

NEW SOUTH WALES
CLAY TARGET ASSOCIATION
INCORPORATED



CONSTITUTION

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CONSTITUTION
of
NEW SOUTH WALES CLAY TARGET ASSOCIATION INCORPORATED

INTERPRETATION

Definitions

1 In this document, unless the context otherwise indicates or requires:

“Act” means the *Associations Incorporation Act 1984*

“ACTA” means the Australian Clay Target Association Incorporated

“Association” means New South Wales Clay Target Association Incorporated

“club” means an association, incorporated or unincorporated, established for the purpose of promoting the sport of clay target shooting within the State of New South Wales

“delegate” means a Registered Shooter appointed pursuant to these Rules, by a Member Club to represent it, or by the members of an unincorporated club to be a Delegate Member representing their club

“Delegate Member” means a delegate of an unincorporated club who has been accepted as a member of the Association

“Executive Committee” means the committee of the Association

“Member State” is a reference to the Association’s class of membership of the ACTA

“Public Officer” means the person appointed to and holding that position from time to time as required by the Act and, if no other person is appointed, is the President of the Association

“Registered Shooter” means a member of a Member Club or an unincorporated club represented by a Delegate Member, who is also an individual member of the ACTA

“Regulation” means the *Associations Incorporation Regulation 1999*

“representative” means a delegate elected from the membership of a Zone Council to be a member of the Executive Committee

“Rule” or “Rules” is a reference to the provisions of this document

“Zone” means any of the zones defined by Rule 30

“Zone Council” means the delegates of clubs within a Zone

Construction

2 This document must be construed with reference to the provisions of the Act and, unless the context otherwise indicates or requires, terms used in this document have the same meaning as they have in the Act.

3 The provisions of the *Interpretation Act 1987* apply to this document in the same manner as they would apply if this document were an instrument made under the Act.

OBJECTS

- 4 The Association is to be the official controlling authority for the administration of clay target shooting in New South Wales pursuant to and in compliance with its rights and obligations as a Member State of the ACTA. More particularly the objects of the Association are to:
- (a) promote and administer the sport of clay target shooting in the State of New South Wales
 - (b) participate as a Member State of the ACTA in uniform promotion and administration of the sport of clay target shooting throughout Australia
 - (c) promote mutual trust, confidence, loyalty and good faith among the Association and the ACTA and their members
 - (d) control, manage and conduct clay target shooting competitions, particularly at the State level
 - (e) select, control and support teams or sides to represent the State in competition
 - (f) promote, and where possible improve, the laws, rules, standards, techniques and training applying to or affecting the sport of clay target shooting and its conduct
 - (g) strive for, maintain and increase government, commercial and public recognition of both the sport of clay target shooting and the Association and the ACTA, respectively, as the State and national authorities for its regulation
 - (h) represent Members and shooters generally in any forum in New South Wales where issues affecting the sport of clay target shooting may be affected or discussed
 - (i) promote the health, safety and sportsmanship of shooters, and assist them to realise their athletic potential
 - (j) obtain for the Association, its Members or shooters sponsorship or other forms of support for the sport of clay target shooting
 - (k) seek in any manner and in any forum recognition of the achievements of shooters that will enhance the public standing of the sport of clay target shooting
 - (l) have regard to the public interest and ensure that environmental considerations are taken into account where relevant to the Association's activities.

POWERS

- 5 Solely for the purpose of furthering its objects, the Association has the rights, powers and privileges of a natural person. Without limiting the generality of the foregoing, it has power to:
- (a) acquire, dispose of and generally deal with property of all kinds both real and personal
 - (b) construct, develop, improve or maintain buildings, grounds, works or conveniences, or contribute to, subsidise or otherwise assist or take part in these activities
 - (c) engage employees
 - (d) invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit
 - (e) borrow or raise money on any terms and conditions and with or without security

- (f) draw, make and endorse cheques and bills of exchange
- (g) lend money or give credit, guarantee and give indemnities for the payment of money or the performance of contracts or other obligations by any person or body corporate
- (h) accept and make gifts and donations to associations having like or similar objects, or which are of a charitable or benevolent nature
- (i) prepare and publish in any form material relating to clay target shooting or the activities of the Association
- (j) conduct or commission research and development relating to the improvement of the sport of clay target shooting, including its equipment
- (k) join or affiliate with other associations having like or similar objects
- (l) do all such other acts matters and things as are or may appear to the Association to be incidental or conducive to the attainment of any of its objects.

MEMBERSHIP

Classes of members

- 6** The classes of membership are:
- (a) Member Clubs, which have the right to be present, speak and vote at general meetings
 - (b) Delegate Members representing unincorporated clubs, who have the right to be present, speak and vote at general meetings;
 - (c) Life Members, who have the right to be present and speak at General Meetings but have no right to vote (except as a delegate and proxy).

Member Clubs

- 7** A club is qualified to be a member if it:
- (a) is incorporated under the Act,
 - (b) has at least 10 members who are or are eligible to become members of the ACTA, and
 - (c) is a member or is eligible and has applied to become a member of the ACTA.
- 8** A club which is qualified may apply to become a member by submitting to the Association:
- (a) a written application in the form of Schedule 1 (or such other form as may be approved by the Executive Committee),
 - (b) an appointment of the club's delegate in the form of Schedule 3 (or such other form as may be approved by the Executive Committee),
 - (c) if the club was previously an unincorporated club represented by a Delegate Member, the resignation of the Delegate Member as a member of the Association,
 - (d) a copy of the club's constitution,
 - (e) a copy of the register or list of its members, and
 - (f) the applicable membership fee and subscriptions.

Delegates of unincorporated clubs

- 9** A person is qualified to become a Delegate Member if:
- (a) he or she is a member of an unincorporated club and has been appointed as its delegate (in the manner prescribed by Rule 14),
 - (b) the club is in the process of incorporating under the Act (the club must become incorporated within 2 years – see Rule 21(e)),
 - (c) the club has at least 10 members who are or are eligible to become members of the ACTA, and
 - (d) the club is a member or is eligible and has applied to become a member of the ACTA in accordance with the provisions of the ACTA constitution.
- 10** A person who is qualified may apply to become a Delegate Member by submitting to the Association:
- (a) a written application in the form of Schedule 2 (or such other form as may be approved by the Executive Committee),
 - (b) evidence of her or his appointment as the delegate of the unincorporated club in the form of Schedule 4 (or such other form as may be approved by the Executive Committee),
 - (c) a copy of the club's constitution,
 - (d) a copy of the register or list of its members, and
 - (e) the applicable membership fee and subscriptions.

Consideration of applications for membership

- 11** The Executive Committee must consider an application for membership as soon as practicable after it is received. The Executive Committee may accept or reject the application whether the applicant has complied with the qualification and application rules or not. If an application is rejected, the membership fee that accompanied it must be returned but the Executive Committee need not give any reasons for the rejection. An applicant becomes a member when the application is approved by the Executive Committee, and the register of members must be amended accordingly.

Life Members

- 12** The Executive Committee may, by a resolution passed by not less than two-thirds of the members of the Executive Committee present at the meeting, acknowledge the exemplary service of a Registered Shooter to the Association by making that person a Life Member.

Appointment (and removal) of club delegates

Incorporated (Member) clubs

- 13** Member Clubs must appoint a delegate with the authority to represent the Member Club at general meetings of the Association and Zone Council. The delegate may be appointed for such period as the Member Club determines, and must be appointed, and may be removed, in a manner authorised by the Member Club's constitution. A Member Club may also appoint an alternate to its delegate, who will, in the absence of the delegate, have the same authority to represent the Member Club at general meetings of the Association and Zone Council. Notice of removals and appointments of delegates and alternates must be given, as soon as practicable, to the Association in the form of Schedule 3 (or such other form as may be approved by the Executive Committee).

Unincorporated clubs

- 14** The delegate of an unincorporated club must be elected, ordinarily for a term of 2 years, by a majority of votes cast by the club's members at a meeting called for the purpose. An unincorporated club may not appoint an alternate to its delegate.
- 15** Until an unincorporated club incorporates and becomes a member in its own right, its delegate must exercise the rights and privileges of membership on behalf of the members of the unincorporated club.
- 16** If the members of an unincorporated club wish to remove their delegate during her or his term of 2 years and substitute another person as their delegate for the balance of that term, they must:
- (a) resolve to do so by a majority of votes cast by the club's members present at a meeting called for that purpose, and
 - (b) give written notice of the resolution to the Association in the form of Schedule 4 (or such other form as may be approved by the Executive Committee).
- 17** A notice given under Rule 16 must, when received by the Association, be considered by the Executive Committee as a valid application of the substitute delegate for membership as a Delegate Member (notwithstanding the requirements of Rule 10). The Executive Committee may, in its absolute discretion and without the need to give any reasons:
- (a) terminate the Delegate Member's membership and approve the club's nominated substitute as a Delegate Member, or
 - (b) affirm the Delegate Member's membership and decline to admit the club's nominated substitute as a member, or
 - (c) terminate the Delegate Member's membership and decline to admit the club's nominated substitute as a member, in which event the unincorporated club and its members will cease to have any affiliation with the Association.

Duties of members

- 18** Members must abide by these Rules and, to that end, comply with any reasonable direction given by the Executive Committee.

How membership ends

- 19** A member ceases to be a member of the association if the member:
- (a) is a natural person and dies, or
 - (b) is an incorporated association and is wound up or its incorporation is cancelled under the Act, or
 - (c) resigns subject to the provisions of these Rules, or
 - (d) is expelled by the Executive Committee pursuant to these Rules, or
 - (e) ceases to be a member of the ACTA or, in the case of a Delegate Member, ceases to be a deemed member of the ACTA pursuant to the rules of the ACTA relating to Member Clubs that are unincorporated.

Resignation

- 20** A member may resign if (but only if) the member has paid all amounts owing to the Association in respect of their membership. A member eligible to resign under this rule may do so by giving 28 days' written notice to the Association, and at the end of that period will cease to be a member.

Expulsion

- 21** The Executive Committee may expel a member if the member:
- (a) fails to pay any fees or subscriptions owing to the Association within 2 months after they are owing, or
 - (b) is in breach of these rules and fails to rectify the breach within 2 months of being asked to do so by the Association, or
 - (c) refuses to comply with a reasonable direction of the Executive Committee, or
 - (d) if a Delegate Member, the Executive Committee exercises its discretion under Rule 17(c), or
 - (e) if a Delegate Member, the unincorporated club which he or she represents fails to become incorporated and admitted as a Member Club of the Association within 2 years of the date on which—
 - (i) the first delegate representing the unincorporated club was admitted as a member, or
 - (ii) this rule came into force,whichever is later.

Membership entitlements not transferable

- 22** A right, privilege or obligation that a member has by virtue of being a member cannot be transferred, and ends when membership ends.

Liability of members

- 23** The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association, or the costs, charges and expenses of the winding up of the Association, is limited to the member's membership fees and subscriptions due and unpaid.

Register of members

- 24** The Public Officer of the Association must keep and maintain a register of members of the Association specifying the name and address of each member, the date on which they became and, if applicable, ceased to be a member. Because of the security issues involved, the full register shall not be available for inspection, but members may arrange on reasonable request to inspect an extract which includes the names of current members and the dates of their admission but not their addresses.

Fees and subscriptions

- 25** The annual membership fee and other subscriptions (including Zone levies) will be as the Executive Committee from time to time prescribes. Fees and subscriptions shall be due and payable on the 1st day of July each year. A member admitted to membership during a year shall pay the full fees and subscriptions for the year.

Discipline of members

- 26** The Association and members agree that they are subject, and submit unreservedly, to the disciplinary jurisdiction, procedures, penalties and appeal mechanisms of the ACTA, as laid down in Part IV of the ACTA constitution.

Resolution of internal disputes

- 27** Disputes (not being disciplinary complaints subject to the jurisdiction of the ACTA) between members (in their capacity as members), or between members and the Association, are to be referred to a community justice centre for mediation in accordance with the *Community Justice Centres Act 1983*. At least 7 days before a mediation session is scheduled to commence, the parties must exchange written statements of the issues that are in dispute between them and give copies to the mediator.

ASSOCIATION AS STATE AUTHORITY, ACTA AS NATIONAL AUTHORITY

- 28** The Association and Members acknowledge and agree:
- (a) the Association is the official controlling authority for the administration of clay target shooting in New South Wales pursuant to and in compliance with its rights and obligations as a Member State of the ACTA, and that the Members are bound by the Association's rules and, to that extent subject to its control and direction
 - (b) the Association and the Members are members of the ACTA, bound by its rules and, to that extent, subject to its control and direction
 - (c) the Members and the Association will maintain their memberships of the ACTA, and to that end pay their subscriptions when due and abide by its rules
 - (d) their constitutions and any amendments will conform generally with the constitution of the ACTA, to the extent permitted by the Act
 - (e) to advance the sport of clay target shooting by all reasonable means, and not to do or permit to be done anything that might adversely affect or derogate from its standards or reputation
 - (f) to pursue the objects of the Association by promoting co-operation, mutual trust, confidence, loyalty and good faith among themselves, the ACTA and its other members, in particular by—
 - (i) making paramount in all their dealings the interests of the sport of clay target shooting and its participants
 - (ii) promoting the economic and sporting success of each other
 - (iii) eschewing private advantage at the expense of any other
 - (iv) acting with complete candour, disclosing fully all matters of relevance to the interests of others.

Constitutions of Member Clubs to acknowledge Association's and ACTA's authority

- 29** Member Clubs agree that they will, as soon as practicable after these Rules come into effect, amend their constitutions to include a provision, in a form satisfactory to the Association, recognising the Association as the authority for the sport of clay target shooting in New South Wales and the ACTA as the national authority for the sport of clay target shooting in Australia.

ZONES AND ZONE COUNCILS

Zones defined

- 30** For the purposes of these Rules, there are 5 geographic zones within the State of New South Wales, described as follows:
- (a) Northern – all that part of the State lying north and east of a line drawn from Woy Woy to Wollar, and thence due north to the Queensland border
 - (b) Southern – all that part lying east and south of a line drawn from Woy Woy to Richmond, thence to Crookwell, thence to Yass, thence through Khancoban to the Victorian border
 - (c) Western – all that part lying west and north of a line drawn from Wollar to the Victorian border at Gol Gol
 - (d) Riverina – all that part west of the Southern Zone and south of a line running from Yass through Hillston to the boundary of the Western Zone
 - (e) Central – all that part remaining, incorporating the centres of West Wyalong, Condobolin, Parkes, Mudgee, Cowra, Orange, Bathurst and Lithgow.

Constitution and powers of Zone Councils

- 31** The delegates of clubs within each Zone will form a council. The Zone Councils will, subject to the direction and control of the Executive Committee, assist the Association in the pursuit of its objects, in particular by:
- (a) controlling, managing and conducting clay target shooting competitions within their Zones
 - (b) selecting, controlling and supporting teams or sides to represent their Zones in State competitions
 - (c) promoting within their Zones clay target shooting coaching and training
 - (d) obtaining sponsorship or other forms of support for the sport of clay target shooting within their Zones.

Committees of Zone Councils

- 32** Zone Councils must in a meeting held no later than 31 December each year elect from their number a committee, consisting of a president, secretary and such other office holders as the Council by majority decides, to conduct the day-to-day business of the Council during the ensuing calendar year.

Validity of acts done by Zone Councils and Committees

- 33** Anything done by a Zone Council or a Zone committee in accordance with Rules 31 and 32 has the same force and effect as it would have if done by the Executive Committee.

EXECUTIVE COMMITTEE

Constitution and Powers

- 34** The committee is to be called the Executive Committee and, subject to the Act, the Regulation, these Rules and to any resolution passed by the Association in general meeting—
- (a) is to control and manage the affairs of the Association,
 - (b) may exercise all the functions as may be exercised by the Association, other than those functions that are required by these Rules to be exercised by a general meeting of members of the Association, and
 - (c) has power to perform all acts and do all things as appear to it to be necessary or desirable for the proper management of the affairs of the Association.
- 35** Without limiting the generality of Rule 34, the Executive Committee has the power to:
- (a) require any member to lodge with it a copy of the member's constitution
 - (b) require any member to lodge with it a copy of the member's rules of competition, and to require the member to amend its rules as the Executive Committee considers advisable in the interests of the sport of clay target shooting and to maintain the authority of the Association
 - (c) require any member to submit for its approval the program and dates of all shooting events (except club shoots) proposed to be held under the rules of competition of the Association
 - (d) make rules, not inconsistent with the rules of the ACTA, governing clay target shooting competitions in the State of New South Wales;
 - (e) organise, hold and conduct such shooting events as it considers appropriate;
 - (f) make special levies from time to time upon members of the Association for the purpose of meeting expenses.

Manner of election

- 36** The Executive Committee is to consist of a President and three representatives from each Zone, chosen in accordance with the following rules:
- (a) **The term of office of a member of the Executive Committee will, subject to paragraphs (b) and (f), be until the third annual general meeting after her or his appointment.**
 - (b) At each annual general meeting one representative (who may be the President) from each Zone must retire from the Executive Committee. The members to retire will, subject to paragraph (f), be those who have been longest in office since their appointment, but if more than one representative from a Zone was appointed at the same time, the older must retire.
 - (c) Prior to each annual general meeting the Association will arrange an election by each Zone Council of that number of representatives required to fill the vacancies arising at the next annual general meeting in the Zone's representation on the Executive Committee. The persons so elected will take office effective immediately upon the close of that annual general meeting.
 - (d) A representative may represent only one Zone.
 - (e) Election of a member of the Executive Committee as President (see Rule 41) will create a vacancy in its membership. The Zone Council that elected the President as a representative must as soon as practicable elect a further representative, and the person so elected will take office from the date on which notice of his or her election is given by the Zone Council to the Association.

- (f) In the event that a casual vacancy in the membership of the Executive Committee occurs, the Zone Council affected must as soon as practicable elect a replacement, who will hold office only until the representative he or she replaces would have been required to retire.
- (g) Retiring representatives are to be eligible for re-election.

Casual vacancies

- 37** The office of a member of the Executive Committee shall become vacant if the member:
- (a) dies, or
 - (b) ceases to be a member of the Association, or
 - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth), or
 - (d) becomes mentally incapacitated, or
 - (e) resigns office by notice in writing given to the Association, or
 - (f) becomes an employee of the Association, or
 - (g) is absent without the consent of the Executive Committee for 3 consecutive meetings of the Executive Committee, or
 - (h) is removed from office under Rules 38 or 39.

Removal from office

- 38** The Zone Council that elected a delegate may remove that person from the Executive Committee by a majority of votes cast at a meeting of the Council called for that purpose. The person to whom the motion to remove relates must be given the opportunity to address the meeting of the Council before the vote is taken.
- 39** The Association may by special resolution remove any member of the Executive Committee. The person to whom a proposed resolution relates must be given the opportunity to make representations in writing, of reasonable length, which must either be sent to the members seven clear days before the meeting or be read out at the meeting at which the resolution is considered.

If an Executive Committee Member becomes National President

- 40** Should a member of the Executive Committee be elected President of the ACTA, he or she will cease to be a member of the Executive Committee. The resulting casual vacancy must be filled in accordance with Rule 36 (f). The member elected as President of the ACTA will during his or her term in that office be entitled to attend Executive Committee meetings but will not have the right to vote.

Appointment of executive officers

- 41** At the first Executive Committee meeting after each annual general meeting, the members of the Executive Committee must elect from their number a President, two Vice-Presidents, and a Treasurer, and may elect such other officers, with such duties, as the Executive Committee decides. If only two nominations are received for the office of Vice-President, or only one nomination is received for any other office, the members so nominated shall be deemed elected. If more than two nominations are received for the office of Vice-President, or more than one nomination is received for any other office, the position or positions shall be decided by a vote using the "first past the post" system. Each member of the Executive Committee will have two votes for the office of Vice-President and one vote for each other office. If two or more candidates for any position are tied, then all other candidates (if any) shall be

eliminated and a fresh ballot held. If the tie cannot be broken by this method, the choice must be decided by lot.

Treasurer

- 42** It is the duty of the Treasurer of the Association to ensure that:
- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made, and
 - (b) correct books and accounts are kept showing the financial affairs of the Association, including full details of receipts and expenditure connected with its activities.

Vacancies of executive office

Of the President

- 43** Should the office of President become vacant during the usual term of office, the Executive Committee must as soon as practicable fill the vacancy from their number, in the same manner prescribed by Rule 41. The position of Executive Committee member consequently vacated by the new President will be a casual vacancy and must be filled in the manner prescribed by Rule 36 (f).

Of other offices

- 44** Any other office which becomes vacant must be filled as soon as practicable by the Executive Committee from their number, in the same manner prescribed by Rule 41.

Appointment of patron

- 45** The Executive Committee may appoint a patron.

Appointment of advisors

- 46** The Executive Committee may invite any person to attend and speak at Executive Committee meetings as an advisor. Advisors will not have a right to vote.

Proceedings of the Executive Committee

Regular meetings

- 47** The Executive Committee must meet at least 3 times in each period between annual general meetings, at the places and times it determines.

Additional meetings on notice

- 48** Additional meetings may be called by the President, or both Vice-Presidents or three members of the Executive Committee. Oral or written notice of a meeting must, subject to Rule 49, be given at least 21 days prior to its date.

Emergency meetings

- 49** If, in the opinion of the person or persons authorised by Rule 48 to call a meeting, an emergency has arisen that makes it desirable to hold a meeting of the Executive Committee on less than 21 days' notice, a meeting may be called on such notice as is reasonable, having regard to the emergency giving rise to the need for the meeting.

Notices to specify purpose of meeting

- 50** Notice of a meeting given under Rules 48 or 49 must specify the general nature of the business to be transacted at the meeting and no other business is to be transacted at the meeting unless the Executive Committee members present unanimously agree that it is urgent.

Quorum

- 51** Any 9 members of the Executive Committee constitute a quorum for the transaction of the business of a meeting. No business is to be transacted by the Executive Committee unless a quorum is present and if, within a half-hour of the time appointed for a meeting, a quorum is not present, the meeting must be dissolved.

- 52** The Executive Committee may, subject to Rule 51, act notwithstanding any vacancy in its membership.

Chair of meetings

- 53** At a meeting of the Executive Committee:
- (a) the President or, in the President's absence, one of the Vice-Presidents is to preside, or
 - (b) if the President and both Vice-Presidents are absent or unwilling or unable to act, one of the remaining members chosen by the members present at the meeting is to preside.

Minutes to be kept

- 54** The Executive Committee must cause minutes to be made of:
- (a) all appointments of officers and employees
 - (b) the names of members of the Executive Committee present at meetings
 - (c) the proceedings of proceedings of all meetings of the Executive Committee.
- 55** Minutes of proceedings at a meeting must be signed by the person who presided at the meeting or by the person presiding at the next meeting.

Delegation to sub-committees

- 56** The Executive Committee may delegate to one or more sub-committees (consisting of such delegates or other registered shooters as the Executive Committee thinks fit) the exercise of such of its functions, subject to any limitations or restrictions, as are specified in the delegation. Anything done by a sub-committee under a delegation under this rule has the same force and effect as it would have if done by the Executive Committee.

Voting and decisions

- 57** Questions arising at a meeting of the Executive Committee, or of any sub-committee appointed by it, are to be determined by a majority of the votes of members present at the meeting. In the event of an equality of votes on a question, the person presiding may exercise a second (or casting) vote.

Validity of actions

- 58** Anything done or purporting to have been done by the Executive Committee or by a sub-committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of a member of the Executive Committee or sub-committee.

GENERAL MEETINGS

Annual general meetings

Calling of

- 59** The Executive Committee must convene an annual general meeting each year, at a place, time and date (complying with the requirements of section 26 of the Act) chosen by the Executive Committee.

Business at

- 60** The business of an annual general meeting must include (in addition to any other business that may be transacted at an annual general meeting):
- (a) confirming the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) receiving from the Executive Committee reports on the activities of the Association in the last preceding financial year,
 - (c) receiving and considering the statement which is required to be submitted to the members under section 26 (6) of the Act.

Special general meetings

Calling of by Executive Committee

- 61** The Executive Committee may, whenever it thinks fit, convene a special general meeting of the Association.

Requisition by members

- 62** The Executive Committee must convene a special general meeting of the Association on the requisition of 10 percent of the voting members of the Association.

- 63** A requisition of members for a special general meeting:

- (a) must state the purpose or purposes of the meeting,
- (b) must be signed by the members making the requisition (or their delegates),
- (c) must be delivered to the Public Officer of the Association, and
- (d) may consist of several documents in similar form, each signed by one or more of the members making the requisition (or their delegates).

- 64** If the Executive Committee does not cause a special general meeting to be held within 45 days after the date on which the requisition of members for the meeting is delivered to the Public Officer, any one or more of the members who made the requisition may convene it. The meeting must be convened as nearly as practicable

in the same manner as general meetings are convened by the Executive Committee, and any member who consequently incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

Notice

General requirements

- 65** At least 28 days' notice of a general meeting must be given to each member entitled to attend. The notice must specify the place, date and time of the meeting, and the nature of the business to be transacted at it.

Members may require specified business to be included

- 66** A member entitled to vote who wishes to bring any business before a general meeting may do so by request in writing delivered to the Association. The Executive Committee must cause that business to be included in the next notice calling a general meeting given after receipt of the member's request.

Additional notice requirements for annual general meetings

- 67** If the meeting is an annual general meeting:
- (a) in addition to meeting the requirements of Rule 65, the notice must specify that the meeting is an annual general meeting, and
 - (b) at least 7 clear days before the date of the meeting the Executive Committee must provide to all members entitled to attend the meeting a written report of the President on the activities of the Association during the relevant financial year, and a report of the Treasurer containing a statement of the income and expenditure, an up to date balance sheet for the Association for that year, and the mortgages, charges and other securities of any description affecting any property of the Association at the end of that year.

Additional notice requirements for special resolutions

- 68** If the nature of any business proposed to be dealt with at the meeting requires a special resolution, the notice must in addition to meeting the requirements of Rule 65 specify the intention to propose the resolution as a special resolution.

Business not to be transacted unless notified

- 69** No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, if the meeting is an annual general meeting, business which must be transacted under Rule 60.

Procedure

Quorum

- 70** No item of business is to be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- 71** Ten voting members present in person constitute a quorum for the transaction of the business of a general meeting.
- 72** If within half an hour of the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
- (a) if convened on the requisition of members, must be dissolved,
 - (b) in any other case, is to stand adjourned to the next day at the same time and place.

- 73** If at the adjourned meeting a quorum is not present within half an hour of the appointed time for the commencement of the meeting, 3 members present in person will constitute a quorum.

Chair

- 74** The President or, in the President's absence, one of the Vice-Presidents is to preside at general meetings as the Chair. If the President and both Vice-Presidents are absent or unwilling or unable to act, the members present must elect one of their number to preside as the Chair.

Minutes to be kept

- 75** The Chair must cause minutes of the proceedings at a meeting to be made. Minutes must be signed by the Chair of the meeting or by the Chair of the next general meeting.

Adjournment

- 76** The Chair of a general meeting at which a quorum is present may, with the consent of the majority of members present, adjourn the meeting to another time and place. No business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place. Notice of an adjourned meeting need not be given unless the adjournment is for 14 days or more. If a meeting is adjourned for 14 days or more, a notice of the adjourned meeting must be given to each member of the Association entitled to be present, stating the place, date and time of the meeting and the nature of the business to be transacted at it.

Making of decisions

Questions may be determined by show of hands

- 77** Questions arising at a general meeting of the Association may be determined on a show of hands unless a poll is requested before or on the declaration of the show of hands. If a poll is not requested, a declaration by the Chair that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or a minute to that effect, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

Poll may be required

- 78** A poll on any question may be requested by the Chair or by at least 3 members present in person or by proxy at the meeting.
- 79** If a poll is requested, the poll must be taken:
- (a) immediately if it relates to the election of the Chair or to an adjournment
 - (b) if it relates to any other matter, before the close of the meeting, but otherwise in the manner and at the time directed by the Chair.
- 80** The resolution of a poll on a question is to be taken as the resolution of the meeting on that question.

Voting

One member – one vote

- 81** On any question arising at a general meeting of the Association each Member Club and each Delegate Member has one vote only.

Only in person or by proxy

- 82** All votes must be given personally or by proxy.

Limit on number of proxies

- 83** No member may hold more than 2 proxies.

Member must be in good standing

- 84** A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid.

Chair has casting vote

- 85** In the case of an equality of votes on a question at a general meeting, the Chair may exercise a second or casting vote.

Delegates of Member Clubs

- 86** If the delegate of a Member Club (duly appointed pursuant to Rule 13) or his or her alternate (if appointed) is present in person at a general meeting:
- (a) the delegate (or, in his or her absence, the alternate) will have the right to cast the Member Club's vote on any question, without the need for appointment as a proxy, and
 - (b) the Member Club is to be taken as present in person at the meeting.

Appointment of proxies

- 87** A member entitled to vote may appoint any other delegate (ie not the member's delegate – see Rule 86) as proxy by notice given to the Association in the form of and manner prescribed by Schedule 5 at least 48 hours before the time of a meeting. If a delegate of a Member Club is appointed as a proxy, his or her Alternate (if appointed under Rule 13) will, in the delegate's absence, have the right to exercise the proxy without another appointment.

FINANCE

Funds

Source

- 88** The funds of the Association are to be derived from membership, capitation and competition entry (nomination) fees, interest, sponsorships, donations and other sources determined by the Executive Committee.

Application

- 89** The income and property of the Association may only be applied towards the objects of the Association.
- 90** Except as provided by Rule 91:
- (a) no income or property of the Association may be paid or transferred to the benefit of any member
 - (b) no remuneration or other benefit may be paid or given by the Association to any member who holds any office of the Association.
- 91** Rule 90 does not prevent payment in good faith of a commercially reasonable amount to a member for:
- (a) services rendered to the Association in the course of the member's employment, trade or profession
 - (b) goods supplied to the Association by the member in the ordinary and usual course of operation
 - (c) interest on money borrowed from the member
 - (d) rent for premises let by the member to the Association
 - (e) out-of-pocket expenses incurred by the member on behalf of the Association

- (f) any other transaction involving a bona fide exchange between the Association and the member.

Must be deposited on receipt

- 92** All money received by the Association must be deposited as soon as practicable to the credit of the Association's account at a suitable bank, building society or credit union.

Signatures required on cheques etc

- 93** All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by at least two members of the Executive Committee authorised by the Executive Committee to do so.

Audit and Accounts

Financial year

- 94** The financial year of the Association will end on 30 June of each year.

Audit requirements

- 95** It is not a requirement that the Association's accounts be audited. The Association may appoint an Auditor to examine the correctness of the financial records of the Association for any financial year or years. The Executive Committee may determine that an auditor should be appointed. An audit of the financial affairs of the Association for up to the two preceding financial years must be conducted if demanded by Members passing a special resolution calling for an audit at a duly convened general meeting.

Insurance

- 96** The Association must effect and maintain insurance required by law and may maintain any insurances considered appropriate by the Executive Committee.

MISCELLANEOUS

Common seal

- 97** The common seal of the Association must be kept in the custody of the President.
- 98** The common seal must not be affixed to any instrument except by the authority of the Executive Committee and the affixing of it must be attested by the signature of the President and another member of the Executive Committee.

Custody and inspection of books

- 99** The Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.
- 100** Subject to Rule 24 (Register of members), the records, books and other documents of the Association must be open to inspection, free of charge, by a member of the Association on appointment reasonably arranged with the public officer.

Notices

Manner of giving to the Association

- 101** A notice may be given to the Association by:
- (a) addressing it to the Association and leaving it at or sending it by post to the address of the public officer of the Association last notified under the Act, whether or not there is at the time a vacancy in the office of public officer, or
 - (b) by delivering it personally to the public officer or to each of 2 members of the Executive Committee, or
 - (c) sending it by e-mail or fax to the Association's e-mail address or fax number, as published by the Association in the current 'Blue Book'.

Manner of giving to members

- 102** A notice may be given to a member of the Association by:
- (a) if the member is a delegate of an unincorporated club, by delivering it personally to the Delegate Member or by sending it by post or e-mail or fax at the address or number last provided to the Association by the Delegate Member
 - (b) if the member is an incorporated club, by delivering it personally to the Member Club's Delegate, or by sending it to the Member Club by post or e-mail or fax at the address or number last provided to the Association by the Member Club.

Time when effectively given

- 103** A notice is to be taken as given, unless the contrary is proved:
- (a) in the case of a notice delivered personally, when it is delivered
 - (b) in the case of a notice left at the address of the Public Officer, on the next business day after it is left
 - (c) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post
 - (d) in the case of a notice sent by e-mail or fax, on the day it was sent.

Surplus property

- 104** If the Association is wound up or its incorporation is voluntarily cancelled, its surplus property must, subject to the provisions of the Act, be vested in an association or body chosen by a special resolution of the members. The association or body so nominated must, as far as possible, have like or similar objects to that of the Association, must not be conducted for the profit of its members and must otherwise fulfil the requirements specified in the Act for this purpose.

Alteration of objects and rules

- 105** This constitution may be altered only by a special resolution.

Transitional

- 106** All persons (including incorporated clubs) who were members or delegates (or both) under the rules of the Association prior to the adoption of these Rules will continue to be members or delegates (or both) subject to these Rules after their adoption.
- 107** All members of the Executive Committee immediately prior to the adoption of these Rules will continue to be members of the Executive Committee subject to these Rules after their adoption. Those who held an executive office will continue in that office subject to these Rules after their adoption.
- 108** All persons who were elected to an office of a Zone Council prior to the adoption of these Rules will continue in that office subject to these Rules after their adoption.

SCHEDULE 1

**APPLICATION FOR MEMBERSHIP OF ASSOCIATION
(Rule 8: Clubs incorporated under the *Associations Incorporation Act 1984*)**

.....
(Name of Club)

HEREBY APPLIES for membership of the **NEW SOUTH WALES CLAY TARGET ASSOCIATION INCORPORATED** and undertakes to abide by its Rules.

The following are submitted with this application:

1. an appointment of the Club's delegate (Schedule 3)
2. the resignation of the Delegate Member (if the Club was previously unincorporated and represented by a Delegate Member)
3. the Club's Constitution
4. a copy of the register or list of the Club's members
5. the applicable membership fee and subscriptions (returnable if the application is rejected).

DATED the **Day of** **20**.....

AND executed under the common seal of the applicant in accordance with its constitution

President

Committee member

SCHEDULE 2

**APPLICATION FOR MEMBERSHIP OF ASSOCIATION
(Rule 10: Unincorporated Club)**

.....
(Name of Club's Delegate)

ON BEHALF OF
(Name of Club)

HEREBY APPLIES for membership of the **NEW SOUTH WALES CLAY TARGET ASSOCIATION INCORPORATED** and undertakes to abide by its Rules.

The following are submitted with this application:

1. the applicant's appointment the Club's delegate (Schedule 4)
2. the Club's Constitution
3. a copy of the register or list of the Club's members
4. the applicable membership fee and subscriptions (returnable if the application is rejected).

DATED the **Day of** **20**.....

(Signature).....

SCHEDULE 3

APPOINTMENT OF CLUB DELEGATE(S)
(Rules 8 & 13: Clubs incorporated under the Associations Incorporation Act 1984)

We the undersigned committee members certify (having the authority under the Club's constitution to do so) that

.....and.....
(name of Club Delegate) (name of Alternate)

has / have been duly appointed by **Clay Target Club Incorporated** to act as the Club's Delegate and Alternate Delegate, respectively, until

..... or until notice of their removal is given (whichever is earlier).
(time when appointment is to end)

This appointment revokes any previous appointment and includes the authority to exercise full voting powers on behalf of the Club in accordance with the Rules of the New South Wales Clay Target Association Incorporated.

DATED the **Day of** **20**.....

AND executed under the common seal of the applicant in accordance with its constitution

President

Committee member

I ACCEPT THE ABOVE APPOINTMENT.

.....
(signature of Club Delegate)

.....
Date

I ACCEPT THE ABOVE APPOINTMENT.

.....
(signature of Alternate Delegate)

.....
Date

SCHEDULE 4

**APPOINTMENT OF CLUB DELEGATE
(Rules 10, 14 & 16: Unincorporated Club)**

We the undersigned committee members certify (having the authority under the Club's constitution to do so) that

.....
(name of Club Delegate)

has been duly elected by a majority of the votes cast by the Club's members at a meeting called for the purpose to be the Delegate of

.....**Clay Target Club**

for the period ending *until notice of her or his removal is given.
(*see Rules 14 and 16)

This appointment authorises the Club Delegate to become a member of the New South Wales Clay Target Association Incorporated on behalf of the Club. If it revokes a previous appointment, the Club and its members agree to be bound by the Executive Committee's discretion exercised in accordance with Rule 17.

DATED the**Day of****20**.....

President

Committee member

I ACCEPT THE ABOVE APPOINTMENT.

.....
(signature of Club Delegate)

.....
Date

SCHEDULE 5

APPOINTMENT OF PROXY

(Rule 87)

PART A: Member Club incorporated under the *Associations Incorporation Act 1984*

.....
(Name of Club)

being a member of the **NEW SOUTH WALES CLAY TARGET ASSOCIATION** hereby appoints

.....
(Name of proxy)

the duly appointed Delegate of **Clay Target Club**
(Name of Club to which proxy belongs)

as our proxy to vote on our behalf at the general meeting of the Association to be held on the
..... day of, 2....., and at any adjournment of that meeting.

Our proxy is authorised to vote in favour of / against (delete as appropriate) the resolution
(optional):

.....
.....
.....
(insert details of resolution on which a vote is directed)

DATED the **Day of** **20**.....

AND executed under the common seal of the Member in accordance with its constitution

President

Committee member

Note: Rule 83 limits the number of proxies which can be held by a delegate to 2.

SCHEDULE 5

APPOINTMENT OF PROXY
(Rule 87)

PART B: Delegate Member representing an unincorporated club

I, representing **Clay Target Club**
(Name of Member) (Name of Club)

as a member of the **NEW SOUTH WALES CLAY TARGET ASSOCIATION** hereby appoint

.....
(Name of proxy)

the duly appointed Delegate of **Clay Target Club**
(Name of Club to which proxy belongs)

as my proxy to vote on my behalf at the general meeting of the Association to be held on the
..... day of, 2....., and at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (delete as appropriate) the resolution
(optional):

.....
.....
.....
(insert details of resolution on which a vote is directed)

DATED the **Day of** **20**.....

.....
(signature of Delegate Member)

.....
(signature of witness)

.....
(address of witness)

Note: Rule 83 limits the number of proxies which can be held by a delegate to 2.

NSWCTA OFFICE

Located at the National Shooting Ground

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