

# **BISLEY FIELD TARGET ORGANISATION**

## **CONSTITUTION AND RULES**

**ALL MEMBERS AND VISITORS ARE EXPECTED TO ABIDE BY THE CONSTITUTION AND RULES OF THE BFTO. ANY FAILURE TO DO SO COULD RESULT IN DISMISSAL FROM THE CLUB.**

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## **BISLEY FIELD TARGET ORGANISATION CONSTITUTION AND RULES**

### **CONTENTS**

<b>SECTION ONE</b>	<b>AIMS AND OBJECTIVES</b>	<b>CLAUSES 1.1 TO 1.10</b>	<b>PAGE 3</b>
<b>SECTION TWO</b>	<b>COMMITTEE</b>	<b>CLAUSES 2.1 TO 2.12</b>	<b>PAGE 4</b>
<b>SECTION THREE</b>	<b>GENERAL MEETINGS</b>	<b>CLAUSES 3.1 TO 3.3.6</b>	<b>PAGE 5</b>
<b>SECTION FOUR</b>	<b>MEMBERSHIP</b>	<b>CLAUSES 4.1 TO 4.8.3</b>	<b>PAGE 6 - 8</b>
<b>SECTION FIVE</b>	<b>SAFETY</b>	<b>CLAUSES 5.1 TO 5.8.3</b>	<b>PAGE 9</b>
<b>SECTION SIX</b>	<b>TRUSTEES</b>	<b>CLAUSES 6.1 TO 6.4</b>	<b>PAGE 10</b>

# **BISLEY FIELD TARGET ORGANISATION**

## **CONSTITUTION AND RULES**

### **1. AIMS AND OBJECTIVES**

- 1.1. The Bisley Field Target Organisation will hereinafter be referred to as the BFTO.
- 1.2. The aims and objectives of the BFTO are to initiate and develop facilities and ranges of a high quality for air rifle and air pistol target shooting in association with the National Rifle Association (NRA), Bisley Camp, Brookwood, Surrey, and to utilise the facilities available in a manner intended to best promote shooting sports.
- 1.3. It is the express purpose of the club to provide diverse facilities for air rifle and air pistol, shooting for members of the club, to hold selective events and competitions and to assist in the development of the sport of Field Target shooting and Hunter Field Target shooting.
- 1.4. It is the express purpose of the club to promote field target shooting in the best manner and to encourage all its members to participate fully in all the activities of the club. No member will, however, be pressurised into following activities different from their own interests
- 1.5. A full-bore section will be incorporated within the club for those members wishing to take part in full-bore rifle, small-bore rifle and muzzle-loading pistol target shooting. To this end, the BFTO will seek Home Office Approval under section 15(1) of the Firearms (Amendment) Act 1988 (as amended by section 45 of the Firearms (Amendment) Act 1997 and will adhere to Home Office criteria for such approval as is in force from time to time.
- 1.6. As the ongoing primary interest and objective of the BFTO is the promotion of air rifle and air pistol shooting the club will not make itself available as the 'principal club' for the granting of member's firearm certificates.
- 1.7. The club will be known as an unincorporated members' club. Each member of the club contributes to the funds by way of entrance fees and subscriptions, out of which the expenses of conducting the club are paid. The club is not recognised as having a legal existence apart from the members of which it is composed. Unless the rules provide to the contrary, the property and funds of the club belong to the members for the time being jointly in equal shares. The club and its property are in the hands of the trustees, and the business of the club will be conducted by a committee to which responsibilities are delegated in accordance with the rules.
- 1.8. The BFTO will affiliate to the NRA, Central Southern Field Target Organisation (CSFTA), or any other organisations deemed appropriate.
- 1.9. It is the intention that the club be run in as informal a manner as possible whilst maintaining the levels of safety and regulation commensurate with our sport.
- 1.10. In the event of the BFTO being wound-up, all remaining assets will be offered to a charity chosen by the remaining committee.

## 2. COMMITTEE

- 2.1. The BFTO will be run by a committee consisting of a Chairman, Vice Chairman, Secretary, Treasurer and a minimum of four (4) and a maximum of eight (8) committee members, elected yearly at the club's annual general meeting (AGM).
- 2.2. Notice of the day and time of the AGM will be posted in the clubhouse 28 days before the day of the meeting, inviting submissions of written proposals and nominations for vacant posts. Written proposals and nominations must be sent to the secretary by the 15th day before the AGM. Proposals and nominations cannot be made by existing committee members.
- 2.3. Anyone who has held full membership for a minimum of twelve months, is entitled to stand for election to the committee and can also vote for as many candidates as there are vacancies to be filled and no more, up to the number of vacancies.
  - 2.3.1. The candidates who receive the most votes must be declared elected and, in the case of two or more candidates receiving an equal number of votes, the chairman of the meeting has a casting vote or may determine the matter by lot.
- 2.4. Committee members are expected to attend the club on at least two (2) club days per month and to devote a high degree of commitment to the organisation and operation of the club and its events. 'Club Days' are to be specified as: Tuesday, Wednesday and Thursday evenings and Sunday mornings.
- 2.5. The committee, in conjunction with the NRA have agreed that one member of the BFTO be appointed to be responsible for all the dealings with the NRA. One of the four (4) elected officers will fill this role and the club will pay his or her full membership to the NRA. (Note: The lease also requires that one of the trustees be an NRA member.)
- 2.6. Whilst the full-bore section is incorporated into the BFTO a minimum of one committee member must be a holder of a current firearm certificate and be appointed by the committee as police liaison officer and shall be responsible for all police returns required of the full bore section.
- 2.7. The committee shall, at their discretion, appoint such members deemed necessary to manage and promote the interests of the club in all respects.
- 2.8. The club premises are open to members daily between the hours the committee from time-to-time determines. The committee may close the club premises for such time, as it considers necessary.
- 2.9. The committee must meet at least once in every other month to examine the accounts and arrange the affairs of the club; two-thirds of the committee form a quorum. Approved minutes of all the proceedings of the committee must be taken. Members may inspect minutes of proceedings upon written application to the secretary.
- 2.10. The treasurer shall keep a record of all transactions that are made in the club's name and produce, on demand, at committee meetings a written statement of the club's affairs since the last committee meeting.
- 2.11. The committee may, from time-to-time, appoint sub committees from amongst the membership, as it deems necessary or expedient and may depute or refer to them such of its power and duties, as it may determine. All sub-committees must periodically report their proceedings to the committee and must conduct their business in accordance with its directions.
- 2.12. If any member ceases to be a member of the committee he/she automatically ceases to be a member of any sub-committee. The committee may appoint a member to fill any casual vacancy on the committee until the next AGM or EGM. Any member so appointed must retire at the next AGM but may be elected as a member of the committee at that meeting.

### **3. GENERAL MEETINGS**

#### **3.1. Annual General Meeting (AGM)**

An AGM of the club shall be held in January in each year on a date and at a time to be fixed by the committee. There shall not be more than 15 months between one AGM and the next. Copies of the agenda for the meeting must be available from the secretary 14 days before the day of the meeting.

The meeting must:

- 3.1.1. Receive from the committee a report, balance sheet and statement of accounts for the preceding financial year to 12<sup>th</sup> December and an estimate of the receipts and expenditure for the current financial year.
- 3.1.2. Elect the committee and officers and appoint an auditor for the ensuing year.
- 3.1.3. Decide on any resolution, which may be submitted to the meeting in the manner provided below.
- 3.1.4. Fix the annual subscription of the club and consider any other business as determined by the committee.

#### **3.2. Extraordinary General Meeting (EGM)**

An EGM of the club may be summoned at any time by the committee and may also be summoned upon fifteen (15) Ordinary members delivering to the secretary a written request on that behalf.

#### **3.3. Procedures at AGM**

- 3.3.1. Any member who desires to move any resolution at the AGM must give notice in writing to the secretary not later than 14 days prior to the AGM.
- 3.3.2. At all general meetings of the club the chairman or, in his absence, a member selected by the committee, must take the chair. The committee may, if it thinks fit, make regulations enabling members unable to be present to vote by proxy or in writing.
- 3.3.3. No business, other than that of which notice has been given, may be brought forward at an AGM. The report, balance sheet, statement of accounts and budget must be placed in the principal clubroom at least 28 days before the AGM.
- 3.3.4. At any AGM, every full member of the club shall be entitled to be present and to vote. In the case of equality of voting, the chairman (or member elected to the chair for the occasion) shall have a casting vote.
- 3.3.5. At every AGM two members of the club, not being members of the committee must be elected to serve as auditors for the ensuing year. The auditors must audit the accounts of the club not less than 28 days before the AGM. The committee must fill any vacancy in the office of the auditor occurring during the year from the membership.
- 3.3.6. No amendment (other than a motion for adjournment) may be moved to any resolution proposed at any AGM or EGM, unless written notice of the amendment has been sent to the secretary not less than 14 days previous to the meeting, or the meeting consents. Whenever notices of any amendment to be proposed are given, they must be posted in the principal clubroom immediately.

## 4. MEMBERSHIP

### 4.1. Achieving membership of the BFTO

- 4.1.1. Membership may be granted at the discretion of the committee following a successful probationary period of twelve club-day visits. (Shooting must be witnessed by a committee member, or an 'approved member' nominated by the committee, on these visits to qualify).
  - 4.1.2. During the probationary period, Probationary members may only use the facilities available to BFTO on Tuesday, Wednesday and Thursday evenings and Sunday mornings, whilst accompanied by a full member.
  - 4.1.3. During the probationary period, visits at times other than club-days are only permitted if accompanied by a full member, subject to approval from the membership secretary.
  - 4.1.4. During the probationary period, probationary members must attend a club induction course on the safe handling and use of air rifles and pistols.
  - 4.1.5. Upon successful completion of the probationary period and with the approval of the committee, each member will be issued with a full membership card. This card allows access to the facilities of the BFTO between 0600hrs and 2300hrs, and must be worn at all times whilst on BFTO premises except where it may hinder safe shooting, in this case it should be available upon request.
  - 4.1.6. The committee shall retain the right to limit membership at any time to a number deemed appropriate at that given time.
  - 4.1.7. Junior membership may be granted to applicants less than eighteen years of age. Junior members are bound by all the club rules but may not vote at an AGM or EGM. Junior members under the age of 14 must be accompanied and supervised whilst shooting by someone of at least 21 years of age.
  - 4.1.8. Student membership may be granted to members engaged in full time education. The membership fee for student members is to be equal to that of junior members. All other rules and obligations will apply dependent upon whether the student members' age would otherwise have entitled the student member to full or junior membership.
  - 4.1.9. The committee may award honorary memberships at the club's AGM as it deems appropriate.
- 4.2.0. No application for full or probationary membership will be granted unless the applicant has signed a declaration that he or she is not prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968.

### 4.2. Additional requirements for membership of the full-bore section

- 4.2.1. Membership may be granted at the discretion of the committee following a successful probationary period of at least three months incorporating the twelve club-day visits required above.
- 4.2.2. Junior members must be at least eight years of age.
- 4.2.3. No application for full or probationary membership will be granted unless the applicant has informed the club of whether he or she has ever had an application for a firearm or shotgun certificate refused by the police, or had a certificate revoked.
- 4.2.4. During the probationary period, probationary members intending to shoot full-bore rifle, small-bore rifle or muzzle-loading pistol must attend a club induction course on the safe handling and use of firearms.
- 4.2.5. Visitors may only shoot in the full-bore section on official guest days when their details as well as those of any organisation which they represent will be notified to the police one week in advance of the shoot.

### **4.3. Subscriptions**

- 4.3.1. The annual subscription is the sum decided upon from time to time at the Annual General meeting of the club. Due notice of the current annual subscriptions must be given by a notice posted in one of the club's principle rooms.
- 4.3.2. If any member fails to pay his/her annual subscription on or before the last day of February, the committee may terminate his/her membership. If the member gives the committee a satisfactory explanation of the arrears, he/she may, at the discretion of the committee and on payment of arrears, be readmitted to membership without payment of any administration fee.
- 4.3.3. Any member may resign his/her membership by giving notice in writing to the secretary; no refund of fees will be payable. On ceasing to be a member of the club, a person forfeits all rights to and claims upon the club and its property or funds.

### **4.4. Responsibilities of members and visitors**

- 4.4.1. All members and visitors will conform to NRA and club rules. The committee reserves the right to suspend any member who fails to abide by the club's constitution and rules. Any individual committee member may suspend a member or probationary member on behalf of the committee.
- 4.4.2. Members, probationary members and visitors must sign the attendance book on each visit to the club whether or not they intend to shoot. If shooting, members, probationary members and visitors must pay the appropriate range fees.
- 4.4.3. Members are responsible for the conduct of their guests and junior members in their charge and must ensure that they comply with the club's constitution and rules.
- 4.4.4. Members will conduct themselves in a manner conducive to the quiet enjoyment of the club by the membership.
- 4.4.5. Members will show respect and consideration to fellow members. Members will not indulge in language or behaviour, which, in the reasonable opinion of the committee, could be deemed offensive, racist or sexist.
- 4.4.6. Members will not misuse or damage club property or the property of fellow members.
- 4.4.7. Members will dress in a manner appropriate to the image of the club. The wearing of camouflage clothing is permitted on BFTO premises and grounds.
- 4.4.8. Members will not pursue any activity, which might, in the reasonable opinion of the committee, adversely affect the reputation of the club or of fellow members.
- 4.4.9. Members will notify the committee of any grievances or disputes and will abide by the committee's decision on any such matter.
- 4.4.10. Members will not use the address of the club in any advertisement or for any business purpose.
- 4.4.11. Members will keep the secretary informed of their current private address, e-mail and phone number.

### **4.5. Additional responsibilities of members of the full-bore section**

- 4.5.1. Members and probationary members will immediately notify the secretary if they are granted a firearm certificate, if they are refused a firearm or shotgun certificate, if they have a firearm or shotgun certificate revoked or they become prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968.
- 4.5.2. Members and probationary members will complete the separate full-bore record of shooting after each full-bore session.

## **4.6 Interpretation of rules**

4.6.1. The decision of the committee upon any question or interpretation, or upon any matter affecting the club and not provided for by the constitution and rules, is final and binding on the members.

## **4.7. Disciplinary Process**

- 4.7.1. Committee members will deal with disciplinary matters using their discretion and are entitled to suspend an individual's membership if they feel it appropriate with immediate effect. The suspended individual cannot then attend BFTO premises and activities for the period of suspension.
- 4.7.2. Immediately upon the suspension, the secretary shall call a committee meeting for a day not later than the 30th day following the suspension and give notice in writing to the suspended member at the last notified address and inform him/her, that if he/she so desires that they may be present at the said meeting.
- 4.7.3. At such committee meeting, any allegations against the suspended member shall be related (in his/her presence, if he/she attends) to the meeting by a member of the committee and the suspended member shall (if he/she desires) be heard in answer. The decision of the committee at the said meeting, to reinstate the suspended member or to terminate his/her membership or to take such other action, as the committee deem appropriate shall be taken by majority vote and shall be final and conclusive.

## **4.8. General**

- 4.8.1. The constitution and rules may be revoked, added to or altered by a majority vote at any AGM.
- 4.8.2. Neither the club nor any officer shall be liable to any member or visitor for loss or damage to any property occurring from whatever cause, in or about the clubs' meeting place. Nor, for any injury sustained by any members or visitors, whilst on entering or leaving the clubs' meeting place.
- 4.8.3. Rule 1.6 will apply if the number of members of the club shall, at any time fall below a level that is unable to meet the club's financial commitments. Or if at any time the club shall pass at an AGM by a majority vote, a resolution of its intention to dissolve.

## 5. SAFETY

- 5.1. The BFTO do not operate any firearms certificated (FAC) ranges. At no time are any members or visitors allowed to use an air rifle or pistol that exceeds 12 ft/lbs (rifle) or 6ft/lbs (pistol) power output. Section 1 firearms may only be used on approved ranges. Checks using the clubs chronograph can take place at the discretion of any committee member.
- 5.2. All members of BFTO and visitors shall at all times, comply with the requirements of the law in relation to the use, ownership and operation of air rifles, pistols and firearms. Visitors may only shoot as part of an official guest day, per clause 4.2.5.
- 5.3. At all times, members and visitors will pay due regard to the accepted rules and practices of safe handling for air rifles and pistols and firearms.
- 5.4. At no time must members or visitors carry a loaded rifle or pistol on BFTO ranges.
- 5.5. Members and visitors must not shoot at any living thing, target supports, vegetation or any article which, once shot, may cause harm to shooters, visitors or wildlife. Targets depicting the human form are expressly forbidden under NRA rules.
- 5.6. Members and visitors will, at all times, ensure that their air rifle or pistol, when not in use on the firing line, is either stored in the club House or bagged and locked in their car.
- 5.7. Members and visitors will ensure that at no time are air rifles and pistols shouldered, pointed or discharged at any place other than the firing lines.
- 5.8. Members must not retain a loaded air rifle or pistol on the firing line once a cease-fire has been called.
  - 5.8.1. On hearing either a single whistle or a verbal instruction, air rifles or pistols must be discharged into the ground at a safe distance across the firing line immediately and members must indicate that the air rifle or pistol is safe.
  - 5.8.2. Members leaving the firing line and going down range must place a red flag 10 to 15 yards from the firing line to indicate that a person or persons are on the range.
  - 5.8.3. Members may resume shooting in a safe manner after all persons are off the range, the red flag has been withdrawn and a double whistle sounded or a verbal command given by the person who originally called the ceasefire.
- 5.9. Members must not point, sight, shoulder or discharge any pistol or rifle when the 'Range Closed' signs are on display. Members wishing to shoot must move to an open range if one is available or wait until the 'Range Closed' signs have been removed and a resumption of shooting has been given as per clause 5.8.3 above.

All members are expected to be conversant with these Rules. Ignorance is no excuse.

## **6. TRUSTEES**

- 6.1. The trustees must be elected by the committee and will hold office until death or resignation, unless removed from office by a resolution of the committee.
- 6.2. The number of trustees must be four (4) of which at least one (1) must be a committee member.
- 6.3. The property of the club must be vested in the trustees, except for money, which must be under the control of the treasurer.
- 6.4. The trustees must deal with the property of the club, as directed by resolution of the committee and an entry in the minute book is conclusive evidence of a resolution.

