



**RULES and BY-LAWS of the
CANBERRA RIFLE CLUB INCORPORATED**

as at 4 March 2017

Rules of the Canberra Rifle Club Incorporated
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RULES OF THE CANBERRA RIFLE CLUB INCORPORATED

Designation

The name of the Association shall be the **Canberra Rifle Club Incorporated**, referred to in these Rules as 'the Association'.

Formation, Constitution and Obligations

1. (a) The Association is constituted under the Australian Capital Territory Associations Incorporation Act 1991.
- (b) The Association is a Member of the National Rifle Association of Australia Limited, referred to in these Rules as 'the Company', and is bound by the Memorandum and Articles of the Company.
- (c) The Association is an 'Approved Club' as declared by the Firearms Registrar under Section 15 of the Australian Capital Territory Firearms Act 1996, and is bound by the provisions of that legislation.
- (d) The Association shall consist of such members who may be admitted from time to time under these Rules, and who meet the ongoing obligations of members under these Rules.

Objects

2. The objects of the Association are:
 - to give instruction in the safe and efficient handling of firearms;
 - to promote competitions aimed at proficiency in shooting, in particular full-bore rifle shooting;
 - to foster shooting as a sport and for recreation;
 - to cultivate good citizenship; and
 - to represent its members in both Company and public forums.

Affiliates

3. (a) A body of persons who form a full bore rifle club in accordance with the requirements of the Company may apply to a General Meeting of the Association through the Committee for recognition as an Affiliate.
- (b) An application for recognition as an Affiliate has no effect until:
 - (i) it is approved by a General Meeting of the Association;
 - (ii) the applicant has achieved the status of a separate legal entity under the Australian Capital Territory Associations Incorporation Act 1991 or equivalent legislation of another State or Territory;
 - (iii) the applicant has achieved the status of an 'Approved Club' under the Australian Capital Territory Firearms Act 1996 or equivalent legislation of another State or Territory;
 - (iv) the applicant's rules and by-laws are accepted by the Committee as being consistent with these Rules particularly in regard to:
 - a person's affiliate membership of the Association being an ongoing and overriding condition of that person's financial membership of the Affiliate; and
 - an obligation upon the office-bearers of the Affiliate to carry out the orders and directions of the Committee so far as these are consistent

with these Rules and the instructions currently in force governing the conduct of Australian Rifle Clubs.

- (c) Where an Affiliate no longer satisfies a criterion for recognition under Rule 3(b)(ii) or Rule 3(b)(iii) or Rule 3(b)(iv) the Committee may declare that recognition to have lapsed, subject to rectification of the matter at issue and any right of appeal to a General Meeting of the Association or to the Company.

Membership

- 4. (a) All persons enrolled with the Company as active members of the Canberra Rifle Club Incorporated at the time that these Rules come into force shall subject to compliance with these Rules continue to be active members of the Association, and any other person who is accepted by the Committee shall become an active member of the Association and be entitled to the privileges of active membership under these Rules.
- (b) Members shall be classified as 'financial' members, 'honorary' members, 'honorary life' members and 'prospective' members.
 - (i) Financial Members shall be further classified as 'active' members, 'affiliate members', 'range associate' members and 'family associate' members, and shall only include those persons who have paid all membership fees due to the Association, such fees being prescribed from time to time by the Committee.
 - I. Active Members shall, subject to the provisions of Rule 5(a), be nominated by two active members and be accepted by the Committee before being admitted to membership.
 - II. Affiliate Members shall, subject to the provisions of Rule 5(a), demonstrate to the satisfaction of the Committee that they are a financial member of an Affiliate and be accepted by the Committee before being admitted to membership.
 - III. Range Associate Members shall, subject to the provisions of Rule 4(c), be nominated by two active members and be accepted by the Committee before being admitted to membership, and thereafter shall be entitled to the same privileges as honorary members.
 - IV. Family Associate Members shall, subject to the provisions of Rule 4(d), be nominated by two active members and be accepted by the Committee before being admitted to membership, and thereafter shall be entitled to the same privileges as honorary members.
 - (ii) Honorary Members: the Committee may appoint for the remaining part of the current financial year persons not entitled to become financial members as honorary members who shall be entitled to all privileges of the Association other than taking part in rifle practices or competitions.
 - (iii) Honorary Life Members: a person rendering exceptional service to the Association may be elected an honorary life member at an Annual General Meeting. Not more than one nomination may be considered at any Annual General Meeting. Any nomination must be approved by the Committee, and in turn must be approved by a three-quarters majority at the Annual General Meeting. Thereafter, honorary life members shall be entitled to all privileges of the Association other than taking part in rifle practices or competitions.
 - (iii) Prospective Members: any person coming within the provisions of Rule 17(b)(ii).

- (c) Applicants for range associate membership must:
 - (i) be members of any other club affiliated with the Company or Target Rifle Australia Incorporated or the Australian Capital Territory Shooting Association Incorporated, or be a competitor taking part in an activity which uses the Association's range; and
 - (ii) have demonstrated to the satisfaction of the Committee a personal association with rifle practices or competitions on the Association's range.
- (d) Applicants for family associate membership must be the spouse or the de facto spouse or the parent or the guardian or the child or the adopted child or the brother or the sister or the uncle or the aunt or the nephew or the niece or the first cousin of an active member, an affiliate member or a range associate member.
- (e) The Registrar shall keep a record of all nominations for financial membership and of the Committee's decisions on all such nominations, for a period of not less than two years.
- (f) As provided for in the By-laws, and subject to satisfying the provisions of Rule 5(a), active members and affiliate members may be issued with an annual membership card by the Association.

Status Re Use of Firearms

- 5. (a) In order to maintain the status of active membership or affiliate membership a person must be able to demonstrate to the satisfaction of the Committee that they:
 - (i) are entitled to use an approved rifle under the law;
 - (ii) are enrolled with the Company as a member of the Association; and
 - (iii) have paid all membership fees due to the Association.
- (b) On formal advice from a relevant authority that an active member or an affiliate member is not entitled to use an approved rifle under the law, the Committee has the absolute discretion to revoke the membership of that member. In such an event, the Committee shall formally advise the affected person of the Committee's decision.
- (c) Any person, including a member, present on the Association's range with the intention of using a firearm may be required by a regular office-bearer or the appointed Range Officer to prove that they are entitled to use the firearm under the law, and until such proof is provided, the firearm may not be used on the Association's range.

Voting

- 6. (a) Except for elections that may be conducted under the provisions of Rule 8 and Rule 10, only active members satisfying the provisions of Rule 5(a) shall be entitled to vote at any General Meeting of the Association.
- (b) Subject to Rule 6(c), upon any question arising at any meeting, a member has one vote only and votes shall be given personally.
- (c) Active members entitled to vote on resolutions appearing on the notice convening a General Meeting of the Association, who are to be absent from that meeting, may submit a written proxy setting out how their vote is to be cast in regard to those matters only. No proxy votes shall be accepted in regard to the election of

office-bearers. For any proxy vote to be recognised it must be submitted to the Secretary at least 24 hours before the prescribed starting time of the meeting.

- (d) In the case of an equality of votes, on a question at any meeting, the person presiding is entitled to exercise a second or casting vote.

Office-Bearers

- 7. (a) Except for appointments that may arise under the provisions of Rule 8 and Rule 10, only active members satisfying the provisions of Rule 5(a) shall be entitled to become a regular officer-bearer.
- (b) At the first General Meeting of the Association and at every subsequent Annual General Meeting the following regular office-bearers, namely: a Captain; a Vice-Captain; a Secretary; a Treasurer; a Registrar; not less than four nor more than five Committee members shall be elected, all of whom shall retire annually but shall be eligible for re-election.
- (c) If not so qualified as a consequence of Rule 7(b), the Delegate elected under Rule 8 shall be a regular office-bearer.
- (d) If not so qualified as a consequence of Rule 7(c), the Affiliate Representatives elected under Rule 10, if any, shall be regular office-bearers.
- (e) Honorary office-bearers as provided for in the By-laws may be appointed by either an Annual General Meeting or the Committee. Such appointments shall lapse at the next Annual General Meeting, may be revoked at any time by the Committee, and shall not prevent any regular office-bearer from exercising their powers, functions or duties under these Rules.

Delegate

- 8. (a) Only active members and affiliate members satisfying the provisions of Rule 5(a) may:
 - (i) stand as a candidate for the election of the Delegate; or
 - (ii) propose a candidate for the election of the Delegate; or
 - (iii) vote in the election of the Delegate; or
 - (iv) act as a Scrutineer during the conduct of the election of the Delegate.
- (b) At the first General Meeting of the Association and at every subsequent Annual General Meeting the Delegate shall be elected, who shall retire annually but shall be eligible for re-election. In the event of no nominations for the position or an impasse in the election, the Committee may use its discretion to declare a Delegate.
- (c) The Delegate shall personally attend all properly constituted meetings of the Committee and may vote on matters before the Committee as the Delegate considers in the best interests of all members of the Association.
- (d) The Delegate shall personally attend all properly constituted meetings of the Council of the Company, and shall be entitled to the prepayment of fares and the reimbursement of all out of pocket expenses related to such attendance, but only if such expenses are not covered by the Company and are deemed reasonable by the Committee.

- (e) Where matters before the Council of the Company impact on the estate or interest of any kind in the funds, assets or property of the Association, the Delegate shall take direction from the Committee and vote accordingly. Similarly, the Delegate shall take direction from the Committee in regard to all notices of motion before the Council of the Company. Otherwise the Delegate may vote on matters before the Council of the Company as the Delegate considers in the best interests of all members of the Association.
- (f) The Delegate shall prepare a written report on each meeting of the Council of the Company attended setting out in summary all decisions taken and how the Delegate voted in regard to each matter. The report will be tabled at the following meeting of the Committee for filing by the Secretary along with the official minutes of the Council of the Company. A copy of the report will be displayed in the clubhouse for the benefit of members of the Association.

Alternate Delegate

- 9. (a) The Committee shall, as required, declare a regular office-bearer other than the Delegate to act as Alternate Delegate.
- (b) When the Delegate is unable to attend or when directed by the Committee, the Alternate Delegate shall personally attend properly constituted meetings of the Council of the Company, and in that event the Alternate Delegate shall be entitled to the prepayment of fares and the reimbursement of all out of pocket expenses related to such attendance, but only if such expenses are not covered by the Company and are deemed reasonable by the Council.
- (c) Where matters before the Council of the Company impact on the estate or interest of any kind in the funds, assets or property of the Association, the Alternate Delegate shall take direction from the Committee and vote accordingly. Similarly, the Delegate shall take direction from the Committee in regard to all notices of motion before the Council of the Company. Otherwise, the Alternate Delegate may vote on matters before the Council of the Company as the Alternate Delegate considers in the best interests of all members of the Association.
- (d) The Alternate Delegate shall prepare a written report on each meeting of the Council of the Company attended setting out in summary all decisions taken and how the Alternate Delegate voted, in regard to each matter. The report will be tabled at the following meeting of the Committee for filing by the Secretary along with the official minutes of the Council of the Company. A copy of the report will be displayed in the clubhouse for the benefit of members of the Association.

Affiliate Representatives

- 10. (a) Where there are no Affiliates recognised by the Association under Rule 3, then no Affiliate Representative shall be recognised, and hence all provisions under these Rules relating to an Affiliate Representative shall have no effect.
- (b) Only affiliate members satisfying the provisions of Rule 5(a) may:
 - (i) stand as a candidate for the election of the Affiliate Representatives; or
 - (ii) propose a candidate for the election of the Affiliate Representatives; or
 - (iii) vote in the election of the Affiliate Representatives; or
 - (iv) act as a Scrutineer during the conduct of the election of the Affiliate Representatives.

- (c) At the first General Meeting of the Association and at every subsequent Annual General Meeting two Affiliate Representatives shall be elected, who shall retire annually but shall be eligible for re-election. In the event of no nominations for the positions or an impasse in the election, the Committee may use its discretion to declare Affiliate Representatives.
- (d) The Affiliate Representatives shall personally attend all properly constituted meetings of the Committee and may vote on matters before the Committee as each Affiliate Representative considers in the best interests of all members of the Association.

Management

- 11. (a) Subject to the powers vested in the Captain to issue or cause to be issued such instructions as are reasonably necessary for the maintenance of good order and discipline of any shoot or meeting of the Association, the affairs of the Association shall be managed by a Committee comprising the regular office-bearers. An honorary office-bearer shall not be a member of the Committee unless also a regular office-bearer.
- (b) Subject to the provisions in Rule 11(c), all meetings of the Committee shall be convened by the Captain or the Secretary and, with the exception of meetings arranged to be held at prescribed times, of which all regular office-bearers have received due notice, or impromptu meetings when all regular office-bearers are present, no meeting shall be held to be duly convened unless a written or printed notice has been handed to each regular office-bearer or forwarded to the regular office-bearer's last known address in sufficient time to enable the regular office-bearer to attend the meeting by normal means of transport.
- (c) Should either the Captain or Secretary fail to convene a Special Meeting of the Committee within seven days after the receipt of a requisition to do so signed by two regular office-bearers, the two regular office-bearers may themselves convene such a meeting.
- (d) The decisions made by the Committee in connection with the business of the Association shall be final, provided however, that a General Meeting of the Association may vary or veto by a simple majority any decision of the Committee, but only by a resolution appearing on the notice convening such a meeting.
- (e) (i) The Committee shall meet at least four times in each calendar year at such times and venues as the Committee may determine.
- (ii) No business shall be transacted by the Committee unless a quorum under Rule 14(a) is present, and if within half an hour after the prescribed starting time for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in the following week at the same time and venue (unless another time or venue is specified in a written or printed notice, handed to each regular office-bearer or forwarded to the regular office-bearer's last known address, before the day to which the meeting is adjourned).
- (iii) If at an adjourned meeting of the Committee a quorum is not present within half an hour after the prescribed starting time for the meeting, the meeting shall be dissolved.
- (f) The Captain may appoint any active member to discharge any of the Captain's powers, functions or duties, and honorary office-bearers appointed under Rule 7(e) may discharge any of the functions or duties of regular office-bearers as provided for in the By-laws.

- (g) The Committee may establish Range Standing Orders in regard to the conduct of all forms of shooting on the Association's range, subject to conformity with the Standard Shooting Rules for Australian Rifle Clubs as appropriate.
- (h) The By-laws shall set out requirements to be observed by the Association in regard to:
 - funds and payments;
 - the control of stocks and cash, including ammunition and components;
 - the use and maintenance of the Association's range, targets, equipment, clubhouse, gardens and any other class of assets;
 - the registration of assets; and
 - any other matter incidental to the management of the Association.
- (i) The financial year of the Association shall end on the 30th day of April in each year.

General Meetings

- 12. (a) There shall be an Annual General Meeting on a date to be fixed by the Committee after the close of the financial year but not later than the 15th day of August in any year:
 - to receive the Annual Report by the Captain on behalf of the Committee;
 - to receive the audited Financial Statements for the preceding financial year;
 - to elect office-bearers;
 - to transact business appearing on the notice convening the meeting; and
 - to transact other business as may be brought forward.
- (b) The agenda of the Annual General Meeting shall place all items of business that are the preserve of active members alone ahead of business that may be voted upon by affiliate members either alone or in combination with active members. The latter section of the meeting involving affiliate members shall not start before a time specified on the notice convening the meeting.
- (c) A Special General Meeting may be convened by the Captain at any time, or shall be convened by the Secretary upon receipt of a requisition signed personally by at least five active members of the Association or not less than 20 percent of the active members of the Association if that number is greater. If the Secretary fails to convene a Special General Meeting within 14 days of receiving a valid requisition for such a meeting the active members signing the requisition may themselves convene the meeting.
- (d) The business it is intended to bring before a Special General Meeting shall be clearly stated in both the requisition and the notice convening the meeting. Discussions at any Special General Meeting shall be restricted to the specific business for which the meeting was called.
- (e) Active members desiring to give a 'notice of motion' for consideration at an Annual General Meeting shall submit the notice in writing to the Secretary at least 21 days prior to the date fixed for the meeting. The Secretary shall acknowledge receipt of the notice and include it in the notice convening the meeting.
- (f) Annual and Special General Meetings shall be convened by a written or printed notice, stating the times and the venue of the meeting and the order of business to be transacted, and these notices shall be:
 - (i) handed to each active member or forwarded to the active member's last known address, at least seven days prior to the date fixed for the meeting; and

- (ii) provided to Affiliates in sufficient time for distribution to affiliate members at least seven days prior to the date fixed for a meeting that will elect a Delegate under Rule 8 or Affiliate Representatives under Rule 10, or will consider other matters that the Committee deems likely to be of interest to affiliate members.
- (g) Except for a resolution appearing on the notice convening a meeting or under Rule 11(d), resolutions passed at a General Meeting of the Association shall be in the form of recommendations to the Committee and shall have no effect until formally adopted by the Committee.
- (h) (i) No business shall be transacted by a General Meeting of the Association unless a quorum under Rule 14(b) is present, that is, excluding any proxies held by the Secretary under Rule 6(c).
- (ii) If a quorum is not present after half an hour of the prescribed starting time of a General Meeting of the Association, a meeting convened upon the requisition of active members shall be dissolved, but in any other case the meeting shall stand adjourned to the same day in the following week at the same time and venue (unless another time or venue is specified in a written or printed notice, handed to each active member or forwarded to the active member's last known address, before the day to which the meeting is adjourned).
- (iii) If at an adjourned General Meeting of the Association a quorum is not present within half an hour after the prescribed starting time of the meeting, the procedure under Rule 12(h)(ii) shall again apply.

Committee Vacancies

- 13. (a) A regular office-bearer, including the Delegate and an Affiliate Representative, being absent without leave from three consecutive meetings of the Committee shall be liable, at the discretion of the Committee, to have their position declared vacant.
- (b) Vacancies among regular office-bearers, including the Delegate and an Affiliate Representative, may be filled by the Committee until the next election as required under these Rules.

Quorums, Chairperson, Standing Orders and Minutes

- 14. (a) The quorum for any meeting of the Committee shall be four, including at least two of the following: the Captain; the Vice-Captain; the Secretary; the Treasurer; or the Registrar.
- (b) The quorum for any General Meeting of the Association shall be 15 active members if the total number of active members is greater than 50, or otherwise 30 percent of the active members of the Association.
- (c) For the purposes of the election of Affiliate Representatives under Rule 10 only, the quorum shall be 15 affiliate members if the total number of affiliate members is greater than 50, or otherwise 30 percent of the affiliate members of the Association.
- (d) If present, the Captain shall preside at all General Meetings of the Association and all meetings of the Committee. In the absence of the Captain, the Vice-Captain shall preside. Otherwise, the active members present and entitled to vote at the meeting shall elect a Chairperson for the meeting.

- (e) Standing orders governing all meetings, duties of the Chairperson, conduct of the meeting, rules of debate and taking the vote shall be those adopted by the Company.
- (f) The Secretary shall keep minutes in a book provided for the purpose of all General Meetings of the Association and all meetings of the Committee.

Duties of Office-Bearers

15. Without limiting the effect of these Rules the following duties are assigned to the following office-bearers:
- (i) the Captain shall:
 - fulfil the duties of a rifle club captain under the instructions currently in force governing the conduct of Australian Rifle Clubs;
 - maintain strict order and discipline at General Meetings of the Association and meetings of the Committee;
 - ensure the proper conduct of all shooting conducted on the Association's range, with due precautions for the safety of the public and all concerned;
 - ensure compliance with the terms of the lease and other agreements relating to the Association's range site;
 - ensure that all other office-bearers and all members of the Association are acquainted with their duties and obligations under these Rules;
 - personally inspect at least once every three months the Association's range site and facilities to ensure that they meet safety requirements;
 - arrange for the repair and maintenance of the Association's facilities;
 - ensure that ammunition or components supplied through the Association are only used at shoots conducted by promoting bodies recognised by the Company under Standard Shooting Rules for Australian Rifle Clubs;
 - conduct all correspondence with the range safety authority relating to range safety; and
 - report to the range safety authority in writing any accident which occurs on the Association's range within 24 hours of the occurrence.
 - (ii) the Secretary shall:
 - conduct all general correspondence ordered by the Captain or the Committee;
 - file and retain all records, books and other documents connected with the business of the Association;
 - keep custody of the Seal of the Association;
 - call and arrange meetings of the Committee as required under Rule 11(b);
 - call and arrange General Meetings of the Association as required under Rule 12(c);
 - accept and apply proxies relating to General Meetings of the Association under Rule 6(c);
 - keep proper minutes of all General Meetings of the Association and meetings of the Committee;
 - keep a record of attendance at meetings of the Committee for inclusion in the Annual Report;
 - produce at any time when instructed by the Committee, all books, papers and records of the Association in the Secretary's possession or control;
 - cause all necessary books and papers to be conveyed to General Meetings of the Association and meetings of the Committee prior to the prescribed starting time for such meetings, even if unable to personally attend; and
 - ensure that complete and accurate records of the assets and property of the Association are maintained.

- (iii) the Treasurer shall:
- ensure observance of the By-laws relating to funds and payments, the control of stocks, including ammunition and components, and cash;
 - ensure that all moneys received on behalf of the Association are deposited in a bank account of the Association within seven days after receipt;
 - ensure that any financial commitment beyond the capacity of the Association, or contrary to a sustainable budget strategy, is only incurred by the Committee with that knowledge;
 - ensure the prompt processing of accounts payable subject to approval by the Committee;
 - ensure that all payments exceeding \$50 (other than prizes awarded at open prize meetings, and amounts due to custodians, markers, butts officers, range officers or other temporary range staff, which may be paid in cash) are paid by cheque;
 - provide a copy of any remittance advice to the Secretary for retention;
 - keep proper books of account showing all moneys received and paid by the Association;
 - at each regular meeting of the Committee present a statement of all receipts and payments since the previous meeting together with supporting documentation, and a statement of the current financial position of the Association taking into account any liabilities; and
 - present an audited Balance Sheet and Statements of Income and Expenditure at each Annual General Meeting.
- (iv) the Registrar shall:
- keep proper records of all financial, honorary and honorary life members including those records described by Rule 4(e);
 - notify each active member of their admission to the Association and supply them with a copy of these Rules and the By-laws;
 - maintain an up-to-date roll of active members and affiliate members, arrange the issue of annual subscription notices and of annual membership cards under Rule 4(f);
 - ensure that membership returns required by the Company, and a Firearms Registrar in a relevant jurisdiction are duly filed;
 - ensure the maintenance of a true and accurate record of all Club shoots;
 - ensure the duties allotted to the Statistician under the By-laws are carried out;
 - retain copies of certificates issued to any person on the successful completion of an approved firearms safety course as conducted by the Association; and
 - arrange for the provision of membership and activity certificates to active members as may be required by a Firearms Registrar in a relevant jurisdiction.

Audit

16. The Auditor(s) shall be appointed at each Annual General Meeting and may not be members of the Association. The Auditor(s) shall:
- (i) carefully examine the books of account, bank books, receipts and vouchers at least once a year and certify that the Balance Sheet and the Statement of Income and Expenditure were prepared in accordance with those records;
 - (ii) verify the approval of all payments (including cash payments in the form of prizes awarded at open prize meetings, and amounts due to custodians, markers, butts officers, range officers or other temporary range staff for which vouchers have been produced) by reference to minutes of the meetings of the Committee;
 - (iii) satisfy themselves as to the existence of the assets and property of the Association, in particular its bank account balances and any other financial securities; and
 - (iv) report to the Annual General Meeting any material discrepancy which the audit might reveal.

Privileges and Obligations of Membership

17. (a) Financial members who have paid all membership fees due to the Association, honorary members and honorary life members shall, subject to Rule 17(b), be entitled to all the privileges of the Association other than taking part in rifle practices or competitions.
- (b) (i) Only active members still satisfying the provisions of Rule 5(a) are entitled to take part in shoots promoted by the Association subject to the conditions of such shoots, and to any of the privileges granted by virtue of their enrolment with the Company.
- (ii) Notwithstanding the provisions of Rule 17(b)(i) the Captain may permit prospective members to take part in Club shoots for a period not exceeding three months on such conditions as may be determined by the Committee.
- (iii) Notwithstanding the provisions of Rule 17(b)(i) the Captain may permit a person, who can demonstrate in a manner satisfactory to the Committee, that they are entitled to use an approved rifle under the law and are enrolled in the Company, to take part in Club shoots as a visitor or to take part in other shoots which the Committee has agreed may take place on the Association's range.
- (c) No member by virtue of membership shall have or be entitled to any estate or interest of any kind in the funds, assets or property of the Association. If the Association becomes defunct, is dissolved or disbanded, then the whole of its funds, assets and property shall, subject to a first charge to meet obligations in regard to the lease of the Association's range site, be forthwith transferred to the Company to be held in trust by the Company pending reconstitution of the Association. If the Association is not reconstituted after a lapse of six years, the Company may apply the funds, assets and property so held for the benefit of any organisation having the same or similar objects to the Association, including the Company itself.
- (d) A person who is able to demonstrate to the satisfaction of the Committee that they are entitled to use an approved rifle under the law and are enrolled in another Member of the Company may apply to be transferred to the Association, but shall not be entitled to the privileges of active membership or affiliate membership until:
 - (i) the person has been nominated by two active members or an Affiliate as appropriate;
 - (ii) the application has been approved by the Committee;
 - (iii) a fresh annual membership card has been issued; and
 - (iv) the transfer has been agreed to by the Member of the Company in which the person was previously enrolled.
- (e) An affiliate member who is able to demonstrate to the satisfaction of the Committee that they are entitled to use an approved rifle under the law may apply to be transferred to the Association, but shall not be entitled to the privileges of active membership until:
 - (i) the person has been nominated by two active members;
 - (ii) the application has been approved by the Committee;
 - (iii) a fresh annual membership card has been issued; and

- (iv) the transfer has been agreed to by the Affiliate in which the person was previously enrolled.
- (f) Members of the Association may resign or apply to be transferred to an Affiliate or to another rifle club recognised by the Company, by giving 14 days notice in writing to the Captain of such intention. For the purpose of legal proceedings the resignation or the transfer shall not take effect until the member has:
 - (i) paid all arrears of membership fees and shooting fees due to the Association at the date of the notice;
 - (ii) returned to the Captain, at a time and venue nominated by the Captain, in good order and condition any funds, assets or property of the Association in the possession of the member;
 - (iii) either paid to the Association the value of any Club property not returned or damaged by the member, or replaced such property with similar goods of equal value; and
 - (iv) if an office-bearer, surrendered to the Captain all books, papers and records of the Association in the member's possession.
- (g) The liability of a member to contribute towards the payment of the debts and liabilities of the Association, or the costs and charges of winding up the Association is limited to:
 - (i) the amount, if any, unpaid by the member in the nature of membership fees and shooting fees due to the Association; and
 - (ii) the restoration of any funds, assets or property of the Association in the possession of the member.
- (h) Members of the Association, whilst on the premises of the Association or of any other body affiliated with the Company shall:
 - (i) refrain from conduct likely to bring discredit to the Association;
 - (ii) refrain from conduct likely to unduly disturb persons enrolled with the Company in their enjoyment of the privileges of that enrolment;
 - (iii) refrain from conduct likely to cause property damage;
 - (iv) keep the premises clean and tidy by depositing rubbish in the receptacles provided; and
 - (v) observe Standard Shooting Rules for Australian Rifle Clubs in relation to rifle practices or competitions.
- (i) Members of the Association present shall assist at all shoots conducted by the Association, including open prize meetings.

Discipline of Members

- 18. (a) The provisions of this Rule shall not in any way inhibit the exercise of powers granted to office-bearers under these Rules to protect the public interest or the Association's immediate interests.
- (b) Where the Committee receives information that a member has behaved in a way that is contrary to these Rules or prejudicial to the interests of the Association or would tend to bring discredit to the Association, the Committee shall assess the

seriousness of the alleged behaviour and whether there is sufficient evidence to support the veracity of the allegation. In this context, the Committee may receive any relevant submissions, and counsel persons supplying evidence that the Committee may wish to put to an accused member as to the potential impact on their own interests.

- (c) Following deliberations under Rule 18(b) the Committee may:
 - (i) decline to take any further action; or
 - (ii) resume the deliberations at a later time; or
 - (iii) enter into a mediation process bringing together the affected persons to resolve their differences with the assistance of an unbiased mediator; or
 - (iv) issue a written warning to the accused member that the Committee is of the opinion that the accused member has behaved in a way contrary to these Rules or tending to bring discredit to the Association or prejudicial to the interests of the Association, and that they should desist, setting out the circumstances leading to the warning, and inviting the accused member to reply in writing in order to correct or contradict any statement in the warning; or
 - (v) issue a notice in writing to the accused member, setting out the allegation and the circumstances leading to the notice, and inviting the accused member to be heard by the Committee in their own defence at a meeting convened in accordance with Rule 11(b) no earlier than 14 days from the date that the notice is either handed to the accused member or posted to the last known address of the accused member.
- (d) If a three-quarters majority of the Committee present at a meeting under Rule 18(c)(v) are of the opinion that the explanation of the accused member is unsatisfactory or if the accused member does not appear to provide an explanation, then the Committee may:
 - (i) suspend the accused member from exercising specified rights and privileges of membership for a specified period of not greater than six months, and
 - (ii) if applicable, impose a monetary penalty on the accused member to the extent required to achieve restitution of losses suffered by the Association and suspend the accused member from exercising ANY rights and privileges of membership until that monetary penalty has been paid in full.
- (e) If a penalty is imposed under Rule 18(d), then the accused member shall be advised of that penalty by a notice in writing either handed to the accused member or posted to the last known address of the accused member. The accused member may have recourse to:
 - (i) a Special General Meeting convened under Rule 12(c) to determine an appeal against the Committee's decision, and/or
 - (ii) any right of appeal under the Memorandum and Articles of the Company in regard to the natural justice of the process.
- (f) The force of a penalty imposed under Rule 18(d) is not negated by the mere submission of an appeal to a Special General Meeting and/or the Company. Any such Special General Meeting is to be conducted in a manner similar to that set down for an expulsion hearing under Rule 19(g).

Expulsion of Members

19. (a) The provisions of this Rule shall not in any way inhibit the exercise of powers granted to office-bearers under these Rules to protect the public interest or the Association's immediate interests.
- (b) Where the Committee is of the opinion that a member has refused or neglected to comply with a provision of these Rules, or has acted in a manner prejudicial to the interests of the Association, warranting expulsion from membership of the Association, the Committee must determine that there is sufficient evidence to support the veracity of the allegation, and may counsel persons who the Committee would call to put evidence to an accused member by way of an expulsion hearing as to the nature of that hearing and the potential impact on their own interests.
- (c) Following deliberations under Rule 19(b) the Committee may:
- (i) decline to take any further action; or
 - (ii) resume the deliberations at a later time; or
 - (iii) enter into a mediation process bringing together the accused member and the Committee to resolve their differences with the assistance of an unbiased mediator; or
 - (iv) where a previous mediation process involving the accused member under Rule 19(c)(iii) has in the opinion of the Committee failed:
 - convene a Special General Meeting for the sole purpose of appointing a expulsion hearing panel meeting the criteria set out in Rule 19(e), and
 - issue a notice in writing to the accused member and any other person whose interests are directly affected inviting them to attend an expulsion hearing.
- (d) A notice under Rule 19(c)(iv) shall set out:
- (i) the time of the hearing, which shall be at least 28 days from the date that the notice is either handed to the accused member or posted to the last known address of the accused member;
 - (ii) the venue of the hearing;
 - (iii) set out the grounds for the allegation that the member has refused or neglected to comply with a provision of these Rules, or has acted in a manner prejudicial to the interests of the Association, in as much detail as is available to the Committee;
 - (iv) that in the event of the hearing finding the allegation substantiated, the expulsion hearing panel shall have the discretion:
 - to impose no penalty or;
 - to suspend the member from ALL rights and privileges of membership for a specified period of not greater than six months; or
 - to declare the member expelled from the Association.
 - (v) an entitlement for the accused member to be represented by a friend who is also a member, and to consult an independent legal adviser that the accused member may arrange for the purpose of the hearing;
 - (vi) a procedure by which an affected person can give notice of being unable to attend or be represented at the specified time and venue, and obtain agreement to an alternative time and venue for the hearing;

- (vii) that the hearing may proceed at the agreed time and venue in the absence of the accused member;
 - (viii) the identity of witnesses relevant to the case against the accused member who may be called, assuming they are available and willing; and
 - (ix) the identity of the regular office-bearer who shall act as the prosecutor at the hearing.
- (e) An expulsion hearing shall be heard by an expulsion hearing panel of three active members, appointed by the Special General Meeting convened under Rule 19(c)(iv), subject to these active members being able to certify that they:
- (i) have no direct pecuniary interest in the result of the hearing;
 - (ii) are not the source of information leading to the allegation;
 - (iii) are not able to give material evidence to the hearing; and
 - (iv) feel able to judge the case fairly.
- (f) An expulsion hearing panel shall appoint from its number a chairperson who shall be responsible for managing the process of the hearing, shall be empowered to restrict matters raised at the hearing to those relevant to the grounds as set out in the notice under Rule 19(c)(iv), and may consult an independent legal adviser, if any, as arranged by the Committee for the purpose of the hearing.
- (g) An expulsion hearing shall have the following order of business:
- (i) the notice under Rule 19(c)(iv) shall be read by the chairperson;
 - (ii) any other written material to be included in the evidence may be tabled by any party to the matter;
 - (iii) if available and willing, witnesses relevant to the case against the accused member shall be heard in an order determined by the prosecutor - they may make a statement of factual observations they believe relevant to the matter - the prosecutor may ask questions relevant to the matter - and finally, the accused member may ask questions relevant to the matter - a witness may decline to answer any question put to them;
 - (iv) if available and willing, witnesses relevant to the case for the accused member shall be heard in an order determined by the accused member - the accused member may ask questions relevant to the matter - the prosecutor may ask questions relevant to the matter - and finally, the accused member may ask questions relevant to only those aspects raised during the prosecutor's questions - a witness may decline to answer any question put to them;
 - (v) if available and willing, the accused member may submit to questions relevant to the matter by the prosecutor - the accused member may decline to answer any question put to them;
 - (vi) the prosecutor and any affected person other than the accused member may make a relevant closing statement in an order determined by the chairperson;
 - (vii) the accused member may make a relevant closing statement;
 - (viii) the expulsion hearing panel shall retire to consider their decision based solely on the evidence, oral or written, presented at the hearing, and if

necessary may reconvene at the same venue seven days later to document their decision;

- (ix) for the allegation to be deemed substantiated, using as a standard the balance of probabilities, all members of the expulsion hearing panel must agree; and
 - (x) if the expulsion hearing panel determines the allegation substantiated, they shall document reasons along with their decision, and after considering any submission from the accused member as to which penalty option under Rule 19(d)(iv) should be applied, they shall then annotate the penalty option to apply.
- (h) As any penalty imposed under Rule 19(g)(x) would have been determined by an expulsion hearing panel appointed by a Special General Meeting and empowered by these Rules, the expelled member has no further recourse within the forums of the Association, but may exercise any right of appeal under the Memorandum and Articles of the Company in regard to the natural justice of the process. The force of the penalty is not negated by the mere submission of an appeal to the Company.

Club Shoots

20. (a) All Club shoots shall be authorised by the Committee, or by the Captain subject to confirmation by the Committee. A programme setting out rifle practice and competition days shall be drawn up at intervals of at least six months for the following six or more months and made available to all active members at least one week before the first shoot. No alteration shall be made to the programme without giving due notice to every active member.
- (b) The conditions of all Club shoots shall be determined by the Committee and may be documented as appropriate in the By-laws or the programme. The Committee may arrange an Annual Open Prize Meeting, but any other open prize meeting shall be specifically authorised by a General Meeting of the Association.
- (c) No Club shoot shall take place unless authorised in accordance with Rule 20(a), and unless either the Captain or a duly appointed deputy is present. If a deputy is required, then an active member shall be appointed as the deputy by the Captain or by those regular office-bearers present. The Captain or the deputy is empowered and shall:
- (i) ensure the instructions currently in force governing the conduct of Australian Rifle Clubs are carried out;
 - (ii) ensure the Range Standing Orders in regard to the conduct of all forms of shooting on the Association's range are carried out;
 - (iii) require compliance by all shooters present with the above mentioned instructions and the Range Standing Orders; and
 - (iv) ensure that any person, including a member, present on the Association's range with the intention of using a firearm are entitled to use that firearm under the law, and to enforce Rule 5(c).
- (d) The Standard Shooting Rules for Australian Rifle Clubs currently in force, in particular the SAFETY RULES, shall be observed at all Club Shoots. Where a condition of a shoot is not covered by the Standard Shooting Rules or is at the discretion of the Association under the Standard Shooting Rules, reference shall be made first to provisions in the By-laws, second to provisions in the programme, third to regular office-bearers present, and finally to the Captain or the duly appointed deputy.

- (e) Any breach of the SAFETY RULES shall be treated as an offence under Chapter IX of Standard Shooting Rules for Australian Rifle Clubs and dealt with accordingly.
- (f) The instruction of members, in particular prospective members, in the safe and efficient handling of firearms shall take precedence over all other activity at a Club Shoot. The Captain or a duly appointed deputy may request any active member present to assist in the instruction of another member.

Australian Capital Territory Rifle Team

- 21. (a) The Committee may nominate an Australian Capital Territory Rifle Team to compete in any series of State and Territory Teams Matches conducted by the Company. Active members and affiliate members shall be treated equally in regard to participation in an Australian Capital Territory Rifle Team, subject to any conditions that may be set by the Company.
- (b) The Committee shall appoint a Team Captain and a Team Manager from nominations called for the purpose of a specified series. The Team Captain and the Team Manager shall be responsible for the proper management of the Australian Capital Territory Rifle Team to compete in that specified series.
- (c) The Committee shall appoint Wind Coaches from nominations called for the purpose of a specified series. The Team Captain and the Wind Coaches shall be responsible for the selection of shooting members of the Australian Capital Territory Rifle Team to compete in that specified series.
- (d) The activities of any Australian Capital Territory Rifle Team shall be self financing. The Association's financial contribution to any Australian Capital Territory Rifle Team shall be strictly limited by a resolution of the Committee in regard to each series, and shall exclude any direct contribution towards travel, accommodation and ammunition.
- (e) The Committee may at its discretion apply the principles of this Rule to any other series of teams matches, including Intervarsity, Under 25s, Veterans and Match Rifle.

Supply of Liquor

- 22. (a) The Committee shall ensure that all requirements imposed on the Association by the law for the supply of liquor are satisfied.
- (b) The supply of liquor on the premises of the Association shall only occur during periods agreed by the Committee, and only when the person who has been appointed to be the Officer in Charge of the Supply of Liquor for any such period is present.
- (c) The Committee shall determine in advance who shall be the Officer in Charge of the Supply of Liquor for any period, but failing that or in the absence of the appointed person, the regular office-bearers present may determine who shall be the Officer in Charge of the Supply of Liquor for the current period only.
- (d) The Association shall not make any payment by way of commission, profit or allowance from or upon the receipts from the supply of liquor on the premises of the Association to any office-bearer, member or employee of the Association.
- (e) A person who is not a member of the Association shall not be supplied with liquor on the premises of the Association unless that person is on those premises at the invitation of a member who is also present on those premises.

- (f) The Officer in Charge of the Supply of Liquor appointed in accordance with Rule 22(c) shall have the absolute discretion to:
- (i) refuse the service of liquor to a person who is drunk or under the legal age; and
 - (ii) exclude or to have removed from the premises of the Association a person if:
 - the person is violent, quarrelsome or disorderly;
 - the person is using disgusting, profane or foul language; or
 - the presence or continued presence of the person on the premises of the Association would render the Association liable to a penalty under the law for the supply of liquor or any other law in force.
- (g) Where a person has been excluded or removed from the premises of the Association under Rule 22(f)(ii) the appointed Officer in Charge of the Supply of Liquor shall within seven days make a written report on the incident to the Committee.
- (h) A person excluded or removed from the premises of the Association under Rule 22(f)(ii) shall be barred from entering the premises of the Association until the matter is considered at the next regular meeting of the Committee following the receipt of the report under Rule 22(g).

By-laws

23. The Committee shall have the power to make By-laws related to the management of the Association. Such By-laws shall be consistent with these Rules, the instructions currently in force governing the conduct of Australian Rifle Clubs, and the Standard Shooting Rules for Australian Rifle Clubs as appropriate. No By-law shall be altered, rescinded, or added to unless each regular office-bearer is given notice in writing of the proposed change at least 14 days prior to the meeting of the Committee at which it is to be considered.

Application of Company Constitution

24. Where not otherwise provided for in these Rules, the Memorandum and Articles of the Company shall apply, so far as they may be applicable to the proper management of the Association.

Public Officer

25. (a) The Committee shall appoint an active member who is a resident of the Australian Capital Territory and preferably a regular office-bearer, to be the Public Officer.
- (b) If the office of the Public Officer becomes vacant, the Committee shall within 14 days appoint an active member of the Association, resident in the Australian Capital Territory, and preferably a regular office-bearer, to fill the vacancy.
- (c) The office of Public Officer becomes vacant if the person holding that office:
- (i) dies;
 - (ii) becomes bankrupt, applies to take the benefit of a law for the relief of bankruptcy or insolvent debtors or compounds with their creditors;
 - (iii) becomes of unsound mind;
 - (iv) resigns the office in writing addressed to the Committee; or
 - (v) ceases to be resident in the Australian Capital Territory.

Seal of the Association

26. The Seal of the Association shall:
 - (i) be of a design determined by the Committee;
 - (ii) only be used with the authority of the Committee, and the affixing of the seal must be witnessed by any two regular office-bearers; and
 - (iii) be kept in the custody of the Secretary.

Custody of Books

27. Subject to the Australian Capital Territory Associations Incorporation Act, 1991 and these Rules, the Secretary shall keep in their custody or under their control, all records, books and other documents relating to the Association.

Inspection of Books

28. The records, books and other documents of the Association shall be open to inspection at a place in the Territory, free of charge, by an active member or regular office bearer of the Association at any reasonable hour.

Other Clubs on Range

29. Subject to the terms of the lease over the Association's range site, the Committee may establish agreements with another shooting body wishing to use the Association's range provided such agreements:
 - (i) are consistent with the Association's objects;
 - (ii) in no way reduce the Association's control over the range and all activities on the range; and
 - (iii) indemnify the Association from any liability arising from the actions of that shooting body.

Alteration of Rules

30. No amendment shall be made to these Rules unless the Company has approved the amendment, a three-quarters majority vote of the active members entitled to vote at a Special General Meeting held in accordance with Rule 12(c) has approved the amendment, and the requirements of the law have been satisfied.

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BY-LAWS OF THE CANBERRA RIFLE CLUB INCORPORATED

Citation

1. The following are the By-laws of the Canberra Rifle Club Incorporated referred hereafter to as "the Association". These By-laws were passed by the Committee on the 15th day of May 2007 in accordance with Rule 23.

Definitions

2. In these By-laws unless the contrary intention appears:

Regular office-bearers referred to in Rule 7 and Rule 15, that is, the "Captain", the "Vice-Captain", the "Secretary", the "Treasurer", the "Registrar", and other "Committee members" retain these titles;

Regular office-bearers referred to in Rule 8 and Rule 10, that is, the "Delegate" and the "Affiliate Representatives" respectively retain these titles;

"Committee" means the regular office-bearers acting as one who are charged with the management of the Association under Rule 11;

"Chairperson" means the Captain or Vice-Captain or a Chairperson elected by the members present and presiding at General Meetings of the Association or meetings of the Committee under Rule 10(c);

"Company" means the National Rifle Association of Australia Limited;

"Affiliate" means a full-bore rifle club recognised by the Association in accordance with Rule 3;

"Coach" means an experienced rifle shooter placed on the firing mound alongside a new member at the direction of the Captain or a duly appointed deputy under Rule 20(c) to instruct and assist that member or, an experienced rifle shooter placed similarly on the mound as a member of a team for the purpose of directing a shooting member of the team;

"Shoot" includes any rifle practice or competition conducted by the Association for persons entitled to use an approved rifle under the law, and includes any series of shots fired by a member at one visit to the firing point;

"Standard Shooting Rules" means the Standard Shooting Rules for Australian Rifle Clubs as amended from time to time by the Company; and

"Student Member" means a member who is a secondary or tertiary student under the age of 25 years not in receipt of an income other than a government student allowance or parental support.

Honorary Office-Bearers (Rule 7)

3. (a) In addition to the regular office-bearers (Captain, Vice-Captain, Secretary, Treasurer, Registrar, and four to five Committee members) the following honorary office-bearers shall be appointed by the Annual General Meeting for the following year:
 - (i) Patron;
 - (ii) President; and
 - (iii) any number of Vice-Presidents.

- (b) The Committee may appoint at its discretion the following honorary office-bearers to serve until the next Annual General Meeting:
- (i) Assistant Secretary, who shall assist the Secretary in the execution of the Secretary's duties as required by and under the supervision of the Secretary. During the absence of the Secretary, the Assistant Secretary may carry out those duties of the Secretary as authorised by the Captain;
 - (ii) Assistant Treasurer, who shall assist the Treasurer in the execution of the Treasurer's duties as required by and under the supervision of the Treasurer. By arrangement or in the absence of the Treasurer from any shoot or function the Assistant Treasurer shall collect all receipts due to the Association from any source and ensure their deposit in a bank account of the Association within seven days of receipt;
 - (iii) Assistant Registrar, who shall assist the Registrar in the execution of the Registrar's duties as required by and under the supervision of the Registrar. During the absence of the Registrar, the Assistant Registrar may carry out those duties of the Registrar as authorised by the Captain.
 - (iv) Competition Director, who shall arrange the Association's annual shooting program and provide a copy to authorities as required by the lease for the range; develop and maintain all aspects of Queen's Prize Meetings or any other open prize meeting or competition proposed to be conducted by the Association.
 - (v) Range Booking Manager, who shall:
 - I. be the contact point for all range bookings;
 - II. maintain a register of external users and seek Committee approval before adding a new user to that register;
 - III. control bookings of range use in a manner that does not impede Club shoots or contravene policy as determined by the Committee;
 - IV. monitor on a random basis compliance with the Range Standing Orders by external users as well as the accuracy of actual usage of the range as reported by external users;
 - V. raise and send out invoices for range use to external users on a regular basis; and
 - VI. copy all invoices for range use to the Treasurer as they are sent out, so that the value and the age of unpaid invoices can be reported by the Treasurer at each meeting of the Committee.
- (c) Unless the Annual General Meeting delegates the appointment to the Committee, it shall appoint a Statistician for the following year, who shall be responsible to the Registrar for the maintenance of a true and accurate record of all Association shoots, and the calculation of handicaps and competition results according to the system adopted by the Committee, and the calculation of grading averages according to the Standard Shooting Rules.
- (d) Unless the Annual General Meeting delegates the appointment to the Committee, it shall appoint a Selection Committee of three active members for the following year. The Selection Committee shall be responsible for the selection of coached shooting teams officially representing the Association, other than teams to which Rule 21 applies. In the absence of any one or more selectors, members of the Committee present may appoint active members to temporarily fill the vacancies.

Number of Committee Members (Rule 7)

4. Unless the Annual General Meeting decides otherwise, the number of Committee members to be elected shall be four.

Membership Fees (Rule 4 and Rule 5)

5. (a) Annual membership fees and first time joining membership fees for each classification of financial members shall be set by the Committee from time to time. The Committee may fix reduced fees for student members and honorary life members depending on whether or not such honorary life members intend to take part in rifle practices or competitions as an active member or an affiliate member.
- (b) Annual membership fees for active members and affiliate members shall become due and payable on the 1st day of April in each year.
- (c) Subject to the provisions of By-law 6, only those active members and affiliate members who have paid the annual membership fee due to the Association shall:
 - (i) have their name added to the membership roll;
 - (ii) be issued with an annual membership card which shall be an accountable document of a design which distinguishes active members and affiliate members; and
 - (iii) thereafter be included in any membership returns to the Company or to statutory authorities entitled to such information.
- (d) Any active member or affiliate member who fails to pay their annual membership fee by the 30th day of June in any year shall be deemed to have forfeited their membership, and before being re-admitted shall be subject to election as provided for active members and affiliate members under Rule 4(b)(i).
- (e) Subject of the provisions of By-law 6, absence from shoots shall not exempt a member from the payment of membership fees due to the Association.
- (f) Membership fees for range associate members and family associate member shall become due and payable in advance on the 1st day of November in each year.
- (g) Any range associate member or family associate member who fails to pay their annual membership fee by the 31st day of December in any year, they shall be deemed to have forfeited their membership and before being re-admitted shall be subject to election as provided for range associate members and family associate members by Rule 4(b)(i).

Absence from District (Rule 5)

6. Any active member or affiliate member who intends to be absent from the district for a period exceeding three months shall notify the Captain or the Affiliate respectively of the proposed absence and arrange the prepayment of annual membership fees as may fall due in that period. Should an active member or an affiliate member fail to comply with this By-law they shall be liable to be struck off the membership roll of the Association.

Election Procedure at General Meetings (Rule 12)

7. (a) When more than the required number of nominations for any office are received, the election shall be determined by a secret ballot of members present at the meeting who are entitled to vote.

- (b) Unless otherwise decided by the meeting, the following voting method shall be employed:
 - (i) members shall be provided with a blank ballot paper on which they shall write the names of the candidates in block letters in alphabetical order as indicated by the Chairperson;
 - (ii) members indicate their preferences by striking out the name or names of candidates they do not wish to vote for; and
 - (iii) members may vote for no more than the full number of candidates to be elected by leaving the name or names of their choice intact.
- (c) In the event of an equality of votes relevant to an appointment the Chairperson shall re-open nominations for the particular office and if necessary a further election shall be conducted.
- (d) The Chairperson shall appoint a member to be Returning Officer for an election.
- (e) The candidates may nominate one Scrutineer each to witness the count of votes.
- (f) The conduct of the ballot shall be solely in the hands of the Returning Officer. The decision as to whether any vote cast is valid shall be made by the Returning Officer, and shall be final.
- (g) The Returning Officer shall provide the Chairperson with a signed slip showing the result of the ballot. Unless the meeting decides otherwise, the number of votes cast shall not be disclosed by the Returning Officer or the Scrutineers. The Scrutineers may draw attention to any irregularity which they consider to have occurred in the counting of votes. The Chairperson's declaration of the result of the election shall be conclusive.
- (h) No member who is a candidate for any office for which a ballot is necessary shall be appointed as a Returning Officer or Scrutineer.

Submissions by Members to Committee (Rule 11)

- 8 (a) A member wishing to place before the Committee a proposal affecting the management of the Association or the conditions of rifle practices or competitions shall submit the proposal to the Secretary in writing, setting out all relevant details. The Secretary shall acknowledge receipt of the proposal and place it on the agenda for the next meeting of the Committee. The Secretary shall advise the member in writing of the Committee's decision on the proposal.
- (b) The provisions of this By-law shall not preclude a member from arranging for a member of the Committee to present a proposal to the Committee on their behalf. The Committee may, if it wishes, invite a member to attend a meeting to explain a proposal.

Funds and Payments (Rule 11)

- 9. (a) All moneys received by the Association shall be deposited to the credit of the Association in a bank account in the name of the Association established for the purpose by the Committee.
- (b) All bank accounts operated by the Association and all financial securities purchased by the Association shall be in a form approved for use by an official trustee.

- (c) No capital commitment shall be made by the Association except with the authority of a resolution passed by the Committee, and all cash payments made from the Association's bank accounts shall be made subject to approval by a resolution passed by the Committee.
- (d) All cheques drawn against the Association's bank accounts shall be signed by two of the designated regular officer-bearers, and one of these shall be the Captain or the Vice-Captain or the Secretary or the Treasurer. Should any of the designated regular office-bearers be unable for any reason to sign cheques, the Committee may temporarily appoint other regular office-bearers to sign cheques for the time being.
- (e) All financial transactions of the Association shall be recorded as they occur in a cash book kept for the purpose. Where the Association conducts a canteen a receipt shall be written and left in the receipt book showing the takings for each day the canteen is open. No wet canteen shall be conducted unless the Association is in possession of a current licence or permit issued under the law.
- (f) The Committee shall approve annually a budget for the income and expenditure of the Association, making provision for the maintenance and improvement of the Association's range site and facilities. Fees for rifle practices and competitions and any other shooting on the Association's range shall be set with a view to at least recovering costs related to the lease of the Association's range site, the maintenance of the Association's range site and facilities, and the provision of targets, marking and unsponsored prizes.
- (g) At each regular meeting of the Committee, a member of the Committee other than the Treasurer as nominated by the Chairperson shall verify the accuracy and completeness of a statement of bankings since the previous occasion by reference to, inter alia, endorsed bank deposit slips and source cash receipt records.

Control of Stocks and Cash (Rule 11)

- 10. (a) Canteens.
 - (i) Canteens approved to sell intoxicating liquor shall be conducted in accordance with the requirements of the law.
 - (ii) The Committee shall appoint as necessary from time to time a Bar Manager to control the purchase and sale of liquor and other stocks for canteens. The Bar Manager shall maintain a stock book in a form determined by the Committee. The stock book shall record the quantities and unit values of all stocks or liquor and other goods received, issued and/or sold.
 - (iii) Canteen stocks, particularly liquor, shall be kept under lock and key at all times and only persons authorised by the Committee shall have access to them.
 - (iv) At the end of each financial year and at any other time the Committee directs, two duly authorised regular office-bearers shall carry out a physical check of the stocks of liquor and other goods, and of cash in hand. On completion of the physical check, the regular office-bearers shall:
 - I. sign the stock book;
 - II. verify the total value of stock receipts shown in the stock book to stock purchases as recorded in the Treasurer's cash book;
 - III. assess the performance of the canteen as revealed by a statement of profit and loss prepared by the Treasurer having regard to the differential of unit sale prices and unit cost prices; and

IV. provide to the Committee at its next meeting a report on their inspection together with any recommendations. The report shall be filed by the Treasurer and made available to the Auditors.

- (v) In addition to other records the Treasurer shall record in a separate book of account all receipts earned from and payments made for liquor and other related stock, together with the value of stocks held at the beginning and end of each financial year. The Treasurer shall produce for the consideration of the Annual General Meeting an audited Profit and Loss Statement on the operation of canteens throughout the financial year.
- (vi) When a canteen is conducted in conjunction with a shooting event other than a normal Association Shoot or in conjunction with a social function, a separate statement shall be produced by the Treasurer for consideration by the Committee at its next meeting. The statement shall show the amount of cash float provided, the quantity and value of liquor and other stocks taken from storage, the quantity and value of stocks returned to store, the quantity and value of any stocks issued free of charge, the amount of cash paid to the Treasurer and a calculation of the profit or loss on the operation.

(b) Catering.

- (i) The Committee shall appoint as necessary from time to time persons to control catering for shoots and social functions.
- (ii) Surplus stocks shall be accounted for and if perishable disposed of by sale if possible. Other surplus stocks shall be disposed of by sale or stored under the same conditions as liquor and other stocks as provided in By-law 10(a)(iii) and By-law 10(a)(iv).
- (iii) Following each catering operation conducted in conjunction with a shooting event other than a normal weekly shoot or in conjunction with a social function, the Treasurer shall lay before the Committee at its next meeting a statement similar to that required by By-law 10(a)(vi).

(c) Open Prize Meetings and Teams Matches.

Following the conduct of any Open Prize Meeting or Open Teams Match the Treasurer shall produce at the next meeting of the Committee a cash reconciliation statement and a Profit and Loss Statement on the event.

(d) General.

- (i) All statements produced for the Committee under this By-law shall be retained by the Treasurer for presentation to the Auditors with the annual accounts and shall be available at the Annual General Meeting.
- (ii) All persons appointed by the Committee to conduct any of the operations listed in this By-law shall cooperate fully with the Captain, the Secretary and the Treasurer to ensure the safe custody of cash and goods, and the preparation of accurate statements of account.

Ammunition Custodian (Rule 11)

- 11. (a) The Committee shall appoint annually or as necessary from time to time, an Ammunition Custodian.
- (b) The Ammunition Custodian shall be responsible to the Captain for the safe custody of ammunition and component stocks.

- (c) The Ammunition Custodian shall maintain a stock book in a form determined by the Committee. The stock book shall record the quantities and unit values of all stock of ammunition and components received, issued and/or sold, and the balance of stocks held at all times.
- (d) At the end of each financial year and at any other time the Committee directs, two duly authorised regular office-bearers shall carry out a physical check of the stock of ammunition and components in hand. On completion of the physical check the regular office-bearers shall:
 - (i) sign the stock book;
 - (ii) verify the movement in the stock of ammunition and components since the previous check against ammunition and component sales and purchases as recorded in the Treasurer's cash book; and
 - (iii) provide to the Committee at its next meeting a report on their inspection together with any recommendations. The report shall be filed by the Treasurer and made available to the Auditors.

Chief Custodian (Rule 11)

- 12. (a) The Committee shall appoint annually or as necessary from time to time, a Chief Custodian.
- (b) The Chief Custodian shall have overall supervision of the Target Custodians appointed under By-law 13 and the Ground Custodians appointed under By-law 14, and shall report on their activities to regular meetings of the Committee.
- (c) The Chief Custodian shall monitor all usage of the Association's range, and bring any poor practices to the notice of the captain in the first instance, and then to the Committee, having regard to Standard Shooting Rules and the provisions of the Lease or other agreements that apply to the Association's range.

Target Custodians (Rule 11)

- 13. The Committee shall appoint as necessary from time to time Target Custodians who shall be responsible to the Captain through the Chief Custodian appointed under By-law 12 for the targets and other equipment determined by the Captain and confirmed by the Committee.

Ground Custodians (Rule 11)

- 14. The Committee shall appoint as necessary from time to time Ground Custodians, who shall be responsible to the Captain through the Chief Custodian appointed under By-law 12 for the clubhouse, adjacent gardens and other fixed assets determined by the Captain and confirmed by the Committee.

Use of Association Equipment (Rule 11)

- 15. Any member taking custody of any equipment which is the property of the Association for personal use shall sign an agreement guaranteeing the safe return of such equipment and may be required to pay a deposit determined by the Committee, repayable upon the return of the equipment in good order.

Register of Assets (Rule 11)

16. (a) The Secretary shall maintain an inventory of all assets and property of the Association including fixed range installations and buildings, but excluding cash in hand, bank account balances, securities, and stocks detailed in By-law 10 and By-law 11.
- (b) At the end of each financial year two duly authorised regular office-bearers shall carry out a physical check of the existence of the items listed in the inventory. On completion of the physical check, the regular office-bearers shall:
 - (i) sign the inventory; and
 - (ii) provide to the Committee at its next meeting a report on their inspection together with any recommendations. The report shall be filed by the Treasurer and made available to the Auditors together with the inventory.

Authorised Instructors (Rule 17)

17. (a) The Committee shall recommend to Firearms Registrars in relevant jurisdictions the appointment as necessary from time to time of Authorised Instructors who shall be responsible to the Captain for:
 - (i) the instruction of prospective and new active members in their privileges and responsibilities as active members of the Association;
 - (ii) the training of prospective and new active members in the observance of the SAFETY RULES and the Standard Shooting Rules;
 - (iii) ensuring that prospective and new active members receive adequate coaching in rifle shooting by experienced active members; and
 - (iv) the issue of certificates, through the Registrar, allowing a person to apply for a shooter's licence under the relevant firearms legislation.
- (b) An Authorised Instructor's qualifications must satisfy the requirements of the relevant firearms legislation.
- (c) An Authorised Instructor shall not issue a certificate allowing a person to apply for a shooter's licence under the relevant firearms legislation until that person has successfully completed a firearms safety course as approved by the Firearms Registrar in the relevant jurisdiction.

Prospective and New Members (Rule 17 and Rule 20)

18. (a) A prospective member permitted to shoot by the Captain under the provisions of Rule 17(b)(ii) shall only do so under the personal supervision of a coach, and under the general supervision of an Authorised Instructor appointed under By-law 17.
- (b) An active member shall be issued with a copy of the Rules and the By-laws of the Association, and a copy of the current shooting programme upon being enrolled with the Association for the first time.
- (c) An active member, new to full-bore rifle shooting, shall be issued with a copy of Standard Shooting Rules upon being enrolled with the Association for the first time.

Coaching (Rule 17 and Rule 20)

19. (a) Scores recorded under coach by active members new to full-bore rifle shooting shall count towards Association competitions for a period of four months from the date of their first attendance on a rifle range.

- (b) All other scores recorded under coach shall not count towards Association competitions unless specifically provided for in the conditions of the competition.

Range Officer (Rule 20)

- 20. For the purposes of Part 2 of Chapter I and of Part 2 of Chapter II of the Standard Shooting Rules the Captain or a deputy appointed under Rule 20(c) may appoint any member who is appropriately accredited by the Company to be a Range Officer for the purpose of any shoot. All members must comply with the instructions of an appointed Range Officer as provided for in the Standard Shooting Rules. The Captain or a deputy appointed under Rule 20(c) may at all times exercise all of the powers of a Range Officer if appropriately accredited by the Company.

Safety Rules (Rule 20)

- 21. It shall be the duty of scorers in particular and all members generally to ensure that the SAFETY RULES as laid down in Part I of Chapter II of the Standard Shooting Rules are strictly adhered to whilst shooting is in progress.

Retiring from the Firing Point (Rule 20)

- 22. A Range Officer may require persons not on the firing point for the purpose of shooting, coaching or scoring to keep a reasonable distance, as determined by the Range Officer, behind the firing point.

Persons in Target Pit (Rule 20)

- 23. (a) A person under the age of 12 years shall not act as a marker or be in or in the vicinity of the target pit during a shoot.
- (b) A person under the age of 12 years who is in the vicinity of the target pit during any shoot may be removed from the vicinity of the target pit by a Range Officer.
- (c) Persons in the vicinity of the target pit shall be subject to the discipline of a Butts Officer, who shall be an adult person instructed in the duties and responsibilities of a Butts Officer.
- (d) The Butts Officer shall ensure the observance of the Standard Shooting Rules as they apply to marking and safety in the vicinity of the target pit, and shall observe directions of a Range Officer appointed under By-law 20, the Captain or the deputy appointed under Rule 20(c).

Conditions of Rifle Practices and Competitions (Rule 20)

- 24. Shooting shall take place on the Association's range on days set by the Committee. All shooting shall be conducted in accordance with the Standard Shooting Rules. All conditions for rifle practices and competitions shall be determined by the Committee. These conditions shall include, inter alia, the distances to be fired, the course of fire, and the nature of prizes. Unless otherwise specified in a programme the standard course of fire shall be two stages of two convertible sighters and ten shots to count. Prizes shall be restricted to active members unless a contrary intention is stated in the conditions applying to a competition.

Practice Before Shoot (Rule 20)

- 25. No member shall be allowed to shoot at any distance at which a competition is to take place within one hour before the prescribed starting time of the competition.

Weather Conditions, Postponed Shoots (Rule 20)

26. (a) If in the opinion of a majority of the regular office-bearers present, the weather or the light prevailing is unsuitable for a shoot to be commenced or completed, the Committee may postpone or adjourn or cancel the shoot.
- (b) In any case no weekly competition shoot shall commence later than one hour after the prescribed starting time of the competition. The regular office-bearers present may decide another date for the cancelled shoot to be held, if at all.

Minimum Shooters (Rule 20)

27. No shooting for prizes shall take place unless there are seven or more members present.

Order of Shooting (Rule 20)

28. (a) A draw shall be conducted by the Range Officer to determine the order of firing for all Association shoots. In the event of a shooter desiring to shoot as soon as possible, that shooter shall immediately on arrival convey a request to the Range Officer stating the reason for the request. At the Range Officer's discretion it may be arranged for the shooter to shoot as soon as convenient
- (b) Shooters arriving at the firing point subsequent to the draw shall notify the Range Officer of their arrival. Such shooters shall ensure that their names are noted in the order of their arrival on the score board of an appropriate target as allotted by the Range Officer. No shooter shall add their name to a score board two and one half hours after the prescribed starting time of an Association shoot unless by prior arrangement with the Range Officer, but in no case shall a shooter add their name to a score board three hours after the prescribed starting time of an Association shoot.

Two Stage Shoots (Rule 20)

29. When a competition is conducted in two stages at one range, at least five minutes shall elapse after the conclusion of a competitor's first stage and before the commencement of the competitor's second stage.

Sighters (Rule 20)

30. At the discretion of the Range Officer a shooter may, in the event of their rifle or sights having been replaced or repaired, count their first hit on the target as their second sighter, assuming that their first sighter does not in fact hit the target. The scorer shall be notified of this concession before the shooter fires their first sighter.

Single Loading (Rule 20)

31. As laid down in Part 2 of Chapter II of the Standard Shooting Rules, each round shall be loaded singly in all Association shoots. Automatic fire is prohibited on the Association's range.

Disputes (Rule 20)

32. In the event of a dispute occurring during an Association shoot it shall be dealt with as provided for in the Standard Shooting Rules.

By-laws (Rule 23)

33. (a) Any active member desiring to sponsor an amendment or addition to these By-laws shall notify the Secretary in writing. The notification shall contain all relevant details of the amendment or addition and the reasons for it. The Secretary shall:

- (i) acknowledge receipt of the proposal;
 - (ii) submit the proposal to the Committee for decision in accordance with Rule 23; and
 - (iii) advise the active member in writing of the Committee's decision.
- (b) In the event that the Committee does not accept the amendment or proposed addition, the Secretary shall advise the active member of the Committee's reasons for such rejection. The active member may then request that the matter be referred for decision to the next Annual General Meeting, or secure a Special General Meeting in accordance with Rule 12(b) to discuss the matter.