

Bowral  
PISTOL CLUB INCORPORATED

CONSTITUTION

# Contents

Document Control .....	0
Clause 1 INTERPRETATION .....	1
Clause 2 POTENTIAL MEMBERS .....	2
Clause 3 MEMBERSHIP QUALIFICATIONS .....	2
Clause 4 CLASSES OF MEMBERSHIP .....	3
Clause 5 APPLICATION FOR MEMBERSHIP .....	4
Clause 6 OBLIGATIONS OF MEMBERS .....	5
Clause 7 REGISTER OF MEMBERS .....	5
Clause 8 REGISTER OF COMMITTEE MEMBERS .....	6
Clause 9 REGISTER OF ATTENDANCE .....	6
Clause 10 FEES SUBSCRIPTIONS, ETC .....	7
Clause 11 LEVIES .....	7
Clause 12 MEMBERS' LIABILITIES .....	7
Clause 13 CESSATION OR RESIGNATION OF MEMBERSHIP .....	8
Clause 14 MEMBERSHIP NOT TRANSFERABLE .....	8
Clause 15 INFRINGEMENT OF RULES AND DISCIPLINED MEMBER .....	8
Clause 16 RIGHT OF APPEAL OF DISCIPLINED MEMBER .....	9
Clause 17 RESOLUTION OF DISPUTES .....	10
Clause 18 THE COMMITTEE .....	10
Clause 19 OFFICERS BEARERS OF THE CLUB .....	11
Clause 20 ELECTION OF OFFICERS .....	13
Clause 21 CASUAL VACANCIES .....	13
Clause 22 REMOVAL OF A COMMITTEE MEMBER .....	14
Clause 23 COMMITTEE MEETINGS AND QUORUM .....	14
Clause 24 DELEGATION BY COMMITTEE TO SUB-COMMITTEE .....	15
Clause 25 VOTING AND DECISIONS .....	16
Clause 26 INDEMNITY .....	16
Clause 27 POLICY OF THE CLUB .....	16
Clause 28 NOTICE OF GENERAL MEETING .....	16
Clause 29 ANNUAL GENERAL MEETING .....	17
Clause 30 EXTRAORDINARY GENERAL MEETING .....	18
Clause 31 PRESIDING MEMBER .....	18
Clause 32 PROCEDURE AT GENERAL MEETING .....	18
Clause 33 MAKING OF DECISIONS .....	19
Clause 34 SPECIAL RESOLUTION .....	19

Clause 35	VOTING .....	20
Clause 36	POSTAL BALLOTS .....	20
Clause 37	APPOINTMENT OF PROXIES .....	20
Clause 38	ADJOURNMENT .....	21
Clause 39	VISITORS .....	21
Clause 40	CLUB FIREARMS .....	21
Clause 41	INTOXICATING LIQUOR AND DRUGS .....	22
Clause 42	RANGE FEES .....	23
Clause 43	PISTOLS AND SHOOTING RULES .....	23
Clause 44	INSPECTION OF RANGES .....	23
Clause 45	NOTICES REGARDING RULES FOR SAFETY AND CONDUCT .....	23
Clause 46	INSURANCE .....	23
Clause 47	FINANCIAL YEAR .....	23
Clause 48	FUNDS – SOURCE .....	23
Clause 49	FUNDS – MANAGEMENT .....	24
Clause 50	CUSTODY OF BOOKS ETC .....	24
Clause 51	INSPECTION OF BOOKS AND RECORDS .....	24
Clause 52	SERVICE OF NOTICE .....	24
Clause 53	PUBLIC OFFICER .....	25
Clause 54	VACATING OFFICE OF PUBLIC OFFICER .....	25
Clause 55	CODE OF CONDUCT .....	26
Clause 56	FIREARMS ACT 1996 (AS AMENDED) .....	26
Clause 57	ALTERATION OF OBJECTS AND THE CONSTITUTION .....	26
Clause 58	WINDING UP OF THE CLUB .....	26
Clause 59	DISTRIBUTION OF SURPLUS PROPERTY .....	26
Clause 60	MATTERS NOT COVERED BY THIS CONSTITUTION .....	27
APPENDIX	1 .....	28

## Clause 1 INTERPRETATION

In these rules (referred to hereafter as the Constitution), unless there is something in the subject text inconsistent herewith:

“Approved Club” or “Club” means a pistol club and or longarms Club and attached club approved by the Commissioner of Police for New South Wales.

“Approved Pistol Range” means a shooting range approved as a pistol and or longarms range by the Commissioner of Police.

“Association” means the New South Wales Amateur Pistol Association Incorporated (NSWAPA).

“By-Laws” are those additional Rules that facilitate the management of the Club without demising any Regulations or the Constitution.

“Commissioner of Police” means the NSW Police Firearms Registry (FAR).

“Committee” means the Committee of Management of the Club.

“Director-General” means the Commissioner for Fair Trading, Department of Finance and Services.

“Firearms Act” means the Firearms Act 1996 as amended.

“Firearms Regulations” means the Regulations under the Firearms Act 1996.

“General Meeting” means a meeting which is open to the attendance of every financial member of the Club.

“ISSF” refers to the International Shooting Sports Federation.

“Pistol Australia” (PA) means Pistol Australia Incorporated.

“Rules” includes the Constitution, Regulations and By-Laws if any.

“Secretary” means any person appointed to perform the duties of Secretary of the Club, and includes and Acting Secretary or Assistant Secretary.

Words importing the singular shall include the plural.

Words importing the masculine gender shall include the feminine gender.

Any heading attached to any of these Clauses shall not affect the Constitution or these Clauses.

The provisions of the Interpretation Act 1987, apply to and in respect of this Constitution, in the same manner as those provisions would apply if this Constitution were and instrument made under the Act.

## Clause 2 POTENTIAL MEMBERS

1. The Club may offer unlicensed persons the opportunity to participate in the sport of pistol shooting prior to becoming a member of the Club.
2. The Club shall sight and record details of photographic identification provided by the unlicensed person.
3. Such unlicensed persons shall not be permitted to handle or use a pistol unless the Firearms Registry prescribed declaration form for unlicensed person (P650) or its current equivalent, is completed satisfactorily.
4. The Club shall conduct initial firearms safety awareness and safe handling instruction, prior to the unlicensed person being permitted to handle or use a pistol.
5. The Club shall ensure that the unlicensed person is only permitted to handle and use a pistol or ammunition, at a shooting bay of an approved pistol shooting range, while under the direct supervision, at all times, or as required by NSW Firearms Regulations or by a Club authorised member, who holds a full category H firearms licence.
6. The Club shall ensure that the unlicensed person completes a new Firearms Registry prescribed declaration form for unlicensed persons (P650) or its current equivalent, each time, prior to handling a pistol, or signs the club register, confirming their circumstances have not changed since completing the original declaration form.
7. Unlicensed persons are permitted only to handle and use pistols and ammunition for a maximum period of one month, or some other lesser period as the Club shall decide, prior to applying for Club membership.
8. On application for Club membership, such unlicensed person shall be directed to immediately apply to Firearms Registry for a Probationary Pistol Licence, or a Minor's Target Pistol Permit they may continue shooting under the provision of the P650 until the issue or rejection of the licence application.
9. All declaration forms completed by unlicensed persons shall be held by the Club for a minimum of three (3) years.

## Clause 3 MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of the Club if:

1. The person is a natural person who currently in New South Wales or elsewhere must:
  - (a) Not have been refused or prohibited from holding a firearms licence or permit or had a firearms licence or permit suspended, cancelled or revoked within the previous ten (10) years unless such suspension, cancellation or revocation has lapsed or been overturned.
  - (b) Not have been the subject of a firearms prohibition order.

- (c) Within the last ten (10) years, not have been convicted of an offence involving firearms, weapons, prohibited drugs, robbery, violence or terrorism;
- (d) Within the last ten (10) years, not have been convicted of an offence of a sexual nature;
- (e) Within the last ten (10) years, not have been the subject of a family law or domestic violence order or an apprehended violence order (other than an order that was revoked);
- (f) Not be subject to a good behaviour bond;
- (g) Not be subject to an interim apprehended violence order;
- (h) Not be suffering from any mental illness or other disorder that may prevent them from possessing or using a firearm safely;
- (i) Be of good character and repute;
- (j) Have applied for membership of the Club as provided by Clause 5;
- (k) Have been approved for membership of the Club by the Committee
- (l) Pay the requisite fees;
- (m) Fulfil the obligations of a probationary period as per Clause 4(2), and as required by the Association;
- (n) Fulfil and abide by the Eligibility Rules of the ISSF and/or the requirements of the Association, and:-
- (o) Possess a copy of the Constitution and Range Rules, be familiar with and agree to comply with their contents;

#### Clause 4 CLASSES OF MEMBERSHIP

The Club consists of Ordinary Members, Probationary Members, Associate Members, Life Members, Junior Members.

##### 1. ORDINARY MEMBERS

Ordinary Members shall be members who are entitled to the full privileges of membership and are liable for payment of all fees and levies.

##### 2. PROBATIONARY MEMBERS

Probationary Members shall be persons who are serving a probationary period before qualifying for membership in any other category. Such Probationary Members shall hold a Probationary Pistol Licence or Minor's Target Pistol Permit, and use pistols, only as allowed

under the Club rules and Firearms Act, unless they already hold a pistol licence. Probationary Members who hold a Probationary Pistol Licence shall be admitted to the Club under the conditions laid down by the Association and shall participate in Club firearms safety and training courses as specified by NSW Firearms Act and Regulations.

3. ASSOCIATE MEMBERS

Associate Members shall be a good person who is a capitated member of another Approved Club. Such member shall submit proof of membership of such Approved Club and of their capititation with the Association with the application for Associate Membership. Associate Members shall be entitled to all the privileges of membership except that they may not hold office nor vote on any matter at any meeting of the Club.

4. LIFE MEMBERS

On the recommendation of the Committee, a member may be elected a Life Member at any general meeting of the Club, and shall be elected by a seventy five (75) percent majority of members present, and thereafter be entitled to all the privileges of membership without paying the Annual Membership Fee. They shall be capitated to the Association at Club expense whilst they are holder of a category H Licence.

5. JUNIOR MEMBERS

Junior Members may be admitted to the Club under conditions laid down for such members by the Firearms Act and Regulation, Association, the Committee and this Constitution.

Clause 5 APPLICATION FOR MEMBERSHIP

1. The application for membership of the Club shall be made in writing, on the form prescribed by the Committee.
2. An applicant must have submitted two (2) character references from persons who are of or above the age of 18, and are not related to the applicant, and who have known the applicant for at least two (2) years.
3. As soon as practicable after receiving the application for membership, the Secretary shall refer the application to the Committee, which shall determine whether to approve or reject the application.
4. The Committee may at its discretion, refuse an application for membership, without explanation for such refusal.
5. Where the Committee determines to approve or reject an application for membership, the Secretary shall, as soon as practicable after the determination, notify the applicant of that approval or rejection, and in the case of approval request the sums payable as joining fee and annual membership fee.
6. The Secretary shall, on payment by the applicant of the relevant fees, enter the applicant's name in the Register of Members. Upon the name being so entered the applicant becomes a

Probationary Member as per Clause4(2) or an ordinary Member if a holder of a NSW category H licence or holder of an equivalent interstate Licence.

7. Any member or applicant who is under the age of eighteen (18) years, shall have a declaration signed by their parent or guardian giving consent to such membership, and affirming their responsibility for the conduct of the applicant.

#### Clause 6 OBLIGATIONS OF MEMBERS

1. A member shall within seven (7) days notify the Club Secretary and the Commissioner of Police of:
  - (a) Change of name and/or residential address;
  - (b) Purchase, acquisition, sale, disposal, loss or theft of any pistols or longarms held under the provisions of the Firearms Act and Regulations.
2. A member shall take all reasonable precautions to ensure the safekeeping of any pistol held by him at the place at which they ordinarily reside or the registered 'safe keeping' address. All pistols shall be kept locked in a safe or security cabinet of a type approved by the Commissioner of Police.
3. Pistols licenced under the provisions of the Firearms Act shall be conveyed unloaded, and rendered temporarily incapable of being fired, or shall be kept in a locked container that is properly secured to, or within the vehicle, ammunition shall be kept in a locked container separate from the firearms.
4. Each member of the Club shall make themselves familiar with the applicable provisions of the Firearms Act and Regulations.
5. Each member of the Club shall comply with the provisions of the Constitution, and with any resolutions on policy and conduct set by the Committee in accordance with the provisions of the Constitution.
6. It is the responsibility of the legal guardian or the class H licenced person who transports a junior member to the range, to ensure that all firearms regulations pertaining to the holder of a Minor's Target Pistol Permit are followed.
7. Any member who fails to comply with the provisions of Clause 6, shall be liable to discipline as provided for by the Constitution.

#### Clause 7 REGISTER OF MEMBERS

The Secretary shall:

1. Establish and maintain a Register of Members of the Club in a durable, reproducible or 'backed up' computer file(s) and in a secure manner.
2. Record in the Register the full name, postal and residential address, date of birth, date of joining, Firearms Licence number.



3. Record in such register, along with the name of each member, the category of pistols owned by the member, (Air pistol, Rimfire, Centrefire or Commissioners Permit) and for which the member holds a licence.
4. Produce such Register of Members for inspection at any reasonable time, on demand by any authorised member of the Police Force, or by any person authorised by the Association.
5. The register must be kept in New South Wales:
  - (a) Securely at the main premises of the Club, or
  - (b) Securely at the Club's official address or
  - (c) Securely in the custody of the Club Secretary or
  - (d) Securely at an address approved by the Committee.
6. A member is entitled to inspect his records upon request, free of charge, at any reasonable time.

#### Clause 8 REGISTER OF COMMITTEE MEMBERS

1. The Club shall keep a register of Committee members.
2. The register must be kept in a durable, reproducible, or 'backed up' computer file(s) and in a secure manner and contain the following particulars in regard to each member:
  - (a) The Committee member's name, date of birth, postal and residential address,
  - (b) The date on which the Committee member takes office,
  - (c) The date on which the Committee member vacates office,
  - (d) Such other particulars as may be prescribed by the Associations Incorporation Regulations.
3. The register must be kept in New South Wales
  - (a) Securely at the main premises of the Club, or
  - (b) Securely at the Club's official address or
  - (c) Securely in the custody of the Club Secretary or
  - (d) Securely at an address approved by the Committee.
4. Any change in the Committee's membership must be recorded in the register within one month after the change occurs.
5. The register shall be re-established after each AGM and the NSW Firearms Registry (Clubs) and the Association notified of the current Committee.

#### Clause 9 REGISTER OF ATTENDANCE

1. The Club Scorer, Secretary or Captain shall keep a register of the attendance of members at Club fixtures.

2. Such register shall be kept in a durable and reproducible form or 'backed up' computer file(s), and shall include the date, the member's name in block letters, and the member's signature, the type of activity including the category of firearm used and the score.
3. The Committee may rule that any attendance by a member is not a bona fide attendance.

#### Clause 10 FEES SUBSCRIPTIONS, ETC

1. A member of the Club shall, upon being accepted for membership, pay the Club Joining Fee as determined by the Committee.
2. In addition to any amount payable by the member under subclause 1, a member of the Club shall pay to the Club an Annual Membership Fee as determined by the Club at a general meeting on the recommendation of the Committee.
3. The Annual Membership Fee (including Annual Association Capitation Fees) is due and payable no later than the thirty first (31) of October each year.
4. Any member, whose Annual Membership Fees or levies are unpaid on the due date, (subject to a decision by the Committee) shall cease to be a member and their name shall be deleted from the Register of Members of the Club, but may be replaced by the Committee upon available vacancy and a payment of all arrears, including a further Joining Fee if so deemed.
5. The Committee shall determine the Annual Membership Fee and Joining Fee for the various classes of membership.

#### Clause 11 LEVIES

1. The Committee may impose levies on all members not exceeding twenty dollars (\$20) per member per annum in any one year. Notwithstanding, the Club in general meeting may authorise the imposition of levies in excess of this amount.
2. When imposing a levy, the Committee shall state the purpose of the levy and the due date for payment.
3. If a levy is unpaid after the due date, the Committee may declare all defaulting members non financial, and action shall be taken in accordance with Clause 10(4).

#### Clause 12 MEMBERS' LIABILITES

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by Clauses 10 and 11.

### Clause 13 CESSATION OR RESIGNATION OF MEMBERSHIP

1. A person ceases to be a member of the Club if the person dies, resigns that membership, requests a transfer to another NSWAPA affiliated Club, is expelled from the Club, or is subject to Clause 10(4) or Clause 13(3).
2. A member may at any time, by giving notice in writing of at least one (1) month (or such lesser period as the Committee may determine), to the Secretary, resign his membership of the Club, but shall continue to be liable for any annual subscription or other moneys due and unpaid at the date of his resignation.
3. Where a member of the Club ceases to be a member or requests a transfer to another NSWAPA or PA affiliated club, the Secretary shall make an appropriate entry in the Register of Members to record the date on which the member ceased to be a member and notify the NSWAPA via a 'Member Notification Form' (MNF) with the details and if a transfer is requested provide the member with a 'Transfer Form'.
4. Within seven (7) days, the Club Secretary shall notify the Commissioner of Police and the Association of the resignation, cancellation or suspension of membership, transfer, or death of a member of the Club.

### Clause 14 MEMBERSHIP NOT TRANSFERABLE

A right, privilege or obligation, which a person has by reason of being a member of the Club, is not capable of being transferred or transmitted to another person, and terminates on cessation of the person's membership.

### Clause 15 INFRINGEMENT OF RULES AND DISCIPLINE OF MEMBERS

1. If a member of the Club is convicted of an offence referred to in Clause 3 of this Constitution, the Secretary shall, as soon as practicable after being made aware of that conviction, take such action as is reasonable within their capacity to prevent the member from participating in any activity of the Club that involves the possession or use of a pistol.
2. The Committee shall have the power to discipline any member who has refused or neglected to comply with the provisions of the Constitution, or has wilfully acted in a manner prejudicial to the interests of the Club.
3. The Range Official shall have the authority to warn or report to the Committee, any infringement of safety rules or misconduct on the range, and shall have the power, on having warned the competitor, member or visitor, twice for the same infringement, to suspend the competitor, member or visitor, from participating in any further activities or competition until such time as their case may be brought before and decided upon by the Committee.

4. A complaint may be made to the Committee by any member of the Club in writing to the Secretary, acquainting him with the circumstances that give rise to such complaint.
5. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious.
6. If the Committee decides to deal with the complaint, the Committee:
  - (a) Must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least fourteen (14) days from the time the notice is served, within which to make written submissions to the Committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint, and
  - (d) may call upon the member to appear before the Committee to answer such charges as may be laid against the member.
  - (e) The member is not entitled to have a legal representation at the meeting with the Committee.
  - (f) May direct if the Complaint is in respect to the management of the Club and/or range, the Committee as part of its deliberation may require the complainant to be present to provide additional information.
7. If the Committee is satisfied that the facts alleged in the complaint have been proved, the Committee may, by resolution, fine, suspend, expel or otherwise discipline the member.
8. Any member so disciplined under subclause 7, shall be notified in writing by the Club Secretary as to the action being taken within seven (7) days of such penalty being imposed.
9. The disciplinary action does not take effect until the expiration of the period within which the member is entitled to appeal against the resolution, or unless the Club confirms the resolution under Clause 16, whichever is the later.

#### Clause 16 RIGHT OF APPEAL OF DISCIPLINED MEMBER

1. A member may appeal to the Club in general meeting against a resolution of the Committee under Clause 15 within fourteen (14) days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
2. On receipt of the notice from a member under subclause 1, the Committee shall convene a general meeting of the Club to be held within twenty eight (28) days after the date on which the Secretary received the noticed.
3. At a general meeting of the Club convened under subclause 2,
  - (a) No business other than the question of the appeal is to be transacted, and
  - (b) The Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and the member is not entitled to have legal representation at the general meeting and

- (c) The members present shall vote by secret ballot on the question of whether the appeal should be upheld and any disciplinary action rescinded.
  - (d) Proxy votes shall not be permitted
4. The appeal is to be determined by a 2/3 majority of the votes cast.
  5. If the resolution is not confirmed, the penalty shall be revoked.

Clause 17      RESOLUTION OF DISPUTES

1. A dispute between a member and another member (in their capacity as members) of the Club are to be referred to the Club Committee for mediation.
2. A dispute between a member or members and the Club are to be referred to the Association for mediation.

Clause 18      THE COMMITTEE

1. The Committee shall be called the Committee of Management of the Club and subject to the Act and Regulations, this Constitution and to any policy of the Club or resolution passed by the Club in a general meeting, the Committee:
  - (a) Shall control and manage the affairs of the Club and any associated Sub Club;
  - (b) May exercise all such functions as may be exercised by the Club, other than those functions that are required by this Constitution to be exercised by a general meeting of members of the Club; and
  - (c) Has the power to perform all such acts and do all such things as appear to the Committee to be a necessary or desirable for the proper management of the affairs of the Club;
  - (d) Shall ensure that a member whose licence has been revoked or suspended does not, while the revocation or suspension remains in force, possess or use a pistol on any shooting range or other premises of the Club; and
  - (e) Shall inform the Commissioner of Police, if it is of the opinion that any person who is a member of the Club, or who has applied to be a member of the Club, may pose a threat to public safety (or a threat to the person's own safety) if in possession of a pistol.
2. The Committee shall consist of:
  - (a) The Office Bearers of the Club and
  - (b) At least three (3) Committee persons, each of whom is to be elected at the Annual General Meeting in accordance with Clause 20.
3. The Officers of the Club shall be:
  - (a) The President
  - (b) The Vice-President
  - (c) The Secretary
  - (d) Assistant Secretary
  - (e) The treasurer
  - (f) The captain

- (g) The Vice-Captain/s
  - (h) The Scorer
  - (i) And not more than five (5) Committee persons.
4. Each member of the Committee shall, subject to this Constitution, hold office until the conclusion of the Annual General Meeting following the date of the members election, and shall be eligible for re-election.
  5. No member should hold more than one position on the Committee expect for the case of a small club.

#### Clause 19 OFFICE BEARERS OF THE CLUB

1. President
  - (a) There shall be one President.
  - (b) The President is the senior executive officer of the Club.
  - (c) He shall carry out any other duties given him by the President.
  
2. Vice-President
  - (a) There shall be one Vice-President.
  - (b) He shall accept the full responsibilities of the President, in the absence or at the request of the President.
  - (c) He shall carry out any other duties given him by the President.
  
3. Secretary
  - (a) There shall be one Secretary
  - (b) He shall within fourteen (14) days, lodge with the Association any change of name and/or address of the President, Secretary or Captain.
  - (c) He shall keep minutes of all proceedings at Committee meetings and general meeting of the Club, including all appointments of office-bearers and members of the Committee, and the names of members present at a general meeting.
  - (d) He shall ensure that the minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or the next succeeding meeting. The signature of the Chairperson may be transmitted by electronic means.
  - (e) He shall keep a record of all correspondence on behalf of the Club.
  - (f) He shall have all outgoing correspondence reviewed by the Committee.
  - (g) He shall keep a record of authorised signatories of the Club.
  - (h) He shall be a member ex-officio, of all regular and special committees.
  - (i) He shall submit, to the Commissioner of Police, in the approved form, an annual return relating to Club membership, certifying in each annual return that each current Club member has complied with the participation requirements and at the same time notify any change in the membership of the Club, or any change in the personal details of a Club member that has been notified to the Club.
  - (j) He shall, within seven (7) days, notify the Commissioner of Police and the Association of the resignation, cancellation or suspension of membership, transfer, or death of a member of the Club.

- (k) He shall fulfill all duties and obligations imposed on the Secretary by virtue of the Firearms Act, and such other duties as laid down in this Constitution.
  - (l) He shall appoint a member of the Club to act as Secretary in his absence. Such appointment to be made in writing, and acknowledged in writing by the person so appointed.
4. Assistant or Acting Secretary
- (a) There shall be one Assistant or Acting Secretary, (in the absence of the Secretary).
  - (b) He shall appoint a member of the Club to act as Secretary, in the absence or at the request of the Secretary.
  - (c) He shall carry out any other duties given to him by the Secretary.
5. Treasurer
- (a) There shall be one Treasurer
  - (b) The Treasurer shall be responsible for all financial matters of the Club, and custody of books of account.
  - (c) He shall ensure that all payments authorised by the Club are made.
  - (d) He shall ensure that correct books of account are kept, showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
  - (e) He shall, at the Annual General Meeting, deliver a financial statement covering the financial year immediately preceding that Annual General Meeting.
6. Captain
- (a) There shall be one Captain.
  - (b) He shall have charge of all the ranges of the Club.
  - (c) He shall be responsible for the conduct of all competitions in accordance with the rules of the Club, the Association and Pistol Australia or the matches of other controlling bodies.
  - (d) He shall be responsible for the observance of all safety precautions on the ranges of the Club.
  - (e) He shall be responsible for the instruction of all members in the skill of target pistol shooting and longarms shooting where applicable.
  - (f) He shall appoint such Range Officials as deemed necessary for safe conduct on all ranges of the Club. Such Range Officials shall perform any other duties as directed.
7. Vice-Captain/s
- (a) There shall be one or more Vice-Captains.
  - (b) He shall accept the responsibilities of the Captain, in the absence or, at the request of the Captain.
8. Scorer
- (a) There shall be one Scorer.
  - (b) The Scorer should record the scores of all Club, inter-club competitions or practice in which Club members participate.
  - (c) He shall maintain a grading record in accordance with the Association requirements.
  - (d) He shall ensure that the correct grading is recorded in the member's grading card.

## Clause 20 ELECTION OF OFFICERS

1. Officers of the Club shall be elected at the Annual General Meeting by written ballot.
2. A candidate shall be deemed to be elected if the candidate achieves the highest number of votes for the nominated office.
3. A person nominated as a candidate for election as an office-bearer or as an ordinary committee member must be a finance financial member of the Club and hold a current NSW class H firearms licence.
4. All nominations of candidates for election to the Committee of Management shall be received in writing, signed by two (2) financial members of the Club accompanied by the written consent of the candidate. (which may be endorsed on the forms of nomination).
5. Such written nominations shall be received by the Secretary seven (7) days prior to the date fixed for the holding of the Annual General Meetings.
6. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
7. If the number of nominations received is insufficient to fill all the vacancies, the candidates nominated a deemed to be elected and further nominations called at the meeting.
8. If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
9. If insufficient further nominations are received, any positions remaining on the Committee shall be deemed to be casual vacancies, to be filled in accordance with Clause 21.
10. A nomination of a candidate for election under this Clause is valid if that candidate has been nominated for election to another office at the same election.
11. No candidate should be elected to more than one position on the Committee except in the case of a small Club.
12. All committee members shall be affiliated with NSWAPA and Pistol Australia (PA).
13. All voting shall be in person or by proxy (if proxy votes permitted).

## Clause 21 CASUAL VACANCIES

1. For the purpose of this Constitution a casual vacancy in the office of a member of the Committee occurs if the member:
  - (a) Ceases to be a member of the Club, or
  - (b) Dies, or
  - (c) Becomes an insolvent member under administration within the meaning of the Corporations law of the Commonwealth, or



- (d) Resigns office by notice in writing given to the Secretary, or
- (e) Is removed from office as per Clause 22, or
- (f) Becomes a mentally incapacitated person, or
- (g) Is absent without consent of the Committee from three (3) consecutive scheduled meetings of the Committee, or
- (h) Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months,
- (i) Is prohibited from being a director of a company under the Corporations law of the Commonwealth,
- (j) Is a vacancy created by insufficient nominations at the Annual General Meeting,

2. A casual vacancy may be filled in accordance with Clause 18.5

#### Clause 22      REMOVAL OF A COMMITTEE MEMBER

1. Any committee member not attending three (3) consecutive scheduled Committee meetings without having an approved "leave of absence" shall be deemed no longer a Committee member and the position may be filled in accordance with Clause 18.5.
2. The Club in a general meeting may by resolution remove any member of the Committee from office, before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the member so removed.
3. Where a member of the Committee to whom a proposed resolution referred to in subclause 2 relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the Secretary or the President may send a copy of the representations to each member of the Club or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
4. At the general meeting so called, a secret ballot shall be conducted requiring a 2/3 majority to confirm the resolution.

#### Clause 23      COMMITTEE MEETINGS AND QUORUM

1. The Committee shall meet at least bi-monthly or as required in each period of twelve (12) months, at such place and time as the Committee may determine.
2. Additional meetings of the Committee may be convened by the President or by any three (3) members of the Committee.
3. A notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting by oral, written or by electronic means.

4. Notice of a meeting given under subclause 3, shall specify the general nature of the business to be transacted at the meeting and no business other than that business to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
5. Sixty (60) percent of members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
6. No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the commencement of the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the day in the following week.
7. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

#### Clause 24 DELEGATION BY COMMITTEE TO SUB-COMMITTEE

1. The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the instrument, other than:
  - (a) this power of delegation; and
  - (b) a function which is a duty imposed on the Committee by the Associations Incorporation Act or by any other law.
2. A function, the exercise of which has been delegated to a sub-committee under this Clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of delegation.
3. A delegation under this Clause may be made subject to such conditions or limitations as to the exercise of any function, or as to the time or circumstances, as may be specified in the instrument of delegation.
4. Despite any delegation under this Clause, the Committee may continue to exercise any function delegated.
5. Any act or thing done or suffered by a sub-committee acting in exercise of a delegation under this Clause has the same force and effect as it would have if it had been done or suffered by the Committee.
6. The Committee may, by instrument in writing, revoke wholly or in part any delegation under the Clause.
7. A sub-committee may meet and adjourn as it deems appropriate.
8. All sub-committee's appointments will be terminated at the next Annual General Meeting and may be reappointed by the incoming committee when it meets.

#### Clause 25 VOTING AND DECISIONS

1. Questions arising at a meeting of the Committee or sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
2. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote to uphold the status quo.
3. Subject to Clause 23 (5) the Committee may act notwithstanding any vacancy on the Committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by sub-committee appointed by the Committee is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

#### Clause 26 INDEMNITY

The officers of the Club, and members of appointed sub-committees, shall be indemnified by the Club against all actions, suits, claims, demands, costs, damages and expenses which such person may incur, suffer or be liable to for any reason, or as a result of any contract entered into, or by any act or deed done by him in the proper discharge of his duties, or in any way relating thereto, except as may happen through his negligence or default.

#### Clause 27 POLICY OF THE CLUB

1. Subject to this Constitution, the Committee is empowered to make, repeal and amend resolutions on matters of policy and conduct, as they may from time to time consider necessary for the well being of the Club. Such resolutions, repeals and amendments shall have effect until otherwise determined by the Committee or general meeting.
2. Any resolutions on matters of policy or conduct, made under this Constitution shall come into force and be duly operative upon posting of an appropriate notice on the Notice Board of the Club.

#### Clause 28 NOTICE OF GENERAL MEETING

1. The Secretary shall, at least twenty-one (21) days before the date fixed for the holding of a general meeting, cause to be sent by prepaid post or electronic means to each member at the member's postal or electronic address appearing in the Register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

2. No Business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting business which may be transacted pursuant to Clause 29.
3. A member desiring to bring any business before a general meeting, must give notice in writing or electronic means of that business to the Secretary who shall include that business in the notice calling the next general meeting.

#### Clause 29 ANNUAL GENERAL MEETING

1. The Club shall, in each calendar year within the period of six (6) months after the expiration of each financial year of the Club, convene an Annual General Meeting of its members.
2. The Annual General Meeting of the Club shall, subject to the Associations Incorporation Act and the Constitution, be convened no later than the month of [REDACTED] each year.
3. An Annual General Meeting shall be specified as such in the notice convening it.
4. Twenty-one (21) days clear notice in writing by prepaid post or electronic means of the Annual General Meeting shall be given to all members, to be sent to each member at the member's address appearing in the Register of Members, such notice to specify the place, date and time of the meeting and Agenda.
5. In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
  - (a) To confirm the minutes of the last Annual General Meeting and of any Extraordinary General Meeting held since that meeting;
  - (b) To receive from the Committee reports on the activities of the Club during the last financial year;
  - (c) To elect office bearers of the Club and ordinary members of the Committee;
  - (d) To receive and consider the financial statement which gives a true and fair view of the income and expenditure, the assets and liabilities, the mortgages, charges and other securities affecting the Club, as of the last financial year.
  - (e) Annual Membership fees.
6. If the Annual General Meeting has not been called by the end of [REDACTED] in any year, twenty five (25) percent of the members may convene and conduct an Annual General Meeting.
7. The Annual General Meeting convened by members as referred to in subclause 6 shall be convened as nearly as is practicable in the same manner as Annual General Meetings are convened by the Committee and any member who thereby incurs expenses of convening, is entitled to be reimbursed by the Club.

Clause 30 EXTRAORDINARY GENERAL MEETING

1. The Committee may, whenever it thinks fit, convene an Extraordinary General Meeting of the Club;
2. The Committee shall, on the requisition in writing of not less than twenty five (25) percent of members, convene an Extraordinary General Meeting of the Club.
3. A requisition of members for an Extraordinary General Meeting:
  - (a) Shall state the purpose or purposes of the meeting;
  - (b) Shall be signed by the members making the requisition;
  - (c) Shall be lodged with the Secretary; and
  - (d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
4. If the Committee fails to convene an Extraordinary General Meeting to be held within one (1) month after the date on which a requisition of members for a meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene the meeting, to be held no later than three (3) months after that date.
5. An Extraordinary General Meeting convened by a member or members as referred to in subclause 4, shall be convened as nearly as practicable in the same manner as general meetings are convened by the Committee, and any Member who thereby incurs expenses of convening is entitled to be reimbursed by the Club.

Clause 31 PRESIDING MEMBER

The President or, in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting or Committee meeting of the Club.

1. If the President and the Vice-President are absent from a meeting, or unwilling to act, the members present shall elect one of their number to preside as Chairperson at the meeting.
2. At meetings of any sub-committee of the Club, the Chairperson of the sub-committee shall preside.
3. If the Chairperson of the sub-committee is absent from a meeting, or unwilling to act, the members present shall elect one of their number to preside at the meeting.

Clause 32 PROCEDURE AT GENERAL MEETING

1. No item of business shall be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
2. Five (5) members or twenty five (25) percent of all members, whichever is the greater number (being members entitled to vote at a general meeting), shall constitute a quorum for the transaction of the business of a general meeting.

3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened on the requisition of the members shall be dissolved and in any other cases shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to the members given before the day to which the meeting is adjourned at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present, being at least three (3) members or fifteen (15) percent of all members whichever is the greater number (being members entitled to vote at a general meeting) shall constitute a quorum.

#### Clause 33 MAKING OF DECISIONS

1. A question arising at a general meeting of the Club shall be determined by either:
  - (a) A show of hands, or
  - (b) A written ballot, if on the motion of the chairperson or of five (5) or more members present at the meeting, it is resolved that the question should be determined by a written ballot.
2. If the question is to be determined by a show of hands, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
3. If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the Chairperson.
4. Subject to the Constitution, all matters at a general meeting shall be decided by a simple majority vote of members.

#### Clause 34 SPECIAL RESOLUTION

1. A resolution of the club is a special resolution if:
  - (a) At a meeting of the Club of which notice has been given to its members no later than twenty-one (21) days before the date on which the meeting is to be held or,
  - (b) In a postal ballot conducted by the Club, or
  - (c) In such other manner as the Director-General may direct,
  - (d) It is passed by at least three quarters ( $\frac{3}{4}$ ) majority of the votes cast by the members of the Club, being entitled under this Constitution to vote, do so in person or by proxy at the meeting.
2. A notice referred to in sub-clause 1(a) must include the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution.

3. A postal ballot referred in sub-clause 1(b) may only be conducted in relation to resolutions of a kind that this Constitution permits to be voted on by means of a postal ballot and, if conducted must be conducted in accordance with the Associations Incorporation Act.

#### Clause 35 VOTING

1. Upon any question arising at a general meeting of the Club, a member has one vote only,
2. All votes shall be given personally or by proxy (where proxy voting is allowed under the Constitution).
3. In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote to uphold the status quo.
4. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.
5. A member is not entitled to vote at any general meeting of the Club if the member is an Associate Member or a Junior member under eighteen (18) years of age.

#### Clause 36 POSTAL BALLOTS

1. The Club may hold a postal ballot to determine any issue or proposal other than an appeal under Clause 16.
2. A postal ballot shall be conducted in accordance with the Associations Incorporation Regulation.

#### Clause 37 APPOINTMENT OF PROXIES

1. Except in the case of Clause 16, where a member is unable to be present at any general meeting, that member may appoint the Secretary to exercise directed proxy votes on his behalf.
2. The Secretary may cast as many directed proxy votes for which he holds valid proxy forms.
3. The notice appointing the proxy shall be in the form as set out in Appendix 1.
4. The notice appointing the proxy shall be served on the Secretary prior to the commencement of the meeting at which the person named in the instrument proposes voting. In default the instrument shall not be valid.
5. The content of proxy votes served on the Secretary shall be confidential. At the beginning of the meeting the Secretary will announce that proxy votes are held on the matters specified therein.
6. Minor variations in the form shall not invalidate a proxy provided the intention is clear.

7. Where votes are cast by proxy the members present shall decide, by simple majority, on the validity of any vote that is called into question.

#### Clause 38 ADJOURNMENT

1. The Chairperson or members of the Club at a general meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place. Only those members present at the original meeting can vote at the adjourned meeting.
2. Where a general meeting is adjourned for fourteen (14) days or more, the Secretary shall give written notice of the adjourned meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in subclauses 1 and 2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

#### Clause 39 VISITORS

1. Any person not being a member of the Club, shall enter onto the Club premises only upon the invitation of a member of the Club. Such members shall be responsible for the behaviour and conduct of such visitor on the Club premises. It shall be the obligation of the Club member to acquaint the visitor of range rules and procedure.
2. A visitor shall record and sign his name in the Visitors' book
3. Visitors may be invited to shoot on the Club ranges provided they are members of an Approved Club. Visitors from another Approved Club shall record their name, and sign the Clubs visitors book and shall produce evidence of their membership and current licence to a member of the Committee or range official.
4. A competitor visiting from an Approved Club shall report to a member of the Committee or, in their absence, the Range Officer, who shall ensure that the competitor records their name, signature and Club in the Visitors' Book and produces evidence of his membership and current licence.

#### Clause 40 CLUB FIREARMS

1. The Club may apply for a Club Firearms Licence for any pistols for which the Club is approved.
2. The Committee shall nominate a licenced Club member as Licenced Holder for Club pistols and/or longarms. Such nomination cannot be delegated to another Club member.



3. Such Licence Holder shall be responsible at all times for the safe keeping, possession and use of all Club pistols.
4. The Licence Holder may assign the use of Club pistols and/or longarms.
  - (a) To a Club member or a member of another Approved Club, who holds an equivalent firearms licence, who may personally use the pistol and/or longarms,
  - (b) To allow an unlicensed person to use the pistol while under the direct supervision of a Club approved by the Club or Range Officer on the relevant Firearms Registry prescribed declaration form (P650 form) or its current equivalent.
  - (c) To a Club member or a member of another Approved Club, who holds a Probationary Pistol Licence or Minor's Target Pistol Permit, to use the pistol while under appropriate supervision.
5. If possession of a Club pistol is assigned to a Club member or a member of another Approved Club, the Club and the Club Firearms Licence Holder must maintain a daily register of the person or club member's name and firearms licence to whom the club pistol is assigned.
6. The Club may authorise a change of address of the Club pistols to another Club member who holds a full Class H pistol licence and shall notify the Firearms Registry within fourteen (14) days of the change of safe storage address in the prescribed form.
7. The Secretary or Captain shall cause such register to be retained until the expiration period of three (3) years after the completion of the last entry therein and not extract or cause or permit to be extracted any page from such register.
8. The register shall, upon demand, made by an authorised member of the Police Force or Firearms Registry, be produced to permit them to make copies of any entry therein.
9. Members shall make themselves conversant with the requirements of the Firearms Act and firearms Regulations there under, in respect of pistols owned by the Club.

#### Clause 41 INTOXICATING LIQUOR AND DRUGS

1. No person shall consume intoxicating liquor, illegal or debilitating drugs on a range of the Club at any time.
2. No person shall consume intoxicating liquor at the Club until all shooting activities have been completed for the day and all firearms are secured in accordance with the Firearms Act and the controller of those firearms must comply with all relative acts and regulations.
3. No person shall be admitted to or be on a range of the Club whilst apparently under the influence of intoxicating liquor, illegal or debilitating drugs.
4. Any person found under the influence of intoxicating liquor, illegal or debilitating drugs on Club premises or on a range of the Club, shall be ordered to leave forthwith and if such person is a member of the Club, they shall be liable to be dealt with by the committee. If

such person is a visitor from another Club, they shall be reported in writing to their own Club.

Clause 42 RANGE FEES

Range Fees and Competition Fees shall be fixed by the Committee.

Clause 43 PISTOLS AND SHOOTING RULES

All pistols used and matches held on the ranges of the Club shall conform to Pistol Australia or the Association Rules, for which the range is licenced.

Clause 44 INSPECTION OF RANGES

Any range or ranges of the Club may be inspected at any time by an authorised member of the Police Force, a member of the Executive of the Association or person authorised in writing by the Association.

Clause 45 NOTICES REGARDING RULES FOR SAFETY AND CONDUCT

At least two (2) copies of the current Association Standard Rules for Safety and Conduct on the Pistol Range shall be displayed at separate locations on all ranges of the Club.

Clause 46 INSURANCE

The Club may effect and maintain such insurance as the Club may, from time to time, deem necessary.

Clause 47 FINANCIAL YEAR

The financial year of the Club shall end on the 31<sup>st</sup> October of each year, to which day the accounts of the Club shall be balanced.

Clause 48 FUNDS – SOURCE

1. The funds of the Club shall be derived from Joining Fees and Annual Membership Fees, donations and subject to any resolution passed by the Club in general meeting, such other sources as the Committee determines.
2. All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account or other authorised deposit-taking institution account.
3. As soon as practicable after receiving any money, the Club shall issue an appropriate receipt.

Clause 49 FUNDS MANAGEMENT

1. Subject to any resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the Objects of the Club in such manner as the Committee determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) of the President, Vice President, Treasurer or Secretary of the Club.
3. The Public Officer is, by virtue of that office, an authorised signatory of the Club.

Clause 50 CUSTODY OF BOOKS ETC

Except as otherwise provided by this Constitution, the Club Secretary shall keep in their safe custody or under their control all registers, records, books and other documents relating to the Club.

Clause 51 INSPECTION OF BOOKS AND RECORDS

1. The records, books, this Constitution, minutes of all Committee meetings and general meetings of the Club and other financial documents of the Club shall be open for inspection, at any reasonable time free of charge, by an authorised member of the Police Force, a member of the Executive of the Association or a person authorised in writing by the Association.
2. The books and documents of the Club, other than the Register of Members, shall be open for inspection, free of charge, at any reasonable time by a member of the Club.
3. A member is entitled to inspect his records upon request, free of charge, at any reasonable time.
4. Information that members provide will be kept safe and secure within the Club or by the Club Secretary.

Clause 52 SERVICE OF NOTICE

1. For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member:
  - (a) By delivering it to the member personally, or
  - (b) By sending it by prepaid post to the member at the address shown in the Register of Members, or
  - (c) By sending it by facsimile transmission, email or some other forms of electronic transmission to an address specified by the member in writing, for giving or serving of the notice.
2. For the purpose of this Constitution, unless the contrary is proved, a notice is taken to have been given or served:
  - (a) In the case of a notice given or served personally, on the date on which it is received by the addressee, and

- (b) In the case of a notice sent by pre-paid post, on the date being seven (7) days after the day it was sent, and
- (c) In the case of a notice sent by facsimile transmission, email or some other form of from which the transmission, on the date it was sent or, if the machine or electronic device from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

#### Clause 53 PUBLIC OFFICER

1. The Committee must appoint a public officer.
2. The public officer must be a person who is aged 18 years or more and is ordinarily resident in the state of New South Wales.
3. The position of public officer may be held by a Member of the Committee or a Club Member nominated by the Committee
4. The public officer's acts are valid despite any defect in his appointment.
5. Within 28 days after taking office as the Club's public officer, he must notify the Director-General, in the approved form, of his:
  - (a) Full name
  - (b) Date of birth
  - (c) Address for service of notices, being either his residential address or some other address at which he can generally be contracted
  - (d) The fact that he has taken office as public officer.
6. If there is any change in the address of the public officer of the Club, the public officer must notify the Director-General, in the approved form, of the new address within twenty eight (28) days after the change occurs.

#### Clause 54 VACATING OFFICE OF PUBLIC OFFICER

1. The Club's public officer vacates office in the following circumstances:
  - (a) If he dies,
  - (b) If he resigns the office in writing addressed to the committee,
  - (c) If he is removed from office of Public Officer by resolution of a general meeting of the Club,
  - (d) If he becomes a bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his creditors or makes an assignment of his remuneration for their benefit,
  - (e) If he becomes a mentally incapacitated person,
  - (f) If he ceases to ordinarily reside in the state of New South Wales,
  - (g) If he ceases to be a Member of the Committee or Club,
  - (h) In such other circumstances as the Constitution may provide.

2. Within 14 days after vacating office, a former public officer of the Club must ensure that all documents and assets in his possession that belong to the Club are delivered to a Member of the Committee of the Club.
3. The Committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises.

#### Clause 55 CODE OF CONDUCT

All members of the Club shall be conversant with and uphold the principals of the Association Code of Conduct where applicable to Clubs and members.

#### Clause 56 FIREARMS ACT 1996 (AS AMENDED)

Notwithstanding any clause in this Constitution, the Club and all members of the Club shall be bound by the provisions of the Firearms Act, 1996 (as amended) and Regulations thereunder.

#### Clause 57 ALTERATION OF OBJECTS AND THE CONSTITUTION

1. The Objects and the Constitution of the Club may be altered, rescinded or added to by special resolution as set out in Clause 34.
2. Where the Club intends to amend the Constitution, such amendments must be notified to the Association for approval at least two (2) months prior to the amendment/s being submitted to members for voting at a general meeting.
3. Where this Constitution is amended, one (1) hard copy and one (1) electronic copy of the amended Constitution, certified as correct under the hand of the Secretary, shall be forwarded to the Association within fourteen (14) days after the amendment/s have been made.

#### Clause 58 WINDING UP OF THE CLUB

If at any general meeting a resolution for the dissolution of the Club shall be passed by simple majority of the members present, and such resolution no later than one (1) month thereafter, shall be confirmed by special resolution, the Committee shall thereon, or at such future date as shall be specified in the special resolution, proceed to realise the property of the Club, and shall distribute and surplus property in accordance with Clause 59.

#### Clause 59 DISTRIBUTION OF SURPLUS PROPERTY

1. The surplus property of the Club is that property of the Club remaining after satisfaction of the debts and liabilities of the Club and the cost, charges and expenses incurred of the winding up and shall be distributed in accordance with a special resolution of the Club.

2. Any such distribution of surplus property;
  - (a) Must be approved by the Director-General, and
  - (b) Is not to be made to or for the benefit of:
    - i. Any members or former members of the Club, or
    - ii. Any person to be held on trust for any member or former members of the Club unless the member or former member of the club whose Constitution, at the time of distribution, prohibits the distribution of property to its members,
  - (c) Is subject to any trust affecting the property or part of it.

Clause 60      MATTERS NOT COVERED BY THIS CONSTITUTION

1. Where any subject, matter or dispute not specifically covered by this Constitution is brought before the Committee, the Committee shall have the power to discuss, investigate and decide upon such subject, matter or dispute provided that such subject, matter or dispute is not covered by the Firearms Act, or other Law.
2. Such decisions shall be binding on all members of the Club.

APPENDIX 1  
(Clause 37)

FORM OF APPOINTMENT OF PROXY

I, \_\_\_\_\_  
(Full Name)

of \_\_\_\_\_  
(Address)

Being a member of \_\_\_\_\_ Pistol Club hereby

appoint \_\_\_\_\_  
(Full name of proxy)

of \_\_\_\_\_  
(Address of Proxy)

being the Secretary of the Club, as my proxy to vote for me on my behalf at the general meeting of the Club to be held on the date day of month 20year and at any postponement or adjustment of that meeting.

My proxy is authorised to vote in favour or / against (delete as appropriate) the resolution (insert details below).

\_\_\_\_\_  
Signature of member appointing proxy

Date \_\_\_\_\_

Note: A proxy may only be given to the Club Secretary as a directed proxy.

This Constitution was adopted by special resolution of the Bowral Pistol Club at a general meeting held at Bowral on the 1<sup>st</sup> day of July, in the year 2020.

Any appointment made or motion passed under the Constitution hereby repealed, if in force at the commencement of this Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

---

SECRETARY

---

PRESIDENT

#### DISCLAIMER OF LIABILITY

The New South Wales Amateur Pistol Association Incorporated has made every effort to ensure that the material in the Model Club Incorporated Constitution is accurate and up to date. Such material does in no way constitute the provision of professional or legal advice, and the New South Wales Amateur Pistol Association Incorporated accepts no legal liability whatsoever arising from any material contained in the Model Club Incorporated Constitution.

The Executive  
New South Wales Amateur Pistol Association Incorporated



THE Bowral PISTOL CLUB INCORPORATED

Affiliated with the New South Wales Amateur Pistol Association Incorporated

Bowral Pistol Club

The name of this Club shall be

Bowral PISTOL CLUB INCORPORATED

Hereinafter called the "Club"

#### OBJECTIVES

Promote amongst its members, target pistol shooting in accordance with the rules of the Club, NSW APA Inc, Pistol Australia Inc.

Instruct members in the skill of safe and proficient target pistol and or longarm shooting.

Provide training facilities for members who wish to compete in Club, State, National and International competitions

1. With appropriate Range Approval, the Club may provide for members to participate in matches or practice that require the use of longarm category A and/or B class firearms including miniature cannon.
2. Offer sporting and social facilities as deemed desirable.