

CONSTITUTION
OF
THE
COWRA PISTOL CLUB
INCORPORATED

2013

THE COWRA PISTOL CLUB INCORPORATED.

Affiliated with the

New South Wales Amateur Pistol Association Incorporated

NAME OF THE CLUB

The name of this Club shall be

COWRA PISTOL CLUB INCORPORATED

Hereinafter called "The Club"

OBJECTS

1. Promote amongst its members, target pistol and rifle shooting in accordance with the rules of the Club, NSW APA Inc, Pistol Australia Inc, and the ISSF.
2. Instruct members in the art of safe and proficient target pistol and rifle shooting.
3. Provide training facilities for members who wish to compete in Club, State, National and International competitions.
4. Offer sporting and social facilities as deemed desirable

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Rule 1 INTERPRETATION

In these rules (referred to hereafter as the Constitution), unless there is something in the subject text inconsistent herewith:

“Approved Club” or “Club” means a pistol club approved by the Commissioner of Police for New South Wales.

“Approved Pistol Range” means a shooting range approved as a pistol range by the Commissioner of Police.

“Pistol Australia” means Pistol Australia Incorporated.

“Association” means the New South Wales Amateur Pistol Association Incorporated (the State Controlling Authority).

“Committee” means the Committee of Management of The Club.

“Firearms Act” means the Firearms Act 1996 as amended.

“Firearms Regulation” means the Regulation under the Firearms Act.

“General Meeting” means a meeting which is open to the attendance of every member of The Club.

“Secretary” means any person appointed to perform the duties of Secretary of The Club, and includes an Acting Secretary.

“ISSF” refers to the International Shooting Sport Federation.

Words importing the singular shall include the plural.

Words importing the masculine gender shall include the feminine gender.

Any heading attached to any of these Rules shall not affect the Constitution or these rules.

The provisions of the Interpretation Act 1987, apply to and in respect of these Rules, in the same manner as those provisions would apply if these Rules were an instrument made under the Act.

Rule 2 MEMBERSHIP QUALIFICATIONS

(FAR/Assn)

A person is qualified to be a member of The Club if:

1. The person is a natural person who must:
 - (a) be of good character and repute;
 - (b) not have been convicted in New South Wales or elsewhere of an offence and sentenced to penal servitude or imprisonment for twelve months or more and has been released from that penal servitude or imprisonment less than five (5) years before the date of application for membership;
 - (c) notwithstanding Clause 1 b), not have been convicted in New South Wales or elsewhere (whether before or after the commencement of the Firearms Act) of a prescribed narcotics offence, or a prescribed offence involving violence,

- being an offence committed less than ten (10) years before the date of application for membership;
- (d) not subject to a recognisance granted in New South Wales or elsewhere to keep the peace;
- (e) not subject to a firearms Prohibition Order;
- (f) have applied for membership of The Club as provided by Rule 4;
- (g) have been approved for membership of The Club by the Committee
- (h) pay the requisite fees;
- (i) the obligations of a probationary period as per Rule 3 Clause (5), and the Association;
- (j) fulfil and abide by the Eligibility Rules of the ISSF and/or the requirements of the Association, and:-
- (k) possess a copy of the Constitution and Range Rules, be familiar with and agree to comply with their contents;

RULE 3 CLASSES OF MEMBERSHIP

(Assn)

The Club shall consist of Ordinary Members, Associate Members, Honorary Members, Life Members, Probationary Members, Junior Members and Social Members.

1. ORDINARY MEMBERS

Shall be members who are entitled to the full privileges of membership and are liable for payment of all fees and levies.

2. ASSOCIATE MEMBERS

Associate members shall be a person who is a capitated member of another affiliated Club. Such member shall submit proof of membership of such affiliated Club and of their capitation with the Association with the application for Associate Membership. Associate Members shall be entitled to all the privileges of membership except that they may not hold office nor vote on any matter at any meeting of the Club.

3. LIFE MEMBERS

On the recommendation of the Committee, a member may be elected a Life Member at any general meeting of the Club, and shall be elected by **75** percent majority of members present, and thereafter be entitled to all the privileges of membership without paying the annual subscription. They shall be capitated to the Association at club expense if they are shooters.

4. PROBATIONARY MEMBERS

Probationary Members shall be persons who are serving a probationary period before qualifying for membership in any other category. Such Probationary Members shall use pistols, only as allowed under the Club rules and Firearms Act, unless they already hold a licensed pistol. Probationary Members shall be admitted to the Club under the conditions laid down by the Association and shall participate in 6 club safety shoots in not more than three (3) months.

5. JUNIOR MEMBERS

Junior Members may be affiliated to the Club under conditions laid down for such members by the Association, the Committee and these Rules.

RULE 4 APPLICATION FOR MEMBERSHIP

(Act)

1. The application for Membership of the Club shall be made in writing, on the form prescribed by the Committee, and shall be lodged with the Secretary of the Club, accompanied by the prescribed joining fee and Annual Membership Fee.
2. As soon as practicable after receiving the application for membership, the Secretary shall refer the application to the Committee, which shall determine whether to approve or reject the application.
3. Where the Committee determines to approve an application for membership, the Secretary shall, as soon as practicable after the determination, notify the nominee of that approval.
4. The Secretary shall, on acceptance of an application for membership by the Committee, enter the applicant's name in the Register of Members. Upon the name being so entered the applicant becomes a Probationary member as per Rule 3 Clause (5).
5. An applicant must be nominated by two (2) financial members of the Club, or supply satisfactory references from two (2) persons who have known the applicant for at least two (2) years.
6. The Committee may at its discretion, refuse an application for membership, without explanation for such refusal.
7. Any member or applicant who is under the age of eighteen (18) years, shall have a declaration signed by their parent or guardian giving consent to such membership.

RULE 5 OBLIGATIONS OF MEMBERS

(FAR)

1. A member shall within seven (7) days notify the Secretary and the Police of:
 - (a) change of name and/or residential address;
 - (b) purchase, acquisition, sale or disposal of any pistols held under the provisions of the relevant Sections of the Firearms Act or Regulation for Pistol Club Members.
2. A member shall take all reasonable precautions to ensure the safekeeping of any pistol held by him at the place at which they ordinarily reside. All pistols shall be kept locked in a safe or security cabinet of a type, approved by the Commissioner of Police.
3. Pistols licensed under the provisions of the Firearms Act shall only be carried upon or to or from the range of an approved club or the premises of a licensed pistol dealer or a police Station. Such pistol shall only be carried or used on the range of an Approved Club, either by the member or by some other member of an Approved Club.
4. Each member of the Club shall make themselves familiar with the applicable provisions of the Firearms Act. Failure on the part of members to observe the particular requirements of the Firearms Act shall render the Club liable to have its approval revoked by the Commissioner of Police.
5. Each member of the Club shall comply with the provisions of the Club Constitution and By-Law, and with any resolutions on policy and conduct set by the Committee in accordance with the provisions of the Constitution. Any member who fails to comply with the provisions of the above shall be liable to punishment as provided for in that Constitution.

RULE 6 REGISTER OF MEMBERS
(FAR)

The Secretary shall:

1. Establish and maintain a Register of Members of the Club. Such Register to be bound by sewing or other manner so as to prevent any page being removed or withdrawn, each single page of the Register shall be numbered consecutively, with entries therein to be printed or written in ink, and any alteration to be made in ink by interlineations or deletion and not by erasure;
2. Record in the Register the full name, residential address, date of birth, date of joining and occupation of each member, together with a full attendance record;
3. Record in such Register, alongside the name of each member the description, calibre, maker's name and number of each pistol owned by the member. For which such member shall hold a licence, together with the number of the Pistol Licence issued in respect of each pistol; (Register may also be kept electronically provided a print out is always available. Only a record of types of pistols is mandatory)
4. In the case of a member who is the sole custodian of Club pistols, record the particulars enumerated in the preceding Clause in respect of those pistols held and licensed by virtue of the provisions of the relevant Sections of the Firearms Act or Regulation, for Pistol Club members.
5. Produce such Register of Members for inspection at any reasonable time, on demand by any authorised member of the Police Force, or by any person authorised by the Association.

RULE 7 RECORD OF ATTENDANCE
(FAR)

1. The Secretary or Captain shall keep a record of the attendance of members at Club fixtures.
2. Such record shall be kept in a book of durable design and construction, and shall include the date, the member's name in block letters, and the member's signature.
3. The Committee may rule that any attendance by a member is not a bona fide attendance.

RULE 8 FEES SUBSCRIPTIONS, ETC
(Act)

1. A member of the Club shall, upon application for membership, pay the Club Joining Fee as determined by the Committee.
2. In addition to any amount payable by the member under Clause (1). A member of the Club shall pay to the Club an Annual Membership Fee as determined by the committee.
3. The annual Membership Fee as decided by the Committee (including Annual Association Capitation Fees) is due and payable no later than the 31st of October each year.
4. Any member whose Annual Membership fee or levies are unpaid on the due date, shall cease to be a member and their name shall be deleted from the Register of Members of the Club, but may be replaced by the Committee upon available vacancy and a payment of all arrears, including a further Joining Fee if so deemed.
5. The Committee shall determine the Annual Membership Fee and Joining Fee for the various classes of membership.

RULE 9 LEVIES

1. The committee may impose levies on all members not exceeding \$20 per member per annum in any one year. Notwithstanding, the Club in general meeting may authorise the imposition of levies in excess of this amount.
2. When imposing a levy, the Committee shall state the purpose of the levy and the due date for payment.
3. If a levy is unpaid after the due date, the Committee may declare all defaulting members non financial, and action shall be taken in accordance with Rule 8 Clause (4).

RULE 10 MEMBERS' LIABILITIES

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by rule 8 and rule 9.

RULE 11 CESSATION OR RESIGNATION OF MEMBERSHIP

(Act/Assn)

1. A person ceases to be a member of the Club if the person dies, resigns that membership, or is expelled from the Club.
2. A member may at any time, by giving notice in writing to the Secretary, resign his membership of the Club, but shall continue to be liable for any annual subscription or other moneys due and unpaid at the date of his resignation.
3. The Committee may refuse to renew the membership of a member if, in its opinion, such member is not an active member. "Active Member" means a member who has participated regularly in official club shoots. Without prejudice to the discretion of the Committee in relation to a member who participates less than once a month in official Club shoots, any member who so participates at least once a month during the period of which such person had been a member of the Club, shall be deemed to be an active member for the purposes of this clause.
4. Where a member of the Club ceases to be a member the Secretary shall make an appropriate entry in the Register of Members to record the date on which the member ceased to be a member.

RULE 12 MEMBERSHIP NOT TRANSFERABLE

(Act)

A right, privilege or obligation, which a person has by reason of being a member of the Club, is not capable of being transferred or transmitted to another person, and terminates on cessation of the person's membership.

RULE 13 INFRINGEMENT OF RULES, DISCIPLINING OF MEMBERS AND RIGHT OF APPEAL

(FAR/Act/Assn)

1. The Committee shall have the power to penalise any member who is guilty of the infringement of any rule(s).
2. The Range Official shall have the authority to warn or report to the Committee, any infringement of safety rules or misconduct on the range, and shall have the power, on having warned the competitor, member or visitor, twice for the same infringement, to suspend the competitor, member or visitor, from participating in any further competition until such time as their case may be brought before and decided upon by the Committee.

3. Any member who may be considered to have infringed any rule(s) may be called upon to appear before the Committee to answer such charges as may be laid against him.
4. Any member who, in the opinion of the Committee. May be considered to be guilty of unfair practice or misbehaviour connected with pistol shooting, or any action detrimental to the interests of the Club, may be called to appear before the Committee to answer such charges as may be laid against him. If found guilty, such member may be penalised by fine, suspension, expulsion or otherwise as the committee may consider appropriate.
5. Any member so fined, suspended or expelled shall be notified in writing by the Club Secretary as to the appropriate action being taken within seven days of such penalty being imposed.
6. Any member so fined, suspended or expelled shall have the right to appeal against such penalty, but such appeal must be lodged with the Secretary within twenty- one (21) days of notice being given. If any such notice of appeal should be lodged, a general meeting shall be held within twenty-one days of receipt of such appeal at which meeting the penalised member may explain the action leading to the notice being given, or speak in support of such appeal.
7. Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and unless a two-thirds (2/3) majority of those present vote against the appeal, such appeal shall be upheld and the members penalty be cancelled.

RULE 14 EXPULSION AND RIGHT OF APPEAL

(FAR/Act/Assn)

1. To expel a member from the Club, notice shall be sent to the Secretary, signed by any financial member, acquainting him with the circumstances that give rise to such notice.
2. The Secretary shall then communicate with such member (so that he may have the opportunity of explaining or withdrawing from the Club) and shall call a meeting of the Committee who are empowered to decide the question. If a two-thirds (2/3) majority of the Committee vote for his expulsion the member shall be expelled.
3. Any member so expelled shall have the right to appeal within twenty- one (21) days of notice, to a general meeting, to be summoned within twenty-one (21) days of lodgement of the appeal, at which meeting the penalised member may explain the action leading to the notice being given, or speak in support of such appeal.
4. Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and a two-thirds (2/3) majority of members present shall be required to confirm the expulsion. If the expulsion be not confirmed the member will be reinstated.

RULE 15 THE COMMITTEE

(ACT/Assn)

1. The Committee shall be called the Committee of Management of The Club and subject to the Acts, these rules, and to any resolution passed by the Club in a general meeting:
 - (a) Shall control and manage the affairs of the Club;
 - (b) May exercise all such functions as may be exercised by the Club, other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
 - (c) Has the power to perform all such acts, and do all such things, as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

2. The Officers of The Club shall be:
 - (a) The President
 - (b) The Vice-President
 - (c) The Secretary
 - (d) The Treasurer
 - (e) The Captain
 - (f) The Vice-Captain
 - (g) The Scorer
 - (h) and not more than three (3) Committee persons.
3. Each member of the Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the members' election, and shall be eligible for re-election.
4. In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed shall hold office subject to these rules, until the conclusion of the Annual General Meeting following the date of the appointment.

RULE 16 OFFICE BEARERS OF THE CLUB

1. Patron and Vice-Patron:
 - (a) There may be one or more Patrons and Vice-Patrons.
 - (b) These are positions of honour, which may be offered by the members at annual General Meetings.
- (2-8 Assn)
2. President
 - (a) There shall be one President.
 - (b) The President is the senior executive officer of the Club.
 - (c) He shall be a member ex-officio, of all regular and special committees.
 3. Vice-President
 - (a) There shall be one Vice-President.
 - (b) He shall accept the full responsibilities of the President, in the absence or at the request of the President.
 - (c) He shall carry out any other duties given him by the President.
 4. Secretary
 - (a) There shall be one Secretary.
 - (b) He shall within fourteen (14) days, lodge with the Association any change of name and/or address of the President, Secretary or Captain.
 - (c) He shall keep minutes of all proceedings at Committee Meetings and general meetings of the Club
 - (d) He shall keep a record of all correspondence on behalf of the club.
 - (e) He shall have all outgoing correspondence approved by the Committee.
 - (f) He shall be a member ex-officio, of all regular and special committees.
 - (g) He shall, within fourteen (14) days, notify the Commissioner of Police and Association of:
 - i. The change of name and/or residential address of a member
 - ii. The acceptance of a person as a member of the Club; and

- iii. Any punitive action taken against a member of the Club for offences involving pistols and/or safety.
 - (h) He shall, within seven (7) days, notify the Commissioner of Police and the Association of the resignation, expulsion, transfer or death of a member of the Club.
 - (i) He shall, within the month of December of each year. Lodge with the Commissioner of Police and the Association, particulars of all members of the Club as at 31st October preceding and such particulars shall be furnished in accordance with the requirements of the Firearms Act or Regulations.
 - (j) He shall fulfil all duties and obligations imposed on the Secretary by virtue of the Firearms Act, and such other duties as laid down in this Constitution.
 - (k) He shall appoint a member of the Club to act as Secretary in his absence. Such appointment to be made in writing, and acknowledged in writing by the person so appointed.
5. Treasurer
- (a) There shall be one Treasurer.
 - (b) The Treasurer shall be responsible for all financial matters of the Club, and custody of books of account.
 - (c) He shall ensure that all money due to the Club is collected, and banked to the Club's account within fourteen (14) days, and as soon as practicable after receiving moneys an appropriate receipt is issued.
 - (d) He shall ensure that all payments authorised by the Club are made.
 - (e) He shall ensure that correct books of account are kept, showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
 - (f) He shall produce each year to the Auditors of the Club, the books of account.
 - (g) He shall, at the Annual General Meeting, deliver to the Chairperson a duly audited Balance Sheet and a Profit and Loss Account, covering the financial year immediately preceding that Annual General Meeting
6. Captain
- (a) There shall be one Captain.
 - (b) He shall have charge of all the ranges of the Club.
 - (c) He shall be responsible for the conduct of all competitions in accordance with the rules of the Club, the Association, ISSF and Pistol Australia.
 - (d) He shall be responsible for the observance of all safety precautions on the ranges of the Club.
 - (e) He shall be responsible for the instruction of all members in the art of target pistol shooting.
 - (f) He shall appoint such Range Officials as deemed necessary for safe conduct on all ranges of the Club. Such Range Officials shall perform any other duties as directed.
7. Vice-Captain
- (a) There shall be one Vice-Captain
 - (b) He shall accept the responsibilities of the Captain, in the absence or, at the request of the Captain.
8. Scorer
- (a) There shall be one Scorer
 - (b) The Scorer shall record the scores of all Club and inter-club competitions in which Club Members participate.

- (c) He shall maintain a grading record in accordance with the Association requirements.

RULE 17 ELECTION OF OFFICERS

1. All elections shall be by an absolute majority and ballot, all nominated persons must have not less than 3 years experience and have been a member of the club for at least 3 years, only the name of the elected officer shall be revealed and not the numbers of votes cast for each.
2. The ballot for the election of office-bearers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
3. All nominations of candidates for election to the Committee of Management shall be received in writing at the Annual General Meeting. Such nominations must be accepted by the nominee.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
6. If insufficient further nominations are received, any position remaining on the Committee shall be deemed to be casual vacancies, to be filled in accordance with Rule 14 Clause (4).
7. A nomination of a candidate for election under this Rule is valid if that candidate has been nominated for election to another office at the same election.

RULE 18 CASUAL VACANCIES

(Act)

For the purpose of these Rules a casual vacancy in the office of a member of the Committee occurs if the member:

- (a) Ceases to be a member of the Club;
- (b) Dies;
- (c) Becomes an insolvent member under administration within the meaning of the Companies (New South Wales) Code;
- (d) Resigns office by notice in writing given to the Secretary;
- (e) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (f) Is absent without the consent of the Committee from all meetings of the Committee held during the period of six (6) months;
- (g) Is removed from office as per Rule 18; or
- (h) is a vacancy created by insufficient nominations at the Annual General Meeting.

RULE 19 REMOVAL OF A COMMITTEE MEMBER

(Act)

1. The Club in a general meeting may by resolution remove any member of the Committee from office, before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the member so removed.
2. Where a member of the Committee to whom a proposed resolution referred to in Clause (1) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the

members of the Club, the Secretary or the President may send a copy of the representations to each member of the Club or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

RULE 20 COMMITTEE MEETINGS AND QUORUM

1. The Committee shall meet at least bi monthly or as required in each period of twelve (12) months, at such place and time as the Committee may determine.
2. Additional meetings of the Committee may be convened by the President or by any three (3) members of the Committee.
3. Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
4. Notice of a meeting given under Clause (3) shall specify the general nature of the business to be transacted at the meeting and no business other than that business to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
5. Sixty (60) percent of members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
6. No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the commencement of the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the day in the following week.
7. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

RULE 21 DELEGATION BY COMMITTEE TO SUB-COMMITTEE

(Act)

1. The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the instrument, other than:
 - a) This power of delegation; and
 - b) A function which is a duty imposed on the Committee by the Act or by any other law.
2. A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevised, be exercised from time to time by the sub-committee in accordance with the terms of the delegation
3. All sub-committees shall conduct their business at the direction of the Committee and shall report their proceedings in writing.
4. Notwithstanding any delegation under this Rule, the Committee may continue to exercise any function delegated.
5. Any act or thing done or suffered by a sub-committee acting in exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Committee.
6. The Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
7. A sub-committee may meet and adjourn as it thinks proper.
8. All sub-committees shall retire at the Annual General Meeting.

RULE 22 VOTING AND DECISIONS OF THE COMMITTEE AND SUB-COMMITTEES

(Act)

1. Questions arising at a meeting of the Committee or sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
2. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee) including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. Subject to Rule 19 Clause (5) the Committee may act notwithstanding any vacancy on the Committee.
4. Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

RULE 23 INDEMNITY

The officers of the Club, and member of appointed sub-committees, shall be indemnified by the Club against all actions, suits, claims, demands, costs, damages and expenses which such person may incur, suffer or be liable to for any reason, or as a result of any contract entered into, or by any act or deed done by him in the proper discharge of his duties, or in any way relating thereto, except as may happen through his negligence or default.

RULE 24 GENERAL

(FAR)

1. The Secretary or Captain shall within fourteen (14) days of changing place of residence notify the Commissioner of Police and the Association in writing of such change in residence. However, should the Secretary or the Captain be the holder of a pistol licence, either in his own capacity or on behalf of the Club, the period for notification shall be seven (7) days.
2. The Secretary or Captain who has been given possession of a pistol for SAFEKEEPING, or who relinquishes possession of such pistol to the holder of the licence for such pistol, shall maintain a book to the effect of a PAB 29 of the Firearms Act and record therein particulars in respect of the acquisition and disposition of such pistol. All entries in the book are to be printed or written in ink and any alteration shall be made in ink by interlineation or deletion and not by erasure.

RULE 25 POLICY OF THE CLUB

1. Subject to these By-laws, the Committee is empowered to make repeal and amend resolutions on matters of policy and conduct, as they may from time to time consider necessary for the well being of the Club, such resolutions, repeals and amendments shall have effect until otherwise determined by the Committee or general meeting.
2. Any By-law, or resolutions on matters of policy or conduct, made under these Rules shall come into force and be duly operative upon the posting of an appropriate notice containing such By-laws and resolutions on the Notice Board of the Club.

RULE 26 NOTICE

1. The Secretary shall, at least twenty-one (21) days before the date fixed for the holding of a general meeting, cause to be sent by prepaid post to each member at the member's address appearing in the Register of Members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
2. No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business may be transacted pursuant to rule 26.
3. A member desiring to bring any business before a general meeting, may give notice in writing of that business to the Secretary who shall include that business in the notice calling the next general meeting.

RULE 27 ANNUAL GENERAL MEETING

(Act/Assn)

1. The Club shall, at least once in each calendar year within the period of six (6) months after the expiration of each financial year of the Club, convene an Annual general Meeting of its members.
2. The Annual General Meeting of the Club shall, subject to the Act and this Rule, be convened in the month of October of each year.
3. An Annual General Meeting shall be specified as such in the notice convening it.
4. Twenty-one (21) days clear notice in writing of the Annual General Meeting shall be given to all members, to be sent to each member at the member's address appearing in the Register of Members, such notice to specify the place, date and time of the meeting and Agenda.
5. In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
 - a) To confirm the minutes of the last preceding Annual General Meeting and of any extraordinary General Meeting held since that meeting;
 - b) To receive from the Committee reports on the activities of the Club during the last preceding financial year;
 - c) To elect office bearers of the Club and ordinary members of the Committee;
 - d) To receive and consider the statement which gives a true and fair view of the income and expenditure, the assets and liabilities, the mortgages, charges and other securities affecting the Club, as of the last financial year.
6. If the Annual General Meeting has not been called by the end of November in any year, twenty-five (25) percent of the members may convene and conduct an Annual General Meeting.
- 7.
8. If the Annual General Meeting convened by members as referred to in Clause (6) of this rule, shall be convened as nearly as is practicable in the same manner as Annual General Meetings are convened by the Committee and any member who thereby incurs expenses of convening, is entitled to be reimbursed by the Club.

RULE 28 EXTRAORDINARY GENERAL MEETINGS

(Act/Assn)

1. The Committee may, whenever it thinks fit, convene an Extraordinary General Meeting of the Club;
2. The Committee shall, on the requisition in writing of not less than twenty-five (25) percent of members, convene an Extraordinary General Meeting of the Club.

3. A requisition of members for an Extraordinary General Meeting:
 - a) Shall state the purpose or purposes of the meeting;
 - b) Shall be signed by the members making the requisition;
 - c) Shall be lodged with the Secretary; and
 - d) May consist of several documents in a similar form. Each signed by one or more of the members making the requisition.
4. If the Committee fails to convene an Extraordinary General Meeting to be held within one (1) month after the date on which a requisition of members for a meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene the meeting, to be held not later than three (3) months after that date.
5. An Extraordinary general Meeting convened by a member or members as referred to in Clause (5) shall be convened as nearly as practicable in the same manner as General Meetings are convened by the Committee, Any Member who thereby incurs expenses of convening, is entitled to be reimbursed by the Club.

RULE 29 PRESIDING MEMBER

(Act)

1. The President or, in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting, or Committee meeting of the Club.
2. If the President and the Vice-President are absent from a meeting, or unwilling to act, the members present shall elect one of their number to preside as Chairperson at the meeting.

RULE 30 PROCEDURE

(Act)

1. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
2. Five (5) members or Twenty-Five (25) percent of all members, whichever is the smaller number (being members entitled to vote at general meeting), shall constitute a quorum for the transaction of the business of a general meeting.
3. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting if convened on the requisition of the members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to the members given before the day to which the meeting is adjourned) at the same place.
4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

RULE 31 MAKING OF DECISIONS

(Act)

1. A question arising at a general meeting of the Club shall be determined on a show of hands and, unless before or on declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the Minute Book of the Club, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

2. At a general meeting of the Club a poll may be demanded by the Chairperson or by not less than ten (10) members present at the meeting.
3. Where a poll is demanded at a general meeting, the poll shall be taken immediately and the resolution of the poll on the matter shall be deemed to be a resolution of the meeting on that matter.
4. Subject to these Rules, all matters at a general meeting shall be decided by a simple majority vote of members.

RULE 32 VOTING

(Act)

1. Upon any question arising at a general meeting of the Club, a member has one vote only.
2. All votes shall be given personally.
3. In the case of an equality of votes on a question at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
4. A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.

RULE 33 APPOINTMENT OF PROXIES

1. Where a member is unable to be present at any general meeting, that member may appoint another member or the Club secretary to exercise proxy votes on his behalf.
2. No one person may cast more than two proxy votes on behalf of other members, with the exception of the Club Secretary who may cast as many proxy votes for which he holds valid proxy forms.
3. The notice appointing the proxy shall be in the form as set out in Appendix 1.
4. The notice appointing the proxy shall be served on the Club Secretary not less than twenty four (24) hours before the time of holding the meeting at which the person named in the instrument proposes voting. In default the instrument shall not be valid.
5. The content of proxy votes served on the Secretary shall be confidential. At the beginning of the meeting the Secretary will announce that proxy votes are held on the matters specified therein.
6. Minor variations in the form shall not invalidate a proxy provided the intention is clear.
7. Where votes are cast by proxy the members present shall decide by simple majority, on validity of any vote that is called into question.

RULE 34 ADJOURNMENT

(Act)

1. The Chairperson or members of the Club at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. Where a general meeting is adjourned for fourteen (14) days or more, the Secretary shall give written notice of the adjourned meeting and the nature of the business to be transacted at the meeting.
3. Except as provided in Clauses)1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

RULE 35 AUDITORS

1. There shall be one or more Auditors.
2. The Auditors shall satisfy themselves that the Balance Sheet and the Profit and Loss Account, as presented annually by the Treasurer, provides a true and fair representation of the Club's financial position and records the financial transactions of the Club during the period.
3. The Auditors shall conduct financial investigations as required by the Committee.

RULE 36 VISITORS

(Assn)

1. Any person not being a member of the Club, shall enter onto the Club premises only upon the invitation of a member of the Club. Such members shall be responsible for the behaviour and conduct of such visitor on the Club premises. It shall be the obligation of the Club member to acquaint the visitor of range rules and procedure.
2. A visitor shall record and sign his name in the Visitors' Book. The member responsible for the behaviour and conduct of such visitor shall also sign the Visitors' Book.
3. Visitors may be invited to shoot on the Club ranges provided they are capitated members of an Approved Club. Visitors from another Approved Club must produce evidence of their membership to a member of the Club Committee of range official on request.
4. Visitors using their own target pistols must hold a current licence for each pistol. The licence must be produced to a member of the Club Committee or range official on request.
5. A competitor visiting from an Approved Club shall report to a member of the Committee or, in their absence, the Range Officer who shall ensure that the competitor records their name, signature and Club in the Visitors' Book and produce evidence of his membership on request.

RULE 37 CLUB PISTOLS

(FAR)

1. The committee may purchase or acquire such pistols for the use of the Club as it considers necessary. However, the number of pistols so acquired will not exceed the number considered by the Commissioner of Police as adequate and reasonable for such purpose having regard to the needs of the Club.
2. The Secretary, Club Captain or a nominated Club member shall, on behalf of the Club, hold the pistol licence issued in respect of each pistol owned by the Club. They shall take all reasonable precautions to ensure the safe keeping of such pistols when they are not being used, or carried by some other person at an Approved Range. Such pistols may only be used in Club target shooting at an Approved Range by any member of the Club or by a visiting member of any Approved Club, but in both cases the use must be under supervision of a Range Officer and in compliance with any conditions endorsed on the pistol licence.
3. The Secretary or Captain, or in their absence, The Acting Secretary, shall keep a record of the use of each Club pistol by any member of the Club or by any visiting member of an Approved Club. Such record shall be in a book and will be to the effect of Form 12 under the Firearms Regulation; the headings of each page to be machine printed; the pages bound by sewing or such other

manner as to prevent any page being readily removed; and each page to be machine numbered consecutively.

4. The Secretary or Captain or, in their absence, The Acting Secretary, shall at the time of any transfer from, and return to them of a Club pistol, enter or cause to be entered in ink in the book such of the particulars specified in Form 12 as are at the time appropriate.
5. All entries in such register shall be printed in ink and alteration shall be made in ink by interlineation or deletion and not by erasure.
6. The Secretary or Captain shall cause such register to be retained until the expiration period of three (3) years after the completion of the last entry therein, and not extract or cause or permit to be extracted any page from such register.
7. The register shall upon demand, made by an authorised member of the Police Force or Firearms Registry, be produced to permit them to make copies of any entry therein.
8. Members shall make themselves conversant with the requirements of the Firearms Act and Firearms Regulations there under, in respect of pistols owned by the Club.

RULE 38 INTOXICATING LIQUOR

(FAR/Assn)

1. No person shall consume intoxicating liquor on a range of the Club at any time.
2. No person shall be admitted to or be on a range of the Club whilst apparently under the influence of intoxicating liquor.
3. Any person found under the influence of intoxicating liquor or on a range of the Club shall be ordered to leave forthwith and if such person is a member of the Club, they shall be liable to expulsion. If such person is a visitor from another Club, they shall be reported in writing to their own Club. If a competition is in progress, the offender will be disqualified from the competition.

RULE 39 RANGE FEES

Range Fees and Competition Fees shall be fixed by the Committee.

RULE 40 PISTOLS AND SHOOTING RULES

(FAR/Assn)

All pistols used and matches held on the ranges of the Club shall conform to, ISSF, PISTOL AUSTRALIA or the Association Rules, and for which the range is licensed.

RULE 41 INPECTION OF RANGES

(FAR)

Any range or ranges of the Club may be inspected at any time by an authorised member of the Police Force, a member of the Executive of the Association or person authorised in writing by the Association.

RULE 42 NOTICES REGARDING RULES FOR SAFETY AND CONDUCT

(FAR)

At least two (2) copies of the current Association Standard Rules for Safety and Conduct on the Pistol Range shall be displayed at separate locations on all ranges of the Club.

RULE 43 INSURANCE

1. The club shall effect and maintain with an approved insurer public liability insurance cover of any such amount as may be required by the law.
2. In addition to the insurance required under Clause (1), the Club may effect and maintain such other insurance as the Club may, from time to time, deem necessary.

RULE 44 FINANCIAL YEAR

The financial year of the Club shall end on 31st October of each year, to which day the accounts of the Club shall be balanced.

RULE 45 FUNDS – SOURCE

The funds of the Club shall be derived from Joining Fees and Annual Membership Fees, donations, and subject to any resolution passed by the Club in general meeting, such other sources as the Committee determines.

RULE 46 FUNDS – MANAGEMENT

1. Subject to any resolution passed by the Club in General Meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the Committee determines.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) of the President, Treasurer or Secretary of the Club.

RULE 47 CUSTODY OF BOOKS ETC

Except as otherwise provided by these rules the Club Secretary shall keep in their custody or under their control all records, books and other documents relating to the Club.

RULE 48 INSPECTION OF BOOKS AND RECORDS

1. The records, books and other documents of the Club shall be open for inspection, at any reasonable time free of charge, by an authorised member of the Police Force, a member of the Executive of the Association or a person authorised in writing by the Association.
2. The, books and other documents of the Club, shall be open for inspection, free of charge, at any reasonable time by a member of the Club.

RULE 49 SERVICE OF NOTICE

1. For the purpose of these rules, a notice may be served by or on behalf of the Club upon any member either personally or by sending it by prepaid post to the member at the address shown in the Register of Members.
2. Where a document is sent to a person by properly addressing, prepaying and posting a letter containing the document, unless the contrary is proved, shall be deemed for the purpose of these Rules to have been served on the person three (3) days following the date of posting

RULE 50 FIREARMS ACT 1996 (AS AMENDED)

Notwithstanding any clause in this Constitution, the Club and all members of the Club shall be bound by the provisions of the Firearms Act, 1996 (as amended) and Regulation there under.

RULE 51 ALTERATION OF OBJECTS AND RULES (BY-LAWS)

1. The objects and Rules of the Club may be altered, rescinded or added to by resolution, provided that such resolution is passed by a majority which comprises not less than three-quarters (3/4) of such members of the Club present at the meeting, being entitled under these Rules so to do, vote in person or, where proxies are allowed, by proxy at a general meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.
2. Where these Rules are amended, two (2) copies of the amendments, certified as correct under the hand of the Secretary, shall be forwarded to the Association and the Commissioner of Police within fourteen (14) days after the amendment has been made.

RULE 52 DISSOLUTION

If at any General meeting a resolution for the dissolution of the Club shall be passed by a simple majority of the members present, and such resolution shall at an Extraordinary General Meeting held not less than one (1) month thereafter at which not less than one half (1/2) of the members shall be present be confirmed by a resolution passed by a majority of three quarters (3/4); of members voting thereon, the Committee shall thereon, or at such future date as shall be specified in such resolution proceed to realise the property of the Club and after discharge of all liabilities shall divide the same equally between such charities as may be determined by members at such meeting or be wholly given to the NSW APA Inc. and upon completion of such disbursement the Club shall be dissolved.

RULE 53 MATTERS NOT COVERED BY THESE RULES

Where any subject, matter or dispute not specifically covered by this Constitution is brought before the Committee, the Committee shall have the power to discuss, investigate and decide upon such subject, matter or dispute provided that such subject, matter or dispute is not covered by the Firearms Act, or other Law.

Such decisions shall be binding on all members of the Club.

This Constitution was adopted by the Cowra Pistol Club Incorporated at an Extraordinary General Meeting held at the Club rooms on the twenty fourth day of March, in the year 2013. Any appointment made or motion passed under the Constitution hereby repealed, if in force at the commencement of this Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

.....
SECRETARY

.....
PRESIDENT

APPENDIX 1

Rule 32 Clause (3)

FORM OF APPOINTMENT OF PROXY

I, _____
(Full Name)

of _____
(Address)

Being a member ofPistol Club hereby

appoint _____
(Full name of Proxy)

of _____
(Address of Proxy)

being a member of the Club, as my proxy to vote for me on my behalf at the General Meeting of the Club to be held on the _____ day of _____ 20__ and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of / against (delete as appropriate) the resolution (insert details below).

Signature of member appointing proxy
Date _____

Note: A proxy may not be given to a person who is not a member of the Club.

* to be inserted if desired.