

**Bylaws of the Teesside Rifle & Pistol Club
adopted on the 26th day of April 2004
[includes amendments up to 2013]**

General

1.1 Definitions

1. Words denoting the masculine gender are taken to include the feminine gender.
2. "The Club" means the Teesside Rifle & Pistol Club.
3. Unless stated otherwise, "member" means current Full and ~~Associate members~~ Ordinary Members.
4. "Range(s)" means that the range facilities owned, leased or occupied by the Club.

Inserted by AGM in May 2008

5. All references to the club notice board shall mean the club website
- 1.2 The bylaws of the Club shall have the same force and effect as though they were part of the constitution.
- 1.3 All members shall be provided with a copy of the constitution and bylaws and any amendments pertaining thereto. In accepting membership of the Club members confirm acceptance of the constitution and bylaws and will be bound by them.
- 1.4 The Club shall seek the approval of the appropriate Home 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 Management 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 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.

Membership

Amended by AGM in March 2010

- 2.1 ~~Membership subscriptions are due on 1st April annually.~~ Membership subscriptions shall fall due at the end of each Annual General Meeting
- 2.2 Annual subscriptions shall be fixed by the members at the annual general meeting.
- 2.3 The classes of membership within the Club are:

Amended by AGM in May 2008 and again in 2012

1. ~~Probationer~~ Probationary Member
2. ~~Associate member~~ Ordinary Member
3. Full member
4. Supporter Member

~~Associate Only Ordinary and Full members of the Club are entitled to vote at annual and extraordinary general meetings, however, only full members are entitled to stand for the Management Committee. Probationary Members are not entitled to vote.~~

Only Ordinary and Full Members of the Club and are entitled to vote at annual and extraordinary general meetings. Only Full Members are entitled to stand for the Management Committee. A Supporter Member will not normally shoot at club events but shall neither be excluded from shooting from time to time nor from applying to the management committee to be made a Probationary/Ordinary/Full Member. A Supporter Member shall pay $\frac{1}{3}$ of the annual subscription paid by the other categories of members (rounded up to the nearest pound).

- 2.4 All applications or recommendations for any class of membership of the Club must be made to the 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 Secretary shall circulate the application to the members of the Management 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 Secretary 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 simple majority of those present at a meeting of the Management Committee shall constitute acceptance.
- 2.7 Upon acceptance of his application the applicant is liable to pay the annual subscription.
- 2.8 Upon payment of the relevant subscription the President/or Secretary shall issue a membership card and the Secretary shall 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.

Amended by AGM in March 2010

- 2.9 Any member who fails to pay any relevant subscription by ~~30th June~~ 30th April will automatically cease to be a member of the Club with effect from that date, and the Secretary must, by law, inform the police of any lapse of membership.
- 2.10 The Management 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 Management Committee may require a person whose membership has lapsed to re-apply for membership.

Amended by AGM in March 2010

2.11 ~~Any member whose membership is terminated voluntarily or under Clause 8.12 of these bylaws~~
Any Member whose Membership is terminated voluntarily or under Clause 8.12 of these bylaws or Article 5.2 of the Constitution 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 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 ~~probationer~~ Probationary Member is a person whose application for probationary membership of the Club has been accepted by the Management Committee and who has paid the relevant subscription.
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 two years.
5. The completed application form, and details of referees if necessary, must be delivered to the Secretary, together with the relevant subscription.
6. If the applicant is not known to the sponsor, the Secretary shall take up the applicant's references before submitting the application to the Management Committee.
7. If the application is rejected by the Management Committee the subscription will be returned to the applicant, minus an administration charge.

Amended by AGM in May 2008

8. ~~Once his application has been accepted by the Management Committee, and he has completed a course of instruction in accordance with clause 5.9, a probationer Probationary Member may shoot on the Club's range(s) under the supervision of a full member.~~

All probationary members will be required to satisfactorily undertake the training and assessments outlined in the NRA Safe training System (STS). This complies with the requirement for him to acquire knowledge and develop the skills necessary to demonstrate that he can safely handle firearms and ammunition.

9. After serving not less than six months as a ~~probationer~~ Probationary Member, and he has shot on the Club's ranges on not less than six occasions, application may be made for ~~associate~~ Ordinary membership.
10. The Management Committee has an absolute discretion to alter the probationary period for any or all ~~probationer~~ Probationary Members, and to impose such conditions as it deems fit on any or all ~~probationer~~ Probationary Members.

2.14 ~~Associate~~ Ordinary Membership

1. Any person who can prove that he is already a full member of another club, and any person who holds a current firearm certificate, may apply to the Management Committee to become an ~~associate~~ Ordinary member of the Club without the need for a period of probationary membership.
2. Upon receipt of an application from a ~~probationer~~ Probationary Member the 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 Management Committee with the application.
3. In considering an application by a ~~probationer~~ Probationary Member the Management 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.

Amended by AGM in May 2008

4. ~~All associate members are entitled to vote.~~

2.15 Full Membership

Amended by AGM in May 2008 and February 2013

1. An Ordinary Member may apply in writing for elevation to Full Membership ~~but not before the second anniversary of him being made an Associate [Ordinary] Member.~~
2. All applicants for full membership must be sponsored by not less than two full members, one of which should be a member of the Management Committee.

Administration of the Club

- 3.1 The President and Vice-Presidents shall not be, by virtue of their office, members of the management Committee, but are free to stand for election to the Management Committee.
- 3.2 All correspondence for the Club shall normally be delivered to the Secretary. No member except the Secretary may enter into or answer any correspondence on behalf of the Club 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 A register of all members past and present shall be kept by the Secretary.
- 3.5 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.
- 3.6 Any member receiving any money on behalf of the Club must as soon as possible pass the same to the Treasurer.

Amended by AGM in March 2010

- 3.7 ~~The Club's financial year end date shall be 31st March.~~ The Club's financial year end date shall be 31st December.
- 3.8 Any member standing for election as an officer of the Club or member of the Committee must be a full member proposed by two ~~associate~~ Ordinary or full members and must give to the Secretary not less than 21 days before the relevant meeting his consent to stand for election.
- 3.9 The business of the annual general meeting shall be as drawn up by the Secretary. All issues to be discussed must be brought up 21 days in advance. Any other business must have occurred within the 21 days.
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. Fixing membership subscriptions, joining fees, range fees and visitors' fees for the coming year
 7. Election or re-election of President
 8. Election of Vice-Presidents
 9. Election of Chairman
 10. Election of Secretary
 11. Election of Treasurer

Amended by AGM in May 2008

12. Appointment of ~~Club Captain~~ Competitions Secretary
13. Election of Management Committee members
14. Consideration of any recommendations by the outgoing Management Committee for changes to the constitution.
15. Consideration of any item(s) of business notified in writing to the Secretary by any member not later than 21 days before the date of the annual general meeting. Before any such item is placed on the agenda for discussion it must be proposed as an item for inclusion on the agenda for the annual general meeting.
16. Any other business at the sole discretion of the Chairman.

- 3.10 Any full member may stand for election to the Management Committee, or as an officer of the Club, if proposed and seconded by at least two other members at an annual or extraordinary general meeting.
- 3.11 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 at an extraordinary general meeting.

Management Committee

- 4.1 The Secretary shall, give to all Committee members at least 14 days notice of each meeting of the Management Committee, such notice to be in writing.
- 4.2 The Secretary shall agree the agenda of each Management Committee meeting with the Chairman not less than 21 days prior to the meeting. The agenda for the meeting shall be distributed to the members of the Committee not less than 14 days before the meeting.
- 4.3 The business at Management 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. Recommendation for the annual general meeting of membership fees for the coming year.
 7. Any other business at the discretion of the Chairman of the meeting.
- 4.4 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 21 days prior to that meeting.
- 4.5 Any member may make written representations to the Management Committee upon any matter relevant to the management of the Club. Such representations should 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 21 days prior to the meeting at which they are to be considered.
- 4.6 The Management Committee may incur liabilities and pay any accounts on behalf of the Club.
- 4.7 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 under claims in nuisance.
- 4.8 The Management Committee shall ensure that the Club has the benefit of appropriate and adequate insurance in respect of all relevant risks.
- 4.9 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 membership fees, range fees, any other Club charges levied upon its members or upon other users of its facilities.
- 4.10 Applications for membership shall be placed before the Management Committee whose decision to approve, reject or defer any such application shall be final.
- 4.11 In accordance with clause 10.5 of the constitution, subject to ratification by the Club in annual general meeting, the Management Committee may add, amend or delete any clause contained within these bylaws. Any such change must be supported by at least *two thirds* of the members of the Management Committee. Any proposal for such addition, amendment or deletion shall be published to the Club membership by a notice displayed at the Club premises or by notification in writing not less than 21 days immediately preceding the date of the meeting at which the proposal will be considered.
- 4.12 All members shall be deemed to have been notified of any addition to, amendment of or deletion from these bylaws, or of any other matter over which the Management Committee has jurisdiction once notification is made in writing by the Secretary.

Conduct of Club Activities

- 5.1 Only appropriate firearms may be fired on the appropriate ranges,
- 5.2 All members shall notify the Secretary of any material circumstances 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 ranges when firing is in progress must use an adequately effective hearing protection device. The use of suitable eye protection is also recommended.
- 5.4 The Secretary will request any suitably qualified member of the Club to act as a Range Officer.
- 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 ranges;
 2. the names of all persons shooting on the range(s);
 3. any infringement of the Club's Safety Rules;
 4. all sales of ammunition by the club and other goods to persons using the Club's facilities;
 5. any other information which the Management Committee may require.

- 5.6 All members must sign the range log-book giving details of the firearms used and the competitions in which they took part and pay the appropriate range fee on every occasion when they shoot on the range(s).
- 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 range(s).
- 5.8 Members shall have access to all parts of the range(s), subject to the provisions of these bylaws, to any instructions given by the Range Officer, and to any notice posted by the Management Committee.
- 5.9 A ~~probationer~~ 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 range(s).
- 5.10 A ~~probationer~~ Probationary Member must be supervised at all times when he is on the range(s) by a full member who holds a firearm certificate or a Range Officer or a qualified coach.
- 5.11 No person under the age of 15 years shall have access to the range unless he is at all times under the supervision of a parent or guardian, or otherwise as required by local conditions.
- 5.12 All members, visitors and guests using the ranges are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.
- 5.13 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.
- 5.14 Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.
- 5.15 No child/animal shall be allowed onto any part of the Club's premises/range(s) unless it is at all times under the control of its owner.
- 5.16 The Range Officer on duty, or any member of the Management Committee may insist upon the immediate removal from any range(s) of any person or animal that is causing a disturbance which may distract shooters on the firing point.

Safety

Amended by AGM in May 2008

- 6.1 ~~The Club has adopted the Standard Safety Rules issued by the NRA, subject to amendments necessary to reflect the particular circumstances of the Club.~~

The club has adopted the NRA Safe Training System (STS) consisting of four elements:

- 1. Safe person – all club members must be able to demonstrate that they have received information, training and supervision to enable him to acquire knowledge and develop the skills necessary that he can safely handle firearms and ammunition. This would usually take the form of an NRA approved probationary course or similar qualification or experience.

- 2 Safe Equipment – the individual firer is responsible for ensuring that his firearms are properly maintained and that the ammunition used is safe and within the parameters of range standing orders. All ammunition developing more than 4,500 joules of muzzle energy must be notified to the Range Conduction Officer prior to shooting.
 - 3 Safe practice – qualified NRA RCOs are responsible for the safe running of the club activities on MOD ranges. If ammunition developing more than 4,500 joules of muzzle energy is being used the procedures outlined by the NRA must be followed.
 - 4 Safe place – Range Conducting Officers must be familiar with appropriate Range Standing Orders and must sign MOD form 906 certifying that he is qualified to conduct the shoot and that he has read and will comply with the Range Standing Orders.
- 6.2 Every person on any range must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.

Inserted by AGM in May 2008

- 6.3 An annual certificate of competence based on appropriate observation and signed by the Club Chairman will be required for each member wishing to use MOD ranges.

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. the Club's Safety Rules,
 4. requirements laid down under "Conduct of Club Activities" in these bylaws.
- 7.3 Range Conducting Officer's periods of duty shall be set out in a rota drawn up by the Secretary and posted on the Club's notice board, or as decided by any member of the Management Committee who is present.
- 7.4 If a Range Conducting Officer is unable to be present on the range during the whole of his duty period he is responsible for a suitably qualified person to act as Range Officer in his absence.
- 7.5 The Range Conducting 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 Conducting Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management committee.
- 7.7 The Range Conducting Officer is entitled to refuse permission for any person to shoot on the range if he has reason to believe that they are not in a fit condition to do so.

- 7.8 The Range Conducting Officer is entitled to refuse permission for any person to use the ranges outside the range times fixed by the Management Committee.
- 7.9 The Range Conducting Officer is responsible for maintaining the range logbook throughout his duty period.
- 7.10 The Range Conducting 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 authorized to do so under his firearm certificate, and that the ammunition has been entered on the firearm certificate.

Disciplinary Matters

- 8.1 It is the responsibility of all members to inform the Management committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that it 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 the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.

Amended by AGM in May 2008

- 8.3 The Secretary (or Chairman or Treasurer) shall convene a meeting of three full members ~~of the Management committee~~, to sit as a Sub-Committee to consider the matter not later than ~~14~~ 21 days after ~~notification of the incident~~ being appointed to the Sub-committee.
- 8.4 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (or 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.
- 8.5 The Secretary (or 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.

Amended by AGM in May 2008

- 8.7 If there is a case to answer then a Disciplinary Committee, comprising no fewer than five full members, at least one of whom shall be a member of the Management Committee and be the Disciplinary Committee's chairman, shall conduct the disciplinary hearing within 28 days of the meeting held under 8.3 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 21 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 does decide 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 21 days of the decision being made.

Amended by Committee on 14 August 2008

~~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.~~
- ~~4. Suspension of the right to use any one or more of the Club facilities for a fixed period of time.~~
- ~~5. 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.~~

8.12 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 any of the Club's facilities for a fixed period of time
- 4 Suspension of all membership rights for a fixed period of time
- 5 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. The termination of membership may only be imposed upon a unanimous decision

Inserted by Committee on 14 August 2008

8.13 In exercising its power under Article 5.2 of the Constitution (with good reason terminate the membership of any individual) the Management Committee shall have power to impose as an alternative sanction any of the penalties detailed in Bylaw 8.12 above

8.14 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 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 reported the Secretary shall make the report within 21 days of the Disciplinary Committee's decision.

- 8.15 All proceedings of the Sub-Committee under 8.3 and 8.6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to the NSRA or other national governing body.

Amended by AGM in May 2008

- 8.16 If a person who has been the subject of a Disciplinary Hearing ~~Any person who~~ disputes any decision, whether as to liability or penalty, by the Disciplinary Committee he may appeal against the decision by serving a notice of appeal upon the Secretary within ~~7~~ 28 days of him being notified of the Disciplinary Committee's decision ~~a notice of appeal~~.
- 8.17 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or bylaws for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.
- 8.18 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 Disciplinary Committee reached its decision.
- 8.19 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8.8 to 8.14 inclusive shall apply.
- 8.20 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary 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.
- 8.21 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.
- 8.22 The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club or by the NRA or other national governing body since the last annual general meeting.

Definitions & Miscellaneous

9.1 Guest

A person who visits the Club's premises at the invitation of the Management Committee 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

Amended by AGM in May 2008

An event involving ~~Guests members~~ is arranged by the Management 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 Secretary shall give to the Police notice of the Club's intention to hold a Guest Day not less than 28 days in advance. On such occasions Guests may only be permitted to shoot under the personal supervision of a full member. The Management 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 Management 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 authorised by the Management Committee to act as their representative in the supervision of the conduct of shooting on the Club's premises.

9.6 **Vice-President**

A person who has performed valued service for the Club, not necessarily as a member of it, over a number of years and who has been elected as a Vice-President *for life* at an annual general meeting.

9.7 **Visitor**

A person who is not a member or ~~probationer~~ Probationary Member of the Club, but who is a full member of another club and/or holds a firearm certificate, and who visits the Club's premises at the invitation of at least one member of the Management 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 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 countersigned by the Range Officer, and
3. pays the range fee and visitor's fee.

9.8 **Gifts made to the Club**

All gifts of equipment or money should be made via the Treasurer. He will bring the gift to the attention of the Management Committee at its next meeting. The item can be added to the list of club assets held by the Treasurer and a letter of thanks drafted by the Secretary as appropriate.