



## SCHEDULE 1 DETAILS OF AFFILIATE CLUB

<b>Item 1 Name of the Affiliate Club</b>	Grafton Pistol Club Incorporated
<b>Item 2 Registered Office</b>	30 Old Lilypool Road South Grafton NSW 2460
<b>Item 3 Date of Incorporation</b>	8 September 1986
<b>Item 4 Financial Year</b>	1 September to 31 August



## SCHEDULE 2 AIMS, OBJECTS AND PURPOSES

The Affiliate Club is formed to:

- (a) Promote target shooting among its members and the wider community.
- (b) Instruct members in the art of safe and proficient firearms shooting using only firearms approved for use on the club range.
- (c) Provide training facilities for members who wish to compete in various levels of competition.
- (d) Disburse funds of the Affiliate Club in pursuance of objects and matters incidental thereto.
- (e) Offer other sporting and social facilities as deemed desirable by the members.



**SCHEDULE 3  
MEMBERSHIP OF AFFILIATE CLUB**

<p><b>Item 1</b> <b>Categories of Membership</b></p>	<p><u><b>ORDINARY MEMBERS:</b></u> Shall be members who are entitled to the full privileges of membership, and who are liable for payment of all fees and levies. Non-shooting members do not have to pay range fees.</p> <p><u><b>LIFE MEMBERS:</b></u> On the recommendation of the Committee or Ordinary Member a member may be elected Life Member at the Annual General Meeting of the Affiliate Club and shall be elected by simple majority of members present and shall thereafter be entitled to all the privileges of membership without paying the annual club subscription, levies or other dues.</p> <p><u><b>JUNIOR MEMBERS:</b></u> Junior Members may be admitted to the Affiliate Club, subject to the requirements of the Firearms Act and Firearms Regulation. The Parent/Guardian <b>MUST</b> accompany the Junior Member at all times.</p>
<p><b>Item 2</b> <b>Membership Criteria</b></p>	<p>(a) The Affiliate Club shall consist of Ordinary Members, Life Members and Junior Members.</p> <p>(b) To qualify for membership a person must:</p> <ul style="list-style-type: none"> <li>(i) Be eligible for a New South Wales firearms licence.</li> <li>(ii) (a) Submit two (2) character references from persons who are of or above the age of eighteen (18) years and who have known the applicant for at least 2 years, or</li> <li style="padding-left: 40px;">(b) Submit the name of any other approved pistol club or shooting club of which the applicant is a member.</li> <li>(iii) Make application for membership on the prescribed form/s.</li> <li>(iv) Pay the requisite dues and fees.</li> <li>(v) Possess a copy of the Constitution and operating rules and be familiar with their contents.</li> <li>(vi) Be of amateur status.</li> <li>(vii) Be a financial member of SSAA.</li> </ul> <p><u><b>OBLIGATION OF MEMBERS:</b></u></p> <p>(a) A member shall immediately notify the Secretary of:</p> <ul style="list-style-type: none"> <li>(i) Change of name, licence details, residential address and/or contact details.</li> <li>(ii) Change of membership status with any affiliated association e.g.: SSAA.</li> </ul>

- (b) A member shall ensure the safekeeping of any firearms held by him/her as required by the Firearms Act and/or Firearms Regulation.
- (c) A member shall ensure the safe transport of any firearms held by him/her as required by the Firearms Act.
- (d) A member of the Affiliate Club shall make him/herself familiar with the applicable provisions of the Firearms Act and Firearms Regulation.
- (e) A member shall comply with the Constitution and range rules.
- (f) A member shall only shoot firearms of a type, calibre and maximum velocity specifically allowed by the current Shooting Range Approval issued by the New South Wales Police.
- (g) A member shall satisfy the participation requirements of the Firearms Act and/or Firearms Regulation. Proof of participation at another club must be forwarded to the Secretary.
- (h) A member who fails to comply with these rules shall be liable to discipline.

FEES, SUBSCRIPTIONS ETC:

- (a) A member of the Affiliate Club shall, upon admission to membership, pay to the Affiliate Club an entrance fee determined by the Committee.
- (b) In addition to the amount payable by the member under clause (a) a member of the Affiliate Club shall pay to the club an annual membership and, if the member is a shooter, a range fee determined by the Committee.
  - (i) Before 1st September in each calendar year.
  - (ii) Range fees may be paid in two equal instalments. The first is due before 1<sup>st</sup> September and the second before 1<sup>st</sup> March.
- (c) The Committee may set new fees for members for specific purposes or change existing fees after giving members six weeks' notice of its intentions. If an objection is received in writing from ten percent of members then the issue must be put before a General Meeting within a reasonable time.
- (d) The Committee may set a reduced rate of membership fee applicable to persons joining on or after the 1st October in each calendar year.
- (e) The entrance fee of an unsuccessful applicant for membership shall be refunded.
- (f) Any member whose subscription is unpaid on the due date shall cease to be a member and his/her name shall be erased from the books of the Affiliate Club but may be replaced by the Committee upon an available vacancy and on payment of all arrears and fines.
- (g) Junior Membership fees will be HALF that of Ordinary Members.
- (h) Family Discount  
To be eligible for a family discount;  
The primary family member must pay full adult Affiliate Club fees.
  - (i) Eligible immediate family members must reside at the same address as the primary member.

	<p>(ii) A 25% discount of all Affiliate Club fees will apply to all of the immediate* family members. *Immediate family member will include: spouse, de facto partner, child, parent, grandparent, grandchild or sibling.</p> <p><u>LEVIES:</u></p> <p>(a) The Committee may impose per capita levies on all members not exceeding the sum of Fifty Two Dollars (\$52.00) per member per annum in any one year.</p> <p>(b) When imposing a levy the Committee shall state the purpose of the levy and the due date.</p> <p>(c) If a levy is unpaid after the due date the Committee may declare all defaulting members unfinancial and action shall be taken.</p>
<p><b>Item 3 Membership Process</b></p>	<p>(a) The Committee may, at its discretion, refuse an application for membership without giving its reasons for such refusal.</p> <p>(b) A form of application for membership shall be prescribed by the Committee. The form will show, surname, full christian names, date of birth and private address of the applicant and any other information determined by the Committee to be necessary.</p> <p>(c) The Committee may refuse to renew the membership of a member if in its opinion such member is not an active member as defined by the participation requirements for Affiliate Club Members, if any, of the Firearms Act and/or Firearms Regulation.</p> <p>(d) Any applicant who is under the age of eighteen (18) years shall have a declaration signed by his/her parent or guardian giving consent to such membership.</p>



**SCHEDULE 4  
AFFILIATE CLUB COMMITTEE**

<p><b>Item 1 Committee Positions</b></p>	<p>The Committee shall consist of:-</p> <p>(a) The President;</p> <p>(b) The Vice President;</p> <p>(c) The Captain;</p> <p>(d) The Vice Captain;</p> <p>(e) The Secretary;</p> <p>(f) The Scorer;</p> <p>(g) The Treasurer;</p> <p>(h) And not more than six (6) Committee Members.</p> <p>(i) The Committee may rule that one (or more) of the Committee Members positions may be assigned annually to a 'position of need' ie: a position that the Committee believes is necessary to define for either safety or other genuine reasons. Any such position shall be reviewed and assigned annually.</p>
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(ii) The withdrawal of money from the Affiliate Club's "Bank" account shall only be authorised by the Committee.

#### EXECUTIVES

The Executives shall consist of:

- (a) The President;
- (b) The Secretary;
- (c) The Treasurer.

#### TITLES AND DUTIES OF OFFICERS:

##### **(a) President:**

(i) There shall be one President.

(ii) The President is the senior executive officer of the Affiliate Club and as such he is responsible for the tone, style and well-being of the club. He/She must accept the responsibilities of leadership and ensure that the Affiliate Club operates efficiently.

(iii) He/She shall preside at all General Meetings of the Club.

(iv) He/She shall be a member, ex-officio, of all regular and special committees.

(v) He/She shall have a second or casting vote when voting is equal.

##### **(b) Vice President:**

(i) There shall be one Vice President.

(ii) He/She will accept the full responsibilities of President in the absence of the President.

(iii) He/She will carry out any other duties given him/her by the President.

##### **(c) The Captain:**

(i) There shall be one Captain.

(ii) He/She shall be in charge of all ranges of the Club.

(iii) He/She shall be responsible for the conduct of all competitions in accordance with the official rules of the Affiliate Club and the affiliated association of the discipline.

(iv) He/She shall be responsible for the observance of all safety precautions on the range/s of the club.

(v) He/She shall be responsible for the instruction of all members in the art of target shooting.

(vi) He/She shall appoint such range officers and instructors as he/she deems necessary for the safe conduction of shooting at all ranges of the Affiliate Club. Such range officers and instructors shall perform any other duties as directed by the Captain.

##### **(d) The Vice Captain:**

(i) There shall be one Vice Captain.

(ii) He/she shall perform the duties of the Captain during his/her absence or at his/her request.

**(e) The Secretary:**

- (i) There shall be one Secretary.
- (ii) He/she is the default Public Officer. If the Committee chooses, the position of Public Officer may be appointed to any Affiliate Club member.
- (iii) He/she shall be responsible for the maintenance of club records.
- (iv) He/she shall be a member, ex-officio, of all regular and special committees.
- (v) He/she shall within fourteen (14) days notify the Commissioner of Police:
  - (a) The change of name or residential address of a member;
  - (b) The acceptance of a person as a member of the Affiliate Club;
  - (c) Any punitive action taken against a member of the Affiliate Club for offences involving pistols and/or safety.
- (vi) He/She shall within seven (7) days notify the Commissioner of Police of the resignation, expulsion, transfer or death of any member of the Affiliate Club.
- (vii) He/She shall fulfil all duties and obligations imposed on him/her by virtue of the Firearms Act and Firearms Regulation and such other duties as required by this Constitution.
- (viii) He/She may appoint an unassigned Committee Member to act as Secretary in his/her absence, such appointment to be made in writing and acknowledged in writing by the person so appointed.
- (ix) He/She will complete Annual Returns to SSAANSW advising of current membership.

**(f) The Scorer:**

- (i) There shall be one Scorer.
- (ii) He/She shall record the scores of all Affiliate Club and inter-club competitions.
- (iii) He/She shall maintain a grading record in accordance with Affiliate Club requirements.

**(g) The Treasurer:**

- (i) There shall be one Treasurer.
- (ii) He/She shall at least once each month pay all monies collected into a savings institution approved by the Committee (ie bank, building society etc.).
- (iii) He/She shall be responsible for all the financial matters of the Affiliate Club.
- (iv) He/She shall record in books of account the receipt and expenditure of all monies connected with the Affiliate Club.
- (v) He/She shall produce each year to the bookkeeper of the club the books of account.
- (vi) He/She shall at the Annual General Meeting deliver to the chairperson a statement which is not misleading and which gives a true and fair view of the following:
  - (a) the income and expenditure of the Affiliate Club during its last financial year,

	<p>(b) the assets and liabilities of the Affiliate Club at the end of its last financial year,  (c) the mortgages, charges and other securities of any description affecting any of the property of the Affiliate Club at the end of its last financial year,</p> <p>(Affiliate Club financial year is 1st September to 31st August).</p> <p>(vii) This position is not to be combined with any other position.</p> <p><b>(h) Club Armourer:</b>  (i) If the Affiliate Club considers it necessary, the Committee will apply for a Club Armourers licence.</p> <p>(ii) The Affiliate Club will elect the person to be nominated as Club Armourer;</p> <p>(iii) The Club Armourer may be audited at any time at the Committee’s discretion.</p> <p>(iv) The role of a Club Armourer is defined by the Firearms Act. He/She will only transfer firearms involving club members and sale of factory ammunition and firearms components to club members.</p> <p><b>(h) Book Keeper:</b>  There shall be one or more Bookkeeper/s appointed by the Committee.</p>
<p><b>Item 2  Restrictions on  Committee Members</b></p>	<p>A person is not eligible to nominate or be elected to the Committee if the person:</p> <ul style="list-style-type: none"> <li>• is not, or ceases to be a member of SSAA,</li> <li>• is not, or ceases to be a member of the Affiliate Club,</li> <li>• is convicted of an offence under the Firearms Laws,</li> <li>• is ineligible to hold a firearms licence,</li> <li>• is convicted of an offence under the <i>Associations Incorporations Act 2009</i> or,</li> <li>• is an undischarged bankrupt.</li> </ul>
<p><b>Item 3  Disclosures Required  by Committee  Members</b></p>	<p>A person is only eligible to nominate or be elected to the Committee once a resolution to accept the nomination is passed by Members at the general meeting and prior to the election, if the person:</p> <ul style="list-style-type: none"> <li>• holds a committee, executive or position with another club, or</li> <li>• is engaged in the firearms industry.</li> </ul>
<p><b>Item 4  Term of Office</b></p>	<p>(a) The Officers of the Affiliate Club shall be elected at the Annual General Meeting and shall, subject to this Constitution, hold office until the next Annual General Meeting.</p> <p>(b) At each Annual General Meeting the chairman shall declare all offices vacant.</p>
<p><b>Item 5  Nomination Process</b></p>	<p>Nominations of candidates for election as office-bearers of the Affiliate Club or as ordinary Committee Members:</p> <p>(a) must be made in writing, signed by 2 members of the Affiliate Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and</p> <p>(b) must be delivered to the Secretary of the Affiliate Club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.</p>

If no written nominations were received for any specific position on the Committee in accordance with Schedule 4 Item 5(a) & (b) then nominations for that position are to be called for individually from the floor. The nomination and acceptance process remains still applies but is verbal.



## **SCHEDULE 5 MEMBER DISCIPLINARY PROCESS**

### **INFRINGEMENT OF RULES:**

- (a) The Committee shall have the power to discipline any member who is guilty of infringement of any rule or rules.
- (b) Any member who may be considered to have infringed any rule may be called upon to appear before the Committee to answer such charges as may be laid against him/her.
- (c) Any member who, in the opinion of the Committee, may be considered to have been guilty of unfair practice or misbehaviour connected with firearms, or any action detrimental to the interests of the Affiliate Club, may be called to appear before the Committee to answer such charges as may be laid against him/her. If found guilty, such member may be penalised, by fine, suspension, expulsion or otherwise, as the Committee may consider appropriate.
- (d) The Club Captain shall have the authority to warn or report any infringement of safety rules or misconduct on the range to the Committee and shall have the power, on having warned the same competitor, member or visitor twice for the same infringement, to suspend such competitor, member or visitor from participating in any further Affiliate Club competitions until such time as their case may be brought before and decided upon by the Committee.
- (e) Any member so fined, charged or suspended shall be notified in writing by the Secretary as to the appropriate action being taken within seven days of such penalty being imposed.
- (f) Any person who may be fined, suspended or disqualified shall have the right to appeal against such penalty, but such appeal must be lodged with the Secretary within twenty one (21) days of the notice being given. If any such notice of appeal should be lodged a General Meeting shall be held within twenty one (21) days of receipt of such appeal at which meeting the penalised member may explain the action leading to notice being given, or speak in support of such appeal.
- (g) Should the meeting not be unanimous in its decision on such appeal, a secret ballot shall be taken and unless a two-thirds majority votes against the appeal, such appeal shall be upheld and the member reinstated.
- (h) Failure on the part of any member to observe the particular requirements of the Firearms Act, Firearms Regulation and the range approval may result in the club having its approval by the Commissioner of Police revoked. In exceptional circumstances the Executive is empowered to act immediately, with the full power of the Committee, to ensure the integrity and future of the club. Any Executive decision made on this basis must be endorsed by the Committee at the next committee meeting. If the Committee fails to endorse the Executive decision, the Committee may call a general meeting within twenty-one days to explain its decision and move a motion to endorse the decision. A simple majority of the meeting is required to pass the motion. The Executive decision will stand until this process is complete.



### EXPULSION OF MEMBERS:

- (a) To expel a member from the Affiliate Club notice shall be sent to the Secretary signed by any financial member acquainting him with the circumstances that give rise to such notice.
- (b) The Secretary shall then communicate with such member (so that he may have the opportunity of explaining or withdrawing from the Affiliate Club) and shall call a meeting of the Committee who are empowered to decide the question.
- (c) If a two-thirds majority of the Committee vote for his/her expulsion the member shall have the right to appeal to a General Meeting to be summoned within twenty one (21) days of his/her expulsion.
- (d) A majority of two-thirds of those present shall be required to confirm the expulsion. If the expulsion is not confirmed the member will be reinstated.



### **SCHEDULE 6 INTERNAL DISPUTE RESOLUTION PROCESS**

A dispute between a Member and another Member (in their capacity as Members) of the Affiliate Club, or a dispute between a Member or Members and the Affiliate Club, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.

- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.



### **SCHEDULE 7 OTHER CLUB MATTERS**

#### CLUB FIREARMS:

- (a) The Committee may purchase or acquire such firearms for the use of members of the Affiliate Club, as it considers necessary, within the boundaries of the Firearms Act and/or Firearms Regulation.
- (b) A member of the Affiliate Club, on behalf of the Affiliate Club, shall be authorised by the Committee to hold the firearms licence issued in respect of each firearm owned by the Affiliate Club. He/she shall take all reasonable precautions to ensure the safekeeping of such firearms. Club firearms may only be used in club target shooting at the Affiliate Club range by any member of the Affiliate Club or any visiting member of any other approved club, but in both cases the use must be under the supervision of a responsible range officer and any condition endorsed on the licence complied with. This authority will be reviewed annually.
- (c) The licensee of the club firearms will maintain a record book in ink showing the usage of each firearm, including borrower's name, date and time. Firearms are to be individually identified.

(d) If the licensee of the club firearms is unable to attend the range for any event, the President or Secretary or Captain or Armourer is authorised to acquire the firearm/s from the licensee and will assume all responsibilities of the licensee while they are in his/her possession. The Committee may vary this authority within the boundaries imposed by the Firearms Act and Firearms Regulation.

(e) Club firearms shall only be acquired and used as permitted by the Firearms Act and Firearms Regulation.

#### RECORD OF ATTENDANCES:

(a) The Secretary shall keep a record of the attendance of members at each club fixture.

(b) Such record shall be kept in a book of durable design and construction and shall include the date, members name in block letters and the member's signature.

(c) The Committee may rule that certain shooting related activities eg: officiating at matches and firearms training, can be credited as an attendance if the activity conforms to the participation requirements for Affiliate Club members, if any, of the Firearms Act and/or Firearms Regulation.

(d) The Committee, Secretary or Captain may rule that any attendance by a member is not a bona fide attendance.

(e) The record will comply with any condition imposed by the Firearms Act and/or Firearms Regulation.

#### CLUB RECORDS:

(a) Unless otherwise specified by the Firearms Act, the Firearms Regulation or the Committee, all records, where possible, may be produced and maintained electronically.

(b) Current financial year electronic files and paper records may be backed-up at the end of each calendar month to three CDs or DVDs and stored by the Public Officer, the Secretary and the Treasurer.

#### INSPECTION OF RANGES:

Any range or ranges of the Club may be inspected at any time by a member of the Police Force or a person authorised by the Executive of the Club.

#### OPERATING RULES:

A list of the operating rules will be compiled by the Committee and updated at the discretion of the Committee. The current list will be displayed in the club house.

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