



## **RULES**

**of the**

# **QUEENSLAND RIFLE ASSOCIATION INCORPORATED**

IA04870

**15 August 2017**

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## **NAME**

3. The name of the Association shall be the **Queensland Rifle Association Incorporated** (in these rules called the Association).

## **OBJECTS**

1. The objects of the Association shall be:
  - 1.1. To provide a target rifle shooting sporting association for the benefit of the community generally.
  - 1.2. To encourage the development of target rifle shooting, including research and testing of equipment and personnel and to provide the best possible standard of sporting facilities for the benefit of the community generally and Members.
  - 1.3. To administer, carry into effect, and enforce the Constitution and Standard Shooting Rules of the National Rifle Association of Australia as applies to the Association, its District Rifle Associations, Rifle Clubs and Members.
  - 1.4. To promote good citizenship by education in safe handling and proficiency in the use of firearms and to promote target rifle shooting generally.
  - 1.5. To exercise and carry into effect the powers and obligations conferred upon it by any law, act, or regulation for the time being in force.
  - 1.6. To represent generally the views and wishes of the Members.
  - 1.7. Generally to control, develop and co-ordinate target shooting in Queensland and to consider and determine matters which in the opinion of the Board affect the interest of the members generally.

## **DEFINITION OF TERMS**

2. The following words used in these Rules and By-laws, if and unless a contrary intention as expressed, have the following meanings:
  - 2.1. 'Act' Means the Associations Incorporation Act 1981 and the Regulations thereunder.
  - 2.2. 'Association' means the Queensland Rifle Association Incorporated.
  - 2.3. 'Board' means the Board of the Association.
  - 2.4. 'By-laws' means the By-laws, if any, of the Association.
  - 2.5. 'Council' means the President as Chair and the 12 Zone Councillors.
  - 2.6. 'District Council' means the Council of a District Rifle Association.
  - 2.7. 'District Rifle Association' means a group of Rifle Clubs established within an area defined by the Association with which Rifle Clubs are affiliated.
  - 2.8. 'Executive Officer' means the person appointed by the Board to manage the day to day affairs of the Association and implement the policies determined by the Board.
  - 2.9. 'Financial Year' means the year ended as determined from time to time by special resolution at a General Meeting.
  - 2.10. 'Member' or 'Members' means a member or members of the Association as defined by Rule 5. Unless the context requires a different interpretation and where the context so permits shall include Rifle clubs and District Rifle Associations.
  - 2.11. 'NRA' means National Rifle Association.
  - 2.12. 'NRAA' means National Rifle Association of Australia.

- 2.13. 'National Board' means the Board of the NRAA.
- 2.14. 'Ordinary Resolution' is a resolution other than a special resolution
- 2.15. 'Policy' is a policy of the association, kept in the policy register, ratified as an ordinary resolution to cover matters of operational importance to the conduct of the association, for example but not limited to election procedures and the like.
- 2.16. 'Portfolio' means a Board nominated business area, which is the responsibility of a Board Member or Members.
- 2.17. 'President' means the person elected by the Council at each AGM from the current elected Board.
- 2.18. 'President's Vote' the president shall not vote on special Resolutions or for the election of Board Members
- 2.19. 'Special Resolution' shall be passed by a majority in number of three-fourths of the members present and entitled to vote either in person or in proxy
- 2.20. 'Special Resolution' is a resolution necessary to add, delete, change, or otherwise deal with any section or word in these rules or to effect an amalgamation referred to in rules 4.18, 4.19 and 4.20 of these rules.
- 2.21. 'Secretary' means the Executive Officer.
- 2.22. 'Standard Shooting Rules' means the rules issued by the NRAA applicable to all Australian Rifle Clubs.
- 2.23. 'Zone Councillor' means a person elected by the members from each Zone to form the Council of the Association.

## **POWERS**

- 3. The Powers of the Association are:
  - 3.1. To subscribe to, become a member of and co-operate with any other Associations, Clubs or Organisations, 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 97;
  - 3.2. 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;
  - 3.3. To purchase, take on lease or in exchange, hire and otherwise acquire and lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose 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 a manner as is allowed by law having regard to such trusts;
  - 3.4. 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 is desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
  - 3.5. 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;

- 3.6. To remunerate any person, firm or organisation 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 the promotion of the Incorporated Association, or in the furtherance of its object;
- 3.7. To construct, improve, maintain, develop, work, manage, carry out, alter or control any house, buildings, grounds, work 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;
- 3.8. 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;
- 3.9. To take or otherwise acquire and hold shares, debentures or other securities of any company or body corporate;
- 3.10. 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 to give guarantees or indemnities for the payment of any money, or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- 3.11. 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 moneys and further advances borrowed, or to be borrowed alone or with others as 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;
- 3.12. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- 3.13. 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;
- 3.14. 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;
- 3.15. To take any gift of property whether subject or any special trust or not, or any one or more of the objects of the Association but subject always to the proviso in Sub-Rule 4.3;
- 3.16. To take such steps by personal or written appeals, public meeting 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;
- 3.17. To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- 3.18. 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 97;
- 3.19. 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;

- 3.20. 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;
- 3.21. To make donations for patriotic, charitable or community purposes;
- 3.22. 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;
- 3.23. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association;
- 3.24. To require each District Rifle Association and Rifle Club within the State to affiliate with the Association and pay such affiliations fees as may be fixed from time to time.

### **CLASSES OF MEMBERS**

4. The number of members in each class of members shall be unlimited and open to all persons prepared to subscribe to the objects of the Association. All members shall have the same rights except as where may be stated to the contrary. Nothing herein shall prevent a member from being a member of more than one class of membership. Members of the Association shall be divided into the following classes:
  - 4.1. Active Class 1 Member. Any person who is a financial member of the Association through an affiliated Rifle Club that conducts its shooting activities in accordance with the Standard Shooting Rules and may participate in all the activities of the Association.
  - 4.2. Active Class 2 Member. Any person who is a financial member of the Association through an affiliated Club that does not conduct its shooting activities in accordance with the Standard Shooting Rules, and who shall not have the privileges of an Active Class 1 Member as are provided for in Rule 11 and elsewhere hereof.
  - 4.3. Non Active Members. A person who is a member of a Queensland Rifle Association Club and who shall not be required to be otherwise a financial member of the Association and who shall not have the privileges of an Active Class 1 Member as are provided for in Rule 8 and elsewhere hereof.
  - 4.4. Temporary Members. A visitor may for the duration of any competition or practice in rifle shooting, upon being nominated by an Active Class 1 or Life Member, become a Temporary Member of the Association provided always that no more than two persons may be nominated by any one such member on each occasion, and that such temporary membership shall not commence until each visitor has signed a record book kept for the purpose opposite the name of the member nominating him or her and paid any fee as may be required.
  - 4.5. Honorary Members. Any person may be granted an honorary membership if the Board considers it to be desirable in all the circumstances. An Honorary Member shall not be required to be a financial member of the Association and shall not have the privileges of an Active Class 1 Member as are provided for in Rule 8 and elsewhere hereof, and may attend at all shooting events and social events but who will not normally participate in any shooting events.
  - 4.6. Life Members. Any person who renders valuable service to the Association or to the rifle shooting movement may become a Life Member of the Association upon being recommended for election as same by the Board, and is duly elected at a General Meeting of the Association, and who shall have the rights and privileges

as an Active Class 1 Member, and shall not be required to be a financial Member.

- 4.7. Honorary Life Member. Any person, corporate body, or other like body may become an Honorary Life Member upon being recommended for election by the Board and subsequent election at a General Meeting of the Association.

#### **MEMBERSHIP FEE – SUBSCRIPTION**

5. The membership fees for each class of membership and the joining fees associated therewith shall be such sum and the time for payment shall be, as the Board shall from time to time so determine.
6. Every member before becoming entitled to the privileges of membership shall pay membership fees and joining fees, if applicable, as is provided for herein.
7. Unless otherwise expressly provided by these Rules only Active Class 1 and Life Members shall be entitled to:
  - 7.1. Vote in the election of Zone Councillors for their respective zone where voting is called for;
  - 7.2. Vote at any Special or General Meeting of the Association;
  - 7.3. Nominate candidates, or be nominated for the Board, or for any office of the Association;
  - 7.4. Compete in any prize meeting or other matches arranged or approved by the Association; and
  - 7.5. Be selected in any State or National Rifle Team.

#### **ADMISSION OF MEMBERS**

8. The admission of members of the Association shall be subject to:
  - 8.1. No person may become a member of the Association, save and except for Non-active, Honorary and Temporary Members, without first joining and becoming a member of an affiliated Rifle Club whose Club Captain shall be the person responsible for approving such application for membership.
  - 8.2. The Club Captain may refer the matter of approval of an application for membership to the Board who shall determine upon the approval or rejection of the said application.
  - 8.3. On approval the Rifle Club shall immediately forward such application together with any prescribed fees to the Association for registration.
  - 8.4. If approval of an application for membership is a matter of determination by the Board then such application shall be considered at its next meeting and approval shall be by resolution carried by majority of the members present and entitled to vote.

#### **FAILURE TO PAY SUBSCRIPTION OR LEVY**

9. If any member fails to pay the annual subscription or any levy or fine or any Club fails to pay any subscription, levy or fine after it has become due, the Secretary shall notify the member or the club in writing of the fact and if such subscription or levy or fine is not paid within one month of the date of such notice, the Board may by resolution carried by a majority of the members present and entitled to vote suspend such member from membership or such Club from affiliation for such period as the Board shall then and there resolve; provided that no such suspension shall prejudice or effect the right of the Association to recover such subscription or levy or fine.

## **TRANSFER OF MEMBERSHIP**

10. A member may at his/her own request be transferred from one Rifle Club to another. The member shall not be entitled to the privileges of membership of the transferee Rifle Club until the application has been approved by that Rifle Club and his/her membership and identity card surrendered for endorsement to that transferee Rifle Club and his/her transfer is registered by the Association.

## **TERMINATION OF MEMBERSHIP**

11. A member who has paid all monies due and owing to the Association may resign from the Association by giving notice in writing of his or her intention to do so, to the Secretary of the Association and the Captain of the Club of which he is a member. Such resignation shall take effect on receipt of such notice by the said Secretary unless a later date is specified in the notice, when it shall take effect on that later date.

12. If a member:

- 12.1. Is convicted of an indictable offence, or
- 12.2. fails to comply with any provisions of these Rules, or
- 12.3. has membership fees in arrears for a period in excess of two (2) months, or
- 12.4. conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interest of the Association contrary to the code of conduct of the Association (refer to Rules 17 to 19 inclusive);

the Board may, by resolution carried by a majority of the members present and entitled to vote;

- 12.5. terminate the membership of the member; or
- 12.6. suspend the member from membership of the Association for a specified time; or
- 12.7. impose a fine on the member or

the Board may appoint a Disciplinary Committee, which by a majority resolution of the members may;

- 12.8. terminate the membership of the member; or
- 12.9. suspend the member from membership of the Association for a specified time; or
- 12.10. impose a fine on the member; or
- 12.11. take such action outlined in the bylaws of the association.

13. The member referred to in Rule 13 and Rules 17 to 19 inclusive hereof shall be entitled to be heard and given a full and fair opportunity of presenting his or her case before the Board or a Disciplinary Committee appointed by the Board, and in the event the Board or Disciplinary Committee resolves to impose any penalty then it shall instruct the Secretary to advise the member in writing in accordance with the bylaws of the association.

## **APPEAL AGAINST REJECTION OR TERMINATION OR SUSPENSION OF MEMBER**

14. A person whose application for membership has been rejected or whose membership has been suspended or terminated or against whom a fine has been imposed, may, within one calendar month of receiving written notification thereof, lodge with the Secretary written notice of his or her intention to appeal against the decision of the Board or Disciplinary Committee, together with his or her written submission in support of the appeal.



15. Upon receipt of a notification of a Member's intention to appeal against rejection or suspension or termination of membership or against the imposition of any fine, the Secretary shall convene within three months of the date of receipt by him of such notice, if one has not been programmed to be held within that period, a Board Meeting to determine the appeal. At any such meeting the applicant shall likewise have the opportunity of presenting his or her case. The appeal shall be determined by the vote of the majority of the members present and entitled to vote at such meeting. The Board's decision shall be final and binding to all parties. Notwithstanding the appeal process above, the Board may appoint an Appeal Committee to consider the appeal in accordance with the bylaws of the Association.

### **MISCONDUCT**

16. The term 'misconduct' shall be interpreted to mean conduct, which in the opinion of a majority of the members of the Board could bring discredit on Australian Rifle Clubs and/or be unbecoming on the part of a member contrary to the code of conduct of the Association.
17. In relation to misconduct by a member, pursuant to the provisions of Chapter 8 of the Standard Shooting Rules, disciplinary action against a Member shall be carried out in accordance with those Rules as may be in force at that time and as may be varied from time to time.
18. In the case of misconduct by a member that is not provided for under the Standard Shooting Rules, then the member shall be subject to the provisions of Rule 13 hereof.

### **READMISSIONS**

19. Any Member whose membership has been terminated in accordance with Rule 13 hereof may, after a period of two (2) years from the date of termination, apply to the Board to be readmitted as a member, and any such application may be granted by the Board with or without special conditions, provided however that such member shall not be readmitted to membership unless by a vote of the majority of the members present and entitled to vote at such a meeting.

### **REGISTER OF MEMBERS**

20. Rifle Club secretaries shall cause to be kept a Register of Members in all classes of membership in which shall be recorded the full name, date of birth, residential or other address and date of enrollment of each member, and shall at the commencement of each financial year forward a copy of this register to the Secretary who shall record the particulars for the use of the Association. The Association's Register shall be available for inspection by Members at all reasonable times.

### **AFFILIATIONS**

21. The Association shall affiliate with the NRAA and may affiliate with other shooting or general sporting Associations with the approval of the Board. The Association shall pay to the NRAA such annual fees the NRAA may determine from time to time.
22. Each District Rifle Association and Rifle club shall affiliate with the Association and shall pay such affiliation fees as may be fixed from time to time by the Board.

### **DISPUTES AND CONDITIONS AFFECTING RIFLE SHOOTING**

23. Any District Rifle Association or Rifle Club or member shall be entitled to refer all questions in dispute affecting rifle shooting for determination by the Board. The decision of the Board shall be subject to appeal to the Board whose decision shall

be final and binding on all parties to the dispute in accordance with the same procedures as are set out in Rule 15 and 16 hereof.

#### **ANNUAL GENERAL OR GENERAL MEETING**

24. The Association shall convene a General Meeting (known as the Annual General Meeting) which shall be held on a date to be determined by the Board but not later than six (6) calendar months after the close of each financial year:
25. Attendance at the Annual General Meeting shall be open to all Zone Councillors who have been elected by the members of the association in each of the zones designated in accordance with these rules and all Board members of the Association. Board members attending a meeting will have all privileges of a Councillor except that of casting a vote on any motion.
26. The following ordinary business is to be transacted at every Annual General Meeting and shall occur in the following order:
  - 26.1. To receive the Board's Annual General Meeting reports and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding year.
    - 26.1.1 To approve the budget for the current year.
  - 26.2. To receive the President's report upon the functions, activities, conduct and management of the Association and its activities for the preceding year.
  - 26.3. To receive the Auditor's report upon the books and accounts for the preceding year.
  - 26.4. To receive the Board Members' reports upon the functions, activities, conduct and management of the Association and its activities for the preceding year
  - 26.5. To receive the Zone Councillors' reports regarding the activities of their represented clubs for the preceding year.
  - 26.6. To elect the Patron, Vice Patrons, from those nominations put forward at the meeting by the Council and the Board.
  - 26.7. To consider any other business that may be brought forward of which due notice has been given in accordance with these rules.
  - 26.8. To consider any general business brought forward without notice. Motions moved, seconded and carried with an 80% majority will be enacted upon by the Board. All other business brought forward shall be in the form of recommendations to the Board only.
  - 26.9. To elect members to the Board for a period of three years to fill those vacancies that arise due to the retirement or expiration of term of existing members of the Board
  - 26.10. To elect a President from the current six elected Board members
  - 26.11. That the Council have three formal meetings per year, one at least one month prior but not more than three months prior to the Annual General Meeting, at the Annual General Meeting and mid year (teleconference where necessary).

#### **PATRONS**

27. The Association may appoint a Patron who shall, if he/she acquiesces, be His/Her Excellency the State Governor for the time being and if the position is not filled then nominations for the office of Patron shall be sought by the Board for election at the Annual General Meeting. The Association shall also elect such Vice Patrons, at the Annual General Meeting as may be nominated by the Council and the Board.

## **SPECIAL GENERAL MEETING**

28. The Secretary shall convene a Special General Meeting of the Council:
  - 28.1. when directed to do so by the Board, or
  - 28.2. on the requisition in writing and signed by not less than five (5) Zone Councillors or 25 Active Class 1 or Life Members or one (1) percent of those classes of membership whichever is the greater. Such requisition shall clearly state the reasons why such a Special General Meeting is being convened and the nature of the business to be transacted thereat.

## **MINUTES OF THE MEETING**

29. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board Meeting and General and Special Meeting, to be entered in a book to be open for inspection at all reasonable times by any 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 Board Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Board, verifying their accuracy. Similarly, the Minutes of every General and Special Meeting shall be signed by the Chairman of that Meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

## **QUORUM AND ADJOURNMENT**

30. At any General Meeting the number of members required to constitute a quorum shall be seven (7) Zone Councillors
31. 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. If after the expiration of thirty (30) minutes from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon on the requisition of members shall lapse. In any other case it shall stand adjourned to a time and place to be determined by the Chairman and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting to commence, the members present shall be a quorum.
32. 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 an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
33. 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.
34. At a Board meeting the number of members required to constitute a quorum shall be a majority of their respective members.

## **NOTICE OF MEETING**

35. The Secretary shall convene all General Meetings of the Association by giving not less than 14 days notice of any such meeting to the Zone Councillors of the Association which notice shall be in writing and shall specify the date, time and place of such a meeting and nature of business.
36. The manner, by which such notice shall be given, shall be determined by the Board.
37. No business other than that set out in the notice convening the General Meeting shall be transacted at the meeting.

38. A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.

### **CONDUCT OF MEETINGS**

39. Unless otherwise provided in these Rules, at every General Meeting:
  - 39.1. The President of the Association shall preside as Chairman, or if he is not present within fifteen (15) minutes after the time appointed for the holding of a 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 the Chairman of the meeting;
  - 39.2. The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
  - 39.3. Every question, matter or resolution shall be decided by a majority of votes of the members present and entitled to vote, except in the case of a Special Resolution which requires a three-fourths majority;
  - 39.4. Every member present shall be entitled to one vote and in the case of an equality of votes, the Chairman shall have a second or casting vote but the President shall not vote on Board elections or Special Resolutions. No Zone Councillor shall be entitled to vote at any General Meeting if his annual subscription is in arrears at the date of the meeting;
  - 39.5. Voting shall be by a show of hands or a division of those present unless not less than one-fifth of those present and entitled to vote 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 a manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed the resolution of the meeting at which the ballot was demanded.

### **PROXY**

40. At every Meeting:
  - 40.1. A member may vote in person or by proxy or by attorney, and on a show of hands every person present who is a member or a representative of a member and is entitled to vote shall have one vote, and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative who is entitled to vote shall have one vote;
  - 40.2. The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his attorney duly authorised in writing. A proxy must be an active Class 1, Honorary member or Life Member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
  - 40.3. The instrument appointing a proxy shall be deposited with the Secretary forty-eight (48) hours prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

### **COMPOSITION OF THE COUNCIL**

41. The Council of the Association shall consist of the following, all of whom shall be Active Class 1 or Life Members of the Association:
  - 41.1. The President (who may be but need not be an Active Class 1 or Life Member ); and
  - 41.2. Twelve (12) Members elected triennially as is provided for herein (herein called the 'Elected Members').

42. That part of the State of Queensland that shall form part of and be subject to the control of the Association, shall extend North from the Queensland border with New South Wales (but including the area of New South Wales serviced by the Murwillumbah Rifle Club) to a geographical line of approximately 22 degrees 22 minutes longitude commencing at the town of St. Lawrence on the East Coast, and running due west to the border of Queensland with the Northern Territory (herein after called the 'area').
43. The area shall be divided into four (4) Zones
  - 43.1. to be determined from time to time by the Board and Council and passed by way of a Special Resolution at a General Meeting.
  - 43.2. the composition of each zone will take into consideration - the number of members in each club, the home range of each club and their proximity to the surrounding clubs, so that the members receive equality and the fairest possible representation from Council.
44. Each zone shall be entitled to three (3) elected members to serve as Zone Councillors for a period of three (3) years, to represent the members of a Zone. Each Zone Councillor shall be elected by the Active Class 1 members in their zone.
45. The total strength of the Council exclusive of the President shall not exceed twelve (12) Members.
46. The role of the Council is that set out under Rules 26.1 - 26.11.
  - 46.1. To review the operations of the Association and to undertake those planning considerations necessary to give direction to the Board for the ensuing 12 months.

#### **ELECTION PROCEDURE**

47. The election of Zone Councillors is to be commenced during the first week of May by calling for nominations allowing:
  - 47.1. at least two weeks and no longer than one month for nominations to be lodged with the Executive Officer;
  - 47.2. time for the printing and mailing of ballots to members;
  - 47.3. at least two weeks and no longer than one month for the return of ballots; and
  - 47.4. counting to be concluded by no later than the second Friday of July of that calendar year, with the successful nominee to take appointment upon declaration of the vote;
  - 47.5. unless in the circumstances of a catastrophic event such as flood, fire or death of an Executive Officer or the like, which impedes the execution of this rule, in which case the process requiring change or relaxation for that year will be determined by the Board.
48. Nominations for Zone Councillor shall be made in writing, submitted in either hard copy or electronic form, by the advertised closing date for nomination.
49. Where the number of nominations for a position in each Zone exceeds the number of vacant positions available, the Zone Councillors shall be elected by those eligible voting members in each Zone by way of a postal ballot conducted by the Secretary.
50. Zone Councillors shall serve for a term of three (3) years and shall retire by rotation and are eligible for re-election on completion of their term, except when filling the vacancy created by a Councillor who has vacated their position during their 3 year term as is prescribed in Rule 68.

51. Any Zone Councillors may resign, which will 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.
52. The Secretary shall be the Returning Officer for the election of Zone Councillors.
53. If the number of votes for two or more candidates is found to be equal, the Returning Officer shall decide by lot who shall be the elected party provided that if one of the candidates is a sitting Zone Councillor, then that person shall be re-elected.

## **BOARD**

54. Except as otherwise provided by these Rules, the Board shall have the general control and management of the administration of the affairs, property and funds of the Association, and shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these rules are silent.

## **COMPOSITION OF THE BOARD**

55. The Board of the Association shall consist of the following, (who may be but need not be an Active Class 1 or Life Member );
  - 55.1. (Six) 6 Board members elected triennially as is provided for herein (herein called the 'Elected Members'), except that salaried employees shall not be members of the Board; and
  - 55.2. The President of the Association who shall act as the Zone Council's representative on the Board (who may be but need not be an Active Class 1 or Life Member) elected annually by the Council from those current 6 Board
56. Membership of the Board is open to all persons:
  - 56.1. Where a person wishes to nominate for a Board member position for the first time, he/she must prepare an outline of their experience and qualifications and must meet the requirements for holding the office of a Director as set out in the Corporations Law.
  - 56.2. A Zone Councillor shall be entitled to be nominated for election as a Board member provided the above criteria are also followed.
    - 56.2.1 A Zone Councillor elected to the Board shall be deemed to cease their position on the Council at the end of the Annual General Meeting at which they were elected. Except when elected to fill an Extraordinary Vacancy as per Rule 68.2
  - 56.3. A person who is elected to the Board and who is not currently a member of the Association shall be accorded the position of honorary member of the Association.

## **ELECTION PROCEDURE**

58. The election of a Board member is to be:
  - 58.1 commenced during the first week of November by calling for nominations;
  - 58.2 with a closing date for nominations no sooner than the second week in January and no later than the second week of February of the following calendar year;
  - 58.3 by mailing in hard copy or electronic form, candidates' CVs to Zone Councillors; and
  - 58.4 allowing in all circumstances at least one month to consider the applications prior to the AGM.
59. Nominations for Board member shall be made in writing, submitted in either hard copy or electronic form, by the advertised closing date for nomination.

60. The Board members shall be elected by the Zone Councillors at the Annual General Meeting of the Association. A Councillor nominated for a Board position will be permitted to vote.
61. Board members shall serve for a term of three (3) years and shall retire by rotation and are eligible for re-election on completion of their term. Except when elected to fill an Extraordinary Vacancy as per Rule 68.1
62. Any member of the Board may resign from membership of the Board which will 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.
63. The Secretary shall be the Returning Officer for the election of members of the Board.
64. If the number of votes for two or more candidates is found to be equal, the Returning Officer shall decide by lot who shall be the elected party except that if one of the candidates is a sitting Board Member, then that person shall be re-elected.

#### **OFFICE BEARERS**

65. Subject to rule 66.1 hereof all Office Bearers must be financial Active Class 1 or Life Members or Honorary Members of the Association, and the Board shall each year at its first meeting elect from its Members:
  - 65.1. a Vice President,
  - 65.2. a Treasurer (subject to the provisions of Rule 64.1).
66. The Board shall:
  - 66.1. As occasion may require, appoint a paid Executive Officer and/ or a paid or Honorary Secretary and a paid or Honorary Treasurer, who shall hold office during the pleasure of the Board. Except in the case of misdemeanor warranting instant dismissal either party may give to the other one months notice to terminate the appointment. An Honorary Secretary or Honorary Treasurer may be paid an Honorarium. A salaried Secretary or salaried Treasurer, shall not be a member of the Board. Where the Association appoints an Executive Officer to administer its affairs he/she may also perform the role of Secretary of the Association.
  - 66.2. Appoint an auditor each year and fix his remuneration.
67. The Board shall at the meeting referred to in Rule 65 hereof elect the National Board representatives in accordance with the Rules of that body.

#### **EXTRAORDINARY VACANCIES**

68. The Council shall have the power at any times to appoint any member of the Association to fill any casual or extraordinary vacancies in the office-bearers or members of the Board (Rule 68.1 and 68.2) and or Council (Rule 68.3) decided by way of an election conducted by the Executive Officer. In regard to a Board Vacancy the election of a Zone Councillor to fill the position temporarily (Rule 68.2) will commence immediately the position becomes vacant. Should a vacancy occur during the normal timing of the concerned member's re election period then Council may decide that the position will remain vacant.
  - 68.1. Board Extraordinary Vacancy

A board member shall be elected as per the Election Procedure in Rule 58

The person elected at the AGM with the least amount of votes shall fill the vacancy of the Board Member who has vacated their position during their 3 year term, and is only appointed for the further duration of the term of that vacated Board Member, not the full 3 years mentioned in Rule 61

- 68.2. Temporary Board Member/s - will be an election of a person or persons from the Council and nominated by the Zone Councillor/s, or a Councillor/s may self nominate. This election is to be conducted within one month of the vacancy occurring. Should there be more than one nomination a vote will be held. A Councillor's nominations and votes can be submitted in writing, in hard copy or electronic form to the Executive Officer.

The councillor/s elected shall hold the position of Temporary Board Member/s until the start of the next AGM and will return to their position as councillor at this time. In the event they have contested and lost a council election (Rule 47) during this temporary term as board member they will continue their position as Temporary Board Member until the end of the AGM.

- 68.3.1 Council Extraordinary Vacancy - will be an election of a person or persons nominated by the Councillor/s for the Zone in which the vacancy occurs. This election is to be conducted within 30 days of the vacancy occurring. A Councillor's vote can be submitted in writing, in hard copy or electronic form to the Executive officer within 14 days of the election being conducted.

Such casual appointments must be made from a member within the Zone from which the vacancy occurs. Any appointments however, shall hold good only to the next election. A person elected to fill the vacancy of a Councillor who has vacated their position during their 3 year term, is only appointed for the further duration of the term of that vacated Councillor, not the full 3 years mentioned in Rule 50.

- 68.3.2 If the council vacancy created is due to a Board Extraordinary Vacancy then the elected person/s shall hold the position of Temporary Councillor until the start of the next AGM and will retire from the position at this time.

In the event they have contested and won a council election (Rule 47) during this temporary term as councillor they will continue their elected position.

## **MANAGEMENT**

69. The Board may, subject to these Rules and the Act, exercise all such powers and functions as may be exercised by the Association and as appears to be essential for the proper management of the business and affairs of the Association, other than those powers and functions that are required by these Rules to be exercised by Special or General Meetings of the Association.
70. The decision of the Board in regard to protests, and in the case of an appeal from a decision of the Board, shall be final and binding on all parties. Any Member of the Board who is directly or indirectly interested in any proceedings of that body then engaged in the settlement of any dispute, protest or appeal shall be excluded from taking any part in such proceedings.
71. The Board shall in addition to the express powers contained in these Rules be vested with such other powers not inconsistent with these Rules as may from time to time be delegated to it by the Board.



72. The Board shall, subject to a right of appeal to the Board settle all disputes and protests in connection with the conduct of the matches at any Association prize meeting. Any Member of the Board who is directly or indirectly interested in any proceedings of that body then engaged in the settlement of any dispute, protest or appeal shall be excluded from taking any part in such proceedings.

## **BOARD MEETINGS**

73. The Board shall meet on as many occasions in each year as may be necessary to properly fulfill its functions duties and obligations, at such place and such times as the Board may determine or by direction of the President for a minimum of four (4) times per financial year.
74. Nothing in these rules shall prevent nor be construed as preventing;
  - 74.1. A Board Meeting being held by telephone or other electronic means; or
  - 74.2. A member of the Board from attending a meeting of the Board by telephone or other electronic means.
75. A resolution in writing signed by all members of the Board either by hand or electronically shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.
76. The Secretary shall call a Special Meeting of the Board at any time on receipt of a requisition signed by fifty (50) per cent of its members.
77. The following notice shall be given to the members:
  - 77.1. for Board Meetings not less than fourteen (14) days, setting out the agenda;
  - 77.2. for all Association Management or Sub-Committee Meetings not less than seven (7) days, setting out the agenda.
78. In the case of a Special Meeting, notice shall be given to Members of the Board specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
79. No business shall be transacted unless a quorum is present and if within thirty (30) minutes of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and the same hour of the day in the following week unless the meeting was a Special Meeting in which case the meeting lapses.
80. The President of the Association or in his absence the Vice President shall be Chairman or if both the President and the Vice President are absent such one of the remaining members of the Board as may be chosen by the members present shall preside.
81. Questions arising at a meeting of the Board shall be determined by a show of hands or, if demanded by a member, a poll may be taken in such a manner as the person presiding at the meeting may determine.
82. Each member present at a Board Meeting (including the President) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second casting vote.

## **SUB-COMMITTEES AND PORTFOLIOS**

83. The Board may delegate any of its powers to a Sub-Committee consisting of such members of the Association as the Board thinks fit. Any Sub-Committee so formed shall in the exercise of the powers so delegated, conform to any directions that may be imposed on it by the Board. All Board members will be responsible for at least one (1) Portfolio and will report to the Board on a regular basis.
84. A Sub-Committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes

after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.

#### **PRIZE MEETINGS**

85. At least one General Prize Meeting for rifle shooting competition shall, if practicable, be held during the year at such time and place as the Board may appoint.
86. The programme of matches and dates of holding them, of any prize meeting promoted by a District Association or Rifle Club, shall be submitted to the Secretary for approval by the Board.
87. The Standard Shooting Rules shall govern the conduct of all prize meetings.
88. Provision shall be made in all Association prize meetings for Members desiring to shoot for 'honour'.

#### **BY-LAWS**

89. The Board shall have power to make, amend or repeal By-Laws or Standing Orders not inconsistent with these Rules as may from time to time be deemed necessary by it for the conduct of its proceedings. None of the By-Laws or Standing Orders shall be altered nor any new one adopted, without at least one month's notice in writing of the proposed change be given to each member of the Board.

#### **ALTERATION OF RULES**

90. Subject to the provision of the Act, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting. However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive administering the Act.

#### **COMMON SEAL**

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

#### **FORMATION AMALGAMATION AND DISBANDMENT OF RIFLE CLUBS**

92. No District Rifle Association or Rifle Club shall be formed, amalgamated with another or disbanded without approval of the Association.
93. The funds and assets of any District Rifle Association or Rifle Club, which is disbanded, shall be handed over to the Association and be held in trust for at least six (6) years. If the District Rifle Association or Rifle Club is not reformed within that time or such extended time as may be granted by the Board, the funds and assets shall become the property of the Association.

#### **FUNDS AND ACCOUNTS**

94. The funds and accounts of the Association shall be subject to the following:
  - 94.1. The funds of the Association shall be banked in the name of the Association in such bank as the Board may from time to time direct.
  - 94.2. 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.
  - 94.3. All moneys shall be banked as soon as practicable after receipt thereof.

- 94.4. All cheques shall be signed by any two of the President, Secretary and Treasurer, and should any one or more of such office-bearers be unable from any cause to sign cheques, it shall be lawful for the time being for the Board to appoint one or more of its members to sign cheques or authorise another person to do so.
- 94.5. Cheques shall be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recouplements which may be open.
- 94.6. The Board shall determine the amount of petty cash, which shall be kept, on the imprest system.
- 94.7. All expenditure in excess of \$2,500 shall be approved or ratified at a Board meeting.
- 94.8. As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- 94.8.1. the income and expenditure for the financial year just ended; and
  - 94.8.2. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 94.9. 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.
- 94.10. The income and property of the Association whensoever 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 proportion 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 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.

## **DOCUMENTS**

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

## **FINANCIAL YEAR**

96. The financial year of the Association shall close on the 31st December in each year but may vary as determined from time to time by resolution at a General Meeting.

## **DISTRIBUTION OF SURPLUS ASSETS**

97. If the Association shall be wound up in accordance with the provisions of the Act, 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 94.10, such institution or institutions to be determined by the members of the Association.

## **SUBSIDY**

98. The Association may make application for approval as a tax exempt Association and for such grants, subsidies, loans or payments to the relevant government, semi government or private or public authorities or institutions.

## **INTERPRETATION**

99. In the interpretation hereof, unless the context otherwise requires words importing one gender shall include the other genders, words importing the singular number shall include the plural and vice versa and reference to persons shall include body corporates where appropriate. In the event that more than one person comprises a party hereto, the rights, liabilities and obligations of such persons hereunder shall be joint and several.

## **RULES OF THE NRAA**

100. Where not otherwise provided for herein, and where same are relevant and not inconsistent with these Rules or the Act, then the Rules of the NRAA are incorporated herein, and in so far as they may be necessary or expedient, shall apply in the conduct of the affairs of the Association.

## **INDEMNITY**

101. Every officer (which includes any person appointed by the Association as a Treasurer or Secretary), auditor or duly appointed agent shall be indemnified against any liability incurred by him in his capacity as officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted.