

PREAMBLE

Shooters Union of Qld. Inc. is an Association of Groups and Individuals, called a Union and referred to as such in the Constitution.

CONSTITUTION OF SHOOTERS UNION of QLD (INC)

1. **Words and expressions to have meaning in Act**
A word or expression that is not defined in this constitution, but is defined in the Associations Incorporation Act 1981 has, if the context permits, the meaning given by the Act.
2. **Name**
The name of the incorporated association is:
"SHOOTERS UNION of QLD (INC)", referred to hereafter, as "the Union".
3. **Objects**
The objects of this Union are:
 - (a) to educate firearms users in the skills of farm and field shooting;
 - (b) to promote healthy shooting competition;
 - (c) to foster and support shooting sports as legitimate and legal recreations;
 - (d) to promote the safe and responsible use of firearms;
 - (e) to implement all aspects of Union Policies;
 - (f) to invest the power of the Union in its membership;
 - (g) to pursue the interests of the Union's membership with legislative and government bodies.
4. **Powers**
 - (a) The Union has the powers of an individual.
 - (b) The Union may:
 - (i) enter into contracts.
 - (ii) acquire, hold, deal with and dispose of property.
 - (iii) make charges for services and facilities it supplies.
 - (iv) do other things necessary or convenient to be done in carrying out its affairs.
 - (v) establish units of the Union within Queensland.
 - (vi) seek, by any expedient and lawful means, funds for the use of the Union, provided that acceptance does not restrict the Union in the exercise of its powers.
 - (vii) appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Union.
 - (viii) create By-Laws, which shall be binding at all levels of the Union structure.
 - (ix) subscribe to, become a member of and co-operate with any individual, association, club, or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Union, provided that the Union shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Union under or by virtue of section 36 (b).
 - (x) buy, sell and deal in all kinds of articles, commodities and provisions.
 - (xi) take or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.
 - (xii) amalgamate with any one or more Associations having objects altogether or in part similar to those of the Union and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Union under or by virtue of section 36 (b).
 - (xiii) transfer all or any part of the property, assets, liabilities and engagements of the Union to any one or more of the Associations with which the Union is authorised to amalgamate.
 - (xiv) issue secured and unsecured notes, debentures and debenture stock for the Union.
 - (xv) do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Union.
 - (xvi) take over the funds and other assets and liabilities of the present unincorporated association known as "Shooters Union of Qld".
5. **Classes of members**
 - (a) The membership of the Union consists of:
 - (i) full members;
 - (ii) life members;
 - (b) The number of full and life members is unlimited.

6. Membership

- (a) A person who, on the day the Union is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated Union, must be admitted by the management committee to the same class of membership of the Union as the member held in the unincorporated association.
- (b) A member of the incorporated Union who, before becoming a member, has paid the member's annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.
- (c) An applicant for membership of the Union, other than the members of the unincorporated association mentioned in subsection (a), must complete the Membership Application form and send it accompanied by the prescribed fee to Shooters Union of Qld Inc by one of the delivery methods accepted by Shooters Union of Qld Inc.
- (d) Membership fees shall be prescribed on the "application for membership" form.
- (e) Applicants who are successful in gaining membership to the Union shall be bound by the Union Constitution and will support the basic philosophies of the Union.
- (f) Life membership may be conferred upon an individual by a ballot of members at an AGM.
- (g) All members shall be issued with proof of membership.
- (h) The number of members of each class shall be unlimited.

7. Membership fees

- (a) The membership fee for each class of membership is
 - (i) the amount decided by the members of the management committee from time to time at a Management meeting.
 - (ii) payable when, and in the way, the management committee decides.

8. Admission and rejection of members

- (a) The management committee must review the report of new memberships at the next meeting of the committee held after it receives:
 - (i) the applications; and
 - (ii) the appropriate membership fees for the applications.
- (b) The management committee must decide at that meeting whether to accept or reject the applications.
- (c) If a majority of the management committee members present at the meeting vote to accept the applicants as members, the applicants must be accepted as members to the class of membership applied for.

9. When membership ends

- (a) A member may resign from the Union by giving a written notice of resignation to the secretary.
- (b) The resignation takes effect on:
 - (i) the day and at the time the notice is received by the secretary; or
 - (ii) if a later day is stated in the notice, then the later day.
- (c) The management committee may terminate a member's membership if the member:
 - (i) is convicted of an indictable offence; or
 - (ii) does not comply with any of the provisions of this constitution; or
 - (iii) has membership fees in arrears for at least 2 months; or
 - (iv) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Union.
- (d) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (e) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision by registered receipted mail.

10. Appeal against rejection or termination of membership

- (a) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (b) A notice of intention to appeal must be given to the secretary within one (1) month after the person receives written notice of the decision.
- (c) If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- (d) At that meeting,
 - (i) the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated, and
 - (ii) the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
 - (iii) the appeal must be decided by a vote of the members present at that meeting.

- (e) If a person whose application has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.

11. Register of members

- (a) The management committee must keep a register of members.
- (b) The register of members must include the following particulars for each member:
 - (i) the full name and residential address of the member;
 - (ii) the date of admission as a member;
 - (iii) the date of cessation of the membership;
 - (iv) details about the termination or reinstatement of membership;
 - (v) any other particulars the management committee or the members at a general meeting decide.
- (c) The register must be open for inspection to Branch Executive Members
 - (i) at all reasonable times, and
 - (ii) upon written application to the secretary, and
 - (iii) at a mutually agreed time.

12. Secretary

- (a) If the Union has not elected an interim officer as secretary for the Union before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the Union within one (1) month after incorporation.
- (b) If a vacancy occurs in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected within one (1) month after the vacancy occurs.
- (c) The secretary must be
 - (i) an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, and
 - (ii) a member of the Union elected by the Union as secretary; or
 - (iii) any of the following persons appointed by the management committee:
 - (1) a member of the Union's management committee, or
 - (2) a member of the Union.

13. Membership of management committee

- (a) The management committee of the Union consists of a president, vice-president, secretary, treasurer, (or Secretary/Treasurer) and any other members the Union members elect or appoint at a general meeting.
- (b) The management committee of the Union may co-opt any other member of the Union to the management committee for the time being, provided such co-opted members are confirmed by a subsequent general meeting.
- (c) All members of the management committee must be members of the Union.
- (d) The term of office of the members of the management committee is two years.
- (e) At each annual general meeting of the Union, half of the members of the management committee must retire from office, but are eligible, on nomination, for re-election subject to 14 (a) (iv)

14 Electing the management committee.

- (1)
 - (a) The election of officers and other members of the Management Committee shall take place at the AGM in the following manner:
 - (b) the nomination must be—
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
 - (e) uncontested nominations for the Management Committee shall not be elected unopposed but shall be subject to a yes or no ballot. In the case of a no vote, fresh nominations shall be called.
 - (f) no member may serve on the management committee for more than two (2) consecutive years in any one position or for more than four (4) years in each and every six (6) year period unless the members present at the AGM vote to extend the term of office.
 - (b) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary.
- (2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order

- 15. Resignation or removal from office of management committee member**
- (a) A management committee member may resign from the committee by giving written notice of resignation to the secretary.
 - (b) The resignation takes effect on:
 - (i) the day and at the time the notice is received by the secretary; or
 - (ii) if a later day is stated in the notice, then the later day.
 - (c) A member may be removed from office at a general meeting of the Union if a majority of the members present at the meeting vote in favour of removing the member.
 - (d) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
 - (e) A member has no right of appeal against the member's removal from office under this section.
- 16. Vacancies on management committee**
- (a) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Union to fill the vacancy until the next annual general meeting.
 - (b) The continuing members of the management committee may act despite a casual vacancy on the management committee.
 - (c) If the number of committee members is less than the number fixed under this constitution as a quorum of the management committee, the continuing members may act only to:
 - (i) increase the management committee members to the number required for a quorum; or
 - (ii) call a general meeting of the Union.
- 17. Functions of management committee**
- (a) Subject to this constitution or a resolution of the members carried at a general meeting, the management committee has:
 - (i) the general control and management of the administration of the affairs, property and funds of the Union; and
 - (ii) authority to interpret the meaning of this constitution and any matter relating to the Union on which this constitution is silent.
 - (iii) authority to exercise the powers of the Union as contained in 4 (b)
- 18. Meetings of management committee**
- (a) Subject to subsections (b) to (p), the management committee may meet and conduct its proceedings as it considers appropriate.
 - (b) The management committee must meet at least once every four (4) calendar months to exercise its functions.
 - (c) The committee must decide how a meeting is to be called.
 - (d) Notice of a meeting is to be given in the way decided by the committee.
 - (e) If the secretary receives a written request signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.
 - (f) A request for a special meeting must state—
 - (i) why the special meeting is called; and
 - (ii) the business to be conducted at the meeting.
 - (g) At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
 - (h) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
 - (i) A management committee member must not vote on a question about a contract or proposed contract with the Union if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
 - (j) The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.
 - (k) A notice of a special meeting must state:
 - (i) the day, time and place of the meeting; and
 - (ii) the business to be conducted at the meeting.
 - (l) The president or, if there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice-president is to preside as chairperson at the meeting.
 - (m) If the president and the vice-president are absent from a management committee meeting, the members may choose one (1) of their number to preside as chairperson at the meeting.
 - (n) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
 - (o) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to:
 - (i) the same day, time and place in the next week; or
 - (ii) a day, time and place decided by the committee.
 - (p) If, at an adjourned meeting mentioned in subsection (o), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

19. **Delegation of management committee powers**
- (a) The management committee may delegate the whole or part of its powers to a subcommittee consisting of the Union members considered appropriate by the committee.
 - (b) A subcommittee may only exercise delegated powers in the way the management committee decides.
 - (c) A subcommittee may elect a chairperson of its meetings.
 - (d) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one (1) of their number to be chairperson of the meeting.
 - (e) A subcommittee may meet and adjourn as it considers appropriate.
 - (f) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question reverts to the status quo or the motion is defeated.
20. **Acts not affected by defects or disqualifications**
- (a) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
 - (b) Subsection (a) applies even if the act was performed when:
 - (i) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (ii) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.
21. **Resolutions of management committee without meeting**
- (a) A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
22. **First general meeting**
- (a) The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the association is incorporated.
 - (b) The management committee must decide where the meeting is to be held.
 - (c) The business to be conducted at the first general meeting must include the appointment of an auditor.
 - (d) All delegates to the first general meeting must be financial members of the organization.
 - (e) Any ballot, except for the passing of procedural motions, shall be secret with scrutineers appointed to count the votes. Ballot papers shall subsequently be destroyed and certified as such by the Scrutineers.
23. **First annual general meeting**
- (a) The first annual general meeting must be held within 18 months after the day the association is incorporated.
 - (b) All delegates to the first AGM must be financial members of the organization, of at least six months standing.
 - (c) Any ballot, except for the passing of procedural motions, shall be secret with scrutineers appointed to count the votes. Ballot papers shall subsequently be destroyed and certified as such by the Scrutineers.
24. **Subsequent annual general meetings**
- (a) All delegates to an AGM must be financial members of the organization, of at least six months standing.
 - (b) Each subsequent annual general meeting must be held:
 - (i) at least once each year; and
 - (ii) within six (6) months after the end of the Union's previous financial year.
 - (c) Any ballot, except for the passing of procedural motions, shall be secret with scrutineers appointed to count the votes. Ballot papers shall subsequently be destroyed and certified as such by the Scrutineers
25. **Business to be conducted at annual general meeting**
- (a) The following business must be conducted at each annual general meeting:
 - (i) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Union for the last financial year;
 - (ii) receiving the auditor's report on the financial affairs of the Union for the last financial year;
 - (iii) presenting the audited statement to the meeting for adoption;
 - (iv) electing members of the management committee;
 - (v) appointing an auditor.
26. **Special general meeting**
- (a) The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after:
 - (i) being directed to call the meeting by the management committee; or
 - (ii) being given a written request signed by:
 - (A) at least 33% of the members of the Union presently on the management committee; or
 - (B) at least the number of ordinary members of the Union equal to double the number of members of the Union presently on the management committee plus one (1); or
 - (iii) being given a written notice of an intention to appeal against the decision of the management committee:
 - (A) to reject an application for membership; or

- (B) to terminate a person's membership.
- (b) A request mentioned in subsection (a)(ii) must state:
 - (i) why the special general meeting is being called; and
 - (ii) the business to be conducted at the meeting.
- (c) If, at a special general meeting, a motion of confidence in any person holding office is lost, or if a motion of no confidence is upheld, that person shall be required to resign from that office immediately. He or she shall be free to nominate for the same or any other office at any subsequent AGM subject to 14 (a) (iv)
- (d) Any ballot, except for the passing of procedural motions, shall be secret with scrutineers appointed to count the votes. Ballot papers shall subsequently be destroyed and certified as such by the Scrutineers.

27. Notice of general meeting

- (a) The management committee may call a general meeting of the Union.
- (b) The secretary must give at least 14 days notice of the meeting to each Union member.
- (c) The management committee may decide the way in which the notice must be given except that notice of the following meetings must be given in writing:
 - (i) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the management committee;
 - (ii) a meeting called to hear and decide a proposed special resolution of the Union.
- (d) A notice of a general meeting must state the business to be conducted at the meeting.

28. Quorum for, and adjournment of, general meeting

- (a) At a general meeting a quorum will be double the number of members presently on the management committee plus one (1).
- (b) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- (c) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee of the Union, the meeting lapses.
- (d) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee of the Union, the meeting is to be adjourned to:
 - (i) the same day, time and place in the next week; or
 - (ii) a day, time and place decided by the management committee.
- (e) If, at an adjourned meeting, a quorum under subsection (a) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- (f) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (g) If a meeting is adjourned under subsection (f), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (h) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for 30 days or more.
- (i) If a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (j) In this constitution:
 "member" includes a person attending as a proxy for a member.

29. Procedure at general meeting

- (a) Subject to this constitution, at each general meeting:
 - (i) the president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson; and
 - (ii) if the vice-president is absent or unwilling to act as chairperson, the members present must elect one (1) of their number to be chairperson of the meeting; and
 - (iii) the chairperson must conduct the meeting in a proper and orderly way; and
 - (iv) each question, matter or resolution must be decided by a majority of votes of the members present; and
 - (v) each member present in person or by proxy and entitled to vote is entitled to one (1) vote only and, if the votes are equal, the question reverts to the status quo or the motion is defeated; and
 - (vi) a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
 - (vii) any ballot, except for the passing of procedural motions, shall be secret with scrutineers appointed to count the votes. Ballot papers shall subsequently be destroyed and certified as such by the Scrutineers; and
 - (viii) the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and
 - (ix) an instrument appointing a proxy must be in writing, and signed by the appointor or the appointor's attorney properly authorised in writing; and
 - (x) a proxy must be a member of the Union;
 - (xi) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and

- (ii) the vice-president
 - (iii) the secretary;
 - (iv) the treasurer;
 - (v) another member authorised by the management committee for the purpose.
- (e) A payments register must be presented to each management committee meeting for perusal and confirmation of payments.
- (f) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (g) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (h) All expenditure must be approved or ratified at a management committee meeting.
- (i) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
- (i) the income and expenditure for the financial year just ended;
 - (ii) the Union's assets and liabilities at the close of the year;
 - (iii) the mortgages, charges and securities affecting the property of the Union at the close of the year.
- (j) If the Union is incorporated within 3 months before the end of the Union's financial year, subsection (h) does not apply for the financial year in which the Union is incorporated.
- (k) The auditor must examine the statement prepared under subsection (h) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (l) The income and property of the Union must be used solely in promoting the Union's objects and exercising the Union's powers.

34. Documents

- (a) The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Union.

35. Financial year

- (a) The financial year of the Union closes on 30 June in each year.

36. Distribution of surplus assets to another entity

- (a) This section applies if the Union:
- (i) is wound-up under part 1012 of the Act; and
 - (ii) it has surplus assets.
- (b) The surplus assets must not be distributed among the Union members.
- (c) The surplus assets must be given to another entity:
- (i) having objects similar to the Union's objects; and
 - (ii) the rules or constitution of which prohibit the distribution of the entity's income and assets to its members.
- (d) In this section:
"surplus assets" has the meaning given by section 92(3)13 of the Act.