

**1. ANNUAL GENERAL MEETING:**

- 1.1 The business to be transacted at the Annual General Meeting, and the order thereof will be as follows:-
- (a) Examination of credentials
  - (b) Opening address by Chairman
  - (c) Confirmation of Minutes of previous Annual General Meeting
  - (d) Business arising
  - (e) Presentation of Reports.
  - (f) Amendments to the Constitution
  - (g) Notices of Motion
  - (h) Election of Board of Directors
  - (i) Appointment of Auditor
  - (j) Other Business of which notice has been given

**2. NOMINATION AND ELECTION OF DIRECTORS:**

- 2.1 The procedure for seeking nominations is found in Clause 8.4 of the Constitution
- 2.2 No employee of the Association may be eligible for election as an Officer of the Association

**3. QUORUM**

- 3.1 A quorum for General Meetings is 12 individual members or 1% of the membership whichever is greater, excluding the Board – Clause 7.6 of the Constitution.
- 3.2 At Board Meetings a simple majority will form a quorum. Clause 8.20 of the Constitution.

**4. PROPERTY FUNDS AND PAYMENTS**

**4.1 Banking**

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 the Board.

It shall be the duty of the persons approved by the Board to bank all moneys received on behalf of the association in the appointed general bank account or special bank accounts as the case may be where ever possible in a timely manner and in no case shall moneys be held unbanked for more than 7 days unless the board shall grant a dispensation from this law to meet special circumstances.

**4.2 Payments**

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 Treasurer or nominated members according to procedures approved by the Board. Any two of the nominated members are to sign all cheques and/or confirm electronic transfers.

Cash re-imburements for minor expenses such as postage, stationary or maintenance may be paid by approved persons to a limit of \$100.00.

**4.3 Term Deposits**

Investment Account(s) or Term Deposits may be established for the benefit of the Association with the approval of the Board. This may be operated electronically.

**4.4 Signatories**

Any variation to signatories must be approved by the Board.

**5. DUTIES OF DIRECTORS**

**5.1 The Chairman will:**

- ◆ Act as the nominal head of Target Rifle South Australia and undertake all official roles normally expected of a President.
- ◆ Act as chairperson of all Board and General meetings
- ◆ Ensure that all actions or decisions of the Board are consistent with the aims and objectives of the Association
- ◆ Be an ex-officio member of all committees of Target Rifle South Australia
- ◆ Present a report to the Annual General Meeting.

## 5.2 The Secretary will:

- ◆ Cause to be taken accurate minutes of all Board, General and Special Meetings of Target Rifle SA.
- ◆ Call Special Meetings of Target Rifle SA. when directed to do so and ensure all affiliated Clubs are notified of all meetings of Target Rifle SA.
- ◆ Supply a copy of the agenda for each Meeting of Target Rifle SA to the Chair.
- ◆ Be the Public Officer of Target Rifle SA
- ◆ Prepare grant applications and reports for same to the Office for Recreation and Sport
- ◆ Work with the Administration Officer to ensure administrative functions and records are updated and carried out as required.

## 5.3 The Treasurer/Finance Manager will:

- ◆ Oversee the management of the Association finances to ensure they are managed in a strategic and cost effective manner
- ◆ Be a signatory on cheques and electronic payments and transfers as required in accordance with the Board policies
- ◆ On a regular basis, but not less than monthly, inspect all bank and Investment account statements.
- ◆ Provide a Financial Report to each Board Meeting.
- ◆ Confer with the Dealer and the Administration Officer regarding Financial matters.

## 6 HONORARY POSITIONS

### 6.1 Dealer - Equipment Shop

A Dealer, who has been approved by the Firearms Branch of the SA Police Force, will be appointed by the Board and he/she will:

- ◆ possess a Firearms Dealers Licence
- ◆ have a good knowledge of the management of the shop
- ◆ have a good knowledge of the SA Firearms Legislation
- ◆ provide reports and recommendations to the Board meetings and may or may not be a member of the Board.

## 7 DUTIES OF CASUAL, PART TIME OR FULL TIME EMPLOYEES

7.1 Any person employed as a casual, part time or full time employee will be covered by WorkCoverSA, and be remunerated in accordance with federal and state employment awards. They will also be trained in the role for which they are employed.

## 8 SUSPENSION OF BOARD MEMBERS/OFFICERS

8.1 In the event of any officer being apparently guilty of any act or omission detrimental to the interest of the Association, the Chairman 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.

8.2 An appeal against suspension will be heard in the first instance by the Board, then by a General Meeting if required.

## 9. CLUB AFFILIATION

9.1 The annual affiliation fee for each Club will be fixed by the Board.

9.2 All affiliation fees are due and payable on formation and thereafter on the 1st July in each year.

9.3 In the event of an affiliation fee being in arrears for three months, the SA Police Department Firearms Division will be advised that the Club is no longer a member of the Association.

## 10. MEMBERSHIP CATEGORIES

10.1 The following categories of Individual Membership will be recognised:

**Full Member** – A shooting member who is not otherwise covered by another category.

**Junior** – A shooting member who is under 21 but 16 or older as of the last day of the Associations Financial Year – 30<sup>th</sup> June.

**Sub Junior** - A shooting member who is under 16 but over 10 as of the last day of the Associations Financial Year – 30<sup>th</sup> June.

**Concessional** - A shooting member holding one of the following Concession Cards.

- Centrelink issued Pension Concession Card (PCC)
- Centrelink issued Health Care Card (HCC)
- Department of Veteran's Affairs Pension Concession Card
- Full time secondary or tertiary student card

**Associate (Non Shooter)** – A person who does not shoot, but attends a shooting range on a regular basis and is a member of an Affiliated Member (Club)

**Veteran** – A shooting member over 61 years of age as at the last day of the Associations Financial Year – 30<sup>th</sup> June.

## 11. REGISTRATION OF MEMBERS:

- 11.1 Upon payment of an annual registration fee, the amount to be fixed every year by the Board, Individual Members of a Club affiliated with the Association will be:-
- (i) Registered as a Full Member of the Association.
  - (ii) Eligible to shoot in any Competition or Prize Meeting, or participate in any function the Association may conduct which is open to full members.
- 11.2 Junior Members (under 21 but 16 years or older) on payment of an annual fee, the amount to be fixed by the Board, become members of the Association with benefits of full members.
- 11.3 Sub-junior Members (under 16 but over 10 years) on payment of an annual fee, the amount to be fixed by the Board, become members of the Association with the same benefits as full members
- 11.4 Associate Members (non-shooting members) on payment of an annual fee, the amount to be fixed by the Board, become members of the Association but are not permitted to shoot, and may not vote at General Meetings.
- 11.5 The registration fee for any new members joining after the 1st January for the current financial year, will be half (50%) of the annual registration, and after 1<sup>st</sup> April, the fee for registration will be (25%) of the Annual Registration Fee, or equal to the TRA capitation fee, whichever is higher.
- 11.6 Past members will only be eligible for the benefits under 11.5 if they have been un-financial for over 12 months.
- 11.7 All member registration fees are due and payable on joining an affiliated club and thereafter on the 1st September in each year.

## 12 INCENTIVE SCHEMES

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

## 13. LEVY:

- 13.1 A levy may be imposed on financial full members by the Board.. The levy amount will be decided by the the Board.

## 14 POLICIES

### The Association supports the following policies

- ◆ Hot weather Policy
- ◆ Lead Policy
- ◆ Dust Policy
- ◆ No Smoking Policy
- ◆ Child Safe and Working with Children
- ◆ Health and Safety Policy
- ◆ Member Protection Policy
- ◆ Anti Doping Policy
- ◆ Match Fixing Policy
- ◆ Team Selection Policy
- ◆ Credit Policy
- ◆ Casual Visitors Age Policy
- ◆ Club Procedures for New members policy
- ◆ Code of Conduct
- ◆ Wingfield Range Key Policy.
- ◆ Shop Procedures Policy/ Manual
- ◆ Life Member Policy
- ◆
- ◆
- ◆
- ◆
- ◆

**15. COMMITTEES****13.1 Formation of Committees**

- (a) The Board may form Committees as it sees fit. (Clause 8.25(a))
- (b) The Board will call for nominations from Individual Members
- (c) Nominations in writing will be received by the Board
- (d) The term of appointment for members of Committees will be 2 years and appointments to the Committee may be renewed at the discretion of the Board.

**It is expected that the Board will set out a charter stating the roles and responsibilities and even a budget, for any committees they agree to form for instance:**

**(a) Competitions Committee**

- ◆ Arrange Annual Calendar which must include State Championships for all events
- ◆ Organise events requested by the Board, Shooting Australia or Target Rifle Australia
- ◆ Other events as required – eg Masters Games
- ◆ Support Country Club events.
- ◆ Consider effectiveness of TRSA event rules
- ◆ Provide courses for Range Officials.

**(b) Coaches Committee**

- ◆ Provide a framework for coaching in South Australia by:
  - Providing basic Club Instructor and Club Coach Courses
  - Mentoring new coaches
- ◆ Support an Athlete Development Group::
  - At basic level – by providing basic instruction to visitors and new members
  - At the General Membership – by providing on-going coaching to general members
  - At the Junior club groups –by providing an on-going presence that focuses on skills and fun
  - And by conducting a State squad/Development training program with athletes.