

**RULES
AND
STATEMENT OF PURPOSES**

OF THE

**VICTORIAN RIFLE ASSOCIATION
INCORPORATED**

Reg. No. A13641H

**Adopted 16th. September 2000
Amended 26 October 2019**

INDEX
to
RULES & STATEMENT OF PURPOSES

ITEM	CLAUSE NUMBER
Agreement of Honour	56
Associate, Ceasing to be a	12
Associates	8
Associates, Discipline/Suspension/Expulsion of	13
Associates, Register of	10
By-Laws	43
Cheques	51
Club, Ceasing to be a	12
Clubs, Approval/Affiliation of	7
Clubs, Disapproval/Disaffiliation of	14
Clubs, Register of	10
Committee Members, Indemnity of	41
Council, Structure & Powers of	29
Council, Vacancies	32
Councillor, Election & Term of	30
Councillor, Qualifications of	31
Councillor, Removal of	33
Councillor, Indemnity of	41
Council Meetings	34
Council Meetings, Electronic	40
Council Meetings, Minutes	42
Council Meetings, Notice of	35
Council Meetings, Presiding at	37
Council Meetings, Quorum at	36
Council Meetings, Resolutions in Writing	39
Council Meetings, Voting at	38
Custody of Records	47
Definitions	4
Disputes & Mediation	15
External Bodies	17
Executive Officer	45
Fees	9
Funds	50

**RULES
and
STATEMENT OF PURPOSES
of the
VICTORIAN RIFLE ASSOCIATION INC.
Reg. No. A13641H**

**INDEX
RE SCHEDULE OF THE ACT**

- A. Qualifications for membership - Rule 5.
- B. Register of Members - Rule 10.
- C. Entry fees, subscriptions etc. - Rule 9.
- D. The name, constitution, membership and powers of the committee - Rules 29 - 40 inclusive and Rule 55.
 - (i) Election or appointment of members of the committee - Rule 30.
 - (ii) Terms of office of members of the committee - Rules 30 and 55.
 - (iii) Grounds on which, or reasons for which the office of a member of the Committee shall become vacant - Rules 32 and 33.
 - (iv) Filling of casual vacancies occurring on the Committee - Rule 30.
 - (v) Quorum and procedure at meetings of the Committee - Rules 36 - 40 inclusive, and Rule 44.
- E. The quorum and procedure at general meetings of Members and arrangements to vote by proxy - Rules 18 - 28 inclusive.
- F. Time within which, and manner in which notices of general meetings and notices of motions are to be given, published or circulated - Rules 21 and 49.
- G. Sources from which funds may be derived - Rule 50.
- H. Management of funds and mode of drawing/signing cheques - Rules 46 and 51.
- I. Intervals between general meetings and manner of calling meeting - Rules 18, 19 and 21.
- J. Alteration of the Rules and Statement of Purposes - Rule 54.
- K. Custody and use of the common seal - Rule 48.
- L. Custody of relevant documents and securities etc. - Rules 10, 42, 46 and 47.
- M. Inspection by Members of books and documents - Rules 10, 46 and 47.
- N. Disposition of surplus assets on winding up or dissolution - Rule 53.
- O. Disciplining of Members and Members' right to be heard - Rule 13.
- P. Grievance procedures for settling disputes - Rule 15.

**RULES
and
STATEMENT OF PURPOSES
of the
VICTORIAN RIFLE ASSOCIATION INC.
Reg. No. A13641H**

1. NAME

The name of the Association shall be the “Victorian Rifle Association Incorporated” (hereinafter referred to as the “Association”).

2. NON-PROFIT ORGANIZATION

The assets and income of the Association shall be applied exclusively to the promotion of its objects and no portion shall be paid or distributed directly or indirectly to the Members of the Association except as bona fide remuneration for services rendered or expenses incurred on behalf of the Association.

3. STATEMENT OF PURPOSES

The purposes of the Association shall be to :-

- 3.1 promote, develop and co-ordinate, and increase knowledge and skill in, the sport of target Shooting;
- 3.2 bring into association persons and clubs interested in target Shooting;
- 3.3 be the central controlling body to which target Shooting clubs may be affiliated and to adjudicate as required on matters affecting Clubs and/or their members and/or Association Members and/or Associates of the Association;
- 3.4 co-operate with bodies throughout the world that have similar aims and objectives;
- 3.5 deal in supplies and equipment relevant to target Shooting;
- 3.6 do all such things as are conducive or incidental to the above purposes or any of them;
- 3.7 further these objectives by :-
 - 3.7.1 the holding or promotion of practices, competitions, training sessions, meetings, lectures and conferences;
 - 3.7.2 the selection of individuals or teams to represent the Association in intra-state, national and international competitions and events;
 - 3.7.3 the publication and distribution of literature;
 - 3.7.4 any other appropriate activities;
 - 3.7.5 doing all things which a natural person or incorporated body is lawfully permitted to do.

4. DEFINITIONS.

In these Rules, unless inconsistent with the context or contrary intention appears :-

- 4.1 words importing the masculine gender only shall include the feminine gender and neuter gender and vice versa;
- 4.2 words used in the singular include the plural and vice versa;
- 4.3 “the Act” means the Associations Incorporation Act 1981 of Victoria, as amended, or any statute in another state or territory of Australia which makes provision for the incorporation of associations;
- 4.4 “the Regulations” means regulations under the Act;

- 4.5 “Affiliation Fee” means any and all fees, levies, annual affiliation subscriptions and any other charges, but not including entrance fees, which Council may establish from time to time for a shooting club to be accredited as a Club for the purposes of these Rules;
- 4.6 “Annual Subscription” means any and all fees, levies, annual subscriptions and other charges, but not including entrance fees, which Council may establish for various categories of Members and Associates from time to time;
- 4.7 “Associate” means a Person who has been admitted as an Associate of the Association pursuant to the provisions of Rule 8 and is included in the register of Associates pursuant to Rule 10.3 of these Rules;
- 4.8 “Business Day” means a day upon which Council has determined that the office of the Association shall be normally open for business;
- 4.9 “By-Laws” means the by-laws in force from time to time pursuant to the provisions of Rule 43 of these Rules;
- 4.10 “Club” and “Clubs” means any and all Clubs approved by Council from time to time pursuant to Rule 7 and affiliated with the Association for the purpose of persons qualifying to be Members of the Association under Rules 5.1 and 5.10 and being the Clubs set out in the register of Clubs pursuant to Rule 10.2;
- 4.11 “Council” means the committee of management of the Association, and “Councillor” means a member of Council who is elected or appointed in accordance with these Rules;
- 4.12 “Executive Officer” means the Executive Officer or Honorary Executive Officer of the Association;
- 4.13 “External Body” means an organisation which the Association may be or become a member of and/or be or become associated with and/or co-operate with under Rule 17 of these Rules;
- 4.14 “Financial Year” means the year ending at the close of business on the 30th June each year, or the year ending at the close of business on such other date each year as the Association in general meeting may, from time to time, determine by special resolution;
- 4.15 “Firearms Law” means an act and/or the regulations under such an act governing the licensing of persons to use firearms, and/or the ownership and/or registration and/or use of firearms enacted by a state or territory within the Commonwealth of Australia or by the government of the Commonwealth of Australia;
- 4.16 “Honorary Life Member” means a person who attains honorary membership of the Association pursuant to the provisions of Rule 6.2 of these Rules;
- 4.17 “Internal Group” means a group of Members and/or Clubs and/or Associates set up by Council pursuant to Rule 16 of these Rules;
- 4.18 “Legal Practitioner” means a person holding (or formerly holding) a Practising Certificate under the Legal Practice Act (Victoria) as amended or any person holding (or formerly holding) a similar qualification in any other state or territory of Australia;
- 4.19 “Majority” in relation to any vote or ballot means the majority of those present in person and by proxy who, being entitled to vote, do not abstain from voting or who do not vote informally;
- 4.20 “Member” means a Member of the Association within the provisions of Rules 5 and 6 and does not include Honorary Life Members who are not Persons or Temporary Members or Clubs or Associates;
- 4.21 DELETED
- 4.22 “Person” means a natural person;
- 4.23 “Public Officer” means the person appointed Public Officer of the Association under these Rules and in accordance with Part V of the Act;

- 4.24 DELETED;
- 4.25 “Shoot” and “Shooting” mean shooting practice and inter-club, intra-club or other shooting competitions, and to “Shoot” and “Shooting” mean to take part in or taking part in a Shoot;
- 4.26 “Standard Shooting Rules” (SSRs) means the Standard Shooting Rules for Full Bore Rifle Clubs issued from time to time by the National Rifle Association of Australia and/or such other rules governing the conduct of Shooting as Council may adopt from time to time for use by the Association and its Members, Clubs, Associates and Internal Bodies;
- 4.27 “Standing Orders” means the standing orders in force from time to time pursuant to the provisions of Rule 44;
- 4.28 “Temporary Member” means a person who is made a Temporary Member pursuant to Rule 6.3 of these Rules;
- 4.29 “Treasurer” means the Treasurer or Honorary Treasurer of the Association.

5. MEMBERSHIP

- 5.1 Membership of the Association shall be open to Persons who are members of a Club and are willing to subscribe to the objectives of the Association and pay such entrance fees and Annual Subscriptions as are required under these Rules.
- 5.2 A Person who is not a Member of the Association at the time of the adoption of these Rules (or who was a Member at that time but has ceased to be a Member) must not be admitted to membership unless :-
- 5.2.1 he applies for membership in accordance with Rule 5.3; and
- 5.2.2 his admission as a Member is approved by either the Executive Officer or the Council.
- 5.3 An application of a person for membership of the Association must :-
- 5.3.1 be made in writing in the form required by By-Law 3.1; and
- 5.3.2 be lodged with the Executive Officer of the Association; and
- 5.3.3 be accompanied by the required entrance fee and Annual Subscription.
- 5.4 As soon as practicable after the receipt of an application together with the required payment the Executive Officer shall determine whether to approve or reject the application.
- 5.5 If the Executive Officer approves an application for membership the Executive Officer shall within 28 days :-
- 5.5.1 notify the applicant in writing of the approval for membership; and
- 5.5.2 enter the applicant’s name in the register of Members.
- 5.6 An applicant for membership becomes a Member and is entitled to exercise the rights of membership when his name is entered in the register of Members.
- 5.7 If the Executive Officer considers that an application should be rejected he shall refer it to the next Council Meeting which will decide to accept or reject the application. If the Council rejects the application the Executive Officer must within 14 days notify the applicant in writing that the application has been rejected and refund the entrance fee and Annual Subscription accompanying the application.
If Council approves the application for membership, the Executive Officer must within 28 days :-
- 5.7.1 notify the applicant in writing of the approval for membership; and
- 5.7.2 enter the applicant’s name in the register of Members.
- 5.8 The Executive Officer and the Council shall have the right not to assign any reason for a refusal of membership to any person.
- 5.9 Any right, privilege or obligation of a Member by reason of membership of the Association :-

- 5.9.1 is not capable of being transferred or transmitted to another Person; and
- 5.9.2 terminates upon the cessation of membership whether by death or resignation or otherwise.
- 5.10 Subject to Rule 5.11 no Person, except an Honorary Life Member, shall become a Member of the Association without first joining a Club, and shall not remain a Member without maintaining membership of a Club.
- 5.11 Where Council or, upon appeal against a decision of Council, the Association in general meeting determines under Rule 14 that a Club is no longer approved for the purposes of Rules 5.1 and 5.10, the Executive Officer shall notify each Member who is enrolled through the said Club that the Member has a period of grace of 30 days from the date of the notice to be enrolled through another Club before the Member ceases to be a Member of the Association, and the Executive Officer shall not remove the Member's name from the register of Members until the 30 day period of grace has expired.
- 5.12 Each Member shall take all reasonable steps to ensure that his Club complies with the Statement of Purposes, Rules and By-Laws of the Association and the requirements of the Association regarding :-
 - 5.12.1 Shooting ranges, Shooting and associated activities; and
 - 5.12.2 relations between the Association, Members, Clubs, Associates, Internal Groups and External Bodies.

6. CATEGORIES OF MEMBERSHIP

- 6.1 Members :- Persons who are financial Members of the Association and members of a Club. Such Members may participate in all activities of the Association. Only Members may vote at general meetings and elections, stand for election to Council or nominate candidates for Council.
- 6.2 Honorary Life Members
 - 6.2.1 Any Person or organization or company who renders valuable service to the Association or to Target Shooting generally may become an Honorary Life Member of the Association after being considered and approved as a Life Member by the Council in accordance with the By-Laws and the life memberships being subsequently notified to a general meeting of the Association.
 - 6.2.2 Honorary Life Members shall be entitled to all the privileges enjoyed by Members (including the right to vote) during their lives without payment of Annual Subscription, except that Council may require that Life Members who wish to Shoot pay part or all of that portion of the Annual Subscription which is paid to External Bodies on behalf of a Member and/or is paid for insurance cover relating to Shooting on behalf of a Member.
 - 6.2.3 An Honorary Life Member which is not a Person may in writing to the Executive Officer nominate a Member to act on its behalf in relation to the privileges of a Member.
- 6.3 Temporary Members: a Person who is not a Member of the Association may at the discretion of the Executive Officer be made a Temporary Member for the duration of a specified Shoot. A Temporary Member may take part in the specified Shoot but may not vote at elections and meetings of the Association, nor stand for election to Council nor nominate candidates for Council.
- 6.4 Council may from time to time establish sub-classes of Members based upon, but not limited to, such factors as family group membership, age, pensioner status and physical and/or financial disability.

7. APPROVAL/AFFILIATION OF CLUBS

- 7.1 Affiliation with the Association for the purposes of Persons qualifying to be Members of the Association pursuant to Rules 5.1 and 5.10 shall be open to those shooting clubs that :-
- 7.1.1 acknowledge and support the Statement of Purposes, Rules and By-Laws of the Association; and
 - 7.1.2 are willing to comply with the requirements of the Association regarding Shooting ranges, Shooting and associated activities and relations between the Association, Members, Clubs, Associates, Internal Groups and External Bodies; and
 - 7.1.3 pay such entrance fees and Annual Subscriptions as are required under these Rules; and
 - 7.1.4 agree to be bound by such other provisions as Council may lay down from time to time: and
 - 7.1.5 are incorporated under the Act.
- 7.2 Pursuant to Rule 7.6, a new shooting club must not be approved for affiliation with the Association unless :-
- 7.2.1 it applies for affiliation in accordance with Rule 7.3; and
 - 7.2.2 its affiliation is approved by either the Executive Officer or the Council.
- 7.3 An application by a shooting club for affiliation with the Association must :-
- 7.3.1 be made in writing in the form set down by Council from time to time or in a form to the same effect; and
 - 7.3.2 be signed by the secretary or other authorised officer of the club; and
 - 7.3.3 be lodged with the Executive Officer of the Association; and
 - 7.3.4 be accompanied by the required entrance fee and Annual Subscription.
- 7.4 As soon as practicable after the receipt of an application together with the required payment the Executive Officer shall determine whether to approve or reject the application.
- 7.5 If the Executive Officer approves an application for affiliation the Executive Officer shall within 28 days :-
- 7.5.1 notify the Club in writing of the approval of its affiliation with the Association; and
 - 7.5.2 enter the Club's name in the register of Clubs.
- 7.6 An applicant for affiliation becomes a Club when its name is entered in the register of Clubs.
- 7.7 If the Executive Officer considers that an application for affiliation should be rejected he shall refer it to the next Council Meeting which will decide to approve or reject the application. If the Council rejects the application the Executive Officer must within 14 days notify the applicant in writing that the application has been rejected and refund the entrance fee and Annual Subscription accompanying the application. If Council approves the application for affiliation, the Executive Officer must within 28 days :-
- 7.7.1 notify the applicant in writing of its approval for affiliation; and
 - 7.7.2 enter the applicant's name in the register of Clubs.
- 7.8 The Executive Officer and the Council shall have the right not to assign any reason for a refusal of affiliation to any club.
- 7.9 Any right, privilege or obligation of a Club by reason of its affiliation with the Association :-
- 7.9.1 is not capable of being transferred or transmitted to another person; and

7.9.2 terminates upon the cessation of affiliation with the Association for any reason.

8. ASSOCIATES

8.1 Persons who :-

- 8.1.1 acknowledge and support the Statement of Purposes, Rules and By-Laws of the Association; and
- 8.1.2 are willing to comply with the requirements of the Association regarding Shooting ranges, Shooting and associated activities and relations between the Association, Members, Clubs, Associates, Internal Groups and External Bodies; and
- 8.1.3 pay such entrance fees and Annual Subscriptions as are required under these Rules; and
- 8.1.4 agree to be bound by such other provisions as Council may lay down from time to time;

may be enrolled as Associates of the Association.

8.2 An Associate need not be a member of a Club and may not :-

- 8.2.1 vote at general meetings of the Association; or
- 8.2.2 vote at elections of the Association; or
- 8.2.3 stand for election to Council; or
- 8.2.4 nominate candidates for Council.

8.3 A person who is not an Associate of the Association at the time of the adoption of these Rules (or who was an Associate at that time but has ceased to be an Associate) must not be admitted as an Associate of the Association unless :-

- 8.3.1 he applies to be an Associate in accordance with Rule 8.4; and
- 8.3.2 his enrolment as an Associate is approved by either the Executive Officer or the Council.

8.4 An application of a person to be an Associate of the Association must :-

- 8.4.1 be made by such means as Council may determine from time to time; and
- 8.4.2 be lodged with the Executive Officer of the Association; and
- 8.4.3 be accompanied by the required entrance fee and Annual Subscription.

8.5 As soon as practicable after the receipt of an application together with the required payment the Executive Officer shall determine whether to approve or reject the application.

8.6 If the Executive Officer approves an application for admission as an Associate the Executive Officer shall within 28 days :-

- 8.6.1 notify the applicant of his approval as an Associate of the Association; and
- 8.6.2 enter the applicant's name in the register of Associates.

8.7 An applicant for admission as an Associate becomes an Associate and is entitled to exercise the rights of an Associate of the Association when his name is entered in the register of Associates.

8.8 If the Executive Officer considers that an application should be rejected he shall refer it to the next Council Meeting which will decide to accept or reject the application. If the Council rejects the application the Executive Officer must within 14 days notify the applicant in writing that the application has been rejected and refund the entrance fee and Annual Subscription accompanying the application.

If Council approves the application for admission as an Associate, the Executive Officer must within 28 days :-

- 8.8.1 notify the applicant of his approval as an Associate of the Association; and
- 8.8.2 enter the applicant's name in the register of Associates.

8.9 The Executive Officer and the Council shall have the right not to assign any reason for a refusal of admission as an Associate to any Person.

- 8.10 Any right, privilege or obligation of a Person by reason his being an Associate of the Association :-
- 8.10.1 is not capable of being transferred or transmitted to another Person; and
- 8.10.2 terminates upon the cessation of his being an Associate of the Association whether by death or resignation or otherwise.
- 8.11 Council may from time to time establish classes and sub-classes of Associates based upon, but not limited to, such factors as family group membership, age, pensioner status and physical and/or financial disability and whether or not a limited right to Shoot is attached
- 8.12 No Associate shall have any of the Shooting privileges reserved for Members pursuant to the provisions of By-Law 7.

9. FEES

- 9.1 Council shall each year establish entrance fees for new entrants into various categories and sub-classes of Members and Associates payable upon application by Persons to be Members or Associates (as the case may be) of the Association.
- 9.2 Council shall each year establish Annual Subscriptions for various categories and sub-classes of Members and Associates payable in advance for the next succeeding Financial Year.
- 9.3 Council may establish a scale of reduced Annual Subscriptions for bona fide new entrants into various sub-classes and categories of Members and Associates joining at various intervals after the beginning of the Financial Year.
- 9.4 Council may establish a scale of Annual Subscriptions for various classes and sub-classes of Members and Associates established under Rules 6.4 and 8.11.
- 9.5 Council may, from time to time, establish scales of payments applicable to Members and Associates who wish to prepay their Annual Subscriptions for the remainder of their lives.
- 9.6 Council may each year or from time to time establish an entrance fee payable by new Clubs, payable upon application for affiliation as a Club.
- 9.7 Council may each year or from time to time establish an Affiliation Fee for Clubs, payable in advance for the next succeeding Financial Year, and such fee may take account of the number of Members in a Club.
- 9.8 Council may from time to time raise funds by levies and/or other charges on all or some of the various classes, sub-classes and categories of Members and/or Associates and/or on Clubs and/or on Internal Groups.
- 9.9 No Member shall be entitled to receive notice of a general meeting and/or voting papers for an election unless the Association has received, not less than five (5) Business Days before the date on which the relevant notices of meeting and/or voting papers are despatched to those entitled to receive them, all amounts due to it by the Member under these Rules.
- 9.10 No Member shall be entitled to vote at a general meeting unless the Association has received, all amounts due to it by the Member under these Rules.

10. REGISTERS OF MEMBERS/CLUBS/ASSOCIATES

- 10.1 The Executive Officer shall keep and maintain a register of Members containing :-
- 10.1.1 the name and address of each Member; and
- 10.1.2 the name of the Member's Club; and
- 10.1.3 the class or sub-class of membership of each Member; and
- 10.1.4 the date on which each Member's name was entered in the register.

The Executive Officer shall keep and maintain a register of Clubs affiliated with the Association pursuant to Rule 7 containing :-

- 10.2.1 the name of the Club; and
- 10.2.2 the date on which the Club's name was entered in the register.
- 10.3 The Executive Officer shall keep and maintain a register of Associates admitted pursuant to Rule 8 containing :-
 - 10.3.1 the name and address of each Associate; and
 - 10.3.2 the class or sub-class of each Associate; and
 - 10.3.3 the date on which each Associate's name was entered in the register.
- 10.4 The registers shall be available for inspection free of charge by any Member at the office of the Association on Business Days during customary office hours upon reasonable notice.
- 10.5 A Member may make a copy of entries in the registers.

11. TRANSFER OF MEMBERSHIP

- 11.1 A Member may, at his own request, have his membership transferred from one Club to another providing the transfer is approved by both Clubs.
- 11.2 The Member shall notify the Executive Officer of the transfer in the form required by By-Law 3.2 and the Executive Officer shall record the transfer in the register of Members within 28 days of receiving notice of transfer.

12. CEASING TO BE A MEMBER/CLUB/ASSOCIATE

- 12.1 A Member or Club or Associate who has paid all moneys due and payable by a Member or Club or Associate (as the case may be) to the Association may resign from the Association by giving one month's notice in writing to the Executive Officer of his intention to resign.
- 12.2 After the expiry of the period referred to in Rule 12.1 :-
 - 12.2.1 the Member or Club or Associate ceases to be a Member or Club or Associate (as the case may be); and
 - 12.2.2 the Executive Officer must record in the appropriate register the date on which the Member or Club or Associate ceased to be a Member or Club or Associate (as the case may be).
- 12.3 Subject to Rule 5.11 a Member who ceases to be a member of a Club for any reason shall thereupon cease to be a Member of the Association.
- 12.4 A Member or Club or Associate who ceases to be such for any reason shall not be entitled to the refund of any portion of any entrance fee and Annual Subscription paid in advance for the current subscription year.
- 12.5 A Member or Associate who has not paid his Annual Subscription within 30 days of it becoming due and payable, or a Club which has not paid its Annual Subscription within 30 days of it becoming due and payable, may, at the discretion of Council, be removed as a Member or Associate or Club as the case may be.

13. DISCIPLINE/SUSPENSION/EXPULSION OF MEMBERS/ASSOCIATES

- 13.1 In relation to alleged misconduct by a Member or Associate arising under the Standard Shooting Rules, disciplinary action against the Member or Associate concerned shall be in accordance with By-Law 17 and the SSRs.
- 13.2 Subject to these Rules, if Council is of the opinion that a Member or Associate :-
 - 13.2.1 has refused or neglected to comply with the Rules and/or By-Laws; or
 - 13.2.2 has been guilty of conduct unbecoming a Member or Associate or prejudicial to the interests of the Association; or
 - 13.2.3 has been guilty of conduct affecting his or her safety and/or the safety of others; or
 - 13.2.4 has become a prohibited person as defined under Firearms Law; or

- 13.2.5 has not met a condition imposed under Firearms Law which by reason of his membership of the Association, could be prejudicial to the interests of the Association;
- Council may resolve to :-
- 13.2.6 fine that Member or Associate an amount not exceeding the maximum fine permitted to be imposed on a Member by the Regulations from time to time; or
- 13.2.7 suspend that Member or Associate from his privileges under the Association for a specified period or until he completes specified action; or
- 13.2.8 expel that Member or Associate from the Association; and
- 13.2.9 in any case, when damage or loss of property belonging to the Association or to another Member or Associate or a Club is involved, require that appropriate restitution is made.
- 13.3 A Member, but not an Associate, who is dealt with under Rule 13.2 shall have the right of appeal to a general meeting which may confirm, vary or revoke the Council's decision and any appeal under this Rule must be lodged in writing with the Executive Officer within 21 days of Council bringing down its decision.
- 13.4 Not less than 21 days written notice of any proposed action by Council under Rule 13.2 shall be given to the Member or Associate concerned, and to all Members entitled to vote at a general meeting dealing with an appeal by a Member under Rule 13.3. The notices shall set out in simple language particulars of the matter which is subject of complaint and the grounds for the complaint.
- 13.5 At all proceedings of Council under Rule 13.2 and general meetings under Rule 13.3 a vote must be taken. Voting shall be by secret ballot and a two-thirds Majority shall be required to pass a resolution of Council under Rule 13.2 and to revoke or vary a decision of Council under Rule 13.3.
- 13.6 A Member or Associate who has been expelled shall not be eligible for membership of the Association without the express permission of the Council.
- 13.7 At all proceedings under this Rule :-
- 13.7.1 Council may call before it any Member, Associate or other Person willing to give evidence concerning the matter under question and likewise, a Member or Associate may call witnesses in his defence; and
- 13.7.2 a general meeting may call before it any Member or other Person willing to give evidence concerning the matter under question and likewise, a Member may call witnesses in his defence; and
- 13.7.3 no protest, appeal or charge concerning a Member or Associate shall be determined unless that Member or Associate has had an opportunity to hear the evidence, cross examine any witnesses and speak and/or tender evidence in his defence; and
- 13.7.4 neither party shall be represented and/or assisted by a Legal Practitioner but subject to that restriction a Member may be represented by another Member and an Associate may be represented by a Member or another Associate; and
- 13.7.5 the rules of natural justice shall apply.

14. DISAPPROVAL/DISAFFILIATION OF A CLUB

- 14.1 Subject to these Rules, if Council is of the opinion that a Club :-
- 14.1.1 has refused or neglected to comply with the Rules and/or By-Laws and/or SSRs; or
- 14.1.2 has been guilty of conduct unbecoming a Club or prejudicial to the interests of the Association; or

14.1.3 has failed to comply with a condition of Firearms Law which by reason of its affiliation with the Association, could be prejudicial to the interests of the Association; or

14.1.4 has conducted Shoots without proper regard for the safety of its members and/or the public at large;

Council may resolve to determine that the Club is no longer approved for the purposes of Rules 5.1 and 5.10 and cancel the Club's affiliation with the Association and/or take such other action as it deems appropriate in the circumstances.

- 14.2 A Club which is dealt with under Rule 14.1 shall have the right of appeal to a general meeting of the Association which may confirm, vary or revoke the Council's decision, and any such appeal must be lodged in writing with the Executive Officer within 21 days of Council bringing down its decision.
- 14.3 Not less than 21 days written notice of any proposed action by Council under Rule 14.1 shall be given to the Club concerned, and to all Members entitled to vote at a general meeting dealing with an appeal under Rule 14.2. The notice shall set out in simple language particulars of the matter which is subject of complaint and the grounds for the complaint.
- 14.4 At all proceedings of Council under Rule 14.1 and general meetings under Rule 14.2 a vote must be taken. Voting shall be by secret ballot and a two-thirds Majority shall be required pass a resolution of Council under Rule 14.1 and to vary or revoke a decision of Council under Rule 14.2.
- 14.5 At all proceedings under this Rule :-
- 14.5.1 Council or a general meeting may call before it any Member or other person willing to give evidence concerning the matter under question and likewise, the Club may call witnesses in its defence; and
- 14.5.2 no charge or appeal concerning a Club shall be determined unless a Member of the committee of management of that Club has had an opportunity to hear the evidence, cross examine any witnesses and speak and/or tender evidence in its defence; and
- 14.5.3 neither party shall be represented and/or assisted by a Legal Practitioner but subject to that restriction a Club committee of management may be represented by a Member of the Association; and
- 14.5.4 the rules of natural justice shall apply.

15. DISPUTES AND MEDIATION

- 15.1 The grievance procedure set out in this Rule applies to disputes under these Rules between :-
- 15.1.1 a Member and another Member; or
- 15.1.2 a Member and the Association;
- but does not apply to proceedings pursuant to Rule 13 and/or Rule 14 and/or Rule 33.
- 15.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- 15.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 15.4 The mediator must be :-
- 15.4.1 a person chosen by agreement between the parties; or
- 15.4.2 in the absence of agreement :-
- 15.4.2.1 in the case of a dispute between a Member and another Member, a person appointed by the Council of the Association; or

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

- 15.5 A Member of the Association may be a mediator.
- 15.6 The mediator cannot be a Member who is a party to the dispute.
- 15.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 15.8 The mediator, in conducting the mediation, must :-
 - 15.8.1 give the parties to the mediation process every opportunity to be heard; and
 - 15.8.2 allow due consideration by all parties of any written statement submitted by any party; and
 - 15.8.3 ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 15.9 The mediator must not determine the dispute.
- 15.10 If the mediation process does not result in the dispute being resolved, the parties shall be free to resolve the dispute in accordance with the law.

16. INTERNAL GROUPS

The Council may from time to time establish Internal Groups comprising a number of Members and/or Clubs and/or Associates for the purposes of Shooting and/or localised administration.

17. EXTERNAL BODIES

- 17.1 The Association may be or become a member of, and/or be or become associated with, and/or cooperate with such :-
 - 17.1.1 shooting “umbrella” bodies; and/or
 - 17.1.2 bodies with like aims and/or objectives and/or interests; and/or
 - 17.1.3 bodies controlling and/or furthering local and/or national and/or international Shooting competitions; and/or
 - 17.1.4 general sporting, health and intellectual bodies; as Council may determine from time to time.
- 17.2 Council shall arrange for the Association to pay such subscriptions and other charges as are necessary to fulfil the objectives of Rule 17.1.
- 17.3 Council shall appoint such directors, representatives, delegates, and their alternates and/or deputies where applicable, to External Bodies as Council deems appropriate from time to time to serve the Association’s interests.

18. ANNUAL GENERAL MEETING

- 18.1 The Association shall convene a general meeting of its Members in each calendar year to be known as the annual general meeting .
- 18.2 The Council shall determine the date, time and place of the annual general meeting of the Association.
- 18.3 The notice convening the annual general meeting must specify that the meeting is an annual general meeting .
- 18.4 The ordinary business of the annual general meeting shall be to :-
 - 18.4.1 confirm the minutes of the previous annual general meeting and any other meeting held since the previous annual general meeting ;.
 - 18.4.2 receive from the Chairman and Councillors reports upon the transactions of the Council and of the Association during the last preceding financial year;
 - 18.4.3 receive and consider the Treasurer’s report and the statement prepared for submission in accordance with Section 30(3) of the Act;

- 18.4.4 elect one or more auditors who shall be qualified as required by the Act and who shall not be a Councillor nor the Executive Officer nor the Treasurer.
- 18.5 The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- 18.6 The annual general meeting may elect a Patron and/ or Vice Patron(s) who shall hold office until the next succeeding annual general meeting. The position of Patron and Vice Patron shall be an office of honour in the Association.
- 18.7 The annual general meeting may receive notification a Members appointment to Life Membership and/or to Honorary Life Membership of the Association as approved by Council, in accordance with the By Laws.

19. SPECIAL GENERAL MEETINGS

- 19.1 All general meetings other than the annual general meeting are special general meetings.
- 19.2 The Council may, whenever it thinks fit, convene a special general meeting of the Association. If, but for this Rule, more than 15 months would elapse between annual general meetings, the Council must convene a special general meeting before the expiration of that period.
- 19.3 The Council shall, on the request in writing of not less than two and one half percent (2.5%) of the membership convene a special general meeting.
- 19.4 The request for a special general meeting shall :-
 - 19.4.1 state the object of the meeting; and
 - 19.4.2 be signed by the Members making the request; and
 - 19.4.3 be sent to the Executive Officer.
 - 19.4.4 The request may consist of several documents in a like form, each signed by one or more Members making the request.
- 19.5 If Council does not cause a special general meeting to be held within 60 days after the date on which the request was sent to the Executive Officer, the Members making the request, or any of them, may convene a special general meeting to be held not later than 120 days after the date on which the request was sent to the Executive Officer.
- 19.6 If a special general meeting is convened by Members in accordance with this Rule, it must be convened in the same manner so far as possible as a meeting convened by the Council and all reasonable expenses incurred in convening the special general meeting must be refunded by the Association to the persons incurring the expenses.

20. SPECIAL BUSINESS

All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting with the exception of that specifically referred to in these Rules as being the ordinary business of the annual general meeting shall be deemed to be special business.

21. NOTICE OF GENERAL MEETING

- 21.1 At least 21 days before the date fixed for holding a general meeting written notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting, shall be given to each Member who is entitled to receive it.
- 21.2 Notice may be issued by being:-
 - 21.2.1 delivered by hand; or
 - 21.2.2 sent by prepaid post to the address appearing in the register of Members, where the member does not have an email address and request this in writing; or

- 21.2.3 sent by facsimile, if the Member so requests in writing; or
- 21.2.4 sent by electronic transmission to the email address in the register of Members.
- 21.3 The appropriate proxy form or forms specified in Rule 28.3 shall be included with the notice.
- 21.4 No business other than that set out in the notice convening the general meeting shall be transacted at the meeting.
- 21.5 A Member desiring to bring any business before a general meeting may give notice of it in writing to the Executive Officer, who shall include that business in the notice calling the next general meeting after receipt of the notice.

22. QUORUM AT GENERAL MEETINGS

- 22.1 No item of business may be conducted at a general meeting unless a quorum of Members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- 22.2 Two and one half percent (2.5%) of Members personally present (being Members entitled under these Rules to vote at the general meeting) constitute a quorum for the conduct of the business of a general meeting.
- 22.3 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present :-
 - 22.3.1 in the case of a meeting convened upon the request of Members - the meeting must be dissolved; and
 - 22.3.2 in any other case - the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of the adjournment or by written notice to Members given before the day to which the meeting is adjourned) at the same place.
- 22.4 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 Members personally present (being not less than 10) shall be a quorum.

23. PRESIDING AT GENERAL MEETINGS

The Chairman, or in his absence the Deputy Chairman, shall preside at a general meeting. If both the Chairman and Deputy Chairman are absent the Members present shall elect one of their number to preside.

24. ADJOURNMENT OF GENERAL MEETINGS

- 24.1 The person presiding may, with the consent of a Majority of Members present at the meeting, adjourn the meeting from time to time and place to place.
- 24.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- 24.3 If a meeting is adjourned for 28 days or more, notice of the adjourned meeting must be given in accordance with Rule 21.
- 24.4 Except as provided in Rule 24.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

25. VOTING AT GENERAL MEETINGS

- 25.1 Subject to Rules 13.5, 14.4 and 33.1 questions arising at a general meeting shall be determined by a Majority on a show of hands unless a poll is demanded in accordance with Rule 26.
- 25.2 Subject to Rules 9.10 and 25.4 a Member has only one vote on any question arising at a general meeting of the Association.

- 25.3 All votes must be given personally or by proxy. For the avoidance of doubt each proxy is to be considered a “hand” in a “show of hands”.
- 25.4 In the case of an equality of voting on a question, the person presiding at the meeting is entitled to exercise a second or casting vote provided his deliberative vote is cast before the result is known.

26. POLL AT GENERAL MEETINGS

- 26.1 If at a meeting a poll on any question is demanded by not less than three (3) Members, it must be taken at that meeting in such manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 26.2 A poll that is demanded on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairman may direct.

27. MANNER OF DETERMINING WHETHER RESOLUTION CARRIED

If a question arising at a general meeting of the Association is determined on a show of hands:-

- 27.1 a declaration by the Chairman that a resolution has been:
 - 27.1.1 carried by the required Majority; or
 - 27.1.2 carried unanimously; or
 - 27.1.3 carried without dissention, or
 - 27.1.4 carried by a particular Majority; or
 - 27.1.5 lost; and
- 27.2 an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

28. PROXIES

- 28.1 At a general meeting, voting by proxy shall be allowed.
- 28.2 Each Member is entitled to appoint another Member as a proxy by notice given to the Executive Officer no later than five (5) Business Days before the time of the meeting in respect of which the proxy is appointed.
- 28.3 The notice appointing the proxy must be :-
 - 28.3.1 in the form of Appendix 1 to these Rules or in a form to the same effect in relation to a general meeting convened under Rule 13.3 or Rule 14.2 or Rule 33.1, or
 - 28.3.2 in the form of Appendix 2 to these Rules or in a form to the same effect in relation to a general meeting convened other than under Rule 13.3 or Rule 14.2 or Rule 33.1.

29. STRUCTURE AND POWERS OF COUNCIL

- 29.1 The affairs of the Association shall be managed by the Council.
- 29.2 The Council shall consist of up to nine Councillors as follows :-
 - 29.2.1 Chairman of the Association;
 - 29.2.2 Deputy Chairman;
 - 29.2.3 Honorary Treasurer;
 - 29.2.4 up to six (6) ordinary Councillors
- 29.3 The Council :-
 - 29.3.1 shall control and manage the business and affairs of the Association; and

- 29.3.2 may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the Members of the Association; and
- 29.3.3 subject to these Rules, the Regulations and the Act, has the power to perform all such acts and things as appear to the Council to be essential for the proper management of the business of the Association.
- 29.4 Council may from time to time and at its discretion delegate any of its powers, functions or responsibilities (save this power of delegation) to a Councillor or a sub-committee comprising one or more Councillors and/or such persons as Council may determine, and may impose restrictions to be observed in the exercise of such powers. Any delegation under this sub-clause may be terminated by Council by notice in writing to the person or persons concerned.
- 29.5 Council may act notwithstanding that there is a vacancy on Council.

30. ELECTION AND TERM OF COUNCILLORS

- 30.1 Council will be comprised of a majority of elected councillors. Councillors shall be elected by all Members who are entitled to receive voting papers under Rule 9.9.
- 30.2 Elections for Council shall be conducted by secret ballot, and the procedure for calling for nominations, conducting the ballot, undertaking the count and conducting recounts shall be as set out in By-Law 14.
- 30.3 Nominations of candidates for election to Council shall be made in writing in the form required by By-Law 14 and delivered to the Executive Officer by the closing date for nominations announced by the Executive Officer.
- 30.4 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 to Council.
- 30.5 If insufficient nominations are received to fill all vacancies on Council, the candidates nominated shall be deemed to be elected and Council may fill any vacancy for the term of office of the Councillor concerned.
- 30.6 Council vacancies shall be filled by Council for the balance of the term of office of the Councillor concerned, not to exceed two years.
- 30.7 Subject to any transition arrangements, which arrangements are to be documented by council and published on the VRA website, the act and good governance guidelines :-
 - 30.7.1 in 2019 four Councillors shall be elected for a period of two years; and
 - 30.7.2 in 2020 and all subsequent years, three Councillors shall be similarly elected for a period of two years;
 - 30.7.3 at each election, at least one formally nominated female member of the association shall be elected to council;
 - 30.7.4 each year, the councillors will organise the council and elect from its membership the Chairman, Deputy Chairman and Honorary Treasurer at the first council meeting following the AGM.
 - 30.7.5 a sitting chairman, who's normal term is not up for election, will remain the chairman until the council re-organises at the first meeting of council after the AGM. A sitting chairman, who's term is complete, will step aside at the conclusion of the AGM if not re-elected as a councillor;
 - 30.7.6 council will ensure gender balance is maintained in the makeup of the council in accordance with policy and good governance principles so far as possible.
- 30.8 Subject to the provisions of Rule 30.6, Councillors shall be elected for a period of two years and, subject to Rule 33, shall retire at the end of the relevant annual general meeting.

- 30.9 Appointed Councillor term may be for periods of 3 to 24 months and shall not exceed the normal term of an elected councillor (2 years). Council appointments are made with a person's experiences, skills and past performance as well as gender balance issues in mind.
- 30.10 Councillors may stand for re-election (or be re-appointed) in continuous terms; however, may not remain continuously on council (in any combination of roles) for periods exceeding 10 years. Members having served a 2-year intermission from council are eligible for a further 10 years of continuous service.
- 30.11 All acts done in good faith by Council shall, notwithstanding the subsequent discovery of some defect in the election of any Councillor, be as valid as if such Councillor had been duly elected.

31. QUALIFICATIONS OF COUNCILLORS

All persons nominating for election as Councillors shall be Members of the Association.

- 31.2 As soon as practicable after being elected or appointed to the Council, each councillor must become familiar with these Rules and the Act.
- 31.3 The Council is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Council comply with these Rules.
- 31.4 Councillors must exercise their powers and discharge their duties with reasonable care and diligence.
- 31.5 Councillors must exercise their powers and discharge their duties—
- (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- 31.6 Councillors and former Councillors must not make improper use of—
- (a) their position; or
 - (b) information acquired by virtue of holding their position—
- so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

32. COUNCIL VACANCIES

The office of a Councillor becomes vacant if the Councillor :-

- 32.1 ceases to be a Member of the Association; or
- 32.2 becomes an insolvent under administration within the meaning of the Corporation Law; or
- 32.3 resigns from office by notice in writing given to the Executive Officer; or
- 32.4 is absent from three consecutive Council meetings without leave of absence, provided that acceptance of an apology shall be deemed grant of leave of absence; or
- 32.5 is removed from office under Rule 33 of these Rules; or
- 32.6 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; or
- 32.7 is convicted of an offence punishable on conviction with imprisonment for not less than one month; or
- 32.8 without the consent of Council or a general meeting holds any office of profit under the Association; or
- 32.9 becomes directly interested in any contract or proposed contract with the Association and fails to declare that interest to Council or to a general meeting; or
- 32.10 dies.

33. REMOVAL OF COUNCILLOR

- 33.1 The Association in general meeting may by resolution of a two thirds Majority determined by secret ballot remove any Councillor before the expiration of his term of office and the resulting vacancy shall be an extraordinary vacancy.

33.2 Not less than twenty-one (21) days notice shall be given to the Councillor concerned and to Members of any general meeting at which proceedings under this Rule are to be conducted. The notices shall set out in simple language particulars of the matter which is subject of complaint and the grounds for the complaint.

33.3 At a general meeting to consider the expulsion of a Councillor under this Rule :-

33.3.1 no resolution shall be determined concerning a Councillor unless he has had an opportunity to hear the evidence, cross examine any witnesses and speak and/or tender evidence in his defence; and

33.3.2 neither party shall be represented and/or assisted by a Legal Practitioner but subject to that restriction a Councillor may be represented by another Member; and

33.3.3 the rules of natural justice shall apply.

34. COUNCIL MEETINGS

34.1 Council shall meet at least three (3) times in each year at such place and such times as the Council may determine.

34.2 Special meetings of the Council may be convened by the Chairman or by any four (4) Councillors.

35. NOTICE OF COUNCIL MEETINGS

35.1 Written notice of each Council meeting shall be served on each Councillor by email, as recorded in the register of Members, or by sending it by pre-paid post addressed to him at his usual or last known place of abode or if the Councillor requests, by facsimile or electronic transmission, at least three (3) Business Days before the date of the meeting.

35.2 Notice shall be given to Councillors of any special Council meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.

36. QUORUM AT COUNCIL MEETINGS

36.1 Noting the special provision of Rule 34.2, the quorum required before business can be transacted at a Council meeting shall be not less than one half of the Councillors.

36.1.1 Special meetings of the council must include at least two office bearers (chairman, deputy chairman, honorary treasurer).

36.2 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special Council meeting in which case it lapses.

37. PRESIDING AT COUNCIL MEETINGS

37.1 The Chairman or in his absence the Deputy Chairman shall preside; or

37.2 If the Chairman and the Deputy Chairman are absent, such one of the remaining Councillors as may be chosen by the Councillors present shall preside.

38. VOTING AT COUNCIL MEETINGS

38.1 Subject to Rules 13.5 and 14.4 questions arising at a meeting of the Council or of any sub-committee appointed by the Council shall be determined on a show of hands or, if demanded by a Councillor, by a poll taken in such a manner as the person presiding at the meeting may determine.

38.2 Each Councillor present at a meeting of the Council or of any sub-committee appointed by the Council (including the person presiding at the meeting, providing he

votes before the result is known) is entitled to one (1) vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

38.3 Voting by proxy at Council meetings is not permitted.

39. COUNCIL RESOLUTIONS IN WRITING

39.1 A resolution in writing, signed by all Councillors, shall be as valid as if it had been passed at a meeting of Council.

39.2 A resolution under Rule 39.1 may consist of several documents in a like form.

40. ELECTRONIC COUNCIL MEETING

40.1 Members of Council may participate in a meeting of Council by means of a conference telephone or other electronic communications equipment. Participation by such means shall constitute presence in person at such meeting.

40.2 The minutes of a meeting held under Rule 40.1 shall record the fact of the link, the communication means employed and the steps taken to ensure the ability of all participants to take part.

41. INDEMNITY OF COMMITTEE MEMBERS AND COUNCILLORS

41.1 Councillors and the members of any committee or sub-committee established by Council and any advisers appointed under the By-Laws shall be indemnified out of the assets of the Association for all liabilities incurred by them in the bona fide execution of their duties under these Rules to the maximum extent permitted by law.

41.2 Members of any committee or sub-committee established by the Members at a general meeting of the Association shall be indemnified out of the assets of the Association for all liabilities incurred by them in the bona fide execution of their duties under these Rules to the maximum extent permitted by law.

42. MINUTES OF MEETINGS

42.1 The Executive Officer of the Association must keep minutes of the resolutions and proceedings of each general meeting, and each Council meeting, together with a record of the names of persons present at Council meetings.

42.2 Council may require minutes of meetings of sub-committees to be kept in such manner as it considers appropriate from time to time.

43. BY-LAWS

The Association in general meeting may by a simple Majority adopt and/or amend By-Laws not inconsistent with these Rules or the Standing Orders.

44. STANDING ORDERS

44.1 The Association in general meeting may, by a three quarters Majority, adopt and/or amend Standing Orders not inconsistent with these Rules.

44.2 All general meetings, and other meetings to the extent set out in the Standing Orders, shall be conducted in accordance with the Standing Orders.

44.3 A general meeting may resolve that the Standing Orders be suspended at a meeting for a specified interval with a view to facilitating the conduct of a particular item of business.

45. EXECUTIVE OFFICER

45.1 The Council shall, as occasion may require, appoint a paid Executive Officer or an Honorary Executive Officer upon such terms as may be determined by Council.

- 45.2 The Executive Officer shall have the right to speak at Council meetings whether or not he is entitled to vote.
- 45.3 An Executive Officer who is remunerated other than by honorarium shall not have a vote at Council meetings.
- 45.4 The Executive Officer must perform any duty or function required under the Act to be performed by the secretary of an incorporated association

46. TREASURER

- 46.1 In the circumstances that no Member is willing to be :-
 - 46.1.1 elected to the position of Honorary Treasurer; or
 - 46.1.2 appointed by Council to fill an extra-ordinary vacancy in the position of Honorary Treasurer;
 - Council shall appoint a paid Treasurer upon such terms as may be determined by Council from time to time.
- 46.2 A paid Treasurer need not be a natural person.
- 46.3 A Treasurer who is remunerated other than by honorarium shall not have a vote at Council meetings but may speak at Council meetings.
- 46.4 The Treasurer of the Association :-
 - 46.4.1 shall ensure that all monies due to the Association are collected and received and all payments authorised by the Association are correctly made; and
 - 46.4.2 shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- 46.5 The accounts and books referred to in the previous sub-section shall be available for inspection free of charge by any Member at the office of the Association on Business Days during customary business hours, or such other place and/or time convenient to the Treasurer, and upon reasonable notice.

47. CUSTODY OF RECORDS

- 47.1 Except as otherwise provided in these Rules, the Executive Officer must keep in his custody or under his control all books, documents and securities of the Association.
- 47.2 All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any Member at the office of the Association on Business Days during customary business hours, or such other place and/or time convenient to the Executive Officer or Treasurer, and upon reasonable notice.
- 47.3 A Member may make a copy of any accounts, books, securities and any other relevant documents of the Association at the office of the Association on Business Days during customary business hours, or such other place and/or time convenient to the Executive Officer or Treasurer and upon reasonable notice.

48. SEAL

- 48.1 The Common Seal of the Association shall be kept in the custody of the Executive Officer.
- 48.2 The Common Seal shall not be affixed to any instrument except by the authority of the Council and the affixing of the Common Seal shall be attested by two signatures, being either two (2) Members of Council or one (1) Member of the Council and the Executive Officer of the Association.
- 48.3 Each authorisation of the use of the seal, together with the identity of the document authorised to be sealed, shall be recorded in the minutes of Council meetings.

49. NOTICES

- 49.1 Any notice that is required to be given to a Member, by on behalf of the Association, under these Rules may be given by :-
- 49.1.1 delivering the notice to the Member personally or to his address shown in the register of Members; or
 - 49.1.2 sending it by prepaid post, if the Member has no email address and has requested to receive notices by post in writing, addressed to the Member at that Member's address shown in the register of Members; or
 - 49.1.3 facsimile transmission, if the Member has requested that notice be given to him in this manner; or
 - 49.1.4 electronic transmission, to the email address listed in the register of Members.
- 49.2 Where an article was properly addressed and delivered in accordance with the register of Members, the article shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the article would have been delivered in the ordinary course of delivery.

50. FUNDS

The funds of the Association shall be derived from fees, levies, subscriptions, grants, donations, the sale of goods and such other sources as the Council may determine.

51. CHEQUES

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two (2) Councillors or by the Executive Officer and one (1) Councillor.

52. PUBLIC OFFICER

- 52.1 The Association shall appoint a Public Officer under the provisions of Part V of the Act. No person shall be appointed Public Officer unless he has attained the age of eighteen (18) years and has not attained the age of seventy two (72) years. The person appointed must be resident in the State of Victoria.
- 52.2 Where the Office of Public Officer becomes vacant the Council shall, within fourteen (14) days after the vacancy arises, appoint another person to fill the vacancy.

53. WINDING UP

- 53.1 The Association may be wound up voluntarily by special resolution at a general meeting or otherwise in accordance with the provisions of the Act.
- 53.2 If upon the winding up or the cancellation of the incorporation of the Association, there remain any assets after the satisfaction of any debts and liabilities and the costs, charges and expenses of winding up, such assets shall be applied to one or more non-profit organizations which have similar purposes to those of the Association and which have rules prohibiting the distribution of their assets and income to their members.

54. ALTERATION OF RULES OR STATEMENT OF PURPOSES

These Rules and the Statement of Purposes of the Association must not be altered except in accordance with the Act.

55. TRANSITION ARRANGEMENTS

- 55.1 DELETED.
- 55.2 DELETED.
- 55.3 DELETED.

55.4 DELETED.

55.5 DELETED.

55.6 DELETED.

55.7 DELETED.

55.8 DELETED.

55.9 DELETED.

55.10 The provisions of this Rule 55 shall cease to apply with effect from the day following the annual general meeting of the Association held in 2002.

56. AGREEMENT OF HONOUR

These Rules and Statement of Purposes, and the By-laws and Standing Orders established under these Rules, are intended to be regarded as an agreement of honour interpreted according to the spirit as well as the letter of their provisions.

APPENDIX 1
VICTORIAN RIFLE ASSOCIATION INC.
Reg. No. A13641H

APPOINTMENT OF PROXY
RE SUB-RULE 28.3.1

I.....

(Name)

of.....

(Address)

being a Member of Victorian Rifle Association Inc. hereby appoint

.....

(Name of Proxy Holder)

of.....

(Address)

being a Member of the Association, as my proxy to vote for me on my behalf at the general meeting of the Association convened under Rule 13.3 or Rule 14.2 or Rule 33.1, to be held on

..... and at any adjournment of that meeting.

(Date of Meeting)

I authorise my proxy to vote on my behalf at his discretion in respect of the following special resolution or resolutions (insert details of special resolution or resolutions).

.....
.....
.....
.....
.....
.....
.....

Signed

Date

NOTE :- To be valid this form must be completed and delivered to the Executive Officer not less than five (5) Business Days before the advertised time of the meeting concerned. The proxy donor shall not instruct his proxy how to vote on this form.

APPENDIX 2
VICTORIAN RIFLE ASSOCIATION INC.
 Reg. No. A13641H

APPOINTMENT OF PROXY
RE SUB-RULE 28.3.2

I.....
 (Name)

of.....
 (Address)

being a Member of the Victorian Rifle Association Incorporated hereby appoint :-

.....
 (Name of Proxy Holder)

of.....
 (Address)

being a Member of the Association, as my proxy to vote for me on my behalf at the general meeting of the Association to be held on :-

..... and at any adjournment of that meeting.
 (Date of Meeting)

My proxy is authorised to vote as follows on the item(s) of business set out below :-
 (insert details of agenda item(s) and mark the relevant box with a cross (X) to show whether you vote for the item of business, abstain from voting, or vote against the item of business.*)

Agenda Item	For	Abstain	Against

Signed

Date

*** If no instruction is given by the proxy donor, the proxy donee may vote at his discretion on the agenda item or items before the meeting.**

NOTE :- To be valid this form must be completed and delivered to the Executive Officer not less than five (5) Business Days before the advertised time of the meeting concerned.