

NORTHERN TERRITORY CLAY TARGET ASSOCIATION



CONSTITUTION

THIS IS THE ANNEXURE MARKED 'A' REFERRED TO IN THE STATUTORY DECLARATION
OF

(Name of Public Officer)

MADE ON THE _____ DAY OF _____ 20_____

BEFORE ME _____
(Signature of witness on statutory declaration)

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1. PART 1 – PRELIMINARY

1. Name

The name of the Association shall be “Northern Territory Clay Target Association”, (hereinafter called “the Association”).

2. Objects and purposes of the Association

The objects and purposes for which the Association is established and maintained are to:

- (a) administer the sport of clay target shooting in the Northern Territory;
- (b) comply with and ensure members are aware of and comply with the objects and rules of ACTA as set out in the ACTA Rules;
- (c) actively participate in the operation of ACTA, as a recognised Member State under Part II of the ACTA Rules;
- (d) promote, encourage and develop the sport of clay target shooting and the formation of clay target clubs;
- (e) ensure uniformity of rules for the control and regulation of clay target shooting;
- (f) control shooting programmes, including interstate competitions in conjunction with any affiliated club in the Northern Territory;
- (g) instruct in the safe handling of firearms;
- (h) become the official body in the Northern Territory recognisable by the Northern Territory Government on matters of legislation relating to shotgun firearms control and clay target shooting grounds; and
- (i) provide a chain of communication through clubs for individual suggestions and assistance to problems and consequently to present, if necessary, a considered Territory recommendation to the ACTA.

3. Minimum number of members

The Association must have at least the number of members specified in the Act.

4. Definitions

In this Constitution, unless the contrary intention appears –

"Act" means the *Associations Act 2003 Northern Territory* and regulations made under that Act;

“ACTA” means the Australian Clay Target Association Incorporated;

"ACTA Rules" means the constitution of ACTA comprising the Statement of Purposes and the Rules, adopted by ACTA and as amended from time to time;

"Annual General Meeting" means a general meeting of members convened in accordance with clause 47(2);

"Association" means the Northern Territory Clay Target Association;

"Chairperson" means the person who presides over the annual general meetings and special general meetings;

"club" means a clay target shooting club formed and established for the purpose of promotion of the sport of clay target shooting, and unless otherwise stated means a member club and/or affiliated club;

"Delegate" means the current President of an affiliated club of the Association, and is not to be confused with the Association's delegate to the ACTA executive committee (but a Delegate may also be the Association's delegate to the ACTA Executive Committee).

"DTL" means "down the line" Australian trap, shot in accordance with ACTA rules;

"Executive Council" means the Executive Council of the Association;

"financial institution" means an authorised deposit-taking institution within the meaning of section 5 of the *Banking Act 1959* of the Commonwealth;

"financial year" means the year ending 31 March in each year.

"General Meeting" means a general meeting of members convened in accordance with clauses 45, 46 or 47;

"individual member" means a registered shooter who is a member of a member club and is accepted as a member of the Association;

"ISSF" means International Shooting Sport Federation and herein relates to those events shot in accordance with ISSF rules;

"member" unless otherwise stated means a member club or an individual member;

"member club" means a club that is affiliated with the Association and "affiliated club" has the same meaning;

"President" means the President for the time being of the Association;

"Register of Members" means the register of the Association's members established and maintained under section 34 of the Act;

"shoot" means (when used as a noun) any practice, events, promotions, matches or competition involving shooting clay targets;

“Skeet” means skeet shooting shot as per either ACTA or ISSF rules;

"Special General Meeting" means any general meeting convened during the interval between successive Annual General Meetings;

"Special Resolution" means a resolution notice of which is given under clause 48 and passed in accordance with section 37 of the Act.

5. Interpretation

- (a) words importing the singular include the plural and vice versa;
- (b) words importing any gender include the other genders;
- (c) references to persons include corporations and bodies politic;
- (d) references to a person include the legal representatives, successors and permitted assigns of that person; and
- (e) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements or any of them (whether of the same or any legislative authority having jurisdiction).

2. PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION

6. Powers of Association

- (1) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.
- (2) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may
 - (a) acquire, hold and dispose of real or personal property;
 - (b) open and operate accounts with financial institutions;
 - (c) invest its money in any security in which trust monies may lawfully be invested;
 - (d) raise and borrow money on the terms and in the manner it considers appropriate;
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;
 - (f) appoint agents to transact business on its behalf; and
 - (g) enter into any other contract it considers necessary or desirable.

7. Effect of Constitution

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

8. Inconsistency between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

9. Altering the Constitution

- (1) The Association may alter this Constitution by Special Resolution but not otherwise.
- (2) If the Constitution is altered, the public officer must ensure compliance with section 23 of the Act.

3. PART 3 – MEMBERS

10. Affiliation, Membership and Patron

- (1) The following are eligible for membership of the Association –
 - (a) Any club in the Northern Territory affiliated with the ACTA, of which its purpose is to promote, control, and conduct the sport of clay target shooting;
 - (b) Any individual member of an affiliated club of the Association and who is registered with the ACTA.
- (2)
 - (a) Any club desirous of affiliating with the Association shall make application in writing and shall be granted affiliation if approved by the Executive Council;
 - (b) Each application for affiliation shall set forth the names and addresses of the officers, and the names and addresses of all members of the club registered with the ACTA through that club and shall be accompanied by the prescribed fee, if any, for affiliation.
- (3) Any individual desirous of making application for membership shall do so in a form approved by the Association and the application shall be accompanied by the prescribed fees as determined under clause 11.
- (4) The Association may appoint honorary members for a term decided upon by the Association.
- (5) The Association may elect an individual member as a life member in honour of special services rendered by him or her to the Association through the following process-

- (a) the Association may only assess a nomination for life membership if received in writing by the secretary;
 - (b) the Association, after assessing a written nomination against the criteria listed in clause 10(6) and 10(7), may recommend to an Annual General Meeting that a member be elected as a life member;
 - (c) such election shall take place at an Annual General Meeting and shall be by a two-thirds majority of the individual members present.
- (6) The Criteria which the Executive Council must consider when assessing a nomination for life membership of the Association includes:
- (a) The nominee must have made a significant contribution to the Association or to the sport of clay target shooting generally; and/or
 - (b) The nominee must have achieved outstanding success in the sport of clay target shooting.
- (7) The Executive Council must assess the nominations for life membership objectively and without reference or influence to personal or social issues or relationships.
- (8) The Association may appoint a patron at an Annual General Meeting.

11. Approval of Association

- (1) The Association must consider any application made under clause 10 at the next available Association meeting and must accept or reject the application at that meeting or the next.
- (2) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within fourteen (14) days after being advised of the rejection.
- (3) If an applicant gives notice of an appeal against the rejection of his or her application, the Association must reconsider the application at the next Association meeting after receipt of the notice of appeal.
- (4) If after reconsidering an application the Association reaffirms its decision to reject the application, the decision is final.

12. Joining fee

- (1) A club becomes an affiliated club (member club) of the Association upon payment of the appropriate total membership fees required by the Association and ACTA.
- (2) An individual becomes a member (individual member) on payment of the appropriate total membership fees required by the affiliated club, the Association and the ACTA.

(3) Honorary members appointed pursuant to clause 10(4) must pay such membership fees as required by the Association or the ACTA to be able to compete in Association shooting competitions.

(4) Life members appointed pursuant to clause 10(5), (6) and (7) must pay such membership fees as required by the Association or the ACTA to be able to compete in Association shooting competitions.

13. Annual Association membership fees

(1) The annual membership fee for both member clubs and individual members is the amount determined from time to time by resolution at a meeting of the Executive Council.

(2) Subscriptions for new and renewed memberships of member clubs and individual members are due and payable by 1st January.

(3) A member or member club whose subscription is not paid within three (3) months after the due date ceases to be a member or member club unless the Association determines otherwise.

14. General

(1) Subject to clause 15(4), an individual member may exercise the rights of membership when his or her name is entered in the Register of Members.

(2) A right of membership of the Association –

(a) is not capable of being transferred or transmitted to another person;
and

(b) terminates on the cessation of membership whether by death, resignation or otherwise.

15. Voting

(1) Subject to subclause (4) and clause 20, each Delegate has one (1) vote at meetings of the Executive Council.

(2) Subject to subclause (4) and clause 20, each individual member has one (1) vote at an Annual General Meeting and Special General Meeting of the Association.

(3) Subject to clause 53, each member and member club can elect to confer authority to vote to a Proxy.

(4) A Delegate or individual member is not eligible to vote until ten (10) working days after the club's or his or her application has been accepted.

16. Notice of meetings and Special Resolutions

The Secretary must give all members notice of General Meetings and Special Resolutions in the manner and time prescribed by this Constitution.

17. Access to information on Association

The following must be available for inspection by individual members:

- (a) a copy of this Constitution;
- (b) minutes of General Meetings;
- (c) annual reports and annual financial reports; and
- (d) confirmed minutes of Association meetings.

18. Raising grievances and complaints

- (1) A Delegate may raise a grievance or complaint about the Association, Executive Council, member or another member club of the Association.
- (2) The grievance or complaint must be dealt with by the procedures set out in Part 8.

19. Life members and honorary members

- (1) Life members and honorary members shall be free to enjoy all Association privileges and exercise all rights, excepting that honorary members shall have no voting rights.
- (2) Life members and honorary members may be liable for such fees as provided for in clause 12(3) and (4) respectively.

20. Termination of membership

- (1) Individual Membership of the Association may be terminated by –
 - (a) a notice of resignation addressed and posted to the Association or given personally to the Secretary or another Executive Council member;
 - (b) non-payment of the annual membership fee within the time allowed under clause 13(3).
- (2) If a member club has not re-affiliated with the Association within three (3) months of re-affiliation or membership renewal falling due, the Executive Council may deem that member club's Association membership lapsed and that member club's rights under these rules shall also lapse at that time.
- (3) The Register of Members shall be amended to reflect any lapse of membership as soon as practicable.

21. Suspension or expulsion of members

- (1) If the Executive Council considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Executive Council must give notice of the proposed suspension or expulsion to the member.
- (2) The notice must:
 - (a) be in writing and include:
 - (i) the time, date and place of the Executive Council meeting at which the question of that suspension or expulsion will be decided; and
 - (ii) the particulars of the conduct.
 - (b) be given to the member not less than thirty (30) days before the date of the Executive Council meeting referred to in paragraph (a)(i).
- (3) At the meeting, the Executive Council must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (4) The Executive Council may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.
- (5) Subject to clause 22, the decision to suspend or expel a member takes effect fourteen (14) days after the day on which notice of the decision is given to the member.

22. Appeals against suspension or expulsion

- (1) A member who is suspended or expelled under clause 21 may appeal against that suspension or expulsion by giving notice to the Secretary within fourteen (14) days after receipt of the Executive Council's decision.
- (2) The appeal must be considered at a General Meeting of the Association and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.
- (3) The members present at the General Meeting must, by resolution, either confirm or set aside the decision of the Executive Council to suspend or expel the member.
- (4) The member is not suspended or does not cease to be a member until the decision of the Executive Council to suspend or expel him or her is confirmed by a resolution of the members.

4. PART 4 – EXECUTIVE COUNCIL

23. Role and powers

- (1) The business of the Association must be managed by or under the direction of an Executive Council.
- (2) The Executive Council may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a General Meeting of members.
- (3) The Executive Council may appoint and remove staff.
- (4) The Executive Council may grant or refuse affiliation of any club, or suspend or disqualify any club or person for such period as it sees fit.
- (5) The Executive Council may establish one or more subcommittees for any purpose or purposes, consisting of any members of the Association that the Executive Council considers appropriate.
- (6) Enter into any contracts or agreements and to acquire, hold, deal with, and dispose of any real or personal property up to \$10,000.00. For amounts exceeding \$10,000.00, they only by notice of motion.
- (7) Open and operate bank accounts and operate bank accounts and invest the Association's funds in any securities or trusts and appoint agents to transact money on such terms and conditions as it thinks fit, provided that all business is carried out in the best interest of the Association.

24. Composition of Executive Council

- (1) The Executive Council consists of –
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Secretary;
 - (d) a Treasurer; and
 - (e) all Delegates.
- (2) Other non-voting members of the Council are:
 - (a) State Handicapper
 - (b) State Coach
 - (c) Public Officer
 - (d) the Association's current delegates to the ACTA Executive Committee, appointed in accordance with ACTA Rule 23.4.

25. Delegation

- (1) The Executive Council may delegate to a subcommittee or staff any of its powers and functions other than –
 - (a) this power of delegation; or
 - (b) a duty imposed on the Executive Council by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Executive Council considers appropriate.
- (3) The Executive Council may, in writing, revoke wholly or in part the delegation at any time.

26. Eligibility of Executive Council members

- (1) An Executive Council member must be a member who is eighteen (18) years or over and committed to contributing in a positive manner to the sport of clay target shooting.
- (2) All members of the Executive Council shall be financial members of an affiliated club and shall be registered with the Association and with ACTA.
- (3) Executive Council members must be elected to the Executive Council at an Annual General Meeting or appointed under clause 33.

27. Nominations for election to Executive Council

- (1) A member is not eligible for election to the Executive Council unless the Secretary receives a written nomination for that member by another member before the date of the next Annual General Meeting.
- (2) The nomination must be signed by –
 - (a) the nominator and a seconder; and
 - (b) the nominee to signify his or her willingness to stand for election.
- (3) A person who is eligible for election or re-election under this clause may
 - (a) propose or second himself or herself for election or re-election; and
 - (b) vote for himself or herself.

28. Retirement of Executive Council members

- (1) An Executive Council member holds office until the next Annual General Meeting unless the member vacates the office under clause 31 or is removed under clause 32.

- (2) Subject to subclause (4), at an Annual General Meeting the office of each Executive Council member becomes vacant and elections for a new Executive Council must be held.
- (3) An Executive Council Delegate holds office until such time as he/she is replaced as President by his/her member club.
- (4) The outgoing President must preside at the Annual General Meeting until a new member is elected as Chairperson.
- (5) Members may serve consecutive terms on the Executive Council.

29. Election by default

- (1) If the number of persons nominated for election to the Executive Council under clause 27 does not exceed the number of vacancies to be filled, the Chairperson must declare the persons to be duly elected as members of the Executive Council at the Annual General Meeting.
- (2) If vacancies remain on the Executive Council after the declaration under subclause (1), additional nominations of Executive Council members may be accepted from the floor of the Annual General Meeting.
- (3) If the nominations from the floor do not exceed the number of remaining vacancies, the Chairperson must declare those persons to be duly elected as members of the Executive Council.
- (4) If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Executive Council in accordance with clause 33.

30. Election by ballot

- (1) If the number of nominations exceeds the number of vacancies on the Executive Council, ballots for those positions must be conducted.
- (2) The ballot must be conducted in a manner determined from time to time by resolution at a General Meeting.
- (3) The members chosen by ballot must be declared by the Chairperson to be duly elected as members of the Executive Council.

31. Vacating office

The office of an Executive Council member becomes vacant if –

- (a) the member –
 - (i) is disqualified from being an Executive Council member under section 30 or 40 of the Act;
 - (ii) resigns by giving written notice to the Executive Council;

- (iii) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;
 - (iv) ceases to be a resident of the Territory; or
 - (v) ceases to be a member of the Association;
- (b) the member is absent from more than –
- (i) Three (3) consecutive Executive Council meetings; or
 - (ii) Three (3) Executive Council meetings in the same financial year without tendering an apology to the Chairperson;
- of which meetings the member received notice and the Executive Council has resolved to declare the office vacant.

32. Removal of an Executive Council member

- (1) The Association, through a Special General Meeting of members, may remove any Executive Council member before the member's term of office ends.
- (2) If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

33. Filling casual vacancy on the Executive Council

- (1) If a vacancy remains on the Executive Council after the application of clause 29 or if the office of an Executive Council member becomes vacant under clause 31, the Executive Council may appoint any member of the Association to fill that vacancy.
- (2) However, if the office of public officer becomes vacant, a person must be appointed under section 27(6) of the Act to fill the vacancy.

34. Collective responsibility of the Executive Council

- (1) As soon as practicable after being elected to the Executive Council, each Executive Council member must become familiar with the Act and regulations made under the Act.
- (2) The Executive Council is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.

35. Chairing of meetings

- (1) Subject to subclauses (2) and (3), the President must preside at all General Meetings and Executive Council meetings.
- (2) If the President is absent from a meeting, the Vice-President must preside at the meeting.

- (3) If the President and the Vice-President are both absent, the presiding member for that meeting must be –
 - (a) a member elected by the other members present if it is a General Meeting; or
 - (b) an Executive Council member elected by the other Executive Council members present if it is an Executive Council meeting.

36. President/Vice-President to be delegate to NTFC

- (1) Subject to sub clause (2), the President for the time being of the Association shall be the Association's delegate to the Northern Territory Firearms Council Inc ("NTFC").
- (2) If the President is unable to attend any meetings of the NTFC, the Vice-President for the time being of the Association shall be the reserve delegate for such meetings.
- (3) If both the President and the Vice-President are unable to attend any meetings of the NTFC, an Executive Council member elected by the other Executive Council members will attend.

37. Secretary

The Secretary must –

- (a) coordinate the correspondence of the Association;
- (b) ensure minutes of all proceedings of General Meetings and of Executive Council meetings are kept in accordance with section 38 of the Act;
- (c) maintain the Register of Members in accordance with section 34 of the Act;
- (d) unless the members resolve otherwise at a General Meeting – have custody of all books, documents, records and registers of the Association, other than those required by clause 38(5) to be in the custody of the Treasurer; and
- (e) perform any other duties imposed by this Constitution on the Secretary.

38. Treasurer

- (1) The Treasurer must –
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
 - (b) pay all moneys received into the account of the Association within five (5) working days after receipt;

- (c) make any payments authorised by the Executive Council or by a General Meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by him or her and at least one other Executive Council member, or by any 2 other Executive Council members authorised by the Executive Council.
- (2) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
 - (3) The Treasurer must coordinate the preparation of the Association's annual statement of accounts.
 - (4) If directed to do so by the President, the Treasurer must submit to the Executive Council a report, balance sheet or financial statement in accordance with that direction.
 - (5) The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.
 - (6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

39. Public officer

- (1) The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.
- (2) The public officer must keep a current copy of the Constitution of the Association.

5. PART 5 – MEETINGS OF EXECUTIVE COUNCIL

40. Frequency and calling of meetings

- (1) The Executive Council must meet together for the conduct of business not less than four (4) times in each financial year.
- (2) The President, or Vice-President or at least half the Executive Council members, may at any time convene a Special General Meeting of the Executive Council.
- (3) A Special General Meeting may be convened to deal with an appeal under clause 22.

41. Voting, decision making and using technology to conduct a meeting

- (1) Each Executive Council member present at the meeting has a deliberative vote.

- (2) A question arising at a meeting must be decided by a majority of votes.
- (3) If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.
- (4) The Executive Council may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the Executive Council members.
 - a. The Executive Council member agreement may be a standing (ongoing) one.
 - b. Executive Council members may only withdraw their consent within a reasonable period before the meeting.

42. Quorum

For an Executive Council meeting, five (5) or more of the Executive Council members constitutes a quorum.

43. Procedure and order of business

- (1) The procedure to be followed at an Executive Council meeting must be determined from time to time by the Executive Council.
- (2) The order of business may be determined by the members present at the meeting.
- (3) Only the business for which the meeting is convened may be considered at a Special General Meeting.

44. Disclosure of interest

- (1) An Executive Council member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association must disclose the nature and extent of the interest to the Executive Council in accordance with section 31 of the Act.
- (2) The Secretary must record the disclosure in the minutes of the meeting.
- (3) The Chairperson must ensure an Executive Council member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.

6. PART 6 – GENERAL MEETINGS

45. Convening General Meetings

- (1) The Association must hold its Annual General Meeting within five months after the end of the Association's financial year at a time decided by the Executive Council.

- (2) The Executive Council –
 - (a) may at any time convene a Special General Meeting;
 - (b) must, within thirty (30) days after the Secretary receives a notice under clause 22(1), convene a Special General Meeting to deal with the appeal to which the notice relates; and
 - (c) must, within thirty (30) days after it receives a request under clause 46(1), convene a Special General Meeting for the purpose specified in that request.
 - (d) The association may hold a general meeting at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard; and
 - (e) Anyone using this technology is taken to be present in person at the meeting.

46. Special General Meetings

- (1) Half the number of individual members constituting a quorum for a General Meeting may make a written request to the Executive Council for a Special General Meeting unless otherwise provided in the Schedule.
- (2) The request must –
 - (a) state the purpose of the Special General Meeting; and
 - (b) be signed by the members making the request.
- (3) If the Executive Council fails to convene a Special General Meeting within the time allowed –
 - (a) for clause 45(2)(b) – the appeal against the decision of the Executive Council is upheld; and
 - (b) for clause 45(2)(c) – the members who made the request may convene a Special General Meeting as if they were the Executive Council.
- (4) If a Special General Meeting is convened under clause 45(2)(c), the Association must meet any reasonable expenses of convening and holding the Special General Meeting.
- (5) The Secretary must give to all member clubs not less than twenty-one (21) days notice of a Special General Meeting.
- (6) The notice must specify –
 - (a) when and where the Special General Meeting is to be held; and

- (b) the particulars of and the order in which business is to be transacted.

47. Annual General Meeting

- (1) The Secretary must give to all members and member clubs not less than thirty (30) days notice of an Annual General Meeting unless otherwise provided in the Schedule.
- (2) The notice must specify –
 - (a) when and where the Annual General Meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.
- (4) The business to be transacted at the Annual General Meeting includes:
 - (a) Confirming minutes of the previous Annual General Meeting;
 - (b) Consideration of accounts and the reports of the Executive Council; and
 - (c) The election and announcement of the appointment of newly elected Executive Council members.

48. Special Resolutions

- (1) A Special Resolution may be moved at any General Meeting of the Association.
- (2) The Secretary must give all members and member clubs not less than twenty-one (21) days notice of the meeting at which a Special Resolution is to be proposed.
- (3) The notice must include the resolution to be proposed and the intention to propose the resolution as a Special Resolution.

49. Notice of General Meetings

- (1) The Secretary must give a notice under this Part by –
 - (a) serving it on a member or member club personally; or
 - (b) sending it by post to a member or member club at the address appearing in the Register of Members.
- (2) A notice of a General Meeting shall specify the place, day and hour of the meeting and shall state the business to be transacted at the meeting.
- (3) At least twenty-one (21) days notice of a General Meeting shall be given to those entitled to receive notice.

- (4) If a notice is sent by post under subclause (1)(b), sending of the notice is taken to have been properly affected if the notice is addressed and posted to the member club by ordinary prepaid mail.

50. Quorum at General Meetings

At a General Meeting, five percent (5%) of individual members constitutes a quorum.

51. Lack of quorum

- (1) If within thirty (30) minutes after the time specified in the notice for the holding of a General Meeting a quorum is not present –
 - (a) for an Annual General Meeting or Special General Meeting convened under clause 45(2)(a) – the meeting stands adjourned to a time determined by those members present;
 - (b) for a meeting convened under clause 45(2)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - (c) for a meeting convened under clause 45(2)(c) – the meeting lapses.
- (2) If within thirty (30) minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned General Meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that General Meeting as if a quorum were present.
- (3) The Chairperson may, with the consent of a General Meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that General Meeting from time to time and from place to place.
- (4) There must not be transacted at an adjourned General Meeting any business other than business left unfinished or on the agenda at the time when the General Meeting was adjourned.
- (5) If a General Meeting is adjourned for a period of thirty (30) days or more, the Secretary must give notice of the adjourned General Meeting as if that General Meeting were a fresh General Meeting.

52. Voting

- (1) Each Delegate present in person or by proxy at an Executive Council meeting is entitled to a deliberative vote.
- (2) At a General Meeting –
 - (a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and

- (b) a Special Resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.
- (3) A poll may be demanded by the Chairperson or by three (3) or more members present in person or by proxy.
- (4) If demanded, a poll must be taken immediately and in the manner the Chairperson directs.
- (5) A postal ballot may be conducted of all member clubs, upon any matter or question which the Executive Council considers to be such that a postal ballot is desirable. Each member club shall only be entitled to one (1) postal vote.

53. Proxies

- (1) Proxy voting shall be permitted at all General Meetings provided a proxy form which has been duly completed and executed, is lodged with the Secretary before the commencement of the meeting. Proxies shall only be exercised by members and member clubs entitled to vote.
- (2) A member or member club must instruct its proxy to vote in favour or against any proposed resolutions.

7. PART 7 – FINANCIAL MANAGEMENT

54. Financial year

The financial year of the Association is the period of twelve (12) months ending on 31 March.

55. Funds and accounts

- (1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- (2) Subject to any restrictions imposed by the Association at a general meeting, the Executive Council may approve expenditure on behalf of the Association within the limits of the budget.
- (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) Executive Council members.
- (4) All funds of the Association must be deposited into the financial account of the Association no later than five (5) working days after receipt or as soon as practicable after that day.

- (5) With the approval of the Executive Council, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

56. Accounts and audits

The responsibility of the Executive Council under clause 34(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to –

- (a) the keeping of accounting records;
- (b) the preparation and presentation of the Association's annual statement of accounts; and
- (c) the auditing of the Association's accounts.

8. PART 8 – GREIVANCE AND DISPUTES

57. Grievance and disputes procedures

- (1) This clause applies to disputes between –
 - (a) a member club and another member club; or
 - (b) a member club and the Executive Council; or
 - (c) an individual member and a member club; or
 - (d) an individual member and the Executive Council.
- (2) Within fourteen (14) days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.
- (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 ten (10) days after the meeting, hold another meeting in the presence of a mediator.
- (4) The mediator must be –
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - (i) for a dispute between a member club and another member club – a person appointed by the Executive Council;
 - (ii) for a dispute between an individual member and member club, a person appointed by the Executive or
 - (iii) for a dispute between an individual member or member club and the Executive Council or an affiliated club and the Executive

Council – a person who is a mediator appointed or employed by the department administering the Act.

- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must –
 - (a) give the parties to the mediation process every opportunity to be heard;
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9. PART 9 – MISCELLANEOUS

58. Common seal

- (1) The common seal of the Association must not be used without the express authority of the Executive Council and every use of that common seal must be recorded by the Secretary.
- (2) The affixing of the common seal of the Association must be witnessed by any two (2) of the following:
 - (a) the President or Vice-President;
 - (b) the Secretary;
 - (c) the Treasurer.
- (3) The common seal of the Association must be kept in the custody of the Secretary or another person the Executive Council from time to time decides.

59. By-Laws

- (1) The Executive Council may make by-laws not inconsistent with the rules of the Association and of the ACTA in relation to the following matters;
 - (a) The management of the affairs of the Association.

- (b) The qualifications and/or suitability of any person to compete in any competition or event.
 - (c) Handicapping and handicappers
 - (d) Refereeing and Referees.
- (2) The Executive Council may also alter or rescind and sub by-laws and fix and enforce penalties for the breach thereof.
 - (3) Any by-laws may be disallowed or altered by a majority of members present at the Annual General Meeting or a Special General Meeting of the Association.

60. Championships and Major Shooting Programmes

- (1) All championships (Commonwealth, Territory and District) and Interstate Teams Competition for the Northern Territory shall be allocated each year by the Executive Council.
- (2) Following approval by the Executive Council, the Secretary shall submit details of championship allocations, shooting dates and major programmes to the secretary of the ACTA for formal approval when this is required and shall inform each club of such allocations.
- (3) All championship competitions in the Northern Territory shall be controlled and shot under the rules of the association and the championship conditions laid down by the ACTA.
- (4) Any person who is duly registered with any state association or with the ACTA as a member of any club however so affiliated shall be eligible to compete in all commonwealth, state and district championship events in the Northern Territory.

61. One (1) Executive Council member to be present at shoots.

No Association shoot shall be conducted unless there is at least one (1) Executive Council member is present.

62. Dissolution.

- (1) If at any General Meeting called for the purpose of dissolution and at which two-thirds (2/3) of the individual and club membership present and voting to resolve, the Executive Council shall make arrangements to dissolve the Association.
- (2) The Executive Council shall proceed to realise the property and assets of the Association and after discharge of all liabilities donate the same to any other such club or Association, as the Executive Council deems fit, whose objects and aims are altogether or in part similar to those of the Association and upon such disposal of the Association's property and assets, the Association shall be dissolved.

- (3) The members of the Association shall not be liable to contribute towards the payment of the debts and liabilities of the Association or the costs charges and expenses of a winding up of the Association.