

**CONSTITUTION
of
Queensland Target
Sports
Incorporated**

as amended 15 February 2014

THE CONSTITUTION OF QUEENSLAND TARGET SPORTS INC.

1. The name of the incorporated association shall be "Queensland Target Sports Inc." (in these rules referred to as "the Association").

Objectives

2. The objectives of the Association are:
 - 2.1 The primary objective is to coordinate, develop, and promote ISSF and IPC target rifle shooting in Queensland.
 - 2.2 In support of the primary objective, to coordinate, develop and promote prone silhouette, benchrest and other target shooting in Queensland.
 - 2.3 To promote competitions and encourage shooting proficiency in these disciplines in Queensland.
 - 2.4 To support the development of Queensland shooters to National and International standard.
 - 2.5 To foster and assist with the development of new clubs and ranges in Queensland.

Definitions

3. The following definitions apply:
 - 3.1 "State" means State or States, Territory or Territories or portions thereof allocated by the Target Rifle Australia Ltd.
 - 3.2 "Honorary" means without payment of a fee.
 - 3.3 "Ex officio" means to be automatically included without specific mention of election.
 - 3.4 "AGM" means Annual General Meeting.
 - 3.5 "ISSF" means International Shooting Sports Federation.
 - 3.6 "IPC" means International Paralympic Committee.
 - 3.7 "QTS" means Queensland Target Sports Inc.
 - 3.8 "TRA" means Target Rifle Australia Ltd.

Affiliation

4. The Association shall affiliate with Target Rifle Australia Limited and any other sporting organisation as the Association sees fit.

Powers

5. The powers of the Association are:-
 - 5.1 The Association has the powers of an individual.
 - 5.2 The Association may, for example:

- 5.2.1 enter into contracts; and
 - 5.2.2 acquire, hold, deal with and dispose of property; and
 - 5.2.3 make charges for services and facilities it supplies; and
 - 5.2.4 do other things necessary or convenient to be done in carrying out its affairs.
- 5.3 The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

Classes of Members

6. The numbers of members shall be unlimited. The membership of the Association shall consist of any of the following classes of members:
- 6.1 Life Member: Life Membership may be conferred upon any person who is recommended for election by the Association and who is elected at the AGM by a two-thirds majority of those present. Such membership shall be limited to not more than two persons in any one calendar year. A Life Member shall not be required to pay registration or affiliation fees.
 - 6.2 Honorary Member: the Association may, if it desires, grant Honorary Membership (without payment of fees) to any person. Such membership is to be considered by the Association and terminated or renewed annually.
 - 6.3 Other members as defined in the By-Laws.

with the proviso that no person may hold any office therein unless he or she, or in the case of Life Members has been, is a financial member of a Club affiliated with the Association.

Membership Fees

7. Membership fees for each class of membership shall be determined by the Association and payable at such time and in such a manner as determined by the Management Committee.

Admission and Rejection of New Members

- 8. 8.1 A person shall become an affiliated member of the Association upon the receipt by the Association of the affiliation fee from their club.
- 8.2 A member may join any number of Clubs, but their right to represent those Clubs in competition shall be in accordance with the By-Laws of the Association.
- 8.3 The secretary of the association must, as soon as practicable after the Management Committee decides to reject or terminate a membership, give the member a written notice of the decision.

Termination of Membership

- 9. 9.1 If the affiliation fee of a member remains unpaid for a period of two calendar months after it becomes due, then the member may, by resolution of the Management Committee, be debarred from all privileges of membership and their name may be removed by the Management Committee from the Register of members. The Management Committee may reinstate the member and restore their name to the Register on payment of all arrears.
- 9.2 A member may at any time, by giving notice in writing to the Secretary, resign their membership of the Association.
- 9.3 If any member shall wilfully refuse or neglect to comply with the Constitution and By-Laws of the Association or shall be guilty of any conduct which, in the opinion of the Management Committee, is

unbecoming of a member or prejudicial to the interest of the Association, the Management Committee shall have the power to suspend the member from the Association. Provided that at least one week before the meeting of the Management Committee at which a resolution of a member's suspension is passed, that member shall have had written notice of such a meeting, and of what is alleged against that member and of the intended resolution for their suspension. At such meeting, and before the passing of the resolution, the member shall have the opportunity of giving, either orally or in writing, any explanation or defence that member may think fit. Provided further that such member may by notice in writing, lodge with the Secretary at least twenty-four hours before the time of holding the meeting at which the resolution for the member's suspension is to be considered by the Management Committee, elect to have the question of their suspension dealt with by the Association. A meeting of the Association shall be called for the purpose and if at the meeting a resolution for the suspension of the member be passed by a two-thirds majority of those present and eligible to vote (such vote to be taken by secret ballot) the member shall be expelled from the Association and their name removed from the Register of members.

- 9.4 The termination or suspension of membership of the Association is for a period set by the Management Committee depending on the severity of the offence.
- 9.5 Upon cessation of membership, the constituent Club to which the former member belonged shall be notified by the Secretary and that former member shall lose all rights and privileges offered by the Association.

Appeal Against Rejection or Termination of Membership

- 10. A person whose membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision:
 - 10.1 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
 - 10.2 If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a special general meeting to decide the appeal.
 - 10.3 The special general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
 - 10.4 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
 - 10.5 Also, the Management Committee and the members of the Committee who rejected or terminated the membership must be given a full and fair opportunity to show why the membership should be rejected or the membership should be terminated.
 - 10.6 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
 - 10.7 If a person whose membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

Register of Members

- 11. The management committee must keep a Register of members who are affiliated with the Association:
 - 11.1 The Register must include the following particulars for each member:

- 11.1.1 the full name of the member,
 - 11.1.2 the postal or residential address of the member,
 - 11.1.3 the date of admission as a member,
 - 11.1.4 the date of death or time of resignation of the member,
 - 11.1.5 details about the termination or reinstatement of membership,
 - 11.1.6 any other particulars the Management Committee or the members at a general meeting decide.
- 11.2 The Register must be open for inspection by members of the Association at all reasonable times.
- 11.3 A member must contact the Secretary to arrange an inspection of the Register.
- 11.4 However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the Register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

Prohibition on Use of Information on Register of Members

12. Unless approved by the Association a member of the Association must not:
- 12.1 use information obtained from the Register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - 12.2 disclose information obtained from the Register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.

Delegations

13. Each affiliated club will appoint from its QTS affiliated members, two Delegates to the AGM.
- 13.1 The names of the Delegates so selected shall be advised to the Secretary.
 - 13.2 In the event that any Delegate or Delegates are unable to attend the AGM, the Club will arrange for a proxy for that Delegate to attend and act. Proxy Delegates must be affiliated members of the Association and may not appear for more than one Club. The Club shall notify the Secretary and authorise, in writing, as for the normal Delegate.
 - 13.3 It shall be the duty of every Delegate and proxy Delegate to represent truly and honestly the Club or other body by which they have been appointed strictly in accordance with its desires and instructions.

Status and Liability of Affiliated Clubs

14. In order for a club to be affiliated with the Association, they are required to pay such affiliation fees as determined by Association from time to time. Clubs shall be required to comply with any requirements as may be determined by the Association, from time to time, and if in default, the Association may terminate affiliation.
- 14.1 No Affiliated Club of the Association shall have any right to or interest in the property or funds of the Association other than the right to use such property in the exercises of its privileges hereunder.

- 14.2 No Affiliated Club shall be liable for any act of omission on the part of the Association or its members, officers, servants or workmen.
- 14.3 Clubs shall be established and maintained to provide members with the facilities and opportunity to participate in organised and supervised shooting activity.
- 14.4 Clubs shall be established and maintained in accordance with the provisions laid down by the By-Laws of the Association.

Membership of Management Committee

- 15. The Management Committee of the Association consists of the president, vice president, treasurer, and any other members the Association members elected at the AGM, to a maximum of 11 members.
 - 15.1 A member of the Management Committee, other than a secretary appointed by the Management Committee, must be a member of the Association.
 - 15.2 At each AGM of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
 - 15.3 If a casual vacancy happens on the Management Committee, the continuing members of the Committee may appoint another member of the Association to fill the vacancy until the next AGM.

Electing the Management Committee

- 16. A member of the Management Committee may only be elected as follows:
 - 16.1 Any 2 members of the Association may nominate another member to serve as a member of the Management Committee;
 - 16.2 The nomination must be:
 - 16.2.1 in writing; and
 - 16.2.2 signed by the candidate and the members who nominated him or her; and
 - 16.2.3 given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - 16.3 Each member of the Association present and eligible to vote at the AGM may vote for 1 candidate for each vacant position on the Management Committee;
 - 16.4 If, at the start of the meeting, there are not enough nominees, nominations may be taken from the floor of the meeting.

Resignation, Removal or Vacation of Office of Management Committee Member

- 17. A member of the Management Committee may resign from the Committee by giving written notice of resignation to the secretary. The resignation takes effect at:
 - 17.1 the time the notice is received by the Secretary; or
 - 17.2 if a later time is stated in the notice, the later time.
- 18. A member may be removed from office at a special general meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

- 18.1 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 18.2 A member has no right of appeal against the member's removal from office.
- 18.3 A member immediately vacates the office of member.

Vacancies on Management Committee

19. If a casual vacancy happens on the Management Committee, the continuing members of the Committee may appoint another member of the Association to fill the vacancy until the next AGM.

- 19.1 The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 19.2 However, if the number of Committee members is less than the number fixed under rule 22(1) as a quorum of the Management Committee, the continuing members may act only to:
 - 19.2.1 increase the number of Management Committee members to the number required for a quorum; or
 - 19.2.2 call a special general meeting of the Association.

Functions of Management Committee

20. Subject to these rules or a resolution of the members of the Association carried at a general meeting, the Management Committee will administer the affairs, property and funds of the Association.

- 20.1 The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.
- 20.2 The Management Committee may exercise the powers of the Association:
 - 20.2.1 to borrow, raise or secure the payment of amounts in a way the members of the Association decide; and
 - 20.2.2 to secure the amounts mentioned in paragraph 20.2.1 or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - 20.2.3 to purchase, redeem or pay off any securities issued; and
 - 20.2.4 to borrow amounts from members and pay interest on the amounts borrowed; and
 - 20.2.5 to mortgage or charge the whole or part of its property; and
 - 20.2.6 to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - 20.2.7 to provide and pay off any securities issued; and
 - 20.2.8 to invest in a way the members of the Association may from time to time decide.
- 20.3 For subrule 20.2.4, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
 - 20.3.1 the financial institution for the Association; or
 - 20.3.2 if there is more than 1 financial institution for the Association, the financial institution nominated by the Management Committee.

Meetings of Management Committee

21. Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
 - 21.1 The Management Committee must meet at least once every 2 months to exercise its functions.
 - 21.2 The Management Committee must decide how a meeting is to be called.
 - 21.3 Notice of a meeting is to be given in the way decided by the Management Committee.
 - 21.4 The Management Committee may hold meetings, or permit a Committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
 - 21.5 A Committee member who participates in the meeting as mentioned in subrule 21.4 is taken to be present at the meeting.
 - 21.6 A question arising at a Committee meeting is to be decided by a majority vote of members of the Committee present at the meeting and, if the votes are equal, the question is decided in the negative.
 - 21.7 A member of the Management Committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
 - 21.8 The President is to preside as chairperson at a Management Committee meeting.
 - 21.9 If there is no President or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

Quorum for, and Adjournment of, Management Committee Meeting

22. At a Management Committee meeting, more than 50% of the members elected to the Committee as at the close of the last AGM of the members form a quorum.
 - 22.1 If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
 - 22.2 If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the Committee:
 - 22.2.1 the meeting is to be adjourned for at least 1 day; and
 - 22.2.2 the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
 - 22.3 If, at an adjourned meeting mentioned in subrules 22.2.1 and 22.2.2, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

Special Meeting of Management Committee

23. If the secretary receives a written request signed by at least 33% of the members of the Management Committee, the Secretary must call a special meeting of the Committee by giving each member of the Committee notice of the meeting within 14 days after the Secretary receives the request.

- 23.1 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 23.2 A request for a special meeting must state:
 - 23.2.1 why the special meeting is called; and
 - 23.2.2 the business to be conducted at the meeting.
- 23.3 A notice of a special meeting must state:
 - 23.3.1 the day, time and place of the meeting; and
 - 23.3.2 the business to be conducted at the meeting.
- 23.4 A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee.

Minutes of Management Committee Meetings

- 24. The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are kept.
 - 24.1 To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.
 - 24.2 The Secretary shall forward a copy of the minutes to each affiliated club as soon as practical, but at least 14 days prior to the next Management Committee meeting.

Appointment of Subcommittees

- 25. The Management Committee may appoint a subcommittee consisting of members of the Association considered appropriate by the committee to help with the conduct of the Association's operations.
 - 25.1 Such subcommittee exercise the powers that maybe imposed on it by the Management Committee.

Resolutions of Management Committee Without Meeting

- 26. A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
 - 26.1 A resolution mentioned in rule 26. may consist of several documents in like form, each signed by 1 or more members of the Committee.

Annual General Meeting

- 27. The Secretary shall convene the AGM by giving not less than 14 days notice of the meeting to the members of the Association.
- 28. Unless otherwise provided by these Rules, at the AGM or any other special general meeting:
 - 28.1 The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for holding of the meeting or is unwilling to act, the members present shall elect one of their number to be Chairman of the meeting;
 - 28.2 The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

- 28.3 Every question, matter or resolution shall be decided by a majority of votes of the members present eligible to vote;
 - 28.4 Every member present eligible to vote shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a casting vote, provided that no member shall be entitled to vote at any meeting if his annual subscription is more than two months in arrears at the date of the meeting;
 - 28.5 A member who is eligible to vote may vote in person or by proxy and on a show on hands every person present eligible to vote who is a member or a representative of a member shall have one vote and in a secret ballot every member present who is eligible to vote in person or by proxy shall have one vote;
 - 28.6 The instrument appointing a proxy shall be in writing, in the common or usual form; and
 - 28.7 The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
 - 28.8 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every general meeting to be recorded and to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. Electronic recording is recognised as an acceptable method of recording. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding meeting verifying their accuracy. Similarly, the minutes of every meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding meeting. The minutes of any AGM shall be signed by the Chairman of that meeting or the Chairman of the next succeeding meeting.
29. The AGM is to be held within three months of the close of the financial year.
- 29.1 The business to be transacted at every AGM shall be:
 - 29.1.1 receiving the Management Committee's and other office bearers reports;
 - 29.1.2 receiving the Association's financial statement, and audit report, for the last reportable financial year;
 - 29.1.3 presenting the financial statement and audit report to the meeting for adoption;
 - 29.1.4 electing the president, vice president, treasurer and other members of the management committee;
 - 29.1.5 the appointment of an auditor;
 - 29.1.6 the appointment of Patron and Vice-Patrons;
 - 29.1.7 the election of other Officers:
 - 29.1.7.1 TRA Delegate
 - 29.1.7.2 Administrator
 - 29.1.7.3 Honorary Members
 - 29.1.8 set affiliation membership fees
 - 29.1.9 set salaries and/or honorariums as appropriate
 - 29.1.10 transact any other business which under this Constitution, the By Laws or by law ought to be transacted at the AGM

Quorum for, and Adjournment of, Annual General Meeting

- 30. At the AGM, more than 20% of the eligible delegates to attend form a quorum. No business shall be transacted at the AGM unless a quorum of delegates is present at the time when the meeting proceeds to business. For the purpose of this rule "delegate" includes a person attending as a proxy.

- 30.1 If there is no quorum within 30 minutes after the time fixed for the AGM, the meeting lapses:
 - 30.1.1 the meeting is to be adjourned; and
 - 30.1.2 the delegates who are present are to decide the day, time and place of the adjourned meeting.
- 30.2 If, at an adjourned meeting mentioned in subrules 30.1.1 and 30.1.2, there is no quorum within 30 minutes after the time fixed for the AGM, the meeting lapses.

Special General Meeting

- 31. Special general meetings may be called by the Management Committee or by 30% of the Delegates of the Association. Such a general meeting will deal only with the subject or subjects for which the meeting is called.
 - 31.1 The Secretary shall convene a special general meeting:
 - 31.1.1 when directed to do so by the Management Committee; or
 - 31.1.2 on the requisition in writing signed by not less than 30 % of the Delegates of the Association or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat, and such meeting shall deal with only this business; or
 - 31.1.3 on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject membership or terminate the membership of any person.

By-Laws

- 32. The Management Committee may from time to time make, amend or repeal by-Laws, not inconsistent with these Rules, for the internal management of the Association. Any by-law may be set aside at a general meeting.

Alteration of Rules

- 33. Subject to the provisions of the Association Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at a general meeting, however an amendment, repeal or addition is valid only if it is registered by the Chief Executive, Office of Fair Trading.
- 34. These Rules shall not be altered, rescinded or added to without at least one month's notice in writing of the proposed alterations, deletions or additions being given to affiliated Clubs and to Delegates to the AGM. Any resolution to alter, rescind or add to these Rules must be passed by a two-thirds majority of the Delegates present at the AGM.

Common Seal

- 35. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the Seal is affixed shall be signed by a member of Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for that purpose.

Funds and Accounts

- 36. The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.

- 36.1 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 36.2 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 36.3 All amounts shall be paid by cheque or by electronic means, signed or authorised by any two of the President, Secretary, Treasurer, or other member authorised from time to time by the Management Committee.
- 36.4 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- 36.5 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 36.6 All expenditure shall be approved or ratified at a Management Committee meeting.
37. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:
 - 37.1 The income and expenditure for the financial year just ended; and
 - 37.2 The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
38. All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the next AGM following the financial year in respect of such audit was made.
 - 38.1 On behalf of the Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
 - 38.2 The income and property of the association must be used solely in promoting the association's objects and exercising the Association's powers.

Documents

39. The Management Committee shall provide for safe custody of books, documents, instruments of title and securities of the Association.

Financial Year

40. The financial of the Association shall close 31st December in each year.

Distribution of Surplus Assets

41. This rule applies if the Association:
 - 41.1 is wound-up under part 10 of the Associations Incorporation Act; and
 - 41.2 has surplus assets.
42. The surplus assets (*surplus assets* see section 92(3) of the Associations Incorporation Act):
 - 42.1 must not be distributed among the members of the Association;

42.2 must be given to another entity:

42.2.1 having objects similar to the Association's objects; and

42.2.2 the rules of which prohibit the distribution of the entity's income and assets to its members.