

Sporting Shooters' Pistol Club Inc.
Incorporated in the ACT

CONSTITUTION

as at 17 August 2022

History

- Adopted by Special Resolution at the General Meeting of the Association on 17 June 2015
- Amended by Special Resolution at the General Meeting of the Association on 31 August 2016
- Amended by Special Resolution at the General Meeting of the Association on 16 August 2017
- Amended by Special Resolution at the General Meeting of the Association on 21 August 2019
- Amended by Special Resolution at the General Meeting of the Association on 17 August 2022

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1. The name of the association shall be the "Sporting Shooters' Pistol Club Incorporated", and may be known by the abbreviations SSPC Inc. or SSPC (ACT) Inc.
2. The aims and objectives of the association shall be:
 - (a) To promote and improve competitive and recreational pistol shooting in the ACT
 - (b) To educate people in the skills of pistol shooting and the proper and safe handling of pistols
 - (c) To provide help and direction for all eligible persons interested in pistol shooting
 - (d) To encourage all pistol shooters to abide by a code of ethics and sportsmanship.
3. **Membership:**
 - (a) Membership shall consist of:
 - (i) Ordinary members, who are persons who hold, or are eligible to hold, a category H firearm license in the ACT or NSW or a NSW Minors Permit and who wish to engage in competitive target shooting.
 - (ii) Associate members (iii) Honorary members (iv) Life members.
 - (b) Application for ordinary and associate membership shall be open to person described in 3(a) i and ii above who:
 - (i) Subscribe to the aims and objects of the association
 - (ii) Pay the prescribed moneys and fees
 - (iii) Are members of the Sporting Shooters Association of Australia; and
 - (iv) Have signed a statement to certify that they have never been convicted of a crime of violence.
 - (c) Honorary membership and life membership shall be granted on the recommendation of the committee at a general meeting or annual general meeting and the approval of a seventy-five per cent (75%) of members eligible to vote, present and voting, such voting not to be conducted in the presence of the candidate. An honorary member may be elected for such period as the meeting may deem expedient. A life membership is granted for the duration of the life of the beneficiary and grants all membership benefits.

- (d) Members who have not attained the age of eighteen (18) years are not permitted to engage in any activity of the association where persons under that age are prohibited from participating by any Commonwealth, State, Territory law and regulations
- (e) Any member of this association who
 - (i) under the provisions of the provisions of firearms legislation in any state or territory has a firearms license cancelled, or is disqualified from holding such a license, or is refused the renewal of any firearm license or minors permit; or
 - (ii) is convicted of a criminal offence of violence or an offence otherwise punishable by six months or more imprisonment
 shall immediately have their membership suspended until any appeal(s) are finalised and shall immediately cease to be a member on the failure of such appeal(s).
- (e) A person whose annual subscription remains unpaid one month after the date of which the subscription became payable shall, until the subscription is paid, cease to be a member.
- (f) Any member not indebted to the association may resign his or her membership by giving notice in writing to the secretary.
- (g) The association reserves to itself the right to refuse a person membership and may refuse to renew membership, suspend, expel or take other action on any of its members. A member of the committee may put forward a motion of refusal, suspension, expulsion or action for decision by the committee. The affected member must be advised of the committee's intention to meet and discuss that motion and he or she has the right to attend the meeting where this is considered and must be given a full and fair hearing.
- (h) Should the affected member wish to appeal to a general meeting of the association, he or she may do so. The affected member shall again be given a full and fair hearing and the decision of the general meeting will be decided by a seventy-five per cent (75%) majority vote of all members eligible to vote, present and voting and will be final.

4. Disciplines

- (a) For the purposes of these rules, a discipline refers to a grouping of members of the association who, on a regular and substantive basis, conduct and compete in a rule-based branch of the sport of competitive and recreational pistol shooting that is recognised by the committee as such.
- (b) Persons engaged in such a discipline are first and foremost members of the Association, are subject to all rules of the association, and shall not act in any way that is prejudicial to the reputation of the association or the enjoyment of other members.

- (c) Participants in each discipline shall, in the period before each annual general meeting or whenever otherwise necessary, meet and appoint a person to hold the position of discipline coordinator, and advise the secretary accordingly.

5. Officers

- (a) The association may elect one or more patrons.
- (b) The committee shall consist of: one president, one vice president, one secretary, one treasurer, one club registrar, one safety officer, one chief instructor, one new member coordinator, and one coordinator from each discipline, who shall be the officers of the association.
- (c) A person is not eligible to simultaneously hold more than one position on the committee unless expressly approved by members at a general meeting or by the committee.

6. Election of Officers:

- (a) All members who are eligible to vote in accordance with clause 11(a) are eligible for election or appointment or re-election or re-appointment to the committee, unless disqualified in accordance with section 63 of the Associations Incorporation Act 1991.
- (b) The election of the president, vice president, secretary, treasurer, club registrar, safety officer, chief instructor and new member coordinator of the association shall take place at the annual general meeting and the term of office shall be until the following annual general meeting but shall not exceed fifteen month's duration.
- (c) Nominations for elected office must be in the hands of the secretary not later than 24 hours before the commencement of the annual general meeting and must be signed by two ordinary or life members and the acceptance of nominations signed by the nominee. If no nominations for an office are received by that time they shall be called for by the chairman during the meeting.
- (d) All contested offices shall be decided by secret ballot on a form provided by the secretary on the basis of the votes of a majority of members eligible to vote, present and voting.
- (e) Once elections are complete, the secretary shall present to the meeting the names of appointed discipline coordinators, whose term as committee members will be as per 6(b) above.
- (f) The incoming officers shall take their places of office and take over from the retiring officers immediately upon the declaration of the result of the elections which must be made during the meeting.
- (g) A general meeting may be called for the purposes of considering a motion of no confidence in the whole, a part of or a member of the committee. If at such meeting the motion receives a seventy-five per cent (75%) majority of members present and voting, then the positions

of persons so affected shall be deemed to be vacant. If one or more elected officers are affected, an election shall be immediately conducted by the public officer - or if unavailable by a committee member in the order listed in clause 5(b) - to replace those officers, with nominations accepted from the floor.

- (h) Any member of the committee who is absent without leave granted by the committee from three consecutive meetings of the committee may be subject to a motion of no confidence as laid down in section 6(g).

Acceptance of apology shall be deemed a grant of such a leave. Apologies must be made to the secretary prior to the commencement of the meeting.

- (i) Resignations from an elected office shall be made in writing and tabled at the next general meeting after the date of receipt of such resignation.
- (j) Vacancies in elected offices shall be filled at the next general meeting following the acceptance of such resignations. The nominations process shall be as described in section 6(c). Vacancies in the position of discipline coordinator shall be filled by the process described in 4(c).

7. Public Officer:

The committee shall appoint from its members a public officer in pursuance of s57 of the Associations Incorporation Act 1991 and shall appoint a replacement within 14 days of the position becoming vacant for any reason.

8. Duties:

- (a) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (b) The secretary must keep minutes of—
 - (i) all elections and appointments of office-bearers and ordinary committee members; and
 - (ii) the names of members of the committee present at a committee meeting or a general meeting; and
 - (iii) all proceedings at committee meetings and general meetings.
 - (iv) record all decisions made at committee and general meetings in the form of a continuing list, such list to be made available to members on a website maintained by the association and accessible only by members.
- (c) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.
- (d) The treasurer of the association must—

- (i) receive and receipt - or cause to be received and receipted - all amounts owing to the association and authorise all payments approved by the association
- (ii) keep correct accounts and books showing the complete financial affairs of the association with full details of all receipts and expenditure connected with all activities of the association
- (iii) provide at each committee meeting a report on all expenditure and receipts and the financial state of the association, excepting for those pertaining to discipline accounts.
- (iv) ensure that correct accounts and books are provided to the auditor within one month of the end of the financial year
- (e) The duties of other officers of the association shall be those generally accepted for the respective office or as directed by a general meeting.

9. **Powers:**

- (a) The committee controls and manages the affairs of the association.
 - (i) It may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
 - (ii) it has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.
- (b) The powers of committee and meetings are in ascendance in the following order: committee, general meeting and annual general meeting. Decisions of one body may be overruled by a superior body, but until so done, shall stand.
- (c) No person, officer or other, is to have discretionary powers to act on behalf of the association unless these are delegated by motion of the committee, this delegation being subject to appeal and rejection by a general meeting.
- (d) No member, part or whole of the association shall have authority to contract with anybody so that the association would be liable to policy direction because of it. No franchise or concession shall be granted unless notified to all interested parties who may then tender. All tenders shall be submitted to a committee meeting for acceptance or rejection, the highest nor any tender not necessarily needing to be accepted.

10. **Meetings:**

- (a) Annual general meetings of the association shall take place within five months of the end of the financial year at dates, times and places fixed

at a committee meeting and notified as such to members at least twenty-one (21) days prior. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—

- (i) To confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (ii) To receive from the committee reports on the activities of the association during the last financial year; and
 - (iii) To elect officers; and
 - (iv) To receive and consider the statement of accounts and the reports that are required to be submitted to members under the Associations Incorporation Act, section 73 (1).
- (b) There shall be a general meeting of the association held in March of each year, notified to members at least twenty-one (21) days prior, for the purposes of receiving a report from the committee on the affairs of the association to set fees for the following year as provided for in section 14(b); , and to conduct any other business advised in the notice of meeting.
- (c) Other general meetings shall be limited to the business notified, shall be notified to members at least twenty-one (21) days prior, and may be summoned:
- (i) By resolution passed at an annual general meeting or general meeting.
 - (ii) By order of the committee.
 - (iii) On a requisition signed by not less than ten members, delivered to the secretary and stating the business to be considered, such meetings to be called within thirty (30) days of the requisition being received.
- (d) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (e) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (i) Except as provided in this section, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.
- (f) Committee meetings of the association shall be called regularly by the committee with at least seven (7) days notice given to committee members.

- (g) There shall be a general meeting of the association held in March of each year, notified to members at least twenty-one (21) days prior, for the purposes of receiving a report from the committee on the affairs of the association; to set fees for the following year as provided for in section 14(b); and to conduct any other business advised in the notice of meeting.

11. **Voting:**

- (a) To be eligible to vote at general meetings and annual general meetings a member must be an ordinary or life member and aged eighteen (18) years or over.
- (b) The following numbers shall constitute a quorum at the respective meetings:
 - (i) Annual general meeting: fifty per cent (50%) of all members eligible to vote or 20, whichever is the lesser.
 - (ii) General meeting: fifty per cent (50%) of all members or 20, whichever is the lesser, provided that it includes at least ten (10) non-committee members.
 - (iii) Committee: 50% of composition.
- (c) Meeting procedures shall be as described in the most recent version of Robert's Rules of Order. The person presiding shall have unlimited authority on every question of order, and shall be the sole interpreter of the rules of the association on questions of order for the purpose of the meeting.
- (d) Except where otherwise provided in this constitution all motions submitted to any general or annual general meeting of or within this association shall be decided by a majority vote of all eligible members present and voting, the person presiding not voting except to lodge a casting vote in the case of a tie.

12. **Proxy Voting:**

Where a Discipline Coordinator is unable to attend a committee meeting then the Deputy Coordinator may attend in their place and exercise a proxy vote on their behalf.

13. **Rescission of Resolutions:**

- (a) No meeting of or within the association may rescind or alter a resolution within two months of the passing thereof except by a seventy-five per cent (75%) majority of eligible members present and voting.
- (b) Notwithstanding section 13 (a) a motion of a lesser meeting can be altered or rescinded by a superior meeting at any time, notice for attendance being given to the relevant meeting chairman to hear his or her views.

14. **Fees and Monies:**

- (a) The funds of the association shall be derived from annual membership fees and such other sources as the committee determines. The annual membership fees of the association shall be payable on joining, and by 30 June each subsequent year thereafter.
- (b) The annual membership fees and other fees shall be recommended by the committee for approval at a general meeting held for that purpose in March of each year, to apply from 1 July that same year, saving that if there is no quorum at that general meeting, fees will be as proposed by the SSPC committee.
- (c) All monies received on behalf of the association shall be deposited into an association bank account within five (5) days of receipt. All monies received by the association for the purposes or benefit of a discipline shall be deposited into an account maintained for that purpose within that same period.
- (d) Except for petty cash as approved by the committee, all disbursements are to be made by cheque or electronic funds transfer based upon an invoice for goods or services associated with the running of the association.
- (e) Subject to any resolution passed by the association in general meeting, and taking account of funds that were intended for the purposes or benefit of a specific discipline, the funds of the association shall be used in pursuance of the objects of the association in such a manner as the committee determines.
- (f) The committee may authorise the payment of accounts provided that no more than one half of the liquid reserve fund shall be expended or committed in any two-month period without approval by resolution of a general meeting. All payments approved shall be notified to the next general meeting.
- (g) The bankers of the association shall be decided upon by resolution of the committee subject to section 8 of this constitution.
- (h) The signing officer on any association bank account (other than a discipline account) or authority to purchase shall be the treasurer, countersigned by either the president or the secretary or, in the case of an account intended for the support of a specific discipline, by the relevant discipline coordinator and one other participant in that discipline.
- (i) Signing officers on any documents requiring the signature of a 'club official' or similar shall be the president or secretary.
- (j) The association in annual general meeting shall appoint an auditor, or may authorise the committee to appoint an auditor, to audit the association's accounts for the current financial year ending 30 June.
- (k) The payment of fees does not entitle a member to any direct claim or ownership of the assets of the association. No profits from the activities of the association will revert to members. This in no way limits members

being paid for work or services supplied and approved by the association in the ordinary manner.

- (l) The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association.

15. Seal:

The seal of the association shall not be affixed to any instrument except by the authority of a resolution of the committee and in the presence of the president and secretary and one other officer or such other member of the association as the committee may appoint for the purpose and the president, secretary and member shall sign any instrument to which the seal of the association is affixed in their presence. The president of the association shall have the custody of and be responsible for the seal of the association.

16. Rules and By-laws:

- (a) The committee may present motions to a general meeting to become the rules or by-laws of the association. A member wishing to propose a rule or by-law must first present it in writing to the committee which shall, on approval, sponsor it. However, should the committee after consideration refuse to sponsor a member's proposal, he or she may still present it to a general meeting having given notice in writing of his intention at the previous general meeting.
- (b) The rules or by-laws are not to conflict with this constitution and are binding on members. A book of rules and by-laws shall be kept by the secretary and a copy of the constitution, rules and by-laws shall be presented to each member on acceptance of their membership.
- (c) This constitution shall not be amended except at a general meeting called for that purpose, with members notified twenty-one (21) days in advance of the proposed amendment in full, and such amendment passed by a seventy-five per cent (75%) majority of members eligible to vote, present and voting.

17. Custody of books:

Subject to the Associations Incorporation Act 1991, the Regulations and these rules, the secretary shall keep in his or her custody or under his or her control all records, books, received reports and other documents relating to the operation of the association, and the treasurer shall keep in his or her custody or under his or her control all financial records, receipts, invoices and other documents relating to the finances of the association.

18. Inspection of books:

On the request of any member, the secretary or treasurer shall make the records, books other documents of the association in their custody) open to inspection at a reasonable hour and place in the Australian Capital Territory, free of charge, within fourteen (14) days of such a request.

19. Notices:

- (a) For the purposes of these rules, a notice may be served by or on behalf of the association upon any member either personally or by sending it to the member at either the member's physical or electronic address shown in the register of members;
- (b) Where a document is sent to a person by properly addressing it then unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the document would have been delivered in the ordinary course.

20. Surplus property:

- (a) At the first general meeting of the association following the adoption of these rules, the association shall pass a special resolution nominating:
 - (i) another association for the purpose of section 92 (1) (a) of the Associations Incorporation Act 1991; or
 - (ii) A fund, authority or institution for the purpose of section 92 (1) (b) of the Associations Incorporation Act 1991in which it is to vest its surplus property in the event of the dissolution or winding up of the association;
- (b) An association nominated under section 20 (1) (a) must fulfill the requirements specified in subsection 92 (2) of the Associations Incorporation Act 1991.

21. Financial Year

The financial year of the association shall commence on 1 July and end on 30 June in each year.