

H.B.S.A. RULES (the “By-Laws”)

- 1 December 1998
- amended and restated August 15, 2016
- amended 20 April 2020

1 NAME

The name of the Company is Historical Breechloading Smallarms Association as stated in the Memorandum of Association of the Company (sometimes hereinafter referred to as the “Association”).

2 OBJECTS

The objects of the Association are as stated in the Memorandum of Association (the “Memorandum”).

3 MEMBERSHIP

3.1 CATEGORIES

3.1.1 In General

The categories of membership are those specified in the Articles of Association (the “Articles”) of the Company. In addition, as permitted by the Articles, the Council may, from time to time, add categories of membership so long as they are not inconsistent with the Memorandum or the Articles.

3.1.2 There shall be added the following membership category:

Institutional Members

Institutional Members will be corporate bodies (whether or not incorporated) which wish to be associated with the work of the Association. They will be entitled to receive one copy of all publications of the Association distributed to Full Members, but their representatives will not be entitled to attend meetings of the Association (except as guests), or to vote at General and Special Meetings of the Association.

3.2 REFERENCES

Officers of the Association will normally act in that capacity as referees for Full Voting or Non-Voting Members applying for the grant or renewal of a Firearm or Shotgun Certificate, unless otherwise instructed by the Council, but not for Provisional or Corresponding Members.

4 PROCEDURE FOR MEMBERSHIP APPLICATIONS

In order to ensure the maintenance of the standards of responsibility and historical integrity among the membership, the Association shall adopt the following procedure to deal with applications for membership:

4.1 Applicants for membership shall use the official application form available from the Honorary Secretary.

4.1.1 The Application shall include the declaration and information required by Part B of Appendix 1.

4.1.2 The Applicant shall be advised of the requirements of Clause 3 by Part A of Appendix 1.

4.2 On completion the application forms shall be submitted to the Council for consideration. Applicants will be invited for an interview with two Full Voting Members, at least one of whom shall be a member of the Council. The Council shall have power to reject an application or vary the class of membership for which the application is submitted.

4.3 Applicants for Full Voting and Non-Voting membership shall then be invited to attend a meeting of the Association, or the Council will take such other steps as may seem appropriate for members of the Council to meet the applicant in person.

4.4. Applicants for membership, of whatever type, must be formally proposed and seconded for membership by Full members of the Association.

4.5 Applicants for Full Voting or Non-Voting Membership shall pay an entry fee on application, such fee to be returned if the application is not successful.

4.6 The names of applicants for Full Voting and Non-Voting membership shall be read out at three meetings of the Association, or of Council, in the event that full meetings are unable to be held for any reason, and in the absence of any objection the applications shall be considered at the third meeting. Only Full Voting members may vote at elections for members. A duly elected applicant will not be deemed to have entered into Full membership status until they have paid the prescribed entry fee.

4.7 Notwithstanding the foregoing:

4.7.1 Provisional members shall be refused membership if their acceptance would mean that the Association has more Provisional members than Full Voting and Non-Voting members.

4.7.2 Applications for Full Voting and Non-Voting membership may not be accepted unless the applicant either:

4.7.2.1 has been a Provisional member for at least six months during which they have attended at least six meetings, and has been given a course in the safe handling and use of firearms on a one-to-one basis by a Full member or

4.7.2.2 holds a current Firearm Certificate; or

4.7.2.3 is a member, entitled to handle firearms and ammunition, of another rifle club approved by the Home Office (including a Branch of the Association); or

4.7.2.4 has handled firearms in the course of their duty in the police or the armed services, and has a statement from their existing or former senior or commanding

officer saying that they are fully trained in handling firearms and are able to use them safely without supervision.

4.8 Patrons

The Council may appoint a Patron and up to two Vice Patrons of the Association, but these persons shall have no powers in the management of the affairs of the Association.

4.9 Guests

4.9.1 The Association may have up to thirty Guest Meetings in any one year.

4.9.2 Persons may attend as Guests only if vouched for by a Full Member, who must supervise them on a one-to-one basis when they are handling firearms or ammunition not their own, and who must inform the Honorary Secretary of their names at least three working days before the Guest Meeting.

5 SUBSCRIPTIONS

5.1 Subscriptions shall be set by the Council. Any change in subscription rates must be approved by a General Meeting of the Association. A General Meeting may vary the proposals of the Council, but only by a two-thirds majority vote.

5.2 Subscriptions shall be due in advance on 1 January in each year. If any member's subscription remains unpaid on 1 October, they shall be deemed to have resigned with immediate effect.

6 ADMINISTRATION

6.1 The affairs of the Association shall be conducted by a Council of management consisting of the officers (President, Vice-Presidents, Chairman, Honorary Secretary, Treasurer, Range Practice Secretary, Editor of the Journal of the Association, Section 7 Representative, Membership Registrar), two representatives of each Branch, and eight ordinary members.

6.2 Five elected members of the Council (or such greater or lesser number as may be required by the Articles), of whom at least one must be an officer of the Association.

6.3 The Council may co-opt at its discretion any person or body of persons to the Council to facilitate the efficient running of the Association, but such persons may not vote at Council meetings.

6.4 The Council shall nominate the Hon. Secretary as Police Liaison Officer.

6.5 The members of Council shall serve without remuneration, but may be reimbursed for out-of-pocket expenses approved by Council.

7 THE COUNCIL

7.1 The Council shall meet for the transaction of business connected with the management of the Association on such days as the Council shall appoint, and at least three times in any calendar year.

7.2 The Council shall include in at least three meetings a year consideration of business relevant to the Branches.

7.3 The Council shall make provision through the Range Practice Secretary for range practices, which shall be conducted under the Association's rules and regulations currently in force, modified, where necessary, by the Council to meet the limitations inherent in the arms themselves.

8 BRANCHES

8.1 Establishment, Rules, Members etc.

The establishment, rules, Home Office approval, membership, representation and loss of recognition are governed by the Articles.

8.2 Loss of Recognition - supplemental provision

8.2.1 In the event the Council proposes to withdraw recognition from a Branch, before so withdrawing recognition under the Articles, the Council shall serve at least fourteen days written notice of its intention on the Branch and the Branch shall be entitled to send two representatives to attend the next meeting of the Council, at which a quorum is present, to hear the charges against it and have the opportunity to explain its alleged behaviour.

8.2.2 At any such Council meeting, all parties involved may attend in person, and the Branch representatives may have with them a friend or advisor. If the Branch representatives do not attend the Branch shall be entitled to receive a copy of the minutes of the meeting within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.

8.2.3 The Council will consider all written evidence as well as oral submissions when reaching their decision.

8.2.4 The Council shall first decide whether the allegation has been proved or not. If it decides that the allegation has not been proved it shall declare formally that the matter is closed.

8.2.5 In the event the Council concludes that recognition of the Branch should be withdrawn, it shall promptly, but no later than 7 days following such decision, so advise the Branch in writing.

8.2.6 If the Branch disputes the decision, the representatives may appeal against the decision by serving upon the Honorary Secretary within 7 days a notice of appeal.

8.2.7 Upon receipt of such notice of appeal, the Council will call an extraordinary general meeting to hear the appeal.

8.2.8 On the hearing of the appeal by the extraordinary general meeting the provisions of Rules 11.16 to 11.17 inclusive shall apply mutatis mutandis.

8.2.9 No member of the Branch shall be entitled to vote on any aspect of the action against the Branch.

9 GENERAL AND SPECIAL MEETINGS

9.1 General Meetings

General Meetings shall be governed by the Articles

9.2 Special Meetings

Special Meetings shall be governed by the Articles.

10 RULE CHANGES

10.1 Any changes to these Rules shall be governed by the Articles.

11 DISCIPLINE

11.1 Reports relating to any form of misconduct, including conduct that is illegal, unsafe, dishonest, discreditable, unseemly, objectionable, calculated to bring the Company or the members into disrepute or contrary to the conditions of the range safety certificate(s), must be made in writing to the Honorary Secretary, or if they are not available, to the Chairman or Treasurer, at the earliest opportunity.

11.2 If the misconduct involved is such that the Police Firearms Department should be notified of it, it is the duty of the Honorary Secretary (or in his absence the 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.

11.3 The Honorary Secretary (or in their absence the Chairman or Treasurer) shall convene a meeting of three members of the Council, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.

11.4 The Honorary Secretary (or in his absence the 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.

11.5 The Sub-Committee, having examined the evidence, may decide:

11.5.1 That there is no case to answer in which case the accuser and accused will be informed by the Honorary Secretary that the matter is closed, or

11.5.2 That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.

11.6 If there is a case to answer a Disciplinary Committee comprising five members of the Council shall conduct the disciplinary hearing within 28 days of the meeting held under 11.3 above.

11.7 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with them a friend or advisor. If the accused does not attend, they 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.

11.8 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.

11.9 The Disciplinary Committee shall first decide whether the allegation has been proved or not.

11.10 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 they do so such notice must be given within 7 days of the decision being made.

11.11 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:

11.11.1 A verbal warning.

11.11.2 A written reprimand.

11.11.3 Suspension of the right to attend meetings for a fixed period of time.

11.11.4 Suspension of all membership rights for a fixed period of time.

11.11.5 Immediate termination of membership, or, in the case of a non-member, debarment from attending all Company activities.

11.12 All proceedings of the Sub-Committee and of the Disciplinary Committee, shall be fully minuted.

11.13 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Honorary Secretary within 7 days a notice of appeal.

11.14 Upon receipt of such a notice of appeal the Council will call an extraordinary general meeting to hear the appeal.

11.15 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.

11.16 On the hearing of the appeal by the extraordinary general meeting the provisions of Rules 11.7 to 11.12 inclusive shall apply.

11.17 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.

11.18 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.

11.19 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, the Honorary Secretary shall place in the Report a notice setting out the precise nature and terms of the penalty.

11.20 The Council shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Company since the last annual general meeting.

12 CONTINGENCIES

12.1 In accordance with the Articles, the Council may settle any matter not specifically covered by these Rules in a manner calculated to serve the best interests of the Association.

12.2 Any such decision shall be placed before the Association at its next ordinary meeting for ratification.

13 USE OF THE ASSOCIATION'S NAME OR LOGO

13.1 In accordance with the Articles no member or Branch shall use the name or logo of the Association for any purposes without the permission of the Council, other than as a true statement of the fact of membership or recognition.

14 DISSOLUTION

14.1 If a majority of the Council proposes that the Association should be wound up, a ballot, as required by the Memorandum, Articles and applicable law, of all Full Voting members must be held within six months and the requisite approval obtained of the resolution before any action can be taken to dissolve the Association.

14.2 If the Association is wound up its assets shall be realised and after the payment of all debts and liabilities any property remaining shall be distributed in accordance with the Memorandum.

15 INTERPRETATION

15.1 These Rules are supplemental to the Memorandum and the Articles.

15.2 In the event of a conflict between these Rules and either the Memorandum or the Articles, the Memorandum or Articles, as the case may be, shall control.

APPENDIX 1

Home Office Requirements

A Information to be Provided to the Police

- 1 The Association will inform the police of any holder of a firearm certificate who has ceased to be a member for whatever reason.
- 2 The Association will inform the police if any member who holds a firearm certificate for target shooting has not shot with the Association for a period of twelve months.
- 3 The Association will inform the police of any application for membership, giving the applicant's name and address, and of the outcome of any application.

B Information to be provided by Members Prospective Members and Guests

- 1 All Members, applicants for membership and guests must sign a declaration that they are not prohibited from possessing a firearm or ammunition by virtue of s 21 of the Firearms Act 1968 (which applies to persons who have served a term of imprisonment).
- 2 All applicants for membership shall inform the Association of whether they have ever had an application for a firearm or shotgun certificate refused by the police or had a certificate revoked.

C Persons Attending Range Practices

- 1 Range practice meetings of the Association may be attended by:
 - 1.1 Full Voting and Non-Voting Members;
 - 1.2 Persons attending as Guests as set out in Rule 4.8.2; and
 - 1.3 Provisional members supervised as set out in Clause 5 (c) of the Articles.
- 2 The Association may also organise open shooting meetings, in which the following may participate:
 - 2.1 Persons listed under C 1 above;
 - 2.2 Holders of a current firearm certificate;
 - 2.3 Members, entitled to handle firearms and ammunition, of another full-bore rifle club approved by the Home Office (including a Branch of the Association); or
 - 2.4 Persons who have handled firearms in the course of their duty in the police or the armed services, and have a statement from their existing or former senior or commanding officer saying that they are fully trained in handling full-bore rifles and are able to use them safely without supervision.