

The Welsh Target Shooting Federation Limited

Rules and Bye Laws for Members

These rules and bye laws (hereinafter referred to as “the Rules”) are made by the Board of Directors of the Welsh Target Shooting Federation Limited (“the Company”) under the powers set out in Article 46 of the Articles of Association of the Company. A Member is a Shooting Association recognised by the majority of the Board, that has been admitted as a Member by the Board under these Rules and Bye Laws.

1. Conditions for Admission to Membership

- 1.1. All applicants for Membership shall be required to complete the application form for Membership provided by the Board in such form as the Board shall from time to time determine. In signing the application form whether for a new application or a renewal, the official of the Shooting Association so signing agrees that all its members and officials shall be deemed to be and be in fact bound by the Memorandum and Articles of the Company as well as these Rules and Bye Laws. It shall be open to the Board in relation to any new application for Membership to obtain any relevant information in support of such an application as they may deem necessary before admitting the applicant for Membership.
- 1.2. In all cases the decision of the Board on applications for Membership, renewal of Membership and decisions on whether or not applications should be accepted is the sole responsibility of the Board and in the event that any application is refused the Board shall not be under obligation to assign any reason for such refusal.

2. The Disciplinary Panel

- 2.1. The Disciplinary Panel shall consist of the Chairperson, the Secretary, and the Financial Director. Should any conflict arise any or all of the above persons shall be replaced by independent members of the Board and if no such independent member of the Board can be found with the agreement of the majority of the Board, then they shall be replaced by an independent person(s) appointed by independent Members. The quorum shall be two.
- 2.2. The Disciplinary Board will instruct on the appropriate arrangements for a hearing and arrange for the conduct of the hearing in accordance with these Rules and the Company’s Memorandum and Articles.

3. The Appeals Panel

- 3.1. The Appeals Panel shall consist of three persons - an independent chairperson appointed by the Board plus representatives (not being members of the Board) from two independent Members to be put forward by independent Members on a case-by-case basis.
- 3.2. The Appeals Panel shall meet if an appeal has been lodged against a decision or ruling of the Disciplinary Panel and the Company Secretary shall be responsible for dealing with the arrangements for the Appeal Panel.

- 3.3. Appeals against the Disciplinary Panel's decision shall be made within fourteen days in writing to the Company Secretary and shall be accompanied by a deposit of £300 which shall be returnable if the appeal is successful.
- 3.4. The Appeals Panel shall also meet in the event of any appeal under any decision by the Board or any of its Committees.
- 3.5. The Appeals Panel shall have a duty to hear such appeals within 21 days of receipt of any such appeal and payment of a £300 deposit which shall be refundable in the appeal is successful.

4. Rules for the Conduct of Hearings of the Disciplinary or Appeals Panel

- 4.1. Any allegation or charge made against any Member (hereinafter deemed to also include any person or organisation under the control of the Member) subject to the jurisdiction of the Company shall be made in writing to the Board or may be made to any Director in the same way with payment of the £300 deposit to the Company and the Director in receipt of the complaint will pass the matter to the Board without delay. The Board will either investigate the matter or refer the matter to an Investigation Panel, consisting of three persons with a quorum of two, created for this purpose by the Board to investigate the subject matter of the complaint and allegation with a view to determine whether or not there is a case to be answered.
- 4.2. If the Board/Investigation Panel recommend that the matter proceed then the matter will be referred to the Disciplinary Panel of the Company who will be responsible for making arrangements for the hearing.
- 4.3. The chairperson of the Disciplinary Panel shall within a further twenty-one days invite the Member to attend the appropriate hearing by sending a recorded delivery letter to the last known address of the Member to arrive at least seven clear days prior to the date fixed for the hearing.
- 4.4. The Member against whom it has been resolved to proceed must be given notice of the charge or allegation, be given the right to be assisted at the hearing by someone of their choosing, be given an opportunity to state their case and be granted an equal opportunity to hear and deal with any evidence submitted. The panel will be responsible for ensuring that its proceedings comply with the rules of natural justice.
- 4.5. Within seven days of the hearing the Disciplinary Panel shall notify the Member in question of its decision in writing. The Disciplinary Panel may dismiss the complaint, suspend, expel or disqualify the Member or impose such other penalty whether financial or otherwise as it considers fit.
- 4.6. Any Member aggrieved by a decision or ruling of the Disciplinary Panel may appeal against said decision or ruling within fourteen days of it being intimated by writing to the Company Secretary advising of their wish to appeal and the grounds for that appeal which appeal shall be accompanied by a deposit of £300 which shall be returnable if the appeal is successful. It shall be open to the Member so aggrieved with the consent of the Board to ask that the appeal in the alternative be finally dealt with by arbitration under the Arbitration rules of "Sports Resolution", hereinafter referred to as "the Arbitration Rules", as

reviewed and approved November 2023 on the web site of Sports Dispute Resolution Panel Limited, save that the clause 15.1 of the Arbitration Rules is amended to read that the seat of the Arbitration is Cardiff and not London or as otherwise determined by the Tribunal. The decision of the Appeals Panel or the arbitration tribunal shall be final and binding on all concerned.

5. Misconduct

- 5.1. For the purpose of these Rules the following may amount to misconduct and may give rise to disciplinary action;
- 5.1.1. Breach of these Rules;
 - 5.1.2. A breach of the Articles of Association and any rules or regulations made thereunder;
 - 5.1.3. A breach of any regulations governing Shooting Associations or their members or officials;
 - 5.1.4. A breach of any code of conduct of ethics by the Company and published as such; and
 - 5.1.5. Any conduct, act or omission which in the view of the Board is or was detrimental to the interests of the Company or the sport.

6. Proposals for Alteration

- 6.1. The membership and structure thereof shall be determined by the Board at the Annual General Meeting, hereinafter referred to as the “AGM”, or at any Extraordinary General Meeting, hereinafter referred to as the “EGM”. Any proposal to alter the membership and structure shall be made in writing to the Company Secretary not less than twenty-eight days before the AGM or EGM.
- 6.2. Written notice of any proposed alteration to the Articles of Association shall be given by any Member or Board member not less than fourteen days prior to the AGM or EGM. If the proposed alteration is supported by a majority of the Board at the AGM or EGM the Company Secretary shall submit the proposal for the purpose of formally approving such alteration by way of a special resolution under the Companies Act.

7. Tournaments and Events

- 7.1. Any Member proposing to hold a tournament making reference to and/or with the financial support of the Welsh Target Shooting Federation Limited or any current trading name thereof, must obtain sanction of the Board, on such terms as the Board may determine. Application for such sanction must be made in writing to the Board via the Company Secretary no later than two months before such tournament is approved to take place. If the Board considers the proposed conditions of a tournament to be undesirable in the interests of the Company, they may withhold sanction. Sanction may be given on such terms and conditions as the Board may consider advisable.

8. Structure of Member Associations

- 8.1. The Board shall be entitled to enforce governance obligations upon the Members.

8.2. Such governance obligations will be imposed if, in the reasonable opinion of the Board, these obligations are necessary to ensure that the objects of the Company and the wellbeing of the sport in general are preserved.

8.3. Obligations imposed by the Board upon Members can include a request for a Member to become an incorporated body (such as a company limited by guarantee) to ensure the protection of funds given to the Member by the company and to ensure suitable governance within the structure of the Member. Such a request must only be made by the Board upon reasonable grounds, which must relate to the protection of funds.

9. Insurance

9.1. Each Member must ensure that it adheres to all reasonable requests by the Board to have in place sufficient insurance policies covering the activities of each Member.

9.2. The Board shall be entitled to request and be provided with copies of all insurance policies relating to the Members.

9.3. Failure by any Member to meet the insurance requirements of the Board shall entitle the Board to impose sanctions upon the Member.

10. Financial Years

10.1 Each Member shall ensure that its financial year runs parallel to the financial year of the Company.

11. Child and Vulnerable Persons Protection and Drugs Policies

11.1 Every Member shall at all times fully comply with the Company's published policies in relation to Child and Vulnerable Persons Protection and Drugs Policies. Any breach of these policies by any Member shall constitute a serious offence and the Company may forthwith take such action against the Member as the Board considers necessary.