

**CONSTITUTION**

**and**

**BY-LAWS**

**of**

**Target Rifle**

**South Australia**

**Incorporated.**

(Formerly the South Australian Smallbore and Air Rifle Association Incorporated.)

Adopted 14/8/79  
Amendment September, 1994  
Amendment December, 1997  
Amendment July 1999  
Amendment and New Name approved – 29<sup>th</sup> April 2001  
Amendment February 2003  
Amendment July 2004  
Amendment July 2007

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## BY LAWS

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**1 NAME OF ASSOCIATION**

- 1.1. The name of the Association will be Target Rifle South Australia Incorporated and will be the Small Bore Rifle and Air Rifle Association for the State of South Australia.
- 1.2. The place of business of the Association will, unless altered by an Annual General Meeting, be situated at 132-134 Wingfield Road Wingfield South Australia 5013.

**2 OBJECTS OF ASSOCIATION**

- 2.1 To promote the sport of smallbore and air rifle target rifle shooting.
- 2.2 To promote public participation in the sport of smallbore and air rifle shooting.
- 2.3 To promote awareness of safe firearms ownership and practices.
- 2.4 To provide practical support to assist affiliated clubs in the conduct of events or competitions as requested by clubs.
- 2.5 To manage and protect any assets of the body corporate called Target Rifle South Australia Incorporated.
- 2.6 To contribute to the improvement of the sport through the exchange of information, opinions and ideas.
- 2.7 To consider any other areas within its ambit where the clubs suggest involvement.

**3 DEFINITIONS:**

In these rules unless the contrary intention is expressed -

- 3.1 "State" means the State of South Australia and any other geographic areas which may be allocated to it by Target Rifle Australia.
- 3.2 "Association" means Target Rifle South Australia Incorporated.
- 3.3 "Honorary" means without payment of fee.
- 3.4 "Ex Officio" means to be included automatically without specific mention or election.
- 3.5 "Management" means the State Management of this Association consisting of those people elected at the Annual General Meeting.

**4 COMPOSITION:**

- 4.1 The Association will consist of members of Shooting Clubs affiliated with this Association.

**5 AFFILIATION:**

- 5.1 All Clubs affiliated with the Association will be required to pay such affiliation fees as determined by the Annual General Meeting.
- 5.2 The Association will affiliate with Target Rifle Australia Incorporated and where in the opinion of the Management it is desirable to affiliate with any other organisation, the Management may recommend to a General Meeting accordingly and the General Meeting may decide the extent and basis of such affiliation.

**6 PATRON:**

- 6.1 Patron and/or Vice Patrons - The Association may appoint at any Annual General Meeting such patron and/or vice patrons as it may deem desirable.

**7 MANAGEMENT:**

- 7.1 The Association will be governed by a Management consisting of:
  - President
  - Vice President
  - Secretary
  - Development Manager
  - Finance Manager
  - Competitions Manager
  - Maintenance Manager
- 7.2 The Annual General Meeting will elect from the membership of the Association the following office bearers:-
  - In odd numbered years, the positions of President, Finance Manager and Competitions Manager.

In even numbered years the positions of Secretary, Vice President, Development Manager and Maintenance Manager.

- 7.3 Persons vacating the positions named above may stand again for the same position.
- 7.4 The procedure for the nomination and election of office bearers is as outlined in Clause 2 of the By-laws of this Association.

**8 EXECUTIVE:**

- 8.1 The Executive will comprise the President, Vice President and one other member from the Management.

**9 POWERS OF MANAGEMENT:**

- 9.1 At its first meeting of the year the Management will determine the third (3<sup>rd</sup>) member of the Executive Committee.
- 9.2 The Management will carry out directions of any General Meeting and will do all such acts and deeds as may be necessary to carry out the objects of the Association.
- 9.3 The Management will control the management of the income, funds and other property of the Association along with the control and superintendence of its affairs.
- 9.4 The Management may, if funds permit, employ a person (or persons) to assist with administration and developmental opportunities. In such case the Management will establish a written contract of employment with a detailed job description. Sample job description shown in Appendix 1.
- 9.5 The Management may appoint an Equipment Scheme Manager.
- 9.6 The Management may appoint Committees to carry out its instructions and will receive the reports of any sub committees and will have full power to receive or alter any act or resolution of such committees.
- 9.7 The Management may suspend or remove from office any officer of the Association, or take such other measures as may be necessary, if that officer brings the Association into disrepute.
- 9.8 A General meeting may empower Management to buy, lease or otherwise acquire land, buildings or goods in the name of the Association for the purpose of carrying on its affairs.
- 9.9 The Management will notify all clubs of any alterations or changes to administration, rules, by-laws, shooting rules, and any such other matters as might affect the relationship between the Association and the clubs
- 9.10 The Management will forward Minutes of its meetings to all affiliated clubs within one month of that meeting being held.
- 9.11 Management may nominate a State delegate or delegation to Target Rifle Australia Incorporated and any other body. Delegates will provide a full written report to Management of any meetings attended on behalf of the Association within a reasonable time.
- 9.12 A record of attendance will be kept and any members absent from three consecutive meetings without good reason will have his seat declared vacant.

**10. POWERS OF EXECUTIVE:**

- 10.1 The Executive will deal with any urgent matters arising between Management meetings.
- 10.2 The Chairman of the Executive will present to the Management a full report of the Executive's activities for the period since the last Management Meeting.
- 10.3 Any decisions made by the Executive will be subject to Management ratification.

**11. DUTIES OF MANAGEMENT MEMBERS**

- 11.1 Will be as determined by the By-laws of this Association from time to time.

**12 VACANCIES ON THE MANAGEMENT:**

- 12.1 Management will fill any extraordinary vacancies in the office bearers.

**13 MEETINGS:**

- 13.1 The Annual General Meeting will be held in July of each year. It will be convened by written notice to the Secretary of each affiliated Club stating the time and place of the meeting. Not less than fourteen days notice will be given.
- 13.2 A Special General Meeting may be called by the Management. Such meeting will be convened by written notice to the Secretary of each affiliated Club, stating the time, place and business of such meeting. Not less than fourteen days notice will be given.
- 13.3 A Special General Meeting may also be called on the requisition of at least twelve members of the Association. Such meeting will be convened by written notice to the Secretary of each affiliated Club stating the time, place and business of such meeting. Not less than fourteen days notice will be given.
- 13.4 A mid-year General Meeting will be held between Annual General Meetings, to report on progress and to listen to members. It will be convened by written notice to the Secretary of each affiliated Club stating the time and place of the meeting. Not less than fourteen days notice will be given.
- 13.5 State Management Meetings will be held at least quarterly (13 weeks). These meetings are open to bona fide members of the Association. Observers in attendance may not speak unless granted permission by the Chairman.

**14 QUORUM:**

- 14.1 A quorum for each meeting will be fixed by the By-Laws.

**15 VOTING**

- 15.1 At the Annual General Meeting, the Mid-Year General Meeting and any Special General Meeting of the Association:
- 15.1.1 Only full financial members and Life members may vote.
- 15.1.2 No proxy votes will be allowed.
- 15.1.3 Absentee votes will be allowed only on circulated motions listed on the agenda, and will be tabled in writing at the meeting.

**16 AUDITORS:**

- 16.1 The Annual General Meeting will appoint two honorary or one registered company Auditor who are not members of the Management.

**17 MEMBERSHIP:**

- 17.1 Membership of Association will be divided into four categories:-  
 Full members  
 Honorary Members  
 Life Members  
 Provisional Members
- 17.2 **Full Members.** Each financial member of every affiliated club will be registered with the Association and the affiliated club will pay his/her annual registration fee as determined by the Annual General Meeting. Each fee will become due and paid to the Association as directed by clause 9 in the bylaws.
- 17.3 **Honorary Membership.** The Association may if it so desires grant honorary membership to any person, such membership to be considered by the Management and terminated or renewed annually. An honorary member has no voting rights and will not be required to pay registration fees.
- 17.4 **Life Members.** Life membership may be conferred upon any person who is recommended for election by the Association and who is elected at a General Meeting by a two-thirds majority of those present. Such new membership will be limited to not more than two in any one calendar year. A life member will not be required to pay registration fees.
- 17.5 **Provisional Members.** A prospective member may apply for a provisional membership for a maximum period of three calendar months, at the end of which, should the person wish to continue as a member, Full Membership must be sought and the balance of the full membership fee will become due and payable immediately. A provisional membership will be granted once only. A provisional member has no voting rights and cannot hold any position within the Association. The provisional membership fee will be set annually by the Association.

**18 REGISTRATION OF MEMBERS:**

- 18.1 The Association will maintain a register of members of affiliated clubs.
- 18.2 Members holding multiple club memberships will nominate at the beginning of each financial year, the smallbore and/or air rifle club for which he or she will be available for selection for Club team events.

**19 SHOOTING RULES AND REGULATIONS**

- 19.1 Competitions conducted on behalf of this Association will be conducted under rules that will be specified in the promotional and entry material for that competition.
- 19.2 All events eligible for state and national records, state and national team selection or state and national ranking points will be conducted in accordance with the rules and/or regulations adopted by Target Rifle Australia Incorporated or Australian International Shooting Limited (AISL) as appropriate.
- 19.3 All events conducted on behalf of Australian International Shooting Limited (AISL), will be conducted in accordance with the rules and/or regulations of the International Shooting Sport Federation (ISSF), or modifications as approved by AISL.
- 19.4 Competitions conducted on behalf of a 3<sup>rd</sup> party (eg World Police & Fire Games) will be conducted under rules that will be specified by that party, provided that they do not conflict with the Objects of this Association or in any way adversely affect the safety requirements of our sport.

**20 FINANCIAL YEAR:**

- 20.1 The financial year of the Association will be from 1<sup>st</sup> July to the 30<sup>th</sup> June.

**21 STATUS AND LIABILITY OF CLUBS:**

- 21.1 No affiliated Club of the Association will have any right to or interest in the property or funds of the Association other than the right to use such property in the exercise of its privilege hereunder.
- 21.2 Likewise no affiliated club will be liable for any act or omission on the part of the Association or its members, officers or workers.

**22 NON-PROFIT CLAUSE**

- 22.1 The Assets and income of the Association will be applied solely in furtherance of its objects and no portion will be distributed directly or indirectly to its members except as a bona fide compensation for services rendered or expenses incurred on behalf of the Association.

**23 DISSOLUTION CLAUSE**

- 23.1 This clause may only be invoked if seventy five percent (75%) of voting members present at a Special General Meeting called for the purpose of winding up the Association vote in favour of the motion.
- 23.2 Should this Association become defunct or abandoned or inactive, it will be incumbent upon the last elected Executive Committee to hold in trust and to manage the funds, property and all other assets of this Association.
- 23.3 The funds, property and assets so held will be managed by the Executive to the benefit of this Association, and pending the revival of this Association.
- 23.4 If the Association is not revived, after a lapse of not less than two years and not more than ten years, the Executive will wind up the affairs of this Association.
- 23.5 Organisations eligible to benefit from the disbursement of the funds, property and assets of this Association will be organisations having objects and aims the same or similar to those of this Association before it ceased to function.
- 23.6 Preference will be given for the dispersal of the funds, property and assets of this Association, after all debts and liabilities are paid, to organisations which were (1) Member Clubs of this Association or (2) Target Rifle Australia Incorporated.

**24 PUBLIC OFFICER:**

- 24.1 The Public Officer of the Association will be the President.

**25 BY-LAWS**

- 25.1 The Association will have the power to make by-laws consistent with this Constitution.
- 25.2 Changes to the By-Laws may be proposed at a mid-year General Meeting or an Annual General Meeting. The proposed change will be circulated to clubs and if, after 28 days from the date of

circulation, there are no written objections from any club, the new By-Laws will become effective immediately.

- 25.3 Changes to the By-Laws may be proposed by Management and circulated to Clubs. If, after 28 days from the date of circulation, there are no written objections from any club, the new By-Laws will become effective immediately.
- 25.4 If written objections are received from any club the procedure described in 26.1 will apply.
- 25.5 Changes of the By-Laws become effective immediately upon approval.

**26 ALTERATION OF CONSTITUTION:**

- 26.1 This Constitution will not be altered, rescinded or added to without at least one month's notice in writing, of the proposed alterations, deletions or additions being given to affiliated clubs. Such changes must be approved at an Annual General Meeting or a Special General Meeting by a two-thirds majority of the members present.
- 26.2 Changes of the Constitution become effective immediately upon approval, except that previously established terms of office will be completed.

## BY-LAWS

### 1. ANNUAL GENERAL MEETING:

1.1 The business to be transacted and the order thereof will be as follows:-

- (a) Apologies
- (b) Confirmation of Minutes
- (c) Correspondence
- (d) Reports.
- (e) Notices of Motion
- (f) Election of Office Bearers
- (g) Fees
- (h) General Business

### 2. NOMINATION AND ELECTION OF OFFICERS:

2.1 The following procedure will be followed in connection with the Annual Election of Officers: -

2.1.1 One month before the Annual General Meeting the Chairman will call for and receive written nominations for officers of the Association. Further nominations may be accepted at the meeting.

2.1.2 Each candidate and each proposer must be a financial full member or a Life member.

2.1.3 Should there be only one nomination for any particular office, the person so nominated will be declared elected unopposed. Should there be two or more nominations for an office, the vacancy will be filled by secret ballot.

2.2 No person may be a full member of the Association or hold any office therein unless he or she is, or in the case of Life Members has been, a financial member of a club affiliated with Target Rifle South Australia Incorporated.

2.3 No employee of the Association may be eligible for election as an Officer of the Association.

### 3. QUORUM

3.1 At General Meetings (Annual, Mid-year and Special) twelve financial full members and/or Life members will form a quorum.

3.2 At Management Meetings a simple majority will form a quorum.

### 4. DUTIES OF MANAGEMENT

4.1 The President will:

- ◆ Be the spokesperson for the Association
- ◆ Act as chairperson of all Management, General and Executive meetings
- ◆ Oversee the day to day business of the Association
- ◆ Ensure that all actions or decisions of the Management are consistent with the aims and objectives of the Association
- ◆ Be a voting member of the Management and have a casting vote
- ◆ Be accountable to the Management

4.2 The Vice President will:

- ◆ Act as Chairperson of meetings in the absence of the President
- ◆ Be part of the Executive Committee
- ◆ Oversee Association Policy and advise Management where additions and/or change may be required.
- ◆ Assist other Management members in their duties.
- ◆ Be a voting member of the Management
- ◆ Be accountable to the Management

4.3 The Secretary will:

- ◆ Attend all Management and Association meetings as minute Secretary.
- ◆ Arrange for agendas and minutes of meetings to be circulated to Clubs and Management members
- ◆ Act as a means of communication between the Management, clubs and members of the Association and other parties.
- ◆ Send and receive Association correspondence
- ◆ Maintain a filing system for the records of the Association.
- ◆ Be a voting member of the Management

4.4 The Finance Manager will:

- ◆ Oversee the management of the Association finances to ensure they are managed in a strategic and cost effective manner
- ◆ Countersign cheques as required in accordance with Management policies.
- ◆ In the event an Administration Officer is employed by the Association, depending on the duties determined for this position by the Management, the Finance Manager's duties may include countersigning cheque stubbs (or other appropriate documentation) to confirm these as being true and correct payment of accounts and verify the correct and timely processing of receipts.
- ◆ Report to each Management meeting and be a voting member of the Management
- ◆ Be accountable to the Management

4.5 The Competitions Manager will:

- ◆ Facilitate clubs to conduct competitions of their choice
- ◆ Ensure the establishment of a shooting programme/calendar which includes state and club events.
- ◆ Ensure the efficient conduct of official State and National events as delegated by the Management
- ◆ Co-opt assistance from the affiliated clubs and/or individual members as required.
- ◆ Report to each Management meeting and be a voting member of the Management.
- ◆ Be accountable to the Management

4.6 The Maintenance Manager will:

- ◆ Ensure that the Association Range is maintained to an acceptable level for the benefit of members and in accordance with legal requirements and Association Policies
- ◆ Oversee the development of the Range as an attractive and safe facility for the use of members and others
- ◆ Report to each Management meeting and be a voting member of the Management
- ◆ Be accountable to the Management

4.7 The Development Manager will:

- ◆ Arrange Coaches, Range Officials and Firearms Instructors courses
- ◆ Provide opportunities for coaching to the membership
- ◆ Be the TRA contact for Coaching and Technical matters unless decided otherwise by Management.
- ◆ Report to each Management meeting and be a voting member of the Management
- ◆ Be accountable to the Management

## **5 DUTIES OF EQUIPMENT SCHEME MANAGER**

- 5.1 In the event an Administration Officer is employed by the Association, duties of the Administration Officer may include the duties of the Equipment Scheme Manager.
- 5.2 At the discretion of the Management the Equipment Scheme Manager will:
- ◆ Be the holder of the State Association Dealers Licence for our Equipment Scheme and ensure that the Association meets all the obligations required of it by existing state firearms legislation.
  - ◆ Manage the Association Equipment Sales Operations in a cost effective and profitable fashion including but not limited to
    - ◆ Purchase goods for sale and ensure the maintenance of an adequate stockholding of goods and equipment required for the sport of smallbore and air rifle shooting.
    - ◆ Provide a superior level of service to all customers and seek to grow the business and increase the return on investment for the Association
    - ◆ Advertise and sell goods
    - ◆ Arrange consignment sales on behalf of Association members
    - ◆ Organise volunteer roster for the Equipment Shop
  - ◆ Receive and properly account for all monies due to the Association via this scheme.
  - ◆ Present a report to all Management meetings
  - ◆ Be accountable to the Management.

## **6. ACCOUNTS:**

- 6.1 All bank accounts will be kept in the name of Target Rifle South Australia Incorporated. The number and type of bank accounts will be approved by Management
- 6.2 Payments and receipts may be made by either cheque or electronic fund transfer. All payments on behalf of the Association will be authorized by the Finance Manager or the Administration Officer, or nominated members of Management according to procedures approved by Management
- 6.3 An Investment Account(s) may be established for the benefit of the Association. This may be operated electronically.
- 6.4 The Finance Manager, or if unavailable, the President, will, on a regular basis, but not less than monthly, inspect all bank and Investment account statements. He/she will sign the cheque stubbs, bank statements or electronic transfer documentation to confirm that correct receipts and payments have been made as per the statements and associated invoices and receipts, and that payments have been made in timely fashion. (Note that the person who performs the monthly check must not be the same person who conducted the transactions during that month.)
- 6.5 Any variation to signatories must be approved by Management.

## **7 SUSPENSION OF OFFICERS**

- 7.1 In the event of any officer being apparently guilty of any act or omission detrimental to the interest of the Association, the President may suspend such officer from duty and make a full report of his conduct to a Special Meeting of the Management called to deal with the matter.
- 7.2 An appeal against suspension will be heard in the first instance by the Management, then by a General Meeting if required.

## **8. CLUB AFFILIATION**

- 8.1 The affiliation fee for each Club will be fixed at the Annual General Meeting.
- 8.2 All affiliation fees are due and payable on formation and thereafter on the 1st September in each year.
- 8.3 In the event of an affiliation fee being in arrears for three months, the SA Police Department Firearms Division will be advised.

## **9. REGISTRATION OF MEMBERS:**

- 9.1 Upon payment of an annual registration fee, the amount to be fixed every year by the Annual General Meeting, any member of a Club affiliated with the Association will be:-
- (i) Registered as a full member of the Association.

- (ii) Eligible to shoot in any Prize Meeting or participate in any function the Association may conduct which is open to full members.

- 9.2 All member registration fees are due and payable on joining an affiliated club and thereafter on the 1st September in each year.
- 9.3 Junior Members (18-21 years) on payment of an annual fee, the amount to be fixed by the Annual General Meeting, become members of the Association with benefits of full members.
  - 9.3.1 Sub-junior Members (under 18 years) on payment of an annual fee, the amount to be fixed by the Annual General Meeting, become members of the Association with restricted benefits as may be determined from time to time.
- 9.4 The registration fee for any new members joining after the 1st January for the current financial year, will be half the annual registration, and after 1<sup>st</sup> June, the fee for registration will be that as determined by the Association Annual General Meeting for "Provisional membership".
- 9.5 Past members will only be eligible for the benefits under 9.4 if they have been unfinancial for over 12 months.

## **10 INCENTIVE SCHEMES**

- 10.1 Management has the power to initiate incentive schemes to encourage an increase of membership and/or use of the State Range.

## **11. LEVY:**

- 11.1 A levy may be imposed on financial full members by a Special General Meeting called for the purpose. The levy amount will be decided by the meeting.

# Appendix 1

## POSSIBLE DUTIES OF A PAID EMPLOYEE (Refer to Clause 9.4 Constitution)

At the discretion of the Management the Executive Officer or Administration Officer will:

- ◆ Manage the day to day affairs of the Association and Operation of the Wingfield Range.
- ◆ Be the holder of the State Association Dealers Licence for our Equipment Scheme and: Ensure that the Association meets all the obligations required of it by existing state firearms legislation.
- ◆ Manage the Association Equipment Sales Operations in a cost effective and profitable fashion including but not limited to
  - ◆ Purchase goods for sale and ensure the maintenance of an adequate stockholding of goods and equipment required for the sport of smallbore and air rifle shooting.
  - ◆ Provide a superior level of service to all customers and seek to grow the business and increase the return on investment for the Association
  - ◆ Advertise and sell goods
  - ◆ Arrange consignment sales on behalf of Association members
  - ◆ Organise volunteer roster for the Equipment Shop
- ◆ Receive and properly account for all monies due to the Association
- ◆ Make all payments on behalf of the Association
- ◆ Maintain the books of the Association in accordance with proper accounting practices.
- ◆ Promote development of the sport as directed by the Management.
- ◆ Carry out any other such tasks as directed by the Management, and provide support as required to assist management members to perform their duties
- ◆ With direction from Management, oversee working conditions, duties and responsibilities of all other paid or contracted staff engaged by the Association
- ◆ Attend all Management meetings as a non-voting member of the Management and provide both a financial and an operational report to these meetings.
- ◆ Be accountable to the Management.