

Rules of The Australian Match Rifle Association Inc.

Incorporated on 5th February 2010

1. NAME

The name of the incorporated association is Australian Match Rifle Association, referred to herein as “the Association”.

2. DEFINITIONS

“In writing” shall include conventional letter, facsimile and email.

“Address” shall include residential, postal, telephone & email.

“Committee” means the committee of management of the association, i.e. Chairman, Vice Chairman and Honorary Secretary and Honorary Treasurer.

“General meeting” means a general meeting of members of the association convened in accordance with these rules.

“Member” means a member of the association.

“Month” shall mean a calendar month.

“Special resolution” means a special resolution defined in the Act.

“The Act” means the Associations Incorporation Act 1985.

“Website” means “the Association” website.

3. OBJECTS OR PURPOSES OF THE ASSOCIATION

- i. To promote and encourage Match Rifle and compatible F Class shooting in Australia.
- ii. To oversee and coordinate Match Rifle and compatible F Class shooting in Australia.
- iii. To encourage team shooting in Match Rifle and compatible F Class disciplines.

4. POWERS OF THE ASSOCIATION

The Association shall have all the powers conferred by Section 25 of the Act.

5. MEMBERSHIP

5.1. Membership is open to all individuals who accept, support and adhere to the objectives and rules of the Association, and who are affiliated with the National Rifle Association of Australia Ltd.

5.2. Members shall be classified as “active” members and “honorary life” members.

i) Active members: Persons to be classified as ‘active’ members shall be nominated by one member and accepted by the Committee before being admitted to membership.

ii) Honorary life members: any persons or nominated person representing a body rendering exceptional service to the Association may be elected an Honorary Life Member at the General Meeting on the recommendation of the Committee and thereafter shall be entitled to the privileges of the association without payment of the membership fee, subject to the provisions of paragraph 13.2.



- 5.3. A member shall pay the fees prescribed from time to time by the Association and be entitled to the privileges of membership as provided by these rules.
- 5.4. A register of members shall be kept by the Secretary showing the name, address, next of kin and date of commencement of membership.
- 5.5. Membership shall cease upon resignation, expulsion or failure to pay outstanding fees within three months of the due date saving the grace of the committee.
- 5.6. Membership fees shall be paid annually and shall fall due on 1 July each year.

6. OFFICE BEARERS

- 6.1. Election: At every second General Meeting the regular Office Bearers – namely a Chairman, an Honorary Secretary, Honorary Treasurer and a Vice Chairman – shall be elected, all of whom shall retire at every second General Meeting but shall be eligible for re-election.
- 6.2. In the event of the resignation or demise of a committee member, the remaining committee members shall appoint a replacement member to the committee who will hold office until the next general meeting. The aforesaid member shall then be eligible for election.
- 6.3. The office of a committee member shall become vacant if a committee member is:
- i) Disqualified from being a committee member by the Act.
 - ii) Expelled as a member under these rules.
 - iii) Permanently incapacitated by ill health.
 - iv) No longer willing to participate in management procedures, but has not resigned.
- 6.4. Appointing: At the same meeting there shall be appointed, or confirmed, a representative for each State or Territory and a representative of F Class, who usually participate at the National Championships. These members shall comprise the Advisory Committee.
- 6.5. At the same meeting an independent person to act as Accounts Certifier shall be appointed or confirmed. This person may be a member of the Association.
- 6.6. At the same meeting a Statistician shall be appointed or confirmed.
- 6.7. Term: All officers and members of the Advisory Committee shall hold office for the period that shall encompass the next two Australian Championships. Retiring officers are eligible for re-election or re-appointment.
- 6.8. The Committee shall be responsible for supervising those two Australian Championships.

7. DUTIES OF OFFICE BEARERS

Without limiting the effect of these rules the following duties are assigned to the several office bearers.



7.1. Chairman:

The Chairman shall be responsible for the proper conduct of all shooting competitions conducted by the Association and the maintenance of discipline and shall ensure that the other office bearers and all members of the Association are acquainted with their obligations, liabilities and privileges.

7.2. Vice Chairman:

The Vice Chairman shall assist the Chairman, be informed on matters and events affecting the Association, and in the event of the Chairman's absence, or otherwise, assume the relevant responsibilities and role.

7.3. Secretary:

The Secretary shall conduct all general correspondence, shall keep proper records of all active and life members, and keep records of the assets and property of the Association.

7.4. Treasurer: The Treasurer shall keep proper books of accounts showing all monies received and expended by the Association, present a duly certified statement of Receipts and Expenditure at the General Meeting of the Association and shall present to the Committee all accounts for payment and the record of receipts at every meeting.

7.5. Statistician:

The Statistician shall keep records of all individual and team scores at organised or approved Match Rifle or F Class competitions. The statistician shall publish results, when available, on the website.

7.6. Accounts Certifier:

The Accounts Certifier shall examine the books, records and vouchers and where appropriate certify that the statement of receipts and expenditure is prepared in accordance with the same.

8. MANAGEMENT

8.1. The affairs of the Association shall be managed by a Committee comprising the Chairman, Honorary Secretary, Honorary Treasurer, and Vice Chairman as the regular office bearers. The Committee shall manage the income, funds and other properties of the Association and also the control and superintendence of Association affairs, doing all such acts and deeds as may be necessary to carry out the objectives of the Association. It may appoint committees of its members to carry out its instructions.

8.2. The officers of the Association may consult by electronic or postal means when precluded by distance from meeting in person.

8.3. Between Championships, the Advisory Committee may be consulted by electronic or postal means to ascertain each representative's view on such matters as may be in accord with the objectives of the Association.

8.4. The decisions made by the Committee in connection with the business of the Association shall be final provided however, that a General Meeting of the Association, by a majority vote of the members present, may vary or veto any decisions of the Committee.

8.5. Questions at a committee meeting shall be decided by the majority of votes of those present. In the event of a tie the Chair shall have a second and casting vote.



9. GENERAL MEETINGS

- 9.1. There shall be a General Meeting of the Association, on a date to be fixed by the Committee, during each of the Australian Championships. At each General Meeting a report by the Chairman and the Committee, for the period since the last General meeting, will be tabled. At this time other business, which may be brought forward, will be dealt with. Election of office bearers of the Association will be conducted at every second General Meeting.
- 9.2. A certified Statement of Accounts for the previous financial period shall be presented.
- 9.3. The regular General Meeting for the election of Office Bearers and to conduct Association business, as noted above, shall be deemed to have been notified when it is listed in the Association Calendar.
- 9.4. All notices of motion must be advised to the secretary in writing at least 21 days prior to the General Meeting and are to be placed on the agenda for that meeting.
- 9.5. The number of members required to form a quorum at any general meeting of the Association shall be not less than 10 members.
- 9.6. The Chairman of the Association shall preside at all General and Committee meetings at which he or she is present. In his or her absence the Vice Chairman shall preside, otherwise the members present shall elect a Chairman for that meeting.
- 9.7. The Secretary shall keep minutes of all general meetings and all Committee meetings of the Association.
- 9.8. Nominations for office are to be made in writing and Notice posted not less than 21 days before the meeting for the election of officers. In the event of nominations in writing nominations from the floor will not be accepted. In the event of no nominations in writing those from the floor may only be of an individual present or who has indicated willingness to accept office in writing.

10. THE ORDER OF BUSINESS AT THE GENERAL MEETING

Date, time and place
Roll call
Apologies
Minutes of the previous General Meeting
Minutes of Special meetings
Correspondence
Reports: 1) Chairman
 2) Financial – Treasurer
 3) Statistician
Declare offices vacant
The retiring Secretary shall be invited to remain to record the business
Election of officers as noted in Section 6
Appointment of Accounts Certifier
Appointment of Statistician
Fixing of fees
Notices of motion
General business



- 10.1. Voting shall be by show of hands unless a secret ballot is demanded – decisions on a simple majority vote.
- 10.2. Where a proposal is an amendment to the rules, resolutions, by-laws or for a special resolution, the majority must be two thirds of those members present.
- 10.3. There shall be no proxy. In the case of equality of votes there shall be a casting vote from the chair.

11. SPECIAL RESOLUTIONS

- 11.1. A Special resolution must be passed by a general meeting of the Association to effect the following changes:
 - i) a change of the Association name
 - ii) a change of the Association rules
 - iii) a change of the objectives
 - iv) an amalgamation with another incorporated Association
 - v) to voluntarily wind up the Association and distribute its property
 - vi) to apply for registration as a company or a co-operative
- 11.2. A Special resolution shall be passed in the following manner:
 - i) a notice must be sent to all members advising that a special general meeting is to be held to consider a special resolution:
 - ii) The notice must give details of the proposed special resolution and give at least 2 calendar months notice of the meeting;
 - iii) a quorum must be present at the meeting;
 - iv) at least two thirds of those present must vote in favour of the resolution;

12. MISCELLANEOUS

- 12.1. **INSURANCE:** The Association shall effect and maintain insurance as required by law or regarded as necessary by the Association.
- 12.2. **FUNDS AND REVENUE:**
 - i) The Funds of the Association shall be derived from the fees of members, donations and grants and such other sources approved by the Association.
 - ii) The Bank Signatories shall be the Treasurer and anyone of two other members appointed by a majority of members at the General Meeting.
- 12.3. **SEAL:** The common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of any two members of the Committee.
- 12.4. **WINDING UP AND RESIDUE:** The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event the Association be wound up, but such property can only be distributed to other shooting bodies.



- 12.5. NON-PROFIT: The income and property of the Association shall be applied towards the promotion of the objectives of the Association as set forth in the Constitution and no portion therefore shall be paid or transferred directly or indirectly by way of profit to the members of the Association provided that nothing therein shall prevent the payment in good faith of remuneration to any member for services actually rendered.
- 12.6. STATUS OF MEMBERS: No member of the Association shall have any estate or interest in the property or funds of the Association other than the rights to use such property in the exercise of their privileges as a member.
- 12.7. LIABILITY:
- i) No member shall be personally liable for any act or omission on the part of the Association or its officers, servants or workmen.
 - ii) Members of the Association, including the Committee shall be indemnified from the funds of the Association against the damages, verdicts in, and costs of any legal proceedings that may be instituted against them, or any of them in the exercise of their office or the performance of their duties or by reason of membership howsoever arising.
 - iii) Nor shall any member have liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of winding up the Association except to the amount of any unpaid membership fees.
- 12.8. Service of documents on the Association is effected by serving the Public Officer or two members of the Committee.
- 12.9. Notices sent by post shall be deemed to have been received four days after the date of recorded posting.

13. PRIVILEGES AND OBLIGATIONS OF MEMBERSHIP

- 13.1. Active members who have paid the annual subscription, along with honorary life members shall, subject to the provision of sub-rule (2) of this rule, be entitled to all the privileges of the Association.
- 13.2. Only those members who are enrolled with the appropriate State or Territory Rifle Association, carry a current membership and identity card issued by it, have paid the National Rifle Association of Australia Ltd. affiliation fee and hold a current Firearms License, shall be permitted to take part in rifle practices and competitions on an authorised rifle range and be entitled to any of the privileges granted to members of Rifle Association under Firearms Laws.
- 13.3. A financial member of any other Association who is enrolled with State or Territory Associations may apply to be entitled to the privileges of membership.
- 13.4. Breaches of the Regulations or any other conduct of a member of the Association, which would tend to bring discredit on the Association, shall render the member concerned liable to be expelled from the Association.
- 13.5. Any member of the Association may resign by giving fourteen days notice in writing to the Chairman of such intention.



14. REGULATIONS

- 14.1. The Committee can make Regulations in furtherance of the objectives of the Association and such Regulations must be approved by a General Meeting of the Association.

