

BYELAWS OF THE DEVON COUNTY SMALLBORE RIFLE ASSOCIATION ADOPTED ON THE TWELFTH DAY OF DECEMBER 2012**1 Definitions**

- 1.1 Words denoting the masculine gender are taken to include the feminine gender.
- 1.2 “The Association” means the Devon County Smallbore Rifle Association.
- 1.3 Unless stated otherwise, “member” means a current affiliated club member whose subscription is paid up to date or an honorary life member).
- 1.4 “Range(s)” means the range facilities used by the Association and includes both the land and buildings.
- 1.5 The Association’s “premises” means the place(s) where the Association carries out its activities.
- 1.6 The byelaws of the Association shall have the same force and effect as though they were part of the constitution.
- 1.7 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, affiliated clubs confirm acceptance of the constitution and byelaws and that their members will also be bound by them.
- 1.8 The Association may affiliate to any body where, in the opinion of the Executive Committee, such affiliation would be in the best interests of the Association.
- 1.9 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 Association is at any time affiliated and by all relevant statutes or other instruments of law which may be in force. The Association and the members of the Executive 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 competitor, member of any affiliated club, visitor or guest.

2 Affiliation Fees

- 2.1 Affiliation Fees are due on 1st September annually.
- 2.2 Affiliation fees for member clubs (except honorary life members) and any joining fees shall be fixed by the representatives of affiliated clubs at the annual general meeting.
- 2.3 Any member of any class who fails to pay any relevant subscription by 30th September will automatically cease to be a member of the Association with effect from that date.
- 2.4 The Executive Committee has an absolute discretion to allow an affiliated club 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 Association by the affiliated club concerned.
- 2.5 Any member whose membership is terminated voluntarily or under Clause 8.12 of these byelaws shall not be entitled to any refund of membership subscription or other charges

which may have been paid, and will remain liable for any subscription, fees or charges which may at the date of termination be due and owing to the Association.

2.6 Any affiliated club shall immediately notify the Secretary if their Home Office approval is revoked.

2.7 **Honorary Life Membership**

2.7.1 An honorary life member is a person who has been elected to such membership by a motion supported by not less than two-thirds of the members present and voting at an annual general meeting, in recognition of that person's outstanding service to the Association or to the sport.

2.7.2 Honorary life members shall not be required to pay any membership fees.

3. Administration of the Association

3.1 The President and Vice-Presidents shall not be ex officio members of the Executive Committee but are free to stand for election to that Committee.

3.2 All correspondence for the Association shall be handed to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Association without the express authority of the Chairman, the Secretary or the Executive Committee.

3.3 In the event of any dispute over voting rights the Secretary or in his absence the Chairman of the meeting, shall determine who is entitled to vote at any Committee meeting, annual general meeting or extraordinary general meeting.

3.4 A register of all members past and present shall be kept by the Secretary and may be inspected by any member, subject to giving reasonable written notice to the Secretary.

3.5 The 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 Treasurer.

3.7 The Association's financial year end date shall be 31st October.

3.8 Any member of any affiliated club standing for election as an officer of the Association or member of the Executive Committee must be proposed by two members of an affiliated club and must give to the Secretary not less than two days before the relevant meeting his consent to stand for election in writing.

3.9 Affiliated clubs shall not be entitled to a proxy vote at any general meeting of the Association.

3.10 The business of the annual general meeting, which shall be held annually in May, shall be:-

3.11 Apologies for absence.

3.12 Approval of the minutes of the last annual general meeting.

3.13 Matters Arising from those Minutes.

- 3.14 General reports covering the preceding year and the present state of the Association and its members.
- 3.15 Presentation and acceptance of the accounts for the preceding financial year.
- 3.16 Fixing affiliation fees, joining fees, team and entry fees, for the coming year.
- 3.17 Election or re-election of President.
- 3.18 Election or re-election of Vice-President other than Honorary Life Vice-Presidents
- 3.19 Election of Chairman.
- 3.20 Election of Vice-Chairman
- 3.21 Election of Secretary.
- 3.22 Election of Treasurer.
- 3.23 Election of cartridge rifle, pistol and air rifle Team Captains and a Ladies Captain
- 3.24 Election of Winter League Organiser
- 3.25 Election of NSRA representative
- 3.26 Election of Statistical Officer
- 3.27 Election of Executive Committee Members.
- 3.28 Election of other non-voting members of the Executive Committee as required e.g Vice-Captains, Champion of Champions, Kynoch, Queen Alexandra, Henry Dart & Astor Competition Organisers, Juniors, Press & Publicity, Assistant Secretary, County Coach, Pistol & LSR Stats Officers, County Dinner Organiser, Trophies etc.
- 3.29 Consideration of any recommendations by the outgoing Executive Committee for changes to the constitution.
- 3.30 Consideration of any item(s) of business notified in writing to the Secretary by any member club not later than four 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 affiliated clubs of the Association or by resolution of the Executive Committee.
- 3.31 Any other business at the sole discretion of the Chairman of the meeting. Any matter discussed under “any other business” may only be for consideration or recommendation and must be ratified at a future meeting of the new Executive Committee, or (where necessary) at a future annual general meeting or extraordinary general meeting.
- 3.32 Any member of an affiliated club may stand for election to the Executive Committee, or as an officer of the Association, if proposed and seconded by at least two members of affiliated club at an annual or extraordinary general meeting or by the Executive Committee
- 3.33 A member of the Executive 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 Executive Committee

- 4.1 The Secretary shall give to all Committee members at least 14 days' notice of each meeting of the Executive Committee, such notice to be in writing.
- 4.2 The Secretary shall agree the agenda of each Executive Committee meeting with the Chairman not less than 14 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 7 days before the meeting.
- 4.3 The business at Executive Committee meetings shall be:-
 - 4.3.1 Apologies for absence.
 - 4.3.2 Approval of the minutes of the last meeting.
 - 4.3.3 Matters arising from those minutes.
 - 4.3.4 Reports from Officers, Captains and other Officials
 - 4.3.5 Specific items placed on the agenda for consideration, recommendation or ratification.
 - 4.3.6 Recommendation for the annual general meeting of affiliation, joining and team entry fees for the coming year.
 - 4.3.7 Any other business at the discretion of the Chairman of the meeting.
- 4.4 Any matter discussed under "any other business" may only be for consideration or recommendation and must be ratified at a future Executive Committee meeting or at a general meeting.
- 4.5 Any affiliated club may appoint a member to address a meeting of the Executive Committee in person upon written application to the Secretary. The Committee shall hear the member at its next meeting provided that the application is received by the Secretary at least 14 days prior to that meeting.
- 4.6 Any affiliated club member may make written representations to the Executive Committee upon any matter relevant to the management of the Association. Such representations shall be addressed to the Secretary who will place them before the Executive Committee at its next meeting. Such representations must be received by the Secretary at least 14 days prior to the meeting at which they are to be considered.
- 4.7 The Executive Committee may incur liabilities and pay any accounts on behalf of the Association.
- 4.8 The members of the Committee are hereby indemnified by the Association in respect of:
 - 4.8.1 any liability reasonably and properly incurred by them on behalf of the Association; and
 - 4.8.2 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 on the Association's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.

- 4.9 The Executive Committee shall ensure that the Association has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.10 The Executive Committee may recommend by way of a resolution for consideration and ratification at an annual general meeting, or at an extraordinary general meeting called for that specific purpose, changes to affiliation, joining and team entry fees, any other Association charges levied upon its affiliated club members or upon other users of its facilities.
- 4.11 Any Executive Committee member who is unable to attend a Committee meeting shall not be entitled to any proxy vote.
- 4.12 In accordance with clause 10.5 of the constitution, subject to ratification by the Association in annual general meeting, the Executive Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by at least two-thirds of the members of the Executive Committee present and voting. Any proposal for such addition, amendment or deletion shall be published to the Association affiliated clubs in writing not less than four weeks immediately preceding the date of the meeting at which the proposal will be considered.
- 4.13 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these byelaws or of any other matter over which the Executive Committee has jurisdiction once a written notice thereof, signed by the Chairman or in his absence by the Secretary is sent to affiliated clubs in writing.

5 Conduct of Association Activities

- 5.1 Range rules must be followed as to the calibres and velocities allowed for ammunition used in competitions organised by the Association.
- 5.2 All affiliated clubs shall notify the Secretary of any material circumstance arising, including revocation of the club firearm certificate or Home Office or range approval, which may affect the clubs suitability to be a member or might prejudice the members of that club in carrying on their sport.
- 5.3 All persons must use an adequately effective hearing protection device when firing is in progress in any competition organised by the Association
- 5.4 The Secretary may request any suitably qualified member of any affiliated club to act as a Range Officer. The Executive Committee may override the Secretary's selection of Range Officers.
- 5.5 One or more range logbooks or records of competitions shall be kept by the Association for the purposes of recording:
- 5.5.1 the names and periods of duty of the Range Officers supervising shooting on the Association's ranges or in its competitions;
- 5.5.2 the names of all persons shooting on the Association's range(s) or in its competitions;

- 5.5.3 any infringement of the Association's Safety Rules;
- 5.5.4 all sales of ammunition and other goods to persons using the Association's facilities;
- 5.5.5 any other information which the Executive Committee may require.

- 5.6 All shooters must pay the appropriate entry or range fee on every occasion when they shoot on the Association's range(s) or in an Association competition.

- 5.7 Members of affiliated clubs shall have access to all parts of the range(s) in use by the Association, subject to the provisions of these byelaws, to any instructions given by the Range Officer, and to any notice posted by the Executive Committee.

- 5.8 No person under the age of 15 years shall have access to the range unless he is at all times under the supervision of a parent or guardian, or of a shooter appointed by his parent or guardian to supervise him.

- 5.9 All shooters, visitors and guests using the Association's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.

- 5.10 Every shooter shall ensure that he leaves the firing point clean and tidy when he has finished shooting, and that his 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.

- 5.11 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.

- 5.12 No animal shall be allowed on to any part of premises in use by the Association unless it is at all times under the control of its owner.

- 5.13 The Range Officer on duty or any member of the Executive Committee may insist upon the immediate removal from any part of the premises in use by the Association of any person, child or animal that is causing a disturbance which may distract shooters on the firing point.

- 5.14 Separate rules cover the detailed requirements of the county winter league individual and team competitions which may be amended from time to time provided that they are ratified by the affiliated clubs at the annual general meeting.

- 5.15 Rules other than those contained in these Bye Laws will apply to open county competitions and these will be determined as required by the Executive Committee in conjunction with the competition organiser.

6 Safety

- 6.1 The Association has adopted the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Association.

6.2 The Safety Rules shall be displayed on the Association website, and at each range, at all times when the Association is conducting shooting or competitions.

6.3 Every person using any range hired or used for competition by the Association must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate and the instructions given by the Range Officer.

7 Range Officers

7.1 The Range Officer on duty is authorised to act as the Executive Committee's representative on the range when shooting is in progress.

7.2 The Range Officer on duty shall ensure that all shooting is conducted in accordance with:

7.2.1 the Range Orders and conditions laid down in the range safety certificate,

7.2.2 conditions laid down by MOD, TAVRA, or the landlord of the range,

7.2.3 the Association's Safety Rules,

7.2.4 requirements laid down under "Conduct of Association Activities" in these byelaws.

7.2.5 the rules for the competitions being shot

7.3 Range Officers' periods of duty shall be set out in a rota drawn up by the competition organiser, or as decided by any member of the Executive Committee who is present.

7.4 If a Range Officer is unable to be present on the range during the whole of his duty period he is responsible for arranging for a suitably qualified person to act as Range Officer in his absence.

7.5 The Range Officer on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.

7.6 When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Executive Committee.

7.7 The Range Officer is entitled to refuse permission for any person to shoot on the ranges if he has reason to believe that they are not in a fit condition to do so.

8 Disciplinary Matters

8.1 It is the responsibility of all members of affiliated clubs and shooters to inform the Range Officer or Executive Committee of any conduct during Association 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 certificate(s).

8.2 Such reports must be made to the Range Officer in the first instance and then on to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.

- 8.3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 8.4 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Executive Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 8.5 The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- 8.6 The Sub-Committee, having examined the evidence, may decide:
- 8.6.1 That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
- 8.6.2 That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 8.7 If there is a case to answer a Disciplinary Committee comprising five members of the Executive Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 8.4 above.
- 8.8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 8.9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 8.11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to affiliated club members, and if he does so such notice must be given within 7 days of the decision being made.
- 8.12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
- 8.12.1 A verbal warning.
- 8.12.2 A written reprimand.
- 8.12.3 Suspension of the right to enter Association's competitions for a fixed period of time.

- 8.13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to the NSRA or other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.
- 8.15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 8.16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or byelaws for the purposes of calling an extraordinary general meeting of the affiliated clubs of the Association to hear the appeal.
- 8.17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 8.18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the affiliated clubs 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 casting vote.
- 8.20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 8.21 When any penalty is imposed on a member of an affiliated club by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall post on the Association website a notice setting out the precise nature and terms of the penalty.
- 8.22 The Executive 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.

9 Definitions & Miscellaneous

9.1 Guest

- 9.1.1 A person accompanying a shooter or a spectator or member of the public who is present during a competition organised by the Association

9.2 Range Conducting Officer

9.2.1 A member of an affiliated club who holds a Range Conducting Officer's qualification awarded by a national governing body.

9.3 Range Officer

9.3.1 A person who is a Range Conducting Officer and who is authorised by the Executive Committee to act as their representative in the supervision of the conduct of shooting on the Association's premises or at an Association event or competition.

9.4 Life Vice-President

9.4.1 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.

9.5 Visitor

9.5.1 A person who is not a member or probationary member of any club affiliated to the Association, but who is a member of another Association or Club and/or holds a firearm certificate, is appropriately insured and who has entered an Association competition by completing the application form and paying the appropriate fee.. A Visitor may shoot in the Association's competitions provided that on each occasion he:

9.5.1.1 produces to the Competition Organiser his firearm certificate, or proof of membership of another club, and

9.5.1.2 confirms his eligibility to shoot by completing the relevant competition entry form and

9.5.1.3 pays the competition entry fee.

9.6 Writing

9.6.1 Writing may be by email where clubs or members have notified email addresses to the Association. Where no email address has been advised writing will mean by post. In the event that an email is returned undelivered any important communication will be sent by post. The use of email is encouraged to help reduce costs.