



Comber Rifle Club – Constitution & Rules

Adopted by the Club at Extraordinary General Meeting
22 August 2001

[References in left margin are to provisions of the Registration of Clubs (NI) Order 1996]

Name

1. The name of the Club is Comber Rifle Club

Location

2. The Club shall have premises at 17 Railway Street Comber Co Down and at such other locations as the Club may from time to time own or occupy.

Aims

3. The objects of the Club are:
 - a) To encourage and foster the sport of competitive target rifle shooting and skill in that sport, by providing facilities, instruction, equipment, practice, competition and tuition for its members.
 - b) To promote and encourage understanding co-operation, friendship and goodwill among its' members and friends.
 - c) To supply food and refreshment to members and visitors.
 - d) To provide social and recreational facilities to members and members' guests and to give members all the privileges and advantages of a club.

Membership

4. Membership shall be Shooting, Associate or Honorary.
5. Shooting Members are persons prepared to participate regularly in the sport of target shooting, to take part in competition and to assist in the general running of the Club.
6. Associate Members are members over the age of 18 years who are neither Shooting Members nor Honorary Members and who are interested in furthering the aims of the Club.
7. Honorary Members are persons upon whom Honorary Membership has been conferred by the Management Committee in recognition of having rendered especially valuable service to the Club or recognition of especially long membership of the Club.
9. Associate Members shall no rights to, and shall not participate in the management of the Club.

Sch. 1.8

10. The total number of Honorary and Associate Members shall not at any time exceed three times the number of shooting members. if at any time the number of shooting members shall decrease, by death or resignation, so as to cause the total number of Honorary and Associate Members to exceed three times the number of Shooting Members then the Management Committee may by written notice require any Honorary or Associate Member to resign forthwith and in such case the Honorary or Associate Member thus resigning shall be refunded by the Club the total amount last paid by him by way of annual subscription. Any Honorary or Associate Member thus resigning shall be entitled to be re-elected to membership, in preference to any other applicant for membership, as soon as that can be done without causing the total number of Honorary and Associate Members to exceed three times the number of Shooting Members,

Sch. 1.7

Sch. 1.10

11. An alphabetical list of the names and addresses of each officer and member of the Club shall be maintained and kept at the premises of the Club.
12. Each member upon election shall be issued with a Membership Card which shall bear upon its face the period of its validity and the name and class of membership of the member in question.



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13. A member who changes his address shall within 21 days of that change notify the Secretary of the change.

Management and Governance

Officers

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| Sch1.1 | 14. The Officers of the Club shall be a Chairman, a Secretary and a Treasurer. These Officers shall be elected from the Shooting Members annually at the Annual General Meeting and shall go out of office at the next Annual General Meeting following their election |
| Art5(5)(i) | 15. No person who has an unspent conviction under the Rehabilitation of Offenders (NI) Order for an offence of violence or an offence involving dishonesty shall be eligible for election as Officer or member of the Management Committee and any officer or member of the Management Committee who shall be convicted of an offence of violence or an offence involving dishonesty shall forthwith inform the Secretary (or if himself the Secretary shall forthwith inform the Chairman) and shall forthwith resign his position as Officer or member of the Management Committee. |
| Sch1.1 | 16. The business and affairs of the Club shall be under the control and management of the Management Committee. |
| Sch1.1,2 | 17. The Management Committee shall consist of the Chairman, the Secretary, the Treasurer and nine other Shooting Members. These nine Shooting Member members of the Management Committee shall be elected annually at the Annual General Meeting and shall go out of office at the next Annual General Meeting following their election. |
| | 18. No shooting member shall be eligible for election as an officer of the Management Committee unless he shall have been a Rifle Shooting Member for three consecutive years immediately prior to the Annual General Meeting in question. |
| | 19. Each Shooting Member shall on each occasion when he applies for renewal of Membership declare whether his major target shooting discipline is rifle shooting or pistol shooting. Each shooting member shall then on the basis of such declaration be classified as being either a rifle member or a pistol member save that the Management Committee shall have power to review any such declaration and shall, if not satisfied that the declaration correctly reflects the actual interests and activities of the Shooting Member in question during the previous year, have power to change the declaration of the Shooting Member in question in the discipline which the Management Committee regards as more correctly reflecting the actual interests of the Shooting Member during the previous year. |
| | 20. On the election of members of the Management Committee a maximum of two Committee places (to be known as pistol places) shall be available to pistol members with the balance of places (to be known as rifle places) being available only to rifle members. In the event of there being two eligible members validly nominated for election to pistol places the chairman of the AGM may declare that the number of rifle places for that election shall be increased by the extent to which the number of members validly nominated for election to places falls short by two |
| Sch 1.1 | 21. If the number of elected members of the Management Committee shall, by virtue of death or resignation of members, fall below five in addition to the Chairman, the Secretary and the Treasurer then an Extraordinary General Meeting shall as soon as possible be convened for the purpose of electing further members of the Management Committee. |
| | 22. The Management Committee shall have power to fill any vacancy which may arise an the Management Committee by co-opting a Shooting Member, but no Shooting Member shall be eligible for co-option as member of the Management Committee unless he shall have been a Shooting Member for three consecutive years immediately prior to the Management Committee meeting at which he is co- |



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Sch 1.3

- opted and no meeting of the Management Committee shall resolve to fill any vacancy which may arise on the Management Committee by co-opting a Shooting Member unless there are seven elected members of the Management Committee present at the Management Committee meeting in question.
23. The Management Committee shall meet each month except for the months of July and December.
 24. The Management Committee shall have power to appoint Sub Committees. which Sub Committees may consist of members of the Management Committee or of some Members of the Management Committee and some Shooting Members or entirely of Shooting Members who are not members of the Management Committee.
 25. The Management Committee may pay accounts and incur any normal liabilities on behalf of the Club.
 26. The Management Committee of the Club but also power to make, amend and repeal bye-laws, consistent with these Rules and with the provisions of the laws of Northern Ireland relating to clubs registered under The Registration of Clubs (NI) Order and relating to firearms clubs approved under the provisions of the Firearms Order (Northern Ireland), as the Management Committee may from time to time think fit. Bye-laws made by the Management Committee under this provision shall be binding upon the Club and its Members unless and until repealed by a resolution of a General Meeting of the Club but such resolution to repeal shall not have the effect of negating or annulling any decision or step or instruction which the Club or the Management Committee may have taken or given in reliance upon such bye-law.
 27. No bye-law shall conflict with these Rules and in the event of any conflict arising or appearing then these Rules shall prevail.
 28. If any member of the Management Committee shall
 - a) resign his membership of the Management Committee by giving notice thereof in writing
Or
 - b) fail for a period of three or more months to attend meetings of the Management Committee without advance notice of absence given to the Secretary and accepted by the Management Committee at the meeting in question
Or
 - c) remove his normal place of residence from Northern Ireland then he shall be deemed to have resigned from the Management Committee and his position on the Management Committee shall be declared to be vacant.

Dissolution

29. If at any General Meeting a resolution for the dissolution of the club is passed by a majority of the Shooting Members present and at an EGM held not less than 6 weeks later (of which not less than 4 weeks' written notice has been given to each member) and at which not less than half of the Shooting Members are present that resolution is confirmed by a resolution passed by a majority of two-thirds of the members voting on it, the assets and property of the Club shall be dealt with as provided below and on the completion of the dealing with the assets and property of the Club the Club will be dissolved.

Trustees

30. The Trustees of the Club are W R Potter, C Slator, C Warnock & Mrs I Atherton
31. The Trustees shall hold the assets and property of the Club, except for cash which shall be under the control of the Treasurer, for the benefit of the Members of the Club.



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32. The Trustees shall have the power to enter into Contractual arrangements on behalf of the Club with the provision that they are:
 - a) in recognised formats of wording established by approved contractual bodies examined by the Club's Solicitor for protection of the Club's interests.
 - b) administered by the Club Accountant or an appointed professional representative who shall issue and calculate payments at regular intervals.
33. The Committee nor individuals shall not be permitted to enter into verbal contracts.
34. The Trustees shall be able to arrange terms of borrowing from an authorised bank or building society.
35. In the event of the death or resignation of the Trustee the remaining Trustees shall appoint as replacement Trustee a Shooting Member of the Club.
36. In the event of the Club ceasing to exist as an active target rifle club, or if the Club in General Meeting shall resolve to dissolve itself, then the assets and property of the Club shall not be applied for the benefit of or transferred to the Members of the Club but shall be made over, given and transferred by the Trustees to or for the benefit of some other club association or body having like aims to the aims of the Club or, in the event of the Trustees being unable to identify any other club association or body having like aims to the aims of the Club, to any other institution which is recognised in law as a charity.

Application for Membership

Sch1 4.5

37. Every application for membership shall be made in writing in such form as the Club may require, and shall be lodged with the Secretary. Each such application shall be given preliminary consideration by the Management Committee at the next meeting of the Management Committee. The Management Committee may on that occasion either reject or provisionally accept such application. Where an application is provisionally accepted by the Management Committee the name and address of the applicant shall be displayed for a period of one month on the Club Notice Board so that members may make to the Management Committee or to members of the Management Committee such representations as they the members shall wish as to the character and fitness for membership of the applicant. At the next Management Committee meeting held after the end of this one-month period the Management Committee shall again consider the application and shall either reject it or accept it and declare the applicant to have been elected as Member.
37. The Management Committee shall have power to require, at any time, any member or any applicant for membership to apply to the Police Authority of Northern Ireland under the provisions of the Data Protection Act or any replacement for or variation thereof for details of all information held by the Police Authority of Northern Ireland under the provisions of the Data Protection Act in relation to criminal convictions of that person. Any member or any applicant for membership thus required to apply for details of information held by the Police Authority for Northern Ireland under the provisions of the Data Protection Act in relation to criminal convictions of that person shall, within 7 days of receiving such information, provide it to the Secretary
38. Where a person is elected as a Shooting Member the Management Committee shall, unless satisfied that the person has already received and absorbed thorough and effective training in the safe and proper handling of firearms such as those firearms commonly used in the sport of target shooting, elect that person as a probationary member and the probationary term shall last until the Management Committee is satisfied that the person has received and absorbed thorough and



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effective training in the safe and proper handling of firearms such as those firearms commonly used in the sport of target shooting.

Sch 1.6

39. If any person is elected as member by any procedure which does not comply with Rule 33 that person shall not be admitted to any of the privileges of membership until the expiration of a period of at least 2 days from his election.

Ineligibility for Membership

40. No person who is not of good character or who is or has been a member of any unlawful association shall be eligible for membership. No person who is by the law of Northern Ireland prohibited -other than by virtue of age -from holding a Firearms Certificate shall be eligible for Shooting Membership.

Subscriptions

41. The annual membership subscription for each class of member shall be fixed annually by the Management Committee. The Management Committee shall have power to set differential rates of membership subscription within each class of membership in recognition of (for example only) youth or age. Each member shall pay the amount so fixed on or before 1st January each year or (in the case of a newly-elected member) immediately upon election as member. Any member who has not paid his membership subscription by 31st January or (in the case of a newly-admitted member) within 28 days of notification of admission as member shall cease forthwith to be a member.

Accounts

Art40(1)

42. Proper books of account shall be kept showing the financial affairs of and all receipts by and expenditure of the Club. An annual statement of accounts shall be prepared in the form required by law and such accounts shall be audited annually by a qualified accountant appointed as Auditor by the Club in Annual General Meeting for such purpose.

Sch 1.9

43. The financial year of the Club shall end on the 31st December of each year, to which day the accounts of the Club shall be made up.

Art40(1)(g)

44. On the demand of any Member a summary of the accounts and a copy of the auditor's report thereon shall be sent, free of charge, to that Member as soon as they become available.

Art40(1)f)

45. A copy of the accounts and of the auditor's report thereon shall be sent to the Sub-Divisional Commander of the police sub-division in which the Club's premises are situated within three months of the end of the financial year to which they relate.

General Meetings

46. The Annual General Meeting of the Club shall be held within ten weeks from the end of the financial year.
47. Notice of the Annual General Meeting shall be sent to each member at least fourteen days before the date of the Annual General Meeting, and notice of the Annual General Meeting shall also be exhibited on the Club Notice Board for a period of at least fourteen days before the date of the Annual General Meeting.
48. Any member wishing to make a proposal for the consideration of the AGM shall give written notice, signed by the member making the proposal and signed also by another member as seconder of the proposal, to the Secretary at least seven days before the date of the AGM and such notice shall at once be placed by the Secretary on the Club notice board.
49. All General Meetings of the Club shall be chaired by the Chairman. In his absence the Secretary shall take the chair. In the absence of both the Chairman and the Secretary the Treasurer shall take the chair. In the absence of the Chairman the Secretary and the Treasurer any member of the Management Committee may, with the consent of a majority of members present and entitled to vote, take the chair.
50. The quorum at all General Meetings of the Club shall be fourteen Shooting Members.



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51. At General Meetings of the Club all members attending the meeting shall be entitled to heard in debate on any matter validly before the meeting but only Shooting Members may vote upon any resolution or motion and only Shooting Members may participate in the election of Officers and of members of the Management Committee.
52. Each Shooting Member attending the AGM shall be entitled to a single vote. In the event of there being an equal number of votes for and against any proposal or motion the chairman of the AGM shall be entitled to a second or casting vote.
53. The purposes of the Annual General Meeting shall be:
 - a) To receive the report of the Management Committee and the reports of the Officers
 - b) To receive a statement of the accounts of the Club and the report of the Auditor of the Club.
 - c) To elect the Officers of the Club and the members of the Management Committee.
 - d) To discuss any other matter affecting the management and wellbeing of the Club and the aims of the Club.
54. At any time an Extraordinary General Meeting may be called by two or more Trustees or by twelve or more shooting Members presenting to the Secretary a notice, signed by them, requesting such a meeting to be held. Such notice shall state the matter or proposal for consideration by the Extraordinary General Meeting and at the Extraordinary General Meeting only such matter or proposal shall be discussed and decided.
55. Upon receiving a notice requesting an Extraordinary General Meeting the Secretary shall in consultation with members of the Management Committee fix a date for the holding of the Extraordinary General Meeting, such date to be not less than seven and not more than twenty-one days after the receipt by the Secretary of the notice requesting an Extraordinary General Meeting. Notice of the holding of the Extraordinary General Meeting, together with a copy of the notice requesting an Extraordinary General Meeting, shall then be sent to each member.

Conduct of Members

56. If in the opinion of the Management Committee the conduct or reputation of any member whether on or off the Club premises is or has been unseemly or objectionable or such as to bring the Club or the sport of target shooting into disrepute then the Management Committee may by notice in writing call upon the member in question to resign his membership within seven days from the receipt of such notice. A member receiving such a notice may make written representation requesting withdrawal of the notice. If the notice is then withdrawn by the Management Committee then the member shall remain a member. If the notice is not withdrawn by the Management Committee the member shall resign within seven days from the receipt of the notice and if he fails to do so then he shall be expelled from membership
57. A person who has been required to resign from membership (other than in order to preserve the proper ratio between the total number of Honorary and Associate Members and the total number of Shooting Members) or has been expelled from membership shall have no claim for refund of membership subscription and shall not be permitted to enter the Club premises as guest of any Member.
58. No person under the influence of intoxicating liquor shall be admitted to the Club premises at any time
59. No person taking part in or intending to take part in shooting shall visit the Club bar or consume any intoxicating liquor
60. No intoxicating liquor shall be taken into the shooting range at any time when there are firearms or ammunition present on the range.

Guests



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61. Members shall be at liberty to introduce their personal friends as guests provided always that:

- Sch1 .14
 - a) A guest of a member shall not be admitted to the premises of the Club except in the company of a member and that member shall, immediately on the admission of his guest to the Club premises, enter his name and the name and address of his guest in a book which shall be kept for that purposes in the Club premises and which shall show the date of each visit.
 - b) No member shall introduce more than three guests on anyone occasion except that if the Management Committee has authorised the holding of a function organised by the Club for a member of the Club to be attended only by that member and his guests then the Management Committee may when authorising the holding of that function authorise the member for whom it is organised to introduce as guests a greater number than three.
- Sch1 1.4
 - c) A member introducing a guest shall be responsible for the conduct and behaviour of his guest and for the strict Observation by his guest of all the Rules of the Club and shall not leave the premises of the Club before his guest.
 - d) No person present on the Club premises as guest of a member shall be supplied with intoxicating liquor other than upon invitation of and in the company of a member.
 - e) No person, other than the parent, husband, wife or child of a member shall be admitted as guest of a member to the club premises on more than twenty occasions in any period of twelve months.
 - f) The Management Committee or any member of the Management Committee shall have the right without stating any reason to require any person present on the Club premises as guest of a member to leave the premises forthwith
 - g) The Management Committee shall have the right without stating any reason to forbid the introduction of any person as guest of a member
 - h) No person shall be admitted to the Club premises as guest of a member after 10.00pm other than with the prior consent of an Officer or member of the Management Committee.
- Art39(1)

62. A team or other body of persons who are, as members of another club society or organisation, visiting the Club for the purpose of taking part in or in the organisation of or arrangements for any pastime, sport, game or recreation at the Club, an Officer of the Club may enter in the book referred to at Rule 61 above the name of the visiting club society or organisation and the number of members of the visiting team or body of persons without specifying their names and addresses and intoxicating liquor may be supplied by the Club to such persons at the request and in the presence of an Officer of the Club.
- Opening Hours

63. The hours for the opening of the club bar and the supply of intoxicating liquor by the club shall be the permitted hours defined by the Registration of Clubs (NI) Order 1996 that is to say from 11.30 am until 1.00 pm on weekdays other than Good Friday and Christmas Day, from 5.00 pm until 11.00 pm on Good Friday and from 12.30pm until 10.00pm on Sundays and on Christmas Day, or such shorter or more limited hours as may be decided upon by the Management Committee.

64. Intoxicating liquor may be consumed in the Club premises until 30 minutes after the closing of the bar.

65. Intoxicating liquor shall not be supplied by the Club to any person for consumption outside the premises of the Club
- Art34(1)

66. The Club shall not supply intoxicating liquor to any persons under the age of 18 nor supply intoxicating liquor to any person for consumption by a person under the age of 18 in the Club premises nor permit any person under the age of 18 to consume intoxicating liquor in any part of the Club premises



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Sch1 15

67. During permitted hours no person under the age of 18 years, other than a person who has attained the age which is the upper limit of compulsory school age and is employed by the Club under a contract in writing or who is receiving training under a scheme approved by the Department of Economic Development or who is engaged in a placement scheme as part of a further or higher education course. shall after 9 00 pm enter any part of the Club premises which contains a bar or which is used exclusively or mainly for the supply consumption or storage of intoxicating liquor
68. There shall be exhibited in a conspicuous place on the Club premises a statement in plan type of the hours during which intoxicating liquor may be supplied on the premises of the Club
69. No Officer or member of the Management Committee and no manager or servant employed by the Club shall have any personal interest in the supply of intoxicating liquor in the Club or in the profits arising from such supply
70. No person shall be paid at the expense of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club
71. No person shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club or members of the Club apart from any benefit accruing to the Club as a whole
72. The premises of the Club shall not be used for any unlawful games or unlawful gambling
73. No member shall give the name of the Club in any advertisement or use the address of the Club for any business other than Club business.
74. The premises of the Club shall be open to members and their guests between such hours as the Management Committee may from time to time determine and the Management Committee is empowered to close the premises of the Club at any such time as the Management Committee may consider necessary.

Functions

Art30

75. Functions may with the permission of the Management Committee be held in the Club premises if the function is for the benefit of the club as a whole and is related to the objects of the Club and is organised by the Club and is attended only by members of the Club and their guests or if the whole proceeds of the function after deducting expenses are devoted to charitable or benevolent purposes or if the function is organised by the Club for a member of the Club and is attended only by that member and his guests.

Amendments and Alterations

Art41

75. These Rules may be amended or altered by resolution passed by a majority of two-thirds of the members voting on it at a General Meeting always provided that any motion for such amendment or alteration shall be made in writing and shall be exhibited, together with a copy of the proposed amending or altering words, on the Club notice board for a period of not less than 28 days ending on the date of the Annual General Meeting and in addition a copy of the motion for such amendment or alteration together with a copy of the proposed amending or altering words shall be sent to each Shooting Member of the Club with the notice of the Annual General Meeting.
76. Any alteration in these rules or to composition of the Management Committee shall within 14 days of the alteration be notified by the Secretary to the Clerk of Petty Sessions for the Petty Sessions District in which the premises of the Club are situated and to the sub-divisional commander of the police sub-division in which the premises of the Club are situated.

Indemnities

76. The Management Committee Officers and Trustees of the Club shall be and hereby are indemnified by the Club out of the assets and property of the Club against any



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action claim suit or demand brought or made against them or any of them in respect of any liability properly and in good faith incurred by them on behalf of the Club.

Child Protection Policy

77. The Club shall have and actively promote the following Child protection Policy:

- a) Members working with children shall always do so publicly and openly, and shall avoid situations where the member and a child are completely unobserved.
- b) When physical contact is necessary it shall be done openly. Bear in mind that some parents are becoming increasingly sensitive about touching of children and their views should always be carefully considered.
- c) If children are travelling to an event make sure at permission for the journey (ideally in writing) is given by a parent. Parents should be asked to ensure that children are collected on time.
- d) All should respect the rights and dignity and worth of all and should treat everyone with equality.
- e) Members working with children should be appropriately experienced and (where relevant) qualified.
- f) The well-being and safety of the child must at all times be placed above the development of performance. Members working with children providing coaching and guidance must be sure that they are working at a level within their own experience and {where relevant} qualifications.
- g) Members working with children should ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the performer.
- h) Members working with children should always promote the positive aspects of target shooting and should never suggest or condone violations of rules, poor sportsmanship or the use of prohibited substances.
- i) Members working with children should consistently display high standards of personal behaviour and appearance should employ appropriate language and should show and teach proper respect for equipment and facilities.
- j) Members working with children should not openly criticise the judgement of those in official positions and should not use language or behaviour which might cause the child to lose self-esteem or self-confidence or confidence in those who are in official positions.
- k) Members working with children should be aware that as a general rule it is not wise to:
 - i. Spend amounts of time alone with children away from other.
 - ii. Take children alone on car journeys.
 - iii. Take children to the members home.

If any of the above situations should be prove to be unavoidable they should take place only with the full knowledge of someone in a position of authority within the club and/or of a person with parental responsibility for the child.

- l) Members working with children should NEVER
 - i. Engage in rough physical or sexually provocative games or horseplay.
 - ii. Share a room with a child.
 - iii. Permit or engage in any form of inappropriate touching.
 - iv. Permit children to use inappropriate language.
 - v. Make sexually suggestive comments, even in fun.
 - vi. Allow an allegation made by a child to be unchallenged, unrecorded or not acted upon,
 - vii. Agree to meet a child on his or her own.

- m) If a member accidentally injures or distresses a child, or if a child appears to respond in a sexual manner to a member's actions or misunderstands or misinterprets something done by the member, the member should report the



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- incident to a colleague and should make brief written report of the incident and should inform the parents of the child or arrange for them to be informed.
- n) Members working with children should be prepared for injury or emergency and should be aware of the location of first aid equipment or resource and should where possible have telephone contact numbers for the parents of children.

Note: The New Trustees were appointed in January 2002 and the names have been included in above. This will be ratified at the next AGM and an amendment made as such.