

Derby Rifle and Pistol Club (1999) CONSTITUTION

CONTENTS:

- 1. NAME**
- 2. AIMS & OBJECTIVES**
- 3. MEMBERSHIP CATEGORIES**
- 4. CLOSURE OF MEMBERSHIP**
- 5. MANAGEMENT COMMITTEE**
- 6. CO -OPTION**
- 7. ANNUAL GENERAL MEETINGS**
- 8. NOMINATION OF COMMITTEE MEMBERS**
- 9. MOTIONS**
- 10. A.G.M. AGENDA**
- 11. CONDUCT AT THE A.G.M**
- 12. VOTING AND PROXY VOTES**
- 13. CONVENING A SPECIAL GENERAL MEETING**
- 14. QUORUM**
- 15. LIMITATION OF LIABILITY OF COMMITTEE MEMBERS**
- 16. SECRETARY**
- 17. TREASURER**
- 18. EXPENSES INCURRED BY COMMITTEE MEMBERS**
- 19: MEMBERSHIP AND JOINING FEES**
- 20. CHANGES TO CLUB PROCEDURES AND RULES**
- 21. GENERAL RULES**
- 22. RANGE CONDUCTING OFFICERS**
- 23. COMPETITIONS**
- 24. PREMIUM BONDS - DELETED**
- 25. LEAD DIGGING**
- 26: FISHING LAKE**
- 26a: PAYMENTS FOR WORK CARRIED OUT ON BEHALF OF DRPC 1999**
- 27. COMMUNICATIONS (WITH EXTERNAL AGENCIES)**
- 28. DISCIPLINARY PROCEDURE**
- 29. DISCIPLINARY MEASURES**
- 30. RIGHT OF APPEAL**

CONSTITUTION

1. NAME:

The Club shall be known as the Derby Rifle & Pistol Club (1999). It having sole shooting rights on the ranges provided.

2. AIMS & OBJECTIVES:

- (i) To promote membership to the Club especially females, young persons and those suffering from a disability. The membership of such persons being specifically covered by a separate Equality Policy.
- (ii) To promote and encourage the development of all aspects of target shooting, as deemed acceptable by the Management Committee.
- (iii) To encourage members to participate in the life of the Club, through attendance at social and fund raising events and in participation in the general management of the Club.
- (iv) The Club shall be non political, non union and non profit making (except to enhance Club Funds).
- (v) The Club shall be affiliated to such shooting associations as are considered necessary by the Management Committee.

3. MEMBERSHIP CATEGORIES:

- (i) **Full Member** - persons who apply to join the Club and who are accepted by the Committee in accordance with Club procedures.

Acceptance criteria including completion of the required probationary period

- with firearm certificate: 3 months - 8 visits
- without firearm certificate: 6 months - 15 visits

and must be a fully qualified Range Conducting Officer (see Range Conducting Officer information, under general rules later). Such a member is eligible to serve on the management committee.

- (ii) **Probationary Member** - persons who have applied to join the Club, inclusive of previous club members, who are in the process of being assessed (see election to full member, under Management Procedures). All probationary members must attend an induction course to include safe handling of firearms prior to using any firearm on any of the ranges.

Children over 12 and under 14 years of age are only eligible to become probationary members if they are directly related to a Range Conducting Officer qualified full member.

In all instances of a child/young person under the age of 17 years becoming a probationary member, there must be an appropriate adult in constructive attendance to ensure parental supervision and to whom the duty Range Conducting Officer can report any improper behaviour or conduct. This is to be an adult parental member or other authorised adult legal guardian.

Probationary membership shall lapse if the range has not been used for shooting:

- by an FAC holder after 6 months
- by a non FAC holder after 9 months

Probationary members are restricted to using the 25 metre "A" range unless taking part in a Club organised event or competition.

A minimum range fee is to be paid at each attendance to the Range (as set by the Management Committee). All visits by probationary members must be recorded in the master range attendance book and on their individual attendance log sheet which is countersigned by a Club Range

Conducting Officer. Only shooting visits are accredited to the number required to become eligible for full membership.

- (iii) **Family Member** - partners and immediate dependants from the family unit of full or probationary members. The joining fee for partners will be 50% of the current rate (as set by the Management Committee) providing they join concurrently. Whilst for dependants it will remain at 50% until the age of 17 years is reached, irrespective of when they join.
- (iv) **Senior Member** - persons 60 years of age and over shall be eligible to pay annual subscriptions based on 75% of the current full member rate.
- (v) **Junior Member** - persons over 12 and under 18 years of age shall be eligible to pay the full joining fee and an annual subscription fee based on 50% of the current full member rate.

The full annual subscription rate is payable by all members.

- (vi) **Visiting Shooter (F.A.C. Holder)** - persons who hold a firearm certificate but are not a member of the Club, can only use a firearm as specified on their certificate. No other category of firearm held by the Club can be used. A range fee as set by the Management Committee will apply to visiting shooters and this should be given to the duty Range Conducting Officer or placed in the box provided adjacent to the master Range Book on other occasions. Visiting shooters can attend up to a maximum of five times per annum and must obtain written consent of the Secretary on each occasion which will include permission as to which of the ranges can be used dependant on experience and shooting ability. The inviting Range Conducting Officer qualified, full member will be responsible for the behaviour of their guest and will not shoot at the same time. The exemption being the taking part in any Club organised event/ competition.
- (vii) **FAC Holder (Probationary Club member)** – can visit on Club sessions and use firearms held on a personal FAC in addition to Club firearms, under the supervision of a qualified Range Conducting Officer.
- (viii) **Non FAC Holder (Probationary Club member)** – can visit on Club sessions and use Club firearms under the supervision of a qualified Range Conducting Officer.
- (ix) **Non FAC Holder (family/guests of Club member)** – can visit to take part in an official Police notified Public Relations event by invitation of a full member, who must attend with their guest(s). Supervision will be on a one to one basis with a qualified Range Conducting Officer. Should the inviting member NOT be so qualified then specific arrangements for this to take place MUST have been made prior to any attendance. On such occasions a £5 range fee will be payable and Section 1 firearms can be used.
Additionally, family members/guests of a qualified Range Conducting Officer may attend in their presence at other times to use a sub 12ft/lb air rifle under their direct supervision. In such circumstances NO Section 1 firearms are to be handled or fired by the guest shooter. When so attending prior arrangements are to have been made with the Secretary and a £10 range fee will be paid. Should attendance be at a club session then members will take precedence for usage of the firing points.
The minimum age for attendance in both cases is 14 years for guests and 12 years for family members.
- (x) **Social Member** - these non shooting members may use the Club facilities. However should a firearm certificate be held by such a member and the Club is their primary or sole Club for licensing purposes, the relevant Force Firearm Licensing Department will be notified by the Club Secretary of the membership status.
- (xi) **Honorary Life Member** - In the DRPC 1999 Constitution, there is no category termed Honorary Life Member. The one Honorary Life Member from the previous DRPC will retain this category of membership until his membership with the DRPC 1999 ceases.
- (xii) **Concessionary Member**
Will need to renew their concessionary membership annually.
Can attend AGMs.
Are not required to perform Range Officer duties but can participate if they wish to do so .
Are not able to serve on the Club committee.

Must agree to abide by the DRPC1999 constitution and safety document
Concessionary members can vote.

4. CLOSURE OF MEMBERSHIP:

The Management Committee reserves the right to close any membership when appropriate (see disciplinary matters under General Rules). There shall be no refund of either joining fees or subscription fees should a member decide to leave the Club or have membership closed following any disciplinary matter. Membership shall terminate on the date as decided by the Management Committee.

5. MANAGEMENT COMMITTEE:

The affairs of the Club shall be administered by a committee which should ideally comprise of the following positions:

Chairperson - Vice Chairperson - Secretary - Treasurer - Safety Officer.

NOTE:

- Members need to have been a member of the Club for a minimum of 5 years, before becoming eligible to serve in the above positions.
- All other positions/ additional positions shall be open to any Full Club member.
- At all time there should be a majority on the management committee who have been members of the club for at least 5 years.

Also additional positions as called for by the retiring committee and/or the members at an Annual General Meeting (A.G.M.) may be specified, provided the total number of committee members does not exceed 9 people.

Under a Management Committee decision more than 9 people may be empowered to serve as circumstances deem this to be necessary.

The Committee will normally meet on the first Tuesday of each month unless an alternative date has previously been arranged to discuss Club matters. Meetings will start at 19.00 hrs and end at 21.00hrs.

6. CO -OPTION:

Power to co-opt shall be vested in the Management Committee. They will discuss the need for each position on its individual merits in addition to the anticipated period required, prior to an acceptance vote being taken.

Such persons will only be present at meetings to facilitate input on their specialism/ fund raising activity. There will be no entitlement to a vote by such a position.

Co-opted persons can be non Club members.

7. ANNUAL GENERAL MEETINGS:

The Annual General Meeting (A.G.M.) shall be held annually on a date determined by the Committee.

Members shall be given notice in writing, of the date, time and venue at least 28 days prior to the meeting taking place.

8. NOMINATION OF COMMITTEE MEMBERS:

Nominations for committee positions will be accepted prior to and during the A.G.M. Self nomination is acceptable. Where any position is contested by two or more persons, then a ballot of members attending the A.G.M. shall be held to determine the chosen candidate.

9. MOTIONS:

Any motions or amendments to be considered at the A.G.M. must be submitted in writing, to the Secretary, not later than 14 days prior to the meeting. Motions and amendments must be outlined and signed by the member proposing and seconded. Such motions and amendments will be made available to the membership, prior to the A.G.M.

10. A.G.M. AGENDA:

- (i) Annual Report
- (ii) Statement of Accounts/Treasurers Report
- (iii) Retiring Officers Reports
- (iv) Election of Committee Members
- (v) Non Constitutional Rules and General Matters
- (vi) Annual Subscriptions
- (vii) Motions Proposed by Members
- (viii) Notified Amendments to the Constitution

11. CONDUCT AT THE A.G.M.:

All remarks shall be addressed through the Chairperson and only one member shall speak at a time. Unruly and/or abusive language/behaviour may result in the member responsible being asked to leave the meeting.

The Chairperson may use her/his right to adjourn the meeting if necessary, in order to restore order.

The Chairperson shall ensure discussions remain within the confines of the Agenda for the A.G.M.

12. VOTING AND PROXY VOTES:

Following discussion of any relevant topics at either Management Committee Meetings, Extra Ordinary/Special Meetings or the Annual General Meeting, where a vote is necessary to decide any agreed action, the principle of a simple majority shall apply.

Only fully paid up full members have a voting right, inclusive of those by proxy.

The Chairperson shall only have a right to vote when a casting vote is required.

Proxy votes can be cast at the A.G.M. - such votes must be on a pro-forma form placed in a sealed envelope and given to the Secretary at the start of the A.G.M.

13. CONVENING A SPECIAL GENERAL MEETING:

A special general meeting can be requested by:

- (i) The Management Committee
- (ii) By a written request from at least (10) Club Members

A special General Meeting shall be convened by the Secretary, within 7 days of a date following 14 days notice in writing to all Club Members, specifying details of the business to be transacted.

14. QUORUM:

The quorum at the Annual General Meeting or a Special Meeting will be (12) members.

The quorum at a Management Committee Meeting will be (5) members.

15. LIMITATION OF LIABILITY OF COMMITTEE MEMBERS:

The Committee and Officers of the Club, are indemnified against any claim or demand in respect of any Liability, properly and bona fide incurred on behalf of the Club. Except that at all times the Management Committee must retain sufficient funds to settle all utility services and maintenance costs for the Twyford complex.

16. SECRETARY:

This role will be an Honorary one for which NO annual subscriptions will be paid.

The Secretary shall be responsible for all correspondence, notices, agenda and minutes for the Annual/ Special and Management Committee meetings.

Minutes of the aforementioned meetings shall be presented for confirmation at the following meetings. The Secretary shall ensure that the Management Committee have an appropriate insurance policy in place.

Administration fees payable to the Club, as agreed by the Management Committee, will be charged in respect of Firearm Certificate matters.

17. TREASURER:

The Treasurer shall be responsible for recording all financial matters including: receipt of all money, Payments, banking and the production of an audited Statement of Accounts and Annual Report (to include a record of Club assets).

The Treasurer shall also be responsible for producing an up-date of the financial position as required by the Management Committee.

The Treasurer shall ensure that accounts administered by the Target Secretary, the Competition Secretary and the PR Secretary (or any other Club member who holds or administers Club funds) are checked and balanced, with all finances included within the Annual Report.

The Treasurer is authorised to seek professional advice or guidance when necessary, on matters relating to the administration of the Club's financial affairs.

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

18. EXPENSES INCURRED BY COMMITTEE MEMBERS:

Expenses necessarily incurred by Committee Members, in the execution of Club duties shall, subject to the approval of the Management Committee, be reimbursed in full. Receipts and or written confirmation of any expenses must be submitted.

19: MEMBERSHIP AND JOINING FEES:

The Management Committee shall propose to the Annual General Meeting a level of fees for the forthcoming year based on projected income and expenditure, having given due consideration to views and comments as expressed by members at the A.G.M.

This figure will be deemed to be ratified at this time and full payment is required by the last day of February following the AGM unless specific individual arrangements have been made with the Treasurer.

Non payment by this specified date will mean automatic termination of Club membership unless a payment plan has been agreed to by the Club Treasurer. Any request from a member to re-join the Club after the closing date will be subject to the current probationary member joining procedure.

20. CHANGES TO CLUB PROCEDURES AND RULES:

Any changes or amendments to procedures or rules made by the Management Committee shall be published by the Secretary and displayed on the Club notice boards. Thereafter any changes made have full force and effect, but will be submitted for confirmation at the next Annual General Meeting.

21. RANGE SAFETY RULES:

This section is as prescribed in the Range Safety Document.

It is the responsibility of every member attending the Range to comply with and ensure that others comply with the content of the document.

A current copy of this Range Safety Document can be found on the notice board near the entrance/exit of the 25 metre "A" Range.

22. RANGE CONDUCTING OFFICERS:

All full members over the age of 18 years must train and qualify as a club Range Conducting Officer. Which will, when suitably qualified as detailed below enable the hiring of a set of Range keys.

A preparatory induction course will be undertaken after which the following will apply to ensure all Club sessions are correctly and professionally supervised:

- If qualified at the beginning of a new year/ by the end of May, two club sessions will be supervised
- If qualified after the beginning of June a single club session will be supervised

In both instances the initial session will be completed in conjunction with two other qualified Range Conducting Officer, to enable a continuance of the experiential learning cycle

- If qualified after the end of October, no sessions will need to be supervised. However they may treble up on a club session for the reason above

PENALTIES

- If only one of the two duties have been completed/or the initial one not carried out during the relevant period, a £50 penalty will be payable at the time of renewing the following year's membership
- If none of the two duties have been carried out during the period the following will apply:
 - 1) A £100 penalty will be payable at the time of renewing the following year's membership
 - 2) Return to the Treasurer any range keys held upon request and in any case before the end of February
 - 3) Requalify as an RCO and complete two duty sessions, having made the appropriate arrangements to do both before the end of February. Range keys to be made available when fully complied with
 - 4) Be disqualified from attending the club other than on the 25 meter "A" range during supervised club sessions, until the condition at 3) above have been completed

It MUST be noted that if the conditions at 1), 2) and arrangements made in respect of 3) have not been complied with by the end of February membership will NOT be renewed and the appropriate Police Firearms Licensing Officer notified.

Should keys not be returned as necessary, consideration to Civil legal proceedings will be made.

23. COMPETITIONS:

A trophy will be presented to any shooter achieving their first maximum possible score in a competition.

The Competition Secretary is empowered to determine the rules for internal competitions, which shall be posted on the Club notice board prior to commencement.

24. PREMIUM BONDS: DELETED

25. LEAD DIGGING:

Members are prohibited from digging for lead from the sand banks other than at organised work parties, at which any lead recovered becomes the property of the Club.

26: FISHING LAKE/ STABLE COMPLEX:

The Fishing Lake and stable complex on the Twyford Complex are not part of DRPC (1999).

Club members are not allowed to use the Lake facilities (unless a member of the Owners fishing syndicate).

Swimming in the Lake is strictly prohibited.

26a:

PAYMENTS FOR WORK CARRIED OUT ON BEHALF OF DRPC 1999

This falls into two categories

- Work carried out on DRPC1999 complex by members of DRPC1999
- Work carried out on DRPC1999 complex by outside contractors

Work carried out by DRPC1999 members

It must be made quite clear by officials of DRPC1999 to club members who carry out work on behalf of DRPC1999 that it is their responsibility to declare any money received for work carried out to the appropriate authorities.

They need to wear appropriate clothing and footwear for the work. If using electrical or mechanical equipment they must ensure they use the appropriate safety equipment and are suitably assessed and qualified to use large mechanical or electrical equipment.

Work carried out by outside contractors

Outside agencies or self-employed workers who agree to carry out work on the DRPC1999 range complex have a responsibility to ensure that they have adequate liability insurance in place which should be verified and approved by the Committee. They should ensure that they wear the appropriate protective clothing and equipment when carrying out work on the DRPC1999 range complex. All outside contractors should produce Risk assessment and method statements and have

27. COMMUNICATIONS (WITH EXTERNAL AGENCIES):

Only the Club Secretary and Chairperson are authorised to provide information or views to the media or other agencies, on matters pertaining to DRPC (1999) business.

28. DISCIPLINARY PROCEDURE:

Disciplinary measures may be taken against members whose actions are in breach of the Clubs Constitution or Range Safety Document, or whose actions are considered to be detrimental to DRPC 1999.

29. DISCIPLINARY MEASURES:

Minor infringements of Club rules or procedures will be dealt with by means of a verbal warning from the Secretary, following instructions from the Management Committee. Details of such a warning will be recorded in the committee records and will remain on record for 12 months.

Where an infringement of Club procedures and rules results in deliberate or reckless damage to Club equipment or property, the offending member will be required to pay full restitution for the damage.

Major infringements of Club rules or procedures will be dealt with by the Management Committee on a case by case basis.

The Committee reserves the right to expel members from the Club where this is deemed an appropriate action. A record of any such action taken will be recorded in the committee records.

30. RIGHT OF APPEAL:

Members shall have the right to appeal against any disciplinary measure imposed on them by the Management Committee. The initial appeal must be made to the Committee in writing.

A member shall be afforded the right to be represented at appeal by a person of their choice. The Committee will consider the appeal taking note of all salient facts. The Secretary shall notify the member of the Committee's decision within 14 days of the appeal hearing.

The appeal process, including any Committee decision to uphold disciplinary action, shall be deemed to be final. No other appeal shall be allowed.