

Maryborough

Rifle and Pistol Club inc.

Constitution

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1. NAME

The Club shall be called MARYBOROUGH RIFLE AND PISTOL CLUB Inc.

2. OBJECTIVES

- 1) The primary objective is to coordinate, support, develop, promote and encourage competition target rifle and target pistol shooting.
- 2) In support of the primary objective, coordinate, develop and promote other appropriate shooting disciplines.
- 3) To support, develop, promote and encourage shooting proficiency and safety in all disciplines.
- 4) To support, develop, promote and encourage members in their development in shooting to local, National or International standards.
- 5) To support, develop, promote and encourage club competitions, training and coaching activities in all approved shooting disciplines.
- 6) To support, develop, promote and encourage junior shooting through training, coaching and competition activities with an emphasis on enjoyment.
- 7) To support, develop, promote and encourage activities and events to include family participation.

3. POWERS

- 1) To manage the funds and other assets and the liabilities of the Incorporated Club known as "Maryborough Rifle and Pistol Club Inc."
- 2) Subscribe to and become a member of and co-operate with Queensland Target Sports Inc. and Target Rifle Australia, Pistol Shooting Queensland Ltd and Pistol Australia.
- 3) The Club aims to facilitate the purchase, sale, and trading of various articles, commodities, and provisions for its members and visitors.
- 4) To purchase, lease, hire or otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club.
- 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 Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club 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, employees, workmen or other persons as may be necessary or convenient for the purposes of the Club.
- 7) To construct, improve, maintain, develop, work, manage, carry out, alter or control any buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests.
- 8) To invest and deal with the money of the Club not immediately required in any Australian Bank.
- 9) The Club may take or hold mortgages, liens, or charges to secure payment for the purchase price or unpaid balance of its property or any money due from purchasers and others.
- 10) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Club.
- 11) The Club will utilise various methods, including personal or written appeals, public meetings, and other means, to procure contributions in the form of donations or annual subscriptions.
- 12) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- 13) To make donations for patriotic, charitable or community purposes.
- 14) To perform any other actions that are incidental or conducive to the achievement of the Club's objectives and the exercise of its powers.

4. CLASSES OF MEMBERSHIP

- 1) The membership of the Club shall consist of any of the following classes of members:
 - a) Ordinary Members affiliated with Queensland Target Sports Inc. and Target Rifle Australia
 - b) Ordinary Members affiliated with Pistol Shooting Queensland Ltd and Pistol Australia.
 - c) Club Members
 - d) Associate Members
 - e) Life Members
 - f) Honorary Members
- 2) The number of members in each class shall be unlimited.
- 3) Class (b) Members shall be those members holding Category H firearms licences.
- 4) Club Members shall be those Members who do not compete in competition on the Range but wish to retain their Category A/B firearms licence.
- 5) Associate Members shall be those Members who do not compete and do not use the Club to retain any firearms licence.
- 6) Honorary Members shall be those Members elected by majority at any General Meeting and who shall not pay any fees.
- 7) Life Members shall be those Members elected in accordance with Rule 6 (3).

5. MEMBERSHIP

- 1) A candidate for membership must be of the age of eleven (11) years or over, but if under fourteen (14) years they must be accompanied by a parent or guardian. The nomination must be in writing and nominated by two (2) members of the Club and approved or rejected at either the next General Meeting or the Management Committee of the Club.
- 2) Any objection to the nomination or otherwise of a candidate must be in writing and signed by at least 3 current Members of the Club and lodged with the Management Committee prior to when the nomination is to be considered. The Management Committee shall as soon as practicable after the nomination is accepted or rejected give the nominee written notice of the decision.
- 3) A person whose nomination has been rejected or whose membership has been terminated may give the Management Committee written notice of their intention to appeal against that decision within fourteen (14) business days of the written notice of the decision.
- 4) Upon receipt of a notice to appeal the Management Committee must refer the matter to the next General Meeting of the Club to decide the appeal.
- 5) At that meeting the Nominee or member whose membership was rejected or terminated must be given a full and fair opportunity to show why the nomination should not be rejected or the membership terminated.
- 6) Also at that meeting the Club must be given a full and fair opportunity to show why the nomination was rejected or the membership terminated.
- 7) An appeal must be decided by a majority vote of the members present and eligible to vote at that meeting.
- 8) No member shall have any ownership or interest in the property of the Club other than the right to use such property.
- 9) All members on acceptance to the Club shall be taken to have agreed to be bound by the Constitution and rules of the Club for the time being in force, or henceforth adopted from time to time, and shall not be entitled to appeal to any court, because of anything done under these provisions.
- 10) Any member whose conduct on the range or upon any premises occupied by the Club or elsewhere is unseemly, objectionable or calculated to bring the Club disrepute, or any member whom is otherwise considered to be obstructing the business of the Club, or the well-being or safety of its members, may be expelled from the Club upon a two-thirds majority vote of members present at a meeting of the Club specially called to deal with the case (this meeting requiring a quorum of five). The member concerned must be given seven days clear notice of such meeting,

with a clear statement of the nature of the complaint, and invited to attend the meeting in order that they may be heard in their defence. All efforts shall be made to resolve any grievance in accordance with the model rules provided by the Office of Fair Trading.

- 11) In the event of a member becoming liable for any outstanding contributions, levies, fees, etc, they shall forfeit all rights and privileges until such outstanding dues have been paid.
- 12) Any member under the age of eighteen on the first of January shall pay the subscriptions for that year at the junior fee.

6. LIFE MEMBERSHIP

- 1) Nominees for Life Membership or an Outstanding Service Award can be submitted by a member to the Management Committee 21 days before the Annual General Meeting with a list of contributions made to the Club by the nominee.
- 2) The Management Committee will research the nomination and compile a comprehensive list of the nominee's contributions to the Club.
- 3) The Management Committee has the sole authority to determine the success of the nominations and whether their contributions to the Club warrant Life Membership or an Outstanding Service Award.
- 4) If successful the Award is to be presented to the Nominee at the Annual Presentation Dinner with a list of contributions being part of the presentation.
- 5) If unsuccessful the Nominee will not be advised of the nomination.

7. OFFICE BEARERS

- 1) The Club's regular office bearers include Patrons, President, Vice-President, Secretary, Treasurer, Delegates, and specialist members. The Management Committee includes President, Secretary and Treasurer.
At each Annual General meeting only one (1) Office Bearer from the Management Committee will retire, on a rotational basis, and will be eligible for re-election. All other Office Bearers will retire annually and will be eligible for re-election
- 2) Any person wishing to nominate for a position on the Management Committee to have nominations fourteen (14) business days prior to the Annual General Meeting with the Secretary who will display a copy on the Notice Board. Nominations for the Management Committee may also be taken from the floor.
- 3) Any office bearer resigning their position before the annual General Meeting must do so in writing to the President or Secretary. A withdrawal of resignation must also be in writing. Both the resignation and withdrawal of resignation must go to the next meeting or meeting called to discuss same where a vote will be taken on both resignation and withdrawal.

8. VACANCIES IN OFFICE

- 1) Should a vacancy occur in any office for any reason, the Club may at its discretion, appoint a member of the Club to that office at the next general meeting. The member so appointed shall hold office until the next Annual General Meeting.
- 2) Any Club official being absent from three consecutive meetings without reasonable excuse, gives the Club the discretion to disqualify the officials from such positions held by them.

9. SUB-COMMITTEES

- 1) The Club may appoint from time to time, sub-committees and or additional officers as may be considered necessary.
- 2) Only the management committee may implement the commencement a sub-committee.
- 3) The sub-committee MUST finalise their business in a reasonable period of time or be terminated by the Club.
- 4) The sub-committee is automatically rendered null and void upon having its business finalised.

10. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any general or annual general meeting the Management Committee:
 - a) Shall have the general control and management of the administration of the affairs, property and funds of the Club; and
 - b) Shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
- 2) The Management Committee may exercise all the powers of the Club:
 - a) To borrow, raise, or secure money for debt, liability, contract, guarantee, or other engagements, and to purchase, redeem, or pay off such securities.
 - b) The Club can borrow money from members at a rate not exceeding Brisbane bankers' current interest rate.
 - c) To invest in such a manner as the management committee may determine.
- 3) Any member of the Management Committee may resign at any time by giving notice in writing to the President or Secretary. Such resignation shall take effect immediately unless a later date is specified in the notice. Such member may be removed from office at a General Meeting of the Club where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a general meeting.
- 4) The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club.

11. CLUB PRESIDENT

- 1) The President must be an individual residing not more than 65 kilometres from the club house, who;
 - a) is a member of the Club, elected by the Club as president or;
 - b) is any person appointed as president by the management committee.
 - c) shall preserve order and endeavour to conduct all the business and/or meetings before them with due decorum and impartiality to a speedy and proper result.
 - d) shall announce all votes and decisions.
 - e) shall have a primary vote as well as casting vote in the event of equality in voting at special, general and annual general meetings.
 - f) shall have the authority to call to order any member whom they considers is obstructing the business of the Club. Should such member persist in their obstructive conduct after having been called to order, the matter shall be referred to the meeting of the members which shall have the power to expel such member from the meeting and/or Club rooms.
 - g) shall not vacate the chair without the consent of the meeting.
 - h) shall hold the position on a voluntary basis.
 - i) shall also be the co-coordinator of all Club business and activities and ensure that all duties and activities of the Club are carried out.
 - j) shall be in charge of all shooting activities, ascertains that the range is in proper condition, organises the shooters into their respective details, and ensures that the Rules are adhered to at all times.
 - k) shall act as Chief Range Officer and Captain of all Team and Club events.
 - l) may appoint any number suitably qualified members to act as assistants to, or otherwise act on his/her behalf at any time as deemed necessary.

12. CLUB VICE-PRESIDENT

In the absence of the President, the Vice-President shall preside at the general, special and annual general meetings of the Club. In the absence of both, the members present shall elect a Chairman for the meetings.

13. CLUB SECRETARY

- 1) The secretary must be an individual residing not more than 65 kilometres from the club house, who;
 - a) is a member of the Club, elected by the Club as secretary or;
 - b) is any person appointed as secretary by the management committee.

- c) shall hold the position on a voluntary basis.
- d) shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of all Special, General or Annual meetings to be entered in a book, or into a digital format plus a hard copy, to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection.
- e) for the purposes of ensuring the accuracy of the recording of such minutes; the minutes of every Special, General or Annual meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General or Annual meeting verifying their accuracy, upon proof of that chairperson having been in attendance of the previous meeting.

14. CLUB TREASURER

- 1) The Treasurer must be an individual residing not more than 65 kilometres from the club house, who;
 - a) is a member of the Club, elected by the Club as treasurer or;
 - b) is any person appointed as treasurer by the management committee.
 - c) shall keep accurate books of accounts, recording receipts and expenditure of the Club funds.
 - d) shall present a statement of receipts and expenditure and balance sheets to the Auditor as soon as practicable after the close of the Financial year with all receipts and vouchers.
 - e) upon relinquishing office the treasurer shall, if at a time other than the end of the financial year, prepare and present a like statement of accounts and surrender the books on demand.
 - f) shall present a summary of income and expenditure at each monthly Club meeting.
 - g) shall hold the position on a voluntary basis.

15. DUTIES OF DELEGATES

- 1) The Club may issue necessary instructions for correct representation and receive a written report from the delegates regarding the meeting.

16. ANNUAL GENERAL MEETING

- 1) There shall be an Annual General Meeting of members of the Club in November each year, to receive reports of the Office bearers and audited statements of accounts for the past year, and to elect the Office Bearers and transact such other business that may be brought forward.
- 2) The meeting shall be convened by e-mail, printed or written notice to each member stating time, date and location.
- 3) This notice will be made no less than fourteen (14) business days prior to the meeting taking place.
- 4) If at any Annual General Meeting a Quorum, in accordance with Rule 21, is not present then that meeting shall be rescheduled by the Management Committee as soon as possible.

17. GENERAL MEETINGS

- 1) General Meetings of the Club shall be held Bi-Monthly with the first meeting to be held in February and the last meeting to be held in October. If at any General Meeting a Quorum, in accordance with Rule 21 is not present, then that meeting shall proceed as a Management Committee meeting.

18. SPECIAL GENERAL MEETINGS

- 1) Special General Meetings may be convened by the management committee, as and when considered necessary, and shall be called at any time upon receipt by the Secretary of a requisition signed by three (3) Club members.
- 2) The meeting shall be convened by e-mail, printed or written notice to each member stating time, date and location.
- 3) This notice will be made no less than fourteen (14) business days prior to the meeting taking place.

19. SUBSCRIPTIONS

- 1) The annual membership fees and other fees shall be decided at the Annual General Meeting.
- 2) The subscriptions of every member shall become due and payable immediately after the Annual General Meeting and no person shall be entitled to the privileges of the Club as defined by these rules until their subscription is paid.
- 3) Should any subscriptions be more than three months in arrears, the Club shall have the power to remove the name of the member concerned from the members roll.

- 4) Life Members shall not be required to pay any annual Club Membership Fee. However if a life member wishes to continue to participate in competitions then that Member shall pay the Club facility fee and the affiliation fees applicable to the Club under which that competition is sanctioned or approved.
- 5) A register of all financial members shall be kept by the Management Committee.

20. RESIGNATIONS

- 1) Any member may resign their membership of the Club on giving notice in writing to the President or Secretary of their intentions to do so and paying all arrears of contributions, levies, fees, etc, owing by them to the Club, up to the date of such resignation.
- 2) Such former member shall have no claims on the funds or assets of the Club or against any member thereof.

21. QUORUM

At any General, Special General and Annual Meeting the numbers of members required to constitute a quorum shall be double the numbers of members presently on the Management Committee plus one. No business will be conducted unless there is a quorum of members present.

22. FUNDS AND ACCOUNTS

- 1) The funds of the Club shall be banked in the name of the Club in any Australian bank as the Management Committee may from time to time direct.
- 2) Proper books and accounts shall be kept and maintained either in digital, written or printed form showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
- 3) All moneys shall be banked as soon as practicable after receipt thereof.
- 4) All amounts may be, and any amounts of one hundred (\$100.00) dollars or over shall be, paid by cheque, debit card or electronic funds transfer.
- 5) (1) Cheques shall be signed by any two members authorised from time to time by the Club and crossed "not negotiable" except those in payment of petty cash recoupment or out of pocket expenses, which may be open.
(2) The Club may hold three debit cards which will be attached to a separate specified bank account and can be signed by only one member authorised from time to time by the Club. One card each will be held by each of the Club Management Committee, (President, Secretary and Treasurer).
(3) If payment is made by electronic funds bank transfer, the transfer must be authorised by any two of the members authorised from time to time by the Club to authorise bank transfers.
- 6) (1) Debit cards will have a monetary limit authorised from time to time by the Club and will not be directly attached to the main account in use by the Club.
(2) Debit cards are non transferable and will not be made available outside the management committee.
(3) All purchases made using debit cards will require proof of purchase.
- 7) All expenditure shall be approved or ratified by the Management Committee.
- 8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:
(1) the income and expenditure for the financial year just ended; and
(2) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that financial year.
- 9) All such statements shall be examined by the auditor who shall present their report on such audit to the president and or secretary prior to the holding of the Annual General Meeting following the financial year in respect of which such audit was made.
- 10) The Club's income and property are to be used solely for promoting its objectives and exercising its powers, with no portion distributed to members. However, interest payments for

moneys advanced, remuneration for officers or employees, and repayments for out-of-pocket expenses, money lent, and goods hired, or rent for demised or let premises are allowed.

23. CLUB PROPERTY

- 1) Members are prohibited from removing any document, book, or other property of the Club from the officers' possession without the Club's permission.
- 2) Members may use and retain Club property as needed for Club purposes and activities, with a property book recording all Club equipment.
- 3) Members authorised by the Club to retain club property must sign for same in the property book.
- 4) On membership resignation or membership termination all Club property, including any/all keys must be returned within seven (7) days unless otherwise authorised.

24. PRACTICES AND COMPETITIONS

- 1) The Club will set the times and days of practices and competitions, along with the conditions, prizes, and other details, and notify all members in a timely manner.
- 2) All members are encouraged and requested and attend additional shooting activities.
- 3) In addition to the annual subscription, the Club shall have the power to fix an entrance fee for every member who competes in a match.
- 4) The shooting regulations and conditions of Queensland Target Sports Inc., Target Rifle Australia and/or Pistol Shooting Queensland, Pistol Australia with whom the Club is affiliated shall apply generally to practices and competitions of the Club.

25. PRIVILEGES OF MEMBERSHIP

- 1) Each member shall be entitled to the services of the Club and can attend and vote at club meetings.
- 2) Proxy and postal voting is not permitted at general meetings, including special general meetings and annual general meetings
- 3) Each ordinary member shall be entitled to take part in all shooting contests held under the auspices of the Club, subject to payment of such entrance fees as may be imposed by the Club.

26. ALTERATIONS OF CONSTITUTION

- 1) This constitution may only be amended, rescinded or added to by a special resolution carried at any Annual General Meeting.
- 2) Provided that no such amendment rescission or addition shall be valid until the same has been submitted to and approved by the Chief Executive Officer, Office of Fair Trading, Brisbane.

27. DISSOLUTION OF THE CLUB

- 1) The Club may be dissolved if its membership is less than three or if a eighty five percent majority of members votes to dissolve the Club at a special meeting to consider the dissolution of the Club.
- 2) Any assets on hand shall, after payment of all expenses and liabilities, be handed over to Queensland Target Sports Inc. or Pistol Shooting Queensland, to hold in trust.

28. COMMON SEAL

- 1) The Management Committee shall provide for a Common Seal and for its safe custody.
- 2) The Common Seal is exclusively used by the Management Committee's authority and must be signed by any two management committee members.

29. FINANCIAL YEAR

- 1) The financial year of the Club shall close on 31st August in each year.