



Sapphire Coast Pistol Club

CONSTITUTION

Revision 2.0, 10 December 2006

The Rules of the Sapphire Coast Pistol Club Incorporated contained herein are in accordance with the Associations Incorporation Act 1984.

Signed

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Part 1 - Definitions

Objectives

- Promote target pistol shooting in accordance with the rules of the target pistol shooting disciplines including IMSU, UIT, Western Action, Service, Action, ISSF and all other approved SSAA, NSWAPA and IPSC shooting matches that the club may undertake.
- Instruct members in the art of safe and proficient target pistol shooting.
- Provide training facilities for members who wish to compete in Club, State, National and International competitions.
- Offer sporting and social facilities as required by the club members.
- Provide firearms safety, awareness and proficiency training for both pistol and longarms.

Interpretation

SCPC

The Sapphire Coast Pistol Club.

Approved Club

A pistol club approved by the NSW Police Firearms Registry.

Approved Pistol Range

A shooting range approved as a pistol range by the NSW Police Firearms Registry.

Associations Act

The Associations Incorporation Act 1984

Commission

The Department of Fair Trading constituted by the Corporate Affairs Commission Act, 1981.

Committee

The duly elected Committee of Management of the SCPC whose responsibility it is to administer the affairs of the SCPC.

Annual General Meeting

The annual meeting which is open to every member of the SCPC.

Firearms Registry

The NSW Police Firearms Registry.

Firearms Act

The 1996 Firearms Act in conjunction with the 1997 Firearms (General) Regulation plus any future amendments as passed into law.

Pistol Club

The Sapphire Coast Pistol Club.

Range Officer

An SCPC member or otherwise qualified individual, appointed by the Captain, who is responsible for the control of Pistol shooting activities at the range.

Rentons

The publication “Guide for Meetings and Organisations” by N.E. Renton.

President

An SCPC member duly elected at a General Meeting to perform the duties of President of the SCPC, and includes an Acting President.

Secretary

An SCPC member duly elected at a General Meeting to perform the duties of Secretary of the SCPC, and includes an Acting Secretary.

Captain

An SCPC member duly elected at a General Meeting to perform the duties of Range Captain of the SCPC, and includes an Acting Captain.

Treasurer

An SCPC member duly elected at a General Meeting to perform the duties of Treasurer of the SCPC, and includes an Acting Treasurer.

Training Officer

An SCPC member duly elected at a General Meeting to perform the duties of Training Officer of the SCPC, and includes an Acting Training Officer.

Longarms Safety and Training Officer

An SCPC member duly elected at a General Meeting to perform the duties of Longarms Safety and Training Officer of the SCPC.

Armourer

An SCPC member duly elected at a General Meeting to perform the duties of the Armourer of the SCPC as specified in the Firearms Act.

Scorer

An SCPC member duly elected at a General Meeting to perform the duties of Scorer of the SCPC, and includes an Acting Scorer.

UIT

International Shooting Union (Union International de Tir).

IMSU

International Metallic Silhouette Shooting Union

Western Action

SSAA approved international rules of the Single Action Shooters Society (SASS).

SSAA Approved

Pistol shooting rules as approved by SSAA National Discipline Committee, including NRA IPSC and Practical Shooting Matches.

SSAA

Sporting Shooters Association of Australia.

NSWAPA

New South Wales Amateur Pistol Association

IPSC

International Practical Shooting Confederation of Australia.

ISSF

International Sport Shooting Federation.

Part 2 - Membership

2.1 Pistol Club Membership Qualifications

A person is qualified to be a SCPC member if the person is a natural person who:

- a) must be of good character and repute; and
- b) has not been convicted of an offence and sentenced to penal servitude or imprisonment for twelve (12) months or more and has been released from that penal servitude or imprisonment less than ten (10) years before the date of application for membership; and
- c) notwithstanding Clause (2.1(a)), must not have been convicted of a prescribed narcotics offence, or a prescribed offence involving violence, being an offence committed less than ten (10) years before the date of the application for membership; and
- d) must not be subject to a recognisance granted in any jurisdiction to keep the peace; and
- e) must not be subject to a Firearms Prohibition Order; and
- f) has applied for membership of the SCPC as provided by Clause (2.3); and
- g) has been approved for membership of the SCPC by the club Committee at a meeting; and
- h) has been approved by the NSW Police Firearms Registry; and
- i) has paid the requisite dues or fees; and
- j) fulfils the obligations of a Probationary Period as per Clause (2.3.9); and
- k) fulfils and abides by the Eligibility Rules of the SCPC; and
- l) is a financial member of the SSAA

2.2 Classes Of Membership

Membership of the SCPC is available to all SSAA, NSWAPA and IPSC members:

2.2.1 FULL MEMBER

A financial member of the SCPC who has paid the required club fees and fulfilled all other membership requirements. A full member of the SCPC is required to hold membership with the SSAA, plus may at their discretion hold membership with the NSWAPA and/or IPSC. A full member of the SCPC must hold a Category H Target Pistol Licence or be in the process of gaining their Category H Target Pistol Licence. The full member is entitled

to the full privileges of membership of the SSAA (plus NSWAPA and/or IPSC if a member thereof), including full voting rights and eligibility for committee positions in the SCPC and is liable for the payment of all fees and levies as required.

2.2.2 ASSOCIATE MEMBER

A financial member of the SSAA, NSWAPA and/or IPSC and a financial member of any Approved Pistol Club other than the SCPC, having declared that the SCPC is not their reporting club. The associate member is liable for the payment of all fees and levies as required by the SCPC, but holds no voting rights and is not eligible to hold a Committee position.

2.2.3 JUNIOR MEMBER

A financial member of the SSAA, NSWAPA and/or IPSC who has paid the required SCPC fees and levies, is under the age of 18 years and is subject to regulation as per the Firearms Act. Junior members hold no voting rights and are not eligible to hold a Committee position.

2.2.4 NON-PARTICIPATING MEMBERS

A financial member of the SCPC who does not hold and is not in the process of obtaining a current Category H licence. A non-participating member may not take part in any shooting events, but may still participate in all other non-shooting club activities and may vote and be elected to a Committee position.

2.3 Application For Membership

2.3.1 The application for membership of the SCPC shall be made in writing by the prospective member on the form prescribed, and shall be lodged with the SCPC Secretary.

2.3.2 The Applicant must be nominated by two (2) financial members of the SCPC and supply satisfactory references.

2.3.3 As soon as practicable after receiving the application for membership to the SCPC, the Secretary shall refer the application to the next SCPC Committee meeting for determination.

2.3.4 The SCPC Secretary shall, on acceptance of the application for membership by the Committee, enter the applicant's name in the Register of members and notify the member. Upon the name being so entered, the member will be required to immediately pay all fees and levies required by the SCPC, plus show proof of membership of the SSAA. If the Applicant is not already a member of the SSAA, they must complete the required membership applications and pay the prescribed membership fees before their application can be continued.

2.3.5 Once all fees are paid and membership of the SSAA is confirmed, the application is referred to the Firearms Registry as per the requirements of the Firearms Act. The Applicant, upon approval from the Firearms Registry, becomes a Member as per rule 3.

2.3.6 The SCPC Committee may at its discretion refuse an application for membership, without explanation for such refusal. Any member refused membership has the right of appeal to

the committee for a final determination.

- 2.3.7 Any member or applicant who is under the age of eighteen (18) years shall have a declaration signed by their parent or guardian giving consent to such membership, with such declaration provided in person along with proof of age and identity of the minor and proof of identity and guardianship of the parent or guardian.
- 2.3.8 Application for membership of a Non-Participating member is a special case and approval will be given by the Committee after due consideration as to the benefits that the member will bring to the club.
- 2.3.9 All new members will serve a probationary period of 2 months after which time their membership is automatically granted. If for any reason the Committee decides within the probationary period that the membership should not continue, the new member will be informed in writing within 14 days of the decision being made, their membership fees will be refunded in full and their membership will be terminated.

2.4 Obligations Of Members

- 2.4.1 A member shall within seven (7) days notify the SCPC Secretary and the Police Firearms Registry of:
 - a) Change of name and/or residential address; or
 - b) Purchase, acquisition, sale or disposal of any pistols held under the provisions of the relevant Sections of the Firearms Act for Pistol Club Members.
- 2.4.2 A member shall provide safekeeping for all pistols in their possession and transport them strictly as per the Firearms Act.
- 2.4.3 A member shall fulfil the attendance requirements of both the SCPC and the Firearms Act.
- 2.4.4 Each member of the SCPC shall make themselves familiar with the applicable provisions of the Firearms Act, the SSAA (and/or NSWAPA and IPSC if relevant) membership rules and regulations and the SCPC rules and regulations and will fulfil their obligations accordingly. Failure to do so will result in disciplinary action which may include expulsion from the SCPC.
- 2.4.5 Members are responsible to ensure that scores from away competitions are provided to the Scorer for entry into the members attendance register.
- 2.4.6 Members are expected to attend club shoots on a regular basis and should at least complete their minimum required number of shoots as per the Firearms Act at club shoots.
- 2.4.7 Members must conduct and deport themselves in a sensible and appropriate manner while in attendance at club events or at any other time while representing the SCPC.

2.5 Register Of Members

The SCPC Secretary shall:

- 2.5.1 Establish and maintain a Register of Members of the club. Such register to be kept in such a manner that will prevent any modification by unauthorised persons. If the register is kept in an electronic format, then a hardcopy of register entries will be kept separate to the electronic register.
- 2.5.2 Record in such register the full name, residential address, date of birth, date of joining, SSAA, NSWAPA and IPSC membership numbers of each member, together with an attendance record.
- 2.5.3 In the case of a member who is the sole custodian of SCPC pistols, record the particulars of each pistol (description, calibre, makers name and serial number(s)) in respect of those pistols held and licensed by virtue of the provisions of the relevant sections of the Firearms Act.
- 2.5.4 Produce such register for inspection at any reasonable time, on demand, by any authorised member of the Police or by any person authorised by the SSAA, NSWAPA or IPSC (for such members registered with them).

2.6 Record Of Attendance

- 2.6.1 The SCPC Secretary shall keep a record of the attendance of members and visitors to the club events as per the requirements of the Firearms Act.
- 2.6.2 Such record shall be kept in a register and shall include the date, the member or visitors name and the member or visitors signature, and in the case of a visitor, the club that the visitor belongs to and their Category H licence number and expiry date.
- 2.6.3 The SCPC Committee or Range Official may rule that any attendance by a member is not a bona-fide attendance.

2.7 Members Fees And Subscriptions

- 2.7.1 A member of the SCPC, upon application for membership, shall pay any fees and levies as determined by the SCPC Committee as per Clause (6.5).
- 2.7.2 In addition to any amount payable by the member, a member must be a financial member of the SSAA, and maintain this membership during the time they are a member of the SCPC.
- 2.7.3 Other SCPC fees and levies will be determined annually by the SCPC Committee.

- 2.7.4 Any member whose fees or levies are fully or partially unpaid on the due date shall cease to be a member and this will be recorded on the Register of Members, but may have their membership reinstated by the SCPC Committee upon payment of all arrears including a further Joining Fee if so demanded.

2.8 Cessation Or Resignation Of Membership

- 2.8.1 A person ceases to be a member of the SCPC if that person dies, resigns that membership or is expelled.
- 2.8.2 A member may at any time, by giving notice in writing to the SCPC Secretary, resign his membership, but shall continue to be liable for any annual subscription or other moneys due and unpaid at the date of their resignation
- 2.8.3 The SCPC Committee may refuse to renew the membership if, in its opinion, such member is not an active member.

"Active Member" means a member who fulfils the attendance requirements of both the SCPC and the Firearms Act.

- 2.8.4 Where a member of the SCPC ceases to be an active member, the Secretary shall make an appropriate entry in the Register of Members to record the date on which the member ceased to be a member and notify the SSAA, (plus NSWAPA and/or IPSC if appropriate) and the Firearms Registry as required by the Firearms Act.
- 2.8.5 A member who resigns or is expelled from the SCPC is not entitled to any refund of any fees or levies paid prior to the date at which the resignation or expulsion is effected.

2.9 Membership Not Transferable

- 2.9.1 The right, privilege or obligation which a person has by reason of being a member of the SCPC is not capable of being transferred or transmitted to any other person or entity and terminates on cessation of the person's membership.

2.10 Infringement Of Rules, Disciplining Of Members And Right Of Appeal

- 2.10.1 The SCPC Committee shall have the power to discipline any member whom it finds guilty of the infringement of the club rules, or infringement of any rules and/or regulations as per the Firearms Act.

- 2.10.2 For the purposes of Clause (2.10.1), the members shall be called upon to appear before the Committee to answer such charges as may be laid. If such charges be proven to the satisfaction of the Committee it may reprimand, fine, suspend or expel the member.
- 2.10.3 Any officially appointed Range Officer shall have the authority to warn or report to the SCPC Committee, any infringement of safety rules or misconduct on the range, and shall have the power to suspend the competitor, member or visitor from participation in any further club shooting activities until such time as their case may be brought before and decided upon by the SCPC Committee.
- 2.10.4 If a member is refused a pistol licence pursuant to the Firearms Act or is refused renewal of their licence by the Firearms Registry, membership of the SCPC may be suspended by the Committee pending the outcome of the lodgement of an appeal. If such an appeal is not forthcoming or is not successful then the member shall either have their membership category downgraded to a Non-Participating Member or have their membership cancelled.
- 2.10.5 If a member is convicted of an offence under the Firearms Act involving the misuse of a firearm, privileges may be suspended or terminated by the Committee.
- 2.10.6 If a member at any time fails to maintain their obligations as per Clause (2.1), their privileges may be suspended or terminated by the Committee.
- 2.10.7 The Committee may at its discretion elect not to discipline a member who has infringed club rules if it is convinced that extenuating circumstances warrant leniency.
- 2.10.8 Any member so reprimanded, fined, suspended or expelled shall be notified in writing by the SCPC Secretary as to the appropriate action taken within seven (7) days of such penalty being imposed. Such notification is deemed to have been served by either handing such notice to the member in person or by posting to the address that the member has recorded in the Register of Members.
- 2.10.9 The member aggrieved by the decision of the SCPC Committee by imposing a reprimand, fine, suspension or expulsion shall have the right of appeal against the decision. Written notice of the members appeal shall be served upon the SCPC Secretary within 21 days of the date of the decision. The member in the meantime shall have their privileges suspended pending the outcome of such appeal.
- 2.10.10 If such an appeal is lodged, a meeting of the SCPC members shall be called within seven (7) days of receipt of the notice of appeal.
- 2.10.11 At such meeting, members present may vote by secret ballot, unless a resolution is passed to the contrary. A quorum of not less than 2/3 of the SCPC Committee plus such members as attend the meeting is required for determination of the appeal.
- 2.10.12 If the outcome of the appeal is liable to leave the SCPC in breach of the Firearms Act or any other applicable law then the appeal is automatically void.
- 2.10.13 If a member is reprimanded, fined, suspended or expelled, and the verdict is upheld in any appeal, the SCPC Secretary must inform the Firearms Registry, SSAA (and NSWAPA and/or IPSC if appropriate) of such action being taken against a member within seven (7) days of the final determination of the action.

2.11 Expulsion

- 2.11.1 To expel a member from the SCPC, the Secretary must notify the Firearms Registry and SSAA (and NSWAPA and/or IPSC if appropriate) within 14 days of the member's expulsion.

2.12 Conflict Resolution

- 2.12.1 All conflicts between club members should in the first instance try to be resolved in a calm and reasonable manner. If required, any Committee member may be asked to arbitrate in such a discussion. As a final resort, the conflict may be brought to the full Committee for a formal resolution. In such cases the decision of the Committee is final.

Part 3 - Committee

3.1 The SCPC Committee

- 3.1.1 The Committee, subject to the Associations Act and these rules and to any resolution passed in general meeting:
- a) is to control and manage the affairs of the SCPC; and
 - b) is responsible for the functioning of the SCPC as per the rules and constitution of the club and the rules of any club affiliations with the SSAA, NSWAPA and/or IPSC organisations; and
 - c) may exercise all such functions as may be exercised by the SCPC, other than those functions that are required by these rules to be exercised by a general meeting of members of the club; and
 - d) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the club.
- 3.1.2 Only financial members of the SCPC, who are also financial members of the SSAA can hold committee positions.
- 3.1.3 The SCPC Committee will be elected by the Annual General Meeting of the SCPC.
- 3.1.4 Nominations for Committee positions will be made during the course of the AGM and election of individuals will be voted upon immediately. If more than one person is nominated to a particular Committee position then a ballot will be held with the person receiving the most votes taking the position. In the event of a tie the President will hold a second casting vote. No preselections or pre-nominations will be permitted.
- 3.1.5 If insufficient nominations for Committee positions are received then any unfilled positions will be deemed to be casual vacancies and will be filled as per Clause (3.1.8).
- 3.1.6 Office bearers of the SCPC shall be:
- President
 - Secretary
 - Captain
 - Armourer
 - Treasurer
 - Training Officer
 - Longarms Safety & Training Officer
 - Scorer
- 3.1.7 Each member of the SCPC Committee shall, subject to these rules, hold office until the next SCPC Annual General Meeting. Incumbent members may be eligible for re-election.
- 3.1.8 In the event of a casual vacancy occurring in the SCPC Committee, the Committee may appoint a member of the club to fill the vacancy. The necessary organisations will be notified of the appointment within fourteen (14) days of the determination being made by the Committee and the member shall hold the office until the next Annual General

Meeting.

- 3.1.9 The Committee must meet at least three times in each period of 12 months at such time and place as the Committee may determine.
- 3.1.10 Additional meetings of the Committee may be convened at any time by any Committee member.
- 3.1.11 Oral or written notice of a meeting of the Committee must be given by the Secretary to all Committee members at least 48 hours (or other such time as unanimously agreed on by the members of the Committee) before the time appointed for the holding of the meeting.
- 3.1.12 A majority of the total number of Committee members, present at any meeting will constitute a quorum for that meeting.
- 3.1.13 No business is to be transacted by a meeting of the Committee unless a quorum is present. If a quorum is not present within one half hour of the appointed time of the meeting, the meeting will be dissolved and may be re-convened as per Clause (3.1.11).
- 3.1.14 At a meeting of the Committee, the President shall preside, and in the President's absence the Secretary shall preside. Should both be absent or unwilling to perform this task, then any other Committee member may preside by common agreement.

3.2 Delegation Of Committee To Sub-Committee

- 3.2.1 The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the SCPC as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - a) This power of delegation; and
 - b) a function which is the duty imposed on the committee by law.
- 3.2.2 A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 3.2.3 A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- 3.2.4 Despite any delegation under this rule, the committee may continue to exercise any function delegated.
- 3.2.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the committee.

- 3.2.6 The committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 3.2.7 A sub-committee may meet and adjourn, as it thinks proper.

3.3 Voting And Decisions

- 3.3.1 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 3.3.2 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3.3.3 Subject to rule 20(5), the committee may act despite any vacancy on the committee.
- 3.3.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

3.4 Duties Of Officeholders

- 3.4.1 **President**
 - a) Is responsible to the SCPC Committee for the management of the club.
 - b) Is the senior executive officer of the SCPC
 - c) Will assist the SCPC Secretary and ensure all appropriate records and correspondences are completed.
 - d) Will ensure that the club functions in accordance with the Firearms Act and the Associations Act.
- 3.4.2 **Secretary**
 - a) Shall within fourteen (14) days lodge with the Firearms Registry any change of name and/or address of the Officeholders.
 - b) Shall keep all minutes of all proceedings at SCPC club meetings.

- c) Shall keep a record of correspondence on behalf of the SCPC.
- d) Shall within fourteen (14) days, notify the Firearms Registry, SSAA, NSWAPA and/or IPSC of:
 - i) the change of name and/or residential address of a member; and
 - ii) any punitive action taken against a member of the club for offences Involving pistols and/or safety.
- e) Shall annually lodge with the Firearms Registry the particulars of all members of the club in accordance with the Firearms Act.
- f) Shall maintain an electronic record of all official SCPC documents.
- g) Shall ensure that the club website is kept up-to-date and contains all relevant records and documents that should be in the public domain.
- h) Shall fulfil all duties and obligations imposed on the Secretary by virtue of the Firearms Act and other such duties as laid down in this constitution.
- i) Shall prepare and lodge all reports and submissions required by the affiliated organisations as per the terms of the affiliation agreements.

3.4.3 **Captain**

- a) Shall have charge of all of the facilities under control of the SCPC during such times as shooting events are taking place.
- b) Shall be responsible for the observance of all competitions and that the matches are conducted in accordance with agreed match rules.
- c) Shall be responsible for the observance of all safety precautions on the ranges that the SCPC has control of.
- d) Shall appoint Range Officers and Officials as deemed necessary for safe conduct on all ranges that the SCPC has control of. Such Range Officers and Officials shall perform any other duties as directed.
- e) Shall assist with Discipline duties as requested.
- f) Shall accept the full responsibilities of the President in their absence or at the request of the Committee.
- g) Shall carry out any other duties given to them by the President or the Committee.

3.4.4 **Armourer**

- a) Shall be responsible for the security and maintenance of the club pistols.
- b) Shall act on behalf of club members as required by the Firearms Act.

3.4.5 **Treasurer**

- a) Shall be responsible for the safekeeping and accounting of all monies collected by the

SCPC.

- b) Shall maintain a bank account for the SCPC and keep records of all financial transactions made.
- c) Shall present a summary of the financial standing of the club at the Annual General Meeting or as requested by the Committee.
- d) Shall be responsible for the payment of monies owed by the SCPC and the keeping of records thereof.
- e) Shall arrange for the reimbursement of monies spent by members on behalf of the club where such spendings have had prior approval by the Committee, and the keeping of records thereof. Such reimbursements can only occur where a valid invoice or receipt is provided by the member.

3.4.6 **Training Officer**

- a) Shall be responsible for the instruction of all SCPC members in the art of target pistol shooting.
- b) May at his or her discretion utilise training resources from other clubs or the SSAA, NSWAPA and/or IPSC to provide additional training as required by the club members. If such additional resources will incur a cost to the club and/or members, this will firstly be approved by the Committee.
- c) Shall provide to the Secretary copies of all documents relating to the training of members that are required as per the Firearms Act or affiliation rules with SSAA, NSWAPA and/or IPSC.
- d) May, during a course of instruction, enlist the aid of other suitably licenced and experienced club members to assist with the instruction and/or observation of members.

3.4.7 **Longarms Safety & Training Officer**

- a) Shall be responsible for the instruction of all SCPC members and other appropriately qualified non-members in the safe use of longarms as per the requirements of the Firearms Act.
- b) Shall provide to the Secretary copies of all documents relating to the training of both members and non-members that are required as per the Firearms Act or affiliation rules with SSAA, NSWAPA and/or IPSC.
- c) May, during a course of instruction, enlist the aid of other suitably approved and experienced club members to assist with the instruction and/or observation of trainees.

3.4.8 **Scorer**

- a) Shall ensure that accurate records of scored shoots are kept for each formal SCPC shooting event and that such records include as a minimum the members name, club number, date, type of firearm used, match and score.
- b) Shall maintain such records in a way that will enable the Secretary to provide attendance details to the Firearms Registry in accordance with the Firearms Act.

3.5 Removal Of A Committee Member

- 3.5.1 The Committee may by resolution request the removal of a member from office before the expiration of the member's term of office.
- 3.5.2 Such a resolution shall correspond with the election of a replacement member for the office who shall hold the office for the remainder of the term.

3.6 Committee Meetings And Quorum

- 3.6.1 Committee meetings are to be conducted in accordance with accepted procedures governing the conduct of formal meetings (Rentons).
- 3.6.2 A quorum will consist of one half plus one of the members of the SCPC Committee.
- 3.6.3 Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- 3.6.4 Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 3.6.5 Subject to Clause (3.6.2), the committee may act despite any vacancy on the committee.
- 3.6.6 Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 – General Meeting

4.1 Annual General Meetings – Holding Of

- 4.1.1 With the exception of the first annual general meeting of the SCPC, the SCPC must, at least once in each calendar year and within the period of 6 months after the expiration of each financial year of the SCPC, convene an annual general meeting of its members.
- 4.1.2 The SCPC must hold its first annual general meeting:
 - (a) within the period of 18 months after its incorporation under the Associations Act; and
 - (b) within the period of 6 months after the expiration of the first financial year of the SCPC.
- 4.1.3 Clauses (4.1.1) and (4.1.2) have effect subject to any extension or permission granted by the Commissioner under Section 26(3) of the Associations Act

4.2 Annual General Meetings – Calling Of And Business At

- 4.2.1 The annual general meeting of the SCPC is, subject to the Associations Act and to Clause (4.1), to be convened on such date and at such place and time as the committee thinks fit.
- 4.2.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) to receive from the committee reports on the activities of the SCPC during the last preceding financial year;
 - (c) to elect office-bearers of the SCPC and ordinary members of the committee;
 - (d) to receive and consider the statement which is required to be submitted to members under Section 26(6) of the Associations Act.
- 4.2.3 An annual general meeting must be specified as such in the notice convening it.

4.3 Special General Meetings – Calling Of

- 4.3.1 The committee may, whenever it thinks fit, convene a special general meeting of the SCPC.
- 4.3.2 The committee must, on the requisition in writing of at least 5 per cent of the total number of members, convene a special general meeting of the SCPC.
- 4.3.3 A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 4.3.4 If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- 4.3.5 A special general meeting convened by a member or members as referred to in Clause (4.3.4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee and any member who consequently incurs expenses is entitled to be reimbursed by the SCPC for any expense so incurred.

4.4 Notice

- 4.4.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the SCPC, the Secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 4.4.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the SCPC, the Secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matters required under Clause (4.4.1), the intention to propose the resolution as a special resolution.
- 4.4.3 No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under Clause (4.4.2).
- 4.4.4 A member desiring to bring any business before a general meeting may give notice in

writing of that business to the Secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

4.5 Procedure

- 4.5.1 A general meeting is to be conducted in accordance with accepted procedures governing the conduct of formal meetings (Rentons).
- 4.5.2 No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 4.5.3 Five members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 4.5.4 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members, is to be dissolved; and
 - (b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 4.5.5 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 members present (being at least 5% of the total number of members of the club) is to constitute a quorum.

4.6 Presiding Member

- 4.6.1 The President or, in the President's absence, the Secretary, is to preside as chairperson at each general meeting of the SCPC.
- 4.6.2 If the President and the Secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

4.7 Adjournment

- 4.7.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 4.7.2 If a general meeting is adjourned for 14 days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of the SCPC stating the place, date and time of the meeting and the nature of the business to be transacted at the meet
- 4.7.3 Except as provided in Clauses (24.1) and (24.2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

4.8 Making Of Decisions

- 4.8.1 A question arising at a general meeting of the SCPC is to 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 a 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 SCPC, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 4.8.2 At a general meeting of the SCPC, a poll may be demanded by the chairperson or by at least 3 members present in person or by proxy at the meeting.
- 4.8.3 If a poll is demanded at a general meeting, the poll must be taken;
 - (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

4.9 Special Resolution

- 4.9.1 A resolution of the SCPC is a special resolution:
 - (a) if it is passed by a majority which comprises at least three-quarters of such members of the SCPC as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to

propose the resolution as a special resolution was given in accordance with these rules; or

(b) where it is made to appear to the Commissioner that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

4.10 Voting

- 4.10.1 On any question arising at a general meeting of the SCPC a member has one vote only.
- 4.10.2 All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- 4.10.3 In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 4.10.4 A member or proxy is not entitled to vote at any general meeting of the SCPC unless all money due and payable by the member or proxy to the SCPC has been paid, other than the amount of the annual subscription payable in respect of the then current year.

4.11 Proxies

- 4.11.1 Proxies are not permitted at any General Meeting of the club.

Part 5 – Club Administration

5.1 Incorporation

- 5.1.1 The SCPC is required to be an incorporated body under the Associations Act and is required to report annually to the relevant governing body.

5.2 Inspection Of Books And Records

- 5.2.1 A copy of this constitution shall be made available to any member at any reasonable time by application to the Secretary and shall also be available via the SCPC website.
- 5.2.2 The records, books and other documents of the SCPC must be open to inspection, free of charge, by a member of the SCPC, or any authorised member of the Police Force or the affiliated organisations at any reasonable hour.

5.3 Insurance

- 5.3.1 SCPC members are covered by the insurances provided as per the affiliation with SSAA.

5.4 Affiliations

- 5.4.1 The SCPC must maintain an affiliation with SSAA, and optionally with NSWAPA and/or IPSC.
- 5.4.2 The SCPC must pay the appropriate annual affiliation fee when due to the SSAA, NSWAPA and/or IPSC as per the requirements of any affiliation agreement between the SCPC and these organisations.
- 5.4.3 The Secretary shall provide to the SSAA, NSWAPA and/or IPSC any records or documentation required to these organisations as per the requirements of the affiliation agreements.

5.5 Funds - Source

- 5.5.1 The funds of the SCPC are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the SCPC in general meeting, such other sources as the committee determines.
- 5.5.2 All money received by the SCPC must be deposited as soon as practicable and without deduction to the credit of the SCPC's bank account.
- 5.5.3 The SCPC must, as soon as practicable after receiving any money, issue an appropriate receipt.

5.6 Funds – Management

- 5.6.1 Subject to any resolution passed by the SCPC in general meeting, the funds of the SCPC are to be used in pursuance of the objects of the SCPC in such manner as the committee determines.
- 5.6.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the SCPC, being members or employees authorised to do so by the committee.

5.7 Alteration Of Rules

- 5.7.1 These rules may be altered, rescinded or added to only by a special resolution of the SCPC.

5.8 Custody Of Books

- 5.8.1 Except as otherwise provided by these rules, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the SCPC.

5.9 Service Of Notices

- 5.9.1 For the purpose of these rules, a notice may be served on or given to a person:
- (a) by delivering it to the person personally; or
 - (b) by sending it by pre-paid post to the address of the person; or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- 5.9.2 For the purpose of these rules, a notice is taken, unless the contrary is proved, to have been given or served:
- (a) in the case of a notice given or served personally, on the date on which it is received by the addressee; and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post; and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

Part 6 – Firearms Rules And Range Discipline

6.1 Visitors

- 6.1.1 Any person not being a member of the SSAA, NSWAPA or IPSC shall enter onto a range controlled by the SCPC only upon the invitation of a member. Such member shall be responsible for the behaviour and conduct of such visitor(s) on the premises. It shall be the obligation of the inviting member to acquaint the visitor of the range rules and procedures.
- 6.1.2 A visitor shall provide to the record keeper for the day proof of identity and record their name and address and sign their name in the Visitors Book. The member responsible for the visitor shall countersign this entry.
- 6.1.3 Visitors may be invited to shoot provided they hold a Pistol Licence and are members of an approved Pistol Club as per the Firearms Act. Visitors from other approved clubs must produce evidence of their current membership and current pistol licence to a member of the Committee or range official on signing in. All Visitors shooting at a range under the control of the SCPC must sign in as per the rules in force on the range at the time.
- 6.1.4 Visitors using their own pistols must hold a current licence or permit for each pistol. The licence must be produced to a member of the Committee or range official on request.
- 6.1.5 A competitor visiting from an approved Pistol Club shall report to a member of the Committee or in their absence the Range Officer who shall ensure that the competitor records their details in the Sign-In Book and produce evidence of their membership of an approved Pistol Club.

6.2 Safekeeping Of Pistols

- 6.2.1 Any suitably qualified official of the SCPC who, in their capacity as a representative of the SCPC, has been given possession of pistol(s) for safekeeping, or who relinquishes possession of such pistol(s) to the holder of the licence for such pistol(s) shall maintain a book to that effect in accordance with the Firearms Act and will record therein particulars in respect of the acquisition and disposition of such pistol(s).

6.3 Club Pistols

- 6.3.1 The Committee may purchase or otherwise acquire such pistols for the use of the club as it considers necessary. However, the number of pistols so acquired will not exceed the number considered by the Firearms Registry as adequate and reasonable for such purpose having regards to the needs of the club.

- 6.3.2 The Armourer shall, on behalf of the SCPC hold the licence issued in respect for each pistol owned by the club. They shall take all reasonable precautions to ensure the safekeeping of such pistols when they are not being used, or carried by themselves or another member at an approved range. Such pistols may only be used in a club target shooting match or training session at an approved range by any valid member or visitor from an approved club and in accordance with any conditions endorsed on their Category H Licence.
- 6.3.3 The Chairman, Captain or in their absence the Secretary or Armourer shall keep a permanent record of the use of each club pistol which shall as a minimum include the identification of the member or visitor, the date and time the pistol was given out and handed back in plus details of the type, calibre and serial number of the pistol.
- 6.3.4 The Committee shall cause such register to be retained until the expiration of three (3) years after the completion of the last entry therein or as otherwise specified by the Firearms Act, and not allow any modifications to be made to such register.
- 6.3.5 The member or visitor who is given a club pistol to use shall assume all responsibility for the safekeeping and safe use of the pistol as per the Firearms Act and will not modify or attempt any repair to the pistol.
- 6.3.6 Any club pistol given to a member that is in need of modification or repair will be given to the club Armourer to effect such modifications or repair at their discretion.
- 6.3.7 The register shall be produced to an authorised member of the Police Force on request.
- 6.3.8 Members shall make themselves conversant with the requirements of the Firearms Act in respect of pistols owned by the club.

6.4 Alcohol And Drugs

- 6.4.1 No person shall be admitted to or be allowed to continue their presence on a range controlled by the SCPC whilst apparently under the influence of alcohol or drugs.
- 6.4.2 Any person suspected or determined to be under the influence of alcohol or drugs (legal, prescribed or otherwise) or otherwise impaired in such a way as, in the opinion of the Range Officer or other SCPC official, as to not be adequately safe on the range or controlled premises shall be ordered to leave forthwith and if such a person is a member of the club the shall be liable to expulsion. If such a person is a visitor from another club they shall be reported in writing to the club. If a competition is in progress the offender will be disqualified from the competition.
- 6.4.3 Persons may consume alcohol ONLY AFTER THEY HAVE FINISHED SHOOTING FOR THE DAY.

6.5 Range and Club Fees

- 6.5.1 SCPC fees and levies shall be determined by the SCPC Committee by majority resolution.
- 6.5.2 Any other range or associated fees may be applied to any specific club event over and above the standard club fees. These will be notified to members wherever possible in advance of the event.

6.6 Pistols And Shooting Rules

- 6.6.1 All pistols used and matches held on the ranges controlled by the SCPC shall conform to pistol shooting rules and disciplines for which the range is licenced.

6.7 Notices Regarding Rules For Safety And Conduct

- 6.7.1 A copy of the current rules for pistol shooting and conduct on an SCPC controlled range shall be available at all club events for any member or visitor to the range to inspect, and shall also be available on the club website.

6.8 Competitions

- 6.8.1 The SCPC may apply to the SSAA, NSWAPA and/or IPSC for the issue of medals for competitions run by these organisations.

6.9 Longarms Training & Use

- 6.9.1 The use of rifles and shotguns will be permitted under the rules of the SCPC for the purpose of competing in recognised events such as Colonial Action matches or regular club longarms competitions only if the member has completed longarms safety and awareness training to the satisfaction of the club's Longarms Safety and Training Officer and has fulfilled the requirements of use of these firearms as per the requirements of the Firearms Act.
- 6.9.2 All members of the SCPC who undergo longarms training and receive the appropriate licence endorsement must ensure that they fulfil the requirements of maintaining their longarms licence endorsements as per the requirements of the Firearms Act independently of their pistol licencing obligations.

- 6.9.3 The SCPC will, without obligation, endeavour to provide directly or assist in providing access to facilities whereby a member can engage in the requisite longarms activities they obligated to perform to maintain their longarms licence endorsement as per the Firearms Act.
- 6.9.4 The SCPC will in no way be responsible for the failure of a member to maintain the minimum standards required to maintain their longarms licence endorsement.
- 6.9.5 The SCPC will conduct firearms safety and awareness training courses to the standard required by the Firearms Act by a duly accredited Longarms Safety and Training Officer.
- 6.9.6 Non-members of the SCPC may undergo Longarms safety and training accreditation by the club's Longarms Safety and Training Officer pursuant to the requirements as set out in the Firearms Act.