

RULES OF ASSOCIATION

1 Name of Association

The name of the Association is the **Kalamunda Archery Club Inc**, shooting as “**Kalamunda Governor Stirling Archers**”.

2 Definitions

In these Rules, unless the contrary intention appears-

Act means the *Associations Incorporation Act 1987*, as amended from time to time;

AGM is the meeting convened under rule 22;

Associate Member means a person who is registered as an Associate Member in accordance with these Rules;

Association means the Association referred to in rule 1;

By-laws means any by-laws implemented in accordance with rule 29.1 or 29.2, as varied or amended in accordance with rule 29;

Commissioner means the Commissioner for Fair Trading exercising powers under the Act;

Committee means the Committee of Management of the Association referred to in rule 11.1;

Committee Meeting means a meeting referred to in rule 20;

Committee Member means a person referred to in rule 11.1, including the President;

convene means to call together for a formal meeting;

department means the government department with responsibility for administering the Act;

financial year means a period commencing 1 July and ending on 30 June in the following year;

Fit and Proper Person means a person of good fame, integrity and character and who has not, in the last 5 years:

- (a) been convicted of an offence under the Act that is punishable by imprisonment for more than 12 months;
- (b) been convicted of an offence involving dishonesty that is punishable by imprisonment for at least 3 months;
- (c) been convicted of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months;
- (d) been expelled from any other shooting association or club.

General Meeting means a meeting to which all Members are invited;

Honorary Member means a person who is registered as a Honorary Member in accordance with these Rules;

Honorary Life Member means a person who is registered as a Honorary Life Member in accordance with these Rules;

Junior Member means a person who is registered as a Junior Member in accordance with these Rules;

Member means a member of the Association;

Ordinary Resolution means a resolution other than a Special Resolution:

- (a) in the case of a Special or Annual General Meeting, by the majority of those Members entitled to vote in accordance with these Rules;
- (b) in the case of a Committee Meeting, by the majority of the Committee Members.

poll means voting conducted in written form (as opposed to a show of hands);

President means-

- (a) in relation to the proceedings at a Committee Meeting or General Meeting, the person presiding at the Committee Meeting or General Meeting in accordance with rule 12; or
- (b) otherwise than in relation to the proceedings referred to in paragraph (a), the person referred to in rule 11.1 or, if that person is unable to perform his or her functions, the Vice President.

Rules means these Rules of Association;

Secretary means the Secretary referred to in rule 11.1 and 13;

Senior Member means a person who is registered as a Senior Member in accordance with these Rules;

Special General Meeting means a General Meeting other than the AGM;

Special Resolution has the meaning given by section 24 of the Act;

Treasurer means the Treasurer referred to in rule 11.1 and 14;

Vice-President means the Vice-President referred to in rule 11.1 and 12.

3 Objects of Association

3.1 The objects and purposes of the Association are to:

- (a) promote and encourage the sport of Archery in Western Australia;
- (b) raise public awareness of archery as a pastime and sport conducive to good health, fitness and well being;
- (c) promote sportsmanship, safety and enjoyment of the sport of archery;
- (d) develop archery resources and services to facilitate and encourage participation and membership from the wider community;
- (e) encourage participation in target, clout, field, 3D field, indoor and flight events;
- (f) arrange for and compete in club, inter-club and other tournaments from time to time as may be decided in accordance with the Rules and By-laws of the Club;
- (g) maintain and encourage high shooting standards in all Archery Australia divisions, disciplines, categories and classifications and ensure the due observance of the shooting rules;
- (h) maintain a Club Record Book and confirm claims for State and National Records according to the divisions, disciplines, categories and tournaments; and
- (i) promote and comply with Archery Australia (AA) and/or Archery Western Australia (AWA) and/or any other affiliated Association Rules and Regulations.

3.2 The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

4 Powers of Association

The powers conferred on the Association are the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Association may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may:

- (a) acquire, hold, deal with, and dispose of any real or personal property;
- (b) open and operate bank accounts;
- (c) invest its money –
 - (i) in any security in which trust monies may lawfully be invested; or
 - (ii) in any other manner authorised by the Rules;
- (d) borrow money upon such terms and conditions as the Association thinks fit
- (e) give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- (f) appoint agents to transact any business of the Association on its behalf;
- (g) enter into any other contract it considers necessary or desirable;
- (h) act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the Association;
- (i) appoint, employ and dismiss either paid or unpaid staff as required and on such terms and conditions as the Committee thinks fit; and
- (j) do all such other things as the Committee may deem to be necessary, incidental or conducive to the attainment of the objects of the Association or the exercise of the above powers.

5 Membership

5.1 Classes of Membership

The membership of the Association consists of the following categories:

- (a) Junior Members;
- (b) Senior Members;
- (c) Honorary Members;
- (d) Honorary Life Members; and
- (e) Associate Members.

5.2 Only One Class of Membership

A Member may belong to only one class of membership at any one time.

5.3 Eligibility - General

To be eligible for membership of the Association, a prospective member must:

- (a) support the objects and purposes of the Association;
- (b) be at least 7 years of age;
- (c) be nominated in writing for membership by an existing Member;
- (d) must apply for membership in writing in accordance with rule 5.5; and
- (e) must otherwise be eligible in accordance with rule 5.3.

5.4 Eligibility - Specifically

- (a) *Eligibility for Junior Members*

A Junior Member must:

- (i) be under the age of 18 as at the date of application to the Association;

- (ii) provide written consent of a suitable parent or guardian;
- (iii) be a Fit and Proper Person.

(b) *Eligibility for Senior Members*

A Senior Member must:

- (i) be over the age of 18 as at the date of application to the Association;
- (ii) be a Fit and Proper Person.

(c) *Eligibility for Honorary Members*

An Honorary Member must:

- (i) be over the age of 18 as at the date of application to the Association;
- (ii) meet the criteria and conditions for Honorary Membership as prescribed by the Association from time to time;
- (iii) be a Fit and Proper Person.

(d) *Eligibility for Honorary Life Members*

An Honorary Life Member must:

- (i) be over the age of 18 as at the date of application to the Association;
- (ii) meet the criteria and conditions for Honorary Life Membership as prescribed by the Association from time to time;
- (iii) be elected as an Honorary Life Member by an Ordinary Resolution of the Committee Members at a Committee Meeting which has then been ratified by an Ordinary Resolution of Members at an AGM or General Meeting;
- (iv) be a Fit and Proper Person.

(e) *Eligibility for Associate Membership*

An Associate Member must:

- (i) be over the age of 18 as at the date of application to the Association;
- (ii) be a Fit and Proper Person.

5.5 Applications for Membership by New Members

A person who wishes to become a Member (**Applicant**) must:

- (a) apply by way of application (**Application**) for membership to the Committee in writing:
 - (i) signed by that person or that person's parent or other legal guardian where the person is under the age of 18; and
 - (ii) be in such form as the Committee from time to time directs; and
- (b) include the nominations of the Member/s in accordance with rule 5.3(c).

5.6 Consideration of Applications

- (a) The Committee must consider each Application made under rule 5.5 at a Committee Meeting and must at the Committee Meeting or the next Committee Meeting accept or reject that Application. In making such a decision:
 - (i) the Committee shall not be required to consider any Application if the Application is not submitted in accordance with rule 5.5;
 - (ii) the Committee may request the Applicant to provide further information or details of the Applicant or otherwise clarify any matter that the Committee deems to be appropriate in order to assess an Application; and
 - (iii) the Committee may accept or reject an Application in its absolute discretion without any requirement of providing any reasons for such decision to any Applicant or the Members;
- (b) The Committee shall notify an Applicant as to whether their Application has been accepted or rejected.
- (c) An Applicant whose Application for membership of the Association is rejected under rule 5.6(a) must, if he or she wishes to appeal against that

decision, give notice to the Secretary of his or her intention to do so within a period of 7 days from the date the Applicant is advised of the rejection.

- (d) When notice is given under rule 5.6(c), the Association must, in a General Meeting no later than the next AGM, either confirm or set aside the decision of the Committee to reject the Application, after having afforded the Applicant, and/or the Applicant's representative, who gave that notice a reasonable opportunity to be heard by, and/or to make representations in writing to, the Association in the General Meeting.
- (e) In the case where an Application is ultimately rejected having regard to any appeal then any fee paid by an Applicant must be refunded to that Applicant in full.
- (f) Subject to rule 7.3, if an Applicant's Application has been accepted by the Committee or the Applicant has been approved at a General Meeting in accordance with rule 5.6(d), the Applicant shall be required to pay the relevant subscription fee to the Association within the timeframe set out by the Association in rule 7.3.

5.7 Renewing Memberships

- (a) All Members are required to renew their membership annually in accordance with this rule 5.7 based on a membership year that shall commence with the Member's anniversary date (being the date the Committee originally approved their membership).
- (b) To renew a membership, a Member must pay the relevant subscription fee to the Association within the timeframe set out by the Association in rule 7.3.
- (c) The Member, after paying the relevant subscription fee as set out in rule 7.1, shall be considered a Member and entitled to all membership rights as set out in rule 8.
- (d) The Committee may refuse to accept the Member's ability to renew their membership if the subscription fee is not paid within the timeframe as set out in rule 7.3.
- (e) The Committee shall consider each membership renewal in accordance with the same procedure as set out in rule 5.6(a)(ii) – (iii) and shall either accept or reject the membership renewal.
- (f) The provisions set out in rules 5.6(b) – (f) shall apply whereby, for the avoidance of doubt, a Member applying to renew their membership shall be the 'Applicant' and a membership renewal shall be the 'Application' for the purposes of rules 5.6(b) – (f).

- (g) In the case where a membership renewal is ultimately rejected having regard to any appeal then any fee paid by a Member must be refunded to that Member in full.

6 Register of Members of Association

- 6.1 The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining in an up to date condition a register of the Members of the Association and their postal or residential addresses and, upon the request of a Member of the Association, shall make the register available at a mutually agreeable time for the inspection of the Member and the Member may make a copy of or take an extract from the register but shall have no right to remove the register under any circumstances.
- 6.2 The Register must contain:
 - (a) the full name of each Member; and
 - (b) their postal address or residential address.
- 6.3 Any change in membership of a Member must be recorded in the register within 28 days after the change occurs.
- 6.4 The register must be so kept and maintained at the Secretary's place of residence or at such other place as the Members at a General Meeting decide.
- 6.5 The Secretary must cause the name of a person who dies or who ceases to be a Member under these Rules to be deleted from the register of members referred to in rule 6.1.
- 6.6 The Members acknowledge and agree that the contents of the register are confidential and each Member agrees and undertakes:
 - (a) not to disclose the contents of the register to any person unless otherwise agreed in writing by the Committee;
 - (b) not to use the contents of the register for any purpose that is:
 - (i) illegal;
 - (ii) in contravention of the Rules, the By-Laws or the Association's policies or procedures;

- (iii) intended (either directly or indirectly) to cause any loss, damage, cost or expense (including, but not limited to, any reputational loss or damage) to the Association, the Committee Members or the Members;
- (iv) for the purpose of any claim or legal proceedings against the Association, the Committee Members or other Members;
- (v) to be used to send any material to the Association or the Members that is of an advertising, political, religious, charitable or commercial purpose.

6.7 Each Member shall indemnify and keep indemnified the Association, Committee Members and the Members for any loss, damage, cost or expense incurred in connection with a Member's breach of rule 6.6.

7 Subscriptions of Members of Association

7.1 The Committee may from time to time determine the amount of any application fee and any subscription fee to be paid by each Member.

7.2 Subject to rule 5.6, each Member must pay to the Treasurer the amount of the subscription determined under rule 7.1 in accordance with rule 5.6(f).

7.3 A Member whose subscription is not paid within 3 weeks after the relevant date fixed by or under rule 7.2 ceases on the expiry of that period to be a Member, unless the Committee decides otherwise.

7.4 Any person who ceases to be a Member under rule 7.3 may, if the Committee considers appropriate (in its absolute discretion), re-appoint such person as a Member where all outstanding subscription fees have been paid.

8 Membership Rights and Liability

8.1 Senior Members

Senior Members have the following rights:

- (a) the right to one ordinary vote at General Meetings; and
- (b) any other rights and benefits as determined by the Committee or by Special Resolution of the Members at a General Meeting.

8.2 Honorary Members and Honorary Life Members

Honorary Members and Honorary Life Members have the following rights:

- (a) the right to one ordinary vote at General Meetings; and
- (b) any other rights and benefits as determined by the Committee or by Special Resolution of the Members at a General Meeting.

8.3 Junior Members

Junior Members have:

- (a) no rights to vote; and
- (b) any other rights and benefits as determined by the Committee or by Special Resolution of the Members at a General Meeting.

8.4 Associate Members

Associate Members have:

- (a) no rights to vote; and
- (b) any other rights and benefits as determined by the Committee or by Special Resolution of the Members at a General Meeting.

8.6 Other Classes of Membership

The Members may, by way of an Ordinary Resolution, establish other classes of membership from time to time, so long as any such class of membership conforms with the Association's objects and purposes.

8.7 Member's Liability

Each Member:

- (a) is liable for the payment of any application and subscription fees payable in accordance with these Rules, as amended by the Committee from time to time;
- (b) shall not be liable for the actions of the Association;
- (c) shall not be entitled to any income, profit, remuneration (unless agreed in writing by the Committee for services or goods rendered to the Association supplied in the usual course of business), dividend or other interest in the Association;

- (d) shall be liable for any breach of the Rules, By-Laws or other policies or procedures of the Association.

9 Termination of membership of the Association

Membership of the Association may be terminated upon:

- (a) receipt by the Secretary or another Committee Member of a notice in writing from a Member of his or her resignation from the Association. Such person remains liable to pay to the Association the amount of any subscription due and payable by that person to the Association but unpaid at the date of termination; or
- (b) non-payment by a Member of his or her subscription in accordance with rule 7.3;
- (c) failure of a Member to renew their membership in accordance with rule 5.7; or
- (d) expulsion or suspension of a Member in accordance with rule 10.

10 Suspension or expulsion of Members of Association

10.1 The Committee shall from time to time establish a Disciplinary Committee consisting of Committee and other Members (excluding Junior Members) subject to the following condition:

- (a) the Committee shall have absolute discretion as to the members it elects to the Disciplinary Committee.

10.2 If the Disciplinary Committee or the Committee (by notice to the Disciplinary Committee) considers (in their discretion) that a Member should be suspended or expelled from membership of the Association because of any of the reasons given in rule 10.3, the Disciplinary Committee must communicate in writing to the Member, a notice confirming the date of expulsion or suspension and particulars of the conduct given rise to expulsion or suspension of that Member (**Notice**).

10.3 The following are grounds for expulsion or suspension of a Member for the purposes of rule 10.2:

- (a) a Member has persistently or willfully acted in a manner or engaged in conduct that is prejudicial or detrimental to the interests of the Association or its objects;
- (b) a Member has persistently refused or neglected to comply with these Rules (including, but not limited to, rule 6.6) or any other By-Laws or policies or procedures of the Association;
- (c) a Member engages in any conduct, activity, act or other matter or things that is intended (either directly or indirectly) to cause any loss, damage, cost or expense (including, but not limited to, any reputational loss or damage) to the Association, the Committee Members or the Members;
- (d) the Member engages in any conduct (including shooting conduct) that :
 - (i) is unsafe or illegal;
 - (ii) does not comply with the By-laws, directions, policies or procedures of any other association, club or entity on which the Member attends on behalf of the Association;
- (e) the Member is no longer a Fit and Proper Person.

10.4 The grounds for expulsion or suspension of a Member as set out in rule 10.3, do not constitute an exhaustive list and the Disciplinary Committee may by unanimous agreement determine that the conduct of a Member constitutes grounds for expulsion or suspension of a Member even though such conduct does not fall within the scope of rule 10.3.

10.5 If a Member disputes a decision of the Disciplinary Committee under rule 10.2, that Member may issue a notice in writing to the Committee within 30 days of the date of issue of the Notice of such dispute and detailed reasons why it disputes the suspension or expulsion (**Dispute Notice**). For the avoidance of doubt, if a Member does not issue a Dispute Notice within the 30 days, it shall have no further right to dispute that Member's suspension or expulsion.

10.6 The Committee shall, within 60 days of receiving a Dispute Notice in under rule 10.5 and by way of 14 days written notice to the suspended or expelled Member setting out the date, time and location, hold a meeting of the Committee whereby:

- (a) the Member, and/or the Member's representative, shall be afforded a reasonable opportunity to be heard by, and/or to make representations in writing to, the Committee as to why the Member disputes the expulsion or suspension of that Member's membership;

- (b) the Committee shall, taking into account those reasons and any other matter, reason or fact, decide whether to uphold a suspension or expulsion or otherwise reinstate that Member's membership whereby the Association must, as soon as practicable after the meeting of the Committee, communicate that decision in writing to that Member.

10.7 Where a Member has been suspended only, such suspension shall (subject to this rule 10) continue for such time as has been set out in a Notice.

11 Committee of Management

11.1 Subject to rule 11.8, the affairs of the Association will be managed exclusively by the Committee consisting of-

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) the Recorder;
- (f) the Director of Shooting;
- (g) the Vice-Director of Shooting;
- (h) the Coaching Coordinator;
- (i) the Web Master; and
- (j) at least one Member who does not hold any of the positions set out in rules (a) – (i) above;

all of whom must be a Member and over the age of 18 at the time of their election.

11.2 Committee Members must be elected to membership of the Committee at an AGM or appointed under rule 11.6.

11.3 Subject to rule 11.6, a Committee Member's term will be from his or her election at an AGM or the balance of a term of a member who has been appointed to fill a casual vacancy in accordance with rule 11.6.

- 11.4 A person is not eligible for election to membership of the Committee unless another Member has nominated him or her for election by delivering notice in writing of that nomination, signed by-
- (a) the nominator; and
 - (b) the nominee to signify his or her willingness to stand for election,
- which must be given to the Secretary not less than 14 days before the day on which the AGM concerned is to be held.
- 11.5 A person who is eligible for election or re-election under this rule may vote for himself or herself.
- 11.6 If a vacancy remains on the Committee, or when a casual vacancy within the meaning of rule 19 occurs in the Committee:
- (a) the Committee may appoint a member to fill that vacancy; and
 - (b) a Member appointed under this rule 11.6 will:
 - (i) hold office until the election referred to in rule 11.2; and
 - (ii) be eligible for re-election to the Committee, at the next following AGM.
- 11.7 Notwithstanding the number of nominations for each vacancy, all nominations must be resolved by a vote of the Members by way of a poll upon which the successful nominee will be declared to have filled that vacancy.
- 11.8 The Committee may delegate, in writing, to one or more sub-committees (consisting of such Member or Members of the association as the Committee thinks fit and which may or may not be Committee Members) the exercise of such functions of the Committee as are specified in the delegation other than:
- (a) the power of delegation; and
 - (b) a function which is a duty imposed on the Committee by the Act or any other law.
- 11.9 Any delegation under rule 11.8 may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise any function delegated.

11.10 The Committee may, in writing, revoke wholly or in part any delegation under rule 11.8.

12 President and Vice President

12.1 Subject to this rule, the President must preside at all General Meetings and Committee Meetings.

12.2 In the event of the absence from a General Meeting of:

- (a) the President, the Vice- President must preside at the General Meeting;
or
- (b) both the President and the Vice- President, a Member elected by Ordinary Resolution of the other Members present at the General Meeting must preside at the General Meeting.

12.3 In the event of the absence from a Committee Meeting of-

- (a) the President, the Vice- President must preside at the Committee Meeting; or
- (b) both the President and the Vice- President, a Committee Member elected by Ordinary Resolution of the other Committee Members present at the Committee Meeting must preside at the Committee Meeting.

13 Secretary

The Secretary must-

- (a) co-ordinate the correspondence of the Association; and
- (b) keep full and correct minutes of the proceedings of the Committee and of the Association; and
- (c) comply on behalf of the Association with:
 - (i) section 27 of the Act with respect to the register of Members of the Association, as referred to in rule 6;
 - (ii) section 28 of the Act by keeping and maintaining in an up to date condition the Rules and, upon the request of a Member of the Association, must make available those Rules for the inspection of the Member and the Member may make a copy of

or take an extract from the Rules but will have no right to remove the Rules for that purpose; and

(iii) section 29 of the Act by maintaining a record of:

A. the names and residential or postal addresses of the persons who hold the offices of the Association provided for by these Rules, including all offices held by the persons who constitute the Committee and persons who are authorised to use the common seal of the Association under rule 30; and

B. the names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association, and the Secretary must, upon the request of a member of the Association, make available the record for the inspection of the Member and the Member may make a copy of or take an extract from the record but will have no right to remove the record for that purpose;

(d) unless the Members resolve otherwise at a General Meeting, have custody of all books, documents, records and registers of the Association, including those referred to in rule 14 but other than those required by rule 14 to be kept and maintained by, or in the custody of, the Treasurer; and

(e) perform such other duties as are imposed by these Rules on the Secretary or as reasonably required by the Committee.

14 Treasurer

The Treasurer must:

- (a) take receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association; and
- (b) pay all moneys referred to in rule 14(a) into such account or accounts of the Association as the Committee may from time to time direct; and
- (c) make payments from the funds of the Association with the authority of a General Meeting or of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Committee Member, or by any two others as are authorised by the Committee from time to time; and

- (d) comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by:
 - (i) keeping such accounting records as correctly recorded and explain the financial transactions and financial position of the Association;
 - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - (iv) submitting to Members at each AGM of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- (e) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction; and
- (f) unless the Committee resolves otherwise, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in rules 14(d) and 14(e); and
- (g) provide reasonable assistance to any appointed auditor of the Association; and
- (h) perform such other duties as are imposed by these Rules on the Treasurer or as reasonably required by the Committee.

15 Recorder

The Recorder must:

- (a) maintain a record of individual scores and rankings (of intra and inter Club events) of all Members (past and present); and
- (b) monitor and award class changes of membership where applicable; and
- (c) award Club records where applicable; and

- (d) maintain a Historical Club Record Book and confirm claims for State and National Records according to the divisions, disciplines, categories and tournaments.
- (e) confirm applications for “All Gold” and “6 Tens” medals; and
- (f) perform such other duties as are imposed by these Rules on the Recorder or as reasonably required by the Committee.

16 Director and Vice Director of Shooting

16.1 Director of Shooting

The Director of Shooting must:

- (a) supervise the setting out of the warning signs, targets and baseline for all shooting activities; and
- (b) administer, control and supervise matters pertaining to shooting and safety; and
- (c) ensure all Members abide by the “Etiquette and Shooting Rules” as set out by the Association from time to time; and
- (d) control and supervise the shooting by sound signals (horn and/or whistle) commands and by other visual/electronic means available; and
- (e) make target allocations, if necessary; control the scoring and
- (f) perform such other duties as are imposed by these Rules on the Director of Shooting or as reasonably required by the Committee.

16.2 Vice Director of Shooting

The Vice-Director of Shooting must assume the functions and responsibilities of the Director of Shooting as set out in rule 16.1 in their absence.

17 Coaching Coordinator

The Coaching Coordinator must:

- (a) oversee and coordinate activities to improve the knowledge and skills of Club members; and

- (b) perform such other duties as are imposed by these Rules on the Coaching Coordinator or as reasonably required by the Committee.

18 Web Master

The Web Master must:

- (a) maintain the Club's website; and
- (b) upload information to the Club website as directed by the Committee from time to time; and
- (c) perform such other duties as are imposed by these Rules on the Web Master or as reasonably required by the Committee.

19 Casual vacancies in membership of Committee

A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member-

- (a) dies;
- (b) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice- President and that resignation is accepted by resolution of the Committee;
- (c) is convicted of an offence under the Act or is charged or convicted of any other serious criminal offence;
- (d) is permanently incapacitated by mental or physical ill-health;
- (e) is declared bankrupt;
- (f) is absent from more than:
 - (i) three consecutive Committee Meetings without reasons acceptable to the Committee; or
 - (ii) three Committee Meetings in the same financial year without tendering an apology to the person presiding at each of those Committee Meetings,

of which meetings the Member received notice, and the Committee has resolved to declare the office vacant;

- (g) ceases to be a member of the Association; or
- (h) is the subject of a Special Resolution passed at a General Meeting of Members terminating his or her appointment as a Committee Member at which the Committee Member is invited to be present and given an opportunity to address the Members to put forth its defence or case.

20 Proceedings of Committee

Convening and Notice of Committee Meetings

20.1 The Committee must meet together for the dispatch of business not less than three times in each year. A Committee Meeting may be convened by:

- (a) the President
- (b) at least two Committee Members

20.2 Where the Secretary has received requisite notice of the convening of a Committee Meeting in accordance with rule 20.1:

- (a) the Secretary must provide each Committee Member at least 48 hours' notice in writing of the time and place for the Committee Meeting;
- (b) such notice shall specify the general nature of business to be transacted at the Committee Meeting and any proposed resolution to be considered.

Quorum

20.3 At a Committee Meeting 50% of the Committee Members constitute a quorum.

Voting

20.4 Each Committee Member has a deliberative vote.

20.5 A question arising at a Committee Meeting must be decided by a majority of votes, but, if there is no majority, the President (or person presiding) at the Committee Meeting will have a casting vote in addition to his or her deliberative vote.

Conduct of Committee Meetings

20.6 Subject to these Rules, the procedure and order of business to be followed at a Committee Meeting must be determined by the Committee Members present at the Committee Meeting.

20.7 Committee Meetings may take place:

- (a) where the Committee Members are physically present together; or
- (b) where the Committee Members are able to communicate by using any technology that reasonably allows the Committee Member to participate fully in discussions as they happen in the Committee Meeting and in making decisions, provided that the participation of the Member in the Committee Meeting must be made known to all other Members.

20.8 A Committee Member who participates in a Committee Meeting as set out in rule 20.7(b):

- (a) is deemed to be present at the Committee Meeting; and
- (b) continues to be present at the meeting for the purposes of establishing a quorum,

until the Committee Member notifies the other Committee Members that he or she is no longer taking part in the Committee Meeting.

Interests of certain Committee Members

20.9 As required under sections 21 and 22 of the Act, a Committee Member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the Member of the Committee is a member of a class of persons for whose benefit the Association is established), must:

- (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Committee; and
- (b) ensure that the nature and extent of the interest is correctly recorded in the minutes; and
- (c) not take part in any deliberations or decision of the Committee with respect to that contract.

20.10 Rule 20.9(a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the Member of the Committee is an employee of the Association.

20.11 The Secretary must cause every disclosure made under rule 20.9(a) by a Member of the Committee to be recorded in the minutes of the meeting of the Committee at which it is made.

Remuneration of Committee Members

20.12 The Association may reimburse a Committee Member's travelling and other expenses as properly incurred in:

- (a) attending Committee Meetings or sub-committee meetings;
- (b) attending any General Meetings of the Association; and
- (c) connection with the Association's business.

20.13 Committee Members must not receive any remuneration for their services as Committee Members other than as described in rule 20.12.

21 Sub-Committees and Delegation

21.1 Appointment of Sub-Committee

- (a) The Committee may appoint one or more sub-committees as considered appropriate by the Committee from time to time to assist with the conduct of the Association's operations.
- (b) Sub-committees may comprise (in such numbers as the Committee determines) Members and non-members.
- (c) Subject to these Rules, the sub-committee members present at the sub-committee meeting are to determine the procedure and order of business to be followed at the sub-committee meeting.

21.2 Delegation by Committee to Sub-Committee

- (a) The Committee may delegate, in writing, to any or all of the subcommittees, any authority, power or functions and may cancel any authority, powers or functions, as the Committee sees fit from time to time.
- (b) Despite any delegation under this rule, the Committee may continue to exercise all its functions, including any function that has been

delegated to a sub-committee and remains responsible for the exercise of those functions at all times.

21.3 Delegation to Subsidiary Offices

- (a) The Committee may create and fill such subsidiary office as may be necessary for the proper and efficient management of the Association's affairs.
- (b) The Committee may delegate, in writing, to any person holding a subsidiary office any authority, power or functions and may cancel any authority, powers or functions, as the Committee sees fit from time to time.
- (c) Despite any delegation under this rule, the Committee may continue to exercise all its functions, including any function that has been delegated to a subsidiary office and remains responsible for the exercise of those functions at all times.

22 General Meetings

When General Meetings can be Held

22.1 The Committee:

- (a) may at any time convene a Special General Meeting;
- (b) must convene AGMs within the time limits provided for the holding of such meetings by section 23 of the Act, that is, in every calendar year within 4 months after the end of the Association's financial year or such longer period as may in a particular case be allowed by the Commissioner; and
- (c) must, within 30 days of receiving a request in writing from Members representing not less than 20% of the total number of Members of the Association, convene a Special General Meeting for the purpose specified in that request; or

22.2 The Members making a request referred to in rule 22.1(c) must:

- (a) state in that request the purpose for which the Special General Meeting concerned is required; and
- (b) sign that request.

22.3 If a Special General Meeting is not convened within the relevant period of 30 days referred to in rule 22.1(c), the Members who made the request concerned may themselves convene a Special General Meeting as if they were the Committee.

22.4 When a Special General Meeting is convened under rule 22.3 the Association must pay the reasonable expenses of convening and holding the Special General Meeting.

Notice of Special General Meetings

22.5 Subject to rule 22.7, the Secretary must give to all Members not less than 14 days notice of a Special General Meeting and that notice must specify-

- (a) when and where the Special General Meeting concerned is to be held; and
- (b) particulars of the business to be transacted at the Special General Meeting and of the order in which that business is to be transacted.

Notice of AGMs

22.6 Subject to rule 22.7, the Secretary must give to all Members not less than 21 days notice of an AGM and that notice must specify:

- (a) when and where the AGM is to be held; and
- (b) the particulars and order in which business is to be transacted, as follows-
 - (i) receiving the minutes of the previous AGM; and
 - (ii) matters arising from the minutes of the previous AGM not otherwise dealt with; and
 - (iii) presentation and receipt of the Treasurer's report; and
 - (iv) consideration of other Committee reports; and
 - (v) election of Committee Members to replace outgoing Committee Members; and
 - (vi) appointment an Auditor (if required); and
 - (vii) any other business as advertised on the Agenda.

Special Resolutions

22.7 A Special Resolution may be considered either at a Special General Meeting or at an AGM, however the Secretary must give to all members not less than 28 days notice of the meeting at which a Special Resolution is to be proposed and that notice must specify:

- (a) when and where the Special General Meeting or AGM is to be held;
and
- (b) the proposed Special Resolution.

22.8 Members may propose amendments to the Special Resolution, in writing to the Secretary not less than 14 days prior to the meeting at which the Special Resolution is to be proposed, to be presented at the Special General Meeting or AGM.

How to give a Notice to Members

22.9 The Secretary must give a notice under rule 22.5, 22.6 or 22.7 by:

- (a) serving it on a Member personally; and/or
- (b) sending it by post to a Member at the address of the Member appearing in the register of Members; and/or
- (c) sending it by email to a Member's email address appearing in the register of Members; and
- (d) posting it on the Club Notice Board.

22.10 When a notice is sent by post under rule 22.9(b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the Member concerned by ordinary prepaid mail.

22.11 In addition to those matters specified in rule 22.5, 22.6 or 22.7, as relevant, the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.

23 Quorum and proceedings at General Meetings

Quorum

- 23.1 At a General Meeting 6 Members present in person and entitled to vote constitute a quorum.
- 23.2 If, within 30 minutes of the time appointed by rule 23.1 for the commencement of a General Meeting, a quorum is not present, the Members who are present in person may nevertheless proceed with the business of that General Meeting as if a quorum were present.
- 23.3 The President may, with the consent of the quorum present at a General Meeting, and must, if so directed by such a quorum, adjourn that General Meeting from time to time and from place to place.
- 23.4 There must not be transacted at an adjourned General Meeting any business other than business left unfinished or on the agenda at the time when the General Meeting was adjourned.
- 23.5 When a General Meeting is adjourned for a period of 30 days or more, the Secretary must give notice under rule 22.6 of the adjourned General Meeting as if that General Meeting were a fresh General Meeting.

Voting and Resolutions at General Meetings

- 23.6 At a General Meeting:
- (a) an Ordinary Resolution put to the vote will be decided by a majority of votes cast in accordance with rule 27, subject to rule 23.9; and
 - (b) a Special Resolution put to the vote will be decided in accordance with section 24 of the Act, and, if a poll is demanded, in accordance with rules 23.9 and 23.10.
- 23.7 In the case of an equality of votes at a General Meeting, the President of the meeting is entitled to exercise a casting vote.
- 23.8 A declaration by the President of a General Meeting that a resolution has been passed as an Ordinary Resolution at the meeting will be evidence of that fact unless, during the General Meeting at which the resolution is submitted, a poll is demanded in accordance with rule 23.9.
- 23.9 At a General Meeting, a poll will be deemed as demanded in relation to the election of Committee Members as required under rule 11.2 and in all other instances may be demanded by the President or by three or more Members

present and in all instances must be taken in such manner as the President directs.

23.10 If a poll is demanded and taken under rule 23.9 in respect of an Ordinary Resolution, a declaration by the President of the result of the poll is evidence of the matter so declared.

23.11 A poll demanded under rule 23.9 must be taken immediately on that demand being made.

24 Special Resolutions

The following shall require a resolution by way of a Special Resolution:

- (a) the alteration or amendments of these Rules in accordance with rule 28 and the Act;
- (b) removal of a Committee Member in accordance with rule 19(h);
- (c) the alteration of the name of the Association;
- (d) the amalgamation, incorporation or merger of the Association with any other incorporated association or body corporate (as that term is defined in the *Corporations Act 2001*);
- (e) the transmission of the Association into any form of corporation pursuant to the *Corporations Act 2001*.

25 Minutes of meetings of Association

25.1 The Secretary must cause proper minutes of all proceedings of all General Meetings and Committee Meetings to be taken and then to be entered within 30 days after the holding of each General Meeting or Committee Meeting, as the case requires, in a minute book kept for that purpose.

25.2 The President must ensure that the minutes taken of a General Meeting or Committee Meeting under rule 25.1 are checked and signed as correct by the President of the General Meeting or Committee Meeting to which those minutes relate or by the President of the next succeeding General Meeting or Committee Meeting, as the case requires.

25.3 When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-

- (a) the General Meeting or Committee Meeting to which they relate (in this rule called "the meeting") was duly convened and held;

- (b) all proceedings recorded as having taken place at the meeting did in fact take place at the meeting; and
- (c) all appointments or elections purporting to have been made at the meeting have been validly made.

26 Voting rights of Members of Association

26.1 Subject to these Rules, each Member entitled to vote in accordance with rule 8 at a General Meeting is entitled to a deliberative vote.

27 Voting

27.1 A Member may cast a deliberative vote at a General Meeting by:

- (a) attending the General Meeting; or
- (b) submitting a postal or electronic vote to the President or Secretary not less than 7 days prior to the General Meeting.

27.2 Any vote submitted under rule 27.1(b) must clearly indicate:

- (a) the General Meeting to which they relate; and
- (b) the Member casting the vote; and
- (c) the Member's selection for election of offices; and/or
- (d) the Member's selection for resolutions.

27.3 Members are not entitled to vote by proxy under any circumstances.

28 Rules of Association

28.1 The Association may alter or rescind these Rules, or make rules additional to these Rules, in accordance with the procedure set out in sections 17, 18 and 19 of the Act, which is as follows-

- (a) subject to rules 28.1(d) and 28.1(e), the Association may alter its rules by Special Resolution but not otherwise;

- (b) within one month of the passing of a Special Resolution altering its Rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the Special Resolution setting out particulars of the alteration together with a certificate given by a Committee member certifying that the resolution was duly passed as a Special Resolution and that the Rules as so altered conform to the requirements of this Act;
- (c) an alteration of the Rules does not take effect until rule 28.1(b) is complied with;
- (d) an alteration of the Rules having effect to change the name of the association does not take effect until rules 28.1(a) to 28(c) and 24 are complied with and the approval of the Commissioner is given to the change of name; and
- (e) an alteration of the Rules having effect to alter the objects or purposes of the Association does not take effect until rules 28.1(a) to 28.1(c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

28.2 These Rules bind every Member and the Association to the same extent as if every Member and the Association had signed and sealed these Rules and agreed to be bound by all their provisions.

29 By-Laws, Policies and Procedures

29.1 The Committee may, by Ordinary Resolution at a Committee Meeting, implement, amend or repeal By-laws for the management of the Association provided that the By-laws are not inconsistent with the Rules or the Act.

29.2 The Members may, by Ordinary Resolution at a General Meeting, implement, amend or repeal By-laws for the management of the Association provided that the By-laws are not inconsistent with the Rules or the Act.

The By-laws made under rule 29.1 and 29.2:

- (a) do not form part of the Rules; and
- (b) may make provision for:
 - (i) classes of Membership and the rights and obligations that apply to each class of Membership;

- (ii) requirements for financial reporting, financial accountability or audit of accounts in addition to those prescribed by the Act and the Rules;
- (iii) restrictions on the powers of the Committee including the power to dispose of assets;
- (iv) the administrative functions of the Associations insofar as they relate to the running and operation of shooting, safety and competitions;

29.3 The Members may, by Ordinary Resolution at a General Meeting, ratify By-laws for the management of the Association as created under Section 29.1

29.4 The Committee may not, amend or repeal By-laws for the management of the Association as created under Section 29.2 or 29.3

29.5 Any By-laws made, amended or repealed by the Committee or Members shall be implemented and adopted as soon as practicable.

30 Authority of Association

Common Seal

30.1 The Association may have a common seal on which its corporate name appears in legible characters.

30.2 The common seal of the Association must not be used without the express authority of the Committee and every use of that common seal must be recorded in the minute book.

30.3 The affixing of the common seal of the Association must be witnessed by any two Committee Members or at least one Committee Member and any other Member authorised by the Committee in writing.

30.4 The common seal of the Association must be kept in the custody of the Secretary or of such other person as the Committee from time to time decides.

Execution without common seal

30.5 The Association may execute a document without using a common seal if the document is signed by:

- (a) any two Committee Members; or
- (b) one Committee Member and any other Member authorized by the Committee in writing to sign documents on behalf of the Association.

31 Inspection of records, etc. of Association

A member may at any reasonable time inspect without charge the books, documents, records and securities of the Association.

32 Disputes and mediation

32.1 The grievance procedure set out in this rule applies to disputes under these Rules between-

- (a) a Member and another Member; or
- (b) a Member and the Association.

Initial Meeting

32.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

32.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

Mediation

32.4 The mediator must be-

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement-
 - (i) in the case of a dispute between a Member and another Member, a person appointed by the Committee of the Association;
 - (ii) in the case of a dispute between a Member and the Association, a person who is a mediator appointed to, or employed with, a not for profit organization.

32.5 A Member (including a Committee Member) of the Association can be a mediator, provided that no party objects in writing.

- 32.6 The mediator cannot be a Member who is a party to the dispute.
- 32.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 32.8 The mediator, in conducting the mediation, must:
- (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 32.9 The mediator must not determine the dispute.
- 32.10 The mediation must be confidential and without prejudice.
- 32.11 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
- 32.12 The party or parties to bear the cost of a mediation will be determined by the appointed mediator whose decision shall be binding and without review.

33 Distribution of surplus property on winding up of Association

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the Members, or former members. The surplus property must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual Members, and which association shall be determined by resolution of the Members.