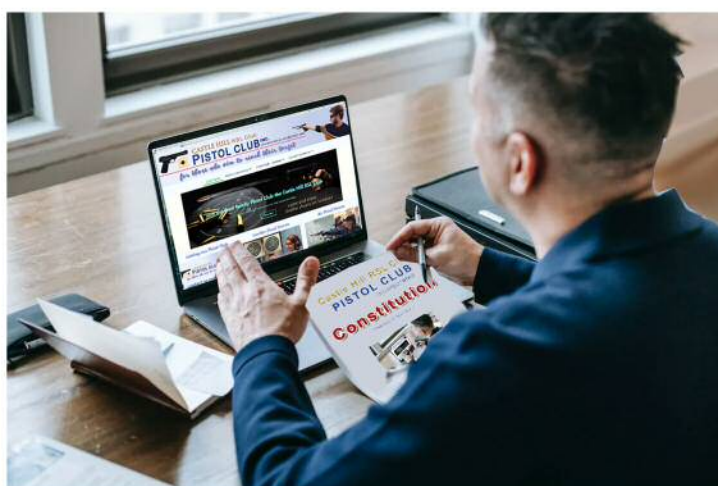


Castle Hill RSL Club PISTOL CLUB Incorporated Constitution

Amended July 2026



Affiliated with the New South Wales
Amateur Pistol Association Incorporated

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Contents

1.	NAME OF THE CLUB	5
2.	DEFINITIONS	5
3.	OBJECTS	8
4.	CLASSES OF MEMBERSHIP	9
4.1.	ORDINARY MEMBERS	9
4.2.	ASSOCIATE MEMBERS	9
4.3.	LIFE MEMBERS	9
4.4.	PROBATIONARY MEMBERS.....	9
4.5.	JUNIOR MEMBERS.....	10
4.6.	NON-SHOOTING MEMBERS.....	10
5.	MEMBERSHIP	10
6.	MEMBERS' LIABILITIES	12
7.	APPLICATION FOR MEMBERSHIP	12
8.	OBLIGATIONS OF MEMBERS.....	13
9.	REGISTER OF MEMBERS.....	15
10.	ADDRESS OF MEMBERS.....	15
11.	INFRINGEMENT OF CONSTITUTION, BY-LAWS AND ANY OTHER RULES OF THE CLUB, FAR, FIREARMS ACT, ASSOCIATION - DISCIPLINING OF MEMBERS.....	15
12.	DISCIPLINING OF MEMBERS AND RIGHT OF APPEAL.....	16
13.	EXPULSION AND RIGHT OF APPEAL	17
14.	CLUB FIREARM LICENCE HOLDER and CLUB FIREARMS	17
15.	RECORD OF ATTENDANCE	19
16.	INSPECTION OF BOOKS AND RECORDS	19
17.	INPECTION OF RANGES	20
18.	NOTICES TO BE DISPLAYED	20
19.	OFFICE BEARERS OF THE CLUB	20
20.	TITLES AND DUTIES OF OFFICE BEARERS OF THE CLUB.....	21
20.1	Patron and Vice-Patron:.....	21
20.2	President.....	21
20.3	Vice-President.....	21
20.4	Secretary.....	22

20.5	Treasurer	23
20.6	Captains	24
20.7	Vice-Captains	25
20.8	The Committee of Management	25
21	AUDITORS	27
22.	GENERAL	27
23.	ELECTION OF OFFICERS	28
24.	ANNUAL GENERAL MEETING	29
25.	GENERAL MEETING	31
26.	PRESIDING MEMBER	31
27.	PROCEDURE	31
28.	MAKING OF DECISIONS	32
29.	VOTING	32
30.	APPOINTMENT OF PROXIES	33
31.	ADJOURNMENT	33
32.	REMOVAL OF A COMMITTEE MEMBER	34
33.	EXTRAORDINARY GENERAL MEETINGS	34
34.	COMMITTEE OF MANAGEMENT MEETINGS AND QUORUM	36
35.	DELEGATION BY COMMITTEE TO SUB-COMMITTEE	36
36.	VOTING AND DECISIONS OF THE COMMITTEE AND SUB- COMMITTEES	37
37.	VIRTUAL MEETINGS	38
38.	POSTAL VOTING	40
39.	MEETINGS THAT MAY BE HELD VIRTUALLY	41
40.	PROPERTY OF THE CLUB	42
41.	INTOXICATION	42
42.	MEMBERSHIP FEES, RANGE FEES AND OTHER FEES TO BE DETERMINED	43
43.	PISTOLS AND SHOOTING RULES	43
44.	VISITORS	43
45.	CLUB IS NOT FOR PROFIT	44
46.	INSURANCE	44
47.	FINANCIAL YEAR	44
48.	FUNDS – SOURCE	45
49.	FUNDS – MANAGEMENT	45

50. CUSTODY OF BOOKS ETC.....	45
51. ELECTRONIC RECORDING AND STORAGE OF MINUTE BOOKS.....	45
52. FIREARMS ACT 1996, FIREARMS REGULATIONS 2017 (AS AMENDED) ..	46
53. VARIATION OF THIS CONSTITUTION.....	46
54. ALTERATION OF OBJECTS AND RULES (BY-LAWS)	47
55. DISSOLUTION.....	47
APPENDIX 1	48
FORM OF APPOINTMENT OF PROXY	48

1. NAME OF THE CLUB

LEGAL STATUS AND NAME OF THE CLUB

The Club shall be incorporated under the Associations Incorporation Regulation 2022 and duly registered with the NSW Department of Fair Trading.

The name of this Club shall be Castle Hill RSL Club Pistol Club Incorporated, herein after called "The Club"

2. DEFINITIONS

In these rules (referred to hereafter as the Constitution), unless there is something in the subject text inconsistent herewith:

<i>"Approved Club" or "Club"</i>	Means a pistol club approved by the Commissioner of Police for New South Wales.
<i>Approved Event"</i>	Means a target shooting activity consistent with the range approval issued by the FAR. "
<i>"Approved Range"</i>	Means a shooting range approved by the Commissioner of Police.
<i>"Association"</i>	Means the New South Wales Amateur Pistol Association Incorporated.
<i>"Chairperson"</i>	Means a person who nominated to preside over a meeting or committee.
<i>"CHRSL"</i>	Means the 'Castle Hill RSL Club' or the 'Castle Hill RSL Group'
<i>"Committee"</i>	Means the Committee of Management of The CHRSL Pistol Club.
<i>"Document"</i>	A piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record.

<i>“Electronic Communication”</i>	Is defined to mean a communication of information in the form of data, text or images.
<i>“Electronic Record”</i>	Means - As defined under the Electronic Transactions Act 1999, An electronic record is defined as record that can serve as a substitute for physical paper records, such information, data, or documents created, generated, sent, communicated, received, or stored by electronic means (such as computers, databases, or email) and that are accessible for subsequent reference.
<i>“FAR”</i>	NSW Police Firearms Registry
<i>“Firearms Act”</i>	Means the Firearms Act 1996 NSW as amended and any subsequent gazetted amendments.
<i>“Firearms Regulation”</i>	Means the <i>Firearms Regulation 2017</i> (NSW) as amended, and any subsequent gazetted amendments.
<i>“General Meeting”</i>	Means a meeting open to all financial members of the Club.
<i>“Incorporated Association”</i>	As defined by the Associations Incorporation Regulation 2022
<i>“ISSF”</i>	Refers to the International Shooting Sport Federation.
<i>“IPSC”</i>	Refers to International Practical Shooting Confederation Australia.
<i>“Nominated Electronic Address”</i>	Is defined to mean is the most recent electronic address provided by the member for the purposes of receiving electronic communications.
<i>“Pistol Australia” (PA)</i>	Means Pistol Australia Incorporated.
<i>“Public Officer”</i>	As defined by the Associations Incorporation Regulation 2022

<i>“Quorum”</i>	A quorum constitutes the minimum required number of people entitled to vote, under the terms of this Constitution, being present and available to vote, either face to face or electronically. A person choosing to abstain from a vote is still deemed to be as present and available to vote.
<i>“Register/Record”</i>	Means, a register or record that is the documented output from a process where the Club aims to demonstrate compliance with applicable legislation(s). Registers and/or Records may take the form of a ‘paper based record’, or electronic record of facts/events/data. All records shall be maintained so as to either prevent alteration, or track any changes and/or amendments.
<i>“Returning Officer”</i>	As defined under the Associations Incorporation Regulation 2022 (NSW), means an independent person appointed (often by the committee) to conduct ballots, manage voting rolls, and declare results for association elections. They cannot be a current committee member.
<i>“Secretary”</i>	Means any person elected to perform the duties of Secretary of The Club, and includes appointment of an Acting Secretary.
<i>“The Club”</i>	Means the Castle Hill RSL Club Pistol Club Incorporated.
<i>“Virtual Meeting Technology”,</i>	Covers any technology that allows a person to participate in a meeting without being physically present.

Additional Notes:

- a. Words importing the singular shall include the plural.
- b. Words importing the gender shall include all genders.
- c. Any heading attached to any of these Rules shall not affect the Constitution or these rules.
- d. The provisions of the Interpretation Act 1987, apply to and in respect of these Rules, in the same manner as those provisions would apply if these Rules were an instrument made under the Act.

3. OBJECTS

The Club is formed to:

- 3.1 Promote amongst its members, target shooting in accordance with the rules of the Club, NSW APA Inc, Pistol Australia Inc, IPSC, and the ISSF.
- 3.2 Instruct members in safe and proficient target shooting.
- 3.3 Provide training and competition facilities for members who wish to compete in Club, State, National and International competitions.
- 3.4 Collect and disburse funds of the club in pursuance of the objects and matters incidental thereto.
- 3.5 Offer sporting and social facilities as deemed desirable.
- 3.6 To affiliate with such bodies as may be approved by the Club.

4. CLASSES OF MEMBERSHIP

The club shall consist of Ordinary Members, Associate Members, Life Members, Probationary Members, Junior Members and Non-Shooting Members.

4.1. *ORDINARY MEMBERS*

Shall be members who are entitled to the full privileges of membership and are liable for payment of all fees and levies.

4.2. *ASSOCIATE MEMBERS*

Associate members shall be a person who is a capitated member of another Club. Such member shall submit proof of membership of such Club and of their capitation with the Association with the application for Associate Membership. Associate Members shall be entitled to all the privileges of membership except that they may not hold office nor vote on any matter at any meeting of the Club.

4.3. *LIFE MEMBERS*

On the recommendation of the Committee, a member may be elected a Life Member at any General Meeting of the Club, and shall be elected by **75** percent majority of members present, and thereafter be entitled to all the privileges of membership without paying the annual membership fee. They shall be capitated to the Association at club expense if they are holders of a Firearms Licence. Additional fees, such as range fees, may be applied at the discretion of the Committee.

4.4. *PROBATIONARY MEMBERS*

Probationary Members shall be persons who are serving a probationary period before qualifying for membership in any other category. Such Probationary Members shall hold a Probationary Licence, and use firearms, only as allowed under the Club rules and NSW Firearms Act and Regulations.

Probationary Members who hold a Probationary Licence shall be admitted to the Club under the conditions laid down by the Club and Association and

shall participate in Club firearms safety and training courses as specified by NSW Firearms Act and Regulations."

4.5. **JUNIOR MEMBERS**

Junior Members may be members of the Club under conditions laid down for such members by the Club and these Rules."

Junior Members are so until their 18th birthday and may be admitted as an Ordinary Member from that time. Junior Members must hold a Minors Permit and be accompanied by a parent or legal guardian whilst on the range. If the parent or guardian does not have a firearms licence, or wish to obtain one, they will be required to join the Club as a Non-Shooting Member.

4.6. **NON-SHOOTING MEMBERS**

The Club is to allow for an Ordinary Member to join as a "Non-Shooting" Member. A "Non-Shooting" Member will be capitated through the NSWAPA, and pay a nominated fee. They will enjoy the privileges of an Ordinary Member with the exceptions of:

- They cannot participate in any firearm related Club activities.
- They shall be exempt from attendance requirements.
- They are not required to hold a relevant firearm's licence.

5. **MEMBERSHIP**

To qualify for membership a person must.

- a. Be an Ordinary Member of the Castle Hill RSL Club Limited or Group of Clubs.
- b. Not suffer a detriment or prohibition as set out in any legislation that would give rise to an exclusion from holding a firearms license or obtaining membership of an approved shooting club.
- c. Be proposed to membership by two existing financial members of the Club or provide satisfactory references (i.e. 2 or more).

- d. Have applied for membership of The Club as provided by Clause 7.
 - e. Have been approved for Membership of The Club by the Committee.
 - f. Pay the requisite fees.
 - g. Meet the obligations of a probationary period as per Clause 4, of the Firearms Act and the Club.
 - h. Fulfill and abide by the Eligibility Rules of the ISSF and/or the requirements of the Association.
 - i. Possess copies of the Club Constitution, Club By-Laws, The “NSW Firearms Registry Participation for Club Members” information sheet, Obligations of Members of the Pistol Club, The Standard Rules for Safety and Conduct on a Pistol Range, and be familiar with, and agree to comply with, their contents.
 - j. Be of amateur status, such status to be defined by the APA.
- 5.1 The Committee may, at its discretion, refuse an application for membership without giving its reasons for such refusal whatsoever.
- 5.2 The Committee may refuse to renew the membership of a member if, in its opinion, such member is not an active member. “Active Member” means a member who, in the opinion of the Committee, participates regularly in official Club shoots and completes the required number of shoots to meet the mandated requirements of the NSW Firearms Registry.
- 5.3 Junior members shall have a declaration signed by their Parent or guardian giving consent to such membership and must be accompanied by a parent or legal guardian at all times whilst attending the range.
- 5.4 The Committee, at its sole discretion, may amend or waive any membership requirement that is not a specific mandated obligation. Any such variation or waiver is to be duly minuted in the Club’s meeting records.

6. MEMBERS' LIABILITIES

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by Clause 42.

6.1 INDEMNITY

The officers of the Club, and members of appointed sub-committees, shall be indemnified by the Club against all actions, suits, claims, demands, costs, damages and expenses which such person may incur, suffer or be liable for any reason, or as a result of any contract entered into, or by any act deed done by them in the proper discharge of their duties, or in any way relating thereto, except as may happen through their negligence or default.

7. APPLICATION FOR MEMBERSHIP

7.1 The application for Membership of the Club shall be made in writing, or by electronic communication, on the form prescribed by the Committee and shall be lodged with the Secretary of the Club, accompanied by the prescribed fees.

7.2 Applications must be supported by:

- a. two (2) character references from persons who are above the age of eighteen (18) years of age and who have known the applicant for at least two (2) years or, if licenced, provide a letter from the Secretary of their previous Club.
- b. Evidence of membership with Castle Hill RSL Club
- c. Copy of Drivers Licence (photo or scan is sufficient)
- d. Where applicable, a copy of current Firearms Licence (photo or scan is sufficient)

- e. Where applicable, evidence of membership of any other shooting club.
- 7.3 As soon as practicable after receiving the application for Membership, the Secretary shall refer the application to the Committee, which shall determine whether to approve or reject the application.
- 7.4 Where the Committee determines to approve or decline an application for membership, the Secretary shall, as soon as practicable after the determination, notify the nominee of that decision.
- 7.5 The Secretary shall, on acceptance of an application for membership by the Committee, enter the applicant's name and details in the Register of Members. Upon the name being so entered the applicant becomes a member as per Clause 4.

8. OBLIGATIONS OF MEMBERS

- 8.1 A member shall within seven (7) days notify the Secretary and the NSW Police Firearms Registry (FAR) of:
 - a. Change of name and/or residential address.
 - b. Purchase, acquisition, loss or theft, sale or disposal of any firearm held under the provisions of the relevant Sections of the Firearms Act or Regulation for Club Members.
 - c. Change of circumstances which may affect the terms of the licence.

Additionally, all members shall notify the Secretary within 7 days of any change in any personal information relevant to their membership of the Club and their firearms licence, including:

- a. Postal address, phone number or email address.
 - b. Firearms licence status / details
 - c. Membership of any other firearms club or association
 - d. Membership of CHRSL
- 8.2 A member shall take all reasonable precautions to ensure the safekeeping of any firearm at the place at which they ordinarily reside or the registered 'safe

keeping address'. All firearms shall be kept locked in a safe or security cabinet of a type, approved by FAR at the place at which they ordinarily reside.

- 8.3 Firearms licensed under the provisions of the Firearms Act shall only be conveyed unloaded to or from the range of an approved club, the premises of a licensed firearms dealer, or a Police Station.
- 8.4 Such firearm shall only be carried or used on the range of an Approved Club, either by the Member or by some other Member of an Approved Club or a supervised non-licensed person having satisfied requirements of the Firearms Act 1996; Firearms Regulations 2017 and any subsequent gazetted amendments.
- 8.5 Each member of the Club shall make themselves familiar with the applicable provisions of the Firearms Act, Firearms Regulations and any subsequent gazetted amendments. Failure on the part of Members to observe the particular requirements of the Firearms Act and Firearms Regulations and any subsequent gazetted amendments could render the member and the Club liable to have approvals revoked by the Commissioner of Police.
- 8.6 Each member of the Club shall comply with the provisions of the Club Constitution and By-Laws, and with any resolution(s) on policy and conduct set by the Committee in accordance with the provisions of the Constitution. Any member who fails to comply with the provisions of the above rules shall be liable to disciplinary action or expulsion as provided for in that this Constitution.
- 8.7 Firearms and ammunition licenced under the provisions of the Firearms Act shall be conveyed in accordance with the Firearms Act 1996; Firearms Regulations 2017 and any subsequent gazetted amendments.

9. REGISTER OF MEMBERS

The Secretary shall:

- 9.1 Establish and maintain a Register of Members of the Club in a durable, reproducible or 'backed up' computer file(s) and in a secure manner.
- 9.2 Record in the Register the full name, postal and residential address, date of birth, date of joining, occupation of each member and Firearms Licence Number and Expiry Date.
- 9.3 The Club is to maintain, or have access to, a record of mandatory participation requirements, as specified by NSW Firearms Registry, for each member. It is at the discretion of the Club Committee whether this record is to be maintained internally or via access to an externally maintained data base (such as the NSW Firearms Registry 'Gun Safe Portal').
- 9.4 Produce such Register of Members for inspection at any reasonable time, on demand by any authorised member of the Police Force, or by any person so authorised .

10. ADDRESS OF MEMBERS

All notices sent to the last known address of members, either by electronic means or by Australia Post, shall be deemed to have been duly delivered on the fifth (5th) day following the date of transmission or posting.

11. INFRINGEMENT OF CONSTITUTION, BY-LAWS AND ANY OTHER RULES OF THE CLUB, FAR, FIREARMS ACT, ASSOCIATION - DISCIPLINING OF MEMBERS

- 11.1 The Committee shall have the power to discipline any member who is guilty of the infringement of any rule(s).
- 11.2 The Range Official shall have the authority to warn or report to the Committee, any infringement of safety rules or misconduct on the range, and shall have the power, on having warned the competitor, member or visitor,

twice for the same infringement, to suspend the competitor, member or visitor, from participating in any further competition and may require them to vacate the shooting range until such time as their case may be brought before and decided upon by the Committee.

11.3 Any member who may be considered to have infringed any rule(s) may be called upon to appear before the Committee to answer such infringement as may be laid against them.

11.4 Any member who, in the opinion of the Committee, may be considered to have engaged in any unfair practice or misbehaviour connected with target shooting; any action contravening the Firearms Act 1996, Firearms Regulations 2017 and/or any subsequent gazetted amendments; any action bringing the Club into disrepute; or any action detrimental to the interests of the Club, may be called to appear before the Committee to answer such practices as may be laid against them. If the infringement has been established, such member may be disciplined by, suspension, expulsion or otherwise as the committee may consider appropriate.

11.5 Any member so, suspended, expelled or otherwise shall be notified in writing by the Club Secretary as to the appropriate action being taken within seven days of such penalty being imposed.

12. DISCIPLINING OF MEMBERS AND RIGHT OF APPEAL

12.1 Any member so, suspended, expelled or otherwise shall have the right to appeal against such penalty, but such appeal must be lodged with the Secretary within fourteen (14) days of notice being given. If any such notice of appeal should be lodged, a General Meeting shall be held within twenty-eight (28) days of receipt of such appeal at which meeting the member or their appointed representative may explain the action leading to the notice being given, or speak in support of such appeal.

12.2 Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and unless a two-thirds (2/3) majority of those present vote

against the appeal, such appeal shall be upheld and the members penalty be cancelled.

13. EXPULSION AND RIGHT OF APPEAL

13.1 To expel a member from the Club, notice shall be sent to the Secretary, signed by any financial member, acquainting them with the circumstances that give rise to such notice.

13.2 The Secretary shall then:

13.2.1 Communicate with such member (so that they may have the opportunity of explaining or resigning from the Club) and

13.2.2 If said member should not resign shall call a meeting of the Committee who are empowered to decide the question. If a two-thirds (2/3) majority of the Committee vote for their expulsion the member shall be expelled.

13.3 Any member so expelled shall have the right to appeal within fourteen (14) days of notice, to a General Meeting, to be summoned within twenty-eight (28) days of lodgement of the appeal, at which meeting the penalised member and / or their representative may explain the action leading to the notice being given, or speak in support of such appeal.

13.4 Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and a two-thirds (2/3) majority of members present shall be required to confirm the expulsion. If the expulsion be not confirmed the member will be reinstated.

14. CLUB FIREARM LICENCE HOLDER and CLUB FIREARMS

14.1. The Club may apply for a Club Firearms Licence for any firearms for which the Club is approved.

14.2. The Committee shall nominate a licensed Club member as Licence Holder for Club pistols and/or longarms. Such nomination cannot be delegated to another Club member.

14.3. Such Licence Holder shall be responsible at all times for the safe

keeping, possession and use of all Club firearms.

- 14.4. The Club Secretary must maintain a register of all Club firearms assigned to the Club. It is at the discretion of the Club Committee whether this record is to be maintained internally or via access to an externally maintained data base (such as the NSW Firearms Registry 'Gun Safe Portal').
- 14.5. The Licence Holder may assign the use of Club pistols and/or longarms:
 - a. to a Club member or a member of another Approved Club, who holds an equivalent firearms licence, who may personally use the pistol and/or longarms,
 - b. to allow an unlicensed person to use the pistol while under the direct supervision of a Club approved full class H license holder provided only that the unlicensed person has been approved by the Club or Range Officer as determined by the Firearms Act 1996, Firearms Regulations 2017 and/or any subsequent gazetted amendments, or its current equivalent.
 - c. to a Club member or a member of another Approved Club, who holds a Probationary Pistol Licence or Minor's Target Pistol Permit, to use the pistol while under appropriate supervision as described in Clause 14.5b.
- 14.6. If possession of a Club pistol is assigned to a Club member or a member of another approved Club, the Club and the Club Firearms Licence Holder must maintain a register of the person or club member's name and firearms licence to whom the club firearm is assigned as determined by the Firearms Act 1996, Firearms Regulations 2017 and/or any subsequent gazetted amendments.
- 14.7. The Club may authorise a change of address of the Club pistols to another Club member who holds a full Class H firearm licence and shall notify the Firearms Registry within fourteen (14) days of the change of safe storage address in the prescribed form.
- 14.8. The Secretary shall cause such register to be retained until the expiration period of three (3) years after the completion of the last

entry therein and not extract or cause or permit to be extracted any page from such register.

- 14.9. The register shall, upon demand, made by an authorised member of the Police Force or Firearms Registry, be produced to permit them to make copies of any entry therein.
- 14.10. Members shall make themselves conversant with the requirements of the Firearms Act and Firearms Regulations there under, in respect of firearms owned by the Club.

15. RECORD OF ATTENDANCE

- 15.1 The Secretary shall keep a record of the attendance of members at Club events.
- 15.2 Such record shall be designed to fulfill the requirements of the NSW Firearms registry, the Firearms Act 1996, Firearms Regulations 2017 and/or any subsequent gazetted amendments.
- 15.3 The Committee, by way of the Club By-Laws, may rule that activities performed on behalf of the Club may be credited as an attendance.
- 15.4 The Committee may rule that any attendance by a member is not a bona fide attendance.

16. INSPECTION OF BOOKS AND RECORDS

- 16.1 The records, books and other documents of the Club shall be open for inspection, at any reasonable time free of charge, by an authorised member of the Police Force, a member of the Executive of the Association or a person authorised in writing by the Association.
- 16.2 The books and other documents of the Club, shall be open for inspection, free of charge, at any reasonable time by a member of the Club.
- 16.3 Any and or all copies made shall be recorded in an Index showing who, their title and at what time copies were made with an explanation as appropriate.

The Index is to be tabled at the next Committee meeting.

17. INSPECTION OF RANGES

- 17.1 Any range or ranges of the Club may be inspected at any time by an authorised member of the NSW Police Force, a member of the Executive of the Association or person authorised in writing by the Association.
- 17.2 Details and a Report are to be furnished and tabled at the next Committee meeting.

18. NOTICES TO BE DISPLAYED

On all ranges and premises of the Club;

- 18.1 As stipulated by the NSW Firearms registry, the Firearms Act 1996, Firearms Regulations 2017 and/or any subsequent gazetted amendments a copy of the current Rules for Safety and Conduct on the Pistol Range shall be displayed.
- 18.2 A copy of the Club Approval/s and Range Approval/s shall be prominently displayed.

19. OFFICE BEARERS OF THE CLUB

- 19.1 The Officers of the Club shall be elected at the Annual General Meeting and shall, subject to this constitution, hold office until the next Annual General Meeting.
- 19.2 At each Annual General Meeting the Chairperson shall declare all offices vacant.
- 19.3 Each member of the Committee shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the members' election, and shall be eligible for re-election provided that they are re-nominated in accordance with the Constitution, there is no maximum

number of consecutive terms for which a committee member may hold office.

20. TITLES AND DUTIES OF OFFICE BEARERS OF THE CLUB

20.1 *Patron and Vice-Patron:*

20.1.1 There may be one or more Patrons and Vice-Patrons.

20.1.1 These are positions of honour, which may be offered by the members at Annual General Meetings on the recommendation of the Committee.

20.2 *President*

20.2.1 There shall be one President.

20.2.2 The President is the senior officer of the Club and as such they are responsible for the tone, style and well-being of the Club. They must accept the responsibilities of leadership and ensure that the Club operates efficiently.

20.2.3 They shall:

- a. preside at all General Meetings of the Club as Chairperson.
- b. They shall be a member ex-officio, of all regular and special committees.
- c. They shall have a second or casting vote when voting is equal.

20.3 *Vice-President*

20.3.1 There shall be one Vice-President.

20.3.2 They shall:

- a. accept the full responsibilities of the President, in the absence of or at the request of the President.
- b. carry out any other duties given to them by the President.

20.4 Secretary

20.4.1 There shall be one Secretary.

20.4.2 They shall:

- a. within fourteen (14) days, lodge with the Association, Firearms Registry and Castle Hill RSL Club any change of name and/or address of the Committee.
- b. keep minutes of all proceedings at Annual General Meetings, Committee Meetings, Extraordinary General Meetings and General Meetings of the Club.
- c. keep a record of all correspondence on behalf of the club.
- d. have all outgoing correspondence approved by the Committee.
- e. be a member ex-officio, of all regular and special committees.
- f. within fourteen (14) days, notify the Commissioner of Police and Association of:
 - I. The change of name and/or residential address of a member.
 - II. The acceptance of a person as a member of the Club, and
 - III. Any punitive action taken against a member of the Club for offences involving pistols and/or safety.
- g. within seven (7) days, notify the Commissioner of Police and the Association of the resignation, expulsion, transfer or death of a member of the Club.
- h. submit to the Commissioner of Police and the Association, in the approved form, an annual return relating to Club membership, certifying in each annual return that each current Club member has complied with the participation requirements and at the same time notify any change in the membership of the Club, or any change in the personal details of

a Club member that has been notified to the Club as at the end of the nominated shooting year.

- i. fulfil all duties and obligations imposed on the Secretary by virtue of the Firearms Act, and such other duties as laid down in this Constitution.
- j. They shall appoint a member of the Club to act as Secretary in their absence. Such appointment to be made in writing, and acknowledged in writing by the person so appointed.

20.4.3 The Secretary will also act as the Club's Public Officer

20.4.5 The Public Officer is responsible for:

- a. notifying Fair Trading of any change in the association's official address within 28 days
- b. collecting all association documents from former committee members and delivering the documents to the new committee member
- c. returning all association documents to a committee member within 14 days, upon vacating office
- d. acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
- e. custody of any documents as required by the constitution.

20.5 Treasurer

20.5.1 There shall be one Treasurer.

20.5.2 The Treasurer shall be responsible:

- a. for all financial matters of the Club, and custody of books of account.
- b. ensuring that all money due to the Club is collected, and banked to the Club's account within fourteen (14) days, or as soon as practicable after

receiving moneys and ensure an appropriate receipt is issued.

- c. ensuring that all payments authorised by the Club are made.
- d. ensuring that correct books of account are kept, showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.
- e. either annually, or at the request of a duly authorised body produce the books of account for auditing if required.
- f. at the Annual General Meeting, deliver to the Chairperson a Balance Sheet and a Profit and Loss Account, covering the financial year immediately preceding that Annual General Meeting.
- i. shall prepare and present such records as required to meet the annual reporting requirements of the NSW Department of Fair Trading for Incorporated Associations.
- g. At each Committee meeting present the books of account, including bank statements, for perusal by the Committee.

20.6 Captains

20.6.1 There shall be one Captain for Live Fire and one Captain for Air Pistol.

20.6.2 They shall have charge of all the ranges and premises of the Club.

20.6.3 They shall be responsible for:

- a. the conduct of all competitions in accordance with the rules of the Club, and of those bodies so adopted.
- b. for the observance of all safety precautions on the ranges of the Club.
- c. for the instruction of all members in the skill of target pistol shooting.
- d. Appointing such Range Officials as deemed necessary for safe conduct on all ranges of the Club. Such Range Officials shall perform any other duties as directed.
- e. Maintaining a record of members attendances and participation in the Club's organized matches and record all such scores of all Club

competitions in which Club Members participate. They shall maintain a grading record in accordance with the Association requirements.

20.7 Vice-Captains

20.7.1 There shall be one Vice-Captain for Live Fire and one Vice-Captain for Air Pistol.

20.7.2 They shall:

- a. accept the responsibilities or delegations of the respective Captain, in the absence or, at the request of the Captain.

20.8 The Committee of Management

20.8.1 The Committee of Management shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Captain – Live Fire
- Vice-Captain – Live Fire
- Captain – Air Pistol
- Vice-Captain - Air Pistol
- Not more than five (5) Committee persons.

20.8.2 The conduct of the affairs of the Club shall be in the hands of the Committee of Management which, notwithstanding the provisions of Clause 11, shall hold office for a period of twelve (12) calendar months from the date of appointment which shall take place at the Annual General Meeting of the Club.

20.8.3 Notwithstanding the provisions of Clause 1 of this section, the Committee of Management shall comply with the directions of members of the Club in General Meeting.

20.8.4 60% of the members of the Committee shall form a quorum. For the purposes of a quorum, a person choosing to abstain from a vote is still

deemed to be present and available to vote.

20.8.5 The Club President, or presiding Chairperson, shall have a second or casting vote in cases where voting is equal.

20.8.6 The withdrawal of money from the Club's financial accounts shall only be authorised by the Committee of Management and the instrument of withdrawal shall be authorised as required by the Club's banker.

20.8.7 In the event of a casual vacancy occurring in the membership of the Committee or a Sub-Committee any vacancy occurring in the Committee of Management shall be filled by the appointment of a Club member selected by the Committee of Management and the appointee shall hold office until the next succeeding Annual General Meeting.

20.8.8 For the purpose of these Rules a casual vacancy in the office of a member of the Committee occurs if the member:

- a. Ceases to be a member of the Club.
- b. Dies.
- c. Becomes an insolvent member under administration within the meaning of the Companies (New South Wales) Code.
- d. Resigns office by notice in writing given to the Secretary.
- e. Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- f. Is absent without the consent of the Committee from all meetings of the Committee held during the period of six (6) months.
- g. Is removed from office as per Clause 11, or
- h. Is a vacancy created by insufficient nominations at the Annual General Meeting.

20.8.9 The Committee may assign additional 'support' roles for the Club, these may

include, but not limited to, Club Armourer, Persons Authorised to Issue Club Ammunition, etc. These roles will not be assigned any additional voting rights.

21 AUDITORS

21.1 There shall be one or more Auditors.

21.2 They shall:

- a. satisfy themselves that the Balance Sheet and Profit and Loss Account as presented annually by the Treasurer are true and correct records of the Club's financial activities and position.
- b. conduct financial investigations as required by the Committee of Management.

22. GENERAL

22.1 The Management of the Club is to be vested in a Committee elected at the Annual General Meeting. All positions on the Committee are to be filled by eligible members of the Club.

22.2 At all times the Club shall abide by any lawful direction given by the management committee of the Castle Hill RSL Club Limited.

22.3 The Secretary or Captain shall, within fourteen (14) days of changing their usual place of residence, notify the Commissioner of Police, and the Castle Hill RSL Club and the Association in writing of such change of address. However, should the Secretary or Captain be the holder of a Pistol Licence either in their own capacity or on behalf of the Club, the period of notification shall be seven (7) days.

22.4 The Secretary or Captain who has been given possession of a handgun for safe-keeping, or who relinquishes possession of such handgun to the holder of such handgun, shall maintain, in an approved, (by the NSW Firearms registry, the Firearms Act 1996, Firearms Regulations 2017 and/or any

subsequent gazetted amendments) form, a register to record therein particulars in respect to the acquisition and disposal of such handgun. All entries maintained should be done so as to either prevent alteration, or track any changes and/or amendments.

- 22.5 Where any subject, matter or dispute not specifically covered by this Constitution is brought before the Committee, the Committee shall have the power to discuss, investigate and decide upon such subject, matter or dispute provided that such subject, matter or dispute is not covered by the Firearms Act, or other Law.
- 22.6 If a dispute is not resolved by mediation within 3 months of the referral to the Committee, the dispute is to be referred to the CHRSL. Such decisions shall be binding on all members of the Club.
- 22.7 The Club shall maintain liaison with the Castle Hill RSL Club Limited and shall, wherever possible, nominate representatives of its committee to attend any meetings or functions hosted by the RSL Sports Council.

23. ELECTION OF OFFICERS

- 23.1 The ballot for the election of office-bearers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- 23.2 All elections shall be by a simple majority and ballot or conducted by a show of hands.
- 23.3 All nominated persons must be current financial members of the Club.
- 23.4 Only the name of the elected officer shall be revealed and not the number of votes cast for each.
- 23.5 All nominations of candidates for election to the Committee of Management shall be received either verbally or in writing at or prior to the Annual General Meeting. Such nominations must be accepted by the nominee.

- 23.6 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.
- 23.7 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held in accordance with Clause 23.2.
- 23.8 If insufficient further nominations are received, any position remaining on the Committee shall be deemed to be casual vacancies, to be filled in accordance with Clause 19.4.
- 23.9 A nomination of a candidate for election under this Clause is valid even if that candidate has been nominated for election to another office at the same election.

24. ANNUAL GENERAL MEETING

- 24.1 The Club shall, at least once in each calendar year within the period of six (6) months after the expiration of each financial year of the Club, convene an Annual General Meeting of its members.
- 24.2 The Annual General Meeting of the Club shall, subject to the Associations Incorporations Act and this Rule, be convened in the month of July of each year.
- 24.3 An Annual General Meeting shall be specified as such in the notice convening it and is to include details of all resolutions conforming to Clause 24.7.
- 24.4 Twenty-one (21) days clear notice in writing of the Annual General Meeting shall be given to all members, to be sent to each member at the member's address, or email address, appearing in the Register of Members, such notice to specify the place, date and time of the meeting the Agenda and any other matters to be transacted.
- 24.5 The Club President shall act as the Chairperson. In such case whereby the President is unavailable on the night a suitable Chairperson will be appointed at the meeting

- 24.6 Twenty (20) members, or 25% of all members, whichever is the smaller number, shall constitute a quorum.
- 24.7 Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than twenty eight (28) days before the date of such meeting.
- 24.8 Any such resolution proposed by a member must be distributed to the Membership, by the Secretary, no less than 7 days before date of such meeting.
- 24.9 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:
- a. Secretary to note any apologies.
 - b. Secretary to confirm the minutes of the last preceding Annual General Meeting and of any Extraordinary General Meeting held since that meeting.
 - c. To receive from the Committee reports from the Club from President, Secretary and Treasurer on the activities of the Club during the last preceding financial year.
 - d. To elect office bearers of the Club and ordinary members of the Committee;
 - e. To receive and consider the statement which gives a true and fair view of the income and expenditure, the assets and liabilities, the mortgages, charges and other securities affecting the Club, as of the last financial year.
 - f. If the Annual General Meeting has not been called by the end of December in any year, twenty (20) members or 25% of all members, whichever is the smaller number may convene and conduct an Annual General Meeting.
- 24.10 If the Annual General Meeting convened by members as referred to in

Clause (24.9.f), shall be convened as nearly as is practicable in the same manner as Annual General Meetings are convened by the Committee and any member who thereby incurs expenses of convening, is entitled to be reimbursed by the Club at the sole discretion of the Committee of Management.

25. GENERAL MEETING

- 25.1 A General Meeting shall be held immediately after the Annual General Meeting.
- 25.2 A General Meeting is open to all financial members of the Club.

26. PRESIDING MEMBER

- 26.1 The President or, in the President's absence, the Vice-President, shall preside as Chairperson at each General Meeting, or Committee meeting of the Club.
- 26.2 If the President and the Vice-President are absent from a meeting, or unwilling to act, the members present shall elect one of their number to preside as Chairperson at the meeting.

27. PROCEDURE

- 27.1 No item of business shall be transacted at a General Meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.
- 27.2 Five (5) members or Twenty-Five (25) percent of all members, whichever is the smaller number (being members entitled to vote at a General Meeting), shall constitute a quorum for the transaction of the business of a General Meeting.
- 27.3 Proxies held by a member shall count towards a quorum.
- 27.4 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting if convened on the

requisition of the members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to the members given before the day to which the meeting is adjourned) at the same place.

- 27.5 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

28. MAKING OF DECISIONS

- 28.1 A question arising at a General Meeting of the Club shall be determined on a show of hands and, unless before or on declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, an entry to that effect in the minutes of the meeting, is evidence of the fact without proof or the number or proportion of the votes recorded in favour of or against that resolution.
- 28.2 At a General Meeting of the Club a poll may be demanded by the Chairperson or by not less than ten (10) members or 2/3 of those present, whichever is the lower, at the meeting.
- 28.3 Where a poll is demanded at a General Meeting, the poll shall be taken immediately and the resolution of the poll on the matter shall be deemed to be a resolution of the meeting on that matter.
- 28.4 Subject to these Rules, all matters at a General Meeting shall be decided by a simple majority vote of members.

29. VOTING

- 29.1 Upon any question arising at a General Meeting of the Club, a member has one vote only.

- 29.2 Voting may be submitted via proxy.
- 29.3 In the case of an equality of votes on a question at a General Meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 29.4 A member is not entitled to vote at any General Meeting of the Club unless all money due and payable by the member to the Club has been paid.

30. APPOINTMENT OF PROXIES

- 30.1 Where a member is unable to be present at any Annual General Meeting, Extraordinary General Meeting , that member may appoint another member or the Club secretary to exercise proxy votes on his behalf.
- 30.2 No one person may cast more than two proxy votes on behalf of other members, with the exception of the Club Secretary who may cast as many proxy votes for which they hold valid proxy forms.
- 30.3 The notice appointing the proxy shall be in the form as set out in Appendix 1.
- 30.4 The notice appointing the proxy shall be served on the Club Secretary not less than twenty four (24) hours before the time of holding the meeting at which the person named in the instrument proposes voting. In default the instrument shall not be valid.
- 30.5 The content of proxy votes served on the Secretary shall be confidential. At the beginning of the meeting the Secretary will announce that proxy votes are held on the matters specified therein.
- 30.6 Minor variations in the form shall not invalidate a proxy provided the intention is clear.
- 30.7 Where votes are cast by proxy the members present shall decide by simple majority, on validity of any proxy that is called into question.

31. ADJOURNMENT

- 31.1 The Chairperson or members of the Club at a General Meeting at which a

quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- 31.2 Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary shall give written notice of the adjourned meeting and the nature of the business to be transacted at the meeting.
- 31.3 Except as provided in Clauses 31.1 and 31.2, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32. REMOVAL OF A COMMITTEE MEMBER

- 32.1 The Club in an Extraordinary General Meeting or General Meeting may by resolution remove any member of the Committee from office, before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of the member so removed.
- 32.2 Where a member of the Committee to whom a proposed resolution referred to in Clause 32.1 relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the Secretary or the President shall send a copy of the representations to each member of the Club or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

33. EXTRAORDINARY GENERAL MEETINGS

- 33.1 The Committee may, whenever it thinks fit, convene an Extraordinary General Meeting of the Club.
- 33.2 The Committee shall, on the requisition in writing of not less twenty (20)

members or 25% of all members, whichever is the smaller number, convene an Extraordinary General Meeting of the Club.

- 33.3 Any requisition of members for an Extraordinary General Meeting:
- a. Shall state the purpose or purposes of the meeting;
 - b. Shall be signed by the members making the requisition;
 - c. Shall be lodged with the Secretary; and
 - d. May consist of several documents in a similar form. Each signed by one or more of the members making the requisition.
- 33.4 An Extraordinary General Meeting is open to all financial members of the Club.
- 33.5 No less than fourteen (14) days clear notice in writing of such meeting shall be given to all members.
- 33.6 If the Committee fails to convene an Extraordinary General Meeting to be held within one (1) month after the date on which a requisition of members for a meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene the meeting, to be held not later than three (3) months after that date.
- 33.7 An Extraordinary General Meeting convened by a member or members as referred to in Clause 33 shall be convened as nearly as practicable in the same manner, rules and procedure as General Meetings are convened by the Committee Any Member who thereby incurs expenses of convening, is entitled to be reimbursed by the Club at the sole discretion of the Committee of Management.
- 33.8 Twenty (20) members or 25% of all members, whichever is the smaller number, shall constitute a quorum.

34. COMMITTEE OF MANAGEMENT MEETINGS AND QUORUM

- 34.1 The Committee of Management shall meet at least once each month or as required in each period of twelve (12) months, at such place and time as the Committee may determine.
- 34.2 Additional meetings of the Committee may be convened by the President or by any three (3) members of the Committee.
- 34.3 Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- 34.4 Notice of a meeting given under Clause 34.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business to be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business and is recorded in the minutes as such.
- 34.5 No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the commencement of the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the day in the following week.
- 34.6 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

35. DELEGATION BY COMMITTEE TO SUB-COMMITTEE

- 35.1 The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the Committee thinks fit) the exercise of such functions of the Committee as are specified in the instrument, other than:
- a. This power of delegation, and

- b. A function which is a duty imposed on the Committee by the Act or by any other law.
- 35.2 A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevised, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 35.3 All sub-committees shall conduct their business at the direction of the Committee and periodically, or at the request of the Committee of Management, shall report their proceedings in writing.
- 35.4 Notwithstanding any delegation under this Rule, the Committee may continue to exercise any function delegated.
- 34.5 Any act or thing done or suffered by a sub-committee acting in exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Committee, excepting matters of financial expenditure unless previously authorized by the Committee of Management.
- 35.6 The Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- 35.7 A sub-committee may meet and adjourn as it thinks proper keeping proper records of the workings and transactions of its' delegation.
- 35.8 All sub-committees shall retire at the Annual General Meeting after having provided before the meeting such reports, minutes or information as so directed by the Committee.

36. VOTING AND DECISIONS OF THE COMMITTEE AND SUB-COMMITTEES

- 36.1 Questions arising at a meeting of the Committee or sub-committee appointed by the Committee of Management shall be determined by a simple majority of the votes of members of the Committee or sub-committee present at the meeting.

- 36.2 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee of Management, including the chairperson presiding at the meeting, is entitled to one vote but, in the event of an equality of votes on any question, the chairperson presiding may exercise a second or casting vote.
- 36.3 Subject to Clause 19 the Committee may act notwithstanding any vacancy on the Committee.
- 36.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee acting in good faith is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

37. VIRTUAL MEETINGS

- 37.1 A meeting may be held using one or more technologies that give all persons entitled to attend a reasonable opportunity to participate without being physically present in the same place. Meetings may be held using 'virtual meeting technology' if all persons entitled to attend the meeting have a reasonable opportunity to participate.
- 37.2 This means that meetings may be held by:
- a. Using virtual meeting technology including requiring voters to access a voting website and to vote in accordance with directions contained on that website.
 - b. Allowing voting to be conducted via email response.
 - c. Inviting persons to physically attend at a designated location.
 - d. Inviting persons to physically attend at different locations and using virtual meeting technology to connect the different locations together. or
 - e. Using a combination of the above methods (hybrid meetings).

37.3 The returning officer must ensure that the form for the electronic ballot paper contains:

- a. Instructions for completing the voting paper.
- b. The question to be determined.
- c. The means of indicating the voter's choice on the question to be determined.

37.4 The returning officer must, at least 14 days (or 21 days in the case of a special resolution) before the date fixed for the closing of the ballot, give each person entitled to vote:

37.4.1 Access to an electronic ballot paper, or to a voting website or electronic application containing an electronic ballot paper, that complies with this Clause.

Access to information about:

- a. How the ballot paper must be completed.
- b. The closing date of the ballot.
- c. If voting is by email--the address where the ballot paper is to be returned, and
- d. If voting is by other electronic means, the means of accessing the electronic voting system and how the completed electronic ballot paper is to be sent to the returning officer.

37.5 Each person entitled to vote must vote in accordance with the instructions contained in the information.

37.6 If the ballot is a secret ballot, the returning officer must ensure that the identity of the voter cannot be ascertained from the form of the electronic ballot paper.

37.7 An electronic ballot paper must be sent to the returning officer no later than the close of the ballot.

37.8 The returning officer must ensure that all electronic ballot papers are stored securely until the counting of the votes begins.

38. POSTAL VOTING

38.1 This Clause applies to a ballot for the determination of a matter by the association that is to be conducted by means of postal voting.

38.2 The returning officer must prepare ballot papers that contains:

- a. Instructions for completing the voting paper.
- b. The question to be determined.
- c. A box opposite and to the left of each question.

38.3 The returning officer must, at least 14 days (or 21 days in the case of a special resolution) before the date fixed for the closing of the ballot, give each person entitled to vote:

38.3.1 A ballot paper prepared in accordance with this Clause.

38.3.2 A notice describing:

- a. How the ballot paper must be completed.
- b. The closing date of the ballot.
- c. The address where the ballot paper is to be returned.
- d. A returning envelope addressed to the returning officer and the reverse side of which is noted or printed with the name and address of the member and, if the ballot is a secret ballot, an envelope marked "Voting Paper".

38.4 Each person entitled to vote must vote by marking the ballot paper in accordance with the instructions contained in the notice.

38.5 If the ballot is a secret ballot, a voter must, after completing the ballot paper:

- a. Enclose and seal the ballot paper in the envelope marked "Voting Paper", and
- b. Enclose and seal that envelope in the returning envelope addressed to the returning officer, and
- c. Give the envelope to the returning officer so that it is received no later than the close of the ballot.

38.6 If the ballot is not a secret ballot, a voter must, after completing the ballot paper:

- a. Enclose and seal the ballot paper in the returning envelope addressed to the returning officer.
- b. Give the envelope to the returning officer so that it is received no later than the close of the ballot.

38.7 On receipt of a returning envelope, the returning officer must:

- a. Compare the information on each returning envelope with the information on the voting roll to confirm that the vote was cast by a person entitled to vote in the ballot.
- b. Ensure that the ballot papers are securely stored until the counting of the votes begins.

38.8 A voter may give a returning envelope to the returning officer by post or personal delivery.

39. MEETINGS THAT MAY BE HELD VIRTUALLY

39.1 Any meeting, including, but not limited to:

- a. Annual General Meeting.
- b. Committee of Management Meeting.
- c. Extraordinary General Meeting.

d. General Meeting.

40. PROPERTY OF THE CLUB

- 40.1 The property of the Club shall be vested in two (2) Trustees who shall be the President and Secretary who shall be appointed at the Annual General Meeting of the Club.
- 40.2 A General Meeting shall have the power to change the Trustees or remove any Trustees.

41. INTOXICATION

- 41.1 No person shall consume intoxicating liquor, illicit drugs or debilitating medications on a range of the Club at any time the range is or is to be active and / or competition is in progress or is scheduled to commence.
- 41.2 No person shall be admitted to or be on a range or premises of the Club, or engage in any activity of the Club, whilst apparently under the influence of intoxicating liquor, illicit drugs or debilitating medications.
- 41.3 Any person found, or suspected to be, under the influence of intoxicating liquor, illicit drugs or debilitating medications on a range or premises of the Club, or engaged in any activity of the shall be ordered to leave forthwith and if such person is a member of the Club, they shall be liable to disciplinary action including expulsion.
- 41.4 If such person is a visitor from another Club, they shall be reported in writing to their own Club.
- 41.5 If a competition is in progress, the offender will be disqualified from the competition.

42. MEMBERSHIP FEES, RANGE FEES AND OTHER FEES TO BE DETERMINED

- 42.1 All fees of any kind shall be fixed by the Committee, at the recommendation of the Club Treasurer. The annual membership is due and payable as at the end of the Club Financial Year and any member who has not paid the required fees may be considered 'non-financial' and dealt with in accordance of Clause 11
- 42.2 Under certain circumstances the Committee may impose a special levy on all members. When imposing a levy, the Committee shall state the purpose of the levy and the due date for payment.

43. PISTOLS AND SHOOTING RULES

All pistols used, and matches held on the ranges of the Club, shall conform as closely as possible to, ISSF, Pistol Australia, IPSC, or the Association Rules, and for which the range is licensed.

44. VISITORS

- 44.1 Any person not being a member of the Club, shall enter onto the Club premises or range only upon the invitation of a member of the Club. Such members shall be responsible for the behaviour and conduct of such visitor on the Club premises or range. It shall be the obligation of the Club member to acquaint the visitor of range rules and procedure.
- 44.2 A visitor shall record and sign their name in the Visitors' Book. The member responsible for the behaviour and conduct of such visitor shall also sign the Visitors' Book.
- 44.3 Visitors may be invited to shoot on the Club ranges provided they are capitated members of an Approved Club. Visitors from another Approved Club must produce evidence of their membership to a member of the Club Committee of range official on request.

44.4 Visitors using their own firearm must hold a current licence for each -firearm-. The licence must be produced to a member of the Club Committee or range official on request.

44.5 A competitor visiting from an Approved Club shall report to a member of the Committee or, in their absence, the Range Officer who shall ensure that the competitor records their name, signature and Club in the Visitors' Book and produce evidence of his membership on request.

45. CLUB IS NOT FOR PROFIT

Subject to any binding Acts and the Regulations, the Club must apply its funds and assets solely in pursuance of the objects of the Club and must not conduct its affairs so as to provide a pecuniary gain for any of its members.

46. INSURANCE

46.1 The club shall effect and maintain with an approved insurer public liability insurance cover of any such amount as may be required by the law.

46.2 In addition to the insurance required under Clause (37.a), the Club may effect and maintain such other insurance as the Club may, from time to time, deem necessary.

47. FINANCIAL YEAR

The financial year of the Club shall end on 30th June of each year, to which day the accounts of the Club shall be balanced for the preceding twelve (12) month period.

48. FUNDS – SOURCE

The funds of the Club shall be derived from Joining Fees and Annual Membership Fees, donations, grants, gifts, bequests, loans and debentures subject to any resolution passed by the Club in General Meeting, including such other sources as the Committee determines.

49. FUNDS – MANAGEMENT

49.1 Subject to any resolution passed by the Club in General Meeting, the funds of the Club shall be used in pursuance of the objects of the Club in such manner as the Committee determines.

49.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be approved by the Committee.

50. CUSTODY OF BOOKS ETC

Except as otherwise provided by these rules the Club Secretary shall keep in their custody or under their control all records, books and other documents relating to the Club.

51. ELECTRONIC RECORDING AND STORAGE OF MINUTE BOOKS

51.1 Information may be recorded electronically in a minute book if at the time of recording the information it is reasonable to expect that the information would be readily accessible so as to be usable for subsequent reference.

51.2 The minute book may also be kept electronically if the method used to keep the minute book provides a reliable means of assuring the maintenance of the integrity of the information and it was, at the time of generating the electronic minute book, reasonable to expect that the information would be readily accessible so as to be usable for subsequent reference.

51.3 If the minute book is stored electronically, it must be open for inspection at the same place where a hard copy would have been required to be retained.

51.4 Any questions or comments submitted by a member before or during the meeting conducted using technology must be recorded in the minutes of the meeting.

51.5 All electronic records are to be duplicated as a 'back up' copy and stored separate to the main records, wherever possible printed records should be imaged and treated as an electronic record.

52. FIREARMS ACT 1996, FIREARMS REGULATIONS 2017 (AS AMENDED)

Notwithstanding any clause in this Constitution, the Club and all members of the Club shall be bound by the provisions of NSW Firearms Registry Regulations, the Firearms Act 1996, Firearms Regulations 2017 and/or any subsequent gazetted amendments.

53. VARIATION OF THIS CONSTITUTION

53.1 This constitution may be added to, repealed or amended by resolution at any Annual General Meeting or Extraordinary General Meeting provided that no such resolution shall be deemed to be passed unless it is carried by a majority of at least two thirds of members voting thereon, provided that fourteen (14) days clear notice has been given in writing to each financial member setting out in detail each proposed amendment.

53.2 Where the constitution of the Club are amended, within fourteen (14) days after the amendment has been made. four (4) copies of the amendments, certified as correct under the hand of the Secretary shall be forwarded to:

- the Commissioner of Police,
- the NSW Australian Pistol Association (NSWAPA)
- NSW Dept of Fair Trading
- the Castle Hill RSL Club

54. ALTERATION OF OBJECTS AND RULES (BY-LAWS)

The objects and Rules of the Club may be altered, rescinded or added to by resolution, provided that such resolution is passed by a majority which comprises not less than three-quarters (3/4) of the Club Committee.

55. DISSOLUTION

- 55.1 If at any General Meeting a resolution proposing the dissolution of the Club shall be passed by a simple majority of the members present, and such resolution shall then at an Extraordinary General Meeting held not less than one (1) month thereafter at which not less than one half (1/2) of the members shall be present including members represented by proxies held by the Secretary be confirmed by a resolution passed by a majority of three quarters (3/4) of members voting thereon.
- 55.2 The Committee shall thereon, or at such future date as shall be specified in such resolution proceed to realise the property of the Club and after discharge of all liabilities shall return any surplus funds to the Castle Hill RSL Club Limited and upon completion of such disbursement the Club shall be dissolved

APPENDIX 1

FORM OF APPOINTMENT OF PROXY

I, _____ (Full Name), Member No. _____

of _____ (Address),

being a financial member of the Castle Hill RSL Club Pistol Club Inc, ABN 55 399 149 809 (hereinafter referred to as "CHRSLPC" or "Club") hereby appoint the CHRSLPC Secretary or

_____ (Full Name of Proxy)

of _____ (Address)

being a financial member of the Club, as my proxy to vote for me on my behalf at the Annual General Meeting and/or Extraordinary General Meeting and/or General Meeting of the Club to be held on the ____ day of _____ 202_ and at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (delete as appropriate) the resolution (insert details below).¹

Resolution:

Signature of member appointing proxy:

Date: _____

Notes:

- A proxy may not be given to a person who is not a financial member of the Club.
- Notice appointing proxy shall be served on the Club Secretary not less than twenty-four (24) hours prior to the meeting.

¹ Resolutions to be inserted where applicable