

**By-Laws, Standing Orders  
& Rules of debate  
of  
South Australian Rifle  
Association Incorporated**



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# ASSOCIATIONS INCORPORATION ACT 1985 (SA)

## CONSTITUTION

of

## SOUTH AUSTRALIAN RIFLE ASSOCIATION INCORPORATED

### PART I BY-LAWS

#### 1. CONSTRUCTION

This, the "By-Laws, Standing Orders and Rules of Debate" are authorised as per the "Constitution of the Association". (refer section 35)

In these "By-Laws, Standing Orders, and Rules of Debate" unless a contrary intention is expressed, words and phrases shall have the same meaning as that given to them by Rule 2 "Definitions & Interpretation" in the constitution.

This document will be revised by the board when deemed necessary to ensure compliance and to achieve the effective operation of the association.

#### 2. MEMBERSHIP

##### 2.1 Subscriptions

- (a) Every member before becoming entitled to the privileges of membership (unless granted a dispensation hereunder) shall pay a registration fee (prescribed by the board from time to time) for a full year and such fee shall only be varied by "Notice of Motion" for the ensuing meeting at which time it shall be passed by board a meeting of Members, a resolution passed at a General Meeting by a majority of Members present, entitled to vote and voting;
- (b) Such fees shall not extend to registration as a member beyond the end of the financial year in which it is paid.
- (c) Only an S.A.R.A. registered member or local/interstate/overseas visitor who is a registered member of their respective rifle association and approved visitors/guests shall be entitled shoot on an authorised rifle range.

##### 2.2 Privileges of membership

Unless otherwise expressly provided by the "Rules & By-Laws" only registered full members shall be entitled to –:

- (a) Vote in the election of members of the board where voting is called for;
- (b) Vote at any "Special" or "General Meeting" of the association;
- (c) Nominate and second candidates, or be nominated for a board position.

## 2.3 Life Members

Life Members" shall be entitled to all the privileges of membership during their lives without payment of registration or other fees and for the purpose of the "Rules and By-laws" shall be deemed to be "registered members".

## 2.4 Affiliate Members and Fees

- (a) Every "District Rifle Association" and "Rifle Club" required to affiliate with the association shall pay the fees (if any) prescribed from time to time by the board and such fees shall become due payable and recoverable 28 days after the same are declared by the board.
- (b) "District Rifle Association" or "Rifle Club" which are in default with the payment of affiliation fees shall not be entitled to any of the privileges of membership.

## 3. YEAR AND FEES

- (a) The financial year of the association shall be from the 1<sup>st</sup> day of July in every year to the 30<sup>th</sup> day of June of the year following.
- (b) arrange Registration fees shall become due and payable by the 31st day of May each year.

## 4. PATRON

If the office of "Patron" is not filled according to Rule 37 of the constitution then nominations for the office of "Patron" shall be sought by the board for election at the Annual General Meeting.

## 5. MEETINGS

- (a) It shall be the duty of the "executive Officer" in consultation with the "Chairman of the board" to prepare an Agenda for all meetings authorized by the rules, such Agenda to be in the following form:-

A MEETING of the \_\_\_\_\_ will be held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ a.m./p.m.

### B U S I N E S S

1. Apologies and announcements.
  2. Confirmation of minutes of previous meeting.
  3. Business arising from the minutes.
  4. Correspondence.
  5. Business arising from correspondence.
  6. Administrative matters.
  7. Notices of motion.
  8. General Business: Motions brought forward without notice.
  9. Notices of motion for the next meeting.
- (b) Not less than 6 days notice will be given setting out the agenda but the date and time shall where practical be fixed at the preceding meeting.

## **6. PRIZE MEETINGS**

- (a) The date, times and programme of matches for the general prize meeting or any other prize meeting promoted by the association shall be submitted to and approved by the board before being published.
- (b) Every prize meeting programme shall have prominently displayed thereon reference to the "Safety Rules" as set out in Division II of the "Standard Shooting Rules" and shall include as well any special shooting conditions not inconsistent with the shooting rules laid down for the meeting;

## **7. PROPERTY, FUNDS AND PAYMENTS**

### **7.1 Banking**

It shall be the duty of the "Executive Officer" to bank all moneys received on behalf of the association in the appointed general bank account or special bank accounts as the case may be where ever possible-in a timely manner and in no case shall moneys be held unbanked for more than 7 days unless the board shall grant a dispensation from this law to meet special circumstances.

### **7.2 Payments**

All cheques shall be presented to the chairman and/or the nominated signatories with supporting statements, accounts or vouchers. Any two of the five board members are to sign all cheques.

## **8. POWERS OF THE BOARD**

- (a) The board may act notwithstanding any vacancy in the number of its members but such vacancy shall be reported to and filled by the board at its next meeting.
- (b) The association will cause all acts and deeds to be done and executed under its "Common Seal". The seal shall not be affixed except with the authority of the board when acting pursuant to the powers contained in 19 (b) of the constitution. It shall be affixed in the presence of any two of the seal holders who shall be two directors.
- (c) Where the board borrows money upon the security of the property or the assets of the association, a duplicate copy of the "Mortgage, Charge, or Lien" shall be kept for the inspection of members in the public office of the association in a register bearing the title "Register of Charges".
- (d) Where the board invests its surplus funds the securities representing the same shall be kept in a safe place to be determined by the board which shall also nominate board members who shall have access thereto and the custody thereof. It shall be the duty of the auditor to inspect and certify as to the existence of such securities in his annual report to the chairman and to members at the "Annual General Meeting".

### **8.2 Honorary Officers**

The board may in its discretion, elect any person so qualified to act as an "Honorary Officer" of the association, namely, a "Medical Officer", an "Optician", a "Solicitor", or an "Armourer", who shall hold office during the pleasure of the board and the "Honorary Officer's " role is only to advise the board.

## **9. TRANSFERS**

- (a) The approval of the "Captain of the Club" to which transfer of a member is sought shall be subject to the prior consent of the club committee.
- (b) As a prerequisite, all transfers must be dealt with by a club from which a member is transferring not later than 21 days following receipt of his written request for a transfer otherwise the secretary shall be notified of the reason for the delay.

## **10. FORMATION OF CLUBS**

The number of members required to form a "Rifle Club" shall be determined by the board.

## **11. DISBANDMENT**

The captain of a disbanded rifle club shall comply with all lawful directions of the board and ensure all outstanding debts are paid and all association property is returned in good order.

## **PART II STANDING ORDERS**

## **12. STANDING ORDERS**

The "Standing Orders" governing board meetings and all meetings of the association shall be as follows:-

- (a) It shall be the duty of the chairman to preserve order and endeavour to conduct all business before the meeting with due decorum and to a speedy and proper result.
- (b) He shall state every motion properly put to the meeting, and before putting the vote ask "Is the meeting ready for the motion?" Should no member offer to speak he shall then put the motion, which having been done, no further discussion shall be allowed.
- (c) The chairman of the meeting shall have a deliberative but not a casting vote except as herewith provided. He shall announce all votes and decisions. Should the chairman desire to speak on any question he shall vacate the chair and appoint some qualified member to act in his stead. In the case of an equality of votes the following procedure shall apply, that is, where the motion seeks to change an existing state of affairs the status quo shall prevail or where the motion relates to a new matter the same shall stand adjourned to the next meeting, or where the voting relates to the appointment of an office bearer of the association, or an official, the chairman may, if no candidate is willing to withdraw, exercise a casting vote.
- (d) He shall decide questions of order subject to an appeal to the meeting by any two members, and on such appeal no member shall speak more than once.
- (e) When an appeal is made from the decision of the chairman he shall put the question thus, "Shall the decision of the Chair be sustained?"
- (f) It shall be the duty of the chairman, and the privilege of any member, to call a member to order who violates any rule of debate.

- (g) No motion carried at a summoned meeting shall be rescinded except by notice of motion, at another summoned meeting.
- (h) No motion shall be stated, nor be open for discussion unless moved and seconded. A motion shall be reduced to writing of required by the chairman.
- (i) Any member having moved a motion may withdraw it with the consent of his seconder before it is debated, but not afterwards without leave in writing.
- (j) When a motion is before the meeting no motion shall be received unless :-
  - (a) To adjourn
  - (b) To put the question
  - (c) To lie on the table
  - (d) To postpone indefinitely
  - (e) To postpone for a given time
  - (f) To refer or to amend
  - (g) To proceed to the next business.
- (k) Only one amendment upon any motion shall be entertained, and decided at a time, and if any amendment is carried, it shall be held to have negatived the original motion and stand in its place.
- (l) It shall be competent when one amendment is carried to receive other amendments, one at a time, in like manner to be discussed and decided on, until the subject is finally disposed of.
- (m) No member shall propose more than one amendment on any motion.
- (n) Should any amendment be to "strike out" or "insert" words, the paragraph to be amended shall be read as it stands, then the words proposed to be struck out or those to be inserted, and finally the paragraph as it stands when so amended. No question having been dealt with shall be open for reconsideration at the same meeting, but may, on notice of motion, be reconsidered at the next meeting.
- (o) An amendment destroying or altering the intention of a motion shall be in order, but an amendment relating to a different subject matter or which is a direct negative, shall not be in order.
- (p) On the call for a division on the question by one tenth of the members present at any meeting, the majority shall decide. The call for a division can only be granted when there is a distinct question for decision. Upon a division being taken the ayes shall go to the right and the no's to the left of the chair. The chairman shall appoint tellers; the division shall be recorded; and at board meetings, the names shall be published in the minutes. No member shall be allowed to enter or leave any meeting while a vote or division is being taken on any question.
- (q) .The names of the mover and seconder of every motion or amendment may be recorded in the minutes but where the minutes are published or circulated such names shall be omitted and the words "It was resolved" inserted in lieu thereof.

### PART III RULES OF DEBATE

- (r) When a member speaks, submits a motion, or asks a question, he shall rise, remain in his place, and, addressing the chairman, confine himself to the question under consideration avoiding personalities or unbecoming language. The chairman may permit members to remain seated while addressing the chair.

- (s) When a member is called to order he shall take his seat until the point is determined.
- (t) When two or more members rise to speak at the same time, the chairman shall decide who is entitled to preference.
- (u) No member shall speak more than once on any question, except the mover of the original motion, who shall have the right of reply. A member who seconds a motion or amendment without remark will not be held to have spoken thereon.
- (v) While any member is speaking, no-one shall interrupt him; except to call him to order, or ask the chairman's leave to explain. A member shall only be allowed to explain an actual misunderstanding and shall be strictly prohibited from going into debate on the merits of the case.
- (w) Any member rising to a point of order shall state distinctly such point of order without debate, then resume his seat, and the chairman shall rule thereon.
- (x) No member while speaking shall impeach the motives of a fellow member or treat him disrespectfully. Any departure from this rule shall be deemed a violation of order, which shall render such offending member liable to incur censure of the chairman.
- (y) If any member shall deem himself personally aggrieved at the decision of the chairman he may appeal from such decision.
- (z) Any member nominating or proposing a candidate for office must do so without comment.
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#### **PART IV TAKING THE VOTE**

- (bb) All questions unless otherwise fixed by these "By-Laws" shall be determined by a majority of formal votes of the members present.
- (cc) A member who fails to indicate his vote shall be deemed to have voted in the negative and vote shall be recorded accordingly.
- (dd) Every fully qualified member shall be entitled to vote on every question before the meeting, unless he is directly interested or concerned in the matter before the chair. In the later case the chairman may, in his absolute discretion, request the member concerned to retire while the question is decided.
- (ee) When the chairman has commenced taking the vote, no further remark shall be allowed, unless a mistake has been made, which mistake shall be rectified, and the chairman shall recommence taking the vote.
- (ff) When the decision on any question is doubted the chairman shall direct scrutineers to count the votes in the affirmative and negative, and report the same to him.



### **13. ALTERATIONS**

Any change in these "By-Laws", "Standing Orders", and "Rules of Debate" or method of taking the vote shall be effected in accordance with the provisions of Rule 35 of the constitution.