One or more range logbooks shall be kept at the Association's Range for the purposes of recording:
- 5.7.1. the names and periods of duty of the Range Officers supervising shooting on the Association's ranges;
- 5.7.2. the names of all persons shooting on the Association's range(s);
- 5.7.3. any infringement of the Association's Safety Rules;
- 5.7.4. any other information which the Management Committee may require.
- 5.8. All members must sign the range logbook giving details of the firearms used and the competitions in which they took part and pay the appropriate range fee on every occasion when they shoot on the Association's range(s).
- 5.9. All visitors and guests must sign the range logbook and pay the visitor's fee and range fee if they shoot on the Association's range(s).

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 5.10. Members shall have access to all parts of the Association's range(s), subject to the provisions of these byelaws, to any instructions given by the Range Officer, and to any notice posted by the Management Committee.
- 5.11. 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.
- 5.12. Details shall last approximately 30 minutes for 20-shot cards and 15 minutes for 10-shot cards, or less when there are other members waiting to shoot. This byelaw shall not apply during a competition, or if the Range Officer directs otherwise.
- 5.13. 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.
- 5.14. No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner.
- 5.15. 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 or animal that is causing a disturbance which may distract shooters on the firing point.

6. ASSOCIATION COMPETITIONS

- 6.1. The Association will undertake to run competitions and events to further the sport of target shooting in all the disciplines undertaken within the Association.
- 6.2. All competitions will be undertaken in accordance with the competition rules of the association.
- 6.3. The Association competition rules may be amended by a majority vote of the Management Committee and will be ratified at the next available General Meeting of the Association.

7. SAFETY

- 7.1. The Association has adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Association.
- 7.2. The Safety Rules shall be displayed on the range notice board, at all times when the Association's facilities are in use.
- 7.3. Every person using the Association's facilities must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

8. RANGE OFFICERS (RO)

- 8.1. A RO may be appointed by a member of the Management Committee, or by common consent of those present on the range, and shall act as the representative of the Management Committee when shooting is in progress.
- 8.2. The RO shall ensure that all shooting is conducted in accordance with:

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 8.2.1. the Range Orders and conditions laid down in the range safety certificate
- 8.2.2. the Standard Safety Rules issued by the NSRA,
- 8.2.3. Requirements laid down under “Conduct of Association Activities” in these by-laws.
- 8.3. 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.
- 8.4. 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. The Range Officer is responsible for maintaining the range logbook throughout his duty period.
- 8.5. When shooting has finished the RO is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee.
- 8.6. The RO 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.
- 8.7. The Range Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
- 8.8. The Range Officer is responsible for maintaining the range logbook throughout his duty period.

9. CHILD PROTECTION

- 9.1. The Association will, within the powers of the management committee, adopt the policy for the Protection of Children and Vulnerable Adults in Target Shooting laid out in the current NSRA Guide to Policy and Procedure.
- 9.2. The Association will:
 - 9.2.1. Accept the moral and legal responsibility, under its duty of care for young people, for implementing procedures to safeguard their wellbeing and to protect them from abuse.
 - 9.2.2. Respect and promote the rights, wishes and feelings of all young people and vulnerable adults.
 - 9.2.3. Ensure that its members and volunteers adopt best practice in order to safeguard and protect young people from abuse, and to protect themselves against false allegations.
 - 9.2.4. Respond to any allegation appropriately, and implement its disciplinary and appeals procedures in the event that an allegation is proved to be true.
- 9.3. The Association shall accept the nomination of at least 1 member of a Member Club or Associate Member to act as the Child Protection Officer (CPO) for the Association.
- 9.4. The Association will maintain links with the Gloucestershire County Sports Authorities and any other association or bodies connected with the Protection of Children in Sport as it deems appropriate to ensure children and vulnerable adults taking part in Association organised events have appropriate representation.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 9.5. The Association CPO name and contact details will be publicised to all members of the Association.

10. DISCIPLINARY MATTERS

- 10.1. It is the responsibility of all members to inform the Management Committee of any conduct at Association events or competitions by any person, whether or not they are a member of the Association, that is illegal, unsafe, dishonest, discreditable, ungentlemanly or contrary to the conditions of the range safety certificates.
- 10.2. Such reports must be made to the Hon. Secretary, Chairman or Hon. Treasurer, or if they are not available, to a member of the Management Committee, at the earliest opportunity.
- 10.3. If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Hon. Secretary, Chairman or Hon. 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.
- 10.4. The Hon. Secretary, Chairman or Hon. 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.
- 10.5. The Hon. Secretary, Chairman or Hon. Treasurer shall, in the intervening period, obtain statements in writing from both the accused and the accuser, and if necessary from any witnesses, and will lay those statements before the Sub-Committee when it meets.
- 10.6. The Sub-Committee, having examined the evidence, may decide:
- 10.6.1. That there is no case to answer in which case the accuser and accused will be informed by the Hon. Secretary that the matter is closed, or
- 10.6.2. That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 10.7. If there is a case to answer, a Disciplinary Committee comprising at least five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under Para. 10.4 above.
- 10.8. 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.
- 10.9. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 10.10. The Disciplinary Committee shall first decide whether the allegation has been proved or not.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 10.11. 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 they do such notice must be given within 14 days of the decision being made.
- 10.12. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
 - 10.12.1. A verbal warning.
 - 10.12.2. A written reprimand.
 - 10.12.3. Suspension of the right to use the Association's ranges for a fixed period of time.
 - 10.12.4. Suspension of the right to use any of the Association's facilities for a fixed period of time.
 - 10.12.5. Suspension of all membership rights for a fixed period of time.
 - 10.12.6. Immediate termination of membership of the Association, or in the case of a non-member of the right to make use of any of the Association's facilities.
- 10.13. 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 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 Hon. Secretary shall make the report within 14 days of the Disciplinary Committee's decision.
- 10.14. All proceedings of the Sub-Committee under Para. 10.4, and of the Disciplinary Committee under 10.6 above, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 10.15. 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 Hon. Secretary within 7 days a notice of appeal.
- 10.16. Upon receipt of such a notice of appeal the Hon. 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 Association to hear the appeal.
- 10.17. 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.
- 10.18. On the hearing of the appeal by the Extraordinary General Meeting the provisions of Para. 10.8 to 10.14 inclusive shall apply.
- 10.19. 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.
- 10.20. The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against them and neither shall their accuser.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

- 10.21. 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 Hon. Secretary shall post on the Association noticeboard a notice setting out the precise nature and terms of the penalty.
- 10.22. The Management Committee shall report to each Annual General Meeting any penalty imposed on any person as a result of disciplinary action by the Association or by the NSRA or other national governing body since the last Annual General Meeting.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

Appendix A

RULES FOR THE GUIDANCE OF MEMBERS AT GENERAL MEETINGS

1. Quorum

- 1.1. The quorum for a General Meeting is four of which 2 must be Officers of the Management Committee.
- 1.2. If a quorum is not present at a General Meeting within half an hour of the time appointed for the meeting the meeting shall be adjourned to the same day of the next week at the same time and place. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting those present shall form a quorum.
- 1.3. In case of an Extraordinary General Meeting being inquorate, it shall not be reconvened for at least 28 days following the Meeting and then only on the required requisition being received by the Secretary in accordance with the Constitution.

2. Order of Business

- 2.1. An agenda shall be prepared by the Secretary and circulated to all Member Club Secretaries and associate members at least fourteen days before the date of the Meeting.
- 2.2. Any member may introduce an item for consideration but only after the agenda items have been completed. Any such items must be presented to the Chairman in writing before it is introduced.

3. Minutes

- 3.1. The minutes of the previous meeting shall be produced by the Secretary and circulated to all Member Clubs with agenda but no discussion concerning their accuracy shall be allowed.
- 3.2. After confirmation of the minutes (amended or not) they shall be signed by the Chairman and questions allowed for the purpose of information only.
- 3.3. No debate on the policy outlined in the minutes shall be allowed.

4. Speakers

- 4.1. Every member wishing to speak shall stand and address the Chair when called by the Chairman.
- 4.2. When more than one member stands to speak, normally the Chairman shall call the first to rise.
- 4.3. The decision on who to call rests with the Chairman.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

5. Chairman's Ruling

- 5.1. The ruling of the Chairman on any point of order or explanation shall be final.

6. Speeches

- 6.1. No member shall be allowed to speak more than once on any subject, other than on a point of order or explanation, except the mover of the original motion. No member shall speak for more than five minutes at one time.
- 6.2. Members wishing to raise points of order or explanation must rise immediately the alleged breach has occurred.
- 6.3. A member may formally second a motion or amendment and reserves his speech until later in the debate.

7. Motions and Amendments

- 7.1. The first proposition on any subject shall be known as the "Original Motion", all succeeding motions on that subject shall be called "Amendments".
- 7.2. Every Motion or Amendment must be moved and seconded by members actually present before being discussed and should be set down in writing by the proposer or seconder.
- 7.3. When an amendment is moved to an Original Motion no further amendment shall be discussed until the first amendment is disposed of.
- 7.4. Notice of any further amendment is must be given before the first amendment is put to the vote.

8. Substantive Motions.

- 8.1. When an amendment is carried it displaces the Original Motion and becomes the Substantive Motion, whereupon further amendments may be moved.
- 8.2. After the vote on each succeeding amendment has been taken, the serving proposition shall be put to the vote as the main question and, if carried, shall become the resolution of the Meeting.
- 8.3. No Resolution of a General Meeting shall be rescinded within six months of its adoption.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

9. Right of Reply

- 9.1. The mover of the original motion shall, if no amendment has been put, have the right or reply at the close of debate upon such motion.
- 9.2. When an amendment has been moved he shall have the right to speak in accordance with Rule 5.6 above and at the close of the debate on such amendment shall reply to the discussion but shall introduce NO NEW MATTER. The question shall then be put and no further discussion allowed.
- 9.3. The mover of an amendment shall not be entitled to reply.

10. Withdrawals or additions

- 10.1. No Motion which has been accepted by the Chair shall be withdrawn without the consent of the Meeting.
- 10.2. No rider or addendum shall be added to any Motion which has been accepted by the Chair without unanimous consent.
- 10.3. Should any member dissent the addendum must be proposed, seconded and treated as an amendment.

11. Closing Debate

- 11.1. Motions for 'next business' or closure may be moved and seconded only by members who have not spoken at any time during the debate.
- 11.2. No speeches shall be allowed on such Motions. In the event of the closure being carried, the mover of the Original Motion shall have the right of reply in accordance with Rule 5.9 above before the question is put.

12. Adjournment

- 12.1. Any member who has not spoken during the debate may move the adjournment of the question under discussion, or of the Meeting, but must confine his remarks to that question and must not discuss any other matter.
- 12.2. The mover of the motion upon which adjournment has been moved shall be allowed the right of reply on the question of the adjournment, and any such reply shall not prejudice his right of reply on his own merit.
- 12.3. If an adjournment motion is lost it shall not be moved again until a reasonable time has elapsed in the judgement of the Chairman.

**GLOUCESTERSHIRE ASSOCIATION
OF SMALLBORE RIFLE AND PISTOL CLUBS**

BYELAWS - (Revised 2014)

13. Voting

- 13.1. Voting shall be by show of hands except where a ballot is called for under the Constitution.
- 13.2. Where deemed necessary by the Chairman two scrutineers or tellers shall be appointed by the Chairman to count the votes cast.
- 13.3. The Chairman shall have a second and casting vote to be used in the case of a tie.
- 13.4. The Chairman may chose not to exercise his casting vote and, in this event, the question shall be 'not carried'

14. Notice of Motion

- 14.1. Notices of motion shall be sent to the Secretary at least 21 (twenty one) days before the Meeting.
- 14.2. All motions received by the Secretary by the due date shall be placed on the agenda.

15. Rescinding a Resolution.

- 15.1. No Resolution shall be rescinded or amended at the same meeting at which it was passed.