



***CESSNOCK PISTOL CLUB
INCORPORATED***

" CLUB RULES "
(as amended 23/11/2024)

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**CESSNOCK PISTOL CLUB INCORPORATED
CLUB RULES**

1. Name Of Club

The name of the Club shall be "CESSNOCK PISTOL CLUB INCORPORATED", hereinafter referred to as the Club.

2. Definitions

In these Rules, unless the context or subject matter otherwise indicates or requires:

"Incorporations Act" means the Associations Incorporation Act, 2009 (as amended) and Regulations there under.

"Committee" means the committee of management.

"ISSF" means the International Shooting Sport Federation.

"NSWAPA" means the New South Wales Amateur Pistol Association, (State controlling authority).

"PA" means the Pistol Australia, (National controlling authority).

"Firearms Act" means the Firearms Act 1996 (as amended) and Regulations there under.

3. Objects

The Club is formed to:

- a) Promote among its members target pistol shooting as approved by the ISSF, PA and NSWAPA.
- b) Instruct members in the art of safe and proficient target pistol shooting.
- c) Provide training facilities for members and visitors who wish to compete in State, National or International competitions.
- d) Disburse funds of the club in pursuance of objects and matters incidental thereto.
- e) Offer other sporting and social facilities as desirable.

4. Membership

- a) The Club shall consist of: Life Members, Ordinary Members, Junior Members, Associate Members, and Social Members.
- b) To qualify for membership a person must:
 - i) Be of good fame and character.
 - ii) Not have been convicted in New South Wales or elsewhere of an offence and sentenced to penal servitude or imprisonment for twelve (12) months or more and has been released from that imprisonment for less than five (5) years before the date of application for membership of the Club.
 - iii) Not be subject to a recognisance granted in New South Wales or elsewhere to keep the peace.
 - iv) Not be subject to a Firearms Prohibition Order.
 - v) Be proposed for membership by two (2) existing financial members of the Club or produce satisfactory references.

- vi) Make application for membership on the prescribed form.
 - vii) Pay the requisite dues and fees.
 - viii) Possess a copy of the Rules and Standing Orders, and be familiar with their contents.
 - ix) Fulfill the obligations of a probationary period as required by the Firearms Act.
 - x) Be of amateur status as defined by the ISSF.
- c) The Committee may at its discretion, refuse an application for membership without giving any reasons.
 - d) The form of application for membership shall be prescribed by the Committee and shall show, inter alia, Surname, Given names, date of birth, occupation, and private address of the applicant.
 - e) The Committee may refuse to renew the membership of a member licensed under the Firearms Act if, in its opinion, such member is not an active member under the Firearms Act.
 - f) Any applicant who is under the age of eighteen (18) years shall have a declaration signed by a parent or guardian giving consent to such membership. Such parent or guardian shall nominate a member of the club to be responsible for such junior whilst on club Property.

5. Life Members

On the recommendation of the Committee of Management or ordinary member, a member may be elected a Life Member at any general meeting of the club and shall be elected by two-thirds majority of members present and shall thereafter be entitled to all the privileges of membership without paying the annual subscription, levies or other dues, and they will be capitated to the NSWAPA at Club expense.

6. Ordinary Members

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

7. Probationary Members

Shall be persons who are serving a probationary period as per the Firearms Act. Such persons shall have no Club voting rights.

8. Junior Members

Junior members shall be admitted to the Club under conditions laid down by the NSWAPA and paragraph 4 (f) of these Rules.

9. Associate Members

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

10. Social Members

Shall be persons entitled to the privileges of membership, except that they shall not use any pistol on any Club range at any time.

11. Resignations

A member may at any time, by giving notice in writing to the Secretary, resign his or her membership of the Club, but shall continue to be liable for any Annual subscription or other monies due and unpaid at the date of resignation.

12. Register of Members

The Secretary shall:

- a) Keep a register of all members of the Club, such register to be of either:
 - 1) Computer record with hard copy backup, where each member is given a unique identifying number.
 - 2) Durable design book with individually numbered pages.
- b) Record in such register, the full name, residential address, date of birth of each member.
- c) Record in such register alongside the name of each member the description, calibre, maker's name and serial number of each pistol for which is registered to the member, together with the number of the pistol licence issued.
- d) In the case of a member who is the custodian of any pistols owned by the Club, record the particulars stated in Clause 12 (c) in respect of those pistols held on behalf of the Club.
- e) Produce such register for inspection at any reasonable time by any member of the Police Service on demand, or any person who is authorised by the NSWAPA. To inspect such register.

13. Obligation of Members

- a) A member shall immediately and within seven (7) days notify the Club Secretary of:
 - i) Change of name and/or residential address.
 - ii) Purchase, acquisition, sale or disposal of any pistol held under the provisions of the Firearms Act.
- b) A member shall ensure the safekeeping of any pistol held as set out in the Firearms Act.
- c) Each member shall make himself familiar with and comply with the provisions of the Firearms Act.
- d) Each member shall comply with the provisions of the Rules and any Standing Orders of the Club. Any member who fails to comply with the provisions shall be liable to disciplinary action as provided in the Rules.

14. Infringement of Rules

- a) The Committee shall have the discretion and authority to penalise any member who is guilty of infringement of the Rules or Standing Orders of the Club or who has willfully acted in an offensive manner which has brought the Club into disrepute.
- b) Any member who is considered to have infringed any rule or rules will be called upon to appear before the Committee to answer such breach. If proven guilty such member will be penalised by fine, suspension, expulsion or otherwise as may be considered appropriate by the Committee.
- c) The Range Officer shall have the authority to warn and report any infringement of safety rules or misconduct on the range to the Club Captain, who shall advise the Committee.

- d) Any member found guilty of a breach of the rules shall be notified in writing by the Secretary within seven (7) days of the penalty being imposed.
- e) Any person who is found guilty of a breach of the rules shall have the right to appeal against any penalty, but such appeal must be lodged with the Secretary within twenty one (21) days of notice being given. If any such notice of appeal be lodged a general meeting shall be held within twenty eight (28) days of receipt of notice of appeal.
- f) Should the meeting not be unanimous in its decision on such appeal a vote shall be taken and unless a two-thirds majority votes against the appeal, the appeal shall be upheld.

15. Expulsion of Members

To expel a member from the Club notice shall be sent to the Secretary, signed by any financial member, acquainting him with the circumstances surrounding the notice. The Secretary shall then communicate with the member concerned in the notice, so that he may have the opportunity of explaining or withdrawing from the Club, and the Secretary shall call a meeting of the Committee who empowered to decide the matter. If a majority of two thirds of the Committee vote for his expulsion the member shall be expelled. Any member so expelled shall have the right to appeal to a general meeting to be called within twenty eight (28) days of his expulsion, when a majority of two thirds (2/3) of those present shall be required to confirm the expulsion or the member shall be reinstated.

16. Club Pistols

The Committee may purchase or acquire such pistols for the use of members of the Club as is considered necessary. The safekeeping and use of Club Pistols will conform to the requirements of the Firearms Act.

17. Record of Attendances

- a) A record will be kept of the attendance of each member.
- b) Such record shall be kept in the Club Attendance Database and shall show the date, member's name match shot, and score.

18. Inspection of Records

All registers, books and other documents shall be made available for inspection by members of the Club at any reasonable time.

19. Duties of the Committee

The committee of management of the Club is to be called the Committee and, subject to the Incorporations Act, the Firearms Act, these rules and to any resolution passed by the Club in general meeting:

- a) is to manage and control the affairs of the Club; and
- b) carry out all such functions as may be exercised by the Club, other than those functions that are required by these rules to be exercised by a general meeting of members of the Club; and
- c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

20. Membership of the Committee

- a) The Committee shall consist of;

- i) a president;
- ii) a vice president;
- iii) a secretary;
- iv) an assistant secretary;
- v) a treasurer;
- vi) a captain;
- vii) a vice captain;
- viii) a scorer;
- ix) an assistant scorer; and
- x) 3 committee persons,

each of whom is to be elected at the annual general meeting of the Club.

- b) Each member of the Committee is, subject to the Rules, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- c) In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Club to fill the vacancy and the member so appointed is to hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

21. Election of Committee

- a) Nominations of candidates for election as members of the Committee:
 - i) must be made in writing, setting out the position or positions for which the person is nominated, signed by 2 members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
 - ii) must be delivered to the secretary of the Club at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- b) If insufficient nominations are received to fill a position on the Committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- c) If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be casual vacancies.
- d) If the number of nominations received for a Committee position is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- e) If the number of nominations received for a Committee position exceeds the number of vacancies to be filled, a ballot is to be held.
- f) The ballot for election of members of the Committee is to be conducted at the annual general meeting by secret ballot and simple majority.

22. Casual Vacancies on Committee

For the purposes of these rules, a casual vacancy in a Committee position occurs if the member:

- a) dies; or
- b) ceases to be a member of the Club; or

- c) resigns office by notice in writing given to the secretary; or
- d) is removed from office under rule 23; or
- e) is absent without the consent of the committee from three consecutive meetings.

23. Removal of Member from Committee

- a) The Club in general meeting may by resolution remove any member of the committee from the position before the expiration of the member's term and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- b) If a member of the committee to whom a proposed resolution referred to in clause 23a relates makes representation in writing to the secretary and requests that the representations be notified to the members of the Club, the secretary will send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

24. Committee Meetings

- a) The Committee must meet at least once in each 2 month period at such place and time as the Committee may determine.
- b) Additional meetings of the Committee may be convened by the president or by any 3 members of the Committee serving a requisition on the secretary.
- c) Oral or written notice of a meeting of the Committee must be given by the secretary to each member of the Committee at least 48 hours before the time appointed for the holding of the meeting.
- d) Any 6 members of the Committee constitute a quorum.
- e) No business is to be transacted by the Committee unless a quorum is present.
- f) At a meeting of the Committee:
 - i) the president or, in the president's absence, the vice-president is to preside; or
 - ii) if the president and vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

25. Voting at Committee Meetings

- a) Questions arising at a meeting of the Committee are to be determined by a majority of the votes of members of the Committee present at the meeting.
- b) Each member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

26. Duties of Office-Bearers

In addition to requirements set out in the Incorporations Act, the Firearms Act, and elsewhere in these Rules, office-bearers are required to carry out the following duties:

a) **President**

The president is responsible for the tone, style and well-being of the Club. He must accept the responsibilities of leadership and ensure the Club operates efficiently.

b) Vice-President

The vice-president will accept the full responsibilities of the president in the absence of the president.

c) Captain

The captain is responsible for the operation of the Clubs ranges and shall;

- i) ensure all matches are conducted in accordance with ISSF and Club rules; and
- ii) ensure all safety rules are observed; and
- iii) arrange for all new members to be instructed in the correct and safe methods of pistol shooting; and
- iv) appoint such range officials and instructors as he deems necessary for the safe conduct of shooting on all ranges of the Club.

d) Vice-Captain

The vice-captain will accept the full responsibilities of the captain in the absence of the captain.

e) Secretary

The secretary shall;

- i) keep a record of all proceedings at committee meetings and general meetings; and
- ii) keep a record of all correspondence in connection with the Club; and
- iii) ensure that the Club complies with the reporting requirements of the Act and the Firearms Act.

f) Assistant Secretary

The assistant secretary will accept the full responsibilities of the secretary in the absence of the secretary.

g) Treasurer

The treasurer is responsible for all financial matters of the Club and shall;

- i) ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made; and
- ii) ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

h) Scorer

The scorer shall:

- i) Record the scores of all members at Club and open competitions; and
- ii) Maintain a grading record of all members in accordance with Association requirements.

i) Assistant Scorer

The assistant scorer will accept the full responsibilities of the scorer in the absence of the scorer.

27. Club Armourer

- a) The armourer shall be appointed by, and is responsible to the Committee.
- b) The armourer shall;
 - i) provide facilities for safekeeping of members pistols;
 - ii) provide ammunition for sale to Club members;
 - iii) assist members in the sale and purchase of pistols;
 - iv) comply with all requirements of the Firearms Act

27A. Training Co-ordinator

- a) The training coordinator shall be appointed by, and is responsible to the Committee
- b) The training coordinator shall;
 - i. Be responsible for the coordination of training activities for unlicensed and probationary licensed members and visitors.
 - ii. Coordinate and schedule Club approved trainers.
 - iii. Ensure ongoing compliance of unlicensed and probationary licensed members and visitors with respect to the Firearms Act.
 - iv. Liaise with the Club Armourer with regards to the usage of Club firearms and the provisions of ammunition.

28. Funds

- a) The funds of the Club are to be derived from entrance fees and annual fees and subject to any resolution passed by the Club in general meeting, such other sources as the Committee determines.
- b) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- c) Subject to any resolution passed by the Club in general meeting the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the Committee determines.
- d) All cheques, bank transfers and other negotiable instruments must be authorized by any 2 of the following office-bearers; president, secretary, treasurer.
- e) The books and accounts of the Club shall be submitted for audit as and when deemed necessary by resolution of the Committee or general meeting.

29. Annual Subscription

- a) The annual subscription is due on the 1 October each year.
- b) Any member whose annual subscription is unpaid on the date memberships are renewed with NSWAPA (Capitation Date) will cease to be a member of the Club.
- c) Any person seeking to renew their membership after the Capitation Date will be charged a late renewal fee.

- d) The annual subscription and late renewal fee will be set by the Committee.

30. Entrance Fees

- a) The entrance fee shall be payable upon nomination.
- b) The entrance fee of unsuccessful applicants shall be refunded.
- c) The entrance fee shall be set by the Committee.

31. Annual General Meeting

- a) The Annual General Meeting shall be held in November of each year.
- b) All members shall be given twenty eight (28) days written notice of the date of the Annual General Meeting.
- c) The Chairman shall be the President.
- d) Twenty (20) members or twenty five percent (25%) of all members, whichever be the smaller number shall constitute a quorum.
- e) If the Annual General Meeting has not been called by the end of December in any year, twenty members or 25% of all members, whichever is the smaller number, may convene and conduct an Annual General Meeting.
- e) The Committee position of Secretary be offered an Honorarium of an amount to be recommended by the committee and approved by a majority of members present at the Annual General Meeting
- f) The agenda for the Annual General Meeting shall be:
 - 1. The opening of the meeting.
 - 2. Apologies.
 - 3. Imin silence to reflect
 - 4. Minutes of the previous Annual General Meeting.
 - 5. President's report.
 - 6. Treasurer's report.
 - 7. Approval of Honorarium for outgoing Secretary and Treasurer
 - 8. Election of Officers for the ensuing year.
 - 9. Motions on notice.
 - 10. General business.

32. Extraordinary General Meeting

- a) The Committee may at any time for any special purpose, call an Extraordinary General Meeting of the Club.
- b) Twenty one (21) days clear notice in writing of such meeting shall be given to all members.
- c) Twenty (20) or twenty five percent (25%) of all members, whichever is the smaller number, may serve a requisition on the Secretary to convene an Extraordinary General Meeting:
 - 1. All such requisitions shall be signed by each of the requisitioning members individually.
 - 2. The requisition shall state the purpose for which the meeting is required.

3. If the meeting has not been convened within twenty eight (28) days from service of the requisition on the Secretary, the requisitioning members may convene the meeting on behalf of the Club.

33. Not used

34. Standing Orders

The Committee is empowered to make, repeal and amend resolutions on matters of policy and conduct, as they may from time to time consider necessary for the well being of the club. Such resolutions, repeals and amendments shall be known as Standing Orders and will have affect until otherwise determined by the Committee or General Meeting.

35. Sub-Committees

- a) The Committee may from time to time appoint such subcommittees as it may deem necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Committee may determine.
- b) Each sub-committee shall periodically report its proceedings to the Committee and shall conduct its business in accordance with the directions of the Committee.

36. Addresses of Members

All notices sent to the last known address of members shall be deemed to have been duly delivered on the fifth (5th) day following the date of posting.

37. Financial Year

The financial year of the Club shall end on 30 September each year, to which day the accounts of the Club shall be balanced.

38. Visitors

- a) Any person, not being a member of the Club or Pistol Australia, shall enter into the club premises only upon the invitation of a member of the Club. Such member shall be responsible for the behaviour and conduct of such visitor on the club premises.
- b) A visitor shall sign his name in the Visitor's Book and the member responsible for the behaviour and conduct of such visitor shall ensure that the visitor's name and signature appears in the book.
- c) A visiting competitor from another club shall sign his name in the Visitor's Book and also record the name of the club of which he is a member.

39. Insurance

- a) The Club must effect and maintain insurance as required by the Incorporations Act.
- b) The Club shall effect any other insurance cover as it may consider necessary.

40. Proxy Voting

- a) Where a member is unable to be present at the Annual General Meeting or an Extraordinary General Meeting then that member may appoint another member or the Club Secretary to exercise proxy votes on his behalf. Provided however that no one person may cast more than two (2) proxy votes on behalf of other members, with the exception of the Club Secretary, who may cast as many votes as he holds proxy forms for.
- b) The instrument appointing a proxy shall be in writing in the following form and signed by the member giving the proxy:

I, _____ hereby appoint _____ as my proxy to vote for me on my behalf at the general meeting of the Cessnock Pistol Club to be held on _____ (date), and at any adjournment of that meeting.

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

*Include only if you wish to specify how proxy is to vote.

Signature _____ Date _____

- c) The notice appointing a 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.
- d) 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.
- e) Minor variations in the form shall not invalidate a proxy vote provided the intention is clear.
- f) The chairman of a meeting where votes are to be cast by proxy shall rule on the validity of any vote that is called into question.

41. Matters Not Covered by these Rules

Where any subject, dispute or matter not specifically covered by these Rules is brought before the Club, the Club at a General or Extraordinary or Annual General Meeting shall have the power to discuss, investigate and adjudicate on the matter or to make any decision and such decision shall be binding on all members of the Club.

42. Firearms Act

Notwithstanding any clause in these rules the Club and all members of the Club shall be bound by the provisions of the Firearms Act.

43. Intoxicating Liquor

- a) No person shall consume intoxicating liquor on a range of the Club.
- b) No person shall be admitted to or be on a range of the Club after consuming intoxicating liquor.

- c)
 - i) Any person who after consuming intoxicating liquor is found on a range of the Club, shall be ordered to leave forthwith, and if such person is a member of the Club, he shall be liable to disciplinary action.
 - ii) If such person is a visitor from another club, he shall be reported in writing to his own club. If a competition is in progress, the offender will in addition, be disqualified from the competition.

44. Interpretation

In these Rules except to the extent that such interpretation shall be excluded by or be repugnant to the context:

- a) Words importing the singular shall include the plural.
- c) Words importing the masculine gender shall include the feminine gender.

45. Special Resolution

A resolution of the Club is a special resolution if it is passed by a majority which comprises at least three-quarters of such members of the Club as, being entitled under these rules so to do, vote in person or by proxy at a general meeting of which at least 21 days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these Rules.

46. Variation of the Rules

These rules may only be added to, repealed or amended by special resolution.

47. Dissolution

If at any General meeting, a resolution for the dissolution of the club shall be passed by a simple majority of the members present, and such a resolution shall, 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, be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the Committee of Management, 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 divide the same equally between such charities as may be determined by the members at such meeting or be wholly given to the NSWAPA and upon completion of such disbursement the club shall be dissolved.

48. Members' Liabilities

In the event of the dissolution of the incorporated association the members shall only be liable to the extent of five (5) dollars each for any outstanding debts after realisation of the assets of the Club.

- A. The Rules adopted previously are now repealed.
- B. Any appointment made or motion passed under the Rules hereby repealed, if in force at the commencement of these Rules, shall continue in force as far as practicable under these Rules.

Cessnock Pistol Club Incorporated Rules

These Rules were adopted by the Cessnock Pistol Club Incorporated at the Annual General Meeting held at Neath on 23rd November 2024 and take effect from that date.


..... PRESIDENT
(Lee Scott)


..... SECRETARY
(Jann Scott)