

S.S.A.A. (QUEENSLAND) INC. STATE CONSTITUTION

1. NAME

- (1) The name of the Association is "SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC."
- (2) STRUCTURE OF SSAA (Qld) Inc.: SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) Inc. comprises of an unlimited number of individual members and local branches. Each Branch having at a General Meeting adopted the SSAA (Qld.) Inc. Standard Branch Constitution, is represented by two Delegates or Proxies at the Annual General Meeting, General Meeting or Special Meetings of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. Individual Members of SSAA (Qld.) Inc. who are not members of individual Branches are represented at the SSAA (Qld.) Inc. General Meeting, Annual General Meeting and Special Meetings by the Management Committee of SSAA (Qld.) Inc.

The Delegates present at this meeting elect from their number a Management Committee to administer the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) Inc. for the ensuing year.

- (3) Relationship to SSAA Inc. (National Association): Sporting Shooters' Association of Australia Inc. (National) comprises of an unlimited number of member States and Territories who agree to accept the Constitution of Sporting Shooters' Association of Australia Inc. (National).

Delegates from member States or Territories are eligible to attend the Annual General Meeting of the Sporting Shooters' Association of Australia Inc. (National). The delegates elect from their number a Management Committee to administer the Sporting Shooters' Association of Australia Inc. (National) for the ensuing year.

Resolutions passed by Delegates at the Annual General Meeting of Sporting Shooters' Association of Australia Inc. (National) are not mandatory upon member States and Territories but are to be viewed as recommendations only.

2. AIMS, OBJECTS AND PURPOSES

- (1) To raise the sport of shooting in public esteem by the promotion of a better understanding between the public, landholders, and shooters.
- (2) To endeavour to provide and maintain facilities for all forms of target shooting, and produce a favourable environment for field shooting in Queensland.
- (3) To educate people in the art of shooting, safe handling of firearms, field etiquette, and knowledge of laws relative to shooting.
- (4) The advocacy of Open Seasons consistent with game conservation, discourage the shooting and destruction of rare species of wildlife and seek closed seasons

- for game whose numbers are considered to be reaching a critical level.
- (5) To oppose any attempt to introduce restrictive legislation deemed by the Association to be unnecessary, discriminatory, or which would inhibit the participants of the shooting sport in their lawful pursuit.
 - (6) To propose, support, or oppose firearms legislation according to what the Association deems to be in the best interests of firearms owners and the community at large.
 - (7) To assist in establishing and maintaining branches of the Association in Queensland, and to support the Sporting Shooters' Association of Australia (National) Inc.
 - (8) To do all such other things as would be conducive to, or incidental to, the attainment of any or all of the abovementioned Aims, Objects and Purposes of the Association.

3. POWERS

The powers of the Association are:

- (1) To take over the funds and other assets and liabilities of the present unincorporated association known as the "SPORTING SHOOTERS' ASSOCIATION OF AUSTRALIA (QUEENSLAND)."
- (2) To subscribe to, become a member of, and co-operate with any other association, club, or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, provided that the Association shall not subscribe to or support with its funds any club, association, or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 30 (11).
- (3) In furtherance of the objects of the Association, to buy, sell, and deal in all kinds of articles, commodities, and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements, or property, real and personal, and any rights and privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights,

privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges, and concessions.

- (6) To appoint, employ, remove, or suspend such managers, clerks, secretaries, servants, workmen, and other persons as may be necessary or convenient for the purposes of the Association.
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures, or other securities of the incorporated Association, or in or about the Incorporated Association, or promotion of the incorporated Association or in the furtherance of its objects.
- (8) To construct, improve, maintain, develop, work, manage, carry out, alter, or control any houses, buildings, grounds, works, or conveniences, which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise, or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- (10) To take, or otherwise acquire, and hold shares, debentures, or other securities of any company or body corporate.
- (11) In furtherance of the objects of the Association, to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others aforesaid by notes secured or unsecured, debentures, or debenture stock perpetual or otherwise, or by mortgage, charge, lien, or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem, or pay off any such securities.
- (13) To draw, make, accept, endorse, discount, execute, and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (14) In furtherance of the objects of the Association, to sell, improve, manage,

develop, exchange, lease, dispose of, turn to account, or otherwise deal with all or any part of the property and rights of the Association.

- (15) To take or hold mortgages, liens, or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (4).
- (17) To take such steps by personal or written appeals, public meetings, or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions, or otherwise.
- (18) To print and publish any newspapers, periodicals, books, or leaflets that the Association may think desirable for the promotion of its objects.
- (19) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 30 (11).
- (20) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities, and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (21) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities, and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (22) To make donations for patriotic, charitable, or community purposes.
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- (24) The State Association shall not have power of direction to its members except on matters of common policy where uniformity of application is necessary for the progress of the Association. The results of deliberations and motions accepted as resolutions by the Conference are to be received by members as recommendations, except on matters of uniform policy, which shall be mandatory.
- (25) The usual mode of Parliamentary Procedure shall be adopted for the purpose of conducting all Conferences or meetings that may be called from time to time.

- (26) The President shall have complete authority and be the interpreter of the Rules of the Association on all questions of order. Any appeal against his ruling shall take preference over all other business and be settled immediately.
- (27) The President shall have discretionary powers on business requiring a decision between Conferences, but should be careful not to make decisions on controversial matters, in which case he should write to the Branch Presidents to seek a consensus of opinion, asking for directions, or whether a certain proposal is acceptable or not. Any Branch President not answering his letter within a time stipulated by the State President, (which may not be less than a fortnight), will be deemed to be in favour of the proposal. A motion of censure or of no confidence may be moved against the State President at a Conference or special meeting called for that purpose if it is believed that he has made an arbitrary decision not in the best interests of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. If a motion of censure is passed the President may remain in office, but if a motion of no confidence is passed, he shall resign and an election take place immediately.
- (28) No Executive Officer shall have authority to contract with any person or other body, so that the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. could be liable to policy direction because of such contract. No franchise or concession shall be granted by the Executive unless they have notified all Branches and received a simple majority approval from them.

4. MEMBERSHIP AND RIGHTS

- (1) All individual members of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. (the State Association) shall be recognized firstly as members of the State Association. An individual member who is allocated as a member of a Queensland Branch has a vote within that particular Branch and is represented at General Meetings, Annual General Meetings and Special Meetings of the State Association by their Branch Delegates or Proxies. An individual member of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. who is not allocated as a member of a Queensland Branch is represented at General Meetings, Annual General Meetings and Special Meetings of the State Association by the Management Committee of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD). INC.
- (2) (a) All individual Queensland members of the Sporting Shooters Association of Australia (Qld.) Inc. are members of SSAA (Qld.) Inc. (the State Association). Individuals who do not nominate a preferred branch on their membership application form will be allocated to the SSAA (Qld.) Inc. general allocation Q00 following acceptance and approval of their membership application by the SSAA (Qld.) Inc. Management Committee. Individuals who wish to be members of a particular Queensland Branch may nominate a preferred branch on their membership application. Following the acceptance and approval of their membership application and with the approval of the particular Queensland SSAA Branch and the Management Committee of SSAA (Qld.) Inc. the individual will be

allocated to that Branch. An individual who is already a member of SSAA (Qld.) Inc. may make application through the SSAA (Qld.) Inc. State Office in writing in the approved format to transfer their allocation from either the SSAA (Qld.) Inc. general allocation Q00 or their current branch allocation to another branch.

(b) This approval for allocation or transfer by SSAA (Qld.) Inc. is automatically accepted at the individual Branch level unless:

- i) The Branch has requested that the SSAA (Qld.) Inc. State Office forward all prospective membership applications nominating that Branch for allocation to the Branch for prior approval.
- ii) The Branch has requested that the SSAA (Qld.) Inc. State Office forward all prospective applications for transfer to the Branch for prior approval

(c) Individual Members may be transferred:

- i) Where an individual makes a written application in the approved format and neither the branch or SSAA (Qld.) Inc. Management Committee object.
- ii) When the Management Committee of a Branch request in writing that a member be transferred/moved out of the Branch the Management Committee of SSAA (Qld.) Inc. will consider this request. If the majority of the SSAA (Qld.) Inc. Management Committee agrees with the request the member will be transferred to suit the situation.
- iii) When the circumstances indicate that it is in the best interests of the individual, the branch or the association.

(3) (a) Members of SSAA (Qld.) Inc. are not compelled to be a member of any specific Queensland Branch other than the general allocation Q00 or special allocation Q99.

(b) Branches of SSAA (Qld.) Inc. are not compelled to accept a particular SSAA (Qld.) Inc. member as a Branch member.

(4) All Queensland Branches of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. shall be recognized as members of the State Association. A Branch is represented at General Meetings, Annual General Meetings and Special Meetings of the State Association by its nominated Branch Delegates or Proxies, all Proxies must be members of a Queensland Branch of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. Each Branch will be allowed to send two Delegates or nominate two Proxies to represent it at General Meetings, Annual General Meetings or Special Meetings, each of whom will be allowed to cast one vote, in each event that a Branch can only send one Delegate or appoint one Proxy, then that Delegate or Proxy shall have the right to cast two votes. Postal Voting is not permitted at any General Meetings, Annual General Meetings or Special Meetings of SSAA (Qld.) Inc. or its branches under this Constitution.

- (5) The President shall be elected from among the immediate past Management Committee and those Delegates or Proxies present at the Annual General Meeting and a vote will be allowed to a "Reserve Delegate" from that Branch. The President shall not vote except in the event of a deadlock, in which case he may cast a deciding vote.
- (6) All motions proposed at General Meetings, Annual General Meetings and Special Meetings, that may be called to decide a pressing problem, with the exception of Constitutional changes, will be decided by a simple majority. Motions relating to Constitutional changes at Annual General Meetings and Special Meetings will be decided by a two thirds majority of the vote.
- (7) The appointment of Zone and Subcommittee Chairman shall be ratified at each Annual General Meeting by a simple majority vote. If no nomination is brought forward from the Zone or Subcommittee meeting an appointment may be made by the Annual General Meeting or the position may remain vacant until the Management Committee of SSAA (Qld.) Inc. is able to appoint a suitable candidate.
- (8) Sub-committee and Zone Chairmen may attend the meetings of the Association and may speak on any matter within their areas of responsibility. These Chairmen may not move or vote on any matter of business at the Annual General Meeting unless they hold branch delegate status or a proxy.

5 **CLASSES OF MEMBERS**

The membership structure of the SPORTING SHOOTERS ASSOCIATION OF (Qld.) Inc. consists of four tiers.

- (1) Individual Person: Completes and signs a membership form and pays the required annual membership fee as set out in Section 5 (1) subsections (b), (b)(i) and (b)(ii) becoming a member of SSAA (Qld.) Inc. and may be allocated to a SSAA (Qld.) Inc. Branch.
 - (a) Individual Membership of SSAA (Qld.) Inc. shall consist of ordinary members, family members, junior members, pensioner members, Paid 5 year members and Paid members for life.
 - (b) Persons shall become members of SSAA (Qld.) Inc. by completing and submitting an application, in a form approved by the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA Inc. (National Association) or SSAA (Qld.) Inc., in either a printed or electronic format to the National Membership Office or in printed or electronic format to SSAA (Qld.) Inc. and
 - (i) Payment of the prescribed fee for the class of membership applied for.
 - (ii) Acceptance of the application by the Management Committee of SSAA (Qld.) Inc.. Proof of membership shall be the production of a current membership card or letter from the National Membership Office or SSAA (Qld.) Inc. certifying the individual is a current financial member of SSAA (Qld.)Inc.

- (c) An ordinary member is an adult member over the age of 18 years. The number of ordinary members shall be unlimited.
 - (d) A family member is an immediate relative of an ordinary member living at the same address. The number of family members shall be unlimited.
 - (e) A junior member is any member under the age of 18 years. The number of junior members shall be unlimited. Persons under 18 years of age may not vote (unless permitted by law) and are not eligible for election to the management committee.
 - (f) A pensioner member is any member who can produce a current Medical Entitlement card. The number of pensioner members shall be unlimited.
 - (g) A paid 5 year member for life is an individual or ordinary member who upon payment of the required fee becomes a member of SSAA (Qld.) Inc. for 5 years, unless the individual's membership is terminated. The number of paid 5 year members shall be unlimited.
 - (h) A paid member for life is an individual or ordinary member who upon payment of the required fee becomes a member of SSAA (Qld.) Inc. for life, unless the individual's membership is terminated. The number of paid members for life shall be unlimited.
- (2) Honorary Life Members : An individual member who has been awarded an Honorary Life Membership by SSAA (Qld.) Inc. in accordance with Section 5 (4) of this constitution.
- (3) Local Branch: Consists of an unlimited number of individual members of SSAA (Qld.) Inc. who at a General Meeting, elect a formal committee and agree to adopt the Standard Branch Constitution of SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (Qld.) Inc. The Standard Branch Constitution of SSAA (Qld.) Inc. is approved by SSAA (Qld.) Inc. and is subordinate to the SSAA (Qld.) Inc. Constitution in accordance with the provisions of Section 77 of the Associations Incorporation Act 1981. Local Branches of SSAA (Qld.) Inc. are autonomous in the week by week running of their affairs.
- Each local branch is entitled to equal representation by two Delegates or Proxies to the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. General Meeting, Annual General Meeting and Special Meetings .
- (4) Honorary Life Membership: May be conferred upon an individual by SSAA (Qld.) Inc. at an Annual General Meeting of members. This shall be by ballot. There is no limit to the number of Honorary Life Members. Any fees associated with the awarding of an Honorary Life Membership will be met by SSAA (Qld.) Inc. The awarding of Honorary Life Memberships will be in line with SSAA (Qld.) Inc. Policy.

6. MEMBERSHIP

- (1) Every Branch Association or Body who at the date of incorporation of the Association was a member of the unincorporated association and who on or

before the 24th day of November 1982, agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association.

7. MEMBERSHIP FEES

- (1) The membership fees for each class of membership shall be such sum as the members shall from time to time at a general meeting so determine.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

8. ADMISSION AND REJECTION OF MEMBERS

- (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being Considered shall be accepted as a member to the class of membership applied for.
- (3) Upon acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- (4) Unincorporated clubs or bodies applying for membership as branch associations shall agree to the adoption of the SSAA (Qld.) Inc. Standard Branch Constitution and abide by the rules, regulations and policies of this Association.
- (5) Incorporated clubs or bodies applying for membership as Branch Associations shall agree to the adoption of the SSAA (Qld.) Inc. Standard Branch Constitution and abide by the rules, regulations and policies of this Association.

9. TERMINATION OF MEMBERSHIP

- (1) A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member, an individual, a branch, a body or an affiliate –

- (a) Is convicted of an indictable offence or
- (b) fails to comply with any of the provisions of these Rules or
- (c) has membership fees in arrears for a period of two months or more or
- (d) conducts themselves /itself in a manner considered to be injurious or prejudicial to the character or interests of the Association,

the Management Committee shall consider whether their / its membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting their / its case and if the Management Committee resolves to terminate their / its membership it shall instruct the Secretary to advise the member in writing accordingly.
- (4) All assets of resigned, expelled or defunct Branch Associations shall revert to the State Association to be held in suspense pending the reformation and re-admission of the Branch Association as a member.

10. APPEAL AGAINST REJECTION, TERMINATION OR TRANSFER OF MEMBERSHIP

- (1) An Individual, branch or body whose application for membership has been rejected or whose membership has been terminated or an individual who has been transferred in accordance with Rule 4 Section 2 Subsection (c) (ii) & (iii) may within one month of receiving written notification thereof, lodge with the Secretary written notice of their / its intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection of membership or termination of membership or transfer, the Secretary shall convene, within three months of the date of receipt of such notice, a meeting of the SSAA (Qld.) Inc. Appeals Committee to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present their / its case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership or transferred the individual subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members of the Appeals Committee present at such meeting. The members of the Appeals Committee shall consider the appeals directed to them along with any other information relevant to the appeal and notify the Secretary SSAA (Qld.) Inc. of their decision in writing within 21 days of the appeal being heard. The Secretary SSAA (Qld.) Inc. will notify the individual, branch or body appealing the rejection of membership or termination of membership or transfer of the Appeals Committee decision in writing within 21 days of receipt of the Appeals Committee written decision.

- (3) In the event an individual or body, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.
- (4) The Appeals Committee will consist of five members and two reserve members, a Chairman appointed annually by the Management Committee of SSAA (Qld.) Inc. following the SSAA (Qld.) Inc. Annual General Meeting and four members and two reserve members elected by the Delegates or Proxies present at the SSAA (Qld.) Inc. Annual General Meeting. The four elected members and two reserve members will be nominated and elected from among the Delegates or Proxies, Zone Chairman or Discipline Chairman present at the SSAA (Qld.) Inc. Annual General Meeting. Voting for the four committee members and two reserve committee members will be by secret ballot. The Returning Officer for the meeting shall appoint two members to conduct the secret ballot in such manner as he or she may determine and the result of the ballot as declared by the Returning Officer shall be deemed to be the resolution of the motion.

11. REGISTER OF MEMBERS

- (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and postal addresses of all persons admitted to membership of the Association.
- (2) Particulars shall also be entered into the Register, of deaths, resignations, terminations, and re-instatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

12. MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Management Committee (alternatively known as the Executive Committee) of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. as elected by delegates and proxies at each Annual General Meeting shall consist of at least the following positions:

President

Two Vice- Presidents

Secretary*

Treasurer*

* who if employees of SSAA (Qld.) Inc. will not be entitled to vote on any matter at this meeting unless previously elected by a local branch as a delegate or hold a proxy to the meeting in question.

- (2) (a) At each Annual General Meeting, after the business of the previous Annual General Meeting has been completed and confirmed, the offices of President and Vice Presidents, and Secretary/Treasurer shall lapse and an election conducted by the outgoing Secretary/Treasurer, acting as the Returning Officer, shall take place to fill these offices.

(b) The outgoing members of the Management Committee will be eligible for nomination and re-election to the new Management Committee regardless of whether they are a Delegate to, or hold a proxy for, the Annual General Meeting of SSAA (Qld.) Inc.
- (3) Voting for the election of membership to the Management Committee shall be by secret ballot. The Returning Officer shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Returning Officer shall be deemed to be the resolution of the meeting.
- (4) Following the election, the newly elected President may invite the last previous President to accept appointment to the position of Immediate Past President.
- (5) The Immediate Past President will have duties commensurate with the needs of the President in both the ensuring of a smooth transition of the presidency and the provision of on-going advice and assistance to the President.
- (6) The position of Immediate Past President will be a non-voting member of the SSAA (Qld.) Inc. Management Committee.
- (7) SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. additional Delegates to the Sporting Shooter's Association of Australia Inc. Annual General Meeting shall be elected following the election of officers.
- (8) The newly elected Management Committee of SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. shall be Delegates to the next SSAA Inc. (National) Annual General Meeting along with any member of SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC, who may hold a current position on the SSAA Inc. (National) Board. Two additional Delegates to the SSAA Inc. (National) Annual General Meeting will be elected from the Delegates and Proxies present at the SSAA (Qld.) Inc. Annual General Meeting. Nominations will be taken from the

Delegates or Proxies present at the meeting. The Secretary or Treasurer acting as Returning Officer shall appoint two members to conduct a secret ballot in such manner as he or she shall determine and the result of the ballot as declared by the Returning Officer shall be the nominees elected as the two additional delegates.

- (9) The ordinary committeemen of the Association shall be composed of those delegates and proxies remaining after the election of the Management Committee at an Annual General Meeting. Their duties, besides those of participating in the management of the business and affairs of the Association at any General Meeting, shall be those allotted to them from time to time as the dictates or needs of the Association demand.

13. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

- (1) A member of the Management Committee may resign from the Committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
(a) The time the notice is received by the secretary; or
(b) If a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the members removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

14. VACANCIES ON MANAGEMENT COMMITTEE

- (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy on the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General Meeting of the Association, but for no other purpose.

15.**FUNCTIONS OF THE MANAGEMENT COMMITTEE**

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any General Meeting, the Management Committee -
 - (a) shall have the general control and management of the administration of the affairs, property, and funds of the Association, and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- (2) The Management Committee may exercise all the powers of the Association.
 - (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee, or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem, or pay off any such securities.
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability, or obligation of the Association, and to provide and pay off any such securities.
 - (c) to invest in such manner as the members of the Association may from time to time determine.

16.**MEETINGS OF THE MANAGEMENT COMMITTEE**

- (1) The Management Committee shall meet at least once every two calendar months to exercise its functions.
- (2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

- (3) (a) The Management Committee may comprise of;

President
Two Vice Presidents
Secretary
Treasurer

A quorum for Management Committee meetings will be a minimum of three members or 50% plus one.

- (b) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (4) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote, his vote shall not be counted.
- (5) Notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (6) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within fifteen minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman.
17. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (2) A sub-committee may elect a Chairman at their meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- (3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the question shall be deemed to be decided in the negative.
18. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall,

notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

19. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

20. ANNUAL GENERAL OR GENERAL MEETINGS

- (1) There shall be an Annual General Meeting each calendar year at a date and place to be determined at the preceding Annual General Meeting.
- (2) The first General Meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.
21. (1) The Annual General Meeting shall be held within three months of the close of the financial year.
- (2) The business to be transacted at every Annual General Meeting shall be
- (a) the receiving of the Management Committee's report and statement of income and expenditure, assets, liabilities, and mortgages, charges, and securities affecting the property of the Association for the preceding financial year
 - (b) the receiving of the Auditor's report upon the books and accounts for the preceding financial year
 - (c) the election of members of the Management Committee
 - (d) the appointment of an auditor
22. The Secretary shall convene a special general meeting -
- (a) when directed to do so by the Management Committee; or
 - (b) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals

double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or

- (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any Branch Association.
- 23.
 - (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
 - (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
 - (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee of the Association shall lapse. In any other case it shall stand adjourned to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
 - (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 24.
 - (1) The Secretary shall convene all general meetings of the Association by giving not less than 21 days notice of any such meeting to the members of the Association.
 - (2) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against a rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
- 25. Unless otherwise provided by these Rules, at every General Meeting –
 - (1) The President shall preside as Chairman or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman, or if the Vice-President

is not present or is unwilling to act, then the members present shall elect one of their number to be Chairman at the meeting.

- (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
 - (3) Every question, matter or resolution shall be decided by a majority of votes of the members present.
 - (4) Every delegate present shall be entitled to vote as in Rule 4, sub section (2) and in the case of an equality of votes the Chairman shall have a casting vote; provided that no delegate shall be entitled to vote at any General Meeting if his annual subscription is in arrears at the date of the meeting.
 - (5) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
 - (6) The instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy shall be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- (7) Where it is desired to afford members an opportunity of voting for or against a resolution, the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC.

SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC.
(), being a member of the abovenamed Association, hereby appoint
SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC.
(), or failing it: SPORTING SHOOTERS ASSOCIATION OF
AUSTRALIA (QLD.) INC. () as proxy vote for on behalf of this
Branch at the (Annual) General Meeting of the Association, to be held on the day
of 19 and at any adjournment thereof.

Signed this day of 19

Signature

- (8) The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the Branch named in the instrument proposes to vote; and
- (9) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions, and other proceedings of every Management Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by a financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or Chairman of the next succeeding General Meeting or Annual General Meeting.

26. BY-LAWS

- (1) The Management Committee may from time to time make, amend, or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a General Meeting of the members.
- (2) The SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (QLD.) INC. may formulate by-laws for the purpose of management of the Association and these by-laws shall become Standing Orders of the Association until rescinded or altered by an Annual General Meeting or other meeting convened for the purpose.
- (3) To become a by-law, mention must be made in the motion proposing the by-law that will become a Standing Order if favourably resolved.
- (4) On all questions of procedures, the Rules laid down in the book, "Guide for Meetings and Organisations" by N.E. Renton or any such other publication as the Members may from time to time determine, shall be accepted as definitive.

27. ALTERATION OF RULES

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded, or added to from time to time by a special resolution carried at any General Meeting: provided that no such amendment, rescission, or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane.

28. These rules may only be amended, rescinded or added to by 21 days clear notice of motion by a member placing an item on the agenda of an Annual General Meeting or Special Meeting convened for the purpose.

29. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

30. FINANCE

- (1) The funds of the Association will be raised by means decided at an Annual General or Special Meeting. These shall include, but not be limited to, a per capita affiliation fee extracted from the Annual Membership fee.
- (2) The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.
- (3) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (4) All moneys shall be banked as soon as practicable after receipt thereof.
- (5)
 - (a) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
 - (b) If payment of \$100 or more is made by cheque, the cheque must be signed by any two of the President, Secretary, Treasurer, or other member authorised from time to time by the Management Committee.
- (6) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances, or petty cash recoupments which may be open.
- (7) The Management Committee shall determine the amount of petty cash which shall be kept in the imprest system.
- (8) All expenditure shall be approved or ratified at a Management Committee meeting.
- (9) As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared a statement containing particulars of -
 - (a) the income and expenditure for the financial year just ended, and

- (b) the assets and liabilities and all mortgages, charges, and securities affecting the property of the Association at the close of that year
- (10) All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (11) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid, or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

31. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instruments of title, and securities of the Association.

32. FINANCIAL YEAR

The financial year of the Association shall close on 30th June each year.

33. DISTRIBUTION OF SURPLUS ASSETS

If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 30 (11), such institution or institutions to be determined by the members of the Association.

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