



**CONSTITUTION
OF
THE
NEW SOUTH WALES
AMATEUR PISTOL ASSOCIATION
INCORPORATED**

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1. NAME OF THE ASSOCIATION

The name of the Association shall be the “New South Wales Amateur Pistol Association Incorporated”, hereinafter referred to as the “Association”.

The Association is an approved State Association under the Firearms Act 1996, (as amended).

2. OBJECTS OF THE ASSOCIATION

The Association is formed:-

- (1) To control organised pistol shooting in the State of New South Wales.
- (2) To manage the sport and recreation of pistol and revolver shooting in all its forms and disciplines and to support and facilitate competitions, events and activities through the provision of support services and to promote and encourage all aspects of recreational shooting to its members.
- (3) To affiliate with such bodies as may be approved by the Association.
- (4) To promote competition target shooting among members of Affiliated Clubs.
- (5) To provide a State Organisation through which members of Affiliated Clubs may participate in competitions conducted by organisations recognised and approved by the Association.
- (6) To enter into contracts, agreements or arrangements to further the objects of the Association, including the purchase of land and/or range infrastructure.
- (7) To facilitate Affiliated Clubs, who have suitable club and range approval, to be able to participate in all matches and hunting or practice that require the use of A and/or B class firearms including miniature cannon as defined by the Firearms Act 1996 and the Firearms (General) Regulations 2006 as amended. Matches are to be conducted by suitably qualified person/s in compliance with the rules published by the relevant bodies controlling those matches, and for hunting the Hunters Code of Conduct.
- (8) To facilitate the valid collecting of firearms as defined by the NSW Firearms Act 1996 and Regulations 2006.

3. DEFINITIONS

- (1) In this Constitution except in so far as the context or subject matter otherwise indicates or requires:-

“Act” means the Associations Incorporation Act, 2009 and Associations Incorporation Regulation 2010 as amended.

“Affiliated Club” means any approved Pistol Club in New South Wales which is properly affiliated with the Association in accordance with this Constitution.

“Association delegate” means a person properly nominated to represent the Association.

“Capitation Fee” means a prescribed fee per Member of each Affiliated Club, payable to the Association by the due date, which entitles such Member to the privileges of the Association.

“Affiliation Fee” means a prescribed fee per club affiliated with the Association and payable to the Association by the due date, which entitles such Affiliated Club to the privileges of the Association.

“Delegate” means a person who is a member of an Affiliated Club and is properly nominated to represent that club at meetings of the Association.

“Director/General” means the Department of Services, Technology and Administration, Office of Fair Trading.

“Firearms Act” means the Firearms Act 1996 and the Firearms (General) Regulations 2006 (as amended).

“General Meeting” means any Annual General Meeting, Extraordinary General Meeting or Ordinary General Meeting of the Association.

“Member” means a person who is a member of an approved Pistol Club which is affiliated with the Association and whose Capitation Fee has been paid to the Association.

“Proxy Delegate” means a person who is a Member of an Affiliated Club and is properly nominated to represent another Affiliated Club at meetings of the Association.

“Secretary” means the person holding office under this Constitution as Secretary of the Association.”

“Executive Manager” means the Chief of Staff employed by the Association.

“ISSF” refers to the International Shooting Sport Federation.

“P650” means a Declaration Form and Safe Handling Course declared and undertaken by a person before using a pistol on an approved range. A form issued by the New South Wales Police – Firearms Registry, which may from time to time be amended.

- (2) 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 a function is a duty, a reference to the performance of the duty.
 - (c) Words importing the singular shall include the plural.
 - (d) Words importing the masculine gender shall include the feminine gender.
 - (e) Any heading attached to this Constitution shall not form part of the Constitution.
- (3) The provisions of the Interpretation Act, 1987, apply to and in respect of this Constitution in the same manner as those provisions would apply if this Constitution were an instrument made under the Act

4. COMPOSITION OF THE ASSOCIATION

The Association shall consist of Affiliated Amateur Pistol Clubs within the State of New South Wales.

- (1) Each application for affiliation shall be made in writing and lodged with the Secretary and shall be accompanied by:-
 - (a) Four certified copies of the Constitution/Rules of the applicant pistol club.
 - (b) Correctly completed copies of all forms, applications, certificates and lists as may be required under the Firearms Act.

- (c) Current club Affiliation Fee and Member Capitation Fees.
 - (d) Notification of the location and situation of the Range where the applicant pistol club proposes to hold its competitions and practice.
 - (e) Any other information as may be reasonably required to satisfy the Association that the applicant pistol club is an acceptable and properly constituted pistol club and is responsible to its members.
- (2) Should the Commissioner of Police (or a properly delegated Officer) object to the affiliation of an applicant club, or to any person as a member of an applicant club, such application will be refused by the Association until such time as the objection is withdrawn.
 - (3) Approval of any such application for affiliation shall be decided by a majority vote of the Executive, or of the Delegates in general meeting whichever may first occur.
 - (4) No club shall be affiliated unless a member of the Association Executive is invited to be present at its inaugural meeting, and such Member of the Executive or his representative, duly appointed in writing, is present at that meeting.
 - (5) A club is Affiliated with the Association provided only that each member of the club, who is permitted by law to use a pistol is capitated with the Association.
 - (6) A person being a natural person is entitled to privileges of the Association only by virtue of the fact that he is a Member of an Affiliated Club and Capitation Fees have been paid to the Association in respect of that person.
 - (7) The Association may approve or reject the application for affiliation of any club, or of any person to capitate with the Association.
 - (8) On acceptance of a club as an Affiliated Club, the Secretary shall enter the relevant particulars in the Register of Affiliated Clubs and, the particulars of all Members of such Affiliated Club in the Register of Members of Affiliated Clubs.
 - (9) Where it has been determined to approve or reject an application for affiliation, the Secretary shall, as soon as practicable, notify such club of that approval or rejection.

5. REGISTERS

- (1) The Association shall keep a Register of Affiliated Clubs. This Register shall be made available to all Affiliated Clubs.
- (2) The Association shall keep a Register of all the officials of the Association including the Executive, Positions of Extra Responsibility, Judges, Coaches and Range Officers. These Officers must all be capitated with the Association and with Pistol Australia Incorporated.
- (3) The Association shall keep a record of the current President, Secretary and Captain of each Affiliated Club. These Officers must all be capitated with the Association.
- (4) The Association shall keep in NSW at the registered office of the Association, a Register of all Members of each Affiliated Club, all of whom must be capitated with the Association. Such Register shall record the name, date of birth, residential address, postal address and Affiliated Club to which the Member belongs, together with any information concerning such Member that the Association may require. Such Register may be inspected at any reasonable time by any authorised member of the New South Wales Police Force .
- (5) Each year the Association shall forward to the Police Firearms Registry a copy of the Register of Members when required.

6. SUBSCRIPTIONS

- (1) Each Affiliated Club shall pay annually to the Association an Affiliation Fee, plus a Capitation Fee for each Member of the Affiliated Club who is permitted by law to use a pistol or is in the process of applying for a pistol licence, the amount of such Affiliation Fee and Capitation Fee to be determined by the Executive from time to time.
- (2) The club Affiliation and Member Capitation Fees are due on 1st November and shall be paid to the Association on or before the 31st December in each year.

- (3) The names of all clubs not having paid Affiliation and Capitation Fees by 31st January shall be accurately minuted at the next Executive Meeting of the Association.
- (4) Any club not having paid full Affiliation and Capitation Fees by 28th February following, shall be deprived of all privileges until all fees are paid.
- (5) The Association may add a surcharge for late payment of fees.
- (6) Any club not having paid full Affiliation and Capitation Fees by 31st March following shall be disaffiliated immediately.
- (7) The Association may resolve to accept reduced Capitation Fees for Members under the age of eighteen (18) years.

7. LEVIES

- (1) The Association may impose levies for specific purposes which must be fully stated.
- (2) All levies must be paid within three (3) months of the date upon which the levy was set.
- (3) The Association may add a surcharge for late payment of levies.

8. AFFILIATION AND MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

- (1) A right, privilege or obligation which an Affiliated Club has by reason of being an Affiliated Club,
 - (a) is not capable of being transferred or transmitted to another Affiliated Club; and
 - (b) terminates upon cessation of the affiliation of that club.
- (2) A right, privilege or obligation conferred by the Association which a person has, by reason of being a Member:-
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person's membership.

9. RESPONSIBILITIES OF AFFILIATED CLUBS

- (1) An Affiliated Club may offer Membership to natural persons as specified under the Constitution/Rules of the Affiliated Club, the Association Constitution and the Firearms Act.
- (2) No Affiliated Club shall permit any non licenced person to use a pistol unless the person has filled out a P650 form, completed a P650 Safe Handling course, and been issued with a P650 Completion Certificate.
- (3) No Affiliated Club shall permit a person to utilise a P650 form for longer than one (1) calendar month unless that person has joined that club and an application has been made for their Probationary Pistol Licence.
 - (a) The above clause 9 (3) does not apply to Junior Programs approved by the Executive of the Association where a P650 form may be valid for a period of up to twelve (12) calendar months from the date that it was first used, subject to the holder and the Club complying with any conditions imposed.
- (4) Affiliated clubs shall pay Capitation Fees annually in respect of all Members of the club who are permitted by law to use a pistol, as well as all Members admitted during the year, who have a pistol licence or are applying for a pistol licence, by forwarding to the Association, the required fees and documents.
- (5) Persons under the age of eighteen (18) years are permitted to join Affiliated Clubs under conditions laid down from time to time by the Association.
- (6) Where an applicant for membership is an Interstate transferee with current standing in another State/Territory Pistol Association, an Affiliated Club may admit the applicant to full membership upon payment of fees.
- (7) Should a member of an Affiliated Club wish to transfer his membership from that Club to another Affiliated Club, he must provide the Affiliated Club to which he is transferring an approved transfer of membership form or a letter from the Association authorising the transfer of membership between the Affiliated Clubs.

- (8) Each Affiliated Club shall notify the Association in writing within fourteen (14) days of any instance where a member of that Club has his membership suspended or terminated.
- (9) An Affiliated Club indebted to the Association in excess of one hundred and twenty (120) days may be declared unfinancial and deprived of all privileges until moneys due to the Association are paid in full.
- (10) The President of an Affiliated Club is responsible to the Association for his club, and will ensure that its activities are conducted in such a manner as to bring no discredit to itself, the Association or the sport of pistol shooting.
- (11) Affiliated Clubs are bound by this Constitution and Association policy implemented by the Association.
- (12) Each Affiliated Club shall notify the Association in writing within fourteen (14) days, of change of name and/or address of the President, Secretary and Captain.
- (13) An Affiliated Club proposing to amend the club Constitution/Rules, shall, in the first instance, provide the Association for approval, a draft copy of the amendments at least two months prior to the meeting at which the proposal is to be put.

10. DISCIPLINING OF AFFILIATED CLUBS OR MEMBERS

- (1) The Executive shall have the power to discipline any Affiliated Club or Member whom it finds guilty of infringement of the Constitution or any rule of the Association or of any conduct it deems detrimental to the interests of the Association.
- (2) For the purpose of sub-clause (1) of this Clause, the Committee of such Affiliated Club, or such Member, shall be called upon to appear before the Executive to answer such charges as may be laid. If such charges be proven to the satisfaction of the Executive it may reprimand, or fine, and/or suspend, or expel or otherwise discipline such Affiliated Club or Member.
- (3) The Committee of an Affiliated Club, or any Member, called upon to appear before the Executive shall be notified in writing of the alleged charge(s) and, the time and venue for such appearance before the Executive. Such notification shall be served by the Secretary upon the Committee of the Affiliated Club or the Member so as to reach the Secretary of the Affiliated Club or the Member at least fourteen (14) days prior to the date of the Meeting at which the alleged charge(s) is to be considered.
- (4) If a Member of an Affiliated Club is refused a pistol licence pursuant to the Firearms Act, or if he is refused renewal of his licence(s) by the Commissioner of Police, his membership of that club and the privileges of the Association may be suspended or terminated by the Executive. Should the Member serve upon the Association notice that he has lodged an appeal against the determination of the Commissioner of Police in a Court of competent jurisdiction; any action by the Executive shall be stayed pending the determination of the appeal.
- (5) If a Member of an Affiliated Club is convicted of an offence involving the use or misuse of any firearm or of any offence whatsoever whether under the Firearms Act or otherwise, whereby his continued ownership of a pistol may be called into question, his membership of that club and the privileges of the Association, may be suspended or terminated by the Executive.
- (6) Any Affiliated Club or Member so reprimanded, fined, suspended, expelled or otherwise penalised, shall be notified in writing by the Secretary of the decision of the Executive, and of the right of appeal under Clause 11, within seven (7) days of such penalty being imposed.
- (7) Should the Member or Affiliated Club serve upon the Association, notice that an appeal has been lodged against the determination of the Executive, any action by the Executive shall be stayed pending the determination of that appeal.

11. APPEAL

- (1) Should an Affiliated Club or Member be aggrieved by a decision of the Executive imposing fines, suspension, expulsion, the Affiliated Club or Member so aggrieved shall have the right to appeal against the decision of the Executive, provided however, that written notice of such

appeal shall be served upon the Secretary within twenty one (21) days of the notification of the decision being served on such Affiliated Club or Member.

- (2) If such appeal is lodged, an Extraordinary General Meeting shall be called within seven (7) days from the date of receipt of such notice of appeal.
- (3) At the General Meeting convened under sub-clause (2) of this Clause, no other business other than the question of the appeal shall be transacted. The Executive and the appellant shall be given the opportunity to state their respective cases orally or in writing, and Delegates may speak for or against such appeal.
- (4) At such meeting the Delegates present shall vote by secret ballot, and unless a resolution is passed by 50 % +1 of such Delegates, confirming the decision of the Executive, the appeal shall be upheld and the penalty dismissed.

12. **CESSATION OF AFFILIATION OR MEMBERSHIP**

- (1) A club ceases to be affiliated with the Association if:
 - (a) in the case of an unincorporated club, it is dissolved, or it is disaffiliated from the Association;
 - (b) in the case of an incorporated club, it is voluntarily wound up, it is wound up by the Court, it has its incorporation cancelled, or it is disaffiliated from the Association.
- (2) A person ceases to be entitled to privileges of the Association if, for whatever reason, the person ceases to be a Member of an Affiliated Club, has his Membership terminated under Clause 10, or the club of which he is a Member is disaffiliated under this Constitution.
- (3) For any reason whatsoever, where a club ceases to be Affiliated with the Association, or an individual ceases to be a Member, the Secretary shall make an appropriate entry in the relevant Register.

13. **COMPOSITION AND POWERS OF THE EXECUTIVE**

- (1) The Officers of the Association shall be collectively known as the “Executive”.
- (2) The Executive shall consist of:-
 - (a) the President
 - (b) the Vice-President
 - (c) the Secretary
 - (d) the Treasurer
 - (e) minimum of three (3), maximum of six (6) Executive Committee persons
- (3) The elected members of the Executive shall have attained the age of eighteen (18) years, shall be members of an Affiliated Club, members of Pistol Australia Incorporated and shall, subject to this Constitution, hold office for a two (2) year term until the conclusion of the election of Officers at the Annual General Meeting two (2) years after the date of the member’s election, but shall be eligible for re-election.
- (4) The elected members of the Executive shall not be employed staff of the Association.
- (5) Subject to the Act, the Firearms Act, and this Constitution and to any resolution passed by the Association in general meeting, The Executive shall control and manage the affairs of the Association. They shall conduct Executive Meetings and make decisions on behalf of the Association. The President, Secretary and Treasurer collectively may carry out the day-to-day business of the Association.
- (6) The Executive may exercise all functions that may be exercised by the Association, other than those functions that are required by this Constitution to be exercised by a general meeting of Members of the Association.
- (7) The Executive has power to perform all such acts and do all such things as appear to the Executive to be necessary or desirable for the proper management of the affairs of the Association.

- (8) The Executive may employ staff including an Executive Manager who shall report to the Executive.
- (9) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) of the President, Secretary, Treasurer and Executive Manager.
- (10) The Executive shall comply with the Act, The Firearms Act and the directions of the Association in general meeting.

14. **TITLES AND DUTIES**

- (1) **Patron**
Delegates in general meeting may offer the position of Patron to any person or persons.
- (2) **President**
 - (a) There shall be one President.
 - (b) He shall be an ex-officio member of all Sub-Committees and Councils of the Association.
 - (c) He shall represent the Association to the community.
 - (d) He shall be the first Association delegate to meetings of bodies recognised by the Association.
- (3) **Vice-President**
 - (a) There shall be one Vice-President.
 - (b) He shall perform any duties allotted to him by the President, and shall represent him as required, and shall in the absence of the President perform his duties.
 - (c) He shall be the second Association delegate to meetings of bodies recognised by the Association.
- (4) **Secretary**
 - (a) There shall be one Secretary
 - (b) He shall ensure that a record of all the proceedings of the Association is kept appropriately.
 - (c) He shall ensure that such records as required under the Act, Firearms Act and this Constitution are kept, and shall carry out such other duties as required.
 - (d) He shall be an ex-officio member of all Sub-Committees and Councils of the Association.
- (5) **Treasurer**
 - (a) There shall be one Treasurer
 - (b) He shall ensure that all moneys due to the Association are collected and banked, that all payments authorised by the Association are made, and that as soon as practicable after receiving moneys an appropriate receipt is issued.
 - (c) He shall ensure that correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.
 - (d) He shall present financial information to the Association as required, and shall present an audited Balance Sheet and Statement of Income and Expenditure to the Annual General Meeting.
 - (e) He shall be paid an Honorarium, the details of which shall be resolved by simple majority vote at the Annual General Meeting.
- (6) **Executive Committeepersons**
There shall be three (3) elected Executive Committeepersons, plus up to three (3) additional Committeepersons appointed by the Executive to produce the required gender balance and fulfill succession planning.
Delegates of the Association to Outside Bodies
 - (a) The first delegate shall be the President as per Clause 14.(2) (d)
 - (b) The second delegate shall be the Vice President as per Clause 14.(3) (c).
 - (c) If any delegate is unavailable for a particular meeting, the Executive shall appoint a suitable delegate or delegates to that meeting.

- (d) Notwithstanding (a), (b) and (c) of this clause the Executive may appoint any N.S.W.A.P.A. member they feel appropriate to the position of N.S.W.A.P.A. Executive Officer to Pistol Australia Incorporated.
- (7) Honorary Life Members
On the recommendation of the Executive, and with the consent of the Member, the Association at Annual General Meetings may by Motion on Notice offer Honorary Life Membership to members of the Association who have provided service to the Association over an extended period of years.

15. EXECUTIVE MEETINGS

- (1) The Executive shall meet at least bi-monthly or as required, at such place and time as the Executive may determine.
- (2) Notice of such meeting shall be given or be included in the minutes of the previous Executive Meeting.
- (3) Additional meetings of the Executive may be convened by the President or by any member of the Executive.
- (4) Oral or written notice of a meeting convened under sub-clause (3) of this Clause, shall be given by the Secretary to each member of the Executive at least forty eight (48) hours before the time appointed for the holding of the meeting.
- (5) Notice of a meeting given under sub-clause (4) of this Clause, shall specify the general nature of the business to be transacted at the meeting, and no other business other than that business shall be transacted at the meeting, except business which the Executive members present at the meeting unanimously agree to treat as urgent business.
- (6) The quorum for an Executive Meeting shall be four (4).
- (7) No business shall be transacted by the Executive unless a quorum is present, and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same time on the same day in the following week.
- (8) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (9) Subject to sub-clause (6) of this Clause, the Executive may act notwithstanding any vacancy on the Executive.
- (10) Any business which might lawfully be conducted at a meeting of the Executive, may be conducted by electronic vote, telephonic vote or voting via the post.
- (11) The President may at any time, on his initiative, direct that a vote be taken by electronic vote, telephonic vote or via the post.
- (12) For electronic voting, telephonic voting or voting via the post the voting shall be tallied in the same manner as if the whole Executive were physically present at a normal Executive Meeting.

16. ELECTION OF OFFICERS

- (1) Officers of the Association shall be elected by secret ballot. A candidate shall be deemed to be elected if the candidate achieves the highest number of votes for the nominated office.
- (2) Ballots shall be conducted by using a "two envelope" system with anonymous ballot papers, authenticated by the initials of the Returning Officer or an appointed Assistant or bear a mark that identifies it as a genuine ballot paper, such ballot papers shall not to be opened prior to the close of the poll. The actual figures obtained by each nominee shall be disclosed by the Returning Officer or the appointed Assistant at the Annual General Meeting or other meeting at which an election is being held.
- (3) Ballots shall be received at the address given by the Returning Officer by the close of business on the last day at least five (5) days prior to the holding of the Annual General Meeting, and in any other case, at the address of the registered office of the Association by the close of business

on the last day prior to the holding of the meeting at which the election is to be decided. In default the vote shall not be valid.

- (4) Employees of the Association are not eligible to nominate for positions on the Executive.
- (5) Nominees for election as Officers of the Association shall only be Members capitated with the Association and Pistol Australia Incorporated.
- (6) Nominations of candidates for election as Officers of the Association:-
 - (a) Shall be made in writing by two (2) Affiliated Clubs, and may consist of separate documents, each signed by the Secretary or President of the club, and the nominee must also consent to the nomination in writing (which may be endorsed on the forms of nomination).
 - (b) Shall be received in the registered office of the Association by the close of business on the last day at least forty two (42) days prior to the date fixed for the holding of the Annual General Meeting, at which the election is to take place,
 - (c) Shall be notified to all Affiliated Clubs with the Agenda for the Annual General Meeting.
- (7) A nomination of a candidate for election under this Clause is valid if that candidate has been nominated for election to another office at the same election, except that no candidate may be elected to more than one position on the Executive.
- (8) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held according to sub-clause (1) (2) and (3) of this Clause. Positions on the ballot paper shall be decided by ballot.
- (9)
 - (a) In the event of a tied vote for a position the Delegates present at the Annual General Meeting shall vote to break the tie.
 - (b) In the event of a further tied vote a name shall be drawn and this shall be declared as the result.
- (10) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (11) If insufficient nominations are received to fill all the vacancies on the Executive, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting. Such nominations shall be accepted in writing by the nominee.
- (12) If insufficient further nominations are received at the Annual General Meeting, any vacant position remaining on the Executive shall be deemed to be a casual vacancy, to be filled according to Clause 17.
- (13) The elected members of the Executive shall at their first meeting after the AGM where there is an election of the Officers of the NSWAPA may call for expressions of interest from Women interested to be appointed to the Executive of the NSWAPA. The Executive may appoint up to 3 people to create the desired Gender balance of 40%x40%x20% where the requirement would be 40% women, 40% men and 20% either way.

People who have been appointed shall serve until the next election of the NSWAPA. If the Executive believe that there are insufficient suitable candidates, they may appoint someone from outside the NSWAPA and this could be desirable if there was a need for a particular skill set that was required for a particular project.

17. CASUAL VACANCY

- (1) For the purpose of this Constitution, a casual vacancy in the Office of a member of the Executive occurs if the member ceases to be a capitated member of an Affiliated Club; dies; becomes an insolvent member under administration within the meaning of the Corporations Act 2001 of the Commonwealth, resigns Office by notice in writing given to the Secretary; becomes a mentally incapacitated person; is absent from all Executive Meetings held during a period of six (6) months without obtaining the consent of the Executive; is removed from Office as per Clause 18, or is a vacancy created by Clause 16 (12).

- (2) In the event of a vacancy in the Office of President, the Vice President shall assume the role and responsibilities of the President. The Executive may then appoint another member of the Executive to the position of Vice President and then fill the vacancy so caused, in accordance with sub-clause (3) of this Clause.
- (3) Subject to sub-clause (2) of this Clause, in the event of any Office of the Association becoming vacant, such vacancy shall be notified to all Affiliated Clubs and nominations called to fill the position by election. Nominations shall close not less than twenty one (21) days after such notification, and shall be received in the registered office of the Association by the close of business on the last day. The list of nominations and voting papers shall be distributed to all Affiliated Clubs not less than twenty one (21) days before the Executive Meeting at which the election is to be decided so that all Affiliated Clubs have the opportunity to vote by secret ballot in accordance with Clause 16. No voting papers will be opened prior to this Executive Meeting and the Returning Officer or an appointed Assistant shall be present to open and count the voting papers. Members so elected, shall subject to this Constitution, hold office until the conclusion of the election of Officers at the next Annual General Meeting of the Association where Election of Officers of the Association is being held.
- (4) Subject to sub-clause (2) and (5) of this Clause , in the event of two (2) or more Offices of the Association becoming vacant simultaneously for any reason whatsoever, the Executive, or Delegates in general meeting, shall appoint Members to temporarily fill the vacancies. Members so appointed shall hold office only until the immediate implementation of the procedure of sub-clause (3) of this Clause is completed.
- (5) After the 31st of May in any year where the Election of Officers of the Association is being held, the Executive shall appoint Members to fill any vacancy. Members so appointed shall, subject to this Constitution, hold office until the conclusion of the election of Officers at the next Annual General Meeting of the Association where Election of Officers of the Association is being held.

18. REMOVAL OF AN OFFICER

- (1) The Association in Extraordinary General Meeting may by resolution remove any Member of the Executive before the expiration of his period of office. Any motion to remove a Member of the Executive shall be by way of proposed special resolution, from at least ten percent (10%) of Affiliated Clubs or the Executive, and shall be circulated by the Affiliated Clubs submitting the motion or the Executive, to reach all Affiliated Clubs at least twenty eight (28) days prior to the date of the meeting at which such motion is to be considered.
- (2) When an Extraordinary General Meeting is to be convened under sub-clause (1) of this Clause the Member of the Executive so charged has the opportunity to have his written submission distributed with the agenda to all clubs. At the Meeting, the clubs or the Executive, having proposed the special resolution (as the case may be) as well as the Member of the Executive charged shall be given the opportunity to state their respective cases orally or in writing, and the Delegates may speak for or against such motion.
- (3) At the conclusion of the debate the relevant Member of the Executive has a final right of reply.

19. SUB-COMMITTEES

- (1) The Executive may, by instrument in writing, delegate to one or more Sub-Committees (consisting of Member(s) of the Executive and such other Member(s) as the Executive thinks fit) the exercise of such of the functions of the Executive as are specified in the instrument, other than:-
 - (a) this power of delegation; and
 - (b) a function which is a duty imposed on the Executive by the Act or by any other law.

- (2) A function, the exercise of which has been delegated to a Sub-Committee under this Clause may, while the delegation remains un-revoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- (3) All Sub-Committees shall conduct their business at the direction of the Executive and shall report their proceedings in writing to the Executive.
- (4) Notwithstanding any delegation under this Clause, the Executive may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Clause, has the same force and effect as it would have, if it had been done or suffered by the Executive.
- (6) The Executive may, by instrument in writing, revoke wholly or in part any delegation under this Clause.
- (7) A Sub-Committee may meet and adjourn as it thinks proper.
- (8) All Sub-Committees shall retire at the Annual General Meeting, and Sub-Committees may be re-appointed at the first Executive Meeting following the Annual General Meeting.

20. POSITIONS OF EXTRA RESPONSIBILITY

- (1) The Executive may appoint any Member to fill the following positions of Extra Responsibility:-
 - (a) Director of New South Wales Coaching Council
 - (b) Director of New South Wales Referee Council
 - (c) Director of New South Wales Junior Council
 - (d) Manager/s of the New South Wales State Team/s
 - (e) Directors of Special Matches
 - (f) Public Relations Officer
 - (g) Editor of the Association Newsletter
 - (h) Other positions which may from time to time be appropriate
- (2) The term of appointment of persons to Positions of Extra Responsibility shall be determined by the Executive. Such appointment may be terminated by the Executive or by the person holding the position, prior to the expiration of the term of appointment

21. VALIDATION

Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive, a Sub-Committee, a Member appointed to a position of Extra Responsibility, or a Council, or a member of a Council, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Executive, a Sub-Committee, a Member appointed to a Position of Extra Responsibility, or a member of a Council.

22. INDEMNITY OF OFFICERS AND APPOINTEES

The Officers of the Association, Members appointed to Positions of Extra Responsibility and members of appointed Sub-Committees and Councils shall be indemnified by the Association from and against all actions, suits, claims, demands, costs, damages and expenses which such person may incur, suffer or be liable to for any reason, or as a result of any contract entered into, or by any act or deed done by him in the proper discharge of his duties, or in any way relating thereto, except such as may happen through his negligence or default.

23. DELEGATES TO THE ASSOCIATION

- (1) Each Affiliated Club may be represented at general meetings of the Association by Delegates or Proxy Delegates, who shall be Members of an Affiliated Club. A Delegate may represent only one (1) Affiliated Club.
- (2) An Affiliated Club which is not financial shall not be represented.
- (3) Members of Affiliated Clubs which are not financial shall not be entitled to be Delegates or Proxy Delegates.
- (4) Members under the age of eighteen (18) shall not be Delegates or Proxy Delegates.
- (5) Except as otherwise provided by this Constitution, Members who are not Delegates or Proxy Delegates shall not be permitted to speak at a meeting unless given permission by the Chairperson.
- (6) The maximum number of Delegates representing an Affiliated Club and the voting entitlement of that Affiliated Club including proxy and postal voting shall be as follows:-
 - (a) Clubs with 10 to 100
Capitated members - 2 Delegates/ 2 votes
 - (b) Clubs with 101 to 200
Capitated members - 3 Delegates/ 3 votes
 - (c) Clubs with 201 to 500
Capitated members - 4 Delegates/ 4 votes
 - (d) Clubs with over 500
Capitated members - 5 Delegates/ 5 votes
 - (e) Clubs with 5 to 9
Capitated members - 1 Delegate/ 1 vote, whilst being recognised as an approved Club by the Commissioner
- (7) For the purposes of sub-clause (6) of this Clause, “capitated members” shall be only those Members capitated with that Affiliated Club, who shall not be also counted against the numerical membership of any other Affiliated Club.
- (8) Delegate(s) shall be nominated in writing by each Affiliated Club, and such nomination shall be signed by the President or Secretary of such club, and shall be served upon the Association prior to the first meeting attended by such Delegate(s).
- (9) Except as set out in sub-clause (10) (12) and (13) of this Clause, Delegates shall remain as such until the Association is notified in writing of any change by the President or the Secretary of the Affiliated Club.
- (10) Delegates to an Annual General Meeting of the Association shall be nominated annually in writing by the President or Secretary of an Affiliated Club, and such nomination shall be received by the Association prior to the time of commencement of such Annual General Meeting.
- (11) Affiliated Clubs failing to nominate a Delegate to the Annual General Meeting as provided in sub-clause (10) of this Clause, shall not be entitled to vote at such Annual General Meeting, except by proxy vote as set out in Clause 34.
- (12) Should a Delegate be elected President of the Association, he will cease to be a Delegate and the Affiliated Club he represented shall thereupon be entitled to forthwith nominate another Delegate in his place.
- (13) The Secretary shall not be a Delegate or Proxy Delegate for any Affiliated Club, but shall be permitted to cast proxy votes where nominated so to do in accordance with Clause 34.
- (14) The Chairperson at any general meeting shall not be a Delegate.
- (15) Except in the case of sub-clause (12) (13) and (14), a Member of the Executive is entitled to be a Delegate at general meetings of the Association.
- (16) Any dispute regarding the validity of appointment or change of any Delegate to any general meeting shall be determined by the Chairperson of such meeting.

24. ORDINARY GENERAL MEETING

- (1) Ordinary General Meetings shall be held as required.
- (2) Notice of such meetings shall be given to each Affiliated Club and may also be included in the minutes of the previous Executive Meeting.
- (3) Where practicable, an Ordinary General Meeting may be held at country centers and may be held within the Australian Capital Territory.
- (4) An Affiliated Club desiring to include any business on the agenda of an Ordinary General Meeting shall give notice in writing of that business to the Association by the close of business on the last day of business prior to the next Executive Meeting. The Executive shall decide on the calling of an Ordinary General Meeting, or conduct a ballot as provided for in Clause 16 (2) or Clause 34. of this Constitution to decide the issue, after receipt of the notice from the Affiliated Club.
- (5) At an Ordinary General Meeting called as set out in sub-clause (4), no business other than that specified in the notices of the meeting shall be transacted at the meeting except business which the Delegates present at the meeting unanimously agree to treat as urgent business.
- (6) Except in the case of sub-clause (4), the Agenda of an Ordinary General Meeting shall refer to the following matters:-
 - (a) Reading of Convening Notice.
 - (b) Apologies.
 - (c) Minutes of the previous Ordinary General Meeting(s) if any, since the last Annual General Meeting and Business Arising.
 - (d) Minutes of the previous Executive Meeting and Business Arising.
 - (e) Correspondence.
 - (f) Treasurer's Report.
 - (g) Reports.
 - (h) Agenda Items from Affiliated Clubs.
 - (i) Motions on Notice
 - (j) General Business at the discretion of the chairperson

25. ANNUAL GENERAL MEETING

- (1) The Annual General Meeting shall be held each year at a time and place to be decided by the Executive.
- (2) Whenever possible, the Executive shall arrange for the Annual General Meeting to be held at the place of, and during the time of, the New South Wales State ISSF Pistol Championships.
- (3) Each Affiliated Club shall be given seventy (70) days written notice of the Annual General Meeting.
- (4) Motions for inclusion in the Agenda must be received in the registered office of the Association by the close of business on the last day at least forty two (42) days prior to the date fixed for the Annual General Meeting.
- (5) The Agenda of the Annual General Meeting must be posted to each Affiliated Club on the last day of business, at least twenty eight (28) days prior to the Annual General Meeting.
- (6) If the Annual General Meeting has not been called in accordance with the foregoing sub-clauses of this Clause, fifteen percent (15%) of the total number of Affiliated Clubs may convene and conduct an Annual General Meeting.
- (7) An Annual General Meeting convened by Affiliated Clubs as referred to in sub-clause (6) of this Clause, shall be convened as nearly as practicable in the same manner as Annual General Meetings are convened by the Association, and any Affiliated Club which thereby incurs expense of convening is entitled to be reimbursed by the Association.
- (8) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall refer to:-
 - (a) Reading of Convening notice;
 - (b) Apologies;

- (c) The Minutes of the last Annual General Meeting and any Extraordinary General Meeting(s) held since that meeting;
- (d) Reports from the Executive and Members appointed to Positions of Extra Responsibility, upon the activities of the Association during the last financial year;
- (e) Receipt and consideration of the Statement which gives a true and fair view of the income and expenditure, the assets and liabilities, the mortgages, charges and other securities affecting any property of the Association, as of the last financial year.
- (f) Motions on Notice
- (g) Election of Officers of the Association at each odd numbered year. There is no Election of Officers on the agenda of any Annual General Meeting held during the even numbered years.
- (h) General Business at the discretion of the Chairperson

26. EXTRAORDINARY GENERAL MEETINGS

- (1) The Executive or the Association in general meeting may, at any time, for any special purpose, call an Extraordinary General Meeting.
- (2) Twenty eight (28) days clear notice in writing of such Meeting shall be given to Affiliated Clubs, stating the purpose for such meeting.
- (3) Ten percent (10%) of the total number of Affiliated Clubs may serve requisition on the Secretary to convene an Extraordinary General Meeting; and
 - (a) such requisition shall be signed by the President or Secretary of each Affiliated Club making the requisition;
 - (b) may consist of several documents in a similar form, from one or more of the Affiliated Clubs making the requisition, each signed by the President or Secretary of each Affiliated Club;
 - (c) such requisition shall state the purpose for which the meeting is to be convened;
 - (d) if the meeting has not been convened within thirty five (35) days from the date of service of the requisition on the Secretary the requisitioning Affiliated Clubs may convene the meeting on behalf of the Association;
 - (e) if the meeting is convened by Affiliated Clubs in accordance with sub-clause (3) (d) of this Clause, then twenty eight (28) days notice of the proposed meeting shall be given to all Affiliated Clubs
- (4) An Extraordinary General Meeting convened by Affiliated Clubs as referred to in sub-clause (3) (d) of this Clause, shall be convened as nearly as is practicable in the same manner as Extraordinary General Meetings are convened by the Association and, any Affiliated Club which thereby incurs expense of convening is entitled to be reimbursed by the Association.
- (5) No business other than that specified in the notice convening the Extraordinary General Meeting shall be transacted at the meeting.

27. QUORUM

- (1) Twelve (12) Affiliated Clubs represented by at least twenty (20) Delegates present in person, being Delegates entitled under this Constitution to vote at a general meeting, shall constitute a quorum for the transaction of the business of a general meeting.
- (2) No item of business shall be transacted at a general meeting unless a quorum is present during the time the meeting is considering that item
- (3) If a quorum is not present within half an hour after the appointed time for the commencement of a general meeting, the meeting if convened upon the requisition of Affiliated Clubs shall be dissolved, and in any other case shall stand adjourned to the same day in the following week at the same time and at the same place (unless otherwise specified at the time of the adjournment by the Chairperson of the meeting or communicated by written notice to Affiliated Clubs prior to the day to which the meeting is adjourned).
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.

28. PRESIDING MEMBER

- (1) The President, or in the President's absence the Vice-President, shall preside as Chairperson at each Executive or general meeting of the Association.
- (2) At meetings of any Sub-Committee of the Association, the Chairperson of the Sub-Committee shall preside.
- (3) At meetings of any Council of the Association, the Director of the Council shall preside.
- (4) If the Presiding Member specified in sub-clauses (1), (2) or (3) of this Clause is absent from such meeting, or is unwilling to preside, the members present shall elect one of their number to preside at the meeting.
- (5) Minutes of proceedings at a meeting shall be signed by the Chairperson of the next succeeding meeting.

29. VOTING AND DECISIONS

Except as otherwise provided by this Constitution:-

- (1) Each Delegate or Proxy Delegate shall have one (1) vote at any general meeting unless, subject to Clause 34 (Proxy Votes), that Delegate also casts votes by proxy.
- (2) A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that the resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, shall be evidence of the fact, without proof, of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) At a general meeting of the Association, a poll may be demanded by the Chairperson or by at least ten (10) Delegates.
- (4) Where a poll is demanded at a general meeting, the poll shall be taken immediately, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- (5) A Member who is not a Delegate or Proxy Delegate is not entitled to vote at any general meeting.
- (6) The President shall not be entitled to vote at any general meeting of the Association. He shall be entitled to vote at any Executive Meeting, Council Meeting or Sub-Committee Meeting.
- (7) The Secretary shall not be entitled to vote at any general meeting of the Association. He shall be entitled to vote at any Executive Meeting, Council Meeting or Sub-Committee Meeting, and he shall be permitted to cast proxy votes where nominated so to do.
- (8) Questions arising at an Executive, Council or Sub-Committee meeting shall be determined by a majority of the votes of the members present at the meeting. Each member present is entitled to one vote.
- (9) Except in the case of Clause 16. sub-clause (9) (a) and (b), at any meeting of the Association, in the event of an equality of votes on any question, the Chairperson of the meeting is entitled to a casting vote, which he shall exercise to preserve the status quo.
- (10) The voting entitlements of Affiliated Clubs for postal and proxy votes shall be equal to the maximum number of Delegates for that club as expressed in Clause 23. (6).

30. SPECIAL RESOLUTION

A resolution of the Association is a Special Resolution if:-

- (1) It is passed by a majority which comprises not less than three-quarters (3/4) of the vote of such Affiliated Clubs of the Association as, being entitled under this Constitution to vote, do so in person or by proxy at a general meeting, of which not less than twenty one (21) days written

notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with this Constitution; or

- (2) It is passed by a majority which comprises not less than three-quarters (3/4) of the voting entitlement of such Affiliated Clubs of the Association as, being entitled under this Constitution to vote, do so in a postal ballot conducted by the Association, of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with this Constitution; or
- (3) Where it is made to appear to the Director-General that it is not possible or practicable for the resolution to be passed in the manner specified in sub-clause (1) or (2) of this Clause – the resolution is passed in a manner specified by the Director-General. A direction under this sub-clause may not be given unless the Director-General is satisfied that it is impractical to require votes to be cast in the manner provided by sub-clause (1) or (2).

31. NOTICE OF MOTION

- (1) Except as provided by Clause 18, an Affiliated Club may submit a Notice of Motion, which shall be in writing, signed by the President or Secretary of the Club, to any general meeting or any Executive Meeting, without requiring a seconder. The terms of such Motion shall be listed for inclusion in the business of the general meeting to be called, or the next Executive Meeting as the case may be.
- (2) The Executive may submit a Notice of Motion in accordance with the provisions of sub-clause (1) of this Clause to any general meeting.
- (3) A resolution adopted at an Annual General Meeting or Extraordinary General Meeting, cannot be changed except by a Notice of Motion according to sub-clause (1) and/or (2) of this Clause.

32. CONTENTIOUS MATTERS

- (1) The Chairperson at a general meeting may declare a matter to be contentious.
- (2) A majority of Delegates at a general meeting may declare a matter to be contentious.
- (3) Contentious matters shall be decided by means of a postal ballot, as provided by Clause 16. (2) of this Constitution, amongst all Affiliated Clubs and shall be conducted by the Executive.
- (4) Voting shall be by secret ballot.
- (5) The ballot papers shall be distributed to all clubs. The movers of the motion and the speakers against the motion have the opportunity to put their case to the clubs in writing. Such representations shall be included with the ballot papers.
- (6) Postal ballots must be received in the registered office of the Association by the close of business on the last day prior to the day set by the Executive to determine the contentious matter. No voting papers will be opened prior to this Executive Meeting and the Returning Officer or his appointed Assistant shall be present to open and count the voting papers.

33. ADJOURNMENT

- (1) The Chairperson, or a majority of Delegates at a general meeting at which a quorum is present, may adjourn the meeting from time to time and place to place, however no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a general meeting is adjourned for twenty one (21) days or more, the Association shall give written notice of the adjourned meeting to those Affiliated Clubs represented at the meeting, stating the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (3) If a meeting is adjourned, only those Affiliated Clubs represented at the meeting prior to the adjournment, and the same number of delegates representing those Affiliated Clubs, shall be eligible to be represented at the continuation of the adjourned meeting.

- (4) Except as provided in sub-clauses (1) and (2) of this Clause, notice of an adjournment of a general meeting or of business to be transacted at an adjourned meeting is not required to be given.

34. PROXY VOTES

- (1) Where an Affiliated club is unable to be represented at any general meeting by Delegate(s) appointed for that purpose, that Affiliated Club may appoint a Member of another Affiliated Club or the Secretary to exercise proxy votes equal to its voting entitlement, provided however that no one person, with the exception of the Secretary, shall cast more than ten (10) votes on any motion, or in any poll.
- (2) The instrument appointing a proxy shall be in writing in the form set out in Appendix 1 to this Constitution, and shall be signed by the President or Secretary of the Affiliated Club
- (3) The instrument appointing a proxy shall be received in the registered office of the Association by the close of business on the last day, prior to the day of the meeting at which the person named in the instrument proposes voting. In default the instrument of proxy shall not be valid.
- (4) The Secretary will announce that proxy votes are held on the matters specified therein at the commencement of the consideration of those specific matters to which the proxies relate. The content of proxy votes served upon the Secretary shall be confidential.
- (5) Minor variations in form shall not invalidate a proxy vote, provided the intention of such vote is clear.
- (6) The Chairperson of a Meeting where votes are to be cast by proxy shall rule on the validity of any vote called into question.

35. DISTRICT ZONES

- (1) Affiliated Clubs shall be allocated to District Zones, to help fulfill the objects of the Association and for the mutual assistance of such clubs.
- (2) The Association may establish a Sub-Committee for the purpose of allocating Affiliated Clubs to District Zones or for the purpose of determining requests made by Affiliated Clubs to change from one Zone to another.
- (3) The aims of the District Zone shall be:-
 - (a) To assist in the formation of new clubs
 - (b) To foster inter-club and inter-zone competition
 - (c) To select District Zone Teams as required.
 - (d) To provide a forum for all Affiliated Clubs within each Zone to discuss these aims.
- (4) Delegates from Affiliated Clubs within a District Zone may conduct meetings as required. The conduct of such meetings shall be at the discretion of the Delegates.
- (5) A copy of the minutes of any District Zone Meeting shall be forwarded to the Secretary within thirty (30) days of such meeting.

36. AUDITOR

The Executive shall appoint an independent Auditor who shall be a registered Chartered or Public Accountant. The Auditor shall vouch for the accuracy of the financial Statement as presented to the Annual General Meeting by the Treasurer and may conduct any financial investigation required by the Association.

37. FUNDS SOURCE

- (1) The funds of the Association shall be derived from subscriptions, levies, registration fees, investments, match fees, donations and such other sources as the Executive determines.

- (2) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorized deposit-taking institution account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

38. FUNDS MANAGEMENT

Subject to any resolution passed by the Association in general meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Executive determines.

39. FINANCIAL YEAR

The financial year of the Association shall end on the 30th day of June each year.

40. FIREARMS ACT, 1996 (AS AMENDED)

Notwithstanding any matter in this Constitution, all Affiliated Clubs and their Members shall be bound by the provisions of the Firearms Act.

41. COMMON SEAL

- (1) The Common Seal of the Association shall be kept in the custody of the Public Officer.
- (2) The Common Seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the Common Seal shall be attested by the signatures, either of two (2) members of the Executive, or one (1) member of the Executive and the Public Officer.
- (3) The affixing of the Common Seal to any document shall be recorded in the Minutes of the Meeting authorising the affixing of the Seal.

42. CONFLICT OF INTEREST

A Member of the Executive shall declare his interest in any:

- (a) Contractual matter;
- (b) Selection matter;
- (c) Disciplinary matter; or
- (d) Financial matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Executive, absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Member of the Executive votes the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for the Member of the Executive to absent himself from discussions and refrain from voting, the issue should be immediately determined by vote of the Executive.

43. CUSTODY OF BOOKS ETC.

Except as otherwise provided by this Constitution, the Secretary shall keep under his control all records, books and other documents relating to the Association, which shall be held at the registered office of the Association or place of storage approved by the Executive.

44. INSPECTION OF BOOKS AND RECORDS ETC.

- (1) The Secretary or other Members of the Executive may, on the written authority of the President of the Association, visit any Affiliated Club for the purpose of inspecting the books and records,

inspecting the range and checking safety procedure, or to carry out any investigation required by the Executive.

- (2) The records, books and other documents of the Association, shall be open for inspection free of charge by an Affiliated Club at any reasonable hour. An Affiliated Club may access the Association membership list for that club. Individual Members may access their personal information free of charge at any reasonable hour.

45. SERVICE OF NOTICES

- (1) Except as otherwise provided by this Constitution, notice shall be sufficiently served on an Affiliated Club, Member, or person, if served personally, or if left addressed to an Affiliated Club, Member, or person at the last known address advised to the Association, or forwarded to an Affiliated Club, Member, or person by prepaid post to such last known address; and shall be sufficiently served on the Association if addressed to the Secretary and left at, or sent by prepaid post to, the registered office of the Association or postal address last advised by the Association to an Affiliated Club, Member or person.
- (2) A notice sent by prepaid post shall be deemed to be received at the time when it would normally be delivered in the due course of post.

46. INSURANCE

The Association shall effect and maintain with an approved Insurer;

- (1) Such Insurance against the liability of a Member for a cover not less than twenty (20) million dollars, or such other amount as may be required by the Act;
- (2) Such Directors and Officers Insurance as required to adequately protect the Executive, and those Members appointed under Clause 20.
- (3) Such Directors and Officers Insurance as required to adequately protect all Committee Members of the Affiliated Clubs provided only that these Committee Members are individually capitated with Pistol Australia Incorporated.
- (4) Such Insurance as required to adequately protect the assets of the Association.
- (5) Such other Insurance as may be determined by the Association.
- (6) The Executive may exempt an Affiliated Club from the provisions of sub-clause (3) of this Clause if it can satisfy the Executive that it has other current Directors and Officers Insurance.

47. VOLUNTARY WINDING UP OF THE ASSOCIATION

- (1) The Association shall not be dissolved except at a general meeting of the Association specially convened for the purpose and by a resolution carried by a majority of four fifths (4/5) of the vote recorded in respect of the same. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to some other institution or institutions having objects similar or in part similar to the objects of the Association and which shall also prohibit the distribution of its or their property among its members such institutions to be determined by the members of the Association at or before the time of dissolution or in default thereof by the Chief Judge of such court as may have or acquire jurisdiction in the matter
- (2) The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of the Association provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association in return for any services actually rendered to the Association or for reasonable and proper rent for premises let by any member to the Association.

48. LIABILITIES OF AFFILIATED CLUBS AND MEMBERS

- (1) The liability of an Affiliated Club to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Affiliated Club in respect of club Affiliation fees, Member Capitation fees, targets, supplies and other equipment provided to the Affiliated Club on request.
- (2) The liability of a Member towards the payment of debts and liabilities of the Association, or the costs charges or expenses of the winding up of the Association, is specifically denied.

49. MATTERS NOT COVERED BY THIS CONSTITUTION

Where any subject, dispute or matter not specifically covered by this Constitution is brought before the Association, the Association at any general meeting or the Executive at any Executive meeting shall have the power to discuss, investigate and decide upon such subject, dispute or matter, provided that such subject, dispute or matter is not covered by the Act, Firearms Act, or other Law. Such decision shall be binding on all Affiliated Clubs and Members.

50. ALTERATION TO THIS CONSTITUTION

- (1) This Constitution or the Objects of the Association may be added to, repealed or amended only by special resolution at an Annual General Meeting or Extraordinary General Meeting, provided at least twenty eight (28) days notice is given to all Affiliated Clubs.
- (2) An application to the Director-General for registration of a change in the Association's name, objects or constitution in accordance with section 10 of the Act is to be made by the Public Officer or a Member of the Executive appointed by the Executive.

APPENDIX 1 RULE 34

**FORM OF APPOINTMENT OF PROXY
PROXY VOTING FORM**

The.....Pistol club hereby appoints
.....of.....
(or failing him.....of
.....) as our proxy to vote on its behalf at
the Annual General Meeting*, Extraordinary General Meeting*, or Ordinary General
Meeting* of the New South Wales Amateur Pistol Association Inc. To be held on the
.....day of.....20..... and at any adjournment
or postponement thereof.

Our proxy is authorised to cast.....votes on the motion/s and/or poll/s as
set out below.

(Insert details of motion/poll)

Our proxy is authorised to vote FOR/AGAINST (delete as appropriate) the motion/poll.

.....
President or Secretary*

.....Pistol Club

.....Date

(* Delete whichever is not applicable)