

## BYLAWS OF OXFORD UNIVERSITY RIFLE CLUB

### INTRODUCTION

1. As per the club's constitution: -
  - (a) The Committee shall have power to make regulations and bylaws in order to implement the paragraphs of the Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
  - (b) This Constitution shall be binding on all members of the Club. No regulation, bylaw or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, the Club's Constitution.
2. This document represents the bylaws made by the club to carry out its functions.

### THE COMMITTEE

The Committee shall function as per the club's constitution, with additional committee members and functions of committee positions as follows:

3. The President:
  - (a) May be referred to as the Captain of the Club and shall represent the Club at Blues Committee. This post shall not be considered a separate Office held jointly with that of President, but a nominal post encapsulating some of the duties of the Office of President.
  - (b) Shall be ultimately responsible for the selection and organisation of all teams to compete on behalf of the Club in any competition, acting where appropriate with the advice of the Match Rifle Captain. The President shall nominate a captain of the Bentata team, which may be the President themselves, or a Ladies' Captain. They may delegate this responsibility where appropriate to another Committee member for a specific event.
  - (c) May call upon the officers of the Club to report the state of the affairs of the Club with which they may respectively be charged.
  - (d) Shall be empowered to act on behalf of the Committee in urgent cases, but must forthwith call a Committee meeting at the next available opportunity to have such actions ratified.
  - (e) Shall present at the General Meeting of the Club a report concerning the activities of the Club since the preceding General Meeting.
  - (f) Shall attend the Sports Federation Captains' Meetings and any other relevant meetings or committees within the University. Should the President be unavailable for such appointments, attendance may be delegated to a Men's or Ladies' Captain nominated by the President, or they shall arrange for the attendance of another appropriate replacement from within the Committee.
  - (g) Is responsible for overseeing training and development opportunities.
  - (h) May delegate roles to the Committee as necessary.
  - (i) Shall carry out their roles and duties as defined in the Constitution.
4. The Secretary:
  - (a) Shall be responsible for the upkeep and renewal of the Club's Home Office Approved status.

- (b) Shall be responsible for maintaining membership records for the statutory six-year period, and any communications with Constabularies regarding individual members.
- (c) Shall carry out their roles and duties as defined in the Constitution.
- (d) Shall fulfil the roles and responsibilities of the Police Liaison Officer as defined by the Home Office and below in 4(d) to (h).
- (e) Shall be responsible for the timely issuing of all statutory notifications that the club is obliged to provide to the Home Office or any United Kingdom Constabulary. These may include:
  - (i) Guest day notifications.
  - (ii) Notifications of the acquisition, transfer or disposal of a firearm.
  - (iii) Notifications relating to changes in club firearms security arrangements.
  - (iv) Notifications of the details of applicants for membership, and the outcome of those applications.
  - (v) Notifications relating to the termination of an individual's membership.
  - (vi) Communication with Constabularies relating to a member's status within the club where relevant.
  - (vii) Any other statutory notifications required from time to time by constabularies.
- (f) Shall provide the police with such information as they require to ensure that the activities of the club are conducted properly and safely and give no cause for concern, in accordance with the Secretary of State's rules and guidelines for Home Office Approved clubs.
- (g) Shall maintain communications with the Firearms Certificate Holder to ensure that statutory duties relating to the Firearms Certificate, including security of rifles and ammunition, acquisition of ammunition, and the maintenance and repair of rifles, are fulfilled.
- (h) Shall maintain communications with members who wish to store rifles held on personal Firearms Certificates in club storage facilities, in particular communicating with those members' home Constabularies regarding any special security arrangements required at club storage facilities to prevent access to personal firearms by unauthorised persons.

5. The Treasurer:

- (a) Shall carry out their roles and duties defined in the Constitution.

6. The Match Rifle Captain:

- (a) Shall be responsible for the training, selection and organisation of all teams to compete on behalf of the Club in any Match Rifle competitions.
- (b) Holds such responsibilities in collaboration with the President, who remains Captain of the club for purposes other than those related to Match Rifle.

7. The Social Secretary:
  - (a) Shall have responsibility for the organisation of the Club's Annual Dinner in Oxford during Michaelmas Term, and for any other official dinners or engagements that the Club is required to organise, such as the Humphry Dinner, Chancellors' Dinner and Chancellors' Cocktails at Bisley.
  - (b) Shall organise at least one social event per term for the membership of the club.
  - (c) Does not formally take up the position until after the Imperial Meeting, but should take on well-progressed plans for the Annual Dinner in collaboration with the previous social secretary during the Trinity Term of their election.
  - (d) Shall carry out the roles and duties of the Welfare Officer as defined in the Code of Conduct.
8. The Equipment Officer:
  - (a) Is responsible for ensuring that the Club operates in a safe manner as prescribed by the Secretary of State and National Governing Bodies.
  - (b) Shall be responsible for the acquisition and maintenance of club equipment, procurement of club merchandise and any other upkeep required within the club.
  - (c) Shall carry out their duties in close collaboration with the Secretary, Police Liaison Officer and FAC Holder where firearms or ammunition are concerned.
  - (d) Shall propose and maintain a set of safety guidelines to be approved by the committee and established as rules of the club.
  - (e) Shall be responsible for liaison with the Sport Safety Officer of Oxford University Sports Federation regarding the club's generic risk assessment, as well as specific risk assessments for any events, trips or tours organised by the Club.
  - (f) Shall keep a safety report book, and report all breaches of safety, both personal and in the fabric of the Range. The book shall be available for individual Members to (anonymously, if necessary) write down any concerns or report safety breaches.
9. General Committee member(s):
  - (a) Shall be responsible for assisting with range sessions and coaching members.
  - (b) May take on additional responsibilities, excluding statutory responsibilities, as determined by the President and if delegated by holders of named offices.
10. The Alumni Officer:
  - (a) Shall be responsible for maintaining a database of contact details for Alumni of the Club.
  - (b) Shall assist in the preparation of the Club newsletter.

- (c) Shall be responsible for maintaining and developing the Club's relationship with Alumni and encouraging support for the Club.
11. The IT Officer:
- (a) May carry out by delegation the responsibilities of the Secretary defined under paragraph 20(e) of the Constitution.
  - (b) Shall carry out their roles and duties defined in the Constitution.
12. The Beginners' Officer:
- (a) Is responsible for acting as a point of contact for beginners.
  - (b) Is responsible for ensuring that new members are provided with the opportunity to complete an induction course, in liaison with the President.
  - (c) Is responsible for managing a suitable programme to allow new members to become safe and proficient at handling firearms under supervision.
  - (d) Is responsible for overseeing training and development opportunities for beginners.
13. The Match Officer
- (a) Is responsible for the keeping of smallbore scores and regularly sharing these with the President.
  - (b) Is responsible for ensuring that postal competition cards are shot and posted in a timely manner.
  - (c) Is responsible for assisting the President and Secretary in the arrangement of smallbore matches, at the discretion of the President.
14. The Senior Member:
- (a) Shall carry out their roles and duties as defined in the Constitution, Code of Conduct and Complaints Procedure.
  - (a) Shall hold the position of Honorary President.
15. The Firearm Certificate Holder:
- (a) May be an ex-member or other non-member of the Club, who shall then be deemed ex-officio an Honorary Member entitled to attend but not vote at Committee meetings.
  - (b) Is appointed by the Committee for a term concurrent with the length of the club Firearm Certificate.
  - (c) Shall be responsible for the upkeep of the Club's Firearm Certificate.
  - (d) Shall be responsible for the security of the Club's rifles and ammunition.
  - (e) Shall be responsible for the purchasing of ammunition and for the maintenance, repair, acquisition and disposal of rifles.
  - (f) Shall be responsible for making notifications to the relevant Constabularies relating to security arrangements at club storage facilities.

- (g) In accordance with Home Office guidance, may delegate some of their responsibilities (b) to (e) to certain Committee members by furnishing them with a written statement of authorisation.

16. The Senior Adviser:

- (a) May be an ex-member or other non-member of the Club, who shall then be deemed ex-officio an Honorary Member entitled to attend but not vote at Committee meetings.
- (b) Is elected triennially or in any year when the post become vacant.
- (c) Shall act in an advisory capacity in relation to shooting or organisational matters, and may be called upon in general to advise and assist the Officers with their duties where appropriate.

**CLASSES OF MEMBERSHIP**

17. The Club shall consist of Honorary members, Probationary members and Full members.

**HONORARY MEMBERSHIP**

18. Honorary membership of the Club shall be open to those persons nominated by the Committee and approved by the Senior Member. An Honorary Member shall not be liable to pay any annual subscription due and shall be entitled to all the privileges of Full membership of the Club excepting that they may not vote in a General Meeting or a Committee Meeting

**PROBATIONARY MEMBERSHIP**

19. Probationary membership of the Club shall be open to those persons identified in paragraphs 3, 4 and 5 of the Constitution.
20. The probationary period shall last for a minimum of six months.
21. During the probationary period, all probationary members will be supervised at all times by a Committee member, full member of the club, or qualified range conducting officer. They will also be instructed on how to safely handle and use firearms during this period.
22. Members may have their Probationary membership extended for a suitable period of time, or revoked at the discretion of the Committee. The revocation of a Probationary membership shall not disqualify them from applying for Probationary membership again at a later date, unless they are not deemed "of good character" by the committee.
23. In exceptional circumstances, a probationary member may not be required to complete the full probationary period, such as being in possession of a valid United Kingdom Firearms Certificate or a reference from a Home Office Approved Rifle Club at which they are a current full member. This decision is at the discretion of the committee.
24. Probationary members must be given a course in the safe handling and use of firearms by a suitable person and until they have satisfactorily completed such a course they must be supervised at all times when in possession of firearms or ammunition. All probationary members must complete this safety course to be allowed to continue to train with the club beyond Michaelmas term of their first year of membership.

25. Every Probationary member of the Club must be issued with a Membership Card before they may handle firearms or ammunition independently. If full membership is granted, the Membership card will be amended as appropriate.

#### **FULL MEMBERSHIP**

26. Full members must at all times satisfy the eligibility conditions defined in paragraphs 3, 4 and 5 of the Constitution.
27. Probationary members shall only accede to Full membership on unanimous vote of the Committee at a Committee Meeting to be held in Trinity Term prior to the Annual General Meeting.
28. Prior to the AGM, the committee will hold a meeting to determine the suitability of probationary members to become full members of Oxford University Rifle Club. A probationary member shall be considered for full membership providing that the following conditions are met:
  - (a) Has held membership for the full probationary period, a minimum of six months.
  - (b) Is not in breach of the Constitution nor Code of Conduct.
  - (c) Is "in good standing" with the Club and Committee.
  - (d) Is deemed "of good character" by the Secretary and President, following consultation with the Committee.
  - (e) Has been truthful on all membership and application forms, to the best of their knowledge.
  - (f) Has shot sufficiently often during the probationary period and demonstrated the ability to handle firearms and ammunition safely and responsibly.
29. Only Full members may conduct range supervision, vote in a General Meeting of the Club or be elected to the Committee.

#### **APPLICATIONS FOR MEMBERSHIP**

30. Any eligible person, as defined in the Constitution, may apply to become a member of the Club.
31. In addition to legal obligations, on making an application for membership an applicant agrees to abide by the Constitution, Code of Conduct, Safety Policy and its appendices, Range Protocols and any additional rules or regulations as defined by the committee or any other relevant body from time to time.
32. An application shall be made by submitting to the Committee a proposal form signed by a Committee member and accompanied by:
  - (a) the appropriate subscription due,
  - (b) a completed Referee form, and;
  - (c) a passport-style photograph
33. No Application shall be considered unless the Applicant has signed a declaration stating that:
  - a) They are not prohibited from possessing a firearm or ammunition by virtue of section 21 of the Firearms Act 1968 (as amended).
  - b) They have never had an application for a Firearm or Shotgun certificate refused, or had such a certificate revoked.

34. All applicants for membership shall provide, with their proposal form, the names of two referees. These referees shall be:
  - a) Their college Tutor or Supervisor, or another professional person who has known them for the last two years, and;
  - b) A Committee member.
35. The former of these referees will sign a declaration, without which the application may be refused, certifying that:
  - a) The Applicant has not served a prison term, and;
  - b) They know of no reason why the Applicant might be considered unsuitable for membership of a Rifle Club.
36. If the applicant has a history of mental illness, they may be required to provide a letter from their GP confirming that they are not unfit for membership of the Club.
37. The Committee may reject any application for membership for any reason and without specifying a reason.
38. No application for membership of the Club shall be processed until the relevant subscription fee is received.

#### **CONDUCT OF MEMBERS**

39. Every member on joining the Club agrees to comply with the Constitution, Bylaws, Code of Conduct, Safety Policy, Complaints Procedure and any other Rules laid down by the Committee. Any refusal to do so shall render such member liable to expulsion or lesser penalties.
40. The Committee shall be empowered to level a penalty including expulsion or lesser penalties on any person whose conduct, in the opinion of the committee, renders him unfit for membership of the Club. Examples of such conduct include, but are not limited to:
  - (i) Unsafe behaviour while in charge of a firearm or ammunition;
  - (ii) Conduct, on or off the range, likely to bring the Club or the University into disrepute;
  - (iii) Harassment, as defined by the Proctors.
  - (iv) A member being suspected to be under the influence of alcohol or any controlled drugs prior to or during any shooting activity.
41. Lesser penalties that the Committee may impose include, but are not limited to:
  - (i) Suspension of membership for a period
  - (ii) Refusal of the use of Club facilities and equipment
  - (iii) Refusal of the right to participate in shooting with the Club;
  - (iv) A formal warning, either verbal or written;
  - (v) Sending the member home from any trip on which an incident of conduct such as that defined under paragraph 40 occurs, in which case neither the Club nor the Committee shall be liable for any expense incurred.
42. The Committee reserves the right to report any instances of misconduct to the Police, the disciplinary arm of the appropriate NGB, the Proctors, college authorities including health or welfare services, or any other party as deemed relevant by the Committee.

43. Should conduct occur which might require the Committee to exercise the powers given to it under this clause, the Secretary shall give the member in question seven days written notice to attend a meeting of the Committee which shall contain particulars of the complaints made against them. All such meetings shall be attended by at least that number of Committee members sufficient to give an absolute majority in the whole Committee. No penalty may be imposed at such a meeting except by a majority of the whole Committee.
44. In the event that conduct should occur during a trip away from Oxford lasting more than a day which might require the Committee to exercise the powers given to it under this clause, a Committee meeting should immediately be called, and attended by all members of the Committee present on said trip. Any member whose conduct is under question shall also be entitled to attend such a meeting. Such a meeting may not expel a member. In any case, the decision of this meeting may be overridden at the Committee meeting convened under paragraph 43.
45. No member of the Committee shall be entitled to vote in any disciplinary meeting under which his/her conduct is under discussion.
46. The decision of any meeting of the Committee convened under this clause should be reported to the Senior Member by the Secretary as soon as possible and in any case within seven days. If it is decided to expel a member from the OURC, his/her name and the circumstances warranting such expulsion shall be reported to the Proctors and to the Police, and if it is deemed necessary to the relevant National Associations.
47. The Committee reserves the right to suspend a member's access to training, matches and social events organised by the Club while awaiting the results of disciplinary action, if deemed necessary.

#### **PRIMARY CLUB**

48. No member of the Club shall use their membership to justify the possession or use of firearms, nor shall the club be any member's "Primary Club" for Firearms Licensing purposes or application of a firearms certificate (FAC), until this is agreed in writing by the Club President and Secretary. Should this permission not be sought before an FAC application is made, membership of Oxford University Rifle Club may be terminated.
49. An individual who has been endorsed by the club in their application for an FAC will need to demonstrate characteristics including, but not limited to, the following:
  - (a) Has expressed their interest in applying for an FAC to the Secretary and President in writing, and received written permission from both officers to do so.
  - (b) Is not in breach of the Constitution, Bylaws or any other relevant policies.
  - (c) Is in "good standing" with members and the Committee.
  - (d) Has been a full member of the Oxford University Rifle Club for a minimum period of one year.
  - (e) Is deemed "of good character" by the Secretary and President, following consultation with the club committee.
  - (f) Has been truthful on all membership forms, to the best of their knowledge.
  - (g) The Secretary is satisfied that the applicant has provision to be a full member of another Home Office Approved rifle club. This club must become their Primary Club in lieu of OURC at or before the end of their degree.



## **CHARGES**

50. In addition to the subscriptions mentioned above, reasonable charges may be made by the Club for the supply and use of equipment and ammunition, competition entries, accommodation and target hire. The Committee shall determine such charges.
51. The cost of other facilities and matches arranged by the Club may be apportioned among those members taking part therein.
52. Charges shall fall due by the date stated on the bill, unless an extension is granted by the Treasurer. Otherwise, charges incurred during the Easter Bisley training camp shall fall due by the end of Trinity Term, while those charges incurred during any match weekend in the Trinity Full Term shall also fall due by the start of the Imperial Meeting. Those charges incurred during the Imperial Meeting shall fall due by 4th week of the following Michaelmas Term. Any other charges incurred shall fall due at the end of the term in which they are incurred.
53. Should any member fail to comply with a written request for payment of the outstanding charge within the period hereinabove specified, their names may be forwarded to the Treasurer and Proctors. Such members shall cease to be members at the expiration of a period of seven days from the issue of a final demand, unless a reason for such delay is given to the satisfaction of the Committee. Their charges in arrears shall nevertheless be payable, and the Treasurer shall have the power to sue for and recover the same.

## **CHANGES TO THESE BYLAWS**

54. Changes to these Bylaws must be approved at a Committee Meeting with the approval of two-thirds of present, eligible and voting members.

## **INTERPRETATION**

55. Any question about the interpretation of these Bylaws shall be settled by the Senior Member of the club.
56. Guidance relating to Bylaws and their relationship to the Constitution can be sought from the Sports Federation.