

**THE CONSTITUTION OF THE
TASMANIAN CLAY TARGET ASSOCIATION INC.**

1. Name of Association

The name of the Association shall be the Tasmanian Clay Target Association Inc.

2. Interpretation

In these rules –

"Act" means the [Associations Incorporation Act 1964](#);

"Member Club" shall mean any club that has fulfilled all the requirements of affiliation and has paid the prescribed fee to become and remain affiliated with the Association. Each member club will be represented by two delegates who will be elected from the club's membership, with the exception of the member club from which the president of the association is elected as provided in clause 22(9).

"Association" means the association referred to in [rule 1](#);

"Auditor" means the person appointed as the auditor of the Association under [rule 9](#);

"ACTA" means the Australian Clay Target Association Inc.

"Basic objects of the Association" means the objects and purposes of the Association as stated in an application under [section 7](#) of the Act for the incorporation of that Association;

"Committee" means a committee as defined by the Act;

"Delegate" shall mean any person elected, or appointed, by an affiliated club to represent that club on the Association's general committee, provided that such person is a member registered with the ACTA through that club.

"General Committee" means the committee of the Association which consists of the delegates of the member clubs and the office bearers of the association.

"Gender Interpretation" all references within these rules to "he" shall also include "she", likewise all references to "him" will also include "her".

"General Meeting" includes –

- (a) the annual general meeting; and
- (b) any special general meeting;

"Management Committee" means the delegates elected as Office Bearers of the association at the annual general meeting of the Association to manage the affairs

of the association during the period between the scheduled three monthly meetings of the association.

“Office Bearers” will consist of the President, Two Vice Presidents, the Secretary and Treasurer.

“Ordinary business of the annual general meeting” means the business specified in [rule 11\(5\)](#);

“Special general meeting” means any general meeting other than the annual general meeting.

“Sport of clay target shooting” means those disciplines conducted under ACTA rules.

“The Tasmanian Clay Target Association Inc.” will be referred to as the “TCTA” from time to time.

“Specialist Appointments” will include the offices of “Rules Supervisor(s)”, “Referee Examiner(s)”, “Coaching Director(s)”, “State Handicapper(s)”, “Delegates to the ACTA” or any other necessary appointee of a like nature for the benefit of the efficient administration of the requirements and rules of the ACTA or TCTA

3. Association’s Office

The office of the Association is to be located at the Tasmanian Gun Club Inc. clubrooms at 200 Nile Road Evandale or such other place as the Association in general meeting may determine from time to time.

4. Objects and purposes of the Association

(1) The basic objects of the Association shall be –

- (a) To affiliate with the Australian Clay Target Association Inc. (ACTA)
- (b) To administer and control the sport of clay target shooting within Tasmania as previously defined.
- (c) To promote, encourage and develop the sport of clay target shooting.
- (d) To ensure uniformity of rules for the control and regulation of the sport of clay target shooting.
- (e) To control alone, or in conjunction with any member club within Tasmania, clay target championship events including intrastate and interstate competitions conducted in Tasmania.
- (f) To co-operate with Government in relation to management of this Association and affiliated member clubs.
- (g) To act on behalf of, and in the best interests of, member clubs and the sport of clay target shooting in general.

(2) In addition to the basic objects of the Association, the objects and purposes of the Association include the following:

- (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
- (b) the buying, selling and supplying of, and dealing in, goods of all kinds;
- (c) the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
- (d) the accepting of any gift for any one or more of the objects or purposes of the Association;
- (e) the taking of any step the committee or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;
- (f) the taking of any step the committee or the members in general meeting consider expedient for the purpose of procuring contributions to the funds of the Association;
- (g) the borrowing and raising of money in any manner and on terms
 - (i) the committee thinks fit; or
 - (ii) approved or directed by resolution passed at a general meeting;
- (h) subject to the provisions of the [*Trustee Act 1898*](#), the investment of any moneys of the Association not immediately required for any of its objects or purposes in any manner the committee determines;
- (i) the making of gifts, subscriptions or donations to any of the funds, authorities or institutions to which [section 78\(1\)\(a\) of the Income Tax Assessment Act 1936](#) of the Commonwealth relates;
- (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of those purposes;
- (k) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- (l) the purchase or acquisition, and undertaking, of all or any part of the property, assets, liabilities and engagements of any association with which the Association is amalgamated in accordance with the provisions of the Act and the rules of the Association;
- (m) the doing of any lawful thing incidental or conducive to the attainment of the basic objects of the Association or of any of the objects and purposes specified in this rule.

- (3) **The Association will affiliate with the ACTA, it will comply with Part II of the constitution of the ACTA and any other rules and regulations of the ACTA in so far as they may apply to the administration of the TCTA, its member clubs and their members. In any instance that a matter is not covered by these rules the rules of the ACTA will apply.**

5. Membership of Association

- (a)** Any clay target shooting club in Tasmania, whose purpose is to promote, control and conduct the sport of clay target shooting under ACTA rules, shall be considered for affiliation with the Association as a member club.
- (b)** Any club desirous of affiliating with the Association shall make application in writing addressed to the Public Officer.
- (c)** Each application for affiliation shall set forth the names and addresses of the officers of the applicant club and a statement verifying that the club has the minimum number of members, as specified in the Firearms Act or Regulations, and registered with the ACTA through that club, together with the prescribed affiliation fee.
- (d)** Affiliation with the Association shall not be unreasonably withheld by the association.
- (e)** Once an application has been approved by the association, and as soon as is practicable, the secretary shall notify the applicant in writing that they have been approved for affiliation as a member club with the Association and enter the name of the club in the register of member clubs.
- (f)** Should the Association refuse the application; the prescribed affiliation fee will be refunded.
- (g)** Acceptance of affiliation with the Association shall operate as an agreement binding the Association and every affiliated club, to abide by the constitution and to accept and enforce all its decisions.
- (h)** A member club may resign from the Association by delivering to the public officer, or sending by post to the public officer, a written notice of resignation.
- (i)** On receipt of a notice from the member club under sub-rule 8, the secretary is to remove the name of the member club from the register of members.
- (j)** The applicant club becomes a member of the Association when its name is entered into the register of members, and ceases to be a member club when its name is removed from the register of members.
- (k)** Any right, privilege or obligation of the member club as a member of the Association –
 - (a)** is not capable of being transferred or transmitted to another member club; and
 - (b)** terminates on the cessation of membership
- (l)** If the Association is wound up every member club of the Association is liable to contribute to the assets of the Association for payment of the debts and liabilities of the Association; and for the costs, charges and expenses of winding up; and for the adjustment of the rights of the contributories among themselves.
- (m)** Any liability under sub-rule 5(1) is not to exceed \$1.

6. Income and Property of Association

- (1)** The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.
- (2)** No portion of the income and property of the association is to be paid or transferred to any member of the Association.
- (3)** The Association is not to –

- (a) appoint a person who is a member of the committee to any office in the gift of the Association to the holder of which there is payable any remuneration by way of salary, fees or allowances; or
 - (b) pay to any such person any remuneration or other benefit in money's worth,
- (4) A servant or member of the Association may be paid –
- (a) remuneration in return for services rendered to the Association or for goods supplied to the Association in the ordinary course of business; or
 - (b) interest at a rate not exceeding 7¼% on money lent to the Association; or
 - (c) a reasonable and proper sum by way of rent for premises let to the Association.

7. Accounts of Receipts and Expenditure

- (1) True accounts are to be kept of –
- (a) all money received and expended by the Association and the matter in respect of which the receipt or expenditure takes place; and
 - (b) the property, credits and liabilities of the Association.
- (2) The accounts are to be open to inspection by the member clubs of the Association subject to any reasonable restrictions as to time and manner of inspecting the Association may impose.
- (3) The treasurer of the Association is to keep all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association in the form and manner the committee directs.
- (4) The accounts, books and records are to be kept at the Association's office or at any other place the committee decides.

8. Banking and Finance

- (1) The treasurer of the Association, on behalf of the Association, is to –
- (a) receive all money paid to the Association; and
 - (b) immediately after the receipt issue official receipts.
- (2) The Association is to cause to be opened with any bank, building society or credit union the Association selects an account in the name of the Association into which all money received is to be paid as soon as possible after receipt.
- (3) The Association may –
- (a) receive from the Association's financial institution the cheques drawn by the Association on any of its accounts with the financial institution; and
 - (b) release and indemnify the financial institution from and against all claims, actions, suits or demands that may be brought against the financial institution arising directly or indirectly out of those cheques.
- (4) Except with the authority of the Association, a payment of any sum exceeding \$2 is not to be made from the funds of the Association otherwise than by cheque drawn on the Association's account.
- (5) The Association may provide the treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the Association may impose.

- (6) Cheques are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the committee.
- (7) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments are to be signed by the treasurer and counter-signed by any other member or members of the Management Committee the Association nominates for that purpose.

9. Auditor

- (1) At each annual general meeting of the Association, the member clubs present are to appoint a person as the auditor of the Association.
- (2) The auditor is to hold office until the annual general meeting next after that at which he or she is appointed, and is eligible for re-appointment.
- (3) If an appointment is not made at an annual general meeting, the Management Committee is to appoint an auditor for the current financial year of the Association.
- (4) The auditor may only be removed from office by special resolution.
- (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the management committee may appoint a person as the auditor to hold office until the next succeeding annual general meeting.**

10. Audit of Accounts

- (1) The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- (2) The auditor is to –
- (a) certify as to the correctness of the accounts of the Association; and
 - (b) report to the members present at the annual general meeting.
- (3) In the report and in certifying to the accounts, the auditor is to state if –
- (a) he or she has obtained the required information; and
 - (b) in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association –
 - (i) according to the information at his or her disposal and the explanations given; and
 - (ii) as shown by the books of the Association; and
 - (c) the rules relating to the administration of the funds of the Association have been observed.
- (4) The treasurer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association, including the list of delegates of the member clubs of the Association and the details of the office bearers of the Association who were charged with the administration of the Association for the financial year being audited.**
- (5) The Auditor may -
- (a) have access to the accounts, books, records, vouchers and documents of the Association; and
 - (b) require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and

- (c) employ persons to assist in investigating the accounts of the Association; and
- (d) in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

11. Annual General Meeting

- (1) The Association is to hold an annual general meeting each year.
- (2) The annual general meeting is to be held during the month of March or as near as practicable; but not later than 3 months after the close of the financial year of the Association.**
- (3) The annual general meeting is to be in addition to any other general meetings that may be held in the same year.
- (4) The notice convening the annual general meeting is to specify the purpose of the meeting.
- (5) The ordinary business of the annual general meeting is to be as follows:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - (b) to receive from the committee, auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year;
 - (c) to elect the officers of the Association and the management committee members;
 - (d) to appoint the auditor and determine his or her remuneration;
 - (e) to appoint a Public Officer;
 - (f) to determine the remuneration of servants of the Association;
 - (g) to set the annual affiliation fees due and payable by member clubs;
 - (h) to set the annual fee to be levied by all clubs on their membership to provide towards the administration costs of the running of the Association;
 - (i) to accept nominations for or ratify all other ACTA “specialist appointments” for the ensuing year;
 - (j) alteration and additions to the constitution, in accordance with the model rules.
- (6) The annual general meeting may transact special business of which notice is given in accordance with these rules.

12. Special General Meetings

- (1) The Management Committee may convene a special general meeting of the Association at any time.
- (2) The Management Committee, on the requisition in writing of at least 3 member clubs, must convene a special general meeting of the Association.
- (3) A requisition for a special general meeting –
 - (a) is to state the objects of the meeting; and
 - (b) is to be signed by the requisitionists; and
 - (c) is to be deposited at the office of the Association; and
 - (d) may consist of several documents, each signed by one or more of the requisitionists.

(4) If the Management Committee does not cause a special general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.

(5) A special general meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the Management Committee.

(6) All reasonable expenses incurred by requisitionists in convening a special general meeting are to be refunded by the Association.

13. Notices of General Meetings

The secretary of the Association, at least 28 days before the date fixed for holding a general meeting of the Association, is to issue a notice in writing to all delegates of the member clubs of the Association and all secretaries of member clubs -

(a) specifying the place, day and time for the holding of the meeting;
and

(b) the nature of the business to be transacted at the meeting.

14. Business and Quorum at General Meetings

(1) All business transacted at a general meeting, except the ordinary business of the annual general meeting, is special business.

(2) Business is not to be transacted at a general meeting unless a quorum of delegates from member clubs entitled to vote is present at the time the meeting is considering that business.

(3) A quorum for the transaction of the business at a general meeting is 50 per cent of the affiliated member clubs.

(4) A substitute delegate shall be allowed conditional upon their appointment being made as specified in rules 14(5) and 14(6).

(5) The appointment of a substitute to any meeting shall be duly signed and presented to the Secretary of the Association by the member club.

(6) A person acting as a substitute delegate for any club must be a registered ACTA member of the club for which he/she is to act.

(7) If a quorum is not present one hour after the appointed time for the commencement of a general meeting, the meeting –

(a) if convened on the requisition of members, is to be dissolved;
or

(b) in any other case, is to be adjourned to the same day in the next week at the same time at the same place.

(8) If at an adjourned meeting a quorum is not present one hour after the time appointed for the commencement of the meeting, the meeting is to be dissolved.

(9) The chairperson, by written notice or at the time of the adjournment, may specify another place to which a meeting is to be adjourned.

15. President to Preside at General Meetings

(1) The president, or in his or her absence, the senior vice-president, or in the absence of both the president and the senior vice-president, the other vice-president, is to preside as chairperson at every general meeting of the Association.

(2) If the president and both vice-presidents are absent from a general meeting, the members present are to elect one of their number to preside as chairperson.

16. Adjournment of General Meetings

(1) The chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a meeting is adjourned for 14 days or more, the notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

(3) It is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

17. Determination of Questions Arising at General Meetings

(1) A question arising at a general meeting of the Association is to be determined on a show of hands.

(2) Unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

18. Votes

(1) On any motion arising at a general meeting of the Association, a member club has two votes. The member club's votes will be delivered in person by the delegate(s) representing the club. (including a substitute delegate as provided in Rule 14(4). Voting by proxy is not permitted, that is to say a club may not request another club to cast a vote on its behalf.

(2) In the case of an equality of voting on a motion, the chairperson has a casting vote. The chairman of any meeting of the association must vote in accordance with accepted convention, on any motion which seeks to change the status quo, he/she must vote in the negative and the motion must be voted down.

19. Taking of a Poll

If at a meeting a poll on any question is demanded –

(a) it is to be taken at that meeting in the manner the chairperson directs; and

(b) the result of the poll is taken to be the resolution of the meeting on that question.

20. When Poll to be Taken

- (1) A poll that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.
- (2) A poll that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson directs.

21. Affairs of the Association to be Managed by a Committee of Delegates

- (1) The affairs of the Association are to be managed by the delegates of the member clubs of the Association in general meeting.
- (2) The committee of delegates of member clubs –
 - (a) is to control and manage the business and affairs of the Association; and
 - (b) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the association; and
 - (c) has power to do anything that appears to the committee of delegates to be essential for the proper management of the business and affairs of the Association.

22. Office Bearers of the Association

- (1) The officers of the Association are as follows:
 - (a) President;
 - (b) 2 vice-presidents;
 - (c) Secretary;
 - (d) Treasurer.
- (2) One of the vice-presidents is to be known as the senior vice-president.
- (3) The provisions of [rule 24\(2\)](#), [\(3\)](#) and [\(4\)](#), so far as they are applicable and with the necessary modifications, apply in relation to the election of persons to any of the offices referred to in [subrule \(1\)](#).
- (4) **Each officer of the Association is to hold office until the annual general meeting next after the date of election and is eligible for re-election, with exception of the position of president at the end of a three year term, he/she is ineligible for re-election as president. However he/she is eligible for election to any other position for which he/she is nominated in accordance with rule 24 on the provision that the club from which he/she is endorsed immediately reduces their number of delegates to not exceed two.**
- (5) If a casual vacancy in any office referred to in [subrule \(1\)](#) occurs, the General Committee may appoint one of its members to the vacant office, to hold the office up to and including the conclusion of the annual general meeting next following the date of the appointment.
- (6) Only delegates representing their affiliated clubs are eligible for election to the positions of president or vice president unless the nominee is an immediate past president duly endorsed by his/her club per clause 22(12).
- (7) Substitute delegates are allowed but shall not be eligible for election as an Office Bearer.

(8) Voting at the Annual General Meeting for the election of Office Bearers shall be by ballot and such ballot papers shall be destroyed at the conclusion of the election. It is at the discretion of the meeting, as to whether the ballot vote numbers are recorded.

(9) The Club from which the President is elected shall have their entitlement of two delegates re-instated.

(10) (1) The position of Secretary of the association may be filled by any person who the general committee deem suitable. In the event that there are two or more nominees for the position a ballot will be held to determine the appointee.

(2) The position of Treasurer of the association may be filled by any person who the general committee deem suitable. In the event that there are two or more nominees for the position a ballot will be held to determine the appointee.

(3) The positions of secretary and treasurer may be filled by the one person who is appointed to both positions, however it will not be construed that the two positions have been combined, the person so appointed will carry out both roles independently.

(11) The president once elected no longer retains a vote as a delegate of a club, but he/she shall be entitled to cast a vote in the event of a tied vote on any matter, but must vote in accordance with clause 18(2)

(12) The retiring president shall be available for re-election even if not appointed as a Club Delegate, provided that a nomination is received from his/her club, duly seconded by another club and acknowledged by him/her in accordance with 11(5)(c) and 24(a), or as otherwise provided in these rules for all positions.

(13) The position of president of the association may only be filled by any person continuously for a period not exceeding 3 years in duration, on completing such term the person must stand aside for a period not less than one year before being eligible for re-election to the same position again.

23. Constitution of the Management Committee

(1) There shall be a Management Committee, consisting of the Office Bearers of the Association either elected or appointed at the annual general meeting of the Association in each year, the management committee will consist of not less than 5 members at any one time. When the positions of Secretary and Treasurer are filled by the same person there shall be deemed to be a vacancy on the management committee and a further person from amongst the delegates of member clubs shall be elected or appointed to fill such vacancy by nomination from the floor at the Annual General Meeting.

(2) A Management Committee member is to hold office until the annual general meeting next after the date of election, and is eligible for reelection.

(3) If a casual vacancy occurs in the management committee, the committee may appoint a member from the delegates of member clubs of the Association to fill the vacancy until the next Annual General Meeting.

(4) The Management Committee shall manage the day-to-day affairs of the Association which may arise between the scheduled general meetings of delegates of the member clubs of the Association.

(5) The Management Committee may make recommendations to a general meeting of the Association that it deems necessary for the good governance of the Association.

(6) The Management Committee shall keep a record of all matters dealt with between the scheduled meetings of the Association and present those in report form to the Association in general meeting.

(7) In the event that the Secretary or Treasurer is appointed as per rule 22 sub- rules(10)(1) or 10(2) the person(s) so appointed shall carry no voting right on either the General Committee or the Management Committee unless they are a duly appointed delegate of their member club.

24. Election of Office Bearers and Specialist Appointments

(1) Nominations of candidates for election as officers of the Association, or as Specialist Appointments are to be:

(a) made in writing signed on behalf of 2 member clubs of the Association and accompanied by the written consent of the candidate, which consent may be endorsed on the nomination; and

(b) delivered to the Secretary of the Association at least 42 days before the date fixed for the holding of the annual general meeting.

(2) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.

(3) If the number of nominations exceeds the number of vacancies to be filled, a ballot is to be held.

(4) If insufficient nominations are received to fill all vacancies on the committee –

(a) the candidates nominated are taken to be elected; and

(b) further nominations are to be received at the annual general meeting.

(5) The ballot for the election of officer bearers and specialist positions is to be conducted at the annual general meeting.

(6) Rules Supervisor and State handicapper positions are to be maintained in accordance with the ACTA shooting rules. New appointment, removal or ratification of existing appointees will be made at the Annual General Meeting.

(7) Delegates to the ACTA will be appointed and maintained in accordance with the requirements of the constitution of the ACTA. New appointments, removal or ratification of existing appointees will be made at the Annual General Meeting.

25. Vacation of Office

For the purpose of these rules, the office of an officer of the Association or of an ordinary committee member becomes vacant if the officer or committee member-

(a) dies; or

- (b) becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with his or her creditors, or makes any assignment of his or her estate for their benefit; or
- (c) becomes of unsound mind; or
- (d) resigns office in writing addressed to the Association; or
- (e) ceases to be resident in the State; or
- (f) fails, without leave granted by the committee, to attend 3 consecutive meetings of the committee; or
- (g) ceases to be a delegate for a member club of the Association.

26. Meetings of the Committee of Delegates of Member Clubs of the Association

- (1) The Association is to meet at least four times in every year at any place and time the Association determines.
- (2) Special meetings of the Association may be convened by the president or by request of member clubs in accordance with rule 12.
- (3) Notice is to be given to members clubs of the Association of any special meeting, specifying the general nature of the business to be transacted, and no other business is to be transacted at such a meeting.
- (4) Any 50 percent of the of the member clubs of the Association constitute a quorum for the transaction of the business of a meeting of the committee of delegates of member clubs of the Association.
- (5) Business is not to be transacted unless a quorum is present.
- (6) If half an hour after the time appointed for the meeting a quorum is not present, the meeting is to be adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it is to be dissolved.
- (7) At a meeting of the committee of delegates of member clubs, the following is to preside:
 - (a) the president, or in his or her absence the senior vice-president, or in the absence of both the president and the senior vice-president, the other vice-president;
 - (b) if the president and the 2 vice-presidents are absent, any one of the remaining members of the Association as may be chosen by the members present.
- (8) Any question arising at a meeting of the Association or of the Management Committee is to be determined –
 - (a) on a show of hands; or
 - (b) if demanded by a member, by a poll taken in any manner the person presiding at the meeting determines.
- (9) Each member club represented at any meeting of the committee of delegates of the member clubs of the Association is entitled to two votes only which will be delivered by their attending delegate(s). Proxy voting is not permitted.
- (10) If there is an equality of votes on any question, the person presiding has a second or casting vote.
- (11) Written notice of each meeting of delegates of the member clubs of the Association is to be served on each delegate and the secretary of each member club in accordance with clause 13 by –
 - (a) delivering it by hand to the secretary or delegate; or

- (b) sending it by post in a prepaid envelope addressed to his or her usual or last known address in time to reach him or her in due course of post ; or
- (c) sending it by email to his or her usual or last known email address in time to reach him or her in due course.

27. Disclosure of Interest in Contracts

- (1) A delegate of a member club of the Association who is interested in any contract or arrangement made or proposed to be made with the Association is to disclose the interest –
 - (a) at the first meeting of the delegates of the member clubs of the Association or Management Committee at which the contract or arrangement is first taken into consideration, if the interest then exists; or
 - (b) in any other case, at the first meeting of the delegates of the member clubs of the Association or Management Committee after the acquisition of the interest.
- (2) If a delegate of a member club of the Association or Management Committee becomes interested in a contract or arrangement after it is made or entered into, he or she is to disclose the interest at the first meeting of the committee after he or she becomes so interested.
- (3) A delegate of a member club of the Association or Management Committee is not to vote as a delegate of the member club of the Association or Management Committee in respect of any contract or arrangement in which he or she is interested and any such vote is not to be counted.

28. Subcommittees

- (1) The Association may –
 - (a) appoint a subcommittee from the delegates of the member clubs of the Association; and
 - (b) prescribe the powers and functions of that subcommittee.
- (2) The Association may co-opt any person as a member of a subcommittee without voting rights, whether or not the person is a member of a member club of the Association.
- (3) A quorum at a meeting of the subcommittee is 3 appointed members.
- (4) The secretary of the Association is to convene meetings of a subcommittee.**
- (5) Written notice of each subcommittee meeting is to be served on each member of the subcommittee by –
 - (a) delivering it at a reasonable time before the meeting; or
 - (b) by sending it by post in a prepaid envelope addressed to his or her usual or last-known address in time to reach him or her in due course of post before the date of the meeting.

29. Annual Affiliation Fee

- (1) The annual affiliation fee payable by each member club is to be set by the committee of delegates of the member clubs of the Association at the Annual General Meeting each year.

- (2) The annual affiliation fee may be altered by the Association by special resolution.
- (3) The annual affiliation fee of a member club is due and payable on or before the first day of the financial year of the Association.

30. Financial Year

The financial year of the Association is the period beginning on First Day of January in each year and ending on the Thirty First Day of December in each year.

31. Notices

- (1) A notice may be served by or on behalf of the Association on any member club –
 - (a) personally to the club premises; or
 - (b) by sending it through the post in a prepaid envelope addressed to the member club at the last known address for the secretary of the member club.

32. Expulsion of Members

- (1) The Association may expel a member club from the Association if, in the opinion of the Association, the member club is guilty of conduct detrimental to the interests of the Association.
- (2) The expulsion of a member club under [sub-rule \(1\)](#) does not take effect until whichever of the following is the later date:
 - (a) the expiration of 14 days after the service on the member club of a notice under [sub-rule \(3\)](#);
 - (b) if the member club exercises their right of appeal under this rule, the conclusion of the special general meeting convened to hear the appeal.
- (3) If the Association expels a member from the Association, the public officer of the Association, without undue delay, is to cause to be served on the member a notice in writing –
 - (a) stating that the Association has expelled the member club; and
 - (b) specifying the grounds for the expulsion; and
 - (c) informing the member club of a right to appeal against the expulsion under [rule 33](#).

33. Appeal Against Expulsion

- (1) A member club may appeal against an expulsion under [rule 32](#) by delivering or sending by post to the public officer of the Association, within 14 days after the service of a notice under [rule 32\(3\)](#), a requisition in writing demanding the convening of a special general meeting for the purpose of hearing the appeal.
- (2) On receipt of a requisition –
 - (a) the public officer is to immediately notify the Management Committee of its receipt; and

- (b) the Management committee is to cause a special general meeting of member clubs to be held within 21 days after the date on which the requisition is received.
- (3) At a special general meeting convened for the purpose of this rule –
 - (a) no business other than the question of the expulsion is to be transacted; and
 - (b) the Association may place before the meeting details of the grounds of the expulsion and the Association’s reasons for the expulsion; and
 - (c) the expelled member club is to be given an opportunity to be heard; and
 - (d) the member clubs present are to vote by secret ballot on the question whether the expulsion should be lifted or confirmed.
- (4) If at the special general meeting a majority of the member clubs present vote in favour of the lifting of the expulsion –
 - (a) the expulsion is to be taken to have been lifted; and
 - (b) the expelled member club is entitled to continue as a member of the Association.
- (5) If at the special general meeting a majority of the member clubs present vote in favour of the confirmation of the expulsion –
 - (a) the expulsion takes effect; and
 - (b) the expelled member club ceases to be a member of the Association.

34. Disputes

- (1) A dispute between a member of the Association in the capacity as a member and the Association is to be determined by arbitration in accordance with the provisions of the [*Commercial Arbitration Act 1986*](#).
- (2) This rule does not affect the operation of [rule 33](#).

35. Seal of the Association

- (1) The seal of the Association is to be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "**Seal**".
- (2) The seal of the Association is not to be affixed to any instrument except by the authority of the committee.
- (3) The affixing of the seal is to be attested by the signatures of –
 - (a) two members of the committee; or
 - (b) one member of the committee and the public officer of the Association or any other person the committee may appoint for that purpose.
- (4) Attestation under [sub-rule \(3\)](#) is sufficient for all purposes that the seal was affixed by authority of the committee.
- (5) The seal is to remain in the custody of the public officer.

36. Life Honour Recognition

The committee may award “Life Honour Recognition” to any delegate(s) or office bearer(s) of the Association, who has/have served the Association and the sport of clay target shooting beyond that normally expected of an officer of the

Association. Such recognition to be at the Association's discretion, by unanimous agreement, at any Annual General Meeting or Special General Meeting of the Association. Those persons deemed eligible having firstly been nominated for such recognition by two members clubs.
