

# BY-LAWS of the Military Rifle Clubs Association Incorporated

(Last Amended at AGM, August 2010)

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## **BY-LAWS OF THE MILITARY RIFLE CLUBS ASSOCIATION INCORPORATED**

### **1. DEFINITIONS**

In these By-Laws unless the contrary intention appears –

“**MEMBER CLUB**” shall mean any club defined as a member club under rule 44. ('98)

“**SHOOT**” includes any shooting competition or practice conducted by the Military Rifle Clubs Association and/or its members clubs and open to members of affiliated clubs.

“**AFFILIATED CLUB**” means any rifle club affiliated with the Military Rifle Clubs Association.

“**ACTIVE MEMBER**” shall mean any person who is an active member of a member club of the Military Rifle Clubs Association Incorporated.

“**COUNCIL**” shall mean the council of the Military Rifle Clubs Association Incorporated unless the context implies a different meaning.

“**STAFF**” shall include Range Officers, Butts Officers, Markers, Runners, Clerical and Statistical Assistants and any person engaged to carry out duties in connection with the conduct of any shoot, whether paid or voluntary.

### **2. ANNUAL GENERAL MEETING**

- a. The Annual General Meeting shall be held no earlier than the last Saturday in July and no later than the last Saturday in August each year on a date to be set by council.
- b. The time and place of the meeting to be as decided by the executive committee.
- c. The Captain or Secretary of each affiliated club shall be given 21 days notice in writing of the date, time and place of the Annual General Meeting. It shall be his duty to display such notice at all shoots or meetings of his club before the date fixed for the meeting.
- d. The order of business shall be as follows:-
  - (i) Reading and confirmation of minutes of previous meeting.
  - (ii) Presentation of report by President and district council.
  - (iii) Presentation of Financial Statement and Auditors report.
  - (iv) Election of President, Vice President and two Auditors.
  - (v) General Business.

### **3. SPECIAL GENERAL MEETING**

- a. A Special General Meeting may be convened at any time by the council.
- b. A Special General Meeting shall be convened by the President or Secretary upon written request of not less than five percent of the active members of the Military Rifle Clubs Association and shall not be held within a period of one month from the date of receipt of the notice. In the case of any such request by active members, the purpose for which the meeting is to be held is to be clearly stated in writing.
- c. The Captain or Secretary of each affiliated club shall be given 21 days notice in writing of the date, time, place and purpose of the Special General Meeting. It shall be his duty to display such notice at all shoots or meetings of his club before the date fixed for the meeting.
- d. No business shall be discussed at any Special General Meeting except the specific business for which the meeting is convened.

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## **4. COUNCIL MEETINGS**

- a. The council shall consist of the President, Vice-President, Chairman, Secretary, Treasurer, Statistician, Chief Range Officer, Communications Officer, Chief Butts Officer, Awards Officer, Chief Safety Officer and one (1) delegate from each club.
- b. The council shall meet at such time as it shall from time to time decide, or by direction of the Chairman and it shall be the duty of the Chairman or Secretary to call a Special Meeting of council at any time on receipt of a requisition signed by five (5) members of the council.
- c. The Secretary shall give each member of the council notice of the date, time and place of all council meetings. The notice will contain brief particulars of any agenda item upon which delegates may require instructions from their clubs.

**MEETINGS AS PROVIDED BY BY-LAW 6 EXCEPTED.**

## **5. EXECUTIVE COMMITTEE**

- a. There shall be an Executive Committee elected by the council at its first meeting each financial year.
- b. The Executive Committee shall consist of the President, Vice President, Chairman, Secretary and Treasurer.
- c. The Executive Committee shall meet whenever called together by the Chairman or Secretary.

**MEETINGS AS PROVIDED BY BY-LAW 6 EXCEPTED,**

## **6. IMPROMTU MEETINGS OF COUNCIL OR EXECUTIVE COMMITTEE**

During the course of any prize meeting or shoot, the Chairman or Secretary may call council or Executive Committee together by verbal notice to each member present at the shoot. The only business which may be dealt with at such meetings shall be the hearing of protests and appeals and other such matters directly arising from the shoot in progress.

## **7. QUORUMS**

Quorums shall comprise:-

- a. At Annual General or Special General Meetings, ten (10) members including at least three (3) who are not members of the council.
- b. At council meetings, one third of its authorised maximum strength of members.
- c. At Executive Committee meetings, four (4) members.

## **8. PROPERTY, FUNDS AND PAYMENTS**

- a. All moneys received from whatever source shall forthwith be lodged to the credit of the Military Rifle Clubs Association in such Bank of Banks as may be appointed by the council, and no payments shall be made therefore except under the authority of a resolution passed by the council.
- b. All securities owned by the Military Rifle Clubs Association shall be lodged for safe keeping in the Bank or Banks appointed by the council and the Bank receipt for same shall be retained in the possession of the Treasurer.
- c. The council may delegate to the Executive Committee power to approve by resolution the payment of moneys in connection with the conduct of any prize meetings or shoots approved

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by the council.

- d. No payments shall be made except by cheque unless prize money, payment to markers or minor prize meeting or shoot expenses, and then only on the range during the prize meeting or shoot.
- e. All cheques drawn shall be signed by any two (2) of the following:

- The Chairman
- The President
- The Vice President
- The Secretary
- The Treasurer

Should any one of the signatories be unable from any cause to sign cheques it shall be lawful for the council or executive committee to appoint one or more of their members to sign cheques.

- f. The council may, at its first meeting in each year, authorise the payment of an honorarium to any office bearer of the Military Rifle Clubs Association in recognition of his services during the previous year. The maximum amount payable to any one office bearer shall be one hundred dollars (\$100.00) and the maximum total amount payable as honoraria in any one (1) year shall not exceed two hundred dollars (\$200.00).
- g. The Secretary or Treasurer shall receive all monies paid to the Military Rifle Clubs Association and shall issue an official receipt and keep a duplicate of each receipt.
- h. Subject to the provisions of sub-paragraph (g) of this By-Law, the Secretary or Treasurer, with the approval of the executive committee may delegate his authority to receive entry fees at a prize meeting or shoot to a member of staff of the Military Rifle Clubs Association.
- i. The Secretary shall deliver to the Treasurer, who shall acknowledge receipt by his signature, all monies received by him or a member of the staff on behalf of the Military Rifle Clubs Association and shall make available to the Treasurer, the receipt book and entry book or sheet for checking.
- j. The Secretary shall keep an accurate record of all assets, other than money or securities of the Military Rifle Clubs Association, showing the location of each item. No item other than stationery shall be removed from the inventory except by resolution of the executive committee.
- k. The Financial Year shall be from July 1<sup>st</sup> in a year to June 30<sup>th</sup> of the next year.

## **9. NOMINATION AND MODE OF ELECTION OF OFFICE BEARERS**

- a. All members nominated for office shall be proposed and seconded by two active members present at the meeting at which the election is to take place.
- b. Where two (2) or more persons are nominated for one position the election shall be decided by a show of hands unless a secret ballot is called for.
- c. When a ballot is necessary the meeting shall appoint two (2) scrutineers, not themselves candidates, to distribute and collect the ballot papers and count the votes recorded.
- d. The nomination for office of any member not present at the meeting at which the election is to take place, shall not be accepted unless he has signified in writing his willingness to accept the position if elected. The written acceptance must be in the hands of the Secretary at the time of nomination. Nominated members present must indicate willingness to accept prior to election.

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## **10. ELECTION OF CHAIRMAN, SECRETARY AND TREASURER**

- a. The council shall elect a Chairman, Secretary and Treasurer.

## **11. DELEGATES**

- a. Each affiliated club shall be represented in the council by one (1) delegate.
- b. The delegate to represent each club shall be elected each year by the active members of the club in the manner prescribed by the By-Laws of the club.
- c. It shall be the duty of the Secretary of each affiliated club to notify the Secretary of the Military Rifle Clubs Association of the name and address of the delegates so elected at least fourteen (14) days prior to the date fixed for the Annual General Meeting.
- d. A delegate unable to attend a meeting of the council may arrange for another active member of his club to take his place, providing he notifies the Secretary of the Military Rifle Clubs Association, of the change, prior to the meeting.

## **12. APPOINTMENT OF OFFICE BEARERS ETC. OTHER THAN THOSE PROVIDED IN THE STANDARD RULES**

- a. The Annual General Meeting may at its discretion, elect any person or persons to the office of patron or joint patrons of the Military Rifle Clubs Association. Any person so elected shall become an Honorary member as provided by standard rule 5(b).
- b. The council may, at its discretion, appoint assistant secretaries, assistant treasurers and statisticians.
- c. A **LIFE MEMBER** shall be a financial member rendering exceptional service to the Military Rifle Clubs Association who is elected a Life Member at an Annual or Special General Meeting of the Military Rifle Clubs Association on the recommendation of the council. A Life Member shall be entitled to all the privileges of a Financial Member. The MRCA may, if the Council so decides, vote each year, to pay all annual fees due to the MRCA and/or the NSWRA for Life Members.

## **13. VACANCIES**

- a. The council may act notwithstanding any vacancies in the number of its members.
- b. The Executive Committee may act notwithstanding any vacancies in its members but it shall be the duty of the council to fill such a vacancy at its first meeting after such vacancy shall occur.
- c. In the event of the offices of Secretary or Treasurer becoming vacant the council shall meet and fill the vacancy within one (1) month of the vacancy occurring. All other vacancies in the office bearers shall be filled by the council at its first meeting after the vacancy occurs, provided that vacancies in the offices of President and Vice President may be filled by a Special General Meeting.
- d. Vacancies occurring in the members of the council due to the failure of a club to elect a delegate, as provided in By-Law 11, may be filled by the council by the election of any active member of that club.
- e. Vacancies caused by the death, retirement or resignation of a club delegate during his term of office, shall be filled by the club concerned within twenty-eight (28) days of the vacancy occurring, otherwise the council shall have power to act as provided in sub-paragraph (d) of this By-Law.

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## **14. DUTIES OF SECRETARY**

- a. In addition to the duties provided by By-Law 8, it shall be the duty of the Secretary to:-
  - i. Attend all General Meetings and Meetings of council and Executive Committee and to keep an accurate record of all the proceedings of such meetings.
  - ii. File and retain in his personal possession all documents, records, reports and communications connected with the business of the Military Rifle Clubs Association not being in the custody of the Treasurer.
  - iii. Give notice of all general meetings and meetings of the council and Executive Committee as prescribed by these By-Laws.
  - iv. Convene a meeting of the Council or Executive Committee when directed to do so by the Chairman.
  - v. In the case of inability to attend any meeting, to cause the necessary books and papers to be conveyed to the place of meeting prior to the time fixed for the meeting.
  - vi. Produce at any time, under the instructions of the Executive Committee or council, all books, papers and records of the Military Rifle Clubs Association, then in his possession.
  - vii. Under the direction of the Executive Committee to make all arrangements for the conduct of the Annual Championship Meeting and any other shoots approved by the council. He may engage staff in such numbers and on terms as may be authorised by the Executive Committee, and shall have full control of such staff in the execution of their duties.
  - viii. He may delegate the duties set out above to an assistant secretary or assistant secretaries or statisticians appointed by the council, but shall be held responsible for the efficient execution of such duties.

## **15. DUTIES OF THE TREASURER**

- a. It shall be the duty of the Treasurer to receive all moneys due to the Military Rifle Clubs Association and to pay all debts contracted by the Military Rifle Clubs Association, keeping a correct account of all transactions in the books provided for the purpose.
- b. He shall in conjunction with either the Secretary, Chairman, President or Vice President, sign all cheques.
- c. He shall produce at the Annual General Meeting and before the election of office bearers a statement of receipts and expenditure and a balance sheet, duly signed and audited, of the funds and assets of the Military Rifle Clubs Association during the past Financial year.
- d. He shall retain in his personal possession and make available for inspection by the Auditors when called upon to do so, all books and documents relating to the financial transactions of the Military Rifle Clubs Association.
- e. He may delegate the duties as set out above to an assistant treasurer or assistant treasurers appointed by council, but shall be held responsible for the efficient execution of such duties.

## **16. DUTIES OF AUDITORS**

- a. It shall be the duty of the Auditors, after the close of the financial year and before the Annual General Meeting to:-
  - i. Examine all books and records relating to the financial transactions of the Military Rifle Clubs Association during the past financial year.

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- ii. Sign the statement of receipts and expenditure and balance sheet prepared by the Treasurer if they are considered a true and correct record.
- iii. Prepare a report for presentation with the statement and balance sheet indicating whether or not all transactions have been accurately recorded and carried out strictly in accordance with standard rules and these By-Laws.
- b. The Auditors shall make an audit as provided in clause (a) of these By-Laws when requested by the council and before a new Treasurer appointed to fill a vacancy takes possession of the books and records. The Auditors' report shall in this case be submitted to a meeting of the Executive Committee of council.

## **17. SUSPENSION OF OFFICE BEARERS**

- a. Any office bearer of the Military Rifle Clubs Association may be suspended from office and his position declared vacant against whom a vote for his suspension has been carried by a two-thirds majority of the members of the council at a meeting especially called to consider the case.

## **18. AFFILIATION OF FEES AND SUBSCRIPTIONS**

- a. Every member club shall pay the fee fixed by council which shall become due and recoverable twenty-eight (28) days after a shoot or prize meeting conducted by the Military Rifle Clubs Association Incorporated.

## **19. ARREARS OF AFFILIATION FEES**

- a. The delegates or members of a member club twenty-eight (28) days or more in arrears shall not be entitled to attend or vote at any council or general meeting if the Military Rifle Clubs Association until the fee has been paid.

## **20. POWERS OF THE COUNCIL REGARDING PROTESTS OR APPEALS**

- a. No protest or appeal to the council shall be considered until such protest or appeal is put in writing, setting out in simple language the nature of the matter to be decided.
- b. The council may call before it any member of the Military Rifle Clubs Association or other person concerning the matter being determined.
- c. The council shall not determine any appeal or protest concerning a member of the Military Rifle Clubs Association or any competitor at a Military Rifle Clubs Association shoot or prize meeting unless that member or competitor has been given an opportunity to hear evidence, cross examine the witness and speak in his defence.
- d. A member of the Military Rifle Clubs Association or a competitor at a Military Rifle Clubs Association shoot or prize meeting shall be deemed to have had an opportunity to be heard in his defence if the council is satisfied that he has had such notice of the matter complained of and the time and place of the meeting dealing with the appeal or protest, as would enable the member or competitor concerned in the ordinary course of travel, to be present at the meeting.
- e. This By-Law shall also apply to all protests, appeals and disputes dealt with by the Executive Committee as well as any motion before the council for the suspension of any office bearer.

## **21. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall have charge of all arrangements connected with shoots or prize meetings of the Military Rifle Clubs Association approved by the council, with power to appoint

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officers to conduct such meetings or shoots under its directions.

- b. The Executive Committee shall, subject to appeal to the council, settle all disputes and protests in connection with the conduct of the matches at any shoot or prize meeting conducted by the Military Rifle Clubs Association.

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