

QUEENSLAND CLAY TARGET ASSOCIATION INC.

CONSTITUTION

As initially registered with the Office of Fair Trading on 3/03/2000 plus registered amendments.

Registered amendments are shown in italics followed by the date of the amendment in brackets.

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QUEENSLAND CLAY TARGET ASSOCIATION INC.

CONSTITUTION

1.00 NAME:

The name of the Incorporated Association shall be the QUEENSLAND CLAY TARGET ASSOCIATION INC. (Herein after referred to as the Association)

2.00 OBJECTS:

The objects for which the Association is established are:

- 2.1 To administer the sport of clay target shooting in Queensland, in conjunction with and the co-operation of, the Australian Clay Target Association;
- 2.2 To promote, encourage and develop the sport of clay target shooting and the formation of clay target clubs;
- 2.3 To promote and encourage all shooting sports;
- 2.4 To ensure uniformity of rules for the control and regulation of clay target shooting;
- 2.5 To control in conjunction with any affiliated club in Queensland, shooting programs including Interstate competitions;
- 2.6 To instruct in the safe handling of firearms;
- 2.7 To become the official body in Queensland, recognisable by the State Government, on matters relating to the promotion of the sport and in matters of legislation relating to shotgun firearms control and clay target shooting grounds;
- 2.8 To provide a chain of communication through Club and Zone Councils for individual suggestions and problems and consequently to present - if necessary a considered State recommendation to the National Executive;

3.00 INTERPRETATION

Throughout this Constitution and Rules, save where the context otherwise requires;

“ACTA” means Australian Clay Target Association Incorporated

3.1 “QCTA” means Queensland Clay Target Association Incorporated;

3.2 “Club” means a Clay Target Club Affiliated with the QCTA and ACTA formed and established for the purpose of the promotion of the sport of clay target shooting in Queensland;

- 3.3 “Delegate” means a registered shooter appointed by a Club that they are a member of and who represents that Club at the Zone, State and National Meetings.
- 3.4 “Month” means a Calendar Month;
- 3.5 “Affiliated Member” means an Incorporated or Unincorporated Club which is a member of the QCTA and ACTA;
- 3.6 “Registered Shooter” means a person who is registered with the ACTA because of their membership of an affiliated member of the ACTA.
- 3.7 “Incorporated Club” means a club incorporated under the Association Incorporation Act, Queensland.
- 3.8 “Unincorporated Club” means any other club that is not an incorporated club.
- 3.9 Words importing the singular include plural. Words importing the masculine gender include the feminine;

4.00

POWERS:

The powers of the QCTA are:

- 4.1 To take over the funds and other assets and the liabilities of the present, unincorporated Association known as the “Queensland Clay Target Association”;
- 4.2 To subscribe to, become a member of and 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 prescribe 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 34.
- 4.3 In furtherance of the objects of the QCTA to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the QCTA or persons frequenting the Associations premises;
- 4.4 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the QCTA, provided that in case the QCTA shall take or hold any property which may be subject to any trusts the QCTA shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- 4.5 To enter 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 QCTA, to obtain from any such Government or Authority any rights, privileges and concessions which the QCTA may think it desirable to obtain, and to carry out, exercise and comply with any such

arrangements, rights, privileges and concessions;

- 4.6 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 QCTA;
- 4.7 To remunerate any person or body corporate for services 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;
- 4.8 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 QCTA interests, and contribute to, subsidise or otherwise assist and take part in the construction, carrying out, alteration or control thereof;
- 4.9 To invest and deal with the money of the QCTA not immediately required in such a manner as may from time to time be thought fit;
- 4.10 To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- 4.11 In furtherance of the objects of the QCTA 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 persons or body corporate, and otherwise to assist any person or body corporate;
- 4.12 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 money and further advances borrowed or to be borrowed alone or with others as 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 associations property or assets present or future and to purchase, redeem or payoff any such securities;
- 4.13 To draw, make, accept, endorse, discount, execute and issue promissory notes bills or exchange, bills of lading and other negotiable or transferable instruments;
- 4.14 In furtherance of the objects of the QCTA 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 QCTA;
- 4.15 To take or hold mortgage, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the QCTA's property of whatsoever kind sold by the QCTA, or any money due to the Association from purchases and others;

- 4.16 To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the QCTA but subject always to the proviso in sub-rule (4);
- 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 QCTA, in the shape of donations, annual subscriptions or otherwise;
- 4.18 To print and publish any newspapers, periodicals, books or leaflets that the QCTA may think desirable for the promotion of its objects;
- 4.19 In furtherance of the objects of the QCTA to amalgamate with any one or more incorporated Associations having objects altogether or in part similar to those of the QCTA 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 QCTA under or by virtue of Rule 34;
- 4.20 In furtherance of the objects of the QCTA to purchase or otherwise acquire and undertake all or any other part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the QCTA is authorised to amalgamate;
- 4.21 In furtherance of the objects of the QCTA to transfer all or any part of the property, assets, liabilities and engagements of the QCTA to any one or more of the incorporated Associations with which the QCTA is authorised to amalgamate;
- 4.22 To make donations to patriotic, charitable or community purposes;
- 4.23 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;
- 4.24 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 QCTA.

5.00 CLASSES OF MEMBERSHIP

- 5.1 The following shall be members of the QCTA;
 - A: Such Clubs in Queensland, incorporated or unincorporated, the purpose of which is to promote, control and conduct the sport of clay target shooting, these shall be unlimited in number;
 - B: Honorary Life Membership of the QCTA may only be conferred upon a person at an Annual General Meeting, in recognition of outstanding and exceptional services to the Association, these shall be limited.
- 26.2 All members of the QCTA are required to be affiliated with the ACTA.

6.00

MEMBERSHIP

- 6.1 All affiliated members must send their AGM Minutes to the Secretary of the QCTA, 21 days after the AGM to verify the President, Secretary and Treasurer of the affiliated member.
- 6.2 Delegates:
- A: Delegates and proxies of and to affiliated member of QCTA meetings must be elected at properly convened affiliated member meetings;
 - B: Delegates representing an affiliated member at zone, state, and national levels must be a registered and financial member of that affiliated member;
 - C: Where a Delegate to a QCTA meeting has been appointed by an affiliated member, they will remain the Delegate of the affiliated member until the QCTA is advised in writing;
- 6.3 All clubs must remain affiliated members to remain affiliated with the ACTA.
- 6.4 Any Club desirous of membership with the QCTA shall make application in writing, and shall be granted membership if approved by the Management Committee;
- 6.5 Acceptance of membership with the QCTA shall operate as an agreement binding the Association and every member club to abide by the Constitution and to accept and enforce all its decisions;
- 6.6 Application for Membership:
- A: Each application for affiliated membership must be in writing and set out the names and addresses of the office bearers;
 - B: Applicants need only be considered where the applicants have complied at all times by the rules and regulations of the QCTA and the ACTA.
 - C: Applicants must show that they comply with all requirements of the Weapons Act, 1990 as amended as it relates to club and range approvals;
 - D: Any Application made shall be accompanied by the prescribed fee.
 - E: To be eligible to apply for affiliated membership, Clubs are to maintain a minimum membership as follows:
 - (1) Incorporated Clubs – 7 members
 - (2) Unincorporated Clubs – 3 members.

7.00

AFFILIATED MEMBER'S FEES (called affiliation fees)

- 7.1 The affiliation fees shall be such sum as the members shall from time to time at any general meeting so determine;

- 7.2 The annual affiliation fee is due on the first day of January each year and for that year;
- 7.3 Clubs applying for and being granted affiliation part way through a year shall pay full annual fee for that year;
- 7.4 That as a pre-requisite to, and upon payment of the Clubs annual affiliation fee, all Clubs will provide to the QCTA two (2) properly completed proxy forms for the State to use in the best interests of Queensland Clubs at the ACTA Annual General Meeting, or at any meeting where the clubs proxy would be normally recognized.

The proxies are to be provided in both names of the current National Delegates and shall only be used by the State if the Club is not represented at the meeting or by a later dated proxy.

8.00 ADMISSION OR REJECTION OF NEW CLUBS

- 8.1 The Management Committee shall have full power and authority:
- A: to grant or refuse affiliated membership to any club;
- 8.2 Upon the acceptance or rejection of an application for affiliated membership the Secretary shall forthwith, give the applicant notice in writing of such acceptance or rejection.

9.00 TERMINATION OF MEMBERSHIP

- 9.1 A affiliated member may resign from the QCTA at any time by giving notice in writing to the Secretary. 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;

10.00 SUSPENSION OR DISQUALIFICATION OF AFFILIATED MEMBERS:

The Management Committee may suspend or disqualify any affiliated member where that affiliated member::

- A: fails to comply with any of the provisions of the QCTA Constitution and By-Laws.
- B: fails to comply with the ACTA Constitution and Rules;
- C: has affiliation fees in arrears for a period of two months or more;
- 10.1 The Club concerned shall be given a full and fair opportunity of presenting its case and if the Management Committee resolves to terminate its affiliation it shall instruct the Secretary to advise the Club in writing accordingly.

11.00 APPEAL AGAINST REJECTION OR TERMINATION OF AFFILIATION

- 11.1 A club whose application for affiliated membership has been rejected or whose affiliation has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of its intention to appeal against the decision of the Management Committee;
- 11.2 Upon receipt of a notification of intention to appeal against rejection or termination of affiliation the Secretary shall convene, within three (3) months of the date of receipt of such notice, a general meeting to determine the appeal. At any such meeting the club shall be given the opportunity to fully present its case, and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting their case. The appeal shall be determined by the vote of the members present at such meeting.
- 11.3 Where a Club whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or who's appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

12.00 REGISTER OF MEMBERS:

- 12.1 The Management Committee shall cause a register to be kept in which shall be entered the names and addresses of all Clubs admitted to affiliated membership of the QCTA and the dates of their admission;
- 12.2 Particulars shall also be entered into the register of resignations, terminations and reinstatements of affiliation and any further particulars as the Management Committee or the members at the general meeting may require from time to time.
- 12.3 The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

13.00 REGISTER OF SHOOTERS

- 13.1 The QCTA shall keep a Register of shooters and no person may enter or compete at any QCTA/ACTA competition or event conducted by a Affiliated Member or sub-committee appointed for that purpose unless such person is registered with the ACTA as a registered shooter and is not in arrears with his registration fee.
- 13.2 The Management Committee may suspend or disqualify any registered shooter who:
- A: commits any breach of the purposes or rules or by-laws of the QCTA/ACTA;
 - B: refuses to or does not obey any written directive of the State Council;
 - C: is in arrears for three (3) months with his registration fees;

D: fails to pay any fine or entrance money imposed on him or payable by him under the Rules or ByLaws of the QCTA/ACTA

E: in the opinion of the State Council, is guilty of unsportsmanlike or discourteous conduct;

13.3 Any registered shooter so suspended or disqualified shall not be entitled to enter any competition, tournament or events held under the Rules of the ACTA – for a period of time deemed adequate by the State Council;

13.4 The State council shall advise the shooter's club, in writing, of such suspension or disqualification – within seven (7) days of the action being taken;

14.00 MEMBERSHIP OF STATE EXECUTIVE COUNCIL

14.1 The State of Queensland shall be divided into four (4) Zones with boundaries defined as follows: (Refer to Appendix 1)

A: South-East Zone

B: Central Zone

C: Western Zone

D: Northern Zone

14.2 Each Zone shall form its own Council and the four (4) Delegates from each Zone shall make up the State Executive Council.

'Including Zone President' removed from clause, not a requirement for Zone President to be on State Executive Council. (4-5-2012)

14.3 Election of Zone Councillors;

A. The zone delegates shall be elected at a zone Annual General Meeting, at which all clubs in the zone shall have equal voting rights.

B. The zone council secretaries shall advise the names and addresses of all zone delegates and their nominee for management to the State Secretary seven (7) clear days prior to the AGM of the QCTA;

C. if no advice is received from a zone seven (7) clear days prior to the Annual General Meeting, as required in 14.3B, existing delegates and management member from that zone shall remain in their positions.

14.4 One Delegate from each Zone shall retire each year in an order initially decided at the meeting of the Zone Council at which the original Zone Delegates were elected. Retiring Delegates are eligible for re-election;

14.5 All councillors who make up the State Executive Council must be affiliated and financial members of an approved ACTA affiliated club through which they register with the ACTA and which they represent as a delegate;

15.00 VACANCIES OF STATE EXECUTIVE COUNCIL

15.1 Any vacancy in the State Executive Council shall be filled by a delegate appointed by the Zone Council to which the vacating member's club belong;

- 15.2 In the event of any delegate to the State Executive Council being unable to attend a meeting, the Zone council of which he is a delegate, may appoint a substitute delegate to attend in his place providing such substitute delegate can produce written confirmation of the appointment to the Chairman, signed by the relevant Zone Secretary or President; Such substitute delegate shall not act as an officer of the State Executive Council;
- 15.3 A delegate or substitute delegate may represent only one zone at any one time.

16.00 **STATE EXECUTIVE COUNCIL MEETINGS**

The State Executive Council shall meet four (4) times per year. Each zone must be allocated 1 meeting per year. Dates and venues to be set at the Annual Council Meeting;

- 16.1 The State Executive Council may grant leave of absence to a delegate unable to attend a meeting for an acceptable reason. A Zone Delegate who is not granted leave of absence for two (2) consecutive meetings will automatically forfeit his position on the State Executive Council, and his Zone must appoint a replacement for future State Executive Council meetings. *At any State Executive Council Meeting a quorum shall consist of a minimum of nine (9) councillors with representation from at least three (3) zones. (28-4-2007)*
- 16.2 The State Executive Council shall ratify all decisions made by the Management Committee of the Association.
- 16.3 No business shall be transacted at any councillor meeting unless a quorum of councillors is present at the time when the meeting proceeds to business. For the purposes of the Rule this includes a delegate from the same zone being a substitute.
- 16.4 If within half an hour from the time appointed for the commencement of a councillor meeting a quorum is not present, the meeting, if convened upon the requisition of councillors of the Management Committee or the QCTA 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 councillors present shall be a quorum.
- 16.5 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 (30) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

17.00 **THE MANAGEMENT COMMITTEE**

- 17.1 *The Management Committee of the Association will consist of the President plus one Councillor from each of the Zones listed in Schedule 1 and a Secretary.(3-03-2000)*
- 17.2 At the Annual General Meeting of the Association all the members of the Management Committee (except the Secretary) for the time being shall retire from office but shall be eligible upon nomination for re-election;
- 17.3 Where upon retirement the President of the Management Committee has been in office for 3 consecutive years, he shall not be eligible for nomination for that election only;
- 17.4 To be nominated for membership of the Management Committee the nominee must be a member of the State Executive Council in accordance with Clause 14;
- 17.5 The election of the Management Committee shall take place as follows:
- (1) The election of the first member of the Management Committee who the Management Committee will be bound to make President of the Management Committee;
 - (2) The election of the other three (3), each of which must come from the Zones listed in Appendix 1, not already represented by the election of the first member of the Management Committee;
 - (3) Where there have been no nominations for the election of the Management Committee received in writing, nominations will be taken from the floor at the Annual General Meeting at which the election was held.
- 17.6 *The Zone from which the State President is elected shall be advised of the need to elect another Club Delegate to take a position on Council for the term of the sitting President; (3-03-2000)*

18.00 **VACANCIES ON THE MANAGEMENT COMMITTEE**

- 18.1 The Management Committee shall have the 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;
The continuing members of the Management Committee may act notwithstanding any casual vacancy in 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.

19.00

FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 19.1 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 have the authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent;
- 19.2 The Management Committee may exercise all powers of the Association:
- A: to borrow or raise or secure the payment of money in such manner as the members of the Association 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 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 or securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - C: to invest in such manner as the members of the Association from time to time determine.
- 19.3 to rescind or amend without notice of motion a previous resolution or decision of the Management Committee;
- 19.4 To appoint sub-committees for any purpose or purposes;
- 19.5 To conduct a postal ballot of all members, through their Zone Councils upon any matter or questions which the Management Committee considers to be such that a postal ballot is desirable. Each member shall be entitled to only one postal vote;
- 19.6 To determine, and adjust from time to time, the wages and salaries of any paid employees of the Association;
- 19.7 The Management Committee meeting may grant leave of absence to a delegate unable to attend for an acceptable reason;

20.00 **DELEGATES TO REPRESENT THE Q.C.T.A. ON THE A.C.T.A. EXECUTIVE COMMITTEE**

- 20.1 Delegates to the Australian Clay Target Association Executive Committee shall be elected by the councillors present at the first State Council Meeting of the calendar year. The Delegates to the Australian Clay Target Association shall be elected from members of the State Executive Council. Substitute Delegates shall not be eligible.

21.00 **MEETINGS OF THE MANAGEMENT COMMITTEE**

- 21.1 The Management Committee shall meet at least once every four (4) calendar months to exercise its functions, including telelink if necessary;
- 21.2 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;
- 21.3 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members shall constitute a quorum;
- 21.4 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 from 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 in the negative.
- 21.5 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 thereat, and if he does so his vote his vote shall not be counted;
- 21.6 Not less than twenty-one days (21) days notice shall be given by the Secretary to members of the Management Committee of any special meetings of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat;
- 21.7 The President shall preside as Chairman at every meeting of the Management Committee, or of there is **NO** President, or if at any meeting he is not present within ten (10) 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 of the Meeting;
- 21.8 If within half an hour from the time appointed for the commencement of the 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 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 meeting shall lapse;

- 21.9 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 such 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;
- 21.10 A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the Meeting;
- 21.11 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 equality of votes, the questions shall be deemed to be decided in the negative;
- 21.12 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;

22.00 ANNUAL GENERAL MEETINGS

- 22.1 The Annual General Meeting shall be held within three (3) months of the close of the financial year;
- A: Only duly appointed and correctly notified delegates are entitled to vote at the AGM
- B: Any registered shooter who has paid all affiliation fees due to the ACTA through a QCTA affiliated Member shall have the right to attend the AGM and to speak on any motion.
- 22.2 The business to be transacted at every Annual General Meeting shall be:
- A: the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
- B: the receiving of the Auditors report upon the books and accounts for the preceding financial year;

- C: the election of members of the Management Committee; and
- D: the appointment of an auditor.
- E: Notices of Motion.

23.00 **SPECIAL GENERAL MEETINGS**

- 23.1 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 delegates presently on the Management Committee or not less than the number of Councillors of the QCTA which equals double the number of members presently on the Management Committee plus one. i.e. 9 Councillors to sign a letter requesting a special meeting. Such requisition shall clearly state the reasons why such a special general meeting is being convened and the nature of the business to be transacted thereat; or
 - C: on being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- 23.2 At any special meeting the number of councillors required to constitute a quorum shall be double the number of councillors presently on the Management Committee plus one; i.e. 9 Councillors must be present;

24.00 **MEETING PROCEDURES**

- 24.1 The Secretary shall convene all general meetings of the QCTA by giving not less than twenty one (21) days notice of any such meeting to the members of the QCTA;
- 24.2 The manner in which such notice shall be given shall be determined by the Management Committee - provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat;
- 24.3 Unless otherwise provided by these Rules, at every general meeting:
 - A: the President shall preside as Chairman, or if there is no President, or if he is not present within fifteen (15) 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 of the meeting;
 - B: the Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

- C: every question, matter or resolution shall be decided by a majority of votes of the councillors present;
- D: every councillor present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote
- E: no councillor 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;
- F: voting shall be by a show of hands or a division of councillors, unless not less than one fifth of the councillors present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two (2) members to conduct the secret ballot in such a 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;
- G: the Secretary shall cause full and accurate Minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and Councillor Meeting, to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. for the purpose 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. Similarly, the Minutes of every meeting shall be signed by the Chairman of that meeting or the Minutes of the Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding councillor meeting or AGM.
All minutes being AGM, Management, or Councillor should be countersigned by a Councillor present at the said meeting. To verify the accuracy of the minutes;

25.00 PROXY VOTING

- 25.1 a councillor may vote in person or by proxy or by attorney and on a show of hands every person present who is a councillor or a substitute delegate shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or substitute delegate shall have one vote;
- 25.2 the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointee or of his attorney duly authorised in writing or, if the appointee is a corporation, either under the seal or under the hand of an officer or attorney duly authorised. A proxy may, but need not, be a member of the QCTA. The instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

I.....of.....
 being a member of the abovementioned Association, hereby appoint:.....
 of;.....or failing him,.....
 of;....., as my proxy vote for me on my behalf at the (Annual)
 General Meeting of the Association, to be held on.....day of.....19.....
 and at any adjournment thereof.
 Signed this.....day of.....19.....Signature:.....

This form is to be used - in favour of / against the resolution (Strike out one).

Unless otherwise instructed, the proxy may vote as he thinks fit.

25.3 the correctly completed proxy form shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote;

26.00 SECRETARY

26.1 If a vacancy happens in the office of the secretary, the members of the management committee must appoint or elect a secretary 14 days after the vacancy occurs;

26.2 The Secretary must be an individual residing in the State of Qld who is;

- A: a member of the QCTA Council elected by the QCTA as secretary; or
- B: a member of the QCTA management committee appointed by the committee as secretary; or
- C: appointed by the management committee as secretary (whether or not the individual is a member of the QCTA)

27.00 TREASURER

Shall be responsible for keeping correct and Accurate Accounts of the QCTA Funds as per Section 31;

28.00 BY LAWS

The Management Committee may from time to time make, amend or repeal By-laws, not inconsistent with these Rules, for the internal management of the QCTA and any By-laws may be set aside by a general meeting of members.

29.00 **ALTERATION TO RULES**

- 29.1 Subject to the provisions of 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.
- 29.2 However an amendment, rescision or addition is valid only if it is registered by the chief executive.

30.00 **COMMON SEAL**

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 some other person appointed by the Management Committee for the purpose.

31.00 **FUNDS AND ACCOUNTS**

The funds of the QCTA shall be banked in the name of the QCTA in such bank as the Management Committee may from time to time direct.

- 31.1 Proper books of accounts shall be kept and maintained in either written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature;
- 31.2 All money shall be banked as soon as practicable after receipt thereof;
- 31.3 All amounts of one hundred dollars or over shall be paid by cheque signed by two (2) of the President, Secretary/Treasurer or other councillors authorised from time to time by the Management Committee;
- 31.4 Cheques shall be crossed "Not Negotiable" except those in payment of wages allowances or petty cash recoupments which may be open;
- 31.5 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system;
- 31.6 All expenditure shall be approved or ratified at a Management Committee Meeting;
- 31.7 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a Statement containing particulars of:
- 31.8 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;

31.9 The income and property of the QCTA 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 dividends, bonus or otherwise by way of profit to or amongst the members of the QCTA provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the QCTA or otherwise owing by the QCTA to him or of remuneration to any officers or servants of the QCTA or to any member of the QCTA or other person in return for any services actually rendered to the QCTA 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 QCTA or reasonable and proper rent for premises demised or let to the QCTA.

32.00 **DOCUMENTS**

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

33.00 **FINANCIAL YEAR**

The financial year of the Association shall close on the thirty first December each year. (23-02-2001)

34.00 **DISTRIBUTION OF SURPLUS ASSETS**

If the QCTA shall be wound up in accordance with the provisions of the Associations Incorporations 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 QCTA, but shall be given or transferred to some other institution or institutions having objects similar to the QCTA and which shall prohibit the distribution of its or their income and property among its or their members to an extend at least as great as is imposed on the QCTA under or by virtue of Rule 31.9, such institution or institutions to be determined by the members of the QCTA.