

Old Windsor Rifle & Pistol Club

CONSTITUTION

TITLE AND COMPOSITION

1. The Club shall be called the Old Windsor Rifle & Pistol Club and shall be referred to in this document as “The Club”.
2. The aim of The Club shall be to further the interests of all disciplines of target shooting.
3. The headquarters of The Club shall be at Robin Willis Way, Old Windsor, Berkshire.
4. The Club shall consist of five sections, each corresponding to a particular shooting discipline:
 - 4.1. Full-bore Target Rifle, Classic, Military, Contemporary
 - 4.2. Small-bore Rifle and Pistol Calibre Rifles
 - 4.3. Historic Service Rifle (SR); original service rifles fired under contemporary match conditions
 - 4.4. Black powder rifles and pistols
 - 4.5. Shotgun
5. The Club shall be affiliated to the National Rifle Association and any other association deemed appropriate by the membership.
6. The Constitution of The Club having been approved may be amended by a vote of Full Members present at a General Meeting, the notice of which shall have contained particulars of the proposed alteration or addition. For an amendment to succeed a majority of the votes cast shall be in favour.

CLUB COMMITTEE

7. The Club shall be managed by a Committee elected by the membership at the Annual General Meeting (AGM). The Committee shall consist of a Chairman, Treasurer and Honorary Secretary who shall retire annually but shall be eligible for re-election if they so wish.
8. The Committee shall be responsible for the planning and co-ordination of all The Club’s activities including coaching courses and competitions, through the appropriate section where necessary.
9. The Chairman shall preside at all Committee Meetings and at all General Meetings of The Club. In his absence a Vice-Chairman, being the longest-serving Committee member present, shall preside.
10. The Committee may co-opt further members as may be necessary for the fulfilment of its duties.
11. The Committee shall have the power to formulate such rules and bylaws as they consider being conducive to the good of The Club and the encouragement of the sport.
12. In this Constitution where the context so admits references to the masculine shall include the feminine and references to the singular shall include the plural and vice-versa.

MEMBERSHIP

13. Every candidate for membership of The Club shall make application for membership on the form prescribed by the Committee for that purpose.
14. Categories of membership of The Club shall be as follows:
 - 14.1. Full Member. Open to persons having a current Firearm Certificate. Application for full membership shall be sponsored by one full member of The Club of at least 6 months standing.
 - 14.2. Honorary Member. May be offered to individuals at the discretion of the Committee or from the recommendation of the membership.
 - 14.3. Probationary Member. Open to persons without a Firearm Certificate. They shall be sponsored by one full member of at least 6 months standing or by one Committee member.
 - 14.4. Visitors and Guest Members.
 - 14.4.1. Visitors to the club who hold a current Firearm Certificate and who are bona fide members of a Home Office approved club may shoot in Club events, but may not be included in any Club team. The sponsor shall ensure that he and the visitor sign the visitor's book, which is held with the Club attendance book, before the visitor takes part in any shooting under the auspices of The Club.
 - 14.4.2. Guest Membership of the club may also be offered, subject to the approval of the Committee, to teams from

other nations. If necessary priority shall be given to those teams with military or police connections. Guest membership shall normally allow use of The Club's range facilities only.

- 14.5. Temporary Membership. The Club shall not operate temporary membership of any description.
15. Potential members of The Club in possession of a valid Firearm Certificate may be required to serve a probationary period to enable the Committee and other members to ascertain the potential member's suitability to be accepted as a full member
16. No member may sponsor any other person for membership until they have served 6 months as a full member of The Club.
17. Probationary Members shall attend, or have previously attended, an introductory course applicable to the discipline(s) which they wish to shoot or, if necessary, they shall undergo a period of instruction by an appointed NRA or equivalent qualified member of The Club. They shall be under the constant supervision of a qualified range officer when on the firing point.
18. It is a condition of membership of The Club that The Club, its officers and servants shall not be held responsible either in tort or negligence or otherwise for any injuries sustained by members or visitors.

DISCIPLINE

19. An officer of The Club and one Committee member shall, upon their joint decision and at their absolute discretion, have the power to suspend the membership of any member who shall allegedly have been involved in any conduct unbefitting him for membership of The Club. Such suspension shall remain in force until such time as the Committee shall have been able to complete an investigation into the circumstances surrounding such alleged conduct and the matter has been considered before a meeting of the Committee, at which the suspended member may be present.
20. The Committee may remove from the roll of members, any member who in the opinion of the committee has acted in a manner which is considered unsafe, unseemly, objectionable, offensive, or calculated to bring the good name of the club into disrepute, or who fails deliberately to comply with any rules of the club or any rule made from time to time by the committee. Such person shall have no claim on the club or committee, nor shall have any fees refunded whatsoever.
21. No betting shall be permitted in respect of The Club's activities or events.
22. The Committee shall appoint a range conducting officer of the day, and his decision shall be final in all matters relating to safety and conduct. Shooting shall be conducted under the rules of the MOD, NRA or HBSA as applicable to the discipline being fired.
23. It is a condition of membership of The Club that a member shall immediately advise the Club Honorary Secretary or Police Liaison Officer in writing within seven days should he be in receipt of notice from the police or other appropriate authority revoking his Firearm Certificate or should he be involved in any other criminal activity or civil proceedings relating to firearms or other related matters.

SUBSCRIPTIONS

24. The level of subscription to be paid shall be proposed by The Club Committee and adopted by resolution at the AGM. Juniors under the age of 18 years and Senior Citizens shall pay a reduced fee. The Committee shall have the power to increase subscriptions from the first day of January should they deem it to be in the interest of The Club. Any such increase shall be confirmed at the next AGM.
25. Subscriptions shall be due on 28th February each year. If the subscription is not paid by 30th March in the year in which it becomes due membership shall be deemed to have lapsed. The Club shall then inform the police authority of the member's lapsed membership as required by current legislation.
26. Honorary members shall be exempt from payment of subscriptions.

ACCOUNTS

27. The Club's Financial Year shall be from 1st January to 31st December.
28. The Treasurer shall manage The Club's accounts, receiving all monies due to the club and arranging for payments to be made on its behalf. Any Club official or member receiving monies on behalf of The Club shall hand them to the Treasurer at the earliest opportunity. Two signatures shall be required for all withdrawals.
29. The Treasurer is to prepare The Club's accounts for audit under arrangements of the Committee. Copies of the audited accounts shall be presented at every AGM and be freely available for inspection by members.
30. The Club shall have an account in the name of OWR&PC and the Treasurer's signature shall be required on all Club cheques.
31. No prizes or other articles shall be purchased or debts incurred on behalf of The Club without the previous sanction of the Committee.

32. No money or property of The Club or any gain arising from the carrying on of The Club shall be applied otherwise than for the benefit of The Club as a whole or for some charitable benevolent or political purpose or purposes chosen by resolution of a General Meeting.
33. At the dissolution of The Club the property and assets of The Club shall not belong to the members of The Club but after payment of all just debts and liabilities of The Club shall be made over either to the officers for the time being of the National Rifle Association or such other organisations as may be decided by The Club at a General Meeting

MEETINGS

34. The Annual General Meeting shall be held in December/January each year. No more than 15 months shall elapse without a General Meeting. Every full member over 18 years of age present who has paid their subscription for the current year shall be entitled to one vote. Honorary members may vote on general matters but not on matters affecting The Club's constitution.
35. An Extraordinary General Meeting may be requested in writing to the Honorary Secretary by not less than 10 full members of The Club. Such a meeting shall be held within 2 months of the request being received by the Honorary Secretary.
36. The Honorary Secretary shall give notice of all meetings as follows:
 - 36.1. Notice of the Annual General Meeting shall be distributed at least 7 days prior to the date on which the meeting is to take place to every member at his address as recorded in The Club's books. The notice shall give the time and place of the meeting and the business to be conducted
 - 36.2. Notice of an Extraordinary General Meeting shall be posted to all members' last known address not less than 14 days prior to the date of the meeting.
37. At the Annual General Meeting the following business shall be conducted:
 - 37.1. The presentation and (if accepted) passing of the accounts for the previous financial year ended 31st December prior to the meeting, the accounts having been first audited by the clubs auditors.
 - 37.2. The election of the Officers and the Committee.
 - 37.3. Such other business as shall have been communicated to the Honorary Secretary and included in the notice of the meeting sent by him to the members.
 - 37.4. Any other business.
38. The business of a General Meeting shall be limited to that provided by this constitution and those further matters set out in the notice convening the meeting.

HOME OFFICE APPROVAL

39. The Club shall comply with the requirements of the Home Office as prescribed from time to time to enable it to be an approved club for the purposes of the Firearms Acts for the time being in force and the Honorary Secretary or Police Liaison Officer (if different) shall be responsible for the implementation of such requirements.

HOME OFFICE APPROVAL CRITERIA

40. The Club Honorary Secretary shall maintain a register of all members' attendance together with details of firearms used and the competition if any or practice in which they took part.
41. The Club Honorary Secretary shall act as liaison officer with the police, informing the police of any member who has ceased to be a member for whatever reason. He shall also inform the police of any member who holds a Firearm Certificate and has not shot with the club for a period of 12 months.
42. The Club Honorary Secretary shall inform the police of any application for membership, giving the applicant's name and address and the outcome of any application.
43. The Club shall not accept any application for full or probationary membership unless the applicant has informed The Club whether he has ever had the application for a Firearm or Shotgun Certificate revoked or refused by the police.
44. Members, prospective members and guests shall sign a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968 (applicable to persons who have served a term of imprisonment).
45. The Club shall have no more than 12 Guest Days in any year. On Guest Days there shall be one-to-one supervision of each guest by either a full club member or qualified range officer.
46. Guests shall be members of a recognised outside organisation or be known personally to at least one full member of The Club. The police Firearms Licensing Department shall be informed 48 hours in advance of any Guest Day.

SIGNED:

Chairman

Secretary.....

Date

Date