



CANNING CLUB INC
ONE CLUB MANY DISCIPLINES
CONSTITUTION

June 2026

CANNING CLUB INCORPORATED

Document: Canning Club Constitution

Location: Canning Club Range Lot 166 Johnston Road CANNING VALE 6112

Applicability: All Users / All Ranges

Prepared by: Sandy Gibson

Position: Safety Officer

Signature:

Date:

Approved by: Glenn Pattullo

Position: Club President

Signature:

Date:

All Committee Members, club Members and visitors to Canning Club who utilise the Canning Club Range (CCR) must conform with this Constitution.

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PART 1 — PRELIMINARY

1.1 TERMS USED

In the Constitution, unless the contrary intention appears —

Act means the Associations Incorporation Act 2015;

Act, Belong, Commit means a Western Australian Government mental health campaign focusing on encouraging individuals to take action for their mental well-being by adopting three key principles: Act, Belong and Commit.

Annual General Meeting is the meeting convened under rule Part 6;

Association means the Canning Club (Inc), to which this Constitution applies;

Books, of the Association, includes the following —

- a) a register;
- b) financial records, financial statements or financial reports, however compiled, recorded or stored;
- c) a document;
- d) any other record of information;

By Laws means by-laws made by the Association under rule 8.1;

Camouflage means fabric dyed with mottled, irregular, or pixelated patterns of green, brown, tan, and black, intended to make the wearer hard to distinguish from the background.

Chairperson means the Committee Member chairing a meeting of the Association;

Commissioner means the person for the time being designated as the Commissioner under the Act;

Committee means the management Committee of the Association;

Committee Meeting means a meeting of the Committee;

Committee Member means a Member of the Committee;

Constitution means this Constitution of the Association, as in force for the time being;

Convene means to call together for a formal meeting;

Department of Local Government, Industry Regulation and Safety means the governing department of the Western Australian Government who oversee Incorporated Association's and referred to as the Commissioner under the Incorporations Association Act 2015.

Family Violence Restraining Order (FVRO): Used when the person causing fear is a family Member, partner, or ex-partner, and the behaviour involves violence or abuse.

Firearm Prohibition Order (FPO) is a severe, legally binding order issued by police commissioner of WA banning individuals deemed a public safety risk from possessing, using, or accessing firearms, parts, or ammunition

Financial Records includes hard copy or electronic:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements;

Financial Statements mean the financial statements in relation to the Association required under Part 5 Division 3 of the Act;

Financial Year, of the Association, has the meaning given in rule 1.2(2);

Firearms Act 2024 means the Western Australian Firearms Act and Regulations of 2024 containing written law regarding the management of firearms in Western Australia.

Firearm Prohibition Order means an order issued under the Firearms Act 2024 preventing a person from being in possession of or attending a place where firearms are located.

Firearms Regulations 2024 means the Western Australian Firearms Regulations 2024 containing written law regarding the management of firearms in Western Australia.

Honorarium is an honorary payment made to someone without obligation in recognition of their professional service. For charities, an honorarium is typically a payment made to honour an individual for their service to the organisation.

Junior Member means a Member aged over 12 years and under 18 years of age.

Life Member means a Member who has life Membership of the Association;

Member means Member of the Association;

Misconduct Restraining Order (MRO): Used for less serious, non-violent behavior (e.g., intimidating or harassing behavior) by someone who is not a family

Office Holder means a voting Committee Member under Part 5 of the Constitution;

Ordinary Resolution means a resolution other than a special resolution;

Poll means voting conducted in written form (as opposed to a show of hands);

President means the Committee Member holding office as the President of the Association;

Register of Members mean the register of Members referred to in section 53 of the Act;

Secretary means the Committee Member holding office as the Secretary of the Association;

Special General Meeting means an Special General Meeting of the Association other than the Annual General Meeting;

Special Resolution means a resolution passed by the Members at an Annual General Meeting in accordance with section 51 of the Act, that is:

A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the Members of the Association who are entitled under the Constitution to vote and vote in person at an Annual General Meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with the Constitution.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the Constitution or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 Members of the Association present in person

Subcommittee means a subcommittee appointed by the Committee under rule 36;

Sub Rule means a sub-rule of this Constitution;

Treasurer means the Committee Member holding office as the Treasurer of the Association;

Vice President means the Committee Member holding office as the Vice President of the Association.

Violence Restraining Order (VRO): Used to protect against violence from someone who is *not* a family Member, such as a neighbour, stranger, or acquaintance.

1.2 NAME OF ASSOCIATION (ASSOCIATION) AND FINANCIAL YEAR

- (1) The name of the Association is **Canning Club (Inc.)**.
- (2) The Financial Year of the Association shall be from 1 July and ending on 30 June in the following year.
- (3) Each subsequent Financial Year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY, OBJECTS AND POWERS OF ASSOCIATION

2.1 OBJECTIVES

The aims and Objectives of the club are to:

- (1)
 - (a) Encourage participation in the sport of target shooting in accordance with all applicable laws, regulations and codes related to firearms and shooting sports in Western Australia.
 - (b) To facilitate, participate in and host regular target shooting matches and competitions amongst Members and other state-based sport target shooting clubs.
 - (c) Provide target shooting training, education and coaching to Members and visitors, to enhance their shooting skills and knowledge of the sport.
 - (d) Uphold and respect the principles of firearm safety, through the provision of education and coaching to Members in the applicable firearms laws, regulations and codes of Western Australia.
 - (e) Actively promote the sport of target shooting within the broader community through outreach, education and advocacy.
 - (f) Foster camaraderie among Members of the community who share a common interest in shooting sports, by acknowledging the stressors of life, to foster a safe place that promotes positive mental health principles of Act, Belong and Commit being;
 - A. **Act** - This involves taking simple actions that can positively impact mental health. It includes engaging in hobbies that bring joy and relaxation.
 - B. **Belong**: This emphasizes the importance of social connections and a sense of belonging. Building and maintaining positive relationships with friends, family, and the community can contribute significantly to mental well-being.
 - C. **Commit**: This refers to making a commitment to activities and goals that provide a sense of purpose and direction. It involves setting and working towards personal goals, whether they be related to work, hobbies, or personal development.

2.2 NOT-FOR-PROFIT BODY, OBJECTS AND POWERS OF ASSOCIATION

- (1) The assets and income of the association shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to the Members of the club except as bona fide compensation for services rendered or expenses incurred on behalf of the association.
- (2) A payment may be made to a Member out of the funds of the Association only if it is authorised under sub-rule 2.2(3).
- (3) A payment to a Member out of the funds of the Association is authorised if it is:
 - (a) the payment in good faith to the Member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the Member, at a rate not

- greater than the cash rate published from time to time by the Reserve Bank of Australia; or
- (c) the payment of reasonable rent to the Member for premises leased by the Member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the Member on behalf of the Association.
 - (e) an honorarium that is approved by the committee in appreciation for services provided that do not reflect the recipients professional employment.
- (4) The powers conferred on the Association are the same as those conferred by section 14 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the Association:
- (a) Acquire, hold, deal with, and dispose of any real or personal property;
 - (b) Open and operate bank accounts;
 - (c) Invest its money:
 - i. In any security in which trust monies may lawfully be invested; or
 - ii. In any other manner authorised by the rules of the Association;
 - (d) Borrow money upon such terms and conditions as the Association thinks fit;
 - (e) Give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
 - (f) Appoint agents to transact any business of the Association on its behalf;
 - (g) Enter into any other contract it considers necessary or desirable;
 - (h) May act as a trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene the Act or the Constitution; and
 - (i) To affiliate with other sporting bodies whose objects are similar or conducive to the objects of the Association.

PART 3 — MEMBERS

DIVISION 1 — MEMBERSHIP

3.1 ELIGIBILITY FOR MEMBERSHIP

Firearms Act 2024 Section 77 & Firearms Regulations 2024 Section 143

- (1) Membership of the Association is open to any person who is:
 - (a) An adult who is eligible to hold a firearms license in Western Australia OR a Junior shooter aged over 12 years and under 18 years, of good character approved by a parent in writing; and
 - (b) Compliant with the Association safety and induction guidelines.
- (2) The Association shall consist of the following classes of Members:
 - (a) Applicant Member
 - (b) Probationary Member;
 - (c) Ordinary Member;
 - (d) Student Member
 - (e) Junior Member; and
 - (f) Life Member.
- (3) All Members that are, prior to the approval of the Constitution under the Act, Members of the Association, shall be deemed to be Members for the purposes of the Constitution, from the time of approval of the Constitution under the Act.

3.2 APPLYING FOR MEMBERSHIP

- (1) A person that wants to become a Member must apply in writing to the Association on the prescribed form.
- (2) Any application for Membership must provide the information required to be submitted by the Committee, including but not limited to:
 - (a) Evidence of successful completion of the Association Safety Induction program.
 - (b) Current WA Firearms License OR National Police Clearance.
 - (c) In the case of the applicant being over 12 years of age and under 18 years of age, provide a letter of permission from a parent in accordance with the Firearms Amendment Regulations 2025
- (3) The application must be accompanied by the nomination fee determined by the committee to be appropriate from time to time.

3.3 DEALING WITH MEMBERSHIP APPLICATIONS

- (1) The Committee must consider each application made under rule 3.2 at a Committee meeting and must at the Committee meeting or the next Committee meeting, consider each application for Membership of the Association and decide whether to accept or reject the application.

- (2) Subject to sub-rule (3), the committee must consider applications in the order in which they are received by the Association.
- (3) The Committee may delay its consideration of an application if the Committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) An applicant whose application for Membership of the Association is rejected under sub-rule 3.3(1) must, if they wish to appeal against that decision, give notice to the Secretary of their intention to do so within a period of 14 days from the date they are advised of the decision.
- (5) When notice is given under sub-rule 3.3(2), the Association at an Annual General Meeting no later than the next Annual General Meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard, or make representations in writing to, the Association at an Annual General Meeting.

3.4 BECOMING A MEMBER

- (1) An applicant for Membership of the Association becomes a Member when:
 - (a) the Committee accepts (approves) the application; and
 - (b) the applicant pays any Membership fees payable to the Association under rule 3.7.
- (2) A person ceases to be a Member when any of the following take's place:
 - a. For a Member who becomes subject to section 9 Firearm Act 2024
 - b. for a Member who is an individual, the individual dies;
 - c. the person resigns from the Association under rule 3.5;
 - d. the person is expelled from the Association under rule 4.2;
 - e. the person ceases to be a Member under sub-rules 4.2(7) and 4.2(8)
- (3) The Secretary must keep a record, for at least one year after a person ceases to be a Member, of:
 - (a) the date on which the person ceased to be a Member; and
 - (b) the reason why the person ceased to be a Member.

3.5 MEMBERSHIP CLASSES

- (1) The Association consists of ordinary Members and any associate Members provided for under subrule (2).
- (2) The Association may have a class of associate Membership approved at an Annual General Meeting and reflected in the by-laws.

3.6 RESIGNATION

- (1) A Member may resign from Membership of the Association by giving written notice of the resignation to the Secretary.
- (2) The resignation takes effect:

- (a) when the Secretary receives the notice; or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from Membership of the Association remains liable for any fees that are owed to the Club (the **owed amount**) at the time of resignation.
- (4) Club Membership cards are to be returned to the secretary.

3.7 RIGHTS NOT TRANSFERABLE

The rights of a Member are not transferable and end when Membership ceases.

DIVISION 2 — MEMBERSHIP FEES

3.8 MEMBERSHIP FEES

- (1) The Committee must determine the entrance fee (if any) and the annual Membership fee (if any) to be paid for Membership of the Association.
- (2) The committee will review the fees each year and ensure that the Section 13 of the By-Laws is updated accordingly.
- (3) The fees determined under subrule (1) may be different for different classes of Membership.
- (4) A Member must pay the annual Membership fee to the treasurer, or another person authorised by the committee to accept payments including electronic funds transfer, by the date (1 July) determined by the committee.
- (5) If a Member has not paid the annual Membership fee within the period of 3 months after the due date, the Member ceases to be a Member on the expiry of that period.
- (6) If a person who has ceased to be a Member under subrule (4) offers to pay the annual Membership fee after the period referred to in that subrule has expired —
 - a. the committee may, at its discretion, accept that payment; and
 - b. if the payment is accepted, the person's Membership is reinstated from the date the payment is accepted.

3.9 RENEWAL OF MEMBERSHIP OF ASSOCIATION

- (1) Prior to the due date for Membership fees to be paid to the Association, the Committee will review Membership against subrule 3.4(2) ensuring the suitability of each Member to renew their Membership.
- (2) The Committee shall conduct a vote, upon this vote succeeding by 75%, the Member shall be deemed ineligible to renew their Membership of the Association and shall be notified in writing prior to renewals being opened.
- (3) Any Member who is deemed ineligible to have Membership renewed, will be identified and reasons given for their non-renewal.
- (4) A Member who receives this notification shall cease to be a Member 14 days after the date referred to in

such notification subject to the appeals process in sub-rules 3.7(5).

DIVISION 3 — REGISTER OF MEMBERS

3.10 REGISTER OF MEMBERS

Firearms Regulations 2024 Section 148

- (1) The Secretary, or another person authorised by the Committee, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of Members and record in that register any change in the Membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of Members must include the class of Membership (if applicable) to which each Member belongs and the date on which each Member becomes a Member.
 - (a) The register of Members must be kept at the Secretary's place of residence, or at another place determined by the Committee.
 - (b) A Member who wishes to inspect the register of Members must contact the Secretary to make the necessary arrangements.
- (3) If:
 - (a) a Member inspecting the register of Members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a Member makes a written request under section 56(1) of the Act to be provided with a copy of the register of Members,the Committee shall require the Member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Association.
- (4) The Secretary must cause the name of a person who dies or who ceases to be a Member to be deleted from the register of Members referred to in sub-rule 3.10(1).

3.11 LIMITATION OF MEMBERS

- (1) The Association will impose a maximum Membership number to ensure that the facilities are capable of supporting the nominated number of Members and that safety and wellbeing of current Members will be at the forefront of this decision.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

DIVISION 1 — TERM USED

TERM USED:

In this Part —

Member, in relation to a Member who is issued a verbal or written warning, suspended or expelled from the Association, includes former Member.

Association Rules, includes the Constitution, bylaw and Code of Conduct for the Canning Club Inc.

DIVISION 2 — DISCIPLINARY ACTION

4.1 WARNINGS – VERBAL AND OR WRITTEN

- (1) If the Committee considers that a Member should be issued a warning because their conduct is detrimental to the interests of the Association, or contravenes the Constitution, the Committee must communicate with the Member:
 - (a) the conduct that has been reported and is subject to complaint.
 - (b) advice on the type of warning to be issued against the Member, either a verbal warning or formal written warning which will be recorded by the president and remain on record for a period of 12 months.
 - (c) further warnings within that 12-month period may result in the suspension or expulsion of the Member in accordance with rule 4.2
 - (d) particulars of that conduct upon which this decision is based, will be provided to the Member in writing and held by the Association for five years.

4.2 SUSPENSION OR EXPULSION OF MEMBERS OF ASSOCIATION

- (1) The Association shall have power to suspend any Member from the privileges of Membership with the Association after having proven to a satisfactory level, a Member's guilt of infringing the Constitution, Bylaws or regulations of the Association, or unbecoming or improper conduct in or on the Association premises.
- (2) The Association shall have power to expel any Member from the privileges of Membership with the Association after having proven to a satisfactory level, a Member's guilt of infringing the Constitution, Bylaws or regulations of the Association, or unbecoming or improper conduct in or on the Association premises, or that brings the Association into disrepute of such a significant nature a suspension under section 4.2(1) would not be appropriate.

- (3) The Association will be required to notify Western Australian Police Licensing Services of the following matters:
- a. Any opinion that a current Member or person applying to become a Member of the Association and holds, or intends to apply for a firearm licence, or who possesses, or intends to possess, a firearm and is not fit and proper to have access to a firearm or hold a licence.
 - b. Any decision by the Association to refuse a person's Membership application to the Association or to cancel a person's Membership.
 - c. A failure to meet minimum club attendances for firearms supported by the Association in line with legislative requirements without reasonable excuse or approved absence.
 - d. When the Association notifies the Western Australian Police Licensing Services of the above matters it must provide the grounds for which those opinions were formed, or decisions were made.
- (4) The Association must expel or suspend with immediate effect any Member who is subject to the following circumstances:
- (a) Subject to Section 5 and 9 Firearms Act 2024.
 - (b) Becomes subject to a Family Violence Restraining Order, Violence Restraining Order or Misconduct Restraining Order in Western Australia or another jurisdiction.
 - (c) Whilst a Member, is charged with any offence involving violence or assault with a weapon in Western Australia or another Australian or international jurisdiction.
 - (d) Becomes subject to a Firearm Prohibition Order in Western Australia or another jurisdiction.
 - (e) Becomes subject to any other order in written law or made by a court preventing the possession, access to or use of firearms.
- (5) If the Committee considers that a Member should be suspended or expelled from Membership of the Association because their conduct is detrimental to the interests of the Association, or contravenes the Constitution, the Committee must communicate in writing to the Member:
- (a) notice of the proposed suspension or expulsion and of the time, date and place of the Committee meeting at which the question of that suspension or expulsion will be decided; and
 - (b) particulars of that conduct upon which this decision is based,
- not less than 30 days before the date of the Committee meeting referred to in paragraph (a).
- (6) At the Committee meeting referred to in a notice communicated under Part 5, the Committee may, having afforded the Member concerned a reasonable opportunity to be heard, or to make representations in writing to the Committee, suspend or expel or decline to suspend or expel that Member from Membership of the Association and must within 14 days after deciding whether or not to suspend or expel that Member, communicate that decision in writing to that Member.
- (7) Subject to sub-rule 4.3, a Member has their Membership suspended or ceases to be a Member 14 days after the day on which the notice to suspend or expel that Member is communicated to them under sub-rule 4.2.
- (8) A Member who is expelled under sub-rule 4.2 must, if they wish to appeal against that expulsion, give notice to the Secretary of their intention to do so within the 14 days referred to in sub-rule 4.2.
- (9) When notice is given under sub-rule 4.3:
- (a) the Association at an Annual General Meeting, must either confirm or set aside the decision of the Committee to suspend or expel the Member, after having afforded the Member who gave that notice

a reasonable opportunity to be heard by, or to make representations in writing to, the Association at the Annual General Meeting; and

- (b) the Member who gives notice of appeal does not cease to be a Member unless and until the decision of the Committee to expel them is confirmed under sub-rule 4.2(3.)

4.3 CONSEQUENCES OF EXPULSION

- (1) On expulsion from the Association, the Member is
- (a) prohibited from returning to the club premises for any reason:
 - (b) is not entitled to a refund, rebate, relief or credit for Membership fees paid, or payable, to the Association.
- (2) When a Member's Membership is cancelled, the Secretary must record in the register of Members:
- (a) that the Member's Membership is cancelled; and
 - (b) the date on which the cancellation takes effect; and
 - (c) notify the WA Police Firearms Services using the following forms
 - Form LSF222 – Member not fit and proper; and that Association has revoked their support of that Members firearms.
 - Form LSF114 – Club/Association Withdrawal of Support

4.4 CONSEQUENCES OF SUSPENSION

- (3) During the period a Member's Membership is suspended, the Member:
- (a) prohibited from returning to the club premises for any reason:
 - (b) loses any rights (including voting rights) arising as a result of Membership; and
 - (c) is not entitled to a refund, rebate, relief or credit for Membership fees paid, or payable, to the
- (4) When a Member's Membership is suspended, the Secretary must record in the register of Members:
- (a) that the Member's Membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.
- (5) When the period of the suspension ends, the Secretary must record in the register of Members that the Member's Membership is no longer suspended.

DIVISION 3 — RESOLVING DISPUTES AND MEDIATION

TERMS USED

In this Division:

grievance procedures means the procedures set out in this Division;

party to a dispute includes a person:

- (a) who is party to the dispute; and
- (b) who ceases to be a Member within 6 months before the dispute has come to the attention of each party to the dispute.

4.5 APPLICATION OF DIVISION

The procedure set out in this Division (the grievance procedure) applies to disputes:

- (a) between Members; or
- (b) between one or more Members and the Association; or
- (c) if the Association provides services to non-Members, those non-Members who receive services from the Association, and the Association.

4.6 PARTIES TO ATTEMPT TO RESOLVE A DISPUTE

The parties to the dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

4.7 HOW A GRIEVANCE PROCEDURE IS STARTED.

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the required time by rule 4.6, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (2) The mediator must be:
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement:
 - (i) in the case of a dispute between a Member and another Member, a person appointed by the Committee of the Association;
 - (ii) in the case of a dispute between a relevant non-Member (as defined by sub-rule 4.7(2) and the Association, a person who is a mediator appointed to, or employed with, a not-for-profit organisation.
- (3) A Member of the Association can be a mediator.
- (4) The mediator cannot be a Member who is party to the dispute.
- (5) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (6) The mediator, in conducting the mediation, must;

- (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) Ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (7) The mediator cannot determine the matter that is the subject of the mediation.
- (8) The mediation must be confidential and without prejudice.
- (9) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with section 182 Associations Incorporation Act 2015.

PART 5 — COMMITTEE

DIVISION 1 — POWERS OF COMMITTEE

5.1 COMMITTEE

- (1) The Committee Members are the persons who, as the management Committee of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, the Constitution, the By-Laws and any resolution passed at an Annual General Meeting, the Committee has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The Committee must take all reasonable steps to ensure that the Association complies with the Act, the Constitution and the By-Laws.

DIVISION 2 — COMPOSITION OF COMMITTEE AND DUTIES OF MEMBERS

5.2 COMMITTEE MEMBERS

- (1) Subject to rule Part 5, the Committee will consist of:
 - (a) The Office Holders of the Association; and
 - (b) In addition to the Office Holders, the positions as determined in by-law 14 of the Association By-Laws.
- (2) The following are the Executive Office Holders of the Club:
 - (a) the President;
 - (b) the Vice President;
 - (c) the Secretary;
 - (d) the Treasurer.
- (3) A person may be a Committee Member if the person is:
 - (a) an individual who has reached 18 years of age;
 - (b) a full financial Member of the Association for a period of not less than 12 months; and
 - (c) complies with the requirements of Association by-law 14.

5.3 PRESIDENT AND VICE PRESIDENT

- (1) It is the duty of the President to consult with the Secretary regarding the business to be conducted at each Committee meeting and Annual General Meeting.
- (2) The President has the powers and duties relating to convening and presiding at Committee meetings and presiding at Annual General Meetings provided for in the Constitution
- (3) In the event of the absence from an Annual General Meeting of:
 - (a) the President, the Vice President; or
 - (b) both the President and the Vice President, a Member elected by the other Members present at the Annual General Meeting, must preside at the Annual General Meeting.
- (4) In the event of the absence from the Committee of:
 - (a) The President, the Vice President; or
 - (b) Both the President and the Vice President, a Committee Member elected by the other Committee Members present at the Committee meeting, must preside at the Committee meeting.

5.4 SECRETARY

The Secretary has the following duties:

- a. coordinate the correspondence of the Association;
- b. consult with the Chairperson regarding the business to be conducted at each Committee meeting and Annual General Meeting;
- c. preparing the notices required for meetings and for the business to be conducted at meetings;
- d. unless another Member is authorised by the Committee to do so, maintaining on behalf of the Association the register of Members, and recording in the register any changes in the Membership, as required under section 53(1) of the Act;
- e. maintaining on behalf of the Association an up-to-date copy of the Constitution, as required under section 35(1) of the Act;
- f. unless another Member is authorised by the Committee to do so, maintaining on behalf of the Association a record of Committee Members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- g. ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
- h. maintaining full and accurate minutes of Committee meetings and Annual General Meetings;
- i. carrying out any other duty given to the Secretary under the Constitution or by the Committee.

5.5 TREASURER

The Treasurer has the following duties:

- a. ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- b. ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Committee;
- c. ensuring that any payments to be made by the Association that have been authorised by the Committee or at an Annual General Meeting are made on time;
- d. ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- e. ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- f. coordinating the preparation of the Association's financial statements before their submission to the Association's Annual General Meeting;
- g. providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- h. carrying out any other duty given to the Treasurer under the Constitution or by the Committee.

DIVISION 3 — ELECTION OF COMMITTEE MEMBERS AND TENURE OF OFFICE

5.6 HOW MEMBERS BECOME COMMITTEE MEMBERS

A Member becomes a Committee Member if the Member:

- a) is elected to the Committee at an Annual General Meeting; or
- b) is appointed to the Committee by the Committee to fill a casual vacancy under rule 5.8(10)(a).

5.7 NOMINATION OF COMMITTEE MEMBERS

- (1) At least 42 days before an Annual General Meeting, the Secretary must send written notice to all the Members:
 - (a) calling for nominations for election to the Committee; and
 - (b) stating the date by which nominations must be received by the Secretary to comply with sub-rule 5.7(1).
- (2) A Member who wishes to be considered for election to the Committee at the Annual General Meeting must nominate for election by sending written notice of the nomination to the Secretary at least 15 days before the Annual General Meeting.
- (3) The written notice must include a statement by another Member in support of the nomination.
- (4) A Member may nominate for more than one specified position of office holder of the Association.

- (5) To be eligible to hold a Committee position the Member must be over the age of 18 years and have been a financial Member of the Association for a period of not less than 12 months and meet the criteria as detailed in the Association by-law 14.
- (6) A Member whose nomination does not comply with this rule is not eligible for election to the Committee.

5.8 ELECTION OF COMMITTEE MEMBERS

- (1) At the Annual General Meeting, a separate election must be held for each Committee position of the Association.
- (2) A person who is eligible for election or re-election under this rule may:
 - (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself
- (3) If there is no nomination for a position, the Chairperson of the meeting may call for nominations from the Members at the meeting.
- (4) If only one Member has nominated for a position, the Chairperson of the meeting must declare the Member elected to the position.
- (5) If more than one Member has nominated for a position, the Members at the meeting must vote in accordance with procedures that have been determined by the Committee to decide who is to be elected to the position.
- (6) Each Member present at the meeting may vote for one Member who has nominated for the position.
- (7) On the Member's election, the new President of the Association may take over as the chair of the meeting.
- (8) If the number of persons nominated in accordance with sub-rule 5.7(2) for election to Membership of the Committee does not exceed the number of vacancies in that Membership to be filled;
 - (a) the Secretary must report accordingly to; and
 - (b) the President must declare those persons to be duly elected as Members of the Committee at, the Annual General Meeting.
- (9) If vacancies remain on the Committee after declaration under sub-rule 5.8(3), additional nominations of Committee Members may be accepted from the floor of the Annual General Meeting. If such nominations from the floor do not exceed the number of vacancies, the President must declare those persons to be duly elected as Members of the Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.
- (10) If a vacancy remains on the Committee after the application of sub-rule 5.8(9), or when a casual vacancy occurs within the Membership of the Committee:
 - (a) the Committee may appoint a Member to fill that vacancy; and
 - (b) a Member appointed under sub-rule 5.8(10)(a) will:
 - (i) hold office until the election referred to in sub-rule 5.8(1).

5.9 TERM OF OFFICE

- (1) Subject to sub-rule 5.8(10), a Committee Member's term will be from their election at an Annual General Meeting until the election referred to in sub-rule 5.8(1) at the next Annual General Meeting after their election, but they are eligible for re-election to Membership of the Committee.

5.10 RESIGNATION FROM OFFICE

- (1) A Committee Member may resign from the Committee by written notice given to the Secretary or, if the resigning Member is the Secretary, given to the President.
- (2) The resignation takes effect:
 - (a) when the notice is received by the Secretary or President; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) The Committee Member who has resigned may not remain on the Committee without holding an office under rule 5.6(a).

5.11 FILLING CASUAL VACANCIES ON COMMITTEE

- (1) A casual vacancy occurs in the office of a Committee Member and that office becomes vacant if the Committee Member;
 - (a) dies;
 - (b) resigns by notice in writing delivered to the President or, if the Committee Member is the President, to the Vice President and that resignation is accepted by resolution of the Committee;
 - (c) is convicted of an offence which would render them ineligible to hold a firearms licence or access firearms;
 - (d) is permanently incapacitated by mental or physical ill health;
 - (e) is absent from more than:
 - (i) 3 consecutive Committee meetings; or
 - (ii) 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings;of which the meetings the Member received notice, and the Committee has resolved to declare the office vacant;
 - (f) Ceases to be a Member of the Association; or
 - (g) is the subject of a resolution passed by an Annual General Meeting of Members terminating their appointment as a Committee Member.
- (2) If the position of Secretary becomes vacant, the Committee must appoint a Member who is eligible under rule 5.10(b) to fill the position within 14 days after the vacancy arises.
- (3) The appointment to a casual vacancy shall only be made to the next Annual General Meeting at which time the position will become vacant.

DIVISION 4 — COMMITTEE MEETINGS

5.12 COMMITTEE MEETINGS

- (1) The Committee must meet for the dispatch of business not less than 10 times in each year on the dates and at the times and places determined by the Committee.
- (2) The President, or at least five Members of the Committee, may at any time convene a meeting of the Committee subject to sub-rules 5.16(1) and 5.16(2).

5.13 NOTICE OF COMMITTEE MEETINGS

- (1) Notice of each Committee meeting must be given to each Committee Member at least 48 hours before the time of the meeting.
- (2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.
- (3) Unless sub-rule 5.13(4) applies, the only business that may be conducted at the meeting is the business described in the notice.
- (4) Urgent business that has not been described in the notice may be conducted at the meeting if the Committee Members at the meeting unanimously agree to treat that business as urgent.

5.14 PROCEDURE AND ORDER OF BUSINESS

- (1) The President or, in the President's absence, the vice President must preside as Chairperson of each Committee meeting.
- (2) If the President and vice President are absent or are unwilling to act as Chairperson of a meeting, the Committee Members at the meeting must choose one of them to act as Chairperson of the meeting.
- (3) The procedure to be followed at a Committee meeting must be determined from time to time by the Committee.
- (4) The order of business at a Committee meeting may be determined by the Committee Members at the meeting but must include, after the meeting has been declared open, a declaration of conflict of interest by any Committee Member that has a conflict of interest with respect to any particular item on the agenda of that meeting.
- (5) As required under the Act, a Committee Member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Committee (except if that pecuniary interest exists only by virtue of the fact that the Member of the Committee is a Member of a class of persons for whose benefit the Association is established), must:
 - (a) As soon as they become aware of that interest, disclose the nature and extent of their interest to the Committee; and
 - (b) Not take part in any deliberations or decision of the Committee with respect to the contract.
- (6) Sub-rule 5.14(5)(a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that

the Member of the Committee is an employee of the Association.

- (7) The Secretary must cause every disclosure made under sub-rule 5.14(5)(a) by a Member of the Committee be recorded in the minutes of the meeting of the Committee at which it is made.
- (8) A Member who is not a Committee Member may attend a Committee meeting as an observer on application to the committee.
- (9) A person attending a Committee meeting under sub-rule 5.14(8)
 - (a) has no right to any agenda, minutes or other document circulated at the meeting due to possible confidential matters; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the Chairperson to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

5.15 USE OF TECHNOLOGY TO BE PRESENT AT COMMITTEE MEETINGS

- (1) A recording device may be used to record the business of a Committee meeting by the Secretary or their delegate.

5.16 QUORUM FOR COMMITTEE MEETINGS

- (1) At a Committee meeting, 5 Committee Members constitute a quorum subject to sub-rule 5.16(2).
- (2) A quorum must include 2 of the following executive officers: President, Vice President, Treasurer or Secretary.

5.17 VOTING AT COMMITTEE MEETINGS

- (1) Each Committee Member present at a Committee meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the Committee Members present at the Committee meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the Committee Members present indicating their agreement or disagreement or by a show of hands, unless the Committee decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the Chairperson of the meeting must decide how the ballot is to be conducted.

5.18 MINUTES OF COMMITTEE MEETINGS

- (1) The Committee must ensure that minutes are taken and kept of each Committee meeting.
- (2) The minutes must record the following —
 - (a) the names of the Committee Members present at the meeting;
 - (b) the name of any person attending the meeting under rule 5.14(8);
 - (c) the business considered at the meeting; and
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a Committee meeting must be entered in the Association's records within 30 days after the

meeting is held.

- (4) The Chairperson must ensure that the minutes of a Committee meeting are reviewed and signed as correct by —
 - (a) the Chairperson of the meeting; or
 - (b) the Chairperson of the next Committee meeting.
- (5) When the minutes of a Committee meeting have been moved and seconded as correct, they may be signed by the Chairperson and are, until the contrary is proved, evidence that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.
- (6) An approved copy of the minutes which has confidential information redacted, will be provided to all Members through the monthly newsletter.

DIVISION 5 — SUBCOMMITTEES

5.19 SUBCOMMITTEES

- (1) The Committee may delegate in writing, to one or more sub-Committee (consisting of such Member or Members of the Association as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the delegation other than:
 - (a) the power of delegation; and
 - (b) a function which is duly imposed on the Committee by the Act or any other law.
- (2) Any delegation under sub-rule 5.18(1) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Committee may continue to exercise and function delegated.
- (3) The Committee may in writing, revoke wholly or in part any delegation under sub-rule 5.18(1).

PART 6 — ANNUAL GENERAL MEETINGS OF ASSOCIATION

6.1. ANNUAL GENERAL MEETING

- (1) The Committee must determine the date, time and place of the Annual General Meeting.
- (2) If it is proposed to hold the Annual General Meeting more than 6 months after the end of the Association's financial year, the Secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the Annual General Meeting is as follows —
 - (a) to confirm the minutes of the previous Annual General Meeting and of any special Annual General Meeting held since then if the minutes of that meeting have not yet been confirmed;
 - (b) to receive and consider —
 - (i) the Committee's annual report on the Association's activities during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and
 - (iii) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the Committee Members of the Association;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
- (4) Any other business of which notice has been given in accordance with the Constitution may be conducted at the Annual General Meeting.

6.2. SPECIAL GENERAL MEETINGS

- (1) The Committee may at any time convene a Special General Meeting.
- (2) At a Special General Meeting, 10% of financial Members present in person constitute a quorum.
- (3) The Committee must within 30 days of:
 - (a) receiving a request in writing to do so from not less than 20 active Members, convene a Special General Meeting for the purpose specified in that request; or
 - (b) the Secretary receiving a notice under sub-rules 3.3(2) and 4.2(8), convene Special General Meeting to deal with the appeal to which that notice relates.
- (4) The Members making a request for a Special General Meeting to be convened under sub-rule 6.2(2)(a) must:
 - (a) make the requirement by written notice given to the Secretary; and
 - (b) state in the notice the business to be considered at the meeting; and

- (c) each sign the notice.
- (5) If a Special General Meeting is not convened within the relevant period of 30 days referred to:
 - (a) In sub-rule 6.2(2)(a), the Members concerned who made the request may themselves convene a Special General Meeting as if they were the Committee; or
 - (b) In sub-rule 6.2(2)(b), the Member who gave the notice concerned may themselves convene a Special General Meeting as if they were the Committee.
- (6) A Special General Meeting convened by Members under sub-rule 6.2(4)(a):
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) When a Special General Meeting is convened under sub-rules 6.2 (4)(a) or 6.2 (4)(b), the Association must pay reasonable expenses of convening and holding the Special General Meeting.

6.3. NOTICE OF ANNUAL GENERAL MEETINGS

- (1) Subject to sub-rule 6.2 (3), the Secretary must give to all Members not less than 30 days clear notice (inclusive of the first day of notice) of a special Annual General Meeting and that notice must specify:
 - (a) when and where the Annual General Meeting concerned is to be held; and
 - (b) the particulars of the business to be transacted at the Annual General Meeting concerned and of the order in which that business is to be transacted.
- (2) Subject to sub-rule 6.2 (3), must give to all Members not less than 30 days clear notice (inclusive of the first day of notice) of an Annual General Meeting and that notice must specify;
 - (a) when and where the Annual General Meeting is to be held;
 - (b) the particulars and order in which business is to be transacted, as follows:
 - (i) first, the consideration of the accounts and reports of the Committee;
 - (ii) second, the election of Committee Members to replace outgoing Committee Members; and
 - (iii) third, any other business requiring consideration by the Association at the Annual General Meeting.
- (3) A special resolution may be moved at a Special General Meeting or at an Annual General Meeting, however the Secretary must give to all Members not less than 30 days' notice as specified in sub-rule 6.2 (1) or 30 days' notice as specified in sub-rule 6.3(2) of the meeting at which a special resolution is to be proposed. In addition to those matters specified in sub-rules 6.2 (1) and 6.2 (2), as relevant the notice must also include the resolution to be proposed and the intention to propose the resolution as a special resolution.
- (4) The Secretary must give a notice under sub-rule 6.2 (1), 6.2 (2) or 6.2 (3) by:
 - (a) serving it on a Member personally; or
 - (b) sending it by post to a Member at the address of the Member appearing in the register of Members kept and maintained under rule 5.4(d); or

- (c) Sending it by email to a Member using the email address approved by that Member.
- (5) When a notice is sent by post under sub-rule 6.2 (4)(b), sending of the notice will be deemed to be properly affected if the notice is sufficiently addressed and posted to the Member concerned by ordinary prepaid mail.
- (6) When a notice is sent by email under sub-rule 6.2 (4)(c), sending of the notice will be deemed to be properly affected if the notice is emailed to the Member concerned and not returned as undeliverable.

6.4. QUORUM ADJOURNMENTS AND PROCEEDINGS AT ANNUAL GENERAL

MEETINGS

- (1) At an Annual General Meeting, 10% of financial Members present in person constitute a quorum.
- (2) The President or, in the President's absence, the Vice President must preside as Chairperson of each Annual General Meeting.
- (3) If the President and Vice President are absent or are unwilling to act as Chairperson of an Annual General Meeting, the Committee Members at the meeting must choose one of them to act as Chairperson of the meeting.
- (4) If within 30 minutes after the time specified for the holding of an Annual General Meeting in a notice given under sub-rule 6.2 (1) and 6.2 (2):
 - (a) as a result of a request or notice referred to in sub-rule 6.4(2) or as a result of action taken under sub-rule 6.4 (4) a quorum is not present, the Annual General Meeting lapses; or
 - (b) otherwise, then as a result of a request, notice or action referred to in sub-rule 6.4 (4)(a), the Annual General Meeting stands adjourned to the same time on the same day in the following week and to the same venue.
- (5) If within 30 minutes of the time appointed by sub-rule 6.4 (4)(b) for the resumption of an adjourned Annual General Meeting a quorum is not present, the Members who are present in person may nevertheless proceed with the business of that Annual General Meeting as if a quorum were present.
- (6) The Chairperson may at an Annual General Meeting, with the consent of the majority of Members at which a quorum is present, and must, as directed by such an Annual General Meeting, adjourn that Annual General Meeting from time to time and from place to place.
- (7) There must not be transacted at an adjourned Annual General Meeting any business other than business left unfinished or on the agenda at the time when the Annual General Meeting was adjourned.
- (8) When an Annual General Meeting is adjourned for a period of 30 days or more, the Secretary must give notice under sub-rule 6.4 (2) of the adjourned Annual General Meeting as if that Annual General Meeting were a fresh Annual General Meeting.

6.5. VOTING AND PASSING OF RESOLUTIONS AT AN ANNUAL GENERAL MEETING

- (1) At an Annual General Meeting:
 - (a) An ordinary resolution put to the vote will be decided by a majority of votes cast on a show of hands,

subject to sub-rule 6.5(3); and

- (b) A special resolution put to the vote will be decided in accordance with section 51 of the Act as defined in rule 1, and, if a poll is demanded, in accordance with sub-rules 6.5 (3) and 6.5 (5).
- (2) A declaration by the Chairperson of an Annual General Meeting that a resolution has been passed as an ordinary resolution at the meeting, will be evidenced of that fact unless, during the Annual General Meeting at which the resolution is submitted, a poll is demanded in accordance with sub-rule 6.5 (3).
- (3) At an Annual General Meeting, a poll may be demanded by the Chairperson, or by 3 or more Members present in person and, if so demanded, must be taken in such manner as the Chairperson directs.
- (4) If a poll is demanded and taken under sub-rule 6.5 (3) in respect of an ordinary resolution, a declaration by the Chairperson of the result of the poll is evidence of the matter so declared.
- (5) A poll demanded under sub-rule 6.5(3) must be taken immediately on that demand being made.
- (6) A Member younger than 18 years of age is not eligible to vote at an Annual General Meeting.

6.6. MINUTES OF ANNUAL GENERAL MEETING

- (1) The Secretary, or a person authorised by the Committee from time to time, must take and keep minutes of each Annual General Meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each Annual General Meeting must record:
 - (a) the names of the Members attending the meeting; and
 - (b) the financial statements or financial report presented at the meeting; and
 - (c) any report of the review or auditor's report on the financial statements or financial report presented at the meeting.
- (4) The minutes of an Annual General Meeting must be entered in the Association's minute book within 30 days after the meeting is held.
- (5) The Chairperson must ensure that the minutes of an Annual General Meeting are reviewed and signed as correct by
 - (a) the Chairperson of the meeting; or
 - (b) the Chairperson of the next Annual General Meeting.
- (6) When the minutes of an Annual General Meeting have been signed as correct, they are, in the absence of evidence to the contrary, taken to be proof that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

7.1. SOURCE OF FUNDS

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Committee.

7.2. CONTROL OF FUNDS

- (1) The Association must open an account in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at an Annual General Meeting, the Committee may approve expenditure on behalf of the Association.
- (3) The Committee may authorise the Treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) The Committee may authorise a project manager conducting works for the club to expend funds on behalf of the club up to a specific limit without requiring approval from the Committee for each item on which the funds are expended, detailed receipts are to be handed to the Treasurer for accounting purposes.
- (5) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by —
 - (a) 2 Committee Members; or
 - (b) one Committee Member and a person authorised by the Committee.
- (6) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

7.3. FINANCIAL STATEMENTS AND FINANCIAL REPORTS

- (1) For each financial year, the Committee must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1), those requirements include —
 - (a) as a tier 1 association, the preparation of the financial statements; and
 - (b) the presentation to the Annual General Meeting of the financial statements or financial report, as applicable; and
 - (c) the presentation to the Annual General Meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

8.1. BY-LAWS

- (1) The Committee of Management shall have the power to make, alter and rescind any by-laws that it considers necessary for the effective administration of the Association, provided that no by-law may be inconsistent with the Constitution.
- (2) These by-laws may be changed by a simple majority vote at any Committee meeting in which a quorum exists.
- (3) These by-laws must be maintained, in their current form, by the Secretary of the Association.
- (4) An alteration of these by-laws must be recorded in a timely fashion by the Secretary of the Association and published to the Membership as soon as practicable.
- (5) An alteration of the by-laws shall take effect immediately upon publication.
- (6) These by-laws bind every Member and the Association to the same extent as if every Member and the Association has signed and sealed the Constitution and agreed to be bound by all their provisions.
- (7) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or Constitution.

8.2. INSPECTION OF RECORDS AND DOCUMENTS

- (1) Sub-rule (2) applies to a Member who wants to inspect:
 - (a) the register of Members under section 54(1) of the Act; or
 - (b) the record of the names and contact information of Committee Members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
 - (c) any other record or document of the Association.
- (2) The Member must contact the Secretary in writing to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the Member wants to inspect a document that records the minutes of a Committee meeting, the right to inspect that document is subject to any decision the Committee has made about minutes of Committee meetings generally, or the minutes of a specific Committee meeting, being available for inspection by Members.
- (5) The Member may make a copy of or take an extract from a record or document referred to in sub-rule 8.2(1)(c) but does not have a right to remove the record or document for that purpose.
- (6) The Member must not use or disclose information in a record or document referred to in sub-rule 8.2(1)(c) except for a purpose:
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

8.3. DISSOLUTION

- (1) In this rule —
surplus property, in relation to the Association, means property remaining after satisfaction of —
 - (a) the debts and liabilities of the Association; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association, but does not include books relating to the management of the Association.
- (2) If, at any point, an Annual General Meeting or a Special General Meeting approves a Special Resolution for the dissolution of the Association, with the support of a majority of the Members present and written consent from all absent Members, the Association's winding-up process shall commence immediately or at a later date as specified. After settling all debts, liabilities, and assets, any remaining funds or property shall not be disbursed among the Association's Members but instead be allocated or transferred:
- (3) In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members."

8.4. INDEMNITY

- (1) To the fullest extent permitted by law, the Association indemnifies and agrees to keep every office holder against all acts, omissions, or defaults (including those of third parties, or by way of deficiency of title of property) except where the liability arises out of fraudulent, dishonest or criminal behaviour, or conduct involving lack of good faith on behalf of the indemnified Members.
- (2) No office holder shall be liable for the acts, receipts, neglects, or defaults of any other Member or office holder for joining in any receipt or other acts for conformity or for any loss or expense happening to the Association through the insufficiency or deficiency of title to any property acquired by or on behalf of the Association or for the Association or for the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any money, securities or effects shall be deposited or for any losses or error of judgement, omission, default or oversight on his or her own part or for any other loss, damage or misfortune whatsoever which shall happen in relation to the execution of the duties of his or her office or in relation thereto unless the same happens through his or her own willful default or neglect.

8.5. CODE OF CONDUCT

- (1) The Canning Club is considered a workplace as per the Work Health and Safety (WHS) regulations.
- (2) Members of the Canning Club have responsibilities to ensure the safety and well-being of all persons present, to promote appropriate behaviour and act accordance with the Canning Club Code of Conduct at all times.
- (3) No Camouflage clothing is permitted at the Canning Club at any time, we are a sporting shooting club not a tactical or combat club.
- (4) Further information can be located in the Canning Club Code of Conduct document.