



# **Dundonald Rifle and Pistol Club**

## **Constitution**

Scottish Charity No: SC049616

# CONSTITUTION

## of

### Dundonald Rifle and Pistol Club

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## **GENERAL**

### **Type of organisation**

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

### **Scottish principal office**

- 2 The principal office of the organisation will be in Scotland (and must remain in Scotland).

### **Name**

- 3 The name of the organisation is “Dundonald Rifle and Pistol Club”, herein after referred to as the club.

### **Purposes**

- 4 The organisation’s purposes are:
  - 4.1 The provision of recreational facilities or the organisation of recreational activities in relation to competitive target shooting with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

### **Powers**

- 5 The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so.
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation’s existence or on dissolution - except where this is done in direct furtherance of the organisation’s charitable purposes

### **Liability of members**

- 7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
- 8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

## **General structure**

- 9 The structure of the organisation consists of:-
  - 9.1 the MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution.
  - 9.2 the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

## **MEMBERS**

### **Qualifications for membership**

- 11 Membership of the club shall be open to all persons of good standing over the age of 18 who are prepared to uphold the aims and objectives of the club and who comply with the requirements of section 21 of the Firearms Act 1968. Junior members under the age of 18 may be admitted at a reduced fee agreed by the Board in accordance with the constitution and legislative requirements in force.

### **Application for membership**

- 12 Any person who wishes to become a member must complete and sign a written application for membership. The application will then be considered at a committee meeting at the end of a mandatory probationary period and on a satisfactory completion of a written firearms safety test.
- 13 The board may, at its discretion, refuse to admit any person to membership or extend the probationary period where the committee feels this is necessary.
- 14 The board will notify each applicant of their decision on whether or not to admit him/her to membership by having them sign their completed probationary report, or promptly informing them in writing or by e-mail.

## **Membership subscription**

- 15 Detail the membership subscriptions. At the time of incorporation, the Subscriptions are: Full Membership, Student Membership, Junior Membership.

Probationers, on completion of their probationary period will pay a pro rata payment of remaining months of the financial year's subscription. An initial one off joining fee shall be paid by all new probationers of the club at the time of completion of their application for membership. Subscriptions and fees will be reviewed by the Board of Managers at a meeting each year and a recommendation to retain or increase the rates of any subscription must be brought to the AGM for approval.

## **Register of members**

- 16 The board must keep a register of members and probationers, setting out
- 16.1 for each current member and probationer:
    - 16.1.1 his/her full name and address; and
    - 16.1.2 the date on which he/she was registered as a member and or probationer of the organisation;
    - 16.1.3 a record of the date on which the Certificate relating to Section 21 Firearms Act 1968 was completed.
  - 16.2 for each former member - for at least six years from the date on he/she ceased to be a member:
    - 16.2.1 his/her name; and
    - 16.2.2 the date on which he/she ceased to be a member.
- 17 The board must ensure that the register of members is at all times available to the Board and authorised persons and updated within 28 days of any change:
- 17.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or
  - 17.2 which is notified to the organisation.
  - 17.3 is password protected
- 18 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

- 19     **Withdrawal from Membership:** Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by him/her; he/she will cease to be a member as from the time when the notice is received by the organisation.

Membership of the club will automatically cease at the end of a four month period of lapse in membership fees.

### **Expulsion from membership**

- 20     Any person may be expelled from membership by way of a resolution passed by a Panel of 4 Trustees, one of whom shall be the Nominated Lead, wherein the majority are agreed, or in a tied decision the Lead Trustee will carry the deciding vote, providing the following procedures have been observed:-

- 20.1   at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;
- 20.2   the member concerned will be entitled to be heard on the resolution at the Trustee's Meeting at which the resolution is proposed.
- 20.3   In the case of a decision to expel the member, the member will be entitled to appeal the decision of the Board of Trustees. This appeal will follow the Appeals process as outlined in the Club's Appeals section of the Disciplinary procedure.
- 20.4   Without prior notice or the right to be heard, the Trustees will expel any Member(s) at any time when notified by Police Scotland that such person(s) are not, or are no longer Approved by Police Scotland to be in such premises.

## **DECISION-MAKING BY THE MEMBERS**

### **Members' meetings**

- 21     The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year.
- 22     The Annual General Meeting shall be held on the last Friday of November each year. A minimum of 14 days notice shall be given to each member.

- 23 The business of each AGM must include:-
- 23.1 Apologies for absence
  - 23.2 Minutes of the last A.G.M.
  - 23.3 A report by the chair and secretary on the activities of the organisation;
  - 23.4 Consideration of the annual accounts of the organisation.
  - 23.5 Matters arising
  - 23.6 the election/re-election of charity trustees, as referred to in clauses 50 to 53.
  - 23.7 A.O.C.B.
- 24 The board may arrange a special members' meeting at any time.

**Power to request the board to arrange a special members' meeting**

- 25 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents in the same terms, each signed by one or more members) by members who amount to 5% or more of the total membership of the organisation at the time, providing:
- 25.1 the notice states the purposes for which the meeting is to be held; and
  - 25.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.
- 26 If the board receive a notice under clause 25, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

**Notice of members' meetings**

- 27 At least 14 clear days' notice must be given of any AGM or any special members' meeting.
- 28 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and
- 28.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or

- 28.2 in the case of any other resolution falling within clause 38 (requirement for two-thirds majority) must set out the exact terms of the resolution.
- 29 The reference to “clear days” in clause 27 shall be taken to mean that, in calculating the period of notice,
- 29.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
- 29.2 the day of the meeting itself should also be excluded.
- 30 Notice of every members' meeting must be given to all the members of the organisation, and to all the charity trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
- 31 Any notice which requires to be given to a member under this constitution must be: -
- 31.1 sent by post to the member, at the address last notified by him/her to the organisation; *or*
- 31.2 sent by e-mail to the member, at the e-mail address last notified by him/her to the organisation.

### **Procedure at members' meetings**

- 32 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 33 The quorum for a members' meeting is 20 members, present in person.
- 34 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start - or if a quorum ceases to be present during a members' meeting - the meeting cannot proceed; and fresh notices of meeting will require to be sent out, to deal with the business (or remaining business) which was intended to be conducted.
- 35 The chair of the organisation should act as chairperson of each member's meeting.
- 36 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.



## **Voting at members' meetings**

- 37 Every member has one vote, which must be given personally.
- 38 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 39.
- 39 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 43):
- 39.1 a resolution amending the constitution;
  - 39.2 a resolution directing the board to take any particular step (or directing the board not to take any particular step);
  - 39.3 a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
  - 39.4 a resolution to the effect that all of the organisation's property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
  - 39.5 a resolution for the winding up or dissolution of the organisation.
- 40 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 41 A resolution put to the vote at a members' meeting will be decided on a show of hands - unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 42 The chairperson will decide how any secret ballot is to be conducted, and he/she will declare the result of the ballot at the meeting.

## **Written resolutions by members**

- 43 A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

## **Minutes**

- 44 The board must ensure that proper minutes are kept in relation to all members' meetings. These records will include the names of those present and (so far as possible) should be signed by the chairperson of the meeting.

## **BOARD**

### **Number of charity trustees**

- 45 The maximum number of charity trustees is 10; out of that:
- 45.1 no more than 10 shall be charity trustees who were elected/appointed under clauses 50 and 51 (or deemed to have been appointed under clause 49); and
  - 45.2 no board members shall be charity trustees who are not members of the club.
- 46 The minimum number of charity trustees is 5.

### **Eligibility**

- 47 A person shall not be eligible for election/appointment to the board under clauses 49 to 53 unless he/she is a member of the organisation.
- 48 A person will not be eligible for election or appointment to the board if he/she is: -
- 48.1 disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
  - 48.2 an employee of the organisation.

### **Initial charity trustees**

- 49 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation shall be deemed to have been appointed by the members as charity trustees with effect from the date of incorporation of the organisation.

### **Election, retiral, re-election**

- 50 At each AGM, the members may elect any member (unless he/she is debarred from membership under clause 48) to be a charity trustee.
- 51 The board may at any time appoint any member (unless he/she is debarred from membership under clause 48) to be a charity trustee.
- 52 At each AGM, all of the charity trustees elected/appointed under clauses 50 and 51 (and, in the case of the first AGM, those deemed to have been appointed under clause 49) shall retire from office – but shall then be eligible for re-election under clause 50.
- 53 A charity trustee retiring at an AGM will be deemed to have been re-elected unless: -

- 53.1 he/she advises the board prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or
- 53.2 an election process was held at the AGM and he/she was not among those elected/re-elected through that process; or
- 53.3 a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

### **Appointment/re-appointment of co-opted charity trustees**

- 54 The Board may at any time appoint/reappoint Trustees in accordance with their powers under clause 51.

### **Termination of office**

- 55 A charity trustee will automatically cease to hold office if: -
  - 55.1 he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
  - 55.2 he/she becomes incapable for medical reasons of carrying out his/her duties as a charity trustee - but only if that has continued (or is expected to continue) for a period of more than six months;
  - 55.3 (in the case of a charity trustee elected/appointed under clauses 49 to 54) he/she ceases to be a member of the organisation;
  - 55.4 he/she becomes an employee of the organisation;
  - 55.5 he/she gives the organisation a notice of resignation, signed by him/her;
  - 55.6 he/she is absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board - but only if the board resolves to remove him/her from office;
  - 55.7 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 72).
  - 55.8 he/she is removed from office by resolution of the board on the grounds that he/she is considered to have been in serious or

persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or

55.9 he/she is removed from office by a resolution of the members passed at a members' meeting.

56 A resolution under paragraph 55.7, 55.8 or 55.9 shall be valid only if: -

56.1 the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for his/her removal is to be proposed;

56.2 the charity trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote; and

56.3 (in the case of a resolution under paragraph 55.7 or 55.8) at least two thirds (to the nearest round number) of the charity trustees then in office vote in favour of the resolution.

### **Register of charity trustees**

57 The board must keep a register of charity trustees, setting out

57.1 for each current charity trustee:

57.1.1 his/her full name and address;

57.1.2 the date on which he/she was appointed as a charity trustee; and

57.1.3 any office held by him/her in the organisation;

57.2 for each former charity trustee - for at least 6 years from the date on which he/she ceased to be a charity trustee:

57.2.1 the name of the charity trustee;

57.2.2 any office held by him/her in the organisation; and

57.2.3 the date on which he/she ceased to be a charity trustee.

58 The board must ensure that the register of charity trustees is updated within 28 days of any change:

58.1 which arises from a resolution of the board or a resolution passed by the members of the organisation; or

58.2 which is notified to the organisation.

59 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a

person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

### **Office-bearers**

- 60 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.
- 61 In addition to the office-bearers required under clause 60, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.
- 62 All of the office-bearers will cease to hold office at the conclusion of each AGM, but may then be re-elected under clause 60 or 61.
- 63 A person elected to any office will automatically cease to hold that office: -
- 63.1 if he/she ceases to be a charity trustee; *or*
  - 63.2 if he/she gives to the organisation a notice of resignation from that office, signed by him/her.

### **Powers of board**

- 64 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.
- 65 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.
- 66 The members may, by way of a resolution passed in compliance with clause 39 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

### **Charity trustees - general duties**

- 67 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:-
- 67.1 seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;
  - 67.2 act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person

- 67.3 in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
- 67.3.1 put the interests of the organisation before that of the other party;
  - 67.3.2 where any other duty prevents him/her from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
- 67.4 ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
- 68 In addition to the duties outlined in clause 67, all of the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring: -
- 68.1 that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
  - 68.2 that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.
- 69 Provided he/she has declared his/her interest - and has not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which he/she has a personal interest; and (subject to clause 70 and to the provisions relating to the remuneration for services contained in the Charities and Trustees Investment (Scotland) Act 2005, he/she may retain any personal benefit which arises from that arrangement.
- 70 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out his/her duties as a charity trustee.
- 71 The Charity Trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

### **Code of conduct for charity trustees**

- 72 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.
- 73 The code of conduct referred to in clause 72 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time.

## **DECISION-MAKING BY THE CHARITY TRUSTEES**

### **Notice of board meetings**

- 74 The Trustees shall meet not less than six times per year.
- 75 Any charity trustee may call a meeting of the board *or* ask the secretary to call a meeting of the board.
- 76 At least 14 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

### **Procedure at board meetings**

- 77 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is five charity trustees, present in person.
- 78 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause 77, the remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting - but will not be able to take any other valid decisions.
- 79 The chair of the organisation should act as chairperson of each board meeting.
- 80 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 81 Every charity trustee has one vote, which must be given personally.
- 82 All decisions at board meetings will be made by majority vote.
- 83 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 84 The board may, at its discretion, allow any person to attend and speak at a board meeting notwithstanding that he/she is not a charity trustee - but on the basis that he/she must not participate in decision-making.
- 85 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which he/she has a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; he/she must withdraw from the meeting while an item of that nature is being dealt with.



- 86 For the purposes of clause 85: -
- 86.1 an interest held by an individual who is “connected” with the charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that charity trustee;
  - 86.2 a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

## **Minutes**

- 87 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 88 The minutes to be kept under clause 87 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.

## **ADMINISTRATION**

### **Delegation to sub-committees**

- 89 The board may also delegate any of their powers to sub-committees; a sub-committee must include at least one Charity Trustee, but other members of the sub-committee need not be Charity Trustees.
- 90 The Board may also delegate to the Chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.
- 91 When delegating powers under clause 89 or 90, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).
- 92 Any delegation of powers under clause 89 or 90 may be revoked by the Board at any time.
- 93 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

## **Operation of accounts**

- 94 Subject to clause 95, the signatures of two out of three signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.
- 95 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisation required for operation on that account must be consistent with the approach reflected in clause 94.

## **Accounting records and annual accounts**

- 96 The board statutory must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements.
- 97 The Board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under statutory provision (or the Board consider that an audit would be appropriate for some reason), the Board should ensure that an audit of the accounts is carried out by a qualified auditor.

## **MISCELLANEOUS**

### **Winding-up**

- 98 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.

Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution.

### **Alterations to the constitution**

- 99 This constitution may (subject to clause 100) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 39) or by way of a written resolution of the members.

- 100 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (e.g. change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

### **Interpretation**

- 101 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include: -

101.1 any statutory provision which adds to, modifies or replaces that Act; and

101.2 any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 101.1 above.

- 102 In this constitution: -

102.1 “charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 1 of the Charities Act 2011, providing (in either case) that its objects are limited to charitable purposes;

### **Members’ Responsibilities**

- 103 All members of the club will require to adhere to the clubs’ policies and procedures at all times. These policies and procedures will be posted on notice boards and accessible to members at all times.
- 104 All members will require to operate within the clubs’ firearms license of permissions and limitations, as displayed at all times within the club.

## Disciplinary Procedure

Disciplinary matters will be dealt with by the Board of Trustees. All members agree to fully comply and be bound by the terms as undernoted. Disciplinary action against the Club members, including expulsion without notice may be taken for offences of misconduct or breach of club rules. However, it is recognised and accepted that every member:

- a. Has the right to expect fair and consistent treatment.
- b. Has the right to adequate notice from the club.
- c. Has the right to appeal against the committee's decision in all disciplinary matters.
- d. Has the right to representation.

No member will be expelled for a first breach of Club's rules except in cases of "gross misconduct". However, all disciplinary actions taken by the Board of Trustees will be duly recorded and placed on file for reference at a future date.

### **Offences leading to disciplinary action:**

The undernoted actions by members may be interpreted by the Board of Trustees to fall within offences. "Misconduct" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Board of Trustees, together with a demand for full and appropriate corrective action.

Examples of offences that may be considered misconduct include:

- a. Discourteous, crude or offensive behaviour at Club events.
- b. Conduct of an unsafe nature.
- c. Offensive disregard for equipment or property.
- d. Refusal to carry out reasonable instructions issued by the Board of Trustees.
- e. Any other actions of similar gravity to the above at the discretion of the Board of Trustees.

Repetition of the above offences or failure to comply with any demands made in writing by the Board of Trustees may result in further action by the Board involving a disciplinary Hearing.

“Serious Misconduct” is the carrying out of an offence of such gravity that in the opinion of the Board of Trustees it warrants a Disciplinary Hearing. Examples of offences, which may be considered as serious misconduct include:

- a. Misconduct offenses above if particularly grave or repeated.
- b. Deliberate or consistent breach of Club rules
- c. Any attempt to achieve gains or advantage over others by unfair or unscrupulous means.
- d. Theft or misappropriation.
- e. Use of threatening or abusive behaviour.
- f. Participating in the sport whilst under the influence of drugs or alcohol.
- g. Malicious interference with equipment or property.
- h. Disregard for one’s own or others safety.
- i. Any other actions, which in the opinion of the Board of Trustees may bring the sport of the Club into disrepute, or if left unpunished, may result in the detriment of the Club or its members.

“Gross Misconduct” is action of such seriousness that the Board of Trustees will require the immediate expulsion of the offender from the Club. The Board of Trustees may by means of an executive decision summarily expel such an offender without invoking a Disciplinary Hearing. The expelled member will have the right to a Disciplinary Hearing as soon as this can be arranged, but will remain expelled until and unless such a hearing overturns the executive decision. Examples of Gross Misconduct are:

- a. Physical violence of assault towards other persons at club event or related activity, including serious threatening, intimidating or forceful behaviour.
- b. Reckless disregard of safety and basic safety rules.
- c. Being convicted of criminal offences involving physical violence or abuse.
- d. Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party.
- e. If the matter relates to a Child Protection issue the club will implement the Child Protection procedures for dealing with a complaint, then follow the disciplinary procedure after the outcome has been reached. If in doubt the club will contact the local Social Services duty team for advice on how to deal with the complaint and the offender.