

PHOENIX RIFLE CLUB

Members' Advisory Committee Charter

Governance framework for member input, debate, recommendation and approval — Version 2, 7 September 2026

Status	Draft for Management Committee approval
Constitutional basis	Phoenix Rifle Club Constitution, Revision 1.8, and Byelaws, Version 1.2
Made under	Clauses 2 and 4.8 of the Constitution, as a standing order within the meaning of clause 10.5
Sponsored by	The Club Chairman and the Club Secretary
Ratification	Not required. This Charter is a standing order, not a byelaw, and so does not fall within the ratification requirement in clause 10.5.

1. Purpose

The Members' Advisory Committee (the "Advisory Committee") provides a structured forum through which Phoenix Rifle Club members may raise ideas, concerns, proposals and matters affecting the operation, development and future of the Club.

Its purpose is to ensure that member input is heard, debated and developed into clear recommendations before being presented for approval. The Advisory Committee is consultative and advisory. It does not replace the powers or responsibilities that the Constitution places with the Management Committee, a general meeting, or the Club's elected officers.

The governance route is: member input → Advisory Committee → debate and vote → recommendation → approval.

2. Constitutional Position and Standing

Clause 2 of the Constitution places the administration and management of the Club with the Management Committee. Clause 4.8 empowers the Management Committee to do all such lawful things as are necessary for the achievement of the Club's objects. Clause 10.5 recognises that the Club may have byelaws, rules, standing orders and other regulations, and requires that none of them be inconsistent with the Constitution.

This Charter is made as a standing order. It is not a byelaw and does not amend the byelaws, so it does not require ratification at an annual general meeting. It is deliberately not constituted as an advisory or sub-committee under clause 10.6, because clause 10.6 requires such a committee to consist of three or more members of the Management Committee — which would defeat the purpose of a body created to carry the voice of the wider membership.

Where this Charter and the Constitution or byelaws conflict, the Constitution and byelaws shall prevail, and the conflicting provision of this Charter shall have no effect. Any matter requiring a Management Committee decision, ratification at a general meeting, or a constitutional amendment must follow the procedure required by the Constitution.

3. Membership and Roles

The Advisory Committee shall consist of not fewer than five and not more than nine voting members. It should ordinarily include the following roles:

- **Committee Chairman** — leads meetings, ensures fair and orderly debate, keeps discussion focused, and exercises a casting vote where the Advisory Committee vote is tied.
- **Committee Secretary** — prepares the agenda, records minutes, maintains the action and proposal log, acknowledges and tracks member proposals, and forwards recommendations to the decision body under section 9.
- **Membership Secretary** — reports on new and probationary members and membership administration, and on relevant status updates from South Wales Police where that information may properly be shared.

- **Treasurer (Finance Officer)** — provides the financial report and advises on affordability, budget impact and the financial implications of proposals.
- **Competition Captain** — reports on competitions, participation, results, forthcoming events and proposals relating to the Club's sporting programme.
- **Maintenance Captain** — reports on maintenance, facilities, equipment, outstanding works, priorities and proposed improvements.

Every voting member must be a full member of the Club whose subscription is paid up to date. The Committee Chairman and the Committee Secretary must in addition be full members of not less than nine months' standing, mirroring the requirement in byelaw 3.11 for election to the Management Committee.

Separation from the decision body. The Committee Chairman and the Committee Secretary of the Advisory Committee shall not be the Club Chairman or the Club Secretary. Those two officers sit on the decision body at section 9, and should not be in the position of approving their own recommendations.

Additional members or subject-matter advisers may be invited to attend where their knowledge or experience would assist a particular discussion. Invited advisers do not vote and are not counted towards the quorum. Any formal appointment to the Management Committee remains governed by the Constitution and is unaffected by this Charter.

4. Appointment, Term and Vacancies

Interim appointment. On adoption of this Charter, the Club Chairman and the Club Secretary shall jointly appoint the first Advisory Committee, on the authority of the Management Committee and with the appointments recorded in its minutes. Those appointments run until the conclusion of the next annual general meeting.

Election. At and after that annual general meeting, the voting members of the Advisory Committee shall be elected by the members. Byelaw 3.10 fixes the business of the annual general meeting and does not presently list this election, so until the byelaws are amended the election shall be placed on the agenda under byelaw 3.10(16), by written notice to the Club Secretary not later than four weeks before the meeting, proposed by at least two members of the Club.

If the Club wishes the election of the Advisory Committee to become standing annual general meeting business, byelaw 3.10 must be amended by the Management Committee under clause 10.5 and the amendment laid before the following annual general meeting for ratification.

Term. Elected members hold office from the conclusion of the annual general meeting at which they are elected until the conclusion of the next. Retiring members may stand again.

Vacancies. A casual vacancy arising between annual general meetings may be filled by the Club Chairman and the Club Secretary acting jointly, and the appointee holds office for the remainder of the term. A member may resign by notice in writing to the Committee Secretary. The Management Committee may remove a member of the Advisory Committee, with the reason recorded in its minutes.

5. Meetings and Quorum

The Advisory Committee will aim to meet once each month, subject to there being sufficient business to justify a meeting. Meetings should be practical, concise and focused on matters that can result in an action, a recommendation or a recorded conclusion.

Quorum. A meeting is quorate when not fewer than one half of the voting members then appointed are present, and in any event not fewer than four. The Committee Chairman, or in his absence a member chosen by those present to chair the meeting, must be among them. No recommendation may be made at a meeting that is not quorate.

A normal agenda should include:

- approval of the previous meeting's minutes;
- matters arising and outstanding actions;
- Membership Secretary's report;
- Treasurer's report;
- Competition Captain's report;
- Maintenance Captain's report;

- member proposals, issues and matters for debate;
- recommendations and votes;
- any other business;
- actions and matters to be referred for approval.

6. Member Proposals and Issues

Any member may submit a proposal, concern or suggestion in writing to the Committee Secretary. Electronic mail is sufficient. A member who prefers to raise a matter verbally with any member of the Advisory Committee may do so, and that member shall put it in writing to the Committee Secretary on the member's behalf.

The following applies to every proposal received:

- the Committee Secretary shall acknowledge receipt within seven days;
- the proposal shall be placed on the agenda of the next meeting, or the meeting after that where it is received fewer than seven days before a meeting;
- the member who submitted it may attend that part of the meeting to speak to it;
- the outcome, with reasons, shall be recorded in the proposal log and communicated to the member within seven days of the meeting.

Declining to table a proposal. The Committee Secretary may decline to place a proposal on the agenda only on one of the following grounds, and the ground relied on must be recorded in the proposal log and given to the member in writing: it is not a matter of Club business; it has already been determined within the previous twelve months and no new information is offered; it is reserved to another body under section 8, in which case the member shall be told which body and how to put it there; or it is unlawful, unsafe, or defamatory of any person. A member who disputes the ground may ask the Advisory Committee to review it at its next meeting.

On considering a proposal the Advisory Committee may support it and recommend approval; support it subject to amendment; request further information or costings; refer it for further consultation; or decline to recommend it, with the reason recorded in the minutes.

7. Voting

Each voting member of the Advisory Committee has one vote. A simple majority of those present and entitled to vote determines whether a proposal becomes an Advisory Committee recommendation. If the vote is tied, the Committee Chairman has a casting vote.

A member who has a personal or financial interest in a proposal shall declare it and shall not vote on that proposal. The declaration shall be minuted.

A successful vote is a recommendation for approval. It does not, by itself, authorise implementation or expenditure.

8. Matters Outside the Advisory Committee's Remit

The Advisory Committee may discuss any matter of Club business, but the following are reserved by the Constitution or the byelaws to another body and cannot be approved through the route in section 9. Where a proposal touches one of them, the Advisory Committee may only make a recommendation to the body that holds the power.

- **Membership subscriptions, joining fees, range fees and visitors' fees.** Byelaw 3.10(7) reserves the fixing of these to the annual general meeting.
- **Alteration of the Constitution.** Clause 18 requires a resolution supported by not less than two-thirds of the members present and voting at a general meeting.
- **Making or altering the byelaws.** Clause 10.5 reserves this to the Management Committee, with ratification at the next annual general meeting.
- **Election or appointment of officers and Management Committee members, and the appointment of auditors.** Reserved to the annual general meeting by clause 6, clause 7.1 and byelaw 3.10.
- **Termination of any person's membership, and all disciplinary matters.** Reserved to the Management Committee by clause 5.2 and to the procedure in section 8 of the byelaws.

- **Acquisition or disposal of property, borrowing, and the employment of staff.** Reserved to the Management Committee by clauses 4.2 to 4.5.
- **Dissolution of the Club.** Reserved by clause 19.

9. Approval — the Three-Person Decision Body

Recommendations passed by the Advisory Committee are submitted to a decision body of three officers: the **Club Chairman**, the **Club Secretary** and the **Treasurer (Finance Officer)**. A recommendation is approved when at least two of the three approve it. This gives a clear majority and prevents any single office-holder from exercising an individual veto.

The decision body may approve the recommendation, reject it with reasons, or return it to the Advisory Committee for clarification, amendment, further information or further debate. Reasons for rejection shall be given in writing and recorded in the proposal log.

Limit of authority. Approval by the decision body authorises a recommendation only so far as the matter already falls within the authority of those officers, whether under the Constitution, the byelaws, an approved budget or a delegation recorded in the minutes of the Management Committee. Anything beyond that — including everything listed in section 8 — must be referred to the body that holds the power. Where the extent of a delegation is unclear, the matter shall be referred to the Management Committee.

10. Financial Control

Any proposal involving Club expenditure must include enough information for the Treasurer (Finance Officer) to understand its expected cost, its funding source and its ongoing financial implications.

No recommendation commits Club funds merely because it has passed an Advisory Committee vote. Financial commitments remain subject to the Club's constitutional controls, its approved budgets, its banking arrangements, and any further authorisation required by the Management Committee. Clause 11.2 requires that the funds of the Club be applied only in furthering its objects.

11. Escalation and Member Rights

This Charter creates a route for member proposals. It does not remove any right a member already holds. Where a member is dissatisfied with the outcome of a proposal, the following routes remain open and are unaffected by anything in this Charter:

- **Annual general meeting.** Under byelaw 3.10(16) any member may have an item of business placed on the annual general meeting agenda by giving written notice to the Club Secretary not later than four weeks before the meeting, provided the item is proposed for inclusion by at least two members of the Club.
- **Special general meeting.** Under clause 14, where at least 20 per cent of the Club membership or 50 members, whichever is fewer, request a meeting in writing stating the business to be considered, the Club Secretary shall call one. At least 21 days' notice must be given and the notice must state the business to be discussed.

The Committee Secretary shall, on request, tell any member which of these routes applies to their matter.

12. Minutes, Reporting and Transparency

The Committee Secretary shall keep concise minutes recording attendance, whether the meeting was quorate, matters discussed, recommendations, votes, decisions and assigned actions.

Recommendations shall be reported promptly to the Club Chairman, the Club Secretary and the Treasurer (Finance Officer). Minutes and the proposal log shall additionally be reported to the Management Committee, so that the Management Committee retains full sight of the Advisory Committee's proceedings.

The proposal log shall record, for every proposal, the date received, a short description, the Advisory Committee's recommendation, the decision body's determination and its reasons, and whether the matter is approved, rejected, returned or outstanding. The log shall be available to any member on request.

Sensitive personal, police, safeguarding, disciplinary, financial or licensing information shall be recorded or circulated only where appropriate and necessary, and shall be handled in accordance with the Club's data protection obligations.

13. Operational, Safety and Regulatory Matters

Nothing in this Charter prevents the Club Chairman, Club Secretary, Range Officers, Safety/Training Officer, Police Liaison Officer, Management Committee or any other authorised officer from taking immediate action where required for safety, security, legal compliance, firearms licensing, Home Office Approval, safeguarding, the protection of Club property, or the continuity of Club operations.

Where appropriate, significant action taken outside the normal Advisory Committee process should afterwards be reported to the Advisory Committee for information and transparency.

14. Conduct and Principles

The Advisory Committee exists to encourage constructive debate. Members may disagree strongly, but discussion should remain respectful, evidence-based and directed towards the interests and objectives of Phoenix Rifle Club. Members of the Advisory Committee should:

- act in the interests of Phoenix Rifle Club;
- listen to and fairly represent member concerns;
- declare relevant conflicts of interest, and withdraw from the vote where one exists;
- respect confidential and sensitive information;
- allow differing views to be heard and recorded;
- avoid using the Advisory Committee to pursue personal disputes;
- support the agreed governance process once a matter has been concluded.

15. Review and Amendment

The Management Committee shall review this Charter at least once a year, to confirm that it remains useful, proportionate and consistent with the Constitution and the practical needs of the Club. The first review shall take place within twelve months of the effective date.

The Management Committee may amend or withdraw this Charter, provided that no amendment is inconsistent with the Constitution or the byelaws. Where a proposed change would itself alter the Constitution or the byelaws, the procedure in clause 18 or clause 10.5 must be followed instead.

16. Adoption

This Charter takes effect when approved by the Phoenix Rifle Club Management Committee and recorded in its minutes. As a standing order it does not require ratification at an annual general meeting, but the Management Committee should report its adoption to the next annual general meeting under byelaw 3.10(4).

Sponsored by	Club Chairman and Club Secretary
Approved by	Phoenix Rifle Club Management Committee
Date approved	
Effective from	
First review due	

REVISION RECORD

Version 1. Initial draft. Constitutional basis given as revision 1.7.

Version 2 — 7 September 2026. Constitutional basis updated to Constitution revision 1.8 and Byelaws version 1.2. Charter now made expressly as a standing order under clauses 2 and 4.8, rather than as a clause 10.6 sub-committee, so that ordinary members may hold voting places. The separate “Finance Chair / Finance Officer” role has been merged with the Treasurer throughout, and the Treasurer now sits on the decision body. New section 4 sets out interim appointment by the Chairman and Secretary followed by election at the annual general meeting, with terms, vacancies and removal. A quorum has been added at section 5. Section 6 now gives a written submission route, acknowledgement and response deadlines, a right for the proposer to speak, and closed grounds for declining

to table a proposal. New section 8 lists the matters reserved to other bodies, including fees under byelaw 3.10(7). New section 11 records the members' existing rights to reach the annual general meeting and to requisition a special general meeting. Reporting now runs to the Management Committee as well as to the three officers, and the proposal log is open to members on request.