



An association incorporated under the Associations
Incorporation Reform Act 2012 (Vic)

Constitution of Victorian Amateur Pistol Association Inc.

A0030064P

Date: 26 July 2019

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RULES FOR AN INCORPORATED ASSOCIATION

PART 1 - PRELIMINARY

1. NAME

The name of the incorporated association is "Victorian Amateur Pistol Association Inc."

2. PURPOSES

The purposes of the Association are:

- (a) to manage the sport and recreation of pistol and revolver shooting in all its forms and disciplines, as administered by Pistol Australia Inc. ABN 19 183 912 970;
- (b) to and facilitate competitions, events and activities through the provision of support services;
- (c) to encourage all aspects of target shooting to its Members and the general community; and
- (d) undertake other actions or activities necessary, incidental or conducive to advance these purposes.

3. FINANCIAL YEAR

The financial year of the Association is each period of 12 months ending 30 April.

4. DEFINITIONS

In this constitution:

- (a) **Absolute majority of the Committee of Management** means a majority of the Committee of Management members entitled to vote at the time;
- (b) **Capitation Fee** means a prescribed fee per Individual Member of each Club that is payable by the Club to the Association by the due date and which entitles each Individual Member of that Club to the membership privileges of the Association;
- (c) **Chairperson of a General Meeting, a Committee of Management meeting, or an Executive meeting**, means the person chairing the meeting as required under rule 71;
- (d) **Club** means a target shooting club admitted as a Member of the Association under rule 11;
- (e) **Committee of Management** means collectively, the Executive and no more than two delegates from each Club;
- (f) **Delegate** means an Individual Member who is properly appointed by a Club to represent that Club at Committee of Management meetings;
- (g) **Disciplinary meeting** means a meeting of the Executive convened for the

purposes of rule 23;

- (h) **Disciplinary Subcommittee** means the subcommittee appointed under rule 21;
- (i) **Executive** means that group of persons described at rule 42 and includes the Elected Executive Positions and the Appointed Executive Positions (as those terms are defined in rule 42.1);
- (j) **Executive meeting** means a meeting of the Executive elected or appointed under Division 3 of Part 5;
- (k) **Financial Year** means the 12 month period specified in rule 3;
- (l) **Firearms Act** means the *Firearms Act 1996* (Vic) as amended or replaced from time to time;
- (m) **General Meeting** means a general meeting of the Individual Members of the Association convened in accordance with Part 4 and includes an annual general meeting and a special general;
- (n) **Individual Member** means a person who is: (i) a registered financial member of a Club; (ii) permitted under the Firearms Act to possess, carry and use a pistol in the sport of pistol shooting; and (iii) admitted to the Association under rule 11;
- (o) **Life Member** means a Member admitted to the Association under rule 13;
- (p) **Member** means a member of the Association and includes Clubs and Individual Members;
- (q) **Special Resolution** means a resolution that requires not less than three-quarters of the Voting Members voting at a General Meeting, whether in person or by proxy, to vote in favour of the resolution;
- (r) **the Act** means the Associations Incorporation Reform Act 2012 and includes any regulations made under that Act;
- (s) **the Registrar** means the Registrar of Incorporated Associations; and
- (t) **Voting Member** means a member who under rule 15.2 is entitled to vote at a General Meeting.

PART 2 - POWERS OF ASSOCIATION

5. POWERS OF ASSOCIATION

- 5.1 Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- 5.2 Without limiting the rule 5.1, the Association may:
- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf; and
 - (g) enter into any other contract it considers necessary or desirable.
- 5.3 The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6. NOT FOR PROFIT ORGANISATION

- 6.1 The Association must not distribute any surplus, income or assets directly or indirectly to its Members.
- 6.2 Rule 6.1 does not prevent the Association from paying a Member:
- (a) reimbursement for expenses properly incurred by the Member; or
 - (b) for goods or services provided by the Member,
- if this is done in good faith on terms no more favourable than if the Member was not a Member.

PART 3 - MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 - Membership

7. MINIMUM NUMBER OF MEMBERS

The Association must have at least 5 Members.

8. CATEGORIES OF MEMBERS

8.1 Members of the Association shall fall into one of the following categories:

- (a) Clubs, which subject to this constitution, shall be entitled to receive notice of, but not attend or vote, at General Meetings;
- (b) Individual Members, who subject to this constitution shall have the right to receive notice of, attend, debate and vote at General Meetings;
- (c) Life Members, who subject to this constitution shall have the right to receive notice of, attend, debate and vote at General Meetings; and
- (d) such new or other categories of Members as may be established by the Executive. Any new category of Member established by the Executive must not be granted voting rights without the approval of the Association in a General Meeting.

9. WHO IS ELIGIBLE TO BE A MEMBER

- 9.1 Any target shooting club which supports the purposes of the Association is eligible for membership of the Association as a Club.
- 9.2 Any person who is a financial member of a Club and who supports the purposes of the Association is eligible for membership as an Individual Member.

10. APPLICATION FOR MEMBERSHIP

10.1 To apply to become a Club Member, a target shooting club must submit a written application to the Association stating that the target shooting club:

- (a) wishes to become a Club of the Association;
- (b) supports the purposes of the Association; and
- (c) agrees to comply with this constitution.

10.2 The application:

- (a) must include the form of words in Schedule 1;
- (b) must be signed by a duly authorised representative of the target shooting club; and
- (c) may be accompanied by the joining fee (if any).

10.3 No individual shall be registered with the Association as an Individual Member except in accordance with this rule 10.3. The Association may at its discretion refuse to

accept a person as an Individual Member and shall not be required or compelled to provide any reason for such rejection. Subject to this rule, an individual may apply to become an Individual Member of the Association by completing the prescribed membership form of their Club.

- 10.4 For each person referred to in rule 10.3, a Club must submit a copy of the individual membership application form, plus a passport photo of the person, to the Secretary.

11. CONSIDERATION OF APPLICATION

- 11.1 As soon as practicable after an application by an approved target shooting club to be accepted as a Club is received, the Committee of Management must decide by resolution whether to accept or reject the application.
- 11.2 The Secretary must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- 11.3 If the Committee of Management rejects the application, it must return any money accompanying the application to the applicant.
- 11.4 No reason need be given for the rejection of an application.

12. NEW MEMBERSHIP

- 12.1 If an approved target shooting club is accepted by the Committee of Management as a Club:
- (a) the resolution to accept the Club must be recorded in the minutes of the Committee of Management meeting; and
 - (b) the Secretary must, as soon as practicable, enter the name and address of the Club, and the date of becoming a Club, in the register of Members; and
 - (c) the Secretary must, as soon as practicable, enter the name and address of any new Individual Members, and the date of becoming a Member of the Association, in the register of Members.
- 12.2 A Member of the Association is, subject to rule 15.2, entitled to exercise rights of membership from the date, whichever is the later, on which:
- (a) the Committee of Management approves the Club's application; or
 - (b) the person becomes a financial member of a Club which pays the joining fee (if any).

13. LIFE MEMBERS AND PATRONS

- 13.1 On the recommendation of the Committee of Management, the Association from time to time may in General Meeting confer upon persons, whether or not members of a Club, the title of Patron or of Honorary Life Member.
- 13.2 For the avoidance of doubt, a Patron is not entitled to vote at General Meetings.
- 13.3 A Life Member may vote at General Meetings in accordance with rule 8.1(c).
- 13.4 A person who is a Patron or an Honorary Life Member is not liable to the Association

for Membership fees or levies

14. ANNUAL CAPITATION FEE

- 14.1 A Club must annually pay to the Association a Capitation Fee for each Individual Member of the Club.
- 14.2 A Club must pay the Capitation Fee to the Association, as calculated on 1 November, on 1 December and by no later than 31 January of the following year.
- 14.3 The Executive must determine and advise the Clubs by no later than 13 April in any year
- the amount of the Capitation Fee for the following financial year.
- 14.4 The Association may determine that any new Club who joins after the start of a financial year must, for that financial year, pay a fee equal to:
- (a) the full Capitation Fee;
 - (b) a pro rata Capitation Fee based on the remaining part of the financial year; or
 - (c) a fixed amount determined from time to time by the Association.
- 14.5 The rights of a Member (including the right to vote) who has not paid the Capitation Fee (as the case may be) by the due date are suspended until the Fee is paid.

15. GENERAL RIGHTS AND OBLIGATIONS OF MEMBERS

- 15.1 A Voting Member has the right:
- (a) to receive notice of General Meetings and of proposed special resolutions in the manner and time prescribed by this constitution;
 - (b) to submit items of business for consideration at a General Meeting;
 - (c) to attend and be heard at General Meetings;
 - (d) to vote at a General Meeting;
 - (e) to have access to the minutes of General Meetings and other documents of the Association as provided under rule 81; and
 - (f) to inspect the register of Members.
- 15.2 A Voting Member is entitled to vote if:
- (a) the person is an Individual Member, and not also a Patron; and
 - (b) the Capitation Fees of the Individual Member's Club, which fell due on the previous 1st November, have been paid by the Club by 31 January; and
 - (c) the Individual Member's membership rights are not suspended for any

reason.

- 15.3 Each Member must comply at all times with the Firearms Act, and a Club must not admit a member unless or until it has complied with section 123D(3) of the Firearms Act.
- 15.4 Where an Individual Member ceases to be a member of a Club, that Club must, as soon as reasonably practicable and by no later than 30 days after the Individual Member ceases to be a member of the Club:
- (a) notify the Association that the Individual Member is no longer a member of the Club; and
 - (b) advise the Association if the relevant individual ceased to be a member of the Club as the result of disciplinary or other similar action taken by the Club.

16. RIGHTS NOT TRANSFERABLE

The rights of a Member are not transferable and end when membership ceases.

17. CEASING MEMBERSHIP

- 17.1 The membership of a Member ceases on resignation under rule 18, or on expulsion, death or winding up (as the case may be), or in accordance with rule 17.2.
- 17.2 If a Member is convicted of breaching the Firearms Act, that Member's membership of the Association may be discontinued by the Executive, subject to the following:
- (a) membership shall not be discontinued by the Executive under rule 17.2 without the Executive first giving the Member the opportunity to explain the conviction; and
 - (b) where a Member fails, in the Executive's opinion, to adequately explain the conviction, their membership shall be discontinued by the Association giving written notice of the discontinuance to the Member, with the register of Members updated to reflect the discontinuance as soon as practicable.
- 17.3 If a person ceases to be a Member, the Secretary must, as soon as practicable, enter in the Association's register of Members, the date the person ceased to be a Member.

18. RESIGNING AS A MEMBER

- 18.1 A Member may resign by notice in writing given to the Association.
- 18.2 A Member is automatically taken to have resigned if:
- (a) the Club's annual Capitation Fee has not been paid to the Association by 31 March in any year, except as otherwise permitted by the Executive; or
 - (b) where no annual Capitation Fee is payable:
 - (i) the Secretary has made a written request to the Member to confirm that the Member wishes to remain a Member; and
 - (ii) the Member has not, within one month after receiving that request, confirmed in writing that the Member wishes to remain a Member; or

- (c) an Individual Member has not paid the applicable annual membership fee (if any) to their Club within one month after the date of the Club's annual general meeting; or
- (d) an Individual Member ceases to be a member, for any reason, of their Club. For the avoidance of doubt, where an Individual Member ceases to be a member of their Club, they and/or any new Club on their behalf, must reapply for membership of the Association in accordance with this constitution.

19. REGISTER OF MEMBERS

19.1 The Secretary must keep and maintain a register of Members that includes:

- (a) for each current Member:
 - (i) the Member's name;
 - (ii) the address for notice last given by the Member;
 - (iii) the date of becoming a Member;
 - (iv) if the Member is an Individual Member of a Club and whose Capitation Fee is being paid by that Club, a note to that effect;
 - (v) any other information determined by the Executive; and
- (b) for each former Member, the date of ceasing to be a Member.

19.2 Any Member may, at a reasonable time and free of charge, inspect the register of members.

Division 2 - Disciplinary Action

20. GROUNDS FOR TAKING DISCIPLINARY ACTION

The Association may take disciplinary action against a Member in accordance with this Division if it is determined that the Member:

- (a) has failed to comply with this constitution;
- (b) refuses to support the purposes of the Association;
- (c) has engaged in conduct prejudicial to the Association; or
- (d) has breached one or more provisions of the Firearms Act.

21. DISCIPLINARY SUBCOMMITTEE

21.1 If the Executive is satisfied that there is a basis for considering disciplinary action against a Member, the Executive must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the Member.

21.2 The members of the disciplinary subcommittee:

- (a) may be Executive members, Members of the Association or anyone else; but
- (b) must not be biased against, or in favour of, the Member concerned.

22. NOTICE TO A MEMBER

- 22.1 Before the disciplinary action is taken against a Member, the Secretary must give written notice:
- (a) stating that the Association proposes to consider taking disciplinary action against the Member;
 - (b) stating the grounds for the proposed disciplinary action;
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting);
 - (d) advising the Member that they may do one or both of the following:
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
 - (e) In the case of a Club, the notice must specify that a representative of the Club may attend the disciplinary meeting and give a written statement as described in rule 22.1(d).
 - (f) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

23. DECISION OF SUBCOMMITTEE

- 23.1 At the disciplinary meeting, the disciplinary subcommittee must:
- (a) give the Member an opportunity to be heard; and
 - (b) consider any written statement submitted by the Member.
- 23.2 After complying with rule 22.1, the disciplinary subcommittee may:
- (a) take no further action against the Member; or
 - (b) subject to rule 23.3:
 - (i) reprimand the Member;
 - (ii) suspend the membership rights of the Member for a specified period; or
 - (iii) expel the Member from the Association.
- 23.3 The disciplinary subcommittee may not fine the Member.
- 23.4 The suspension of rights or the expulsion of a Member by the disciplinary

subcommittee under this rule takes effect immediately after the vote is passed.

Division 3 - Grievance procedure

24. APPLICATION OF GRIEVANCE PROCEDURE

- 24.1 The grievance procedure set out in this Division applies to disputes under this constitution between:
- (a) a Member and another Member;
 - (b) a Member and the Executive; and
 - (c) a Member and the Association.
- 24.2 A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

25. PARTIES MUST ATTEMPT TO RESOLVE THE DISPUTE

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

26. APPOINTMENT OF MEDIATOR

- 26.1 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 25, the parties must within 10 days:
- (a) notify the Executive of the dispute;
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.
- 26.2 The mediator must be:
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement:
 - (i) if the dispute is between a Member and another Member-a person appointed by the Executive; or
 - (ii) if the dispute is between a Member and the Executive or the Association, then a person appointed or employed by the Dispute Settlement Centre of Victoria.
- 26.3 A mediator appointed by the Executive may be a Member or former Member of the

Association but in any case, must not be a person who:

- (a) has a personal interest in the dispute; or
- (b) is biased in favour of or against any party.

27. MEDIATION PROCESS

27.1 The mediator to the dispute, in conducting the mediation, must:

- (a) give each party every opportunity to be heard;
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties throughout the mediation process.

27.2 The mediator must not determine the dispute.

28. FAILURE TO RESOLVE DISPUTE BY MEDIATION

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4 - GENERAL MEETINGS OF THE ASSOCIATION

29. ANNUAL GENERAL MEETINGS

29.1 The Executive must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.

29.2 Despite rule 29.1, the Association may hold its first annual general meeting at any time within 18 months after its incorporation.

29.3 The Executive may determine the date, time and place of the annual general meeting.

29.4 The ordinary business of the annual general meeting is as follows:

- (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
- (b) to receive and consider:
 - (i) the annual report of the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Treasurer in accordance with Part 7 of the Act;
- (c) to elect the Elected Executive Positions;

29.5 The annual general meeting may also conduct any other business of which notice

has been given in accordance with this constitution.

30. SPECIAL GENERAL MEETINGS

- 30.1 Any General Meeting of the Association, other than an annual general meeting, is a special general meeting.
- 30.2 No business other than set out in the notice under rule 33 may be conducted at the meeting.

31. SPECIAL GENERAL MEETING HELD AT REQUEST OF MEMBERS

- 31.1 The Executive must convene a special general meeting if a request to do so is made in accordance with rule 31.2 by at least 30 Voting Members of the Association.
- 31.2 A request for a special general meeting must:
 - (a) be in writing;
 - (b) state the business to be considered at the meeting and any resolutions to be proposed;
 - (c) include the names and signatures of the Voting Members requesting the meeting; and
 - (d) be given to the Secretary.
- 31.3 If the Executive does not convene a special general meeting within one month after the date on which the request is made, the Voting Members making the request (or any of them) may convene the special general meeting.
- 31.4 A special general meeting convened by Voting Members under rule 31.3:
 - (a) must be held within 3 months after the date on which the original request was made; and
 - (b) may only consider the business stated in that request.
- 31.5 The Association must reimburse all reasonable expenses incurred by the Voting Members convening a special general meeting under rule 31.3.

32. NOTICE OF GENERAL MEETINGS

- 32.1 An Individual Member desiring to bring business before a General Meeting must not less than 63 days prior to the date set for that meeting give notice of that business in writing to the Secretary who must include that business in the notice calling for the General Meeting.
- 32.2 The Secretary (or, in the case of a special general meeting convened under rule 31.3, the Voting Members convening the meeting) must give to each Voting Member of the Association:
 - (a) at least 21 days' notice of a General Meeting if a special resolution is to be

proposed at the meeting; or

(b) at least 14 days' notice of a General Meeting in any other case.

32.3 The notice must:

(a) specify the date, time and place of the meeting;

(b) indicate the general nature of each item of business to be considered at the meeting; and

(c) if a special resolution is to be proposed:

(i) state in full the proposed resolution; and

(ii) state the intention to propose the resolution as a special resolution; and

(d) comply with rule 33.5.

33. PROXIES

33.1 A Member may appoint another Member as their proxy to vote and speak on the member's behalf at a General Meeting.

33.2 The appointment of a proxy must be in writing and signed by the Member making the appointment.

33.3 The Member appointing the proxy may give specific directions as to how the proxy is to vote on their behalf, otherwise the proxy may vote on behalf of the Member in any matter as the proxy sees fit.

33.4 If the Committee of Management has not approved a form for the appointment of a proxy, the Member may use any other form that clearly identifies the person appointed as the Member's proxy and that has been signed by the Member.

33.5 Notice of a General Meeting given to a Member under rule 32 must:

(a) state that the Member may appoint another Member as a proxy for the meeting; and

(b) include a copy of any form that the Committee of Management has approved for the appointment of a proxy.

33.6 A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.

33.7 A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

34. USE OF TECHNOLOGY

34.1 A Member not physically present at a General Meeting may be permitted to participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with

each other.

- 34.2 For the purposes of this Part, a Member participating in a General Meeting as permitted under rule 34.1 is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

35. QUORUM AT GENERAL MEETINGS

- 35.1 No business may be conducted at a General Meeting unless a quorum of Voting Members is present.
- 35.2 A quorum is no less than 15 Voting Members who are personally present.
- 35.3 If a quorum is not present within 30 minutes after the notified commencement time of a General Meeting:
- (a) in the case of a meeting convened by, or at the request of, Voting Members under rule 31-the meeting must be dissolved;
 - (b) in any other case:
 - (i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - (ii) notice of the date, time and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all Voting Members as soon as practicable after the meeting.
- 35.4 If a quorum is not present within 30 minutes after the time to which a General Meeting has been adjourned under rule 35.3(b), the Voting Members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

36. ADJOURNMENT OF GENERAL MEETING

- 36.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of a majority of Voting Members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- 36.2 Without limiting rule 36.1, a meeting may be adjourned:
- (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the Voting Members more time to consider an item of business.
- 36.3 No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- 36.4 Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must

be given in accordance with rule 32.

37. VOTING AT GENERAL MEETING

- 37.1 On any question arising at a General Meeting:
- (a) subject to rule 37.3, each Voting Member has one vote;
 - (b) Voting Members may vote personally or by proxy; and
 - (c) except in the case of a Special Resolution, the question must be decided on a majority of votes.
- 37.2 If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- 37.3 If the question is whether or not to confirm the minutes of a previous meeting, only Voting Members who were present at that meeting may vote.

38. SPECIAL RESOLUTIONS

A special resolution is passed if not less than three quarters of the Voting Members voting at a General Meeting (whether in person or by proxy) vote in favour of the resolution.

39. DETERMINING WHETHER RESOLUTION CARRIED

- 39.1 Subject to rule 39.2, the Chairperson of a General Meeting may, on the basis of a show of hands, declare that a resolution has been:
- (a) carried;
 - (b) carried unanimously;
 - (c) carried by a particular majority; or
 - (d) lost,
- and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- 39.2 If a poll (where votes are cast in writing) is demanded by three or more Voting Members on any question:
- (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- 39.3 A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- 39.4 A poll demanded on any other question must be taken before the close of the

meeting at a time determined by the Chairperson.

40. MINUTES OF GENERAL MEETING

- 40.1 The Executive must ensure that minutes are taken and kept of each General Meeting.
- 40.2 The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- 40.3 In addition, the minutes of each annual general meeting must include:
- (a) the names of the Voting Members attending the meeting;
 - (b) proxy forms given to the Chairperson of the meeting under rule 33.6;
 - (c) the financial statements submitted to the Members in accordance with rule 29.4(b)(ii);
 - (d) the certificate signed by two Committee of Management members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.
- 40.4 For the avoidance of doubt, the Committee of Management may authorise the Executive to sign the certificate described in clause 41.3(d).

PART 5 - COMMITTEE OF MANAGEMENT AND EXECUTIVE

Division 4 - The Executive

41. ROLE AND POWERS OF THE EXECUTIVE

Subject to this constitution and the direction of the Committee of Management, the

Executive may manage the business of the Association.

42. COMPOSITION OF EXECUTIVE

- 42.1 The Executive consists of:
- (a) a President;
 - (b) a First Vice-President;
 - (c) a Second Vice-President
 - (d) a Secretary;
 - (e) a Treasurer; and
 - (f) an Executive Officer,
- (together, the **Elected Executive Positions**), and
- (g) up to two Executive members appointed by the Executive (**Appointed Executive Positions**) in accordance with rule 47.
- 42.2 The Association shall use best endeavours to ensure that no one gender constitutes less than 40% of representation on the Executive.
- 42.3 Should any casual vacancies arise that operate to cause the representation of any gender to constitute less than 40% of the Executive, the remaining Executive members will act to fill the casual vacancies using best endeavours to restore the minimum gender representation of 40%. For the avoidance of doubt, where despite its best endeavours the Executive is unable to achieve gender equity in filling a casual vacancy, the Executive can fill the casual vacancy as it considers appropriate and will not be in breach of rule 42.2.

43. WHO IS ELIGIBLE TO BE AN EXECUTIVE MEMBER

An Individual Member is eligible to be elected or appointed to the Executive if the person:

- (a) is 18 years or over; and
- (b) is entitled to vote at a General Meeting.

44. POSITIONS TO BE DECLARED VACANT

- 44.1 At the annual general meeting at which this constitution is approved, the Chairperson of the meeting must declare all Elected Executive Positions vacant and hold elections for the Elected Executive Positions in accordance with rules 45 to 47. Notwithstanding any other rule of this constitution, the individuals elected to those Elected Executive Positions at that meeting will hold office for the following term:
- (a) the Elected Executive Positions listed in rules 42.1(b), (d) and (f) will hold office until their position is declared vacant at the first annual general meeting following their appointment; and
 - (b) the Elected Executive Positions listed in rules 42.1(a), (c) and (e) will hold office until their position is declared vacant at the second annual general

meeting following their appointment.

- 44.2 In every two year period, the Elected Executive Positions referred to in rule 44.1(a) retire after the first year and the Elected Executive Positions referred to in rule 44.1(b) retire after the second year.
- 44.3 Notwithstanding any other rule, should any adjustment to the term of the Elected Executive Positions be necessary to ensure rotational terms in accordance with this constitution, this shall be determined by the Executive. If the Executive cannot agree, retirements will be determined by lot.
- 44.4 This rule applies to any subsequent annual general meeting after the one referred to in rule 44.1, after the annual report and financial statements of the Association have been received. The Chairperson of the meeting must declare half the Elected Executive Positions vacant (in accordance with rule 44.2) and hold elections for those Elected Executive Positions in accordance with rules 45 to 47.

45. NOMINATIONS FOR POSITION ON EXECUTIVE

- 45.1 Prior to the election of each Elected Executive Position, the Chairperson of the meeting must call for nominations to fill that position.
- 45.2 An eligible Individual Member of the Association may:
- (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another Member.
- 45.3 Nominations for the Elected Executive Positions must:
- (a) be made in writing by two Members to the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
 - (b) be delivered to the Secretary not less than 42 days before the date fixed for holding of the annual general meeting.
- 45.4 No more than two Individual Members from any one Club as shown on the register of Members may be elected to the Elected Executive Positions.
- 45.5 An Individual Member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

46. ELECTION OF THE ELECTED EXECUTIVE POSITIONS

- 46.1 At the annual general meeting, separate elections must be held for each separate Elected Executive Position that is declared vacant at that meeting in accordance with rules 44.1 and 44.2.
- 46.2 If only one person is nominated for a position, the Chairperson of the meeting must declare the person elected to the position.
- 46.3 If more than one person is nominated, a ballot must be held in accordance with rule 47.
- 46.4 On his or her election, the new President may take over as Chairperson of the

meeting.

47. APPOINTMENT OF THE APPOINTED EXECUTIVE POSITIONS

- 47.1 In addition to the Elected Executive Positions, the Executive may themselves appoint up to two persons to the Executive to fill the Appointed Executive Positions, because of their special business acumen and/or technical skills.
- 47.2 The Appointed Executive Positions hold office for a term not to exceed two years, commencing and concluding on dates as determined by the Executive.
- 47.3 The Executive may appoint a person to fill a casual vacancy in the Appointed Executive Positions in accordance with rule 51.

48. BALLOT

- 48.1 If a ballot is required for the election for an Elected Executive Position, the Chairperson of the meeting must appoint an Individual Member to act as returning officer to conduct the ballot.
- 48.2 The returning officer must not be a person nominated for the position.
- 48.3 Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- 48.4 The election must be by secret ballot.
- 48.5 The returning officer must give a blank piece of paper to:
 - (a) each Voting Member present in person; and
 - (b) each proxy appointed by a Voting Member.
- 48.6 If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- 48.7 If the ballot is for more than one position:
 - (a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote; and
 - (b) the voter must not write the names of more candidates than the number to be elected.
- 48.8 Ballot papers that do not comply with rule 48.7(b) are not to be counted.
- 48.9 Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- 48.10 The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- 48.11 If the returning officer is unable to declare the result of an election under rule 48.10 because 2 or more candidates received the same number of votes, the returning officer must:
 - (a) conduct a further election for the position in accordance with rules 48.4 to

48.10 to decide which of those candidates is to be elected; or

- (b) with the agreement of those candidates, decide by lot which of them is to be elected.

49. EXECUTIVE MEMBER TERM OF OFFICE

- 49.1 Subject to rule 44.1, rule 47.2, rule 49.3 and rule 50, an Executive member holds office until their position is declared vacant at the second annual general meeting following their appointment.
- 49.2 An Executive member may be re-elected.
- 49.3 A General Meeting of the Association may:
 - (a) by special resolution remove an Executive member from office; and
 - (b) elect an eligible Individual Member of the Association to fill the vacant position in accordance with this Division.
- 49.4 A person who is the subject of a proposed special resolution under rule 49.3(a) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to Voting Members.
- 49.5 The Secretary or the President may give a copy of the representations to each Voting Member or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

50. VACATION OF OFFICE

- 50.1 An Executive member may resign from the Executive by written notice addressed to the Executive.
- 50.2 A person ceases to be an Executive member if he or she:
 - (a) ceases to be an Individual Member of the Association;
 - (b) fails to attend 3 consecutive Executive meetings (other than special or urgent Executive meetings) without leave of absence under rule 61; or
 - (c) otherwise ceases to be an Executive member by operation of section 78 of the Act.

51. FILLING CASUAL VACANCIES

- 51.1 The Executive may appoint an eligible Individual Member of the Association to fill a position on the Executive that:
 - (a) has become vacant under rule 50; or
 - (b) was not filled by election at the last annual general meeting.
- 51.2 If the position of Secretary becomes vacant, the Executive must appoint an Individual Member to the position within 14 days after the vacancy arises.
- 51.3 Rule 49 applies to any Executive member appointed by the Executive under rule 51.1

or 51.2.

51.4 The Executive may continue to act despite any vacancy in its membership.

52. MEETINGS OF EXECUTIVE

52.1 The Executive must meet at least 4 times in each year at the dates, times and places determined by the Executive.

52.2 The date, time and place of the first Executive meeting must be determined by the members of the Executive as soon as practicable after the annual general meeting of the Association at which the members of the Elected Executive Positions were elected.

52.3 Special Executive meetings may be convened by the President or by any 4 members of the Executive.

53. NOTICE OF MEETINGS

53.1 Notice of each Executive meeting must be given to each Executive member no later than 7 days before the date of the meeting.

53.2 Notice may be given of more than one Executive meeting at the same time.

53.3 The notice must state the date, time and place of the meeting.

53.4 If a special Executive meeting is convened, the notice must include the general nature of the business to be conducted.

53.5 The only business that may be conducted at the meeting is the business for which the meeting is convened.

54. URGENT EXECUTIVE MEETINGS

54.1 In cases of urgency, a meeting can be held without notice being given in accordance with rule 53 provided that as much notice as practicable is given to each Executive member by the quickest means practicable.

54.2 Any resolution made at the meeting must be passed by an absolute majority of the Executive.

54.3 The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

55. PROCEDURE AND ORDER OF BUSINESS

55.1 The procedure to be followed at a meeting of the Executive must be determined from time to time by the Executive, subject to direction by the Committee of Management.

55.2 The order of business may be determined by the members present at the meeting.

56. USE OF TECHNOLOGY AT EXECUTIVE MEETING

56.1 An Executive member who is not physically present at an Executive meeting may participate in the meeting by the use of technology that allows that Executive member and the Executive members present at the meeting to clearly and

simultaneously communicate with each other.

- 56.2 For the purposes of this Part, an Executive member participating in an Executive meeting as permitted under rule 56.1 is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

57. QUORUM AT EXECUTIVE MEETING

- 57.1 No business may be conducted at an Executive meeting unless a quorum is present.
- 57.2 The quorum for an Executive meeting is the presence (in person or as allowed under rule 56) of a majority of the Executive members holding office.
- 57.3 If a quorum is not present within 30 minutes after the notified commencement time of an Executive meeting:
- (a) in the case of a special meeting-the meeting lapses;
 - (b) in any other case-the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 53.

58. VOTING AT EXECUTIVE MEETING

- 58.1 On any question arising at an Executive meeting, each Executive member present at the meeting has one vote.
- 58.2 A motion is carried if a majority of Executive members present at the meeting vote in favour of the motion.
- 58.3 Rule 58.2 does not apply to any motion or question which is required by this constitution to be passed by an absolute majority of the Executive.
- 58.4 If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- 58.5 Voting by proxy is not permitted.

59. CONFLICT OF INTEREST

- 59.1 An Executive member who has a material personal interest in a matter being considered at an Executive meeting must disclose the nature and extent of that interest to the Executive.
- 59.2 The member:
- (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on the matter.
- 59.3 This rule does not apply to a material personal interest:
- (a) that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the

members of the Association.

60. MINUTES OF EXECUTIVE AND COMMITTEE MEETINGS

- 60.1 The Executive must ensure that minutes are taken and kept for each Executive Meeting and for each Committee of Management meeting.
- 60.2 The minutes must record the following:
- (a) the names of the members in attendance at the meeting;
 - (b) the business considered at the meeting;
 - (c) any resolution on which a vote is taken and the result of the vote; and
 - (d) any material personal interest disclosed under rule 59.

61. LEAVE OF ABSENCE

- 61.1 The Executive may grant an Executive member leave of absence from Executive meetings for a period not exceeding 3 months.
- 61.2 The Executive must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Executive member to seek the leave in advance.

Division 5 - Committee of Management

62. ROLE AND POWERS OF COMMITTEE OF MANAGEMENT

- 62.1 The business of the Association must be managed by or under the direction of the Committee of Management.
- 62.2 The Committee of Management may exercise all the powers of the Association except those powers that this constitution or the Act requires to be exercised in General Meeting.
- 62.3 The Committee of Management may:
- (a) appoint and remove staff; and
 - (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

63. DELEGATION OF POWERS TO EXECUTIVE

- 63.1 The Committee of Management may delegate to the Executive any of its powers and functions other than:
- (a) this power of delegation; or
 - (b) a duty imposed on the Committee of Management by the Act or any other law.
- 63.2 The delegation must be in writing and may be subject to the conditions and

limitations the Committee of Management considers appropriate.

- 63.3 The Committee of Management may, in writing, revoke a delegation wholly or in part.

Division 6 - Composition of Committee of Management

64. COMPOSITION OF COMMITTEE OF MANAGEMENT

The Committee of Management consists of:

- (a) The Executive; and
- (b) No more than two delegates from each Club.

65. APPOINTMENT OF DELEGATES TO COMMITTEE OF MANAGEMENT

- 65.1 Each Club may appoint no more than two persons to be its delegates to represent the Club at meetings of the Committee of Management.
- 65.2 The instrument of appointment of a delegate and proxy delegate to the Committee of Management must be in the form prescribed by the Executive and must be signed by the President or Secretary of the Club.
- 65.3 A person must not act as a proxy delegate for more than two Clubs.
- 65.4 For the avoidance of doubt, a delegate to one Club may concurrently act as the proxy delegate for another Club.
- 65.5 The appointment of a delegate or proxy delegate remains in force until terminated in writing by the president or secretary of the Club to the Association.
- 65.6 Persons under the age of 18 must not be appointed as a delegate or proxy delegate.

66. MEETINGS OF THE COMMITTEE OF MANAGEMENT

- 66.1 The Committee of Management may meet at least 6 times a year at such places and times as the Committee of Management determine.
- 66.2 Notice of a Committee of Management meeting must be given to all Clubs in a form similar to that required by clause 80.3.
- 66.3 A Club desiring to bring business before the Committee of Management meeting must give notice in writing of that business to the Secretary no later than 5 days prior to the date of such meeting.

67. VOTING AT A COMMITTEE OF MANAGEMENT MEETING

- 67.1 At a Committee of Management meeting, a Club has one vote for every 25 members, or part thereof, of that Club.
- 67.2 At a Committee of Management meeting, a Club may register its vote on any issue through one only of its delegates or its proxy delegates in respect of motions on notice by letter delivered to the Secretary before the commencement of a Committee of Management meeting.
- 67.3 The Chair of the Committee of Management or a majority of delegates may determine that a motion on which a vote is requested should be put on notice if the

subject matter of that motion is considered contentious or is otherwise likely that a Club may wish to first discuss the subject amongst their own members or register a vote.

- 67.4 The voting procedure and procedure to determine a vote must follow closely as practical the process described for General Meetings at rules 37 and 39, but allowing for a Club to have one vote for every 25 members of that Club.
- 67.5 A delegate must resign their position as delegate to the Committee of Management upon election to the Executive.

68. QUORUM AT COMMITTEE OF MANAGEMENT MEETINGS

- 68.1 The quorum for a Committee of Management meeting is 10 members with not less than 2 members of the Executive present.
- 68.2 The procedure if a quorum is not present must follow the process closely as practical described in clause 57 for the Executive.

69. STATUS OF COMMITTEE OF MANAGEMENT DECISIONS

- 69.1 The Committee of Management may vote on proposed resolutions of the Executive ("Executive proposed resolution") as follows:
- (a) the Committee of Management may vote on any Executive proposed resolution; and
 - (b) a vote by the Committee of Management on an Executive proposed resolution is binding on the Executive.

70. COMMITTEE OF MANAGEMENT MEMBER GENERAL DUTIES

- 70.1 As soon as practicable after being elected or appointed to the Committee of Management, each Committee of Management member must become familiar with this constitution and the Act.
- 70.2 The Committee of Management is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee of Management comply with this constitution.
- 70.3 Committee of Management members must exercise their powers and discharge their duties with reasonable care and diligence.
- 70.4 Committee of Management members must exercise their powers and discharge their duties:
- (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- 70.5 Committee of Management members and former Committee of Management

members must not make improper use of:

- (a) their position; or
- (b) information acquired by virtue of holding their position,
- (c) so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

70.6 The Committee of Management must adopt the requirements in rules:

- (a) 50.2 and 51 (casual vacancies);
- (b) 51.4 (may continue to act);
- (c) 53 (notice of meetings);
- (d) 54 (urgent meetings);
- (e) 59 (conflict of interests),

as if "Executive" in those rules means "Committee of Management".

70.7 In addition to any duties imposed by this constitution, a Committee of Management member must perform any other duties imposed from time to time by resolution at a General Meeting.

71. PRESIDENT AND VICE-PRESIDENT

71.1 Subject to rule 71.2, the President or, in the President's absence, a Vice President is the Chairperson for any Committee of Management Meetings, Executive meetings, and General Meetings.

71.2 If the President and both Vice-Presidents are both absent, or are unable to preside, the Chairperson of the meeting must be:

- (a) in the case of a Committee of Management or General Meeting-a member elected by the other Committee of Management members present; or
- (b) in the case of an Executive meeting-an Executive member elected by the other Executive members present.

72. SECRETARY

72.1 The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

72.2 The Secretary must:

- (a) maintain the register of Members in accordance with rule 19;
- (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 76.3, all books, documents and securities of the Association in accordance with rules 78 and 81;
- (c) subject to the Act and this constitution, provide Members with access to the register of Members, the minutes of General Meetings and other books and

documents; and

- (d) perform any other duty or function imposed on the Secretary by this constitution.

72.3 The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

73. TREASURER

73.1 The Treasurer must:

- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
- (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
- (c) make any payments authorised by the Executive or by a General Meeting from the Association's funds; and
- (d) ensure transactions are authorised in writing by at least 2 Executive members.

73.2 The Treasurer must:

- (a) ensure that the financial records of the Association are kept in accordance with the Act; and
- (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee of Management as required at rule 40.3(d) prior to their submission to the annual general meeting of the Association.

73.3 The Treasurer must ensure that at least one other Executive member has access to the accounts and financial records of the Association.

PART 6 - FINANCIAL MATTERS

74. SOURCE OF FUNDS

74.1 The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee of Management.

75. MANAGEMENT OF FUNDS

75.1 The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

75.2 Subject to any restrictions imposed by a General Meeting or the Committee of Management, the Executive may approve expenditure on behalf of the Association.

75.3 The Executive may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Executive for each item on which the funds are

expended.

- 75.4 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Executive members.
- 75.5 All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- 75.6 With the approval of the Executive, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

76. FINANCIAL RECORDS

- 76.1 The Association must keep financial records that:
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- 76.2 The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- 76.3 The Treasurer must keep in his or her custody, or under his or her control:
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee of Management.

77. FINANCIAL STATEMENTS

- 77.1 For each financial year, the Committee of Management must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- 77.2 Without limiting rule 77.1, those requirements include:
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee of Management;
 - (d) the submission of the financial statements to the annual general meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and

accompanying reports, certificates, statements and fee.

PART 7 - GENERAL MATTERS

78. COMMON SEAL

78.1 The Association may have a common seal.

78.2 If the Association has a common seal:

- (a) the name of the Association must appear in legible characters on the common seal;
- (b) a document may only be sealed with the common seal by the authority of the Executive and the sealing must be witnessed by the signatures of two Executive members; and
- (c) the common seal must be kept in the custody of the Secretary.

79. REGISTERED ADDRESS

The registered address of the Association is:

- (a) the address determined from time to time by resolution of the Committee of Management; or
- (b) if the Committee of Management has not determined an address to be the registered address, then the postal address of the Secretary.

80. NOTICE REQUIREMENTS

80.1 Any notice required to be given to a Member or a Committee of Management member under this constitution may be given:

- (a) by handing the notice to the Member personally;
- (b) by sending it by post to the Member at the address recorded for the Member on the register of Members; or
- (c) by email or facsimile transmission.

80.2 Rule 80.1 does not apply to notice given under rule 54.

80.3 Any notice required to be given to the Association or the Committee of Management may be given:

- (a) by handing the notice to a member of the Committee of Management;
- (b) by sending the notice by post to the registered address;
- (c) by leaving the notice at the registered address; or
- (d) if the Committee of Management determines that it is appropriate in the

circumstances:

- (i) by email to the email address of the Association or the Secretary; or
- (ii) by facsimile transmission to the facsimile number of the Association.

81. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

81.1 Members may on request inspect free of charge:

- (a) the register of Members;
- (b) the minutes of General Meetings; and
- (c) subject to rule 81.2, the financial records, books, securities and any other relevant document of the Association, including minutes of Committee of Management meetings.

81.2 The Committee of Management may refuse to permit a Member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

81.3 The Committee of Management must on request make copies of this constitution available to Members and applicants for membership free of charge.

81.4 Subject to rule 81.2, a Member may make a copy of any of the other records of the Association referred to in this rule and the Association may charge a reasonable fee for provision of a copy of such a record.

81.5 For purposes of this rule:

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records; and
- (d) records and documents relating to transactions, dealings, business or property of the Association.

82. WINDING UP AND CANCELLATION

82.1 The Association may be wound up voluntarily by special resolution of the Voting Members in a General Meeting.

82.2 In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any Members or former Members of the Association.

82.3 Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and

which is not carried on for the profit or gain of its individual Members.

- 82.4 The body to which the surplus assets are to be given must be decided by special resolution of the Voting Members in a General Meeting.

83. ALTERATION OF CONSTITUTION

This constitution may only be altered by Special Resolution of the Voting Members in a General Meeting of the Association.

SCHEDULE 1

APPLICATION FOR CLUB AFFILIATION WITH THE VICTORIAN AMATEUR PISTOL ASSOCIATION INC.

By authority of the committee of the [proposed Club, incorporation number (if any), registered address], I request that [Club], be admitted as a "Club Member" of the Victorian Amateur Pistol Club Inc A0030064P ("VAPA").

The Club supports the purposes of VAPA.

In the event of its admission as a Club, the Club will be bound by the rules of VAPA for the time being in force

(print name and position of authorised Club representative)

Signature of authorised Club representative