



The CONSTITUTION

of

The Sporting Shooters' Association of Australia

Australian Capital Territory

Incorporated 1966

Draft Version 2023 V5.0

Revision Status

Version	Approval Date	Comment
0.0	dd mm 2022	Reformatted and updated to align with Model Rules.
2.1	17/01/2023	Updated after legal review & further discussions by Council
3.0	13/06/2023	Amended following Special Council Meeting held 13 June 2023
4.0	14/08/2023	Amended following Special Council Meeting held 14 August 2023
5.0	05/09/2023	Council agreed version for AGM

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Part 1.1 Preliminary

1. Definitions

- (1) Name of the Association: The name of the Association shall be "The Sporting Shooters' Association of Australia – Australian Capital Territory Incorporated", as incorporated 1966.
- (2) The following content definitions shall apply:
 - a) Act means the *Associations Incorporation Act 1991* (ACT).
 - b) Annual General Meeting means the mandatory annual meeting of Members.
 - c) Appeal means an application to a higher authority to review a decision of a lower meeting. In the case of a decision made by the Council the higher authority is a General Meeting.
 - d) Association means The Sporting Shooters' Association of Australia – Australian Capital Territory Incorporated.
 - e) By-Laws means the specific regulations and procedures that supplement the constitution and rules of the relevant Disciplines/Clubs/Sections. By-Laws focus on internal operations, addressing matters such as meetings, elections, financial management, dispute resolution, and other detailed guidelines necessary for the effective functioning of the Discipline/Club/Section.
 - f) Chair means the presiding member of the meeting.
 - g) Council means the managing body, made up of Members from the Executive Committee, other committees, representatives of Disciplines, Clubs, and Sections and council appointees as established by Council.
 - h) Constitution means the constitution of the Association, as amended from time to time.
 - i) Delegate means the person endorsed by Disciplines, Clubs and Sections to represent the interests of their Discipline, Club or Section.
 - j) Discipline/Club/Section means a body (incorporated or otherwise) consisting of Members who engage in one or more approved shooting or activities endorsed by a General Meeting of the Association.
 - k) Dispute means a disagreement, argument or controversy that is of significance to opposing parties requiring arbitration, mediation or determination by the Council. The opposing parties are said to be adverse to one another.
 - l) Dispute Party means a person or entity who takes part in the dispute process, for example a person with an immediate interest in a Dispute.
 - m) Dispute Resolution Procedure means the procedure set out in section 9.
 - n) Elected Office Bearers means those Members of the Association elected by majority vote, at the Annual General Meeting, to serve as members of the Executive Committee.
 - o) Executive Committee is comprised of the President, Vice President, Deputy Vice President, Secretary and Treasurer.

- p) Financial Year means the year ending on 30 June.
 - q) Honorary Life Member means a form of membership that has been bestowed by the Association.
 - r) Mediation means a structured negotiation process in which an independent person, known as a mediator, assists the parties to identify/assess options and negotiate an agreement to resolve the Dispute Parties. Mediation is an alternative to the Council imposing a decision on the Dispute between Parties.
 - s) Members may include Financial Adult, Junior, Family, Pensioner and Honorary Life Members.
 - t) Members' Delegates represent the interests of the Members to Council and other meetings and discussions.
 - u) Presiding Member means the Member appointed to speak, vote and represent their respective Committees from time to time.
 - v) Register means the register of members that is kept and maintained by the Association in accordance with Section 67 of the Act.
 - w) Rules of Operation means the general guidelines and regulations governing the overall conduct and operations of the Disciplines/Clubs/Sections of the Association. They establish fundamental principles, membership criteria, discipline-specific practices, event organisation, safety protocols, code of conduct, and other necessary regulations.
 - x) Secretary means the person holding office under this Constitution as secretary of the Association or, if no such person holds that office, the public officer of the Association.
- (3) The *Legislation Act 2001* (ACT) applies to this Constitution in the same way as it would if they were an instrument made under the Act.

2. Aims and Objectives

- (1) The aims and objectives of the Association include;
- a) promote and improve the role and activities of sporting shooters and hunters,
 - b) help educate people in the skills of hunting and shooting and the proper and safe handling and storage of firearms,
 - c) assist those interested in hunting, shooting, and associated activities to further their interests,
 - d) advocate for laws within the Australian Capital Territory that protect and promote the interests of hunters and shooters,
 - e) require all Members to abide by the Association's Constitution, 'Code of Conduct', policies and procedures, as published from time to time,
 - f) promote good relationships between landholders and Members,
 - g) provide information on and promote knowledge of firearms and ammunition,
 - h) support authorities and other stakeholders with the control of pest animals, and

- i) take other actions which assist in the delivery of the aims and objectives outlined above.

Part 1.2 Membership

3. Membership

- (1) Association Members are those members that are identified by their SSAA proof of membership as Members of SSAA ACT.
- (2) The Association recognises the membership of those members of other SSAA State and Territory Associations but excludes voting rights to those members in relation to SSAA ACT Council, other meetings or nomination for the Executive Committee.
- (3) Honorary Life Membership of the Association may be granted to a Member by decision at the Annual General Meeting, preferably based on recommendation by the Council.

4. Cessation of Membership

- (1) A person ceases to be a Member of the Association if the person:
 - a) dies;
 - b) resigns as a Member of the Association;
 - c) is expelled from the Association; or
 - d) fails to renew Membership of the Association.

5. Resignation of Membership

- (1) A Member is not entitled to resign from membership of the Association except in accordance with this Section.
- (2) A Member who has paid all amounts payable by the Member to the Association may resign from membership of the Association by first giving notice (of not less than 1 month or, unless the Council has agreed to a shorter period) in writing to the Secretary of the Member's intention to resign and at the end of the period of notice, the Member ceases to be a Member. Members who resign will be refunded a pro-rata portion of their membership fee.
- (3) If a Member has not renewed their membership, then that Member will be non-financial and their Membership of the Association will automatically cease with effect at their renewal date.
- (4) If a person resigns or ceases to be a Member of the Association, the Secretary shall make appropriate entries in the Register, recording the membership cessation date and advise the Association's national office.

6. Member's Liabilities

The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges, and expenses of the winding up the Association is limited to the amount, if any, unpaid by the Member in respect of their Membership of the Association.

7. Disciplining of Members

- (1) If the Council is of the opinion that a Member:
 - a) has persistently:
 - i. refused or failed to comply with a provision of this Constitution; or
 - ii. willfully acted in a manner prejudicial to the interests of the Association;
 - b) has failed to comply with a lawful rule, policy, code of conduct, resolution or direction of or adopted by the Association; or
 - c) acts in a manner contrary to the Aims and Objectives of the Association,

the Council may, by majority resolution:

 - i. expel the Member from the Association; or
 - ii. suspend the Member from the Association for a period determined by the Council.
- (2) A resolution of the Council under Subsection (1) of this Clause is of no effect unless passed by resolution at a Council meeting held not earlier than 14 days and not later than 28 days after service on the Member of a notice under subsection (3) and until after the provisions of subsections (4) and (6) have been effected.
- (3) If the Council passes a resolution under Subsection (1) of this Clause, the Secretary or Council must, as soon as practicable, serve a written notice on the Member, including:
 - a) setting out the resolution of the Council and the details underpinning the resolution;
 - b) stating that the Member may provide a written response and/or address the Council, at the next scheduled Council meeting, to be held not earlier than 14 days and not later than 28 days, after service of the notice; and
 - c) stating the date, place and time of the Council meeting.
- (4) Subject to Section 50 of the Act, at a meeting of the Council convened to consider actions in accordance with Subsection (2) of this Clause, the Council must:
 - a) give to the Member being sanctioned under Subsection (1) of this Clause, an opportunity to make oral representations;
 - b) give due consideration to any written submissions submitted to the Council by that Member at or before the meeting; and
 - c) by Council resolution decide whether to confirm or revoke the resolution of the Council made under Subsection (1) of this Clause.
- (5) If the Council confirms a resolution under Subsection (4) of this Clause, the Secretary or Council must, within 7 days after that confirmation, by written notice inform the Member of that confirmation and of the Member's right of Appeal under Section 8.
- (6) A resolution confirmed by the Council under Subsection (4)(c) does not take effect:

- a) until the end of the period within which the Member is entitled to Appeal (7 days) against the resolution if the Member does not exercise the right of appeal within that period; or
- b) if within that period the Member exercises the right of Appeal, unless and until the Council confirms the resolution in accordance with Section 8(4) below.

8. Right of Appeal

- (1) A Member may Appeal to the Association via a General Meeting (either Special General Meeting or a General Meeting as the need dictates) against a resolution of the Council that is confirmed under section 7(4), within 7 days after notice of the resolution is served on the Member, by lodging with the Secretary a notice to that effect.
- (2) On receipt of an Appeal Notice under Subsection (1) above, the Secretary must notify the Council which must call a General Meeting of the Association to be held within 21 days after the date when the Secretary received the notice or as soon as possible after that date.
- (3) Subject to Section 50 of the Act, at a General Meeting of the Association called under subsection (2) above:
 - a) no business other than the question of the appeal must be transacted;
 - b) the Council and the Member must be given the opportunity to make submissions in relation to the appeal orally or in writing, or both; and
 - c) the Members present must vote by secret ballot on the question of whether the resolution confirmed by Council under Section 7(4) should be confirmed or revoked.
- (4) If the General Meeting passes a resolution in favour of the confirmation of the resolution made under Section 7(4), that resolution is confirmed and the Appeal has not been successful.
- (5) If the General Meeting does not pass a confirmation of the resolution made under Section 7(4), then that resolution has failed and the Appeal is successful.

9. Dispute Resolution

- (1) Party to a Dispute may include a person who:
 - a) is a Member of the Association;
 - b) is a visitor to the Association (including the Majura premises); or
 - c) ceases to be a Member within 6 months before the Dispute has come to the attention of each Party to the Dispute.
- (2) The procedure set out in this section applies to Disputes between one or more persons as described in Subsection (1) above.
- (3) Parties to a Dispute must attempt to resolve the Dispute between themselves within 14 days after the Dispute has come to the attention of each Party.

- (4) If after 14 days, parties to a Dispute are not able to resolve the Dispute between themselves, then parties to the Dispute must attempt to resolve the Dispute via Mediation, as detailed in Section 10 below.
- (5) Once parties to a Dispute have agreed and commenced Mediation, no further action by the Association or any Party is to commence until the Dispute process has concluded.
- (6) If Mediation does not resolve the Dispute within a reasonable period (given the nature and circumstances of the Dispute) then either Party may proceed to the formal Dispute Resolution Procedure detailed in Subsection (7).
- (7) The Dispute Resolution Procedure to be conducted as follows:
 - a) If the parties to a Dispute are unable to resolve the Dispute between themselves within the time required time (14 days) and the Mediation process outlined in section 10 has not been successful, any Party to the Dispute may start the Dispute Resolution Procedure by submitting written notice to the Secretary of:
 - i. the parties to the Dispute; and
 - i. the matters that are the subject of the Dispute.
 - b) Within 28 days, or as soon as possible thereafter, the Secretary is given the notice, a Council meeting must be convened to consider and determine the Dispute;
 - c) The Secretary or Council must give each Party to the Dispute written notice of the Council meeting at which the Dispute is to be considered and determined; no later than 7 days before that meeting is held;
 - d) The notice given to each Party to the Dispute must state:
 - i. when and where the Council meeting is to be held; and
 - ii. that the Party may attend the meeting and will be given an opportunity to make written or oral (or both) submissions to the Council about the Dispute.
 - e) The Council meeting convened to consider the Dispute and make a determination must:
 - i. give each Party to the Dispute an opportunity to make written or oral (or both) submissions to the Council meeting about the Dispute;
 - ii. give due consideration to any submissions so made;
 - iii. determine an outcome for the Dispute; and
 - iv. the Council must give each Party to the Dispute written notice of the Council's determination and the reasons for the determination. Notice to be received by the Dispute Parties within 7 days after the Council meeting at which the determination is made.
- (8) If a Party has initiated the Dispute Resolution Procedure, the Association must not take disciplinary action against any of the parties involved in the Dispute, in relation to the matter which is the subject of the Dispute Resolution Procedure, until the Dispute Resolution Procedure has been completed.

- (9) If within 7 days after receiving notice of the Council's determination to a Dispute, a Party of the Dispute submits written notice to the Secretary requesting an Appeal of the Council's decision, the Association must not take disciplinary action against any of the parties to the Dispute, until the Appeal process outlined in Section 8 has been completed.

10. Mediation of a Dispute

- (1) If the parties of the Dispute are not able to resolve the Dispute and the parties agree to enter Mediation, either Party may submit a request to the Secretary for the appointment of a Mediator.
- (2) The Mediator:
 - a) must be a person chosen by agreement between the parties to the Dispute;
 - b) if there is no agreement on the appointment of a Mediator between the disputing parties, a party may request the Executive to appoint a Mediator; and
 - c) the person appointed as Mediator by the Executive must not:
 - i. have a personal interest in the matter that is the subject of the Mediation;
or
 - ii. be biased in favour of or against any party to the Mediation.
- (3) The parties to the Mediation must attempt in good faith to settle the matter that is the subject of the Mediation. Each Party to the Mediation must give the Mediator a written statement of the issues that need to be considered at the Mediation at least 5 days before the Mediation takes place.
- (4) In conducting the Mediation, the Mediator must:
 - a) give each Party to the Mediation every opportunity to be heard;
 - b) allow each Party to the Mediation to give due consideration to any written statement given by another Party;
 - c) ensure that natural justice is given to the parties to the Mediation throughout the Mediation process;
 - d) not determine the matter that is the subject of the Mediation;
 - e) maintain the confidentiality of the information provided during mediation..

Part 1.3 Committee

11. Powers

- (1) The hierarchy of powers within the Association, in descending order, is as follows;
 - a) Annual General Meeting,
 - b) General Meeting/Special General Meeting,
 - c) Council,
 - d) Executive Committee,

- e) Sub-committee, and
 - f) Disciplines/Clubs/Sections.
- (2) Decisions of one body may be overruled by a superior body but shall stand until such time as they have been overruled.
 - (3) No Member, other than the Association's President, shall represent the Association other than with the written approval of the Council.
 - (4) The Chair shall have authority on every question of order, including being the interpreter of the Constitution of the Association as it applies to the meeting being held. A motion appealing the Chair's ruling has precedence over all other business.
 - (5) No Member, Discipline/Club/Section or whole of the Association shall have the authority to contract with anybody to bind the Association in any way without approval from Council.
 - (6) Franchises or concessions may only be granted through notification to all interested parties and a tender process, whereby all tenders shall be submitted to Council for consideration, with the Council reserving the right to accept or reject tenders on their merits.
 - (7) Each Discipline/Club/Section shall have the opportunity to conduct sponsored events throughout the Financial Year, without the written consent of the Council, so long as those sponsored events are consistent with the requirements of the Association.
 - (8) The Council, subject to the Act, the Regulations, this Constitution, and to any resolution passed by the Association in a General Meeting:
 - a) controls and manages the affairs of the Association;
 - b) may exercise all functions that may be exercised by the Association, other than those functions that are required by these rules to be exercised by the Association in a General Meeting; and
 - c) has the power to perform all acts and do all things that appear to the Council to be necessary or desirable for the proper management of the affairs of the Association.

12. Council

- (1) The Council will consist of:
 - a) an Executive Committee, comprising;
 - i. President,
 - ii. Vice President,
 - iii. Deputy Vice President,
 - iv. Secretary, and
 - v. Treasurer.
 - b) one Delegate from each endorsed Discipline/Club/Section,
 - c) Chief Safety Officer,

- d) Chief Range Officer,
 - e) up to three Members' Delegates,
 - f) any other officer who has been appointed by Council to fill a specific position created at a General Meeting or Annual General Meeting, and
 - g) the Presiding Member of all other Committees as appointed by Council, who may speak and vote only on the subject of their respective Committees.
- (2) Council Members can hold more than one position on the Council, if any conflicts of interest are disclosed to Council and managed appropriately under the Act.

13. Election and Appointment of Officers of the Council

- (1) The election of the Executive Committee shall take place at the Annual General Meeting.
- (2) Members of the Executive Committee are eligible for re-election.
- (3) Disciplines/Clubs/Sections shall present their Delegates to the Annual General Meeting, who shall then be officers of the Council (**Council Officers**).
- (4) The term of office for Council Officers shall be between Annual General Meetings, duly called for the purpose of the election of the Council.
- (5) All financial adult, family, pensioner or Honorary Life Members of the Association over the age of 18 shall be eligible for election to the Council.
- (6) Nominations for Executive Office Bearers must be made in writing, signed by 2 Members, and accepted by the nominee's signature. Nominations must be given to the Secretary not less than 7 days before the date fixed for the Annual General Meeting.
- (7) All contested offices must be decided by secret ballot on a form provided by the Secretary on the basis of a simple majority of Members eligible to vote, present and voting.
- (8) If a nomination is not received prior to seven days of the Annual General Meeting, the Council will appoint a member to that position at the next meeting of the Council after the Annual General Meeting or General Meeting.
- (9) The incoming Council Members shall take the place of the retiring Members immediately upon the declaration of the election result in the meeting.
- (10) Council shall appoint a representative to the SSAA Inc National Board, the Chief Range Officer and Chief Safety Officer at its first meeting following the Annual General Meeting.
- (11) Mid-term resignations from the Executive, Members' Delegate roles or Council appointments shall be in writing and tabled at the next Council and General Meeting after their receipt.
- (12) Vacancies for mid-term Members' Delegate roles or Council appointments shall be filled at the Council Meeting following the acceptance of such resignations, with a majority vote required if there is more than one candidate. Vacancies for mid-term Executive Office Bearers shall be filled by a Council Meeting.

- (13) If the voting requirements of this Section are breached, then any officers affected by that breach shall resign forthwith and replacements for the temporary vacancies determined by Council at the next possible opportunity.
- (14) A General Meeting may be called for the purposes of considering a motion of no confidence in the whole, a part of or a Member of the Executive Committee. If at such meeting the motion receives at least two-thirds majority of Members present, eligible and voting, then the positions of persons so affected shall be deemed to be vacant.
- (15) An election shall be immediately conducted by the Public Officer or if unavailable by a Council Member in the order listed in Subsection 12(1) above to replace those persons, with nominations accepted from the floor.
- (16) A motion of no confidence in an elected officer of the Association will be presented on the following basis:
 - a) It shall be made by a minimum of twenty-five (25) adult, pensioner or Life Members of the Association;
 - b) The Secretary shall call a Special General Meeting within ten (10) and twenty-one (21) days of receipt of the motion of no confidence;
 - c) The subject(s) of the motion shall be named in the notice of meeting and will have a right of reply at the meeting; and
 - d) The motion will be debated and voted on at the meeting via secret ballot.

14. Public Officer

Council shall appoint a Public Officer in accordance with the Act, during the Annual General Meeting.

15. Roles and Responsibilities

The following subsections describe the general roles and responsibilities of Council Officers, outlined as follows:

- a) The President is responsible for the leadership and coordination of the activities of the Association.
- b) The Vice President assists the President, Executive Committee and Council in coordination of the activities of the Association. In the event of self-declared temporary inability by the President to fulfil their duties or physical incapacity, the Vice President may act as President for the period of that incapacity.
- c) The Deputy Vice President supports the President and Vice President in the coordination of the activities of the Association.
- d) The Secretary is responsible for the Association's administration, effective maintenance of and management of records, and assists the Executive and Council in performing the Association's duties, including (but not limited to) keeping minutes of:
 - i. all elections and appointments of office-bearers and ordinary Council members;
 - ii. the names of members of the Council present at a Council Meeting or a General Meeting; and

- iii. all proceedings at Council meetings and General Meetings.
- e) The Treasurer is responsible for the management of the financial affairs of the Association and assists the Executive Committee and Council in performing the Association's duties.
- f) The Chief Range Officer has principal responsibility for all matters associated with General Members' Sessions Range Officers including rostering, training and administration.
- g) The Chief Safety Officer has principal responsibility for the management of all safety issues associated with the range complex.
- h) Members' Delegates represent the interests of Members to Council and other meetings and discussions.
- i) Delegates of endorsed Disciplines/Clubs/Sections represent the interests of their discipline, club or section within the overall interests of all Members of the Association.

16. Vacancies

A vacancy in the office of a Council Member happens if the Member holding such office;

- a) dies,
- b) ceases to be a Member of the Association,
- c) resigns the office,
- d) is removed from office under Section 7,
- e) suffers from a mental or physical incapacity which precludes them from performing their duties,
- f) is disqualified from office under Section 63(1) of the Act, or
- g) is absent without leave (leave is granted by the Council through acceptance of an apology for non-attendance tendered before a meeting) from three consecutive Council meetings may be subject to a motion of no confidence.

17. Removal of Council Members

The Association in a General Meeting may by resolution, subject to Section 50 of the Act, remove any Member of the Council before the end of the Member's term of office.

18. Council Meetings and Quorum

- (1) The Council shall meet each calendar month, except for January each year where a Council meeting is not convened. If deemed necessary by the Council, meeting dates can be amended as required.
- (2) Oral or written notice of a meeting of the Council must be given by the Secretary to each Member of the committee at least 7 days before the time appointed for the holding of the meeting.

- (3) Special Council Meetings can be convened to deal with matters of importance. Special Council Meetings shall be called, with between ten (10) and twenty-one (21) days' notice given to Council Members.
- (4) Special Council Meetings shall be restricted to the business notified and may be called;
 - a) by the President, or
 - b) at the request of at least five Members of the Council.
- (5) On occasion, the Council may be required to make urgent decisions relating to the operation of the Association (for example, closure of ranges because of disease outbreak or emergency). In such instances, the Secretary or Council will circulate via email an explanation of the matter and a motion for decision including the names of the Council Members moving and seconding the motion. A majority of votes within the specified timeframe is required to endorse the proposal.
- (6) No business may be transacted by the Council unless a quorum has been achieved and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) A quorum comprises at least 50% of Council Officers, at least one of whom must be a Member of the Executive Committee.
- (8) Observers at Council meetings are not permitted to vote, however, can contribute to discussion if invited by the Chair.

19. Delegation by Council to Committee

- (1) Council may appoint Committees to assist in managing the affairs of the Association and may appoint the Presiding Member of that Committee. Council will then call for nominations for the Committee.
- (2) The role of an appointed Committee is to advise Council on matters within its remit and recommend actions or policies for consideration and decision by Council.
- (3) Committees may also make decisions regarding works and expenditure, provided that decision-making power is approved by Council.
- (4) A quorum for Committees shall be established by Council once the Committee nominations and membership structure has been determined.

20. Voting and Decisions

- (1) All motions submitted to Council meetings shall be decided by a majority vote of all eligible Council Members present and voting.
- (2) Each eligible Council Member is entitled to one vote and the Presiding Member will not vote except to lodge a casting vote in the event of a tie.
- (3) To be eligible to vote at Council meetings, a Council Member shall be a financial adult, life, pensioner or family Member of the Association, and over the age of 18.
- (4) Proxy voting is not permitted at Council meetings.

Part 1.4 General Meetings

21. Annual General Meeting

- (1) The Annual General Meeting of the Association shall take place at dates, times and places to be fixed by Council, and shall be called once per calendar year.
- (2) An Annual General Meeting of the Association shall require a minimum of twenty-eight (28) days' notice to all Members. In addition to any other business that may be transacted at the Annual General Meeting, the business of the Association shall at least include;
 - a) to confirm the minutes of the last Annual General Meeting and any General Meetings held since that meeting,
 - b) to receive reports from the Executive Committee,
 - c) to receive reports from Delegates on the activities of each Discipline/Club/Section of the Association during the last financial year,
 - d) vote on any proposed Constitution amendments,
 - e) to elect the Executive Committee, Member Delegates and other Member elected officials as appointed by the Annual General Meeting,
 - f) to receive and consider the statement of accounts and reports required under Section 73(1) of the Act, and
 - g) propose the Auditor for the next Financial Year.
- (3) An Annual General Meeting quorum shall consist of the lesser of 50% of membership or seventy-five (75) Members.
- (4) No business may be transacted by the Annual General Meeting unless a quorum has been achieved.
- (5) For an Annual General Meeting, if within 30 minutes after the time appointed for the meeting, a quorum is not present, the meeting stands adjourned to the same place, hour and day the following week.
- (6) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the Members present (being not less than 25) constitute a quorum.

22. General Meetings

- (1) The Council may, whenever it considers appropriate, call a General Meeting of the Association.
- (2) A General Meeting of the Association shall take place at dates, times and places to be fixed by Council.
- (3) A General Meeting is open to discuss one or more topics as required.
- (4) A General Meeting of the Association shall require a minimum of twenty-one (21) days' notice to all Members and may be called in any of the following ways;
 - a) by order of the Council, or

- b) on request signed by at least twenty-five (25) Financial Members aged over 18 years.
- (5) A request from the Membership for a General Meeting;
- a) must be lodged with the Secretary;
 - b) must state the purpose or purposes of the meeting;
 - c) must be signed by the Members calling for the meeting; and
 - d) may consist of documentation relevant to the meeting, signed by one or more members calling for the meeting.
- (6) If the Council fails to call a General Meeting, requested in accordance with subsection (5), within 21 days after the request was lodged with the Secretary, any one or more of the Members who made the request may call for a General Meeting to be held not later than 3 months after that date.
- (7) A General Meeting quorum shall consist of at least fifty (50) Members.
- (8) No business may be transacted by the General Meeting unless a quorum has been achieved. For a General Meeting, if within 30 minutes after the time appointed for the meeting, a quorum is not present, the meeting stands adjourned to the same place, hour and day the following week.
- (9) If at the adjourned meeting, a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the Members present (being not less than 10) constitute a quorum.

23. Special General Meetings

- (1) A Special General Meeting of the Association shall require a minimum of twenty-one (21) days 'notice to all Members and may be called in any of the following ways;
- a) by order of the Council, or
 - b) on request signed by at least twenty-five (25) Financial Members aged over 18 years.
- (2) A Special General Meeting of the Association shall take place at dates, times and places to be fixed by Council.
- (3) A Special General Meeting is restricted to the one topic for which the meeting has been called.
- (4) A request from the Membership, in accordance with Subsection (1)(b) above, for a Special General Meeting;
- a) must be lodged with the Secretary,
 - b) must state the purpose of the meeting, the meeting is restricted to that one topic,
 - c) must be signed by the Members calling for the meeting, and
 - d) may consist of documentation relevant to the meeting, signed by one or more Members calling for the meeting.

- (5) If the Council fails to call a Special General Meeting, requested in accordance with Subsection (1)(b), within 21 days after the request was lodged with the Secretary, any one or more of the Members who made the request may call for a General Meeting to be held not later than 3 months after that date.
- (6) A Special General Meeting quorum shall consist of at least fifty (50) Members.
- (7) No business may be transacted by the Special General Meeting unless a quorum has been achieved. If within 30 minutes after the time appointed for the meeting, a quorum is not present, the meeting stands adjourned to the same place, hour and day the following week.
- (8) If at the adjourned meeting, a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the Members present (being not less than 10) constitute a quorum.

24. Presiding Member

- (1) The President, or in the absence of the President, the Vice-President, presides at each Council, Annual General Meeting, General Meeting or Special General Meeting.
- (2) If the President and Vice-President are absent from a Meeting, the Members present must elect one of the Members present to preside at the meeting.

25. Adjournments

- (1) The Member presiding at a General Meeting, at which a quorum is present, may with the consent of the majority of Members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a General Meeting is adjourned for 14 days or more, when re-scheduled the Secretary or Council must give written notice of the adjourned meeting to each Member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in Subsections (1) and (2) above, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

26. Making of Decisions

- (1) A question arising at a General Meeting is to be decided on a majority show of hands, unless before or on the declaration of the show of hands a poll is demanded.
- (2) A declaration by the Presiding Member is conclusive evidence of the result providing the declaration reflects the show of hands and, where required by legislation, the proxy votes received. Neither the Presiding Member nor the minutes need to state the number or proportion of the votes recorded.
- (3) At a General Meeting of the Association, a poll may be demanded by the Presiding Member or by not less than 3 Members present in person.
- (4) If the poll is demanded at a General Meeting, the poll must be taken:

- a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment, or
- b) in any other case, in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

27. Voting

- (1) On any question arising at a General Meeting or Special General Meeting of the Association, a Member has one vote only.
- (2) Proxy votes are not permitted, except for those proxy votes that must be accepted in accordance with the Act. No Member may hold more than 5 proxies.
- (3) If the votes on a question at a General Meeting or Special General Meeting are equal, the Presiding Member is entitled to exercise a casting vote, unless otherwise specified.

Part 1.5 Miscellaneous

28. Rescission of Resolution

- (1) No body or meeting may rescind or alter a resolution before the next meeting of that body and only by a two-thirds majority of those voting at the next meeting.
- (2) A motion of a lesser body or meeting can be altered or rescinded by the majority vote of a superior body or meeting at any time.

29. Fees and Monies

- (1) The funds of the Association shall be derived from range fees, membership fees and such other sources as the Council determines from time to time.
- (2) Range fees, range pass fees and honorariums shall be set by majority vote at the Annual General Meeting.
- (3) All monies received on behalf of the Association shall be remitted to the Association via the Treasurer. All monies received on behalf of a Discipline/Club/Section shall be remitted to that discipline, club or section via their Treasurer.
- (4) Disbursements are to be made by any means available to the Association in accordance with the Association's *Financial Management Policy* and the *Debit Card Policy*.
- (5) Subject to any resolution passed at a General Meeting, the Association's funds shall be used to support the Aims and Objectives of the Association.
- (6) The payment of fees does not entitle a Member to any direct claim or ownership of the Association's assets. No profits from the activities will revert to Members. This does not prevent Members being paid for work or services supplied and approved by the Association through a tender process or other decision of the Council.
- (7) Any Member who stands to financially benefit, either directly or indirectly, from the provision of work for the Association, must remove themselves from any Council decision making process that relates to that work.

30. Seal

- (1) The Seal of the Association shall only be affixed to an instrument by authority of a resolution of the Council and in the presence of the President, Secretary or Public Officer and one other Member of the Council or another Member appointed by Council for this purpose.
- (2) The President, Secretary or Public Officer and any other Member shall sign any instrument to which the Seal of the Association is affixed in their presence.
- (3) The President of the Association shall have the custody of and be responsible for the Seal of the Association.

31. Amendment of Constitution

- (1) The Council may present motions to amend the Constitution of the Association to an Annual General Meeting or a Special General Meeting.
- (2) A Member wishing to propose an amendment to the Constitution shall first present it to the Council which, if approved, will present it to the meeting as outlined in the above subsection.
- (3) Should the Council not approve a Member's proposal, the Member may advise Council that it is to be presented to an Annual General Meeting or Special General Meeting in which case it will be included in the meeting notice as a motion not supported by Council.
- (4) This Constitution can only be amended by Special Resolution of at least 75% of the Members present and eligible to vote at an Annual General Meeting or Special General Meeting, so as long as the proposed amendments are in accordance with the Act.

32. Disciplines/Clubs/Sections

- (1) Unless an alternative agreement has been formalised with a separately incorporated SSAA ACT Inc. Club, each Discipline/Club/Section shall;
 - a) be responsible for the drafting and updating of its Rules of Operation, By-Laws or Constitution (where relevant), with such documents to be consistent with this Constitution and the Aims and Objectives of the Association. Such Constitution is to be submitted to Council for consideration prior to lodgment with the ACT Government,
 - b) act in accordance with this Constitution, policies and other rules of the Association,
 - c) always be responsible to Council in all matters set out in this Constitution, policies and other rules,
 - d) only accept as Members, people who are Members of the Association,
 - e) not apply any rule made by a Discipline/Club/Section until that rule is approved by Council and such rule cannot have retrospective effect,
 - f) not have or exercise claim, authority or control over the use or disposition of property constructed or established on the land leased by the Association except with Council's written approval;

- g) have the right to become incorporated, provided that that Discipline/Club/Section always remains a part of and subordinate to the Association,
- h) maintain a current list of future competition details and keep Council informed of such competitions,
- i) provide documents and/or other information (e.g. lead counts) necessary for Council upon request,
- j) notify the Secretary of a change in the Discipline/Club/Section committee within 14 days,
- k) present, discuss and gain approval from Council for any proposed significant alterations to buildings, ranges, earthworks, or landform on the land leased by the Association in advance of any works proceeding,
- l) keep true accounts of all monies received and expended by the Discipline/Club/Section,
- m) forward to the Treasurer of the Association via electronic or physical means all range fees and other monies collected on behalf of the Association within 14 days of receipt,
- n) prepare an annual balance sheet containing a summary of assets and liabilities of the Discipline/Club/Section, together with a statement of profit and loss for the preceding year and provide this to the Treasurer within 14 days of the Annual General Meeting of the Discipline/Club/Section,
- o) keep the common seal of the Discipline/Club/Section engraved with its name in the care of a senior Discipline/Club/Section official as required, and
- p) be subject to withdrawal of endorsement and dissolution as a Discipline/Club/Section of the Association at a General Meeting if deemed to be in contravention of any of these requirements.

33. Affiliated Clubs

- (1) The Association may enter into affiliation agreements with other clubs or organisations. Requests for affiliation are to be approved by the Council.
- (2) If a request for an affiliation has been approved by the Council, an affiliation agreement is to be drafted outlining the terms of the affiliation, and Council is to approve the agreement and the agreement is to be signed by the respective Presidents.
- (3) Affiliated clubs are not represented at Council (other than by Members' Delegates) and do not have a vote at Council.
- (4) Affiliated clubs or organisations are to hold appropriate insurances.
- (5) It is a condition of the Council approving affiliation, that members of the club or organisation seeking affiliation shall become Members of the Association.

34. Range Charges

- (1) Charges for the exclusive use of ranges by approved hirers, including the rates for: daily, half-day, hourly and per person use, shall be decided by Council.

35. Custody of Books

- (1) Subject to the Act, the Secretary shall keep in their custody or control all records, books and other documents relating to the Association.
- (2) Financial records will be held by the Treasurer.

36. Inspection of Books

- (1) The records, books and other documents of the Association can be inspected within the Territory free of charge by a Member at any reasonable hour by arrangement with the Secretary.

37. Service of Notice or Document

- (1) The Association may serve a notice on a Member by sending such notice by post, electronic means including e-mail and text message or other means as required.
- (2) The *Acts Interpretation Act 1901* (Cth) outlines procedures for the serving of documents.

38. Access to and Copies of Documents

- (1) A Member may request access to copies of documents under the provisions of the Act by arrangement with the Secretary. Council may set a fee to be charged for each copy given to the Member.
- (2) Should the Council of the Association be satisfied that the requested documents would be prejudicial to the interests of the Association, access may be refused under the provisions of the Act.

39. Surplus Property

- (1) On the dissolution of the Association, the Association shall call a Special General Meeting to nominate;
 - a) another Association for the purposes of the Act that fulfils the requirements specified in the Act; or
 - b) a fund, authority or institution for the purposes of the Act,in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.