

Byelaws of the Lothian and Borders Target Shooting Association

adopted on the 30th day of September 2020

1 Definitions

1.1 Words

- 1.1.1 Words denoting the masculine gender are taken to include the feminine gender.
- 1.1.2 "The Association" means the Lothian and Borders Target Shooting Association
- 1.1.3 Unless stated otherwise, "member" means a current member of an affiliated club or individual member of the Association excluding honorary members.
- 1.1.4 "Range(s)" means any range facilities owned, leased or occupied by the Association.
- 1.1.5 "membership" and "affiliation" are taken to have the same meaning.

- 1.2 The byelaws of the Association shall have the same force and effect as though they were part of the constitution.
- 1.3 In accepting membership or by affiliating to the Association members confirm acceptance of the constitution and byelaws and will be bound by them.
- 1.4 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. Such bodies shall include, but are not limited to, the National Smallbore Rifle Association.
- 1.5 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 that may be in force. 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.

2 Membership

2.1 The classes of membership within the Association are:

- 1) Individual member.
- 2) Affiliated Club.

- 2.2 All applications for any class of membership of the Association must be made to the Secretary, who shall be responsible for taking the steps necessary to process them.
- 2.3 Upon acceptance of an affiliation application the applicant is liable to pay the annual fee appropriate to the class of membership to which they have applied.
- 2.4 Any member of any class who fails to pay any relevant fee by 1st October will automatically cease to be a member of the Association with effect from that date.
- 2.5 The Management Committee has an absolute discretion to allow a person or club whose membership has lapsed as a result of non-payment of their affiliation fee to be reinstated upon payment of the relevant fee and of any other sums which may be due and owing to the Association by the person or club concerned. The Management Committee may require a person or club whose membership has lapsed to re-apply for membership.
- 2.6 Any member or club whose membership is terminated voluntarily or under Clause 8.12 of these byelaws shall not be entitled to any refund of affiliation fees 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.

3 Administration of the Association

- 3.1 The Honorary President and Honorary Vice-Presidents shall not be ex officio members of the Management

Committee and are not entitled to vote at any meeting in those capacities, but are free to stand for election to the Management 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 Management 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 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.
- 3.5 Any member receiving any money on behalf of the Association must as soon as possible pass the same to the Treasurer.
- 3.6 The Association's financial year end date shall be 31st March.
- 3.7 Candidates for any post in the Management Committee may be nominated either by an affiliated club, through the Secretary of that club, or by any two members of affiliated clubs, in writing or by email to the Honorary Secretary, not less than seven days prior the Annual General Meeting. A candidate for any post on the Management Committee must be present at the Annual General Meeting when the nomination is being considered or, alternatively, must have previously intimated acceptance of nomination in writing or by email to the Honorary Secretary, otherwise the nomination will be declared null and void. Nominations for any elected position may also be taken from the floor of the meeting provided the candidate being proposed is present at the meeting at the time of the nomination.
- 3.7 Any member who is unable to attend an annual or extraordinary general meeting shall be entitled to lodge a proxy vote with the Chairman of the meeting provided that the proxy is received in writing or by email by the Secretary at least two days prior to the date of the relevant meeting.
- 3.8 The business of the annual general meeting shall be:-
 - 1) Apologies for absence.
 - 2) Approval of the minutes of the last annual general meeting.
 - 3) Matters Arising from those minutes.
 - 4) General reports covering the preceding year and the present state of the Association and its members.
 - 5) Presentation and acceptance of the accounts for the preceding financial year. The Honorary Treasurer shall present a financial statement (which shall have been independently examined by a person or persons appointed at the previous Annual General Meeting of the Association and submitted to the Management Committee) to each General Meeting.
 - 6) Appointment of independent examiner(s) of the accounts.
 - 7) Fixing affiliation fees, entry fees for the various competitions, range fees, and visitors' fees for the coming year.
 - 8) Election of Honorary President (if required).
 - 9) Election of Honorary Vice-Presidents (if required).
 - 10) Election of Chairman.
 - 11) Election of Vice Chairman.
 - 12) Election of Secretary.
 - 13) Election of Treasurer.
 - 14) Elections of Competition Secretaries.
 - 15) Election of County Captain.
 - 16) Election of Awards Convener.
 - 17) Election of Management Committee Members.
 - 18) Consideration of any recommendations by the outgoing Management Committee for changes to the

constitution or byelaws or for any other matter concerning the Association's affairs.

19) Consideration of any item(s) of business notified in writing or by email to the Secretary by any member not later than four days before the date of the annual general meeting.

20) Any other business at the sole discretion of the Chairman of the meeting.

3.9 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 and including proxy votes at an extraordinary general meeting,

3.10 The draft minutes of the AGM shall as soon as practicable be made available to the association's website administrator for publication in the secure area of the website.

4 Management Committee

4.1 The Secretary shall give to all Committee members at least 7 days' notice of each meeting of the Management Committee, such notice shall be in writing or by email.

4.2 The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 7 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee before the meeting.

4.3 Any member may address a meeting of the Management 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 7 days prior to that meeting.

4.4 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 Secretary who will place them before the Management Committee at its next meeting. Such representations must be received by the Secretary at least 7 days prior to the meeting at which they are to be considered.

4.5 The Management Committee may incur liabilities and pay any accounts on behalf of the Association.

4.6 The members of the Committee are hereby indemnified by the Association in respect of:

- 1) any liability reasonably and properly incurred by them on behalf of the Association; and
- 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.

4.7 The Management Committee shall ensure that the Association has the benefit of appropriate and adequate insurance in respect of all relevant risks.

4.8 The Management 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 fees, range fees, competition entry fees and any other Association charges levied upon its members or upon other users of its facilities.

4.9 The Management Committee reserve the right to approve, reject or defer any application for membership.

4.10 Any Management Committee member who is unable to attend a Committee meeting shall be entitled to lodge a proxy vote with the Chairman so long as the proxy is confirmed in writing or by email to the Secretary at least two days prior to the date of the relevant meeting.

4.11 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 Management Committee has jurisdiction once a written notice thereof has been sent to a representative of the affiliated clubs and to individual members.

4.12 The draft minutes of each Management Committee meeting shall as soon as practicable be made available to the association's website administrator for publication in the secure area of the website.

5 Conduct of Association Activities

5.1 All Association competitions shall be run by an elected or appointed secretary or the County Captain, or any other person as appointed by the management committee.

5.2 The competition organiser shall be responsible for overseeing and ensuring that the rules of the competition are adhered to.

- 5.3 Any complaint or claim of breach of rules shall be made to the organiser in the first instance.
- 5.4 Any dispute over the conduct of a competition must be raised with the Management Committee within 14 days of the close of the competition.
- 5.5 The Management Committee shall consider all complaints and their decision shall be final.
- 5.6 The Range Officer on duty, or any member of the Management Committee may insist upon the immediate removal from any premises that is in use by the Association of any child or animal that is causing a disturbance which may distract shooters on the firing point.

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's noticeboard, and at each of the Association's ranges, at all times when the Association's facilities are in use.
- 6.3 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.

7 Range Officers

- 7.1 The Range Officer on duty is authorised to act as the Management 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:
- 1) the Range Orders and conditions laid down in the range safety certificate,
 - 2) conditions laid down by MOD, TAVRA, or the landlord of the range,
 - 3) requirements laid down under "Conduct of Association Activities" in these byelaws.

8 Disciplinary Matters

- 8.1 It is the responsibility of all members to inform the Management Committee of any conduct by any person, whether or not they are a member of the association, that is illegal, unsafe, dishonest, discreditable or contrary to the conditions of the range safety certificate(s).
- 8.2 Such reports must be made 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 Management 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:
- 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
 - 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 the Management 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 Management Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 8.10 The Management 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 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:
- 1) A verbal warning.
 - 2) A written reprimand.
 - 3) Suspension of the right to participate in any of the Association's competitions.
 - 5) Suspension of all membership rights for a fixed period of time.
 - 6) Immediate termination of membership of the Association.
- 8.13 If it finds that the allegation has been proved the Association Management 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 Management Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Management Committee's decision.
- 8.14 All proceedings of the Sub-Committee under 8.4 and 8.6 above, and of the Management 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 Management 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 members 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 Management 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 Management 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.
- 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 by a Disciplinary Committee, or at an extraordinary general meeting, or by the NSRA or other national governing body, the Secretary shall send to all affiliated clubs and individual members a notice setting out the precise nature and terms of the penalty.
- 8.22 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.