

**Constitution  
of  
South Australian Rifle  
Association Incorporated**



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**ASSOCIATIONS INCORPORATION ACT 1985 (SA)**

**CONSTITUTION**

of

**SOUTH AUSTRALIAN RIFLE ASSOCIATION INCORPORATED**

**1. NAME OF ASSOCIATION**

The name of the incorporated association is "SOUTH AUSTRALIAN RIFLE ASSOCIATION INCORPORATED" ("**Association**").

**2. DEFINITIONS AND INTERPRETATION**

**2.1 Definitions**

In this Constitution unless the contrary intention appears:

**"Act"** means the *Associations Incorporation Act 1985 (SA)*.

**"Affiliate Member"** means a Club which is admitted as an Affiliate Member under clause 5.

**"Annual General Meeting"** means a meeting of the kind described in clause 20(a).

**"Appointed Director"** means a director appointed under clause 13.

**"Associate Member"** means a person admitted as a member of the association under clause 5.

**"Board"** means the body consisting of the Directors and constituting the committee for the purposes of the Act.

**"By-law"** means a by-law, rule, regulation or policy made by the Board under this Constitution.

**"Club"** means a rifle club.

**"Constitution"** means this constitution of the Association, as amended from time to time.

**"Delegate"** means, in respect of an Affiliate Member, the person for the time being appointed as the Affiliate Member's delegate under clause 5.5.

**"Director"** means a member of the Board and includes Elected Directors and Appointed Directors and any person acting in that capacity from time to time appointed in accordance with this Constitution, and includes a member of the Council of the Association at the date that this Constitution is adopted.

**"District Association"** means a group of Clubs forming a District Rifle Association established within an area defined by the Association.

**"Elected Director"** means a director appointed under clause 12.

**"Financial year"** means the year ending on the next 30 June following incorporation and thereafter a period of 12 months commencing on 1 July and ending on 30 June each year.

**“General Meeting”** means a general meeting of Members and includes the Annual General Meeting or any Special General Meeting.

**“Individual Member”** means a person admitted as a member of the Association under clause 5.

**“Intellectual Property”** means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Association or any activity of or conducted, promoted or administered by the Association in South Australia.

**“Judiciary Committee”** means a committee or tribunal established in accordance with clause 8(b).

**“Life Member”** means an individual appointed as a life member of the Association under clause 5.

**“Natural justice” (also referred to as procedural fairness)** incorporates the following principles:

- both the Complainant and the Respondent must know the full details of what is being said against them and have the opportunity to respond;
- all relevant submissions must be considered;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just;
- the penalties imposed must be fair.

**“Member”** means a member for the time being of the Association.

**“NRAA”** means the National Rifle Association of Australia Limited.

**“Objects”** means the objects of the Association in clause 3.

**“Ordinary Resolution”** means;

- (a) at a meeting of Members, a resolution passed at a General Meeting by a majority of Members present, entitled to vote and voting;
- (b) at a meeting of the Board or a committee of the Board, a resolution passed by a majority of those present, entitled to vote and voting.

**“Participants”** means persons who participate in rifle shooting whether as shooters, coaches, range officers, butts officers, scorers, umpires or other officials.

**“SARA”** means the South Australian Rifle Association Incorporated.

**“Seal”** means the common seal of the Association.

**“Special General Meeting”** means a general meeting of Members convened in accordance with clause 21.

**“Special Resolution”** means a resolution passed at Special General Meeting of the Members if:

- (a) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all Members; and
- (b) it is passed at a duly convened meeting of the Members by a majority of not less than three-quarters of Members present, entitled to vote and voting.

**“Standard Shooting Rules”** means the *Standard Shooting Rules* of NRAA as amended or replaced from time to time.

**“Strategic Forum”** means a forum in accordance with clause 27.1.

**“Unfinancial Member”** means a Member who is in arrears of payment of any annual membership subscription or other fee or levy due for payment by the Member to the Association, or any part of a subscription, fee or levy, unless with the approval of the Board.

## 2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or another legislative authority having jurisdiction); and
- (h) unless the contrary intention appears, a requirement that something is in writing will be met if it is produced by electronic, photographic, lithographic or other means by which it can readily be read and reproduced.

## 2.3 Resolutions

Where this Constitution requires or permits a decision to be made or a resolution to be passed by a General Meeting, the Board or a sub-committee of the Board, the decision may be made or the resolution may be passed by Ordinary Resolution unless either this Constitution or the Act requires otherwise.

## 2.4 The Act

- (a) Words and phrases which are defined in the Act and which are not specifically defined in clause 2.1 above have the same meanings in this Constitution as they do in the Act.
- (b) Model rules under the Act are expressly displaced by this Constitution.

## 3. OBJECTS OF THE ASSOCIATION

The Objects of the Association are to:

- (a) encourage, promote, advance, control and administer competition shooting throughout South Australia and Broken Hill;

- (b) organise, conduct and regulate competitions in shooting;
- (c) be a member of NRAA and participate in the proceedings of NRAA;
- (d) encourage safe handling and proficiency in the use of firearms throughout the general community;
- (e) maintain and enhance the reputation of rifle shooting and the standards of competition and behaviour of Participants; and
- (f) undertake and or do other things or activities which are necessary, incidental or conducive to the advancement of these Objects.

#### **4. POWERS OF THE ASSOCIATION**

For furthering the Objects, the Association has:

- (a) the specific rights, powers and privileges conferred on it by section 25 of the Act;
- (b) in addition, all the powers it would have if it were a company incorporated under the *Corporations Act 2001* (Cth); and
- (c) without limiting paragraphs (a) and (b), the power to:
  - (i) select and manage South Australian rifle shooting teams;
  - (ii) conduct or approve target rifle shooting competitions of all kinds;
  - (iii) procure sell and distribute ammunition;
  - (iv) procure sell and distribute firearms, spare parts and shooting requisites;
  - (v) govern and regulate the sport of shooting in South Australia as it sees fit and without limiting the generality of the foregoing to administer Standard Shooting Rules;
  - (vi) subscribe to, become a member of or affiliated with and co-operate with or amalgamate with any association or organisation, whether incorporated or not, whose objects are similar to those of the Association;
  - (vii) establish, maintain, operate and manage rifle ranges in any part of South Australia;
  - (viii) enter into any arrangements with any Government or authority, supreme, municipal, local or otherwise, that may seem conducive to the Association's objects or any of them and to obtain from any such Government or authority any rights privileges and concessions which the Association may think it desirable to obtain; and to carry out exercise and comply with any such arrangements, rights, privileges and concessions;
  - (ix) appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association and to provide for the present and future welfare of any such persons by the provisions of sickness, superannuation and other like benefits;
  - (x) carry out any business or other activity which in the opinion of the Board is in the interests of the Association or its Members; and

- (xi) appoint or nominate councillors or directors for NRAA.

## **5. MEMBERS**

### **5.1 Categories of Members**

The Members of the Association consist of:

- (a) Life Members; and
- (b) Affiliate Members; and
- (c) Individual Members; and
- (d) Associate Members.

### **5.2 Admission of Members**

- (a) Subject to clause 5.6, a candidate for membership must apply to the Board in writing.
- (b) The application must:
  - (i) be in a form approved by the Board;
  - (ii) contain full particulars of the name and address and contact details of the applicant;
  - (iii) identify the category of membership for which the applicant is applying; and
  - (iv) contain any other information prescribed under the By-laws for an application for membership in that category.

### **5.3 Discretion to accept or reject application**

- (a) The Directors may accept or reject an application whether the applicant has complied with the requirements in clause 5.2 or not. The Directors are not required, nor can they be compelled to provide any reason for rejection.
- (b) Membership begins on the later to occur of:
  - (i) acceptance of the application by the Directors; or
  - (ii) payment of any fees payable by the new Member.

### **5.4 Life Members**

- (a) Life Membership is the highest honour that can be bestowed by the Association for longstanding and valued service to rifle shooting in South Australia.
- (b) Any Member may recommend a natural person for Life Membership by notice in writing to the Board. A recommendation made under this clause must include a written report outlining the history of services of the nominee.
- (c) A person may be appointed a Life Member only by Resolution put to an Annual General Meeting by the Board.



- (d) A Life Member has the right to receive notice of General Meetings and to be present and to debate and to vote at General Meetings.
- (e) A Life Member cannot be required to pay fees or subscriptions other than:
  - (i) fees that are required to be paid by a Participant in his or her capacity as a Participant; and
  - (ii) a proportion of the annual membership subscription for an Individual Member determined by the Board as representing the proportion of the subscription payable to NRAA, or any other external body in relation to or on behalf of an Individual Member and/or an amount determined by the Board representing the proportion of the annual membership subscription payable for insurance on behalf of a Member who is an active Participant, if, and to such extent as, may be determined by the Board to be appropriate in relation to any Life Member.

## **5.5 Affiliate Members**

- (a) A Club may apply to the Board for admission to membership as an Affiliate Member.
- (b) To be, or remain, eligible for Affiliate Membership, a Club must be incorporated or be in the process of incorporation.
- (c) An Affiliate Member has the right to receive notice of General Meetings and to be represented by a Delegate, and to debate but not to vote at General Meetings.
- (d) Each Affiliate Member is taken, by virtue of that membership, to have agreed:
  - (i) that it recognises the Association as the authority for rifle shooting in South Australia and the NRAA as the national authority for rifle shooting;
  - (ii) that it will submit an up-to-date copy of its constituent documents to the Board if requested by the Board or required by the By-laws;
  - (iii) that it will maintain, in a form acceptable to the Association, a register of its members and provide a copy of the register to the Board on request by the Board; and
  - (iv) that, if requested by the Association, it will provide the Association with copies of its accounts, annual financial reports and other associated documents, including any audited accounts or statements as soon as practicable after a request by the Association.
- (e) If an Affiliated Member is not incorporated at the time of applying for membership, the process of incorporation must be completed within one year of applying for membership. If it is not, its membership will lapse but it may reapply on becoming incorporated.
- (f) Each Affiliate Member must have constituent documents which:
  - (i) clearly reflect the Objects; and
  - (ii) conform with this Constitution, the By-laws and policies of SARA.

## **5.6 Individual Members**

- (a) A person who is a member of a Club and is willing to subscribe to the Objects may apply to be an Individual Member.
- (b) An Affiliate Member that is a Club must apply for each of its Participants who represent the Club in competition in any way to be an Individual Member and may apply for any of its other members to be an Individual Member.
- (c) An application under clause 5.6(b) must be signed by both the applicant Participant and the Affiliate Member.
- (d) An Individual Member has the right to receive notice of General Meetings and to be present, debate and vote at General Meetings. Notice given to an Affiliate Member is taken to be notice to all of the members and Participants of that Affiliate Member.

## **5.7 Associate Members**

- (a) A person who is a member of an affiliated Club may apply to be an Associate Member.  
A person not under the umbrella of a Club may also apply for Associate membership of the Association.
- (b) An Associate member will be entitled to all privileges of the Association.
- (c) An Associate Member shall have no shooting rights and will not be eligible for the "Club use" category for the purpose of obtaining or renewing a Firearms Licence or purchasing a firearm.
- (d) An Associate Member has the right to receive notice of General Meetings and to be present, debate but not vote at General Meetings.
- (e) An Associate Member must be willing to subscribe to the Objects and Obligations of the Association except for items related to shooting.

## **5.8 Obligations of Members**

Each Member must:

- (a) treat all staff, contractors and representatives of the Association and the NRAA with respect and courtesy at all times;
- (b) maintain and enhance the standards, quality and reputation of both the Association and rifle shooting generally;
- (c) not act in a manner unbecoming of a Member or prejudicial to the Objects or the interests or reputation of the Association, the NRAA or rifle shooting;
- (d) comply with the Standard Shooting Rules; and
- (e) in the case of an Affiliate Member:
  - (i) take reasonable steps to prevent any of its members or any Participant associated with it from acting in a way that is likely to bring the Association, the NRAA or shooting into disrepute or which might adversely affect or derogate from the standards, quality and reputation of rifle shooting and its maintenance and development; and

- (ii) take reasonable steps to discipline appropriately any of its members or any Participant associated with it if the Member or Participant acts in such a way.

## **5.9 Register of Members**

- (a) The Association must keep and maintain a register of Members in accordance with the Act.
- (b) In addition to the information required by the Act, the Register may contain such other information as the Board considers appropriate.
- (c) Members must provide the Association with the details required by the Association to keep the register complete and up to date.

## **5.10 Effect of Membership**

This Constitution constitutes a contract between each of the Members and the Association and each Member is bound by this Constitution and the By-laws.

## **6. CESSATION AND SUSPENSION OF MEMBERSHIP**

### **6.1 General**

A Member ceases to be a Member of the Association if:

- (a) the Member dies;
- (b) the Affiliate Member is dissolved, wound up or bankrupted;
- (c) the Member resigns from membership in accordance with clause 6.2; or
- (d) in the case of an Individual Member admitted to membership under clause 5.6(b):
  - (i) the Member ceases to be a member of an Affiliate Member; or
  - (ii) the Affiliate Member who applied for that Individual Member to be admitted to membership of the Association ceases to be an Affiliate Member; or
- (e) the Member is expelled from the Association under clause 6.3.

### **6.2 Notice of Resignation**

A Member may resign from membership of the Association on 30 days notice in writing to the Association. A resigning Member is liable for any outstanding fees or subscriptions which may be recovered as a debt due to the Association.

### **6.3 Expulsion for breach**

- (a) Subject to clause 6.3(c) but despite anything contained in any By-law made under clause 8(a), the Board may expel a Member from membership of the Association if, in the opinion of the Board, the Member has materially breached any of its obligations under this Constitution or the By-laws or if the Member is an Unfinancial Member for any period in excess of 60 days.
- (b) The Board may, in its discretion, convene a judiciary committee under clause 8(c) to hear and determine an allegation that a Member has materially breached one or more of its obligations under this Constitution or the By-laws and to make

recommendations to the Board about the appropriate consequences of its findings. The Board may rely on the findings and recommendations of the Judiciary Committee.

- (c) A Member may not be expelled under clause 6.3(a) unless the Member has been afforded natural justice.

#### **6.4 Suspension of Unfinancial Members**

A Member who is an Unfinancial Member for 30 days or more will be suspended and will not have, and may not exercise, any of the rights or privileges of a Member unless and until the Member ceases to be an Unfinancial Member, without limiting the power of the Board to expel the Member in accordance with clause 6.3(a).

#### **6.5 Return of Property**

A Member who ceases to be a Member, or who is under suspension, must not thereafter use any property of the Association (including, without limitation, its Intellectual Property) and must immediately return to the Association all of the Association's documents, records or other property in the possession, custody or control of the former Member.

#### **6.6 Membership may be Reinstated**

- (a) Nothing in this clause 6 prevents a former Member from applying for readmission to Membership but, in considering the readmission application the Board is entitled to take into account the facts and circumstances in which the prior membership (or memberships) ceased.
- (b) Membership which has ceased under this clause 6 may be reinstated at the discretion of the Board without an application having been made under clause 6.6(a), with such conditions as it deems appropriate.

#### **6.7 Refund of Membership Fees**

Membership fees or subscriptions paid by the former Member may, at the Board's discretion, be refunded on a pro-rata basis to the Member on cessation of the membership.

### **7. RECIPROCAL RECOGNITION**

The Board may make By-laws allowing for the reciprocal recognition of members of an overseas or interstate rifle club or association that are visiting South Australia. The visiting person may be granted reciprocal rights to participate in rifle shooting for the duration of his or her visit or as determined by the Board in its discretion. The reciprocal rights granted to a person will not include the rights of a member of the Association to be present, debate or vote at any General Meeting of the Association.

### **8. DISCIPLINE**

- (a) The Board may make By-laws and policies governing the hearing and determination of disputes, protests or complaints by or against Members or Participants and any other matter involving the enforcement of this Constitution or the By-laws against Members or Participants.
- (b) A By-law made under clause 8(a) may:
  - (i) provide for one or more Judiciary Committees to hear and resolve cases falling under clause 8(a);
  - (ii) prescribe penalties for breaches of this Constitution or the By-laws;

- (iii) invest a Judiciary Committee with power to impose penalties;
  - (iv) and otherwise prescribe the procedures for dealing with cases falling under clause 8(a).
- (c) Despite any By-law made under clause 8(a), the Board may itself deal with any disciplinary matter referred to it or appoint a Judiciary Committee to do so.
- (d) All proceedings relating to cases falling under clause 8(a) must be conducted according to the rules of natural justice.

## **9. SUBSCRIPTIONS AND FEES**

- (a) The Board will:
- (i) fix annual membership subscriptions;
  - (ii) fix such other fees or levies as the Board considers prudent for the effective and sustainable management of the affairs of the Association; and
  - (iii) determine the time for and manner of payment of the subscriptions, fees and levies by Members to the Association.
- (b) The Board may fix subscriptions, fees or levies at different rates for different categories of Membership and may determine that no subscriptions are payable by one or more of the categories for any year.
- (c) The Board may also authorise payment of subscriptions, fees or levies by instalments for some or all of the categories of membership and it may prescribe different terms of instalments for different categories of membership.
- (d) On admission to membership a new Member must pay the current full year's subscription, or such proportion as the Board may fix.
- (e) The Board may waive all or part of a Member's subscriptions, fees or levies and may agree terms of payment for a Member different from those applicable to other Members of the same category if the Board is satisfied that there are special reasons to do so.
- (f) The Association will pay annual subscriptions and fees due to NRAA, and the Board may take into account annual subscriptions payable by the Association to NRAA and premiums for insurance for Participants in fixing the annual membership subscriptions of members of the Association.

## **10. POWERS OF THE BOARD**

### **10.1 Board**

The Board constitutes the Committee for the purposes of the Act.

### **10.2 General powers of Board**

- (a) Subject to the Act and this Constitution, the business and affairs of the Association must be managed by the Board which may exercise the powers of the Association for that purpose.
- (b) The Board must perform its functions in the pursuit of the Objects and in the interests of the Association as a whole, having regard to the Association's position

as the governing body for rifle shooting in South Australia and therefore as a custodian of rifle shooting's reputation in the State.

### **10.3 Limitation**

The Board may not cause the Association to cease to be a member of the NRAA without an Special Resolution of the Members at a Special General Meeting.

## **11. COMPOSITION OF THE BOARD**

### **11.1 Composition of the Board**

The Board will comprise:

- (a) five (5) Elected Directors elected under clause 12; and
- (b) up to three (3) Appointed Directors appointed under clause 13.

### **11.2 Portfolios**

The Board may allocate portfolios to Directors.

## **12. ELECTED DIRECTORS**

### **12.1 Nominations and Qualifications**

- (a) The Board must call for nominations for Elected Director at least forty-nine (49) days prior to the Annual General Meeting.
- (b) The Board may, when it calls for nominations, indicate which portfolios on the Board it wishes to fill, the job descriptions for those portfolios and the qualifications or experience it considers desirable for those portfolios.
- (c) An Elected Director must be an Individual Member of the Association.

### **12.2 Form of Nomination**

Nominations must:

- (a) be in writing;
- (b) be in the prescribed form (if any) provided for that purpose;
- (c) be signed by the nominee;
- (d) disclose any position the nominee holds in a District Association or a Club, including as an officer, a Participant, a Delegate or an employee; and
- (e) be delivered to the Association not less than thirty-five (35) days before the date fixed for the Annual General Meeting.

### **12.3 Elections**

- (a) If the number of nominations received for the Board does not exceed the number of vacancies to be filled, then, subject to clause 12.3(d), those nominated will be declared elected at the Annual General Meeting.
- (b) If at any stage the number of nominations for the Board exceeds the number of vacancies then to be filled, an association wide poll must be conducted prior to the

Annual General Meeting. The result will be determined by simple majority and be declared at the Annual General Meeting.

- (c) Elections (poll) must be conducted by secret ballot or in such manner and by such method as may be determined by the Board from time to time
- (d) At the end of the procedure described in clause 12.3(a) above, any Member may demand a confirmatory vote in which case each Board Member appointed or elected under the clause at that meeting (**Prospective Director**) must have his or her appointment or election approved by Ordinary Resolution of the meeting. If the appointment or election of a Prospective Director is not approved by the meeting, he or she will not be entitled to take office.
- (e) If at the close of the Annual General Meeting, vacancies on the Board remain unfilled, the vacant positions will be casual vacancies under **clause 14.1**.

#### **12.4 Term of Appointment for Elected Directors**

- (a) Subject to clause 12.4(b), the term of office of each Elected Director begins at the conclusion of the Annual General Meeting at which their election occurs.
- (b) If the law requires the Elected Director to have a particular qualification or clearance (for example, police clearance), the Elected Director's term will not begin until the qualification or clearance has been established.
- (c) Subject to clause 12.4(d), the term of office of each Elected Director ends at the conclusion of the second Annual General Meeting following their election, but the Elected Director is, subject to clause 12.4(e), eligible for re-election.
- (d) In an alternating pattern, two (2) Elected Directors must retire one year and the other three (3) must retire the next year.
- (e) Following the adoption of this Constitution, no person who has served as an Elected Director for a period of four (4) consecutive full terms is eligible for election as an Elected Director until the next Annual General Meeting following the date of conclusion of their last term as an Elected Director.

### **13. APPOINTED DIRECTORS**

#### **13.1 Appointment of Appointed Directors**

The Elected Directors may appoint up to three (3) Appointed Directors.

#### **13.2 Qualifications for Appointed Directors**

In appointing Appointed Directors, the Elected Directors should have regard to which personal skills and experience the Board thinks will complement the Board composition.

#### **13.3 Term of Appointment**

- (a) The term of office of each Appointed Director must be fixed by the Elected Directors at the time of the Appointed Director's appointment but it cannot exceed one (1) years.
- (b) An Appointed Director whose term of office ends is eligible for re-appointment.

## **14. VACANCIES ON THE BOARD**

### **14.1 Casual Vacancies**

Any casual vacancy occurring in the position of Elected Director may be filled by the remaining Elected Directors. A person appointed to fill a casual vacancy holds office only until the end of the next Annual General Meeting irrespective of the term of office of the person whom he or she replaces.

### **14.2 Grounds for Termination of Director**

The office of a Director becomes vacant if the Director:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (c) suffers from mental or physical incapacity;
- (d) is disqualified from office under section 30 of the Act;
- (e) resigns his or her office by notice in writing to the Association;
- (f) is absent without the consent of the Board from meetings of the Board held during a period of six (6) months;
- (g) holds any office of employment involving the management of the affairs of the Association;
- (h) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his or her interest;
- (i) in the case of an Appointed Director, is removed from office by the Elected Directors;
- (j) in the case of an Elected Director, ceases to be an Individual Member of the Association;
- (k) is removed by the Members in General Meeting; or
- (l) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

If a Director is removed by resolution of the Members, the Director cannot be reappointed to the Board as an Appointed Director without a further resolution of Members authorising the appointment.

### **14.3 Board May Act**

If there are any vacancies on the Board, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Director to a number sufficient to constitute a quorum.



## **15. MEETINGS OF THE BOARD**

### **15.1 Board to Meet**

- (a) The Board must meet as often as it considers necessary in every calendar year for the dispatch of business (and must meet at least as often as is required under the Act). Subject to this Constitution, the Board may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) Any Director may at any time convene a meeting of the Board on reasonable notice to the other Directors.

### **15.2 Attendance by Telephone**

A Director may attend a meeting by telephone or other electronic means by which he or she can hear and be heard.

### **15.3 Decisions of Board**

Subject to this Constitution, questions arising at any meeting of the Board may be decided by Ordinary Resolution. Each Director has one (1) vote on any question. The chair does have a casting vote.

### **15.4 Resolutions not in Meeting**

- (a) Subject to clause 15.4(d), the Board may pass a resolution without a Board meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour or not of the resolution set out in the document. The resolution is passed or fails, by simple majority, when the last Director signs.
- (b) For the purposes of clause 15.4(a), separate copies of a document may be used for signing by those entitled to vote if the wording of the resolution and statement is identical in each copy.
- (c) Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- (d) A resolution may not be passed under clause 15.4(a) if, before it is circulated for voting under clause 15.4(a), the Board resolves that it can only be put at a meeting of the Board.
- (e) A resolution passed under this clause must be recorded in the minute book.

### **15.5 Quorum**

At meetings of the Board the number of Directors whose presence is required to constitute a quorum is:

- (a) if the number of Directors then in office is an even number, half of the number of Directors plus one; or
- (b) if the number of Directors then in office is an odd number, half of the number of Directors rounded up to the next whole number.

### **15.6 Chairperson**

The Board must appoint one of the Directors as its chairperson. The chairperson will act as chair of any Board meeting or General Meeting at which he or she is present. If the

chairperson is not present, or is unwilling or unable to preside at a board meeting the remaining Directors must appoint another Director to preside as chair for that meeting only.

#### **15.7 Directors' Interests**

The Directors must comply with sections 31 and 32 of the Act regarding disclosure of interests and voting on contracts in which a Director has an interest.

#### **16. EXECUTIVE OFFICER**

The Board may, from time to time, employ an executive officer and other personnel it considers necessary or appropriate, in each case for such period and on such conditions as the Board determines.

#### **17. HONORARY TREASURER**

##### **17.1 Honorary Treasurer**

There shall be an Honorary Treasurer of the Association, appointed by the Board from among the Directors by an Ordinary Resolution of the Directors. The Honorary Treasurer shall be appointed by the Board at the First Board meeting following the Annual General Meeting and shall hold office until the next Annual General Meeting. No Honorary Treasurer shall continue to be an Honorary Treasurer after ceasing to be a Director of the Association. In the event of the vacancy of the office of Honorary Treasurer, the Board may appoint another Treasurer by Ordinary Resolution.

##### **17.2 Removal of Honorary Treasurer**

The Board may by Special Resolution of which special notice has been given to remove an Honorary Treasurer before the expiration of his or her period of office and may by an Ordinary Resolution appoint another person in his or her stead and the person so appointed shall hold the office only until the next following Annual General Meeting.

#### **18. SUBCOMMITTEES AND DELEGATIONS**

The Board may, in writing, establish subcommittees and delegate to each of them the exercise of the functions of the Board that are specified in the instrument of delegation, other than:

- (a) this power of delegation; and
- (b) a function that is a function imposed on the Board by the Act, by any other law, or by resolution of the Association in General Meeting.

#### **19. SEAL**

- (a) The Association will have a Seal on which its corporate name appears in legible characters.
- (b) The Seal may not be used without the express authorisation of the Board and every use of the Seal must be recorded in the minute books of the Association. The affixing of the Seal must be witnessed by two (2) Directors or by one Director and another person authorised by the Board for that purpose.

#### **20. ANNUAL GENERAL MEETING**

- (a) An Annual General Meeting of the Association must be held in accordance with the Act and this Constitution and on a date and at a venue to be determined by the Board.

- (b) All General Meetings other than the Annual General Meeting will be Special General Meetings.

## **21. SPECIAL GENERAL MEETINGS**

### **21.1 Special General Meetings may be held**

The Board may, whenever it thinks fit, convene a Special General Meeting of the Association.

### **21.2 Requisition of Special General Meetings**

- (a) On the requisition in writing of not less than five per cent (5%) of the total number of Individual Members, the Board must, within 30 days after the receipt of the requisition convene a Special General Meeting for the purpose specified in the requisition.
- (b) Every requisition for a Special General Meeting must be signed by requisitioning Members, state the purpose of the meeting and be sent to the Association. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (c) If the Board does not cause a Special General Meeting to be held within 30 days after the receipt of the requisition, the Members making the requisition may convene a Special General Meeting to be held not later than 90 days after the receipt of the requisition.
- (d) A Special General Meeting convened by Members under this Constitution must be convened in the same manner, or as nearly as practical to the same manner, as a meeting convened by the Board and for this purpose the Board must ensure, on behalf of the Members making the requisition, that Members entitled to receive a notice are duly advised.

## **22. ATTENDANCE AT GENERAL MEETINGS**

- (a) Unless this Constitution expressly provides otherwise, Members, the auditor and the Directors are entitled to attend General Meetings but only Members are entitled to vote.

## **23. NOTICE OF GENERAL MEETING**

- (a) Notice of every General Meeting must be given to every Member, the auditor and the Directors by the means authorised in clause 36.
- (b) A notice of a General Meeting must specify the place, day and hour of the meeting and state the nature and order of the business to be transacted at the meeting.
- (c) At least twenty-one (21) days' notice of a General Meeting must be given to those Members entitled to receive notice, together with:
  - (i) the agenda for the meeting;
  - (ii) any notice of motion received from Members entitled to vote.

## **24. BUSINESS**

- (a) The ordinary business to be transacted at the Annual General Meeting includes the presentation and consideration of the audited accounts and the reports of the

Board and auditors, the election of Directors under this Constitution and the appointment of the auditors.

- (b) All business that is transacted at a General Meeting or an Annual General Meeting, other than those matters referred to in clause 24(a), is special business.
- (c) No business other than that stated on the notice for a General Meeting may be transacted at that meeting.

## **25. PROCEEDINGS AT GENERAL MEETINGS**

### **25.1 Quorum**

No business may be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. Subject to clause 25.3(a)(ii), a quorum for General Meetings is one per cent (1%) or twenty five (25) of the Individual Members, whichever is greater.

### **25.2 Chairperson to preside**

The chairperson of the Board will, subject to this Constitution, preside as chairperson at every General Meeting except:

- (a) in relation to any election for which the chairperson of the Board is a nominee; or
- (b) where the chairperson of the Board has a conflict of interest.

If the chairperson of the Board is not present or is unwilling or unable to preside, the Members present must appoint another Director to preside as chair for that meeting only.

### **25.3 Adjournment of meeting**

- (a) If within half an hour from the time appointed for the General Meeting a quorum is not present, the meeting must be adjourned until the same day in the next week at the same time and place or to such other day, time and place as the chairperson determines. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the adjourned meeting
  - (i) if the meeting was convened on the requisition of Individual Members under clause 21.2, the meeting will lapse; and
  - (ii) in any other case, those Members present will constitute a quorum.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and must, if directed by the meeting, adjourn the meeting from time to time and from place to place but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- (d) Except as provided in clause 25.3(c), it is not necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

## **25.4 Voting Procedure**

At any meeting a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of Members present at the meeting.

## **25.5 Recording of Determinations**

A declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association is conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

## **26. VOTING AT GENERAL MEETINGS**

### **26.1 Members entitled to vote**

Each Member attending is entitled to one (1) vote at General Meetings.

### **26.2 Chairperson may exercise casting vote**

The chair of a General Meeting has a casting vote.

## **27. STRATEGIC FORUM OF ASSOCIATION**

### **27.1 Strategic Forums**

The Association will hold a Strategic Forum at least once per year. The object of the Strategic Forum is to:

- (a) inform the Board of significant membership issues;
- (b) assist the Board to design or review the Association's strategic plan and direction;
- (c) discuss statewide issues; and
- (d) provide feedback to the Board on the results of its governance decisions in practice at Member level.

### **27.2 Attendees at Strategic Forums**

The following persons may attend Strategic Forum of the Association:

- (a) one (1) representative for each Affiliate Member;
- (b) the Directors; and
- (c) such other persons the Board considers should be invited.

## **28. DISPUTE RESOLUTION PROCEDURE**

- (a) The dispute resolution procedure set out in this clause applies to disputes between a Member and:

- (i) another Member; or
  - (ii) the Association.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
  - (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days after the scheduled meeting, refer the dispute to the State Sport Dispute Centre for resolution.
  - (d) The Board may prescribe additional grievance procedures in By-laws consistent with this Rule 28.
  - (e) In this clause 'Member' includes any former Member who was a Member not more than six months before the dispute occurred.

## **29. RECORDS AND ACCOUNTS**

The Association must comply with its obligations under the Act in respect of accounts, records and minutes.

## **30. AUDITOR**

- (a) A qualified auditor must be appointed at each Annual General Meeting as the Association's auditor (**Auditor**) for the then current Financial Year.
- (b) Any vacancy occurring during the year in the office of Auditor must be filled by the Board.
- (c) The auditor has power at any time to call for the production of all books, accounts and other documents relating to the affairs of the Association.

## **31. APPLICATION OF INCOME**

- 31.1 The income and property of the Association must be applied solely towards the promotion of the Objects.
- 31.2 Except as prescribed in this Constitution or the Act, no portion of the income or property of the Association may be paid or transferred, directly or indirectly or whether by way of dividend, bonus or otherwise, to any Member or any associate of a Member.
- 31.3 Subject to clause 31.4, nothing in clauses 31.1 or 31.2 prevents a payment in good faith to any Member:
  - (a) in accordance with clauses 3 and 31.1 where that Member is a not-for-profit entity with a similar purpose to the Association;
  - (b) for any services actually rendered to the Association whether as an employee, Director or otherwise;
  - (c) for goods supplied to the Association in the ordinary and usual course of operation;
  - (d) for interest on money borrowed from any Member;
  - (e) for rent for premises demised or let by any Member to the Association;

- (f) for any reasonable out-of-pocket expenses incurred by the Member on behalf of the Association.

31.4 No payment made under clause 31.3 may exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

## **32. WINDING UP**

Subject to this Constitution, the Association may be wound up or deregistered in accordance with the Act.

## **33. DISTRIBUTION OF ASSETS ON WINDING UP**

- (a) If, on winding up, dissolution or deregistration of the Association and after satisfaction of all the Association's debts and liabilities, there remain surplus assets (as defined in the Act) those surplus assets must not be paid to or distributed amongst the Members but must be distributed to another organisation or organisations which have objects similar to the Objects and a constitution which prohibits the distribution of income and property to Members.
- (b) The organisation or organisations to whom the distribution is to be made under clause 33(a) may be determined by the Members in General Meeting at or before the time of winding up, dissolution or deregistration, and in default a determination by the Members, by a judge of the Supreme Court of South Australia or any other Court that has jurisdiction in the matter.

## **34. CONSTITUTION**

### **34.1 Alteration of Constitution**

- (a) Subject to clause 34.1(b), this Constitution may be repealed or altered or a new provision may be added by Special Resolution passed at a duly convened General Meeting.
- (b) If, in the opinion of the Board, it is necessary to amend this Constitution:
  - (i) to achieve or maintain membership of or affiliation of the Association with the NRAA;
  - (ii) to comply with the NRAA constitution; or
  - (iii) to achieve or maintain a particular tax status,
  - (iv) to achieve and maintain Compliance with Legislation and Government requirements

the Board may, by Ordinary Resolution, make the amendments that it considers necessary for the purpose.

## **35. BY-LAWS**

### **35.1 Board to formulate By-laws**

The Board may make and amend by-laws, rules, regulations, or policies (**By-laws**) for the proper advancement, management and administration of the Association, the advancement of the purposes of the Association and of rifle shooting in South Australia as it thinks necessary or desirable, including without limitation by-laws governing:

- (a) the conduct of competitions (including but not limited to the rules of competition and codes of conduct);
- (b) the conduct of meetings;
- (c) the resolution of disputes;
- (d) discipline of Members and Participants for breaches of this Constitution or the By-laws; and
- (e) any other matter in respect of which this Constitution authorises the Board to make By-laws or which the Board considers is necessary or appropriate for the good governance of the Association and its affairs.

The By-laws must be consistent with the Constitution, the NRAA constitution and the Standard Shooting Rules made by the NRAA.

### **35.2 By-laws Binding**

All By-laws are binding on the Association and all Members.

### **35.3 Publication of By-laws**

By-laws and any amendments, alterations or other changes to or interpretations of the By-laws may be communicated to Members by a notice on the Association's website or in any journal or publication which is published by or on behalf of the Association and which is circulated by the Association to the Members.

## **36. NOTICE**

- (a) Any notice required or authorised by this Constitution to be given to a Member may be served on the Member personally or by sending it through the post in a prepaid envelope addressed to the Member at the Member's last known place of business or by facsimile, email or other electronic means or by its insertion on the Association's website or in any journal or publication which is published by or on behalf of the Association and which is circulated by the Association to its members.
- (b) Any notice required or authorised by this Constitution to be given to the Association may be served by delivering it personally to the Association at its registered office or by sending it through the post in a prepaid envelope addressed to the Association at the registered office.
- (c) A notice served by post will be taken to have been received by the recipient on the fifth working day after it was posted.
- (d) A notice served by facsimile, email or other electronic means will be taken to have been received by the Member twenty four hours after it was sent.

## **37. PATRONS AND VICE PATRONS**

- (a) The Association may appoint a Patron, who shall if he acquiesces, be His Excellency the State Governor for the time being.
- (b) The Members in General Meeting may appoint on the recommendation of the Board as many vice patrons as it considers necessary, subject to approval of that person or persons.



## **38. INDEMNITY**

- (a) Every Director, officer and employee of the Association is entitled to be indemnified out of the property and assets of the Association against any liability incurred by them in their capacity as Director or employee in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any proceedings in which relief is granted by the Court.
- (b) The Association must indemnify its Directors, officers and employees against all damages and losses (including legal costs) for which any such Director or employee may be or become liable to any third party in consequence of any act or omission:
  - (i) in the case of a Director or officer, performed or made in good faith whilst acting on behalf of and with the authority, express or implied of the Association; and
  - (ii) in the case of an employee, performed or made in good faith in the course of, and within the scope of their employment by the Association.

## **39. TRANSITIONAL PROVISIONS**

### **39.1 Continuing Membership**

Each affiliated club and each person who is a member on the day on which this Constitution is adopted, will automatically be admitted to membership in the category that, in the reasonable opinion of the Board, is the category most appropriate for that Member.

### **39.2 Directors**

From the day on which this Constitution is adopted all current Council members will constitute the Board until the next Annual General Meeting at which time all five elected positions will be decided as per clause 12.3. The transitional Board may at its discretion appoint Appointed Directors as per clause 13. All past Council members will be eligible to stand for election. The board members after the first Annual General Meeting will decide by ballot which two board members will retire at the completion of the first year of the new board, then clause 12.4(d) will apply

### **39.3 By-laws deemed applicable**

All rules, by-laws, policies and regulations of the Association in force at the date of the approval of this Constitution are to be deemed to be By-laws and continue to apply unless they are inconsistent with, or have been replaced by this Constitution.