

**Constitution of Eighteenth Battalion Memorial Rifle Club Inc. as per
Associations Incorporation Act 2009**

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1 Definitions

1.1 In this constitution

Director-General means the Director-General of the Department of Services, Technology and Administration.

ordinary committee member means a member of a committee who is not an office-bearer of the association.

secretary means:

- a. the person holding office under this constitution as secretary of the association, or
- b. if no such person holds that office - the public officer of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

the AI Act means the Associations Incorporation Act 2009.

the AI Regulation means the Associations Incorporation Regulation 2010.

1.2 In this constitution

- a. a reference to a function includes a reference to a power, authority and duty, and
- b. a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

1.3 The provisions

of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

2 Name, Formation and Constitution

2.1 Name

The name of the association shall be The Eighteenth Battalion Memorial Rifle Club Incorporated ("the Association") as registered with NSW Fair Trading.

2.2 Formation

The Club is formed and constituted under the Associations Incorporation Act, 2009 as amended.

2.3 Disciplines

A guiding object (saving those in 2. Objects hereof) shall be to practice the firearms disciplines adopted from time to time described in the Standard Shooting Rules issued from time to time by the NRAA or any such other rules, methods and procedures as laid down by any other shooting body so adopted.

This does not limit the ability to develop activities in keeping with the spirit and intent so described therein and in keeping with guidance of the NSW Firearms Registry, the regulator of all firearms activities in New South Wales.

3 Objects

The objects of the Association shall be:

1. To maintain its affiliation with an appropriate peak body as per the NSW Firearms Act and / or Regulations in force;
2. To give instruction in the safe and efficient handling of those firearms which are lawfully able to be used in target rifle shooting or recreational hunting or for collecting;
3. To engage in target rifle shooting competitions for the benefit of members and visitors;

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4. To engage in and promote the activity of recreational hunting by its members in keeping with the Rules appended hereto and in accordance with all relevant laws regulations and approvals for the time being in force;
5. To engage in and promote the collection of firearms by its members, in keeping with the Rules appended hereto and in accordance with all relevant laws, regulations and approvals for the time being in force;
6. To work with Governments at all levels to ensure that the interests of licenced firearms owners and users are duly taken into account when laws and / or regulations are being framed or reviewed;
7. To work actively within the community to prevent the lawless and dangerous use of firearms, and by example to improve the public image of legitimate recreational shooters and firearm owners;
8. To promote competitions aimed at proficiency in shooting, in particular target shooting as an aid to State and National Defence;
9. To foster shooting as a sport and for recreation;
10. To cultivate good citizenship;
11. To further the sport of competitive rifle shooting, recreational hunting and to promote the collection of firearms;
12. To purchase, lease, sell, hire or otherwise deal with property for the purpose of implementing the objects of the Association.

4 Membership

4.1 Members

1. Subject to these rules the members of the Association shall be the members of the Association immediately prior to incorporation together with such other persons as the committee admits to membership.
2. Membership is open to all individuals who accept the objects and rules of the Association. The enrolment of all persons as members of the Association shall be subject to the approval of the Committee as appointed from time to time.

4.2 Application for Membership

1. An individual wishing to become a member of the Association shall apply to the Committee for membership by lodging an application form with the Secretary.
2. The Committee shall determine whether or not to accept an application for membership or renewal of membership. The Committee is not required to supply reasons for accepting or rejecting any application for membership or renewal.

4.3 Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the Association: is not capable of being transferred or transmitted to another person, and terminates on cessation of the person's membership.

4.4 Membership of Hunting and / or Collecting Sub-Clubs

Any member entitled to membership on payment of the prescribed fee shall be admitted to the member roll of either or both sub-clubs of the Association and be bound by the rules of said sub-club as set out in Appendix 'B' and 'C' respectfully.

5 Register of Members

A register of members shall be kept by the Association showing the name, address and date of commencement of membership for each member and any other information as required.

Provision for noting the date of cessation of membership may also be contained in the register.

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6 Cessation of Membership

1. Membership shall cease upon death, resignation, expulsion, or failure to pay outstanding membership fees within 60 days of the due date.
2. Where a member's firearms license is suspended, revoked or cancelled by the Commissioner of NSW Police or their delegate the member may remain a member at the discretion of the Committee who are not required to supply reasons for the continuance or cancellation of the membership.
3. A member may resign from membership by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

7 Classification of Members

7.1 Ordinary Members

1. A person admitted as an Ordinary Member of the Association shall have full voting
2. rights and the right to attend Meetings of the Association.
3. Junior Members
4. Shall be Ordinary Members under the age of twenty-one (21). Junior members shall
5. have full voting rights and the right to attend Meetings of the Association.
6. Honorary Members
7. The Committee may appoint Honorary Members who shall be entitled to all the privileges of the Association other than taking part in rifle practice for trophies or awards.
8. Honorary members shall have the right to enjoy the social privileges of the Association but shall not be able to vote or be heard at Meetings of the Association unless invited by the Chair and majority supported by those in attendance to do so.

7.2 Life Members

The Committee may by two-thirds (2/3) majority of those present confer the privilege of life membership on any person recommended to it provided that no more than two (2) persons in any one year shall be made Life Members. Life Members shall have full voting rights and the right to attend Meetings of the Association. A Life Member shall not be required to pay subscriptions due to the Association.

7.3 Associate Members

A financial member of an approved firearms club who wishes to shoot with the Association at its meetings and events is eligible to apply for Associate membership as per Rule 3.2 above. An Associate member cannot represent the Association at District, State or National competition meetings. Associate members shall have the right to enjoy the social privileges of the Association but shall not be entitled to attend or vote at Meetings of the Association.

7.4 Probationary Members

Any person who the Captain permits to take part in Association events for a period no greater than three (3) months and on such conditions as determined by the Committee. Probationary Members shall have the right to enjoy the social privileges of the Association but shall not be able to attend or vote at Meetings of the Association.

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7.5 Service, Veteran or Cadet Members

Any person coming within the provisions of these Rules who are serving or ex-serving military or like forces or veterans or current members of the Australian Cadet Corp shall have the right to enjoy the social privileges of the Association but shall not be able to attend or vote at Meetings of the Association.

7.6 Membership – Mandatory Participation

In order to maintain the status of Membership and in satisfaction of firearm license conditions a person must have exercised their genuine reason at Association organised events as required under the Law in the preceding twelve (12) months.

8 Members' Liability

Members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association except to the amount of any unpaid membership fees.

9 Disciplining of Members

1. A complaint may be made to the committee by any member that a member of the Association has:
 - a. refused or neglected to comply with a provision or provisions of this constitution, or
 - b. willfully acted in a manner prejudicial to the interests of the Association.
2. The committee may refuse to deal with a complaint if it considers the complaint or the matter of said complaint to be trivial or vexatious in nature.
3. If the committee decides to deal with the complaint, the committee:
 - a. must cause notice of the complaint to be served on the member concerned, and
 - b. must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c. must take into consideration any submissions made by the member in connection with the complaint.
4. The committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
5. If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under Rule 9.
6. The expulsion or suspension does not take effect:
 - a. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b. if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under Rule 9, whichever is the later.

10 Right of Appeal of Disciplined Member

1. A member may appeal to the Association in general meeting against a resolution of the committee under Rule 8, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

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2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
3. On receipt of a notice from a member under Rule 8, the secretary must notify the committee which is to convene a General Meeting of the Association to be held within 28 days after the date on which the secretary received the notice.
4. At a general meeting of the Association convened under Rule 9.3;
 - a. no business other than the question of the appeal is to be transacted, and
 - b. the committee and the member must be given the opportunity to state their respective cases orally taking no more than five (5) minutes or in writing on no more than five (5) pages single spaced, or both, and
 - c. the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
5. The appeal is to be determined by a simple majority of votes cast by members of the Association in attendance.

11 Postal or Electronic Ballots

1. The Association may hold a postal or electronic ballot as the committee determines to determine any issue or proposal (other than an appeal under Rule 9).
2. A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

12 Internal Disputes

1. Disputes between members (in their capacity as members) of the Association, and disputes between members and the Association, unless resolved satisfactorily will by resolution of the Committee be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act, 1983.
2. If a dispute is not resolved by mediation within 3 months of the referral to a
3. community justice centre, the dispute is to be referred to arbitration.
4. The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

13 Committees

13.1 The Committee

1. The Committee shall comprise of Office Bearers being a Captain, Secretary, Treasurer, Vice Captain together with five (5) other elected members who will be Ordinary members of the Committee. Only subscribing members with voting rights can nominate and stand for election to the Committee.
2. The Committee shall have the management of the income, funds and other property of the Association, the control of all its affairs shall do all such acts and deeds as may be necessary to carry out the objects of the Association and may appoint sub-committees of its members with or without power to act.

13.2 Procedure for Election of The Committee

1. Nominations of candidates for election as office bearers or other Committee members may be made at the Annual General Meeting or in such other ways as may be determined by the Association at a General Meeting.
2. The Chairperson shall vacate the chair if he or she is a candidate for the election of Captain, in which case he or she shall appoint an acting Chairperson. The election shall then be carried out. The Chairperson shall call for and receive nominations for each office in the Association. Each candidate, proposer and seconder must be a financial member of

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the Association. Other classes of members as set out in Rule 6 are not eligible to vote or propose or hold office.

3. Should there be only one (1) nomination for any particular office the person so nominated shall be declared elected unopposed. Should there be two (2) or more nominations for an office the position vacancy shall be filled by ballot which may be secret if the meeting so directs by majority.
4. The following order shall be followed in connection with the nomination and election of office bearers for the following offices:
 - Captain.
 - Vice Captain.
 - Secretary.
 - Treasurer.
 - Five (5) Ordinary Committee members.
5. The office bearers and other members of the Committee shall be elected at each Annual General Meeting. A casual vacancy occurring in a Committee may be filled by a member appointed by resolution of members at a general meeting.
6. Each member of a Committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
7. Retiring Committee members are eligible for re-election.
8. The Committee shall meet as often as necessary to conduct the business of the Association and not less than once in each quarter of the year.

14 Committee Meetings

1. The Committee shall, unless it otherwise orders, meet each quarter on the date set down in the program, but should any urgent business arise, the Captain may call a special meeting to consider such business.
2. Notice of quarterly Committee Meetings shall be conveyed to the Committee members at least fourteen (14) days prior to the meeting, At any Committee Meeting four (4) members shall form a quorum, including either the Captain, Secretary, Vice Captain or the Treasurer.
3. A member of the Committee shall cease to hold office upon a resignation in writing, removal as a member of the Association, or absence from three (3) successive Committee Meetings without approval by the Committee.
4. The Committee may function validly provided its number is not reduced below the quorum. Should Committee numbers fall below the quorum the remaining Committee members may act only to appoint new Committee members.
5. Questions arising at any meeting of the Committee shall be decided by then majority of votes of those present capable of casting a vote. In case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.
6. If within half an hour of the time appointed for a Committee Meeting a quorum is not present the meeting shall be dissolved.
7. Additional meetings of the Committee may be convened by the Captain or Vice Captain in the Captain's absence appointing an office bearer as chair.

15 Annual General Meeting

1. The Annual General Meeting of the Association shall be held in May or June of each year and at least thirty (30) days written notice shall be given of such meeting to all financial members, except in the case of the first Annual General Meeting which shall be held within

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two (2) months from the end of the first financial year and within eighteen (18) months of incorporation.

2. In the case of the Annual General Meeting the following business shall be transacted:
 - Apologies
 - Confirmation of Minutes of the previous Annual General Meeting
 - Correspondence
 - Receiving Annual Reports and Statement of Accounts for the preceding year
 - Election of officers and committee/s
 - Committee recommendations
 - General business

16 Special General Meeting

1. A Special General Meeting of members of the Association may be convened by the Captain at any time, and shall be convened by the Secretary upon the receipt of a requisition signed personally by five (5) Ordinary financial members of the Association or at least or not less than twenty percent (20%) if that number is greater. The business it is intended to bring before the Special General Meeting shall be clearly stated in the requisition and communicated to each member in the Notice convening the meeting. Discussion at any Special General Meeting shall be restricted to the specific business for which such meeting is called. If the Secretary fails to convene a Special General Meeting within thirty (30) days of receiving a requisition for such a meeting the members signing the requisition may themselves convene the meeting.
2. At least fourteen (14) days' notice of all General Meetings and Notices of Motion shall be given to members. In the case of General Meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least twenty-one (21) days before the meeting.
3. The quorum for a General Meeting shall be five (5) members including at least one (1) office bearer present in person. If within half an hour of the time appointed for a General Meeting a quorum is not present the meeting shall be dissolved and the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week. Should the meeting proceed minutes to be taken and presented as a record of the proceedings.
4. Voting at General Meetings shall be by a show of hands made by a simple majority vote except for those matters which must be decided by special resolution where a three-quarters (3/4) majority is required.
5. All votes shall be given personally and there shall be no voting by proxy unless otherwise provided for in these Rules.
6. In the case of an equality of votes the person appointed to chair the Meeting shall have a second or casting vote.
7. Written notice of all General Meetings shall be given to members either personally, by post or by electronic means such as email.

17 Office Bearers

1. The Captain or, in the Captain's absence, a nominated Vice Captain, shall act as Chairperson at each General Meeting and Committee Meeting of the Association.
2. If the Captain or Vice Captain are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as Chairperson.

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18 Duties of Elected Officers

18.1 Captain

The Captain shall make him or herself familiar with his duties under the Act and Regulations for the time being in force governing the conduct of rifle clubs. The Captain shall be responsible for the safe and proper conduct of all shooting competitions conducted in accordance with the appropriate rules on the Hornsby Rifle range by the Association and the maintenance of discipline, and shall ensure that the other office-bearers and all members of the Association are acquainted with their obligations, liabilities and privileges there-under. The Captain shall also preside as Chairman at all Association meetings.

18.2 Vice Captain

A nominated Vice Captain shall preside at all meetings in the absence of the Captain. The Vice Captain shall run any Association shoot in accordance with the appropriate rules in the absence of the Captain. The Vice Captain shall also be a member of the Committee.

18.3 Secretary

1. The Secretary shall ensure that records of the business of the Association including the rules, register of members, minutes of all General and Committee Meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the Secretary.
2. The Secretary shall also conduct all general correspondence ordered by the Captain or the Committee. The Secretary shall keep proper records of all members and see that the annual returns required by the Association are duly filled. The Secretary shall keep a record of attendances at Committee Meetings.

18.4 Treasurer

1. The Treasurer shall ensure that all money received by the Association is paid into accounts held in the Association's name and keep records of the assets and property of the Association. Payments shall be made through a petty cash system or by cheque signed by two (2) signatories authorised by the Committee, the transmission of which may be by electronic means. Major or unusual expenditures shall be authorised in advance by the Committee or a General Meeting.
2. The Treasurer shall also keep proper books of account showing all monies received and expended by the Association and present a duly audited Statement of Receipts and Expenditure at the Annual Meeting of the Association. The Treasurer shall bank all monies received on behalf of the Association in the Association's bank account as soon as practicable thereafter and in no case shall hold the Association's monies unbanked for a period exceeding seven (7) days. All
3. payments (other than markers' fees or disbursement vouchers) exceeding \$50.00 shall be paid by cheque, the transmission of which may be by electronic means.
4. The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.

18.5 Patron/s

Patron shall assist the Association at their own discretion.

18.6 Auditors

The Auditors shall carefully examine the books of account, banking records, and receipts and vouchers and certify that the Statement of Receipts and Expenditure is prepared in accordance with the same. They shall check the minutes to verify all expenditure exceeding \$50.00 (other

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than markers' fees or where vouchers have been produced), and shall satisfy themselves and so report as to the existence of the securities, property and fixed assets of the Association.

19 Finance Administration

19.1 Fees

1. The Association shall determine each year at the Annual Meeting the Annual subscriptions payable by all members for the following year.
2. Membership fees fall due on the first day of each financial year of the
3. Association. The financial year of the Association shall commence on the 1 April and end on the 31 March in each year, or such period as may be determined by the Committee.

19.2 Source of Funds

The funds of the Association shall be derived from the fees of members, donations, grants and such other sources approved by the Association.

19.3 Management of Funds

1. Subject to any resolution passed by the Association in General Meeting, the funds of the Association are to be used in pursuance of the objects of the Association in such manner as The Committee determines.
2. Bank account/s shall be maintained in the name of the Association. Special or cheque or investment accounts may be created by The Committee as and when considered necessary.

19.4 Insurance

The Association may effect and maintain insurance.

20 Special Resolutions

1. A special resolution must be passed by a General Meeting of the Association to effect the following changes:
 - a. A change of the Association's name;
 - b. A change of the Association's rules;
 - c. A change of the Association's objects;
 - d. An amalgamation with another incorporated club;
 - e. To voluntarily wind up the Association and distribute its property;
 - f. To apply for registration as a Company or a co-operative.
2. A resolution of the Association is a special resolution:
 - a. if it is passed by a majority which comprises at least three-quarters (3/4) of such members of the Association as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which at least twenty-one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
 - b. where it is made to appear to the Commission that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commissioner.

21 Public Officer

1. The Committee shall ensure that a person is appointed as Public Officer.
2. The first Public Officer shall be the person who completed the application for incorporation of the Association.
3. The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is eighteen (18) years of age or older and a resident of New South Wales.

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4. The Public Officer shall be deemed to have vacated his position in the following
5. circumstances:
 - Death;
 - Resignation;
 - Removal by the Committee or at a General Meeting;
 - Bankruptcy or financial insolvency;
 - Mental illness;
 - Residency outside New South Wales.
6. When a vacancy occurs in the position of Public Officer the Committee shall within fourteen (14) days notify NSW Fair Trading by the prescribed form and appoint a new Public Officer.
7. The Public Officer is required to notify NSW Fair Trading by the prescribed form in the following circumstances:
 - Appointment (within fourteen (14) days);
 - A change of residential address (within fourteen (14) days);
 - A change in the Association's objects or rules (within one (1) month);
 - A change in the membership of the Committee (within fourteen (14) days);
 - The Association's financial affairs (within one (1) month);
 - A change in the Association's name (within one (1) month).

22 The Common Seal

The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Committee.

23 Surplus Property

The Association may at any time pass a special resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with Clause 65 of the Associations Incorporation Act 2009.

24 Service of Documents

Service of documents on the Association is effected by serving them on the Public Officer or by serving them personally on two (2) members of the Committee.

25 Notices

Notices sent by post shall be deemed to have been received two (2) days after the date of posting.

26 Custody of Books

Except as otherwise provided by these rules, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.

27 Inspection of Books

The records, books and other documents of the Association must be open to inspection, free of charge, by a member of the Association at any reasonable hour.

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Appendix 'A'

(Clause 3.2a.)

.....
APPLICATION FOR MEMBERSHIP OF ASSOCIATION

Eighteenth Battalion Memorial Riddle Club Incorporated
(incorporated under the *Associations Incorporation Act 2009*)

I,
[full name of applicant]

of
[address]

.....
[occupation]

hereby apply to become a member of the abovenamed incorporated association. In the event of my admission as a member, I agree to be bound by the constitution and by-laws of the association for the time being in force.

.....
Signature of applicant

.....
Date

I,
[full name]

a member of the association, nominate the applicant for membership of the association.

.....
Signature of proposer

.....
Date

I,
[full name]

a member of the association, second the nomination of the applicant for membership of the association.

.....
Signature of seconder

.....
Date

**Constitution of Eighteenth Battalion Memorial Rifle Club Inc. as per
Associations Incorporation Act 2009**

Appendix 'B'

RULES OF EIGHTEENTH BATTALION MEMORIAL RIFLE CLUB INCORPORATED - HUNTING CLUB

1. Rules

1.1 The name of the club shall be "Eighteenth Battalion Memorial Rifle Club Incorporated Hunting Club" (the hunting club) and the principal office of the Hunting Club shall be the address within New South Wales of the Eighteenth Battalion Memorial Rifle Club Incorporated.

1.2 Where a discrepancy or matter is or appears in conflict then the Rules of the Eighteenth Battalion Memorial Rifle Club Incorporated shall prevail.

2 Purposes

2.1 The objects and purposes of the Hunting Club shall be:-

2.1.1 To provide members with education and encourage the safe, lawful and best practice hunting techniques in the management of game and feral animals.

2.1.2 The Assets and Income of the Hunting Club shall be governed by the Executive and Committee of the Eighteenth Battalion Memorial Rifle Club Incorporated and its constitution as adopted from time to time.

2.1.3 To promote or establish and / or conduct scientific and biological studies regarding the wild animals of the world; to learn more of the genealogy, habitat and environmental requirements.

2.1.4 To participate in and to generally encourage and support any proper management program concerning the conservation of indigenous wild life including conservation and protection of their habitat.

2.1.5 To promote, encourage and otherwise take an active role in the control and management of game and feral animals.

2.1.6 To organise and run activities or courses in the safe and efficient use of firearms and to aid and assist other individuals, associations and organisations in the instruction and maintenance of firearm usages, to run shooting and firearm schools for its members and the public generally.

2.1.7 To promote hunting as a legitimate cultural and recreational pursuit.

2.1.8 To purchase, lease, sell, hire or otherwise deal with property for the purpose of implementing the purposes of the Hunting Club.

2.1.9 To conduct and promote hunting competitions for the benefit of the members. 3.10. To award trophies for hunting ability, prowess or achievement.

2.1.10 To do all things incidental to the above objects and to carry out such other business as determined from time to time.

3. Membership

3.0 There shall be two classes of membership being:-

3.0.1 Full membership.

3.0.2 Associate membership.

3.1 To be eligible for full membership of the Hunting Club, a person must be a financial member of the Eighteenth Battalion Memorial Rifle Club Incorporated having paid any additional fee so prescribed and be of good character, provide sufficient evidence, if required, as to their character and have demonstrated an active interest in both hunting and conservation.

3.2 Any other member of Eighteenth Battalion Memorial Rifle Club Incorporated, so recorded, shall be entitled to apply for Hunting Club Associate membership. This member class shall not have the right to vote

3.3 All applications for membership must be recommended to and approved by the Eighteenth Battalion Memorial Rifle Club Executive and Committee.

Constitution of Eighteenth Battalion Memorial Rifle Club Inc. as per Associations Incorporation Act 2009

- 3.4 The Convenor shall hold meetings of members of the Hunting Club and carry out the objects of the Hunting Club at regular intervals in the Eighteenth Battalion Memorial Rifle Club Inc. program, except that the hunting club will have no right to make any decision or resolution relating to:-
- 3.4.1 Any matter of policy in respect of the operation of the Hunting Clubs' parent body the Eighteenth Battalion Memorial Rifle Club Incorporated.
- 3.4.2 Exercise any financial pursuits, such as in but not limited to Rule 3.8, without the consent of the Eighteenth Battalion Memorial Rifle Club Executive Committee and its constitutions' approval.
- 3.5 There shall also be kept a written record of all meetings held and of attendance and any resolutions passed at any meeting of members of the Hunting Club to be forwarded to the Eighteenth Battalion Memorial Rifle Club Incorporated Executive Committee for consideration.
- 3.6 The Eighteenth Battalion Memorial Rifle Club Inc. Executive Committee may in its absolute and unfettered discretion have the right to overturn, revoke or rescind any decision made by the Hunting Club.

4. Register of Members

- 4.0 There shall be kept with the proper officer a register detailing the names and addresses of all members and their class of membership.

5. Voting

- 5.1 Each full member who is current in the payment of their dues shall be entitled to one vote on every matter submitted to a vote of the members. Voting by proxy in any meeting convened by the Hunting Club is not permitted.
- 5.2 Any motions carried will be subject to approval by the Eighteenth Battalion Memorial Rifle Club Inc Executive / Committee and constitution.

6 Fees

- 6.1 Membership fees shall be determined by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. and shall be paid yearly in advance. If any regular member fails to pay their fees within sixty (60) days of each anniversary of renewal date as determined by the club, they shall not be entitled to vote on any matter until their fees are paid.

5 Resignation of Members and Re-Application

- 7.0.1 Any member may resign by notifying the Secretary of the Eighteenth Battalion Memorial Rifle Club Inc. in writing of their resignation and the date of such resignation shall be from the date nominated in the letter or if not so nominated from when the letter is received by the Secretary. Money for fees, subscriptions and dues paid by the resigning member shall not be refunded.
- 7.0.2 Any application for membership being from a member who has previously resigned or had their membership terminated shall be made in the same manner as any other applications for membership, however if such member had at the date of resignation or termination any dues or fees outstanding it is a condition of application that all outstanding fees be brought up to date.
- 7.0.3 The liability of a member to the Hunting Club to contribute towards the payment of the debts and liabilities of the Hunting Club or the costs, charges, and expenses of the winding up of the Hunting Club is limited to the amount, if any, unpaid by the member in respect of membership.

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8. Termination for Cause

8.1 A member who makes false statements on their membership or awards applications or whose conduct is deemed detrimental to the Hunting Club or the wider shooting / hunting community, including breaches of the Eighteenth Battalion Memorial Rifle Club Incorporated Hunting Club Code of Practice & Ethics in the use of firearms and the Ethical Treatment of Feral & Game Animals may be dealt with by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club and its constitution.

8.2 If the breach warrants so, the member will be referred to the appropriate legal authority / police. Possible club level disciplinary action may include membership suspension and / or termination. In such event no membership fees will be refunded.

9. General Meetings

9.1 Annual meetings of the members shall be held at a time, date and place to be determined by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Incorporated. The Captain shall be the Chairman of each Annual General Meeting and in his their absence, The Vice Captain, Treasurer or Secretary.

9.2 The Annual General Meeting shall decide the convenor of the Hunting Club for the following 12 month term.

9.3 Special General Meetings may be called by the Chairman of the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. in keeping with the requirements of its constitution.

10. The Committee

10.1 The property, affairs and business of the Hunting Club shall be managed by its Convenor at the approval of The Committee of the Eighteenth Battalion Memorial Rifle Club Inc and its constitution.

10.2 The member elected as Hunting Club Convenor shall hold that office for a period of 12 months from the date of their election. Upon the expiry of their term the member shall be entitled to offer themselves for re-election as Convenor.

11. Convenor

11.1 The Convenor shall have the following duties and responsibilities:-

11.1.1 Preside at all meetings of the members.

11.1.2 May sign such documents of another proper officer of the committee as may be authorised by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.

11.1.3 Perform all duties incidental to the office of Convenor and other duties assigned to them by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.

11.1.4 Keep the attendance and any minutes of the meetings of the members and the Hunting Club in a book provided for this purpose.

11.1.5 Prepare agendas for all meetings of Hunting Club members.

11.1.6 Perform such other duties as the majority of the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. require.

11.2 Public Officer

11.2.1 For the purposes of the Hunting Club, the Public Officer will be that of the Eighteenth Battalion Memorial Rifle Club Inc.

12. Qualification of Convenor

12.1 A member of the Eighteenth Battalion Memorial Rifle Club Inc. may be elected to convenor providing they are:-

12.1.1 A full member.

12.1.2 At the time of election a current financial member.

**Constitution of Eighteenth Battalion Memorial Rifle Club Inc. as per
Associations Incorporation Act 2009**

13. Meetings of Committee

- 13.1 A quorum of the committee shall be constituted by four (4) members.
- 13.2 Regular meetings of the Hunting Club may be held at such places and times as the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. or Convenor of the Hunting Club may nominate.
- 13.3 At any meeting of the Hunting Club, the majority vote of the members present shall be conclusive and the motion forwarded to the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. for final approval.

14. Minutes

- 14.1 The Minutes of the last preceding meeting of the executive committee shall be read at each Hunting Club meeting unless dispensed with by a majority vote of such committee members.

15. Contracts and Instruments

- 15.1 No person shall have any authority to expend money or bind the Hunting Club by any contract or instrument unless authorised by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.

16. Property Rights

- 16.1 No member or officer shall have any right, title or interest in any of the assets or property of the Hunting Club except the right to make use thereof as a member in accordance with these rules and any rules adopted by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.

17. Surplus Assets on Dissolution of the Hunting Club

- 17.1 On liquidation, dissolution, or winding-up all the property and assets of the Hunting Club shall be managed by Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.

18. Source of Funds

- 18.1 Funds of the Hunting Club shall be derived from entrance fees, annual subscriptions of members, donations, applications for award / grant moneys and, subject to any resolution passed by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. in general meetings and such other sources as the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. determines.

19. Amendment of Rules of the Hunting Club

- 19.1 After appropriate written notice to the membership of the proposed amendment or new article the articles may be amended or new articles adopted by vote of three quarters (3/4) of the membership present at either a General Meeting or the Annual General Meeting. The articles may not be amended or repealed by the committee or the executive committee of the Hunting Club.

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20. Eighteenth Battalion Memorial Rifle Club Incorporated Hunting Club
Code of Practice & Ethics in the Use of Firearms and the
Ethical Treatment of Feral & Game Animals
21. Awareness of relevant legislation.
21.1 It is the responsibility of a holder of a NSW Hunting Licence to be aware of and
comply with all legislation relating to hunting, animal welfare and the use of
firearms.
22. Safe handling of firearms.
22.1 Where firearms are used, the rules for safe handling set out in the NSW Firearms
Safety Awareness handbook published by or under the authority of the
Commissioner of Police or their delegate must be complied with at all times.
23. Permission required to enter land and take game.
23.1 A NSW Hunting Licence does not automatically authorise the holder of a licence to
hunt on any land. The holder of a hunting licence must not hunt on any land without
the express written authority of the owner and / or occupier of the land. The written
authority will specify which game species may be taken.
24. Target identification and safety.
24.1 A feral or game animal must not be fired at unless it can be clearly seen and
identified, and the shot taken poses no discernible risk of injury to any person or
damage to any property.
25. Obligation to avoid suffering.
25.1 An animal being hunted must not be inflicted with unnecessary pain. To achieve the
aim of delivering a humane death to a hunted animal:
25.1.1 It must be targeted so that humane kill is likely;
25.1.2 It must be shot within the reasonably accepted killing range of the firearm and
ammunition or bow being used, and, The firearm, ammunition, or bow and
arrow, used must be such as can be reasonably expected to humanely kill an
animal of the target species.
26. Lactating female with dependant young.
26.1 If a lactating female is killed, every reasonable effort must be made to locate and kill
any dependant young.
27. Wounded animals.
27.1 If an animal is wounded, the hunter must take all reasonable steps to locate it, so
that it can be killed quickly and humanely.
28. Use of dogs.
28.1 Dogs and other animals may be used to assist hunters but only if,
28.1.1 Their use is not in contravention to the Prevention of Cruelty to Animals Act &
28.1.2 Their use is with the permission of the occupier of the land concerned.
29. Always keep the firearm pointed in a safe direction.
29.1 This is the primary rule of firearm safety. A safe direction means that the firearm is
pointed so that even if it were to go off it would not cause injury or damage. The key to
this rule is to control where the muzzle or front end of the barrel is pointed at all times.
Common sense dictates the safest direction, depending on different circumstances.
30. Always keep your finger off the trigger until ready to shoot.
30.1 When holding a firearm, rest your finger on the trigger guard or along the side of the
firearm. Until you are actually ready to fire, do not touch the trigger.

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31. Always keep the firearm unloaded until ready to use.
 - 31.1 Whenever you pick up a firearm, immediately engage the safety device if possible, and, if the firearm has a magazine, remove it before opening the action and looking into the chamber(s) which should be clear of ammunition. If you do not know how to open the action or inspect the chamber(s), leave the firearm alone and get help from someone who does.
32. Know your target and what is beyond.
 - 32.1 Be absolutely sure you have identified your target beyond any doubt. Equally important, be aware of the area beyond your target. This means observing your prospective area of fire before you shoot. Never fire in a direction in which there are people or any other potential for mishap. Think first. Shoot second.
33. Know how to use the firearm safely.
 - 33.1 Before handling a firearm, learn how it operates. Know its' basic parts, how to safely open and close the action and remove any ammunition from the firearm or magazine. Remember, a firearm's mechanical safety device is never foolproof. Nothing can ever replace safe gun handling.
34. Be sure the firearm is safe to operate.
 - 34.1 Just like other tools, firearms need regular maintenance to remain operable and safe. Regular cleaning and proper storage are a part of the firearm's general upkeep. If there is any question concerning a firearm's ability to function, a knowledgeable gunsmith should look at it.
35. Safe storage at all times
 - 35.1 When not in use all firearms must be securely stored / locked up in an approved cabinet. Removal of the bolt and storing it separately is recommended. When in transit firearms in a vehicle must be secured out of view from the public, removing the bolt ensures no unintentional discharge is possible.
36. Use only the correct ammunition for your firearm.
 - 36.1 Only BBs, pellets, cartridges or shells designed for a particular firearm can be fired safely in that firearm. Most firearms have the ammunition type stamped on the barrel. Ammunition can be identified by information printed on the box and sometimes stamped on the cartridge. Do not shoot the firearm unless you know you have the proper ammunition.
37. Wear eye and ear protection as appropriate.
 - 37.1 Firearms are loud and the noise can cause hearing damage. They can also emit debris and hot gas that could cause eye injury. For these reasons, shooting glasses and hearing protectors should be worn by shooters and spectators.
38. Never use alcohol or over-the-counter, prescription or other drugs before or while shooting.
 - 38.1 Alcohol, as well as any other substance likely to impair normal mental or physical bodily functions, must not be used before or while handling or shooting.
39. Store firearms so they are not accessible to unauthorized persons
 - 39.1 Many factors must be considered when deciding where and how to store firearms. A person's particular situation will be a major part of the consideration. Dozens of firearm storage devices, as well as locking devices that attach directly to the firearm, are available. However, mechanical locking devices, like the mechanical safeties built into firearms, can fail and should not be used as a substitute for safe gun handling and the observance of all firearm safety rules. Be aware that certain types of firearm and many shooting activities require additional safety precautions.

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40. Cleaning

40.1 Regular cleaning is important in order for your firearm to operate correctly and safely. Taking proper care of it will also maintain its value and extend its life. Your firearm should be cleaned every time that it is used. A firearm brought out of prolonged storage should also be well cleaned before shooting. Accumulated moisture and dirt, or solidified grease and oil, can prevent the firearm from operating properly. Before cleaning your firearm, make absolutely sure that it is unloaded. The gun's action should be open and bolt removed during the cleaning process. Also, be sure that no ammunition is present in the cleaning area and wash your hands after any handling of firearms and / or ammunition or cleaning products.

Appendix 'C'

RULES OF EIGHTEENTH BATTALION MEMORIAL RIFLE CLUB INCORPORATED - COLLECTING CLUB

1. Rules

- 1.1. The name of the club shall be "Eighteenth Battalion Memorial Rifle Club Incorporated Collecting Club" (the collecting club) and the principal office of the Collecting Club shall be the address within New South Wales of the Eighteenth Battalion Memorial Rifle Club Incorporated.
- 1.2. Where a discrepancy or matter is or appears in conflict then the Rules of the Eighteenth Battalion Memorial Rifle Club Incorporated shall prevail.

2. Purposes

2.1. The objects and purposes of the Collecting Club shall be:-

- 2.1.1. To provide members opportunity for education and encourage the safe, lawful and best practice in collecting techniques for firearms and their accruements.
- 2.1.2. The Assets and Income of the Collecting Club shall be governed by the Executive and Committee of the Eighteenth Battalion Memorial Rifle Club Incorporated and its constitution as adopted from time to time.
- 2.1.3. To promote or establish and / or conduct ongoing studies regarding the thematic of firearms collecting; to learn more of the history, use and display requirements.
- 2.1.4. To participate in and to generally encourage and support any proper collecting programme concerning the conservation of firearms and their accruements including conservation and protection of their providence and history.
- 2.1.5. To promote, encourage and otherwise take an active role in the conservation of firearms and their accruements.
- 2.1.6. To organise and run activities or courses in the safe and efficient collecting of firearms and to aid and assist other individuals, associations and organisations in the instruction and maintenance of firearms collections, to run firearm collector schools for its members and the public generally.
- 2.1.7. To promote collecting as a legitimate cultural and recreational pursuit.
- 2.1.8. To purchase, lease, sell, hire or otherwise deal with property for the purpose of implementing the purposes of the Association.
- 2.1.9. To conduct and promote the societal, historic and thematic values of collecting for the benefit of the members specifically and the broader community generally.

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2.1.10. To make and give awards for collecting ability, restoration, conservation, prowess or achievement.

2.1.11. To do all things incidental to the above objects and to carry out such other business as determined from time to time.

3. Membership

3.1. There shall be two classes of membership being:-

3.1.1. Full membership.

3.1.2. Associate membership.

3.2. To be eligible for full membership of the Collecting Club, a person must be a financial member of the Eighteenth Battalion Memorial Rifle Club Incorporated having paid any additional fee so prescribed and be of good character, provide sufficient evidence, if required, as to their character and have demonstrated an active interest in both collecting and conservation.

3.3. Any other member of Eighteenth Battalion Memorial Rifle Club Incorporated, so recorded, shall be entitled to apply for Collecting Club Associate membership. This member class shall not have the right to vote.

3.4. All applications for membership must be recommended to and approved by the Eighteenth Battalion Memorial Rifle Club Executive and Committee.

3.5. The Convenor shall hold meetings of members of the Collecting Club and carry out the objects of the Collecting Club at regular intervals in the Eighteenth Battalion Memorial Rifle Club Inc. program, except that the collecting club will have no right to make any decision or resolution relating to:-

3.5.1. Any matter of policy in respect of the operation of the Collecting Clubs' parent body the Eighteenth Battalion Memorial Rifle Club Incorporated.

3.5.2. Exercise any financial pursuits, such as in but not limited to Rule 3.8, without the consent of the Eighteenth Battalion Memorial Rifle Club Executive Committee and its constitutions' approval.

3.6. There shall also be kept a written record of all meetings held and of attendance and any resolutions passed at any meeting of members of the Collecting Club to be forwarded to the Eighteenth Battalion Memorial Rifle Club Incorporated Executive Committee for consideration.

3.7. The Eighteenth Battalion Memorial Rifle Club Inc. Executive Committee may in its absolute and unfettered discretion have the right to overturn, revoke or rescind any decision made by the Collecting Club.

4. Register of Members

4.1. There shall be kept with the proper officer a register detailing the names and addresses of all members and their class of membership.

5. Voting

5.1. Each full member who is current in the payment of their dues shall be entitled to one vote on every matter submitted to a vote of the members. Voting by proxy in any meeting convened by the Collecting Club is not permitted. Any motions carried will be subject to approval by the Eighteenth Battalion Memorial Rifle Club Inc Executive / Committee and constitution.

6. Fees

6.1. Membership fees shall be determined by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. and shall be paid yearly in advance. If any regular member fails to pay their fees within sixty (60) days of each anniversary of renewal date as determined by the club, they shall not be entitled to vote on any matter until their fees are paid.

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7. Resignation of Members and Re-Application

- 7.1. Any member may resign by notifying the Secretary of the Eighteenth Battalion Memorial Rifle Club Inc. in writing of their resignation and the date of such resignation shall be from the date nominated in the letter or if not so nominated from when the letter is received by the Secretary. Money for fees, subscriptions and dues paid by the resigning member shall not be refunded.
- 7.2. Any application for membership being from a member who has previously resigned or had their membership terminated shall be made in the same manner as any other applications for membership, however if such member had at the date of resignation or termination any dues or fees outstanding it is a condition of application that all outstanding fees be brought up to date.
- 7.3. The liability of a member to the Collecting Club to contribute towards the payment of the debts and liabilities of the Collecting Club or the costs, charges, and expenses of the winding up of the Collecting Club is limited to the amount, if any, unpaid by the member in respect of membership.

8. Termination for Cause

- 8.1. A member who makes false statements on their membership or awards applications or whose conduct is deemed detrimental to the Collecting Club or the wider shooting / collecting community, including breaches of the Eighteenth Battalion Memorial Rifle Club Incorporated Collecting Club Code of Practice & Ethics in the use of firearms and the Ethical Treatment of Feral & Game Animals may be dealt with by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club and its constitution. If the breach warrants so, the member will be referred to the appropriate legal authority / police. Possible club level disciplinary action may include membership suspension and / or termination. In such event no membership fees will be refunded.

9. General Meetings

- 9.1. Annual meetings of the members shall be held at a time, date and place to be determined by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Incorporated. The Captain shall be the Chairman of each Annual General Meeting and in his their absence, The Vice Captain, Treasurer or Secretary.
- 9.2. The Annual General Meeting shall decide the convenor of the Collecting Club for the following 12 month term.
- 9.3. Special General Meetings may be called by the Chairman of the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. in keeping with the requirements of its constitution.

10. The Committee

- 10.1. The property, affairs and business of the Collecting Club shall be managed by its Convenor at the approval of The Committee of the Eighteenth Battalion Memorial Rifle Club Inc and its constitution.
- 10.2. The member elected as Collecting Club Convenor shall hold that office for a period of 12 months from the date of their election. Upon the expiry of their term the member shall be entitled to offer themselves for re-election as Convenor.

11. Convenor

- 11.1. The Convenor shall have the following duties and responsibilities:-
 - 11.1.1. Preside at all meetings of the members.
 - 11.1.2. May sign such documents of another proper officer of the committee as may be authorised by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.

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- 11.1.3. Perform all duties incidental to the office of Convenor and other duties assigned to them by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.
 - 11.1.4. Keep the attendance and any minutes of the meetings of the members and the Collecting Club in a book provided for this purpose.
 - 11.1.5. Prepare agendas for all meetings of Collecting Club members.
 - 11.1.6. Perform such other duties as the majority of the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. require.
12. Public Officer
- 12.1. For the purposes of the Collecting Club, the Public Officer will be that of the Eighteenth Battalion Memorial Rifle Club Inc.
13. Qualification of Convenor
- 13.1. A member of the Eighteenth Battalion Memorial Rifle Club Inc. may be elected to convenor providing they are:-
 - 13.1.1. A full member.
 - 13.1.2. At the time of election a current financial member.
14. Meetings of Committee
- 14.1. A quorum of the committee shall be constituted by four (4) members.
 - 14.2. Regular meetings of the Collecting Club may be held at such places and times as the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. or Convenor of the Collecting Club may nominate.
 - 14.3. At any meeting of the Collecting Club, the majority vote of the members present shall be conclusive and the motion forwarded to the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. for final approval.
15. Minutes
- 15.1. The Minutes of the last preceding meeting of the executive committee shall be read at each Collecting Club meeting unless dispensed with by a majority vote of such committee members.
 - 15.2. Contracts and Instruments
 - 15.3. No person shall have any authority to expend money or bind the Collecting Club by any contract or instrument unless authorised by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.
16. Property Rights
- 16.1. No member or officer shall have any right, title or interest in any of the assets or property of the Collecting Club except the right to make use thereof as a member in accordance with these rules and any rules adopted by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.
17. Surplus Assets on Dissolution of the Collecting Club
- 17.1. On liquidation, dissolution, or winding-up all the property and assets of the Collecting Club shall be managed by Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc.
18. Source of Funds
- 18.1. Funds of the Collecting Club shall be derived from entrance fees, annual subscriptions of members, donations, applications for award / grant moneys and, subject to any resolution passed by the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. in general meetings and such other sources as the Executive / Committee of the Eighteenth Battalion Memorial Rifle Club Inc. determines.

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Associations Incorporation Act 2009**

19. Amendment of Rules of the Collecting Club

- 19.1. After appropriate written notice to the membership of the proposed amendment or new article the articles may be amended or new articles adopted by vote of three quarters (3/4) of the membership present at either a General Meeting or the Annual General Meeting. The articles may not be amended or repealed by the committee or the executive committee of the Collecting Club.