

SSAA (Qld.) Inc. Standard Branch Constitution.

Name

1. The name of the incorporated association shall be: "Sporting Shooters' Association of Australia (Branch) Inc

Objects

2. The objects for which the Association is established are:
 - (1) To raise the sport of shooting in public esteem by the promotion of a better understanding between the public, landholders, and shooters.
 - (2) To endeavour to provide and maintain facilities for all forms of target shooting, and produce a favourable environment for field shooting in Queensland.
 - (3) To educate people in the art of shooting, safe handling of firearms, field etiquette, and knowledge of laws relative to shooting.
 - (4) To advocate Open Seasons consistent with game conservation and to discourage the shooting and destruction of rare species of wildlife and seek closed seasons for game whose numbers are considered to be reaching a critical level.
 - (5) To oppose any attempt to introduce restrictive legislation deemed by the Association to be unnecessary, discriminatory, or which would inhibit the participants of the shooting sport in their lawful pursuit.
 - (6) To propose, support, or oppose firearms legislation according to what the Association deems to be in the best interests of firearms owners and the community at large.
 - (7) To assist in establishing and maintaining branches of the Association in Queensland, and to support the Sporting Shooters Association of Australia (Queensland) Inc., and the Sporting Shooters' Association of Australia (National) Inc.

- (8) To do all such other things as would be conducive to, or incidental to, the attainment of any or all of the above-mentioned Aims, Objects and Purposes of the Association.

Powers

3. The powers of the Association are:

- (1) To take over the funds and other assets and liabilities of the present unincorporated association known as the “Sporting Shooters’ Association of Australia ()”
- (2) To subscribe to or become a member of, with the written authorization of SSAA (Qld.) Inc., and to co-operate with any other association, club, or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, provided that the Association shall not subscribe to or support with its funds any club, association, or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10).
- (3) In furtherance of the objects of the Association, to buy, sell, and deal in all kinds of articles, commodities, and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association’s premises.
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements, or property, real and personal, and any rights and privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association; provided that in case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges, and concessions.
- (6) To appoint, employ, remove, or suspend such managers, clerks, secretaries, servants, workmen, and other persons as may be necessary or convenient for the purposes of the Association.

- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures, or other securities of the incorporated Association, or in or about the Incorporated Association, or promotion of the incorporated Association or in the furtherance of its objects.
- (8) To construct, improve, maintain, develop, work, manage, carry out, alter, or control any houses, buildings, grounds, works, or conveniences, which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise, or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- (10) To take, or otherwise acquire, and hold shares, debentures, or other securities of any company or body corporate.
- (11) In furtherance of the objects of the Association, to lend and advance money or give credit to any person or body corporate, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others aforesaid by notes secured or unsecured, debentures, or debenture stock perpetual or otherwise, or by mortgage, charge, lien, or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem, or pay off any such securities.
- (13) Do draw, make, accept, endorse, discount, execute, and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (14) In furtherance of the objects of the Association, to sell, improve, manage, develop, exchange, lease, dispose of, turn to account, or otherwise deal with all or any part of the property and rights of the Association.

- (15) To take or hold mortgages, liens, or charges, to secure payment of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (4).
- (17) To take such steps by personal or written appeals, public meetings, or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions, or otherwise.
- (18) To print and publish any newspapers, periodicals, books, or leaflets that the Association may think desirable for the promotion of its objects.
- (19) In furtherance of the objects of the Association and with the written authorization of SSAA (Qld.) Inc. to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10).
- (20) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities, and engagements of any one or more of the unincorporated associations with which the Association is authorised to amalgamate.
- (21) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities, and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (22) To make donations for patriotic, charitable, or community purposes.
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

4.

- (1) The membership of the Association, a branch of the Sporting Shooters Association of Australia (Qld.) Inc. (SSAA (Qld.) Inc.), shall consist of ordinary members, family members, junior members, pensioner members, paid 5 year members, paid members for life and Honorary Life Members of the Sporting Shooters Association of Australia (Qld.) Inc. who are allocated to that branch.
- (2) Persons shall become members of the Association, by completing and submitting an application to join SSAA (Qld.) Inc. in a form approved by the SPORTING SHOOTERS' ASSOCIATION OF AUSTRALIA Inc. (National Association) or SSAA (Qld.) Inc., in either a printed or electronic format to the SSAA National Membership Office or in printed or electronic format to SSAA (Qld.) Inc. and
 - (a) Payment of the prescribed fee for the class of membership applied for and
 - (b) Acceptance of the application by the Management Committee of SSAA (Qld.) Inc. and
 - (c) Their membership of SSAA (Qld.) Inc. being allocated to that branch.
- (3) Proof of membership shall be the production of a current membership card or letter from the SSAA National Membership Office or SSAA (Qld.) Inc. certifying the individual is a current member of SSAA (Qld.) Inc. and endorsed with the branch identification 'Q' number and name of the branch.
- (4) An ordinary member is an adult member over the age of 18 years. The number of ordinary members shall be unlimited.
- (5) A family member is an adult immediate relative of an ordinary member living at the same address. The number of family members shall be unlimited.
- (6) A junior member is any member under the age of 18 years.
 - (a) The number of junior members shall be unlimited.
 - (b) Persons under 18 years of age may not vote (unless permitted by law) and are not eligible for election to the management committee.

- (7) A pensioner member is any member who can produce a current Pensioner Concession card. The number of pensioner members shall be unlimited.
- (8) A paid 5 year member is an adult individual or ordinary member who upon payment of the required fee becomes a member of SSAA (Qld.) Inc for 5 years, unless the individual's membership is terminated.
- (9) A paid member for life is an adult individual or ordinary member who upon payment of the required fee becomes a member of SSAA (Qld.) Inc. for life, unless the individual's membership is terminated. The number of paid members for life shall be unlimited.
- (10) Honorary Life Member is an individual who has had Honorary Life Membership conferred on them by SSAA (Qld.) Inc. at an Annual General Meeting of SSAA (Qld.) Inc. This shall be by ballot. There is no limit to the number of Honorary Life Members. Any fees associated with the awarding of an Honorary Life Membership will be met by SSAA (Qld.) Inc. The awarding of Honorary Life Memberships for SSAA (Qld.) Inc. will be in line with SSAA (Qld.) Inc. Policy.

Membership

5. (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the day of incorporation agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association. Every member of the Association who prior to agreeing to become a member of the Association has paid his subscription by the due date shall not be liable to pay any further sum by way of annual subscription to the Association until he or she receives the next year's renewal notice from the Sporting Shooters' Association of Australia National Membership Office.
- (2) Every applicant for any class of membership of the Association {other than the members of the unincorporated association referred to in sub-rule (1)} shall be made as in Section 4 subsection 2 of this constitution.

Membership Fees

6. (1) The membership fees for each class of membership of SSAA (Qld.) Inc. shall be such sum as the members of SSAA (Qld.) Inc. shall from time to time at a general meeting so determine. Any additional branch fees shall be such sums as the members of the Association shall from time to time at a general meeting so determine.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee of SSAA (Qld.) Inc. shall from time to time determine. The payment of any additional branch fees shall be payable at such time and in such manner as the Association Management Committee shall from time to time determine.

Admission, Rejection and Transfer of Members

7. (1) Individuals whose application for any class of membership has been considered by the Management Committee of SSAA (Qld.) Inc. and that application accepted by the majority of members of the Management Committee of SSAA (Qld.) Inc. and the fee applicable paid shall be accepted as a member to the class of membership applied for.
Where these members have nominated a preferred branch of SSAA (Qld.) Inc. to be allocated to or transferred to this approval for allocation or transfer by SSAA (Qld.) Inc. is automatically accepted at the individual branch level unless:
 - (a) The branch has requested that SSAA (Qld.) Inc. forward all prospective membership applications nominating that branch for allocation to the branch for prior approval.
 - (b) The branch has requested that SSAA (Qld.) Inc. forward all prospective applications for transfer to the branch for prior approval.

Individuals whose application for any class of membership has been considered by the Management Committee of SSAA (Qld.) Inc. and that application has been rejected by the majority of the members of the Management Committee of SSAA (Qld.) Inc. will be advised of the rejection in writing by the secretary of SSAA (Qld.) Inc.

- (2) Individual members may be transferred:
 - (a) Where an individual makes a written application in the approved format and neither the branch nominated or SSAA (Qld.) Inc. Management Committee object.

- (b) When the Management Committee of a branch request in writing that a member be transferred/moved out of the branch, the Management Committee of SSAA (Qld.) Inc. will consider this request. If the majority of the SSAA (Qld.) Inc. Management Committee agrees with the request the member will be transferred to suit the situation.
 - (c) When the circumstances indicate that it is in the best interests of the individual, the branch or SSAA (Qld.) Inc.
- (3)
- (a) Members of SSAA (Qld.) Inc. are not compelled to be a member of any specific Queensland branch other than the general allocation Q00 or special allocation Q99.
 - (b) Branches of SSAA (Qld.) Inc. are not compelled to accept a particular SSAA (Qld.) Inc. member as a branch member.

Termination of Membership

8.

- (1) A member may resign from the Association at any time by giving notice in writing to the Secretary SSAA (Qld.) Inc. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member
 - (a) is convicted of an indictable offence or
 - (b) fails to comply with any of the provisions of these Rules or
 - (c) has membership fees for SSAA (Qld.) Inc. in arrears for a period of two months or more or
 - (d) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association or SSAA (Qld.) Inc.

The Association (branch) Management Committee shall refer the matter to the Management Committee of SSAA (Qld.) Inc. who shall consider whether their membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting their case and if the Management Committee of SSAA (Qld.) Inc. resolves to terminate their membership it shall instruct the State Secretary to advise the member in writing accordingly.

Appeal Against Rejection, Termination or Transfer of Membership

9. (1) An individual whose application for membership has been rejected, or whose membership has been terminated or an individual who has been transferred in accordance with these Rules or the Rules of SSAA (Qld.) Inc. may within one month of receiving written notification thereof, lodge with the Secretary of SSAA (Qld.) Inc. written notice of their intention to appeal against the decision of the Management Committee of SSAA (Qld.) Inc.
- (2) Upon receipt of a notification of intention to appeal against rejection of membership or termination of membership or transfer, the Secretary SSAA (Qld.) Inc. shall convene, within three months of the date of receipt of such notice, a meeting of the SSAA (Qld.) Inc. Appeals Committee to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present their case and the Management Committee of SSAA (Qld.) Inc. or those members thereof who rejected the application for membership or terminated the membership or transferred the individual subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members of the Appeals Committee present at such meeting. The members of the Appeals Committee shall consider the appeal directed to them along with any other information relevant to the appeal and notify the Secretary SSAA (Qld.) Inc. of their decision in writing within 21 days of the appeal being heard. The Secretary SSAA (Qld.) Inc. will notify the individual appealing the rejection of membership or termination of membership or transfer of the Appeals Committee decision in writing within 21 days of receipt of the Appeals Committee written decision.
- (3) In the event an individual whose application is rejected, does not appeal against the decision of the Management Committee of SSAA (Qld.) Inc. within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary SSAA (Qld.) Inc. shall forthwith refund the amount of any fee paid.

Register of Members

10. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.

- (2) Particulars shall also be entered into the Register, of deaths, resignations, terminations, and re-instatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

Membership of Management Committee

11.

- (1) The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, (or Secretary/Treasurer) and such number of other members as the members of the Association at any general meeting may from time to time elect. All members of the Management Committee of the Association shall be members of SSAA (Qld.) Inc. and the Association (allocated to that branch).
- (2) At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible for nomination for re-election.
- (3) The election of officers and other members of the Management Committee shall take place in the following manner:
 - (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
 - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place.
 - (c) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the Annual General Meeting.
 - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

- (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

12. **Resignation, Removal or Vacation of Office of Management Committee Member**

- (1) A member of the Management Committee may resign from the Committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) The time the notice is received by the secretary; or
 - (b) If a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Associations and Incorporations Act 1981.

Vacancies on Management Committee

13. (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy on the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General Meeting of the Association, but for no other purpose.

Functions of the Management Committee

14. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any General Meeting, the Management Committee
- (a) shall have the general control and management of the administration of the affairs, property, and funds of the Association, and
 - (b) shall refer to the Management Committee of SSAA (Qld.) Inc. (the parent body) to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.
 - (c) any dispute in regard to the interpretation of these rules by the Management Committee of SSAA (Qld.) Inc. will be discussed and determined by a vote of the delegates and proxies present at the Annual General Meeting of SSAA (Qld.) Inc.
- (2) The Management Committee may exercise all the powers of the Association.
- (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee, or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem, or pay off any such securities.
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability, or obligation of the Association, and to provide and pay off any such securities to invest in such manner as the members of the Association may from time to time determine.

Meetings of the Management Committee

15. (1) The Management Committee shall meet at least once every calendar month to exercise its functions. Meetings of the Management Committee may be held concurrently with General Meetings of the Association.

- (2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (3) At every meeting of the Management Committee, a simple majority of a number equal to the number of members selected and/or appointed to the Management Committee as at the close of the last General Meeting of the members shall constitute a quorum.
- (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote, his vote shall not be counted.
- (6) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any meeting or special meeting of the Management Committee. For a Special Meeting such notice shall clearly state the nature of the business to be discussed thereat.
- (7) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman, or if the Vice-President is not present at the meeting, then the members may choose one of their number to be Chairman at the meeting.
- (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall be adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting, a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

Sub-Committees

16. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
 - (2) A sub-committee may elect a Chairman at its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
 - (3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the question shall be deemed to be decided in the negative.
17. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
18. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

Annual General or General Meetings

19. (1) The first General Meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.
- (2) General Meetings shall be held at least once each calendar month.

20. (1) The Annual General Meeting shall be held within three months of the close of the financial year.
- (2) The business to be transacted at every Annual General Meeting shall be
- (a) the receiving of the Management Committee's report and statement of income and expenditure, assets, liabilities, and mortgages, charges, and securities affecting the property of the Association for the preceding financial year
 - (b) the receiving of the Auditor's report upon the books and accounts for the preceding financial year
 - (c) the election of members of the Management Committee
 - (d) the appointment of an auditor
21. The Secretary shall convene a special general meeting
- (a) when directed to do so by the Management Committee
 - (b) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.
 - (c) by giving not less than fourteen days notice of any special general meeting to members of the Association. The manner by which such notice shall be given shall be determined by the Management Committee. Notice of a Special General Meeting shall clearly state the nature of the business to be discussed thereat.
22. (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee of the

Association shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

- (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
23. (1) The Secretary shall convene all general meetings of the Association by giving not less than fourteen days notice of any such meeting to the members of the Association.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee.
24. Unless otherwise provided by these Rules, at every General Meeting –
- (1) The President shall preside as Chairman or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman, or if the Vice-President is not present or is unwilling to act, then the members present shall elect one of their number to be Chairman at the meeting.
 - (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
 - (3) Every question, matter or resolution shall be decided by a majority of votes of the members present.
 - (4) Every member present shall be entitled to one vote and in the case of an equality of votes the question shall be deemed to be decided in the negative; provided that no member shall be entitled to vote at any General Meeting if his annual subscription is more than one month in arrears at the date of the meeting.

- (5) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (6) Every person present who is a member shall have one vote on a show of hands, and in a secret ballot every member present shall have one vote.
- (7) Neither Postal nor Proxy voting are permitted at Management Committee Meetings, Special Management Committee Meetings, Special General Meetings, General Meetings, or Annual General Meetings. However between Management Committee meetings, should a vote of the Management Committee be required the members of the Management Committee may vote using email providing that each member of the Management Committee has a valid current email account and that each member is contacted via email to respond to the question for which the vote is required.
A simple majority of a number equal to the number of members selected and/or appointed to the Management Committee as at the close of the last General Meeting of the members shall constitute a quorum. Any questions subject to a vote of the Management Committee via email shall be decided by a majority of votes and in the case of equality of votes, the question shall be deemed to be decided in the negative. Records of email voting will be maintained by the Secretary, this correspondence will form part of the records of Management Committee meetings.
- (8) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions, and other proceedings of every Management Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by a financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy and similarly the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or Chairman of the next succeeding General Meeting or Annual General Meeting.

By-Laws

25. The Management Committee may from time to time make, amend, or repeal by-laws, not inconsistent with these Rules or the Rules of SSAA (Qld.) Inc. for the internal management of the Association and any by-law may be set aside by a General Meeting of the members.

Alteration of Rules

26. (a) Subject to the Associations Incorporation Act 1981, these Rules may be amended, rescinded, or added to from time to time by a special resolution carried at any General Meeting provided that no such amendment, rescission, or addition shall be valid unless the same shall have been previously submitted to and approved by the Sporting Shooters Association of Australia (Queensland) Inc.
- (b) However an amendment, repeal or addition is valid only if it is registered by the Chief Executive of Department that administers the Act.

Common Seal

27. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by one other person appointed by the Management Committee for the purpose.

Funds and Accounts

28. (1) The funds of the Association shall be banked in the name of the Association such bank as the Management Committee may from time to time decide.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) (a) A payment by the association of \$50 or more must be made by cheque or electronic funds transfer.
- (b) If payment is made by cheque, the cheque must be signed by any two of the President, Secretary, Treasurer, or other member authorised from time to time by the Management Committee.

- (c) If payment is made by electronic transfer, the electronic transfer must be authorised by any two of the President, Secretary, Treasurer or other member authorised from time to time by the management committee.
- (5) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances, or petty cash recoupments which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept in the imprest system.
- (7) All expenditure shall be approved or ratified either at a Management Committee meeting or a General meeting.
- (8) As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared a statement containing particulars of
- (a) the income and expenditure for the financial year just ended
 - (b) the assets and liabilities and all mortgages, charges, and securities affecting the property of the Association at the close of that year
- (9) All such statements shall be examined by the Auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid, or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

Documents

29. The Management Committee shall provide for the safe custody of books, documents, instruments of title, and securities of the Association.

Financial Year

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

Distribution of Surplus Assets

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after 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 to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28 (10), such institution or institutions to be determined by the members of the Association. The Association must have the written authorization of SSAA (Qld.) Inc. approving the institution or institutions selected before any property whatsoever can be given or transferred.
32. Should that institution be SSAA (Qld.) Inc., the value of the remaining assets of the wound up Association shall be held in a separate account by SSAA (Qld.) Inc. for a period of 10 years pending the reformation of the wound up Association. If after a period of 10 years the previously wound up association does not reform, the value of the assets held shall be transferred to SSAA (Qld.) Inc. to be used to support the objects of that Association (SSAA (Qld.) Inc.).