

By Laws
of
Sporting Shooters of
Australia (Victoria)

GENERAL

1. Official Journal

- 1.1 The Board may from time to time appoint any newspaper or periodical under whatsoever title published, to be the official journal of the Company. The object of the journal being to keep members fully informed about SSAA Vic affairs.
- 1.2 During the currency of any such appointment, unless the Board otherwise determines:-
 - 1.2.1 each member of the Company shall by virtue of such appointment, be a subscriber to such official journal; and
 - 1.2.2 from the annual subscription of each member of the Company the Board shall set aside the subscription of that member to the official journal;
 - 1.2.3 the Board may make such additional payments to, or financial arrangements with the publishers of the official journal as it considers being in the best interests of the Company.
- 1.3 One quarter A4 page in any official publication of the Company will be allocated for the arguments for and against each resolution to be voted on by members by motion to be put to the Annual General Meeting or any Special General Meeting.
- 1.4 All candidates for election to the Board will be allocated one quarter A4 page in any official publication of the Company to promote their candidacy.

2. Powers and Duties of the Board

- 2.1 The Board shall have power from time to time to make, vary and repeal By-Laws for the proper conduct and management of the Company and of any of the Committees thereof and in particular, but not exclusively, it may by such By- Laws regulate:-
 - 2.1.1 the admission of visitors to the Company premises including but not limited to the times of opening and closing of any premises belonging to the Company or any part thereof;
 - 2.1.2 the terms of payment and admission fees for members to participate in the benefit of any of the privileges of the Company, and the use by or supply to members of any of the property of the Company;
 - 2.1.3 the rules to be observed by members or visitors participating in any events on the Company premises;

- 2.1.4 the prohibition of particular events on the Company premises entirely, or at particular times;
- 2.1.5 the conduct of members of the Company in relation to one another and to the Company servants;
- 2.1.6 the setting apart or parts of the Company premises for particular purposes;
- 2.1.7 the ability to furnish, alter, improve, demolish, enlarge, repair, uphold and maintain the premises, to provide all kinds of provisions and refreshments required or used by the members of the Company or other persons frequenting the clubhouse or other premises of the Company, and to permit the same to be used by members and employees of the Company and others either gratuitously or for payments.
- 2.1.8 the taking of such steps by personal or written appeals, public meetings, entertainments or otherwise as may from time to time be deemed necessary for the purpose of procuring contributions to the funds of the Company;
- 2.1.9 the promotion and holding, either alone or jointly with any other associations, clubs or persons, meetings, competitions and matches, and to offer, give or contribute towards prizes, medals and awards, and to promote, give or support dinners, balls, concerts and other entertainments;
- 2.1.10 the promotion of country centres throughout the State of Victoria for the purposes of carrying out any of the objects of the Company;
- 2.1.11 the making of application to The Victorian Commission for Gambling and Liquor Regulation to be registered as a Club under the provisions of the Liquor Control Reform Amendment Act 2010 or such further acts as may be from time to time in force in Victoria governing the granting of registration to such bodies as the Company and to hold maintain remove and renew any registration granted or granted pursuant to any such application and to all such Acts and things as may be necessary or desirable in connection with such application holding maintenance removal and renewal to provide meals refreshments and liquors in accordance with the provisions of such Act;
- 2.1.12 the holding or arrangement of competitions and provision or contribution towards the prizes, awards and distinctions in connection therewith, provided that no member of the Company shall receive any prize, award or distinction of monetary value except as a successful competitor at any competition held or promoted by the Company;

- 2.1.13 the buying, selling and dealing in all kinds of apparatus and all kinds of provisions, liquid and solid, required by members of the Company or persons frequenting the Company's premises;
- 2.1.14 the establishment and support or aid in the establishment and support of associations, institutions, superannuation funds, trusts and conveniences calculated to benefit employees or past employees of the Company or of its predecessors in business or the dependants or connections of any such persons; and to grant pensions and allowances; and to make payments towards insurance; and to subscribe or guarantee money for charitable or benevolent objects or for any exhibition or for any public general or useful object;
- 2.1.15 the exercise of any powers that the Company has by having the rights, powers privileges and legal capacity of a natural person, including any act or function which it is authorised or required to do by any law, provided that the Company shall not support with its funds any activity or endeavour to impose on or procure to be observed by its members any requirement or restriction which if a rule of the Company would make it a trade union.
- 2.2 The Chief Executive Officer shall:
- 2.2.1 cause to be banked in the name of the Company all moneys received. He shall disburse all moneys authorised. He shall supervise the accounts of the Company and he shall submit the balance sheet and the report therein at the Annual General Meeting.
- 2.2.2 have independent, unfettered access to all of the assets and documentation effecting the Association for the purposes of audit and inspection.
- 2.3 The Secretary shall attend all meetings of the Board and shall perform such duties as may be allotted to him by the Board. He shall be a member ex officio of all committees.
- 2.4 The President shall be the Senior Officer of the Company and shall act as Chairman at all Board Meetings which he attends. The President shall preside at any meeting of members at which he is present and in his absence at the time appointed for any such meeting any Vice President or in their absence or in case all of them present decline to take the chair a Chairman elected by the meeting shall preside.
- 3. Quorum, Eligibility to Vote and Proxy Voting**
- 3.1 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Except as otherwise provided twenty members present in person shall be a quorum.

3.2 No member shall be entitled to vote at any general meeting if his or her annual subscription shall be more than one month in arrears at the commencement of the meeting or if they are financial members of less than 12 months

4. Discipline

4.1 The Board shall have power, of its own motion and upon complaint made in writing by any person, to investigate allegations of misconduct made against a member of the Company.

4.2 Seven days' notice shall be sent to the member charged or complained against inviting him to attend before the Board on a date fixed. Notice required to be served by the Company upon any member in pursuance of this Clause shall be served either upon the member personally or by sending the same through the post in a prepaid registered letter to the member at his registered address and in the latter case service may be proved as provided in Clause 12.5 and shall be deemed to have been effective service upon the member upon the day following the posting of such notice;

4.3 A member cautioned, reprimanded, suspended or expelled in pursuance of the provisions herein before contained shall be afforded the opportunity of appeal to the Board by appearing in person or by furnishing submissions in writing or both. If following any appearance being made or submissions being furnished as provided the Board determines that the member shall be expelled then the Board shall within twenty-eight days convene an independent panel which is to make recommendations to the Board. Independent mediators will be employed on an as needs basis and will not have any prior affiliation with the Company. Independent mediators will meet the basic standards set out in accordance with the Australian National Mediator Standards.

5. General

5.1 No person, whether a member of the Company or not, shall bring onto or consume intoxicating liquor upon the ranges of the Company without the approval of the Board.

6. POSTAL BALLOT

6.1 Objective

The objective of these By-Laws is to prescribe all matters which relate to:

- a) The conduct of elections by postal ballot for members of the Executive Council.
- b) The conduct of a poll on each motion submitted by members to be placed before a General Meeting of the Company.

6.2 Authorising Provisions

These By-Laws are made under Article 32 of the Company's Articles of Association.

6.3 Commencement

These By-Laws come into operation on the date they are duly executed.

6.4 Definitions

In these By-Laws:

“Adult” means a person over the age of eighteen years;

“Article(s)” means the Company's Articles of Association;

“Ballot material” means the ballot material sent to members under By-Law 16(e);

“Company” means Sporting Shooters Association of Australia (Victoria), a company limited by guarantee and not having a share capital, incorporated on 1st October 1973;

“Electoral roll” means the roll of eligible voting members, as defined by Article 69;

“Last day of voting” means a day not later than the date of the election not being a Saturday, Sunday or public holiday and fixed by the Returning Officer as the last day on which postal ballots may be validly received by him or her unless altered in accordance with these By-Laws;

“Postal ballot box” means a ballot box or any other container used at an election by postal voting for the receipt or safekeeping of envelopes containing ballot papers;

“Simple majority ballot” means the greatest number of votes will win the position; and

“SSAA (Vic)” means Sporting Shooters’ Association of Australia (Victoria).

6.5 Returning Officer

Pursuant to Article 68 the Company’s Accountant is appointed the Returning Officer for the purposes of:

- (a) Conducting elections for the members of the SSAA (Vic) Executive Council.
- (b) Conducting a poll on motions submitted by members to be placed before a General Meeting of the Company.

6.6 Deputy Returning Officer and Polling Officials

The Returning Officer may, by writing, appoint a Deputy Returning Officer to assist the Returning Officer or to act in the absence of the Returning Officer, and may in the same manner appoint polling officials to assist in the conduct of elections.

6.7 Election Officials not to be Candidates

The Returning Officer, Deputy Returning Officer, or any other polling official must not be a candidate at the election.

6.8 Electoral Roll

(a) The electoral roll must include the following information:

- i. the year of the roll;
- ii. the number of voting members;
- iii. the surname and other name(s) of each voting member;
- iv. membership number of each voting member; and
- v. the current address to which ballot material is to be sent for each voting member.

The National Office Secretary for the Sporting Shooters Association of Australia is to undertake the following:

- i. prepare a hard copy of the electoral roll and an electronic version of the electoral roll (in ASCII comma delimited format);
- ii. certify as to the completeness and accuracy of the electoral roll’s eligible voting members’ details, by signing to that effect on the hard copy of the electoral roll; and
- iii. deliver both versions of the electoral roll by express post directly to the Returning Officer.

- (c) Only the eligible voting members, pursuant to Article 69, are entitled to vote at the election.

6.9 Notice of Election

- (a) The Returning Officer must give notice to the SSAA (Vic) members of every election in one or more of the following ways:
 - (i) by notification contained in the members' newsletter that has been mailed to their known address;
 - (ii) by an insert contained in the SSAA National publication and mailed to members;
 - (iii) by direct mail to members eligible to vote in the ballot and who do not receive a copy of the members' newsletter or the SSAA National publication.
- (b) The notice must specify:
 - (i) the vacant positions for which the election is to be held;
 - (ii) a call for nominations for the vacant positions;
 - (iii) a call for motions to be put to the General Meeting;
 - (iv) the final time (5.00pm) and last day of the close of nominations (nomination day) and close of the submission of motions, which must be within eight weeks but no less than four weeks after publication of the notice and no less than eight weeks before the day of election;
 - (v) the name and actual address of the Returning Officer;
 - (vi) the postal and/or actual address at which the Returning Officer shall receive nominations and motions;
 - (vii) the last day of voting which must be within sixteen weeks but no less than ten weeks after the publication of notice.

6.10 Motions submitted in the Poll of Voting Members

- (a) Each motion submitted, in the poll of voting members, for the General Meeting must be signed and accompanied with the name, address and membership number of the proposer and seconder.
- (b) Both the proposer and seconder of motions must be adult or life members of the SSAA (Vic) of at least twelve months standing.
- (c) The Returning Officer Shall, within seven working days after the deadline for lodgement of motions has passed, submit all valid motions to the State Executive Council, who will ensure that they are placed on the agenda for the next State Conference.
- (d) The State Secretary will cause the transactions of the Conference as they relate to the debate over the motions to be accurately recorded. The Secretary will further ensure that a certified copy of the transactions is

submitted to the returning officer within fourteen days after the State Conference.

- (e) The Returning Officer will include the transaction of the State Conference debate, or an accurate summary of same, as it relates to each motion immediately after the original motion on the ballot paper.
- (f) The Returning Officer shall contact each proposer and seconder of a motion to see if they wish to include their telephone number in the motions booklet for distribution to the membership. Where the proposer and seconder agree to include their telephone number the Returning Officer shall cause it to be included along with the motion and State Conference transactions in the motions booklet.
- (g) A submitted motion seeking a Constitutional amendment to the Company's Memorandum and Articles of Association can only occur with a 75% majority vote "for" the motion; for any other submitted motion a simple majority vote will apply.

6.11 Nominations

- (a) Only a member eligible to vote at an election may be a candidate at that election.
- (b) A member eligible to vote at the election wishing to be a candidate at an election must before 5.00 p.m. on the nomination day deliver to the Returning Officer, a nomination paper in accordance with Form A naming the member as a candidate at the election.
- (c) Each nomination paper must be:
 - i. signed by two members eligible to vote at the election, whom are titled "proposer" and "seconder";
 - ii. accompanied with the proposer's and seconder's name, address and membership number;
 - iii. attached to a written statement of acceptance of nomination by the member consenting to be a candidate at the election.
- (d) The Returning Officer shall certify that the candidate and the nominators are entitled to vote at the election.
- (e) The nomination paper may have attached to it a recent photograph of the candidate and a personal statement of not more than 200 words by the candidate. The personal statement and candidate photograph, if submitted, forms a part of the nomination paper and must be received by the Returning Officer by the close of nomination day.
- (f) A member eligible to vote at the election is restricted to being nominated as a candidate for only one position on the SSAA (Vic) Executive Council.

- (g) Upon receipt of a request for a candidate nomination paper (Form A) the SSAA (Vic) shall ensure that a copy of the most recent version of the SSAA (Vic) Postal Ballot By-Laws 1999 is, along with the nomination paper, posted to the address specified by the person requesting the nomination paper.

6.12 Uncontested Elections

If there is only one candidate nominated in accordance with these By-Laws at any election, the Returning Officer must by notice, published in the SSAA (Vic) members' newsletter, declare that candidate duly elected and forward a copy of the notice to the Executive Council.

6.13 Contested Elections

The Returning Officer must in respect to a contested election announce the names of the candidates nominated for each position in accordance with these By-Laws, cause notice of each nomination to be published in the SSAA (Vic) members' newsletter, and forward a copy of the notice to the Executive Council.

6.14 Withdrawal or Death of a Candidate

- (a) A candidate for any election may withdraw his or her consent to his or her nomination by lodging with the Returning Officer a notice of retirement at any time before the commencement of the scrutiny.
- (b) Such person shall thereupon not be capable of being elected at such election.
- (c) If any candidate dies after the nomination date and before the commencement of scrutiny, the Returning Officer shall proceed with the election without such candidate in accordance with these By-Laws.

If any candidate dies or withdraws from the election before commencement of the scrutiny, the Returning Officer will:

- i. declare the remaining candidate elected unopposed in accordance with these By-Laws;
- ii. if more than one candidate remains, then the remaining candidate with the greatest number of votes shall be declared elected in accordance with these By-Laws.

6.15 Candidate's Personal Statement.

- (a) A candidate may lodge a personal statement for inclusion in the ballot material sent to each voter.
- (b) A candidate cannot in his or her personal statement refer to another candidate standing in the election without the written consent of that other candidate.
- (c) Written consent as required must be lodged together with the candidate's personal statement.
- (d) A candidate may provide a recent photograph of passport- photograph size for inclusion in the candidate's personal statement.
- (e) If a candidate provides a photograph he or she must write his or her name on the back of the photograph and the name of the election if appropriate.
- (f) The Returning Officer must only print the first 200 words of a candidate's personal statement.
- (g) The Returning Officer may :
 - i. liaise with any candidate with respect to the content and form of his or her personal statement;
 - ii. amend a candidate's personal statement in accordance with the written authorisation of the candidate or a person duly authorised by the candidate.
- (h) The Returning Officer must keep a record of all amendments made to a candidate's personal statement.
- (i) The Returning Officer must reject a candidate's personal statement if it contains any reference to any other candidate standing for the election without the written consent of that other candidate.
- (j) A candidate who lodges a personal statement is responsible for the accuracy, grammar and integrity of all statements contained in it.
- (k) The candidate's personal statement is not to be prepared by or assisted in preparation by any paid employees or contractors of the SSAA (Vic), nor is the statement to be compiled or stored upon any electronic equipment belonging to the SSAA (Vic) nor is the statement to be received by or forwarded in any form to the Returning Officer by any paid employees or contractors of the SSAA (Vic).
- (l) Notwithstanding Clause 15 (m), the SSAA (Vic) may, after the close of nomination day, receive a copy of the candidate's nomination paper and personal statement for storage in the SSAA (Vic) records. Such record is

not to be provided or made available to any candidate for use in future elections.

6.16 Polling

- (a) Within two weeks of the close of nominations the Returning Officer must hold a random draw ballot, at the address at which nominations are received, to determine the order of surnames on the ballot paper.
- (b) Candidates may be present at the random draw ballot.
- (c) In the event of a contested election the Returning Officer must cause ballot papers to be printed in accordance with Form B showing the surnames and other names of the candidates as they appear on the nomination form.
- (d) The National Office Secretary for the Sporting Shooters Association of Australia must within seven days after the nomination day, supply the Returning Officer with the electoral roll (defined in By-Law 8) of eligible voting members at the date of the notice of election.
- (e) The Returning Officer must, not later than the forty-second day before the last day on which votes can be received, send by post, or cause to be delivered, to each voter:
 - i. the ballot paper or ballot papers for the election;
 - ii. copies of any candidate photographs and statements provided;
 - iii. copies of any motions submitted in date order of receipt, including an accurate account of the State Conference debate conducted for each motion;
 - iv. how to vote instructions; and
 - v. a return pre-paid addressed business reply envelope bearing the Returning Officer's address on the obverse face and that includes provision for the Member's name and membership number on the reverse face.
- (f) An election is not invalidated by reason merely that ballot papers have been irregularly forwarded to persons who are not entitled to vote.

6.17 Form of the Ballot Paper

A ballot paper under these By-Laws:

- (a) Must be in accordance with Form B.
- (b) Must not contain a candidate's title or qualifications or reference to political, allegiances or causes.

6.18 Return of Ballot Papers

- (a) The voter must:
 - i. insert the ballot papers marked in accordance with By-Law 24 in the reply paid envelope provided and seal the envelope;
 - ii. print his or her name and membership number on the reverse face of the envelope in the places provided;
- (b) The voter must post or deliver the envelope containing the ballot papers to the Returning Officer at the address on the envelope so as to reach the Returning Officer no later than 5.00 p.m. on the last day of voting or deliver it to such a place as designated by the Returning Officer for that purpose not later than 5.00 p.m. on the last day of voting.

6.19 Issue of New Ballot Papers

If a voter gives to the Returning Officer a declaration to the effect that the voter has not received a ballot paper or that the ballot paper received has been lost, spoilt or destroyed, and that the voter has not already voted, the Returning Officer may issue a new ballot paper to that voter.

6.20 Returning Officer to deal with Envelopes on receipt

The Returning Officer or the substitute Returning Officer with the assistance of any polling officials may before the close of voting:

- (a) Examine all envelopes for completeness and correctness and disallow the incomplete or incorrect envelopes.
- (b) Carry out the process as described under Section 23 of these By-Laws.

6.21 Place where the votes are to be counted.

The Returning Officer must designate the place or places where the votes are to be counted and must advise each candidate where the count is to be made.

6.22 Scrutineers

- (a) Both the Executive Council or a candidate may appoint a scrutineer to scrutinise the electoral activities outlined in By-Law 22 (e) below;
- (b) A notice of appointment of scrutineer under these By-Laws must be in accordance with Form C;

- (c) A declaration by a scrutineer under these By-Laws must be in accordance with Form C;
- (d) If a scrutineer is absent from the counting table another scrutineer may take his or her place;
- (e) A scrutineer may be appointed by the Executive Council or a candidate to scrutinise the following electoral activities only:
 - i. the receipt and processing of ballot paper envelopes;
 - ii. the counting and recounting of ballot papers.
- (f) The Returning Officer may have a scrutineer removed if:
 - i. the scrutineer is guilty of misconduct;
 - ii. the scrutineer fails to obey a lawful direction from an authorised person.
- (g) A person cannot be appointed a scrutineer if he or she is:
 - i. a candidate in any election for the Executive Council;
 - ii. under the age of eighteen years.

6.23 Scrutiny

Prior to the closure of the poll, the Returning Officer or the substitute Returning Officer with the assistance of any polling officials may:

- (a) Produce unopened any or all envelopes containing ballot papers received up to the time of the closing of the poll.
- (b) Examine each envelope and if it states the necessary particulars in accordance with the electoral roll and otherwise complies with these By-laws, accept the vote for further scrutiny.
- (c) If an envelope is not properly completed or otherwise does not comply with these By-laws, reject the vote without opening the envelope.
- (d) Place a mark on the electoral roll next to the name of each member whose envelope has been admitted to the count.
- (e) Place the envelope in a container so that the names and membership numbers of the voters are not visible.
- (f) After the close of the poll, open each accepted envelope, withdraw the ballot paper or ballot papers and deposit in the ballot box.

- (g) When all of the ballot papers have been deposited in the ballot box, withdraw the ballot papers and count the votes, recording each vote counted.

6.24 Validity of Ballot Paper

- (a) For each Executive Council position being elected, a voter must mark his or her vote by placing once only a tick in the square opposite the name of the candidate so as to indicate his or her choice for them.
- (b) For each motion submitted a voter must mark his or her vote by placing once only a tick in the square opposite the “For” or “Against” so as to indicate his or her decision.
- (c) If a tick has not been recorded by the voter, then a valid vote is any mark that clearly indicates the voter’s intention; provided there is only one mark per position.
- (d) The Returning Officer shall make a final ruling on interpreting the voter’s intention and that ruling shall be final.

6.25 Adjournment of Scrutiny

The Returning Officer may from time to time adjourn the scrutiny to a day and hour fixed by the Returning Officer and notified to the scrutineers.

6.26 Notification and Publication of Results

- (a) Pursuant to Article 68, after the conclusion of the count, the Returning Officer will report the results of:
 - i. the poll for each motion before the General Meeting;
 - ii. the voting for each candidate for election;

to the State Executive Council in writing as soon as practicable.

- (b) After announcing the results at the General Meeting, the Returning Officer or his delegate must:
 - i. notify all candidates of the result of the election; and
 - ii. publish the results in the earliest SSAA (Vic) members’ newsletter that is published after the AGM.

6.27 Recounts

- (a) In the event of a tied vote, the Returning Officer will perform a recount. If the vote is still tied after the recount the Returning Officer will:

- i. in the event of a tied election, conduct a random draw to determine the successful candidate, however should the incumbent be a tied candidate then the Returning Officer will declare the incumbent candidate duly elected;
 - ii. in the event of a motion with a tied vote the motion will deem to be defeated, however a motion seeking to change the Company's Memorandum and Articles of Association will require a 75% majority pursuant to By-Law 10(d)
- (b) At any time before the publication, in the SSAA (Vic) members' newsletter, of the results of any election, the Returning Officer may on the written request of any candidate conduct a recount of votes, provided:
- i. the disputing candidate pays an upfront dispute fee to the Returning Officer equivalent to the full cost of the recount.
 - ii. the dispute fee will only be refunded to the disputing candidate by the Returning Officer if the dispute is upheld.

6.28 Disposal of Ballot Papers

Pursuant to Article 68 the Returning Officer must, at the expiration of one year after the General Meeting, cause all ballot papers and envelopes used at the election to be destroyed.

6.29 Provisions of Local Government Act 1989 to apply

Subject to these By-Laws, the mode of conducting each election and poll, provisions in respect of appointment of scrutineers, method of counting the votes and ascertaining the results including cases of equal voting shall be in accordance with the provisions of the *Local Government Act 1989* so far as they can be made applicable with any necessary modifications.