

**Queensland Target Sports Inc**  
**By – Laws**  
**As amended 16 February 2019**

**1. Duties of Management Committee**

- 1.1 The Management Committee shall be responsible for:
  - 1.1.1 the implementation of the general policy and instructions as adopted at general meetings; and
  - 1.1.2 the payment of such due debts as may be necessary.
- 1.2 The Management Committee shall have the power to buy, lease or otherwise acquire land, buildings or goods in the name of the Association for the purpose of carrying out its affairs.
- 1.3 The Management Committee shall from time to time notify all clubs of any alterations or changes to administration, rules, by-laws, shooting rules and any such matters as might affect the relationship between the Association and the Clubs.
- 1.4 The Management Committee may borrow money, receive money on loan, raise money in such a manner and on such terms as may be expedient, and secure the repayment of such money by mortgage, charge or lien upon the whole or part of the property, assets or rights of the Association and redeem or pay off any such securities.
- 1.5 The Chairman of the Management Committee shall present at the AGM a full report of the Management Committee's activities since the last general meeting.
- 1.6 The Management Committee shall meet at least every two months.
- 1.7 The Management Committee shall be responsible for:
  - 1.7.1 The arrangement and proper conduct of competitions promoted by the Association;
  - 1.7.2 The preparation of shooting programs and conditions in relation to existing shooting rules and regulations;
  - 1.7.3 Control and maintenance of facilities owned and operated by the Association.

**2. Duties of Office Bearers**

- 2.1 **President.** The President shall be elected at the AGM. The President shall chair meetings of the Association and the Management Committee, maintaining order and ensuring that the meeting are conducted in a proper and orderly manner.
- 2.2 **Vice President.** The Vice President shall be elected at the AGM. The Vice President shall fulfil the duties of the President in his absence.
- 2.3 **Treasurer.** The Treasurer shall be elected at the AGM. It shall be the duty of the Treasurer to keep accurate books of account recording receipts and expenditure of the Association funds and to present a Statement of Receipts and Expenditure and Balance Sheet to the Auditors as soon as practicable after the close of the financial year with all receipts and vouchers. Upon relinquishing the office, the outgoing Treasurer shall if at a time other than the end of a financial year, prepare and present a like statement of accounts and surrender the books of the Association upon demand. The Treasurer shall present a financial report detailing the balance of each of the Association's accounts at each Management meeting.

The remaining 8 office bearers are elected at the AGM.

Various management appointments are made by the Management Committee to administer the Association. These can be made from members of the Committee or from the Association membership at large, with some members at times responsible for more than one function. The most common functions are:

- 2.4 Secretary. The Secretary shall keep accurate minutes of all meetings and a record of the attendance giving credit on the attendance roll to any members excused from attending a meeting. The Secretary shall carry out other duties as directed by the Management Committee.
- 2.5 Competition Secretary. The Competition Secretary shall be responsible for carrying out all directives of the Management Committee appertaining to the conduct shooting competitions within the State for ISSF, IPC and benchrest disciplines.
- 2.6 Membership Officer. The Membership Officer shall keep an accurate and up to date record of all shooters affiliated within the State.
- 2.7 Supplies Officer . The Supplies Officer shall be responsible for the purchase and sale of all items stocked by the Association and shall keep an accurate account of all transactions.
- 2.8 State Captain. The State Captain shall be responsible for all of the States Teams' administrative needs with respect to travel to competitions, registration for events, accommodation at competitions and any other needs that may arise.
- 2.9 State Coaching Coordinator. The State Coaching Coordinator shall be responsible for organising training seminars for shooters, coaching State Teams, training new coaches and liaising with the Target Rifle Australia Ltd Coaching Coordinator and any other bodies that the Management Committee may think fit.
- 2.10 State Technical Officer. The State Technical Officer shall be responsible for training officials and liaising with the Target Rifle Australia Ltd Technical Officer and any other bodies that the Management Committee may think fit.
- 2.11 Record Keeper/Grading Officer - Smallbore. This Officer shall be responsible for the recording of Smallbore, air rifle and benchrest scores shot at Association recognised competitions, and the grading of members, dependant on these scores. This Officer shall also be responsible for the keeping and recognition of State Records shot at Association recognised competitions.
- 2.12 Chairman Silhouette Sub Committee. This Officer shall be responsible for coordinating the operation of the Silhouette Sub Committee.
- 2.13 QSA Representative. The Management Committee will nominate two representatives to attend QSA meetings, which are often held in conjunction with Weapons Licensing meetings.
- 2.14 Site Users Representative. The Management Committee will nominate two representatives to attend the Belmont Shooting Complex Site Users meetings.
- 2.15 Webmaster. This officer shall be responsible to maintain the QTS website.
- 2.16 Publicity Officer. This officer shall be responsible for publicity of QTS competitions and members.
- 2.17 Administrator. The Administrator shall be elected at the AGM. The Administrator shall do as the Management Committee directs. The Administrator does not have voting rights.

### **3 Duties of the Silhouette Sub-Committee**

- 3.1 The Silhouette Sub-Committee shall nominate from its ranks a secretary and a Record Keeper/Grading Officer - Silhouette.
- 3.2 The Silhouette Sub-Committee will be responsible for:
  - 3.2.1 the arrangement and proper conduct of all Small Bore Prone Silhouette shooting and competitions and programs promoted by the Association.
  - 3.2.2 the maintenance and updating of the Silhouette rule books in Queensland.
- 3.3 The Chairperson of the Silhouette Sub-Committee shall present a full report of the Committee's activities at the AGM and periodically to the Management Committee.
- 3.4 The Secretary of the Silhouette Sub-Committee shall send minutes of its meetings to the Association Secretary.
- 3.5 The Record Keeper/Grading Officer - Silhouette shall be responsible for the recording of prone silhouette scores shot at Association recognised competitions, and the grading of members, dependent on these scores. This Officer shall also be responsible for the keeping and recognition of State Records in prone silhouette shot at Association recognised competitions.

### **4 Election of Officers – the method of election of office bearers at the AGM shall be as follows:**

- 4.1 For the election of President, the retiring President shall vacate his chair after appointing a chairman pro tem to conduct the election. The new chairman shall take the chair immediately he is elected.
- 4.2 If the number nominated is in excess of the number required the election shall be by secret ballot, and the Chairman shall appoint two scrutineers. All ballot papers shall be destroyed after the result is known.

### **5 Meetings**

- 5.1 The Standing Orders governing all meetings of the Association shall be as follows:
  - 5.1.1 It shall be the duty of the Chairman of the meeting to preserve order and endeavour to conduct all the business before the meeting with due decorum and impartiality and to a speedy and proper result;
  - 5.1.2 The Chairman shall state every question properly presented to the meeting, and before putting the question shall ask “is the meeting ready to vote?” If no Delegate who has not previously spoken offers to speak, he shall then put the motion, which having been done, no further discussion shall be allowed.
  - 5.1.3 Unless changed by the suspension of the Standing Orders, the following shall be the order of business at all ordinary meetings of the Association.

### **6 Order of Business at Meetings**

- 6.1 The reading and confirmation of the minutes of the previous meeting – no discussion being permitted on such minutes, except as to their accuracy;
- 6.2 Correspondence and business arising there from;
- 6.3 Treasurers report;

- 6.4 Accounts for payment;
- 6.5 Notices of motion and matters referred for attention by affiliated organisations;
- 6.6 General business;
- 6.7 Notices of motion for the next meeting.

## **7 Protocol during Meetings:**

- 7.1 Every Delegate while speaking shall address the chair.
- 7.2 No Delegate shall speak twice on the same motion except in explanation or by leave of the Chairman; provided always that any Delegate having spoken on the original motion shall be entitled to speak once on each amendment. The mover of the original motion shall have the right of final reply, which shall close the debate.
- 7.3 Each speaker shall confine his remarks to the subject under discussion.
- 7.4 Any Delegate may call the attention of the Chairman to any other Delegate being out of order, or to any point of order. Any member rising to a point of order shall state distinctly such point of order without debate, then resume their seat.
- 7.5 Every point of order shall be taken into consideration immediately on its arising and the decision of the Chairman shall be final. Should, however, a motion be moved that the ruling of the Chairman be disagreed with, that Chairman shall at once vacate the chair and another Chairman appointed pro tem until the motion is decided by vote when the original Chairman shall resume the chair and the debate on the original motion shall be proceeded with as if the same had not been suspended.
- 7.6 No Delegate shall make any offensive personal reflection upon, nor impute the improper motives to another Delegate, and any Delegate so offending shall immediately upon being required thereto by the Chairman, withdraw such offensive expression and retract such imputation or motives and make an apology satisfactory to the Chairman. Any Delegate refusing to carry out the Chairman's requirements shall not be allowed to attend or take part in any future meetings and that Delegates organisation shall be notified accordingly.
- 7.7 The Chairman of the meeting shall have no deliberative vote but shall have a casting vote. The Chairman may take part in all proceedings and discussions.
- 7.8 Where a Delegate refers to the contents of a document of paper, the production thereof may be asked for and no further discussion thereon shall be permitted until the same is produced to the meeting.
- 7.9 Any Delegate may call for a division. In such case, every Delegate present must vote. The question shall be put first in the affirmative and then in the negative, and the members shall vote by show of hands, and the Chairman shall state whether the motion has been carried or otherwise.
- 7.10 Any motion before the meeting shall be decided by ballot if so demanded by two Delegates.
- 7.11 A motion that "the question be put now" shall take precedence over all other matters before the meeting (except that for adjournment) and no discussion shall be allowed thereon.
- 7.12 Any Delegate or member nominating or proposing a candidate for office must do so without comment.

- 7.13 Each affiliated organisation shall notify in writing to the Secretary, prior to the AGM each year the names of its Delegates. No Delegate shall represent more than one organisation.
- 7.14 Only authorised Delegates or proxy Delegates shall be entitled to vote at the AGM.
- 7.15 In dealing with notions of motion, the following shall apply:
- 7.15.1 No motion carried at a specially summoned meeting shall be rescinded except at another specially summoned meeting of which due notice shall be given.
- 7.15.2 No question shall be stated, nor opened for discussion unless moved and seconded by Delegates. A motion shall be reduced to writing if required by the Chairman.
- 7.15.3 Any Delegate, having moved a motion, may withdraw it with the consent of his seconder before it is debated, but not afterwards without leave of the meeting.
- 7.15.4 Only one amendment upon any motion shall be entertained and shall be decided at a time, and if any amendment is carried, it shall be held to have negated the original motion and stand in its place.
- 7.15.5 It shall be competent when one amendment is carried to receive other amendments, one at a time, in like manner to be discussed and decided upon, until the subject is finally disposed of. When an amendment is moved, notice for a further amendment may be given.
- 7.15.6 No Delegate may propose more than one amendment of any motion.
- 7.15.7 An amendment destroying or altering any intention of the motion shall be in order, but an amendment relating to a different subject matter or which is a direct negative shall not be in order.

**8 Membership.** Membership of the Association shall consist of any of the following classes of members in addition to those classes defined in the Constitution:

- 8.1 TRA members:
- 8.1.1 Full Member: A shooting member who is not otherwise covered by another category.
- 8.1.2 Junior: A shooting member who is under 21 but 18 or older as at the 31<sup>st</sup> December, in the year of the membership.
- 8.1.3 Sub Junior: A shooting member who is under 18 as at the 31<sup>st</sup> December, in the year of the membership.
- 8.1.4 Family: A family of members, comprising a shooting member, the member's spouse, and the member's dependent children qualifying as Juniors or Sub Juniors.
- 8.1.5 Concession: A shooting member 60 years and over as at the 31<sup>st</sup> December, in the year of the membership, or a shooting member holding one of the following:
- Centrelink issued Pensioner Concession Card (PCC),
  - Centrelink issued Health Care Card (HCC),
  - Department of Veterans' Affairs Pensioner Concession Card,
  - Full time secondary or tertiary student card.
- 8.1.6 Non Shooter: A person who does not shoot but attends a shooting range on a regular basis with a shooting member, and would not otherwise be covered by the TRA insurance policy.
- 8.1.7 Provisional: A new shooter participating under supervision before obtaining a Firearms Licence. This membership applies for no more than one year.

- 8.2 Each financial member of an affiliated club shall be registered by the Association and shall pay an annual registration and/or affiliation fee to be fixed from time to time by the Association; each fee shall become due and paid to the Association as directed.
- 8.3 Affiliated members who join more than one club may only enter competitions as a member of the club with which they are affiliated to QTS.
- 8.4 Members may transfer from club to club provided clearance is obtained from their former club and provided that the Association Secretary is notified by the new club of the person's intention to transfer.
- 8.5 For the purposes of payment of affiliation fees, a junior shooter shall be under 21 years of age as at the 31<sup>st</sup> of December in the year of the membership, that the fees are due and payable.

## **9 State Records**

- 9.1 Queensland state records will be recognised when the following conditions are met:
  - 9.1.1 The person who has shot the alleged record must have been a financial member of QTS Inc at the time it was shot.
  - 9.1.2 The event or competition at which this score was shot must have been approved by the QTS Inc.
  - 9.1.3 The rifle range must have been approved by the QTS Inc prior to the event's start.
  - 9.1.4 The target or targets concerned must have been approved by the TRA Ltd or the QTS Inc.
  - 9.1.5 The target or targets concerned must be scored by an official scorer of the club concerned and then forwarded to the QTS Inc for check scoring.

## **10 National Championships**

- 10.1 State Teams Entries:
  - 10.1.1 The State Captain, as convenor of the selectors, shall be authorised to enter State Teams in National events, in as many events as the Selectors Committee decides upon.
  - 10.1.2 The State Captain shall arrange payment of teams' entry fees including Champion of Champion event.
  - 10.1.3 Prone State teams shall be selected using scores from the most recent prone Queensland Championships and the 120 shot 50 metre individual prone match at that year's National Championships.
  - 10.1.4 State Selectors shall enter a team in all team events if there are sufficient participants present to form a team.
- 10.2 Australian Postal Championship Entries. The recommended events for the Competition Secretary to enter the State Teams into are:
  - 10.2.1 The Warren Potent Postal Competition;
  - 10.2.2 The Junior Postal Competition;
  - 10.2.3 The Graeme Lawler Air Rifle;
  - 10.2.4 The BSA Challenge Shield; and
  - 10.2.5 The 3 Positional Postal Competition.
- 10.3 Incentive Scheme. Each team or activity coordinator is responsible to notify the Treasurer of a member's eligibility for an incentive payment under the QTS Incentive Scheme which is promulgated on the QTS website.

## **11 Shooting**

- 11.1 Shooting shall be conducted in accordance with shooting rules and/or regulations in accordance with ISSF or as adopted by the Target Rifle Australia Ltd. Disputes referred by a Club or other Committee shall be dealt with by the Management Committee.
- 11.2 Silhouette shooting shall be conducted according to the rules set by the Silhouette Sub-Committee, provided such rules have been ratified by the Management Committee, until such time as the Target Rifle Australia Ltd adopts Silhouette Shooting Rules.
- 11.3 For events conducted on behalf of the Association, the sponsoring club shall submit the accounts of the event for audit by the Treasurer if so required.