

Bylaws of the Machrihanish Gun Club
Adopted on the 9th day of February, 2014
Amended on the 20th day of April, 2020

General

1.1 Definitions.

- 1) Words denoting the masculine gender are taken to include the feminine gender.
 - 2) "The Club" means the Machrihanish Gun Club.
 - 3) Unless stated otherwise, "member" means a current member (i.e. Full, junior or senior member whose subscription is paid up to date).
 - 4) "Range(s)" means the range facilities owned, leased or occupied by the Club at Machrihanish Airbase, Campbeltown and includes both the land and buildings.
 - 5) The Club's "premises" means the place(s) where the Club carries out its activities.
- 1.2 The byelaws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.3 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 Club members confirm acceptance of the constitution and byelaws and will be bound by them.
- 1.4 The Club shall seek the approval of the appropriate Home Office or Scottish Office Department as provided for by the relevant firearms legislation for the relevant categories of firearm which are used by members for the Club's activities and shall comply with the criteria laid down from time to time by that Department for the granting of such approval.
- 1.5 The Club may affiliate to any body where, in the opinion of the Executive Committee, such affiliation would be in the best interests of the Club.
- 1.6 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 Club is at any time affiliated and by all relevant statutes or other instruments of law which may be in force. The Club 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 member, visitor or guest.

Membership

- 2.1.** Membership subscriptions are due on 31st May annually.
- 2.1.1 The Executive Committee may offer delayed or staged payment plans to existing members for payment of their membership subscriptions at the time of renewal if the Executive Committee judges that prevailing circumstances warrant this measure.
- 2.2 Annual subscriptions for all classes of members and joining fees shall be fixed by the Executive Committee.
- 2.3 The classes of membership within the Club are:
- 1) Probationary member
 - 2) Full member
 - 3) Senior member
 - 4) Junior member
 - 5) Associate member
 - 6) Family member
 - 7) Social member

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- 2.4 All applications or recommendations for any class of membership of the Club must be made to the Club Secretary, who shall be responsible for taking the steps necessary to process them.
- 2.5 Upon receipt of an application for election to any class of membership the Club Secretary shall process the application and then present it to the members of the Executive Committee for their approval. If the prospective member intends to use firearms of a category for which the Club is approved by the Home Office, **the Police Liaison Officer shall inform the police of receipt of the application and of the outcome of the application.**
- 2.6 On a vote on any application for membership a unanimous majority of those members of the Executive Committee present shall constitute acceptance.
- 2.7 Upon acceptance of his application the applicant is liable to pay the annual subscription appropriate to the class of membership to which he has been elected.
- 2.8 Upon payment of the relevant subscription the Club Secretary shall issue a membership card and enter the applicant's name in the Register of Members of the Club. The period of membership shall begin from the date of such entry in the Register.
- 2.9 Any member of any class who fails to pay any relevant subscription by 31st May will automatically cease to be a member of the Club with effect from that date except as allowed for under paragraph 2.1.1
- 2.10 The Executive Committee has an absolute discretion to allow a person 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 Club by the person concerned. The Executive Committee may require a person whose membership has lapsed to re-apply for membership.
- 2.11 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 Club.
- 2.12 Any member shall immediately notify the Club Secretary if his authority or suitability to own, use or be in possession of any firearm or ammunition is or may be affected by any event or change in his circumstances.

2.13 Probationary Membership

- 1) A probationary member is a person whose application for probationary membership of the Club has been accepted by the Executive Committee and who has paid the relevant application fee.
- 2) An applicant for probationary membership shall complete a membership application form.
- 3) **The applicant shall be sponsored by an existing current full member of the Club** who must sign the application form.
- 4) If the applicant is not personally known to the sponsor, the applicant must provide the names and addresses of two referees who have known him for not less than five years.
- 5) The completed application form, and details of referee(s), must be handed to the Club Secretary, together with the relevant application fee.
- 6) If the applicant is not known to the sponsor, the Club Secretary shall take up the applicant's references before submitting the application to the Executive Committee.
- 7) If the application is rejected by the Executive Committee the application fee will not be returned to the applicant.

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8) Once his application has been accepted by the Executive Committee, and he has completed a course of instruction in accordance with clause 5.9, **a probationary member may shoot on the Club's range(s) under the supervision of a full member** who holds a firearm certificate.

9) After serving not less than **three months** as a probationary member, during which time he has shot on the Club's ranges on not less than three occasions, the probationary member will be considered for membership.

10) The Executive Committee has an absolute discretion to extend the probationary period for any or all probationary members, and to impose such conditions as it deems fit on any or all probationary members.

2.14 Full Membership

1) A Full Member is a person who has been elected to Full Membership by the Executive Committee and who has paid his membership subscription for the current year.

2) Any person who can prove that he is already a full member of another Home Office approved shooting club, and any person who holds a current firearm certificate, may apply to the Executive Committee to become a full member of the Club without the need for a period of probationary membership.

3) A person covered by clause 2.14.2 above, or a probationary member who has completed his probationary period shall automatically be considered for election to Full Membership.

4) All applicants for Full Membership must be sponsored by a current full member, who shall counter-sign the application as Sponsor.

5) Upon receipt of an application from a probationary member the Club Secretary shall obtain from the member(s) who have supervised the applicant during his probationary period a report on his safety record and progress, to lay before the Executive Committee with the application.

6) In considering an application by a probationary member the Executive Committee shall have regard to whether, in the opinion of those supervising him; the applicant has a satisfactory safety record and has made adequate progress during his probationary period.

7) Upon election to Full Membership a former probationary member shall be required to pay the Full Membership subscription.

2.15 Junior Membership

1) A junior member is a person who has not attained the age of 18 years at the start of the Club's current financial year, and who has been elected to Junior Membership by the Executive Committee and has paid his membership subscription for the current year.

2) Where an applicant for probationary or Junior Membership is under the age of 18 years his application must be counter-signed by a parent or legal guardian.

2.16 Senior Membership

A senior member is a Full Member who has attained the age of 65 years at the start of the Club's current financial year, and who has been elected to Full Membership by the Executive Committee and has paid his membership subscription for the current year.

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2.17 Associate Membership

- 1) An associate member is a person whose application for associate membership has been accepted by the Executive Committee.
- 2) Associate membership is available to persons who are full members of another Home Office approved shooting club. It confers the right to use the Club's range(s) and facilities upon payment of the appropriate range fees.
- 3) The application procedure is the same as that laid down for Full Members under clause 2.14.

2.18 Social Membership

- 1) A social member is a person aged 18 years or over, whose application for social membership has been accepted by the Executive Committee.
- 2) A social member shall not have access to Section 1 firearms or to ammunition on the Club's premises.
- 3) An applicant for social membership shall complete the relevant sections of a membership application form.
- 4) If the applicant is known to an existing current full member of the Club that member may act as the applicant's sponsor, in which case he must sign the application form.
- 5) If no sponsor is available within the Club, the applicant must provide the name and address of a referee who has known him for not less than five years.
- 6) The completed application form, and details of the referee if necessary, must be handed to the Club Secretary.
- 7) If the applicant is not sponsored by a member, the Club Secretary shall take up his reference before submitting the application to the Executive Committee.

Administration of the Club

- 3.1 The administration of the club is the sole responsibility of the Executive Committee.
- 3.2 All correspondence for the Club shall be handed to the Club Secretary. No member except the Club Secretary may enter into or answer any correspondence on behalf of the Club without the express authority of the Chairman, the Club Secretary or the Executive Committee.
- 3.3 A register of all members past and present shall be kept by the Club Secretary.
- 3.4 The Treasurer shall maintain the general accounts and ledger books of the Club and shall receive all monies paid by, or given to any member which is for the benefit of the Club.
- 3.5 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.
- 3.6 The Club's financial year end date shall be 31st May.
- 3.7 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 Club and its members.
 - 5) Presentation and acceptance of the accounts for the preceding financial year.
 - 6) Appointment of auditors as required.
 - 7) Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year.
 - 8) Appointment of Police Liaison Officer.

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- 9) Consideration of any recommendations by the Executive Committee for changes to the constitution.
- 10) Consideration of any item(s) of business notified in writing to the Club Secretary by any member not later than fourteen days before the date of the annual general meeting.
- 11) Any other business at the sole discretion of the Chairman of the meeting.

Executive Committee

- 4.1 The Club Secretary shall give to all Executive Committee members at least 14 days' notice of each meeting of the Executive Committee, such notice to be in writing.
- 4.2. The Club Secretary shall agree the agenda of each Executive 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 not less than 2 days before the meeting.
- 4.3 The business at Executive Committee meetings shall be:-
 - 1) Apologies for absence.
 - 2) Approval of the minutes of the last meeting.
 - 3) Matters arising from those minutes.
 - 4) Specific items placed on the agenda for consideration, recommendation or ratification.
 - 5) Consideration of applications for membership.
 - 6) Any other business at the discretion of the Chairman of the meeting.
- 4.4 Any member may make written representations to the Executive Committee upon any matter relevant to the management of the Club. Such representations shall be addressed to the Club Secretary who will place them before the Executive Committee at its next meeting. Such representations must be received by the Club Secretary at least 14 days prior to the meeting at which they are to be considered.
- 4.5 The Executive Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.6 The members of the Committee are hereby indemnified by the Club in respect of:
 - 1) Any liability reasonably and properly incurred by them on behalf of the Club; 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 Club's activities on the Club's property or on any other property or elsewhere, claims brought under Occupiers' Liability legislation and claims in nuisance.
- 4.7 The Executive Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.8 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 membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.
- 4.9 Applications for membership shall be placed before the Executive Committee whose decision to approve, reject or defer any such application shall be final.
- 4.10 Any Executive 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 to the Club Secretary at least two days prior to the date of the relevant meeting.

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- 4.11 The Executive Committee may add, amend or delete any clause contained within these byelaws. Any such change must be supported by a majority of the members of the Executive Committee. Any such addition, amendment or deletion shall be published to the Club membership by a notice displayed at the Club premises.
- 4.12 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 Club Secretary is displayed at the Club's premises.

Conduct of Club Activities

- 5.1 Only airguns and firearms as specified on the relevant range safety certificate may be fired on the appropriate ranges.
- 5.2 All members shall notify the Club Secretary of any material circumstance arising, including revocation of his firearm certificate, which may affect his suitability to be in possession of firearms and/or ammunition.
- 5.3 All persons on any part of the Club's ranges when live firing is in progress must use adequately effective hearing and eye protection.
- 5.4 A member of the Executive Committee may request any suitably qualified member of the Club to act as a Range Officer or Safety Supervisor.
- 5.5 One or more range logbooks shall be kept at the Club's premises for the purposes of recording:
- 1) The names and periods of duty of the Range Officers supervising shooting on the Club's ranges
 - 2) The names of all persons shooting on the Club's range(s)
 - 3) Any infringement of the Club's Safety Rules
 - 4) Any other information which the Executive Committee may require
- 5.6 **All members must sign the range logbook giving details of the firearms used and the activities in which they took part on every occasion when they shoot on the Club's range(s).** Any range fees due for the being activities undertaken must be paid prior to use of the range.
- 5.7 All visitors and guests must sign the range logbook and pay the visitor's fee and range fee if they shoot on the Club's range(s).
- 5.8 Members shall have access to all parts of the Club's range(s), subject to the provisions of these byelaws, any instructions given by the Range Officer, and to any notice posted by the Executive Committee.
- 5.9 **A probationary member must undertake a course of instruction in the safe handling of firearms** before he is permitted to take part in live firing on the Club's range(s).
- 5.10 **A probationary member must be supervised at all times when he is on the Club's range(s) by a full member, a Range Officer or a qualified coach.**
- 5.11 No person under the age of 16 years shall have access to the range unless he is at all times under the supervision of a parent or legal guardian.

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- 5.12 A person who becomes a member solely for the purpose of participating in non-FAC airgun disciplines shall not have access to Section 1 firearms or to ammunition on the Club's premises. If such a member wishes to participate in a live-firing discipline he must be subject to the same supervision as is required for a probationary member for a period of not less than **three months**.
- 5.13 Social members shall not have access to Section 1 firearms or ammunition on the Club's premises.
- 5.14 Shooting sessions shall last approximately 30 minutes. This byelaw shall not apply during a competition, or if the Range Officer directs otherwise.
- 5.15 All members, visitors and guests using the club's ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
- 5.16 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.
- 5.17 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.18 The Range Officer on duty or any member of the Executive Committee may insist upon the immediate removal from any part of the Club's premises of any child that is causing a disturbance which may distract shooters on the firing point.

Safety

- 6.1 The Club has adopted the Standard Safety Rules issued by the NSRA / NRA, subject to amendments necessary to reflect the particular circumstances of the Club.
- 6.2 The Safety Rules shall be displayed on the Club noticeboard, and at each of the Club's ranges, at all times when the Club's facilities are in use.
- 6.3 Every person using the Club's facilities must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

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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:
 - 1) The Range Orders and conditions laid down in the range safety certificate,
 - 2) Conditions laid down by the landlord of the range,
 - 3) The Club's Safety Rules,
 - 4) Requirements laid down under "Conduct of Club Activities" in these byelaws.
- 7.3 Range Officers' periods of duty shall be set out in a rota drawn up by the Club Secretary and posted on the Club's noticeboard, 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.
- 7.8 The Range Officer is entitled to refuse permission for any person to shoot on the ranges if he has any reason to believe that they are not able to do so safely.
- 7.9 The Range Officer is responsible for maintaining the range logbook throughout his duty period.
- 7.10 The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under his firearm certificate, and that the ammunition has been entered on that firearm certificate.

Disciplinary Matters

- 8.1 It is the responsibility of all members to inform the Executive Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, 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 any member of the Executive Committee 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 Club 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 Club Secretary (Chairman or Treasurer) shall convene a meeting of all available members of the Executive Committee, to consider the matter not later than 7 days after notification of the incident.
- 8.5 The Club 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 witnesses, and will lay those statements before the Executive Committee when it meets.

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- 8.6 The Executive 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 Club 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 a Disciplinary Committee comprising all available 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 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 use the Club's ranges for a fixed period of time.
 - 4) Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - 5) Suspension of all membership rights for a fixed period of time.
 - 6) Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
- 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, NRA 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 Club Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 8.14 All proceedings of the Disciplinary Committee shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA, NRA or other national governing body.
- 8.15 Any decision taken by the Executive Committee or Disciplinary Committee in regard to disciplinary issues will be final and binding on all parties concerned

Definitions & Miscellaneous

9.1 Guest

A person who visits the Club's premises at the invitation of the Executive Committee and who must be either a member of a **recognised outside organisation or a person who is already known personally to at least one full member of the Club.**

9.2 Guest Day

An event involving Guests which is arranged by the Executive Committee for the purpose of attracting new members to the sport of target shooting and to the Club. **A maximum of twelve Guest Days may be held in any calendar year. The Club Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 48 hours in advance.** On such occasions Guests may only be permitted to **shoot under the personal supervision of a full member.** The Executive Committee may require payment of a fee by all Guests attending a Guest Day, such fee to be notified to potential Guests in advance of the event.

9.3 Police Liaison Officer

A member of the Club who is appointed by the Executive Committee to liaise with the Police in order to provide them with such information as they may legitimately require to ensure that the activities of the Club and its members are conducted properly and in accordance with Home Office requirements.

9.4 Range Conducting Officer

A member who holds a Range Conducting Officer's qualification awarded by a national governing body

9.5 Range Officer

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 Club's premises

9.6 Visitor

A person who is not a member or probationary member of the Club, but who is a full member of another Home Office approved shooting club and/or holds a firearm certificate with the requisite variation for target shooting, and who visits the Club's premises at the invitation of a full member and with the approval of the Executive Committee.

A Visitor may shoot on the Club's ranges provided that on each occasion he:

- 1) Produces to the Range Officer his firearm certificate, or proof of membership of another Home Office approved shooting club, and
- 2) Confirms his eligibility to shoot by entering his name, address, firearm certificate number and/or other club name in the Club's register of visitors, such entry to be counter-signed by the Range Officer, and
- 3) Pays the range fee and visitor's fee.