



**PERTH LEVER ACTION
RIFLE CLUB Inc.**

**CONSTITUTION, BY-LAWS
AND
OFFICAL CLUB RULES**

**INCLUDING HANDGUN,
SHOTGUN, HUNTER
CLASS BENCHREST, COWBOY LEVER
ACTION SILHOUETTE SECTIONS**

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PERTH LEVER ACTION RIFLE CLUB INCORPORATED CONSTITUTION

1 NAME OF THE CLUB

- 1) The name of the club shall be the PERTH LEVER ACTION RIFLE CLUB INCORPORATED, hereinafter referred to as the 'Club'.

Definitions

In these rules, unless the contrary intention appears;

- (a) "convene" means to call together for a formal meeting;
- (b) "department" means the government department with responsibility for administering the Associations Incorporation Act 2015;
- (c) "general meeting" means a meeting to which all members are invited;
- (d) "member" means member of the Club;
- (e) "ordinary resolution" means resolution other than a special resolution;
- (f) "special resolution" has the meaning given by section 51 of the Act
- (g) "the Act" means the Associations Incorporation Act 2015;
- (h) "the Association" means the Association referred to in rule 1;
- (i) "the Commissioner" means the Commissioner for Consumer Protection exercising powers under the Act;
- (j) "the Committee" means the Committee of Management of the Club referred to in rule 1;

2 OBJECTS

- 1) The objects of the club are:
 - (a) To foster a better environment for participation in Lever Action Rifle Shooting.
 - (b) To provide a means and a central place of meeting for the exchange of knowledge of firearms, ammunition, and Lever Action Rifle Shooting.
 - (c) To promote, support or oppose any action likely to affect the sport of shooting.
 - (d) To educate members in the art of shooting, safe handling of firearms and general knowledge of the laws relating to shooting.
 - (e) To raise the sporting shooter in public esteem by promotion of better understanding between the public, landowners & shooters.
 - (f) To encourage fellowship amongst members of this club and other shooting clubs by initiating, promoting and endorsing general social functions and the activity of

responsible field use of firearms by members either as individuals or in groups formed through the aforementioned fellowships.

- (g) To do all such lawful things as may be conducive to the extensions of or incidental to the attainment of the aforesaid objects, including the competitions for firearms of a kind and in a manner calculated to enhance the sport of shooting in the Perth Lever Action Rifle Club Incorporated.

3 POWERS

- 1) For the purpose of achieving or furthering these objects the club shall have power:
 - (a) To purchase, sell, hold, lease or rent real or personal property.
 - (b) To borrow, raise or secure the payment of money to secure the re-payment or performance of any debt, liability, contract or guarantee incurred, or to be entered into by the club.
 - (c) To enter into any arrangements with any government or local government authority or instrumentality.
 - (d) To employ, hire or engage managers, clerks, secretaries, workmen, curators, coaches, or other persons.
 - (e) To invest the monies of the club in any authorised trustee investment.
 - (f) To make gifts or give prizes.
 - (g) To affiliate or associate with any other shooting clubs or other sporting Clubs.
 - (h) To do all such other things as are incidental or conducive to the objects of the club.

4 INCOME AND PROPERTY

- 1) The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.
 - (a) A payment may be made to a member out of the funds of the Club only if it is authorised under subrule b.
 - (b) A payment to a member out of the funds of the Club is authorised if:
 - i. the payment is in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business; or
 - ii. the payment is of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - iii. the payment is of reasonable rent to the member for premises leased by the member to the Club; or
 - iv. the reimbursement is of reasonable expenses properly incurred by the member on behalf of the Club.

5 AFFILIATION

The club shall be affiliated to the "Sporting Shooters Association of Australia W.A. Incorporated".

6 MEMBERSHIP

1) The membership of the club shall be open, at the discretion of the committee, to all persons interested in shooting who are current financial members of the "Sporting Shooters Association of Australia Incorporated".

2) Membership shall consist of the following classes:

- (a) Adult
- (b) Couple
- (c) Junior Member

Is any member who has not yet reached the age of 18 years, who shall enjoy all the privileges of the club except the right to vote and hold office.

(d) Life Member

- i. The committee may recommend for Life Membership any member who has rendered special service to the club. Such recommendation must be put to a General Meeting and shall be carried by a 75 percent majority of the members present.
- ii. A Life Member shall pay only Range Fees BUT shall be entitled to all the other privileges of the club.
- iii. No more than two members shall be eligible for recommendation as Life Members in any one financial year.

(e) HONORARY MEMBERS

The committee shall have power to admit a person to Honorary Membership on a temporary basis.

3) The Club must comply with section 53 of the Act by keeping and maintaining;

- (a) in an up to date condition a register of the members of the Club and their email, postal or residential addresses and, upon the request of a member of the Club, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.
- (b) The register must be so kept and maintained at such place as the committee members decide.
- (c) The Club must cause the name of a person who dies or who ceases to be a member to be deleted from the register of members.

7 CESSATION OF MEMBERSHIP

A member shall cease to be a member if:

- (a) They resign
- (b) Fails to pay any subscription within 6 months of it being due
- (c) Is suspended or expelled

8 FINANCE & SUBSCRIPTIONS

1) The financial year of the club shall be from November 1 to October 31 of the following year.

2) Entrance fee and annual subscriptions for each class of membership to increase annually to a maximum of 5%, at the Committee's discretion. An adult couple will be entitled to a

discount on the annual subscription, an adult couple being husband and wife or the equivalent thereof.

- 3) Applications for membership shall be submitted on a form approved by the committee, together with the entrance fee and annual subscription for the class applied for.
- 4) Annual subscriptions shall be due by 1st November of each financial year. Any member who has not paid the annual subscription by November 1st shall be deemed to be a Non-Financial member of the club and shall be subject to a late payment fee of \$20.00. Non-Financial members will not be permitted to vote or to use any of the range facilities beyond that extended to visitors.
- 5) A pro-rata annual subscription shall be paid on joining during the financial year.
- 6) Members on leave of absence shall pay a pre-determined subscription and on return be subject to the annual subscription as in (5) above.

9 RESIGNATION

A member must give no less than one calendar months' notice in writing to the secretary of intention to resign and shall not be entitled to any refund of entrance fee, subscription or levy paid, or to make any claims on the funds of the club.

10 SUSPENSION - EXPULSION

- 1) Any member of the Perth Lever Action Rifle Club Incorporated who fails to observe the Constitution, By-Laws and Rules of the club, or whose conduct in the opinion of the committee is prejudicial to the interests of the club or the sport of shooting, may be suspended or removed from membership of the club by a majority of at least two thirds of the full committee called for that purpose, and seven days' notice shall have been given to all members of the committee and to the member whom it is proposed to be suspended or expelled.
- 2) The member who is proposed to be suspended or expelled may attend such a meeting for the purpose of being heard and to offer an explanation for his or her alleged conduct, if he or she desires.
- 3) An appeal shall lie to a Special General Meeting which shall be called by the committee at the request in writing of the member within seven days of the committee's decision.
- 4) On appeal from a decision of the committee, the Special General Meeting of club members may make such resolution as it may see fit to allow or disallow the appeal in whole or in part or may vary the decision of the committee.
- 5) Where a member has been suspended such a member shall be deemed to be not a member during that period until such time as his or her suspension is lifted.
- 6) Any member who is suspended or expelled shall not be entitled to refund of any fees.

11 OFFICERS OF MANAGEMENT

- 1) The club shall, at each Annual General Meeting, elect members to the following positions to form the Management Committee:
 - (a) President
 - (b) Vice-President

- (c) Secretary
 - (d) Treasurer
 - (e) Membership/Public Relations Officer
 - (f) Club Captain
 - (g) Official Scorer/Trophies
 - (h) Targets Officer
 - (i) Running Boar Officer
 - (j) Handgun Captain
 - (k) CLAS Captain
- 2) Any Life Member and/or Adult financial member of the Perth Lever Action Rifle Club Incorporated shall be eligible to serve on the Committee of Management.
 - 3) An Individual may hold more than one position on the Committee of Management.
 - 4) Subject to sub-rule (5), a Committee member's term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.
 - 5) A casual vacancy occurs in the office of a Committee member and that office becomes vacant if the Committee member;
 - (a) dies;
 - (b) resigns by notice in writing delivered to the President or, if the Committee member is the President, to the Vice- President and that resignation is accepted by resolution of the Committee;
 - (c) is convicted of an offence under the Act;
 - (d) is permanently incapacitated by mental or physical ill-health;
 - (e) is absent from more than-
 - i. 3 consecutive Committee meetings; or
 - ii. 3 Committee meetings in the same financial year without tendering an apology to the person presiding at each of those Committee meetings; of which meetings the member received notice, and the Committee has resolved to declare the office vacant;
 - (f) ceases to be a member of the Club; or
 - (g) is the subject of a resolution passed by a general meeting of members terminating his or her appointment as a Committee member.

12 COMMITTEE

- (a) The administration of the club shall be the responsibility of the committee.
- (b) The committee shall have power to form sub-committees.
- (c) The committee may co-opt members onto the committee to fill any casual vacancy that may occur.
- (d) The committee shall hold meetings once a month. Additional meetings may be called by the President or three committee members at any time.
- (e) Four days' notice shall be given of a committee meeting in any manner convenient to the secretary.
- (f) The procedure and order of business to be followed at a Committee meeting must be determined by the Committee members present at the Committee meeting.

- (g) The committee shall appoint committee members to have custody of the books and securities of the Club.

13 QUORUMS

- (a) The quorum of a committee meeting shall be six (6) committee members who are present in person or via technology.
- (b) The quorum for all general meetings shall be twenty (20) financial adult members of the club.
 - i. If within 30 minutes after the time specified for the holding of a general meeting a quorum is not present, the general meeting stands adjourned to the same time on the same day in the following week and to the same venue.
 - ii. If within 30 minutes of the time appointed by sub-rule (i) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may nevertheless proceed with the business of that general meeting as if a quorum were present.

14 ANNUAL GENERAL MEETING

- (a) The Club must convene the annual general meetings within the time limits provided for the holding of such meetings by section 50 of the Act that is, in every calendar year within 6 months after the end of the Club's financial year or such longer period as may in a particular case be allowed by the Commissioner.
- (b) The business to be transacted at the Annual General Meeting shall be:
 - 1. To receive the minutes of the last Annual General Meeting
 - 2. Business arising from those minutes
 - 3. President's report
 - 4. Treasurer's report
 - 5. Tabled notices of motion
 - 6. Election of new committee
 - 7. Election of Patron
 - 8. General business

15 NOTICES OF MOTION

A motion may be put forward for any General Meeting by any member, by forwarding the motion in writing to the secretary at least one calendar month prior to that General Meeting. The proposed motion shall then appear in the Agenda Notice convening that meeting.

16 NOTICE OF GENERAL MEETINGS

- (a) The secretary shall give all members at least seven days' notice, with an Agenda, of all General Meetings.
- (b) The Secretary must give a notice by;
 - i. serving it on a member personally; or
 - ii. sending it by email to a member at the email address of the member appearing in the register of members; or
 - iii. sending it by post to a member at the address of the member appearing in the register of members.

17 SPECIAL GENERAL MEETINGS

- 1) A Special General Meeting may be called in any one of the following ways:
 - (a) By resolution of the committee
 - (b) By petition in writing by at least 10% of financial adult members
 - (c) By the President
 - (d) By resolution at a previous General Meeting
- 2) On receiving a request in writing to do so, under subrule (1), a Special General meeting must be held within 30 days.
- 3) At the Special General Meeting only the agenda items detailed in the written request under subrule (1) will be discussed.
- 4) All member will be given notice of a special general meeting as detailed under rule 16.

18 CHAIRPERSONS OF MEETINGS

- (a) The President shall preside at all meetings and in the absence of the President, the Vice President shall preside. In the absence of both the above a committee member shall be elected to preside.
- (b) The Chairman at any meeting shall have a casting vote as well as a deliberative vote.
- (c) The Chairman of all meetings can dismiss any persons from such meeting if behaving in a disorderly and offensive manner.

19 VOTING

- (a) With the exception of Committee Meetings, at all meetings each financial adult member shall have one vote and all resolutions, except as otherwise provided in the Constitution, shall be decided by a majority of 75 percent of the members present.
- (b) All members can enter into debate, and ask questions, but all matters must be conducted through the chair.

20 MINUTES OF MEETINGS

- (a) The secretary, or in their absence, another member, shall keep and record the minutes of all General Meetings and Committee Meetings.

21 FINANCE

- (a) The Treasurer shall cause true accounts to be kept of all monies received and expended on behalf of the club.
- (b) A balance sheet containing a summary of the assets and liabilities of the club, together with a statement for the preceding year, shall be made out and submitted to the Annual General Meeting.
- (c) The committee shall conduct its financial transactions through a bank or other financial institution.
- (d) All payments shall be authorised by any two (2) of the following:
 - i. President
 - ii. Secretary

- iii. Treasurer
- iv. Vice-President

- (e) In the case of family related members who hold any of these offices, payments cannot be authorised by both relatives.
- (f) The accounts shall be open to inspection by any member upon giving reasonable notice to the treasurer, at a time and place convenient to the treasurer.
- (g) At the discretion of the committee, and authorised by a resolution of the Club, a committee member is entitled to be paid out of the funds of the Club for any out-of-pocket expenses for travel and accommodation properly incurred:
 - i. in attending a committee meeting or
 - ii. in attending a general meeting; or
 - iii. otherwise in connection with the Club's business.

22 COMMON SEAL

The club shall have and use a common seal inscribed with the name of the club which shall be held in the custody of the President and it shall be used or affixed to any document after authority by resolution has been given by the committee. The affixation of the seal shall be witnessed by the President and any two (2) members of the committee.

23 VISITORS

- (a) All competing visitors shall pay a range fee as determined by the committee and may compete no more than 8 times in any one year. This also applies to non-shooting members.
- (b) Any member of the club may invite visitors and be responsible for their conduct.

24 ALTERATION OF CONSTITUTION AND BY-LAWS

- (a) The Club may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 30, 31 and 33 of the Act, which is as follows:
 - i. Subject to sub-rule (iv) and (v), the Club may alter its rules by special resolution but not otherwise;
 - ii. Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Club), the Club must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Club as so altered conform to the requirements of this Act;
 - iii. An alteration of the rules of the Club does not take effect until sub-rule (ii) is complied with;
 - iv. An alteration of the rules of the Club having effect to change the name of the Club does not take effect until sub-rules (i) to (iii) are complied with and the approval of the Commissioner is given to the change of name;
 - v. An alteration of the rules of the Club having effect to alter the objects or purposes of the Club does not take effect until sub-rules (i) to (iii) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

- (b) All members shall be issued with a copy of the Constitution, By-Laws and Official Club Rules.

25 INSPECTION OF RECORDS, ETC. OF CLUB

A member, may at any reasonable time, inspect the books, documents, records and securities of the Club.

- (a) The Committee may refuse to permit a member to inspect records of the Club that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Club.
- (b) The member must contact the Secretary to make the necessary arrangements for the inspection.
- (c) The inspection must be free of charge.
- (d) The member may make a copy of, or take an extract from, a record or document but does not have a right to remove the record or document for that purpose.

26 DISPUTES AND MEDIATION

- (a) The grievance procedure set out in this rule applies to disputes under these rules between;
 - i. a member and another member; or
 - ii. a member and the Club; or
 - iii. if the Club provides services to non-members, those non-members who receive services from the Club, and the Club.
- (b) 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.
- (c) 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.
- (d) The mediator must be;
 - i. a person chosen by agreement between the parties; or
 - ii. in the absence of agreement;
 - a. in the case of a dispute between a member and another member, a person appointed by the Committee of the Club;
 - b. in the case of a dispute between a member or relevant non- member (as defined by sub-rule (a) (iii)) and the Club, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- (e) A member of the Club can be a mediator.
- (f) The mediator cannot be a member who is a party to the dispute.
- (g) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (h) The mediator, in conducting the mediation, must;
 - i. give the parties to the mediation process every opportunity to be heard;
 - ii. allow due consideration by all parties of any written statement submitted by any party; and
 - iii. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

- (i) The mediator must not determine the dispute.
- (j) The mediation must be confidential and without prejudice.
- (k) 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.

27 DISSOLUTION

- (a) The club may at any time be dissolved by a Special Resolution with the consent of a majority of seventy-five percent of the members present and entitled to vote at a Special General Meeting called for that purpose.
- (b) Whilst following the Act section 24, if upon the dissolution or winding up of the club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to, or distributed among the members of the club, but shall be given or transferred to some other Club or Institution having objects similar, wholly or in part of the objects of the club, and which shall prohibit distribution of its or their income and property among its or their members. Such Club or Institution shall be determined by the members of the club at or before the time of dissolution or winding up, or in default thereof or if and in so far as effect cannot be given to such determination, then such payment or distribution shall be given to some charitable organization for charitable purposes.