

**CONSTITUTION
AND
RULES OF THE ASSOCIATION**

For

**AUSTRALIAN CYPRIOT SPORT
SHOOTING ASSOCIATION
INCORPORATED**

Registration Number: A0052637H

**Under the ASSOCIATIONS
INCORPORATION REFORM
ACT 2012**

**RULES OF THE ASSOCIATION
(AUSTRALIAN CYPRIOT SPORT SHOOTING
ASSOCIATION INCORPORATED.) ***

*This document cannot be amended unless it is approved by the majority of the Life Members of the Association, prior to lodging with Consumer Affairs Victoria. In the event that there is a proposal to amend any part of this document, the following must apply:

- the Committee is to arrange within 5 days, for a Special Meeting as described in Rule 34, whereby the current Life Members of the Association are invited to discuss and review any proposals and vote, for the purpose of determining whether the document needs to be amended.
- Every attempt is required to have a minimum of five Life Members present to vote. If there isn't, the Special Meeting is to be adjourned and a second attempt is required to be made by the Committee in the form of a Special Meeting.

1. Name

The name of the incorporated association is “**Australian Cypriot Sport Shooting Association Incorporated**” (in these Rules called "the Association").

2. Purpose:

The Association is a voluntary organisation formed by hunters. The Association's purpose is to:

- (a) Strive to provide the community with social surroundings for hunters to promote and conserve this sport. We promote responsible firearm ownership, ethical hunting and clay target shooting. Also to provide social surroundings in which shooters and hunters can be educated on game hunting and sport shooting.
- (b) Encourage, promote and practice the active conservation of game and habitat and to undertake education and training of members to achieve that goal.
- (c) Cooperate with government agencies and landholders in the promotion of game hunting in an orderly and accepted manner and to respect the privilege of gun ownership.
- (d) Promote public understanding and acceptance of our activities and to cooperate with other bodies which may have similar objectives.

- (e) Unite field sportsmen, senior and junior, in the respect of game and habitat, to promote good sportsmanship through supervised shooting ranges, target shooting and where appropriate to conduct local, state and national events to encourage the sport and stimulate participants to excel in their chosen pastime.
- (f) Promote and encourage competitive target shooting and practice shooting with a view to developing proficient and safe use of firearms.
- (g) Promote and encourage hunting code of conduct and ethics for hunting, field shooting and related ancillary activities. Encourage Members to pursue their hunting in a sustainable, ethical and humane manner.
- (h) Promote and advocate game conservation and to promote a better understanding between members, land-holders, regulatory bodies, other interest groups and the general public.
- (i) Promote and facilitate the development of knowledge of shooters through a social atmosphere.

3. *Definitions*

(1) In these Rules, unless the contrary intention appears-

“**Absolute majority**” of the Committee, means a majority of the Committee members currently holding office and entitled to vote at the time (as distinct from a majority of Committee members present at a Committee meeting);

“**ACSSA**” has the same meaning as Australian Cypriot Sport Shooting Association Inc.

"**Act**" means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;

“**Associate member**” means a member referred to in Rule 10;

“**Chairperson**” of a General Meeting or Committee meeting, means the person chairing the meeting;

"**Committee**" means the Committee of management of the Association;

“**Committee meeting**” means a meeting of the Committee held in accordance with these Rules;

“**Committee member**” means a member of the Committee elected or appointed

under Rule 32;

“Disciplinary appeal meeting” means a meeting of the members of the Association convened under Rule 15;

“Disciplinary meeting” means a meeting of the Committee convened for the purposes of Rule 14;

“Disciplinary subcommittee” means the subcommittee appointed under Rule 14;

“Financial year” means each period of 12 months ending on 30 June;

“General Meeting” means a General Meeting of members convened in accordance with Rule 20 and includes an Annual General Meeting, a Special General Meeting and a disciplinary appeal meeting;

“Member” means a member of the Association;

“Member entitled to vote” means a member who under Rule 9 is entitled to vote at a general meeting;

“Ordinary member of the Committee” means a member of the Committee who is not an officer of the Association under Rule 31;

“Regulations” means regulations under the Act;

“Relevant documents” has the same meaning as in the Act;

“Special Meeting” means a meeting that involves Committee and Life Members;

“Special resolution” means a resolution that requires not less than three-quarters of the members voting at a General Meeting, whether in person or by proxy, to vote in favour of the resolution;

“The Registrar” means the Registrar of Incorporated Associations.

- (2) In these Rules, a reference to the Secretary of an Association is a reference if a person holds office under these Rules as Secretary of the Association.

4. Powers of Association

- (1) Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- (2) Without limiting sub-rule (1), the Association may –
- (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on any terms and in any manner as it thinks fit;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf;
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

5. Not for Profit Organisation

- (1) The Association must not distribute any surplus, income or assets directly or indirectly to its members.
- (2) Sub-rule (1) does not prevent the Association from paying a member –
- (a) reimbursement for expenses properly incurred by the member; or
 - (b) for goods or services provided by the member –

if this is done in good faith on terms no more favourable than if the member was not a member.

6. Alteration of the Rules

These Rules may only be altered by Special Resolution of a General Meeting of the Association and in accordance with s 50 of the Act.

7. Membership, entry fees and subscription

(1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.

(2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless-

- (a) he or she applies for membership in accordance with Sub-rule (3); and
- (b) the admission as a member is approved by the Committee.

(3) An application of a person for membership of the Association must-

- (a) be made in writing in the form set out in Appendix 1; and
- (b) state that the person wishes to become a member of the Association, and supports the purposes of the Association, and agrees to comply with these Rules; and
- (c) be lodged with the Secretary of the Association.
- (d) payment must be made on application as per the fees as set out in Appendix 4.

(4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the Committee.

(5) The Committee must determine whether to approve or reject the application.

(6) If the Committee approves an application for membership, the Secretary

must,
as soon as practicable-

- (a) notify the applicant in writing of the approval for membership; and

- (b) record in the minutes of the Committee meeting the resolution to accept the membership; and

(7) The Secretary must, within 14 days after receipt of the amounts referred to in Sub-rule (6), enter the applicant's name in the Register of members and deliver via mail any relevant documentation to the member.

(8) An applicant for membership becomes a member and is entitled to exercise the rights of membership from the date, whichever is later, on which –

- (a) the Committee approves the person's membership; or
- (b) the person pays the joining fee.

(9) If the Committee rejects an application, the Committee must, as soon as practicable, notify the applicant in writing that the application has been rejected and return any money accompanying the application to the applicant. No reason need be given for the rejection of an application.

(10) A right, privilege, or obligation of a person by reason of membership of the Association-

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon the cessation of membership whether by death or resignation or otherwise.

(11) The entrance fee is the relevant amount set out in Appendix 4.

(12) At each Annual General Meeting, the Association must determine –

- (a) the amount of the annual subscription (if any) for the following financial year; and
- (b) the date for payment of the annual subscription.

(13) The Association may determine that a lower annual subscription is payable by associate members.

(14) The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to –

- (a) the full annual subscription; or
- (b) a pro rata annual subscription based on the remaining part of the financial year; or

- (c) a fixed amount determined from time to time by the Association.

(15) The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

Membership of the Association shall consist of the following:

- (a) Ordinary Member – Persons over 18 years of age.
- (b) Concession Member – Persons over 18 years of age, with proof of any one of Pensioner Concession Card and Health Care Card.
- (c) Junior Member – Persons over the age of 12 and under the age of 18 years may make application to the Association as a Junior Member, and if accepted, shall pay the prescribed subscription.

Persons granted this category of membership shall have no voice in the management of the Association and shall not be entitled to hold any office or vote at any meeting of the Association.

Any Junior Member on attaining the age of 18 years, wishing to remain a member of the Association, shall be granted the appropriate Association membership and shall pay the full subscription as set down from time to time.
- (d) Life Member – The Committee may nominate persons who have rendered meritorious service to the Association, and have been a financial member for a minimum of 5 years, for acceptance to Life Membership. Life Membership will only be considered after the current Committee nominates a candidate to the current Life Members via a Special Meeting as described in Rule 34. Current Life Members need to obtain majority vote in favour of the granting of any Life Membership. There can only be a maximum of 2 Life Memberships granted every 5 years. Life Memberships are capped at a maximum of 15 at any given time. Appendix 5 shows a list of current Life Members of the Association.
- (e) Temporary Member – Persons who are a member or an official of, or a person assisting a team that is to contest a pre-arranged sport on that day, or at the invitation of a member, to engage in that sport on that day.

8. Register of members

(1) The Secretary must keep and maintain a Register of members containing, but not limited to-

(1) For each current member-

- i. The member's name;
- ii. The address for notice last given by the member;
- iii. The member's date of birth ;
- iv. The date of becoming a member;
- v. If the member is an associate member, a note to that effect;
- vi. Any other information determined by the Committee; and
- vii. Proof of concession eligibility, if applicable.

(2) It is the responsibility of each member to update the Secretary and ensure that their details are current and correct.

9. General rights of members

(1) A member of the Association who is entitled to vote has the right –

- (a) to receive notice of General Meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
- (b) to submit items of business for consideration at a General Meeting; and
- (c) to attend and be heard at General Meetings; and
- (d) to vote at a General Meeting; and
- (e) to have access to the minutes of General Meetings and other documents of the Association as provided under Rule 43; and
- (f) to have the rights as described in Rule 52.

(2) A member is entitled to vote if –

- (a) the member is a member other than an associate member; and

- (b) more than 2 calendar months have passed since he or she became a member of the Association; and
- (c) the member's membership rights are not suspended for any reason.

10. Associate members

- (1) Associate members of the Association include –
 - (a) any members under the age of 12 years; and
 - (b) any other category of member as determined by special resolution at a General Meeting.
- (2) An associate member must not vote but may have other rights as determined by the Committee or by resolution at a General Meeting.

11. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

12. Ceasing membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Association, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

13. Resigning as a member

- (1) A member of the Association who has paid all moneys due and payable by a member to the Association may resign from the Association by giving one month's notice in writing to the Secretary of his or her intention to resign.
- (2) After the expiry of the period referred to in
Sub-rule (1)—

- (a) the member ceases to be a member; and
 - (b) The Secretary must record in the Register of members the date on which the member ceased to be a member.
- (3) A member is taken to have resigned if -
- (a) the member's annual subscription is more than 12 months in arrears; or
 - (b) where no annual subscription is payable –
 - i. the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
 - ii. the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

14. Discipline, suspension and expulsion of members

- (1) The Association may take disciplinary action against a member if it is determined that the member –
 - (a) has refused or failed to comply with these Rules; or
 - (b) has engaged in conduct prejudicial to the Association; or
 - (c) refuses to support the purposes of the Association.
- (2) If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the member.
- (3) The members of the disciplinary sub-committee –
 - (a) May be Committee members, members of the Association or anyone else; but
 - (b) Must not be biased against, or in favour of, the member concerned.
- (4) Before disciplinary action is taken against a member, the Secretary must give written notice to the member –
 - (a) stating that the Association proposes to take disciplinary action against the member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action (the **disciplinary meeting**); and
 - (d) advising the member that he or she may do one or both of the following –
 - i. attend the disciplinary meeting and address the disciplinary sub-committee at that meeting;
 - ii. give a written statement to the disciplinary sub-committee at any time before the disciplinary meeting; and
 - (e) setting out the member's appeal rights.

- (5) The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.
- (6) At the disciplinary meeting the disciplinary sub-committee must-
 - (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member.
- (7) After complying with Sub-rule (6), the disciplinary sub-committee may-
 - (a) take no further action against the member; or
 - (b) subject to Sub-rule (8) –
 - i. reprimand the member; or
 - ii. suspend the membership rights of the member for a specified period; or
 - iii. expel the member from the Association.
- (8) The disciplinary sub-committee may not fine the member.
- (9) The suspension of membership rights or the expulsion of a member by the disciplinary sub-committee under this Rule takes effect immediately after the vote is passed.

15. Appeal Rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Association under Rule 14 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given –
 - (a) to the disciplinary sub-committee immediately after the vote to suspend or expel the person is taken; or

- (b) to the Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under Sub-rule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must –
 - (a) Specify the date, time and place of the meeting; and
 - (b) State –
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.
- (5) At a disciplinary appeal meeting –
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must place before the meeting details of the grounds for suspending or expelling the member and the reasons for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled, or his or her representative, must be given an opportunity to be heard.

- (6) After complying with Sub-rule (5), the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be confirmed or revoked.
- (7) A member may not vote by proxy at the meeting. A decision is confirmed if not less than three-quarters of the members voting at the meeting vote in favour of the decision. In any other case, the decision is revoked.

16. Disputes and mediation

The grievance procedure set out in this Rule applies to disputes under these Rules between-

- (a) a member and another member; or
- (b) a member and the Committee; or
- (c) a member and the Association.

(2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until this disciplinary procedure has been completed.

(3) The parties to the dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of all of the parties.

(4) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Sub-rule (3), then the parties must, within 10 days –

- (a) notify the Committee of the dispute; and
- (b) agree to or request the appointment of a mediator; and
- (c) attempt in good faith to settle the dispute by mediation.

(5) 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;

or

(ii) in the case of a dispute between a member and the Committee or the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(6) A member or former member of the Association can be a mediator appointed by the Committee.

(7) The mediator cannot be a member who is a party to the dispute, who has a personal interest in the dispute or is biased in favour of or against any party.

(8) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(9) The mediator to the dispute, in conducting the mediation, must--

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(10) The mediator must not determine the dispute.

(11) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

17. Annual General Meetings

(1) The Committee must convene an Annual General Meeting of the Association to be held within 5 months after the end of each financial year.

(2) Despite Sub-rule (1), the Association may hold its first Annual General Meeting at any time within 18 months after its incorporation.

(3) The Committee may determine the date, time and place of the Annual General Meeting of the Association which must be within the month of July.

(4) The notice convening the Annual General Meeting must specify that the meeting is an Annual General Meeting.

(5) The ordinary business of the Annual General Meeting shall be-

(a) to confirm the minutes of the previous Annual General Meeting and of any Special General Meeting held since that meeting; and

(b) to receive and consider the annual report of the Committee on the activities and the transactions of the Association during the preceding financial year; and

(c) to elect officers of the Association and the ordinary members of the Committee; and

(d) to receive and consider the financial statement of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act.

(e) to confirm or vary the amounts (if any) of the annual subscription and joining fee.

(6) The Annual General Meeting may also conduct any special business of which notice has been given in accordance with these Rules.

18. *Special General Meetings*

(1) In addition to the Annual General Meeting of the Association, any other General Meetings may be held in the same year.

(2) All General Meetings of the Association, other than the annual General Meeting or a disciplinary appeal meeting, are special General Meetings.

(3) The Committee may, whenever it thinks fit, convene a special General Meeting of the Association.

(4) If, but for this Sub-rule, more than 15 months would elapse between annual General Meetings, the Committee must convene a special General Meeting before the expiration of that period.

(5) The Committee must, on the request in writing of members representing not less than 10 per cent of the total number of members, convene a special General Meeting of the Association.

(6) The request for a special General Meeting must—

(a) be in writing; and

(b) state the business to be considered at the meeting and any resolutions to

be proposed; and

(c) include the names and signatures of the members requesting the meeting; and

(d) be sent to the address of the Secretary.

(7) If the Committee does not cause a special General Meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special General Meeting to be held not later than 3 months after that date and may only consider the business stated in that request.

(8) If a special General Meeting is convened by members in accordance with this Rule, it must be convened in the same manner so far as possible as a meeting convened by the Committee and all reasonable expenses incurred in convening the special General Meeting must be refunded by the Association to the persons incurring the expenses.

19. *Special business*

All business that is conducted at a special General Meeting and all business that is conducted at the annual General Meeting, except for business conducted under the Rules as ordinary business of the Annual General Meeting, is deemed to be special business.

20. *Notice of General Meetings*

(1) The Secretary of the Association (or, in the case of a special General Meeting, the members convening the meeting) at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a General Meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.

(2) Notice may be sent--

(a) by prepaid post to the address appearing in the Register of members;
or

(b) if the member requests, by facsimile transmission or electronic transmission.

(3) The notice must—

(a) specify the date, time and place of the meeting; and

- (b) indicate the general nature of each item of business to be considered at the meeting; and
- (c) if a special resolution is to be proposed—
 - (i) state in full the proposed resolution; and
 - (ii) state the intention to propose the resolution as a special resolution; and
- (d) comply with Rule 35.

(4) No business other than that set out in the notice convening the meeting may be conducted at the meeting.

(5) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next General Meeting.

21. Quorum at General Meetings

(1) No item of business may be conducted at a General Meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

(2) The quorum for a General Meeting is the presence (physically, by proxy or as allowed under Rule 37) of 10% of the members entitled to vote.

(3) If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present-

- (i) in the case of a meeting convened upon the request of members-the meeting must be dissolved; and

- (ii) in any other case-the meeting shall stand adjourned to a date not more than 21 days after the adjournment and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

(4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) may proceed with the business of the meeting as if a quorum were present.

22. *Presiding at General Meetings*

(1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each General Meeting of the Association.

(2) If the President and the Vice-President are absent from a General Meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

23. *Adjournment of meetings*

(1) The Chairperson of a General Meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or another place.

(2) Without limiting Sub-rule (1), a meeting may be adjourned—

- (a) if there is insufficient time to deal with the business at hand; or
- (b) to give the members more time to consider an item of business.

(3) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

(4) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with Rule 20.

(5) Except as provided in Sub-rule (4), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

24. *Voting at General Meetings*

(1) Upon any question arising at a General Meeting of the Association, a member has one vote only.

(2) All votes must be given personally or by proxy.

(3) except in the case of a special resolution, the question must be decided on a majority of votes.

(4) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

(5) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

(6) This Rule does not apply to a vote at a disciplinary appeal meeting.

(7) A member is not entitled to vote at a General Meeting unless all moneys due and payable by the member to the Association have been paid, other than the amount of the annual subscription payable in respect of the current calendar year.

(8) Any member to the Association must be a paid member to the Association and have a minimum of 2 calendar months membership with the Association.

25. Special resolutions

A special resolution is passed if not less than three quarters of the members voting at a General Meeting (whether in person or by proxy) vote in favour of the resolution.

26. Poll at General Meetings

(1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

27. Manner of determining whether resolution carried

(1) If a question arising at a General Meeting of the Association is

determined on a show of hands-

(a) a declaration by the Chairperson that a resolution has

been-

(i) carried; or

(ii) carried unanimously; or

(iii) carried by a particular majority; or

(iv) lost; and

- (b) an entry to that effect in the minute book of the Association-
 - is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question-
 - (a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - (b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

28. Proxies

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a General Meeting other than at a disciplinary appeal meeting.
- (2) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (3) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- (4) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- (5) Notice of a general meeting given to a member under Rule 20 must—
 - (a) state that the member may appoint another member as a proxy for the meeting; and
 - (b) include a copy of any form that the Committee has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- (7) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

29. Committee of Management

(1) The affairs of the Association shall be managed by the Committee of Management.

(2) The Committee of Management--

(a) shall control and manage the business and affairs of the Association; and

(b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by General Meetings of the members of the Association; and

(c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

(3) The Committee shall consist of—

(a) the officers of the Association; and

(b) the ordinary members (in which there must be a minimum of 2 and can only be a maximum of 8), each of whom must by resolution be elected at the annual General Meeting of the Association by the recently elected officers in each year.

30. Office holders

(1) The officers of the Association shall be--

(a) a President;

(b) a Vice-President;

(c) a Treasurer; and

(d) a Secretary.

(2) The provisions of Rule 32, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in Sub-rule (1).

(3) Each officer of the Association shall hold office until the annual General Meeting next after the date of his or her election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in Sub-rule (1), the Committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual General Meeting next following the date of the appointment.

31. *Ordinary members of the Committee*

(1) Subject to these Rules, each ordinary member of the Committee shall hold office until the annual General Meeting next after the date of election but is eligible for re-election.

(2) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

32. *Election of officers and ordinary Committee members*

(1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee must be—

(a) made in writing to the Association; and

(b) delivered to the Secretary of the Association not less than 14 days before the date fixed for the holding of the annual General Meeting.

(2) A candidate may only be eligible for nomination for an officer of the Association as described in Rule 30(1) if the following are satisfied:

(a) they are an Australian Citizen; and

(b) they are of Cypriot Turkish background or origin; and

(c) they have already been an ordinary member of the Committee for a minimum of one term from one annual General Meeting to the next annual General Meeting.

(3) A candidate may only be nominated for one office, or as an ordinary member of the Committee, prior to the annual General Meeting.

(4) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual General Meeting.

(5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

(6) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

(7) If a ballot is required for the election of a position, the Chairperson of the meeting must appoint a member, who is not nominated for the position, to act as returning officer to conduct the ballot. The ballot for the election of officers and ordinary members of the Committee must be conducted at the annual General Meeting in such manner as the Committee may direct.

(8) The election must be by secret ballot.

33. Vacancies

(1) The office of an officer of the Association, or of an ordinary member of the Committee, becomes vacant if the officer or member--

(a) ceases to be a member of the Association; or

(b) fails to attend 3 consecutive Committee meetings (other than special or urgent Committee meetings) without leave of absence; or

(c) resigns from office by notice in writing given to the Secretary; or

(d) otherwise ceases to be a Committee member by operation of section 78 of the Act.

(2) In the event that two or more officers of the Association resign, the Committee is to arrange within 5 days, for a special meeting as described in rule 34, whereby the current Life Members of the Association are invited to vote, for the purpose of determining a replacement for those vacant roles. Until the Special Meeting, the Committee must:

(a) tentatively appoint one or more of the current officers to act in those vacant roles whilst continuing to act in their roles;

(b) consider the possibility of ordinary members of the Committee who may be eligible in conducting those roles and nominate them at the special

meeting.

- (3) If a majority vote cannot be achieved at the special meeting, the current Life Members have authority to suggest a Special General Meeting as described in Rule 18, with the intention to elect new officers and a new Committee.
- (4) If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- (5) The Committee may continue to act despite any vacancy in its membership.

34. Meetings of the Committee

- (1) The Committee must meet at least 4 times in each year at such place and such times as the Committee may determine.
- (2) Special Meetings of the Committee may be convened by:
 - (a) the President; or
 - (b) by four members of the Committee (including a minimum of two officers of the Association); or
 - (c) by any five Life Members of the Association.

35. Notice of Committee meetings

- (1) Written notice of each Committee meeting must be given to each member of the Committee at least 7 days before the date of the meeting.
- (2) Notice may be given of more than one Committee meeting at the same time.
- (3) The notice must state the date, time and place of the meeting.
- (4) Written notice must be given to members of the Committee of any Special Meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

36. Urgent Meetings

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with Rule 35 provided that as much notice as practicable is given

to each Committee member by the quickest means practicable.

- (2) Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- (3) The only business that may be conducted at an Urgent Meeting is the business for which the meeting is convened.

37. Quorum for Committee meetings

(1) Any 4 members of the Committee, or the majority of the Committee members holding office, constitutes a quorum for the conduct of the business of a meeting of the Committee.

(2) No business may be conducted unless a quorum is present.

(3) If within half an hour of the time appointed for the meeting a quorum is not present-

(i) in the case of a Special Meeting--the meeting lapses;

(ii) in any other case--the meeting shall stand adjourned to the same place and the same time and day in the following 14 days.

(4) The Committee may act notwithstanding any vacancy on the Committee.

38. Presiding at Committee meetings

At meetings of the Committee-

(1) Subject to Sub-rule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any General Meetings and for any committee meetings.

(2) If the President and the Vice-President are absent, or are unable to preside, the Chairperson of the meeting must be –

- (i) in the case of a General Meeting – a member elected by the other members present; or
- (ii) in the case of a Committee meeting – a Committee member elected by the other Committee members present.

39. Secretary

- (1) The Secretary must perform any duty or function required under the Act to be performed by the Secretary of an Incorporated Association.
- (3) The Secretary must-
 - (a) maintain the Register of members in accordance with Rule 8; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in Rule 46, all books, documents and securities of the Association in accordance with the Rules; and
 - (c) subject to the Act and these Rules, provide members with access to the Register of members, the minutes of General Meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- (4) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

40. Treasurer

- (1) The Treasurer of the Association must-
 - (a) collect and receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure all the moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a General Meeting of the Association from the Association's fund; and
 - (d) ensure cheques are signed by at least 2 Committee members.
- (2) The Treasurer must -
 - (a) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the Annual General Meeting of the Association.

(3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two officers of the Association, which must include:

(a) the Treasurer; and

(b) any one of the other officers of the Association.

(4) The funds of the Association shall be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest and such other sources as the Committee approves.

(5) The Treasurer must ensure that at least one other Committee member has access to the accounts and financial records of the Association.

41. Voting at Committee meetings

(1) Questions arising at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.

(2) Each member present at a meeting of the Committee, or at a meeting of any sub-committee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

42. Removal of Committee members

(1) The Association in a General Meeting may, by resolution, remove any member of the Committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.

(2) A member who is the subject of a proposed resolution referred to in Sub-rule (1) may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

(3) The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting.

43. Minutes of meetings

- (1) The Secretary of the Association must keep minutes of the resolutions and proceedings of each General Meeting, and each Committee meeting, together with a record of the names of persons present at Committee meetings.
- (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 include-
 - (a) the names of the members attending the meeting; and
 - (b) proxy forms given to the Chairperson of the meeting under Rule 28(6); and
 - (c) the financial statements submitted to the members in accordance with Rule 47; and
 - (d) the certificate signed by two Committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (e) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

44. Conflict of interest

- (1) A Committee member who has a material personal interest in a matter being considered at a Committee meeting must disclose the nature and extent of that interest to the Committee.
- (2) The member –
 - (a) must not be present while the matter is being considered at the meeting; and
 - (b) must not vote on that matter.
- (3) This Rule does not apply to a material personal interest –
 - (a) that exists only because the member belongs to a class of person for whose benefit the Association is established; or
 - (b) that the member has in common with all, or a substantial proportion of, the members of the Association.

45. Management of funds

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by a General Meeting of the Association, 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 (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 Committee members.
- (5) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt.
- (6) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

46. Financial Records

- (1) The Association must keep financial records that
 - (a) correctly record and explain its transactions, financial position and performance; and
 - (b) enable financial statements to be prepared as required by the Act.
- (2) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer must keep in his or her custody, or under his or her control—
 - (a) the financial records for the current financial year; and
 - (b) any other financial records as authorised by the Committee.

47. Financial Statements

- (1) For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- (2) Without limiting Sub-rule (1), those requirements include—
 - (a) the preparation of the financial statements;
 - (b) if required, the review or auditing of the financial statements;
 - (c) the certification of the financial statements by the Committee;
 - (d) the submission of the financial statements to the Annual General Meeting of the Association;
 - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

48. Seal

- (1) The Association may have a common seal.
- (2) If the Association has a common seal –
 - (a) the name of the Association must appear in legible characters on the common seal;
 - (b) the common seal of the Association must be kept in the custody of the Secretary;
 - (c) the common seal must not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal must be witnessed by the signatures of two officers of the Association, which must include:
 - (i) the Secretary; and
 - (ii) any one of the other officers of the Association.

49. Registered address

The registered address of the Association is—

(a) the address determined from time to time by resolution of the Committee;

Or

(b) if the Committee has not determined an address to be the registered address, the postal address of the Secretary.

50. Notice to members

Except for the requirement in Rule 20, any notice that is required to be given to a member, on behalf of the Association, under these Rules may be given by-

(a) delivering the notice to the member personally; or

(b) sending it by prepaid post addressed to the member at that member's address shown in the Register of members; or

(c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or

(d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

51. Winding up and cancellation

(1) The Association may be wound up voluntarily by special resolution.

(2) In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.

(3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association and which is not carried on for the profit or gain of its individual members.

(4) The body to which the surplus assets are to be given must be decided by special resolution.

52. Custody and inspection of books and records

(1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.

(2) The Register of members, the minutes of General Meetings and subject to Sub-rule (3) the financial records, books, securities and any other relevant documents of the Association, including minutes of Committee meetings must be available for inspection, at meetings of the Committee and Annual General Meetings of the Association, within 14 days' notice, free of charge by any member upon written request to the Association.

(3) The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.

(4) The Committee must on request make copies of these Rules available to members and applicants for membership free of charge.

(5) Subject to Sub-rule (3), a member may make a copy of any of the other records of the Association referred to in this Rule and the Association may charge a reasonable fee for provision of a copy of such a record.

(6) For purposes of this Rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following—

- (a) its membership records;
- (b) its financial statements;
- (c) its financial records;
- (d) records and documents relating to transactions, dealings, business or property of the Association.

APPENDIX 1

AUSTRALIAN CYPRIOT SPORT SHOOTING ASSOCIATION INC.

MEMBERSHIP REGISTRATION FORM

CURRENT PERSONAL DETAILS

MEMBERSHIP NO:	
MEMBERSHIP CATEGORY:	
SURNAME:	
GIVEN NAMES:	
ADDRESS:	
DATE OF BIRTH:	
MOBILE PHONE NO:	
HOME PHONE NO:	
EMAIL:	
FIREARMS LICENCE NO:	
VIC GAME LICENCE NO:	
NSW R-LICENCE NO:	
CONCESSION NO:	

*MUST PROVIDE PROOF OF CONCESSION ELIGIBILITY

*ACSSA RESERVES THE RIGHT TO REFUSE MEMBERSHIP

1. In the last 5 years, have you been found guilty of, or do you have charges pending for, any offence in Australia or Overseas? Yes No

2. In the last 5 years, have you been refused a membership or had a membership cancelled?
Yes No

3. I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the Firearms Act 1996 to wilfully supply details that are false or misleading.

Signature:

Date:

APPENDIX 2

**FORM OF APPOINTMENT OF PROXY
FOR MEETING OF ASSOCIATION**

I,.....
(name)

of
(address)

being a member of
(name of Incorporated Association)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the General Meeting of the Association to be held on-

.....
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution:

.....
Signed
Date

APPENDIX 3

FORM OF APPOINTMENT OF PROXY

I,
(*name*)

of
(*address*)

being a member of
(*name of Incorporated Association*)

appoint
(*name of proxy holder*)

of
(*address of proxy holder*)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual/special* General Meeting of the Association to be held on

.....
(*date of meeting*)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

.....
Signed

Date

APPENDIX 4

SCHEDULE OF FEES

<i>Membership Categories for one calendar year</i>	<i>Fee</i>
Ordinary Member Annual Fee	\$75.00
Concession Member Annual Fee	\$45.00
Junior Member Annual Fee	\$45.00

<i>Membership Categories for three calendar years</i>	<i>Fee</i>
Ordinary Member Fee	\$210.00
Concession Member Annual Fee	Not Available
Junior Member Annual Fee	Not Available

<i>Membership Categories for five calendar years</i>	<i>Fee</i>
Ordinary Member Fee	\$325.00
Concession Member Annual Fee	Not Available
Junior Member Annual Fee	Not Available

Note: Fees are non-refundable.

APPENDIX 5

Life Members of the Association

**Huseyin Kuset
Abdullah Veli
Sertac Kamil
Nihat Niyazi
Fikret Alpozgen
Ozkan Abdullah
Ismail Emir Hussein
Vargin Ahmet
Ahmet Mehmet**

NOTES

"SCHEDULE 1

PREPARATION OF FINANCIAL STATEMENTS BY PRESCRIBED ASSOCIATIONS--AUSTRALIAN ACCOUNTING STANDARDS

Australian Accounting Standard Number	Name of Australian Accounting Standard	Issued
AASB 1018 (replaces AAS 1)	Statement of Financial Performance	June 2002
AAS 4	Depreciation	August 1997
AAS 5	Materiality	September 1995
AAS 6	Accounting Policies	March 1999
AAS 8	Events Occurring After Reporting Date	October 1997
AAS 15	Revenue	June 1998
AAS 17	Leases	October 1998
AAS 28	Statement of Cash Flows	October 1997
AAS 36	Statement of Financial Position	October 1999
AASB 1041 (replaces AAS 38)	Revaluation of Non-Current Assets	July 2001