

Capital Region Hunting Club



Capital Region Hunting Club (SSAA ACT Inc) is a Club of the
SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA
(Australian Capital Territory) Incorporated

RULE BOOK TEMPLATE

[Before an SSAA ACT Inc. Discipline/Club/Section adopts a rule book, it should ensure the clauses are consistent with the SSAA ACT Inc. Constitution, Rules, By-laws and Policies. Following acceptance of the Rule Book by the members of the Discipline/Club/Section the Rule Book must be tabled at the next SSAA ACT Inc. Council Meeting. The Rule Book will not be effective until the SSAA ACT Inc. has approved the Rule Book.]

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1. CLUB NAME

The name of the club shall be the SSAA ACT Inc. Capital Region Hunting Club (the Club).

2. AIMS AND OBJECTIVES

The aims and objectives of the Club shall be to:

- a. Educate hunters on game animal shooting and utilisation of game meat.
- b. Share hunting experience, shooting skills, and game cooking techniques.
- c. Organise seasonal meetings with guest speakers relevant to rabbit, pig, goat, fox, dog, hunting
- d. Encourage organised competitive shooting through other disciplines and clubs, with a view towards a better knowledge of the safe handling and the proper care of firearms appropriate for the SSAA ACT Inc. Hunting Club.
- e. Assist and educate younger shooters in safety and skill at arms with SSAA ACT Inc. Hunting Club appropriate firearms, including the safe and proper care and handling of such firearms.
- f. Promulgate, in the interests of safety, knowledge and information of firearms and ammunition.
- g. Provide a club sporting environment for all the family and do such things as are conducive or incidental to the attainment of the above aims and objectives.
- h. Promote and encourage the SSAA ACT Inc. Aims and Objectives and ensure the members of the SSAA ACT Inc. Hunting Club act in a way that is consistent with those Aims and Objectives at all times.

3. CLUB STRUCTURE

Once established the Club executive may decide to create Sections to specialise in various game species. Each section may be administered by a Captain and Vice-Captain who are responsible for the running of the section's education and information events and all other matters pertaining to the section's management, except for acquisition of new infrastructure or consumables with a value greater than the petty cash limit, as set out in Rule 11g, and any activity which falls outside the normal range of activities for that section. Such matters are the responsibility of the Committee.

In collaboration with the Club Coordinator, Captains are responsible for advising the Club membership of Section activities.

4. OFFICERS

A Committee of Management (the Committee) shall be constituted of elected officers. The Committee shall consist of the following office holders in the club:

- a. Club Coordinator
- b. Club Vice Coordinator
- c. Treasurer
- d. Secretary
- e. Other Captains, Vice Captains, committee members, as appropriate

The membership of the Committee is to be elected annually (in accordance with Clause 7 of these rules).

The Committee may appoint other Club Officers without the requirement for a General Meeting election, if such a position is identified as being required by the Committee. Appointments are to be made by nomination to the Committee.

5. DUTIES

The duties of the Officers of the Club shall be those generally accepted for the respective office or as directed by a General or Committee Meeting of the Club. A policy of one major responsibility for one committee member shall be applied wherever possible.

6. MEETINGS

The Club shall hold meetings as follows:

a. Annual General Meeting (AGM) and General Meeting (GM).

The Annual General Meeting and General Meetings of the members of the Club shall take place at regular dates and times. At least one month's notice of motion having been given at a GM is required to alter the dates, times and places of an AGM or GM. One month's notice must be provided to all members for an AGM or GM.

b. Special General Meetings.

Special General Meetings of the Club shall be restricted to the business notified, and having given at least ten days' notice to all Members, may be summoned:

- a. By resolution passed at a GM, or
- b. By order of the Committee, or
- c. On a requisition signed by not less than ten members, delivered to the Club Coordinator and stating the business to be considered and be held not later than twenty-one (21) days after the same requisition, has been received.

c. Committee Meetings.

Meetings of the Committee shall be called on from time to time by the Committee, with at least seven (7) days' notice being given to members affected.

The Committee will meet at least 3 times per year.

d. Special Committee Meetings.

These meetings shall be restricted to the business notified and may be summoned:

- a. By the Club Coordinator on giving two (2) days' notice.
- b. On giving requisition of at least three (3) members of the Committee, by the Club Coordinator on giving seven (7) days' notice to each member of the Committee. The object for which such a meeting is called shall be stated in the requisition and in the notice to the members.

e. Quorum.

The following numbers of members eligible to vote shall constitute a quorum at the following respective meetings:

- a. Annual General Meeting (AGM): 50% of the membership, or twelve (12) members whichever is the lesser.

- b. General Meeting: 50% of the membership, or twelve (12) members whichever is the lesser.
- c. Special General Meeting: A minimum of twelve (12) members. The members attending must include at least three (3) Committee members and the Club Coordinator.
- d. Committee Meeting: 50% of the Committee and must include the Club Coordinator and Vice Coordinator or Treasurer or Secretary.

7. ELECTION OF OFFICERS

Election of Officers shall be as follows:

- a. The election of the Committee shall take place at the AGM as convened under Clause 5. The term of office shall be for one year, except when the date of the AGM is put back under Clause 5 but shall not exceed fifteen months duration.
- b. All financial members of the Club who have attained the age of eighteen years old shall be eligible for election to the Committee.
- c. A member is not eligible for election to a Committee position if their sole occupation is that of Licensed Firearms Dealer. or if they hold an official position in a non SSAA Shooting / Hunting association or club or if they have a material interest or commercial involvement / gain as Hunting Guides or Businesses.
- d. Should the requirements of this Section be found to at any time be violated, the individual officer concerned is to resign forthwith. The Committee may temporarily appoint a person to fill the vacancy in a casual capacity until the next AGM or GM.
- e. The Committee shall appoint an Election Officer and must notify all members of the Election Officer in the notice of meeting where elections are to take place. The Election Officer is responsible for the conduct of the election for all Elected Offices.
- f. Nominations for office must be in the hands of the Election Officer not later than the commencement of the AGM and must be signed by the nominee and the Club members 'nominating' and 'seconding' the nominee for office. If no nominations are received by the Election Officer prior to the commencement of the AGM for any of the vacated offices, then the Discipline Coordinator may call for nominations during the meeting.
- g. All contested Offices shall be contested by secret ballot on a form or by show of hands, as determined by the Election Officer. If voting is by show of hands the nominees for the contested Offices should be asked to leave the room. Votes shall be decided based on a majority of members eligible to vote, present and voting. In the event of a tied vote, the Club Coordinator shall exercise a prerogative to cast the deciding vote, save for the Club Coordinator's Office. Should the Club Coordinator's Office election be tied, the vote shall be subject to a fresh secret ballot.
- h. Members of the outgoing Committee shall be eligible for re-election.
- i. The incoming officers shall take their places of office immediately upon declaration of the result of the elections.
- j. At a meeting of the Committee, held not more than four (4) weeks after the AGM, the Committee shall proceed to elect from amongst its members a SSAA ACT Inc. Council Delegate.
- k. Resignations from the Committee shall be made in writing submitted to the Club Coordinator and tabled at the next GM, after the acceptance of such resignation.

- l. Vacancies arising from resignation/s shall be filled by election at the next GM post the acceptance of the resignation. Election of Officers to fill a vacancy shall be in accordance with paragraph f. and g. of this Clause.
- m. If the Committee agrees a vacancy can be filled casually by nomination to the Committee. Such vacancy can only be filled by a financial Club member and is only temporary until the next GM where an election is to be held.
- n. A 'Motion of No Confidence' in one office bearer, a part or whole of the Committee, presented after one month's notice and notified to each member, that receives a two thirds majority of the votes of the members present and voting, shall cause the person or persons affected to resign immediately and an election, conducted by the Election Officer, shall be conducted immediately to replace those officers.
- o. Any member of the Committee who absents themselves without leave from three (3) consecutive meetings of the Committee, shall be subject to a motion of no confidence as laid down in the preceding sub-clause. Acceptance of apology of the member shall be deemed a grant of such leave. Apologies must be submitted to the Club Coordinator prior to the commencement of the meeting.

8. POWERS

The powers of Committees and Meetings are:

- a. In ascending order the hierarchy of Club meetings are: Committee, GM and AGM.
Decisions of one body may be overruled by a superior body, but until so done, shall stand to affect management within the sphere of allotted influence.
- b. No person, officer or other, is to have discretionary powers unless these are delegated by motion of the Committee, this being subject to appeal and rejection by a superior committee of the SSAA ACT Inc. The Club Coordinator shall have unlimited authority on every question of order and shall be the sole interpreter of the rules of the club. An appeal from this ruling shall take preference over all other business.
- c. The Committee does not have the power to grant concessions, franchises or let tenders. This must be arranged through and by the SSAA ACT Inc. Council.
- d. No member, Officer, Committee, or part of whole of the Hunting Club has authority to make decisions contrary to the SSAA ACT Inc. Constitution, Rules, By-Laws or Policies, as in force from time to time.

9. VOTING

The rules for voting shall be:

- a. Except where otherwise provided in these Rules, all motions submitted to any Club meeting of or within the Club shall be decided by a simple majority vote of all eligible members present and voting, the Club Coordinator not voting except to lodge a casting vote in the case of a tie.
- b. To be eligible to vote at GM and AGM, a member must be a financial member, or junior member who has attained the age of eighteen years during their present financial year.
- c. Proxy voting is not permitted at any meeting.

10. RESCISSION OF RESOLUTION

No meeting of the Club may rescind or alter a resolution except by a two thirds majority of members present and voting. Unless an alternate period is defined at the time of passing the resolution, a resolution may only be rescinded within two months of the passing of the resolution.

11. FEES AND MONIES

The Club shall manage its fees and monies as set out below:

a. All Monies Received.

All monies received on behalf of the Club shall be paid to the Club and a Club receipt issued to the payee. All monies received on behalf of SSAA ACT Inc. shall be paid the Club Treasurer and issue SSAA ACT Inc. receipts to the payee. All monies received by the Club on behalf of the SSAA ACT Inc. will be remitted to the SSAA ACT Inc. in accordance with the SSAA ACT Inc. Constitution.

b. Annual Club Membership Fee.

The period of membership shall be annually from 1 July to 30 June.

The annual membership fee shall be payable on joining the Club and annually thereafter. Fees paid by new members joining prior to 30 June shall be at the rate one twelfth (1/12) of the annual membership for each month or part month falling before 30 June, rounded to the nearest dollar.

Membership for Junior members (those less than 18 years age at the AGM when fees are normally due) is free.

A Club Membership Card is to be issued to the member on payment of annual fees.

c. Casual Fees

A person can participate in scheduled Club events subject to the payment of an event fee without becoming a financial member.

The fee will be paid to the Club prior to participating in a Club event.

Payment of this fee does not provide financial membership of the Club. If a person pays the casual fee 4 times in the same financial year they may apply to be a Club member by application to the Committee. The Committee may approve Club membership, subject to the person meeting all conditions of membership.

d. Setting of Club Fees

All membership and joining fees shall be set by the AGM and shall apply for the period specified by that meeting, or until otherwise varied by the club at an AGM.

e. Claim on Ownership

Payment of fees does not entitle a member to any direct claim or ownership of the assets of the Club. No profits from the activities of the Club will revert to members.

f. Payment of Fees

All fees and monies received on behalf of the Club shall be paid to the Treasurer.

g. Treasurer's Responsibilities

The Treasurer shall keep true and proper accounts of all monies received and expended by the Club. The Treasurer is authorised by these rules to manage the Club's bank account, constitute and maintain appropriate account books and to disburse funds by cheque, EFT and cash as authorised by the Committee; and to meet day to day Club running expenses by petty cash to a limit of \$200.00 per transaction.

h. Club Auditor

The Club shall appoint an auditor not holding office in the Club to conduct an annual audit of the Club financial affairs for each financial year. The auditor shall prepare an audit report for submission at the Club AGM and later submission to SSAA ACT Inc..

i. Payment of Range Passes

Annual range passes are due by 30 June for the following financial year unless proof of an existing annual range pass for the appropriate period is provided. A person shooting in a Club event that does not hold an annual range pass is required to purchase an SSAA ACT Inc. Daily Range Pass from the Range Office. The daily range pass fee is set by the SSAA ACT Inc. and is payable to the SSAA ACT Inc. A Daily Range Pass can be purchased by SSAA members and non-SSAA members.

12. CONDITIONS OF MEMBERSHIP

A Club member must be a financial member of the SSAA and observe the following requirements:

- a. Meet one of the prescribed SSAA Inc., classes of membership, i.e., 'Ordinary', 'Junior' or 'Family' or be an honorary SSAA member as prescribed in the SSAA ACT Inc. Constitution.
- b. All fees must be paid within 30 calendar days of the due date.
- c. All members shall pay the annual Club fees and any other approved fees.
- d. All members must at all times when on the SSAA ACT Inc. Range Complex sign in to the SSAA ACT Inc. Range Complex attendance systems.
- e. A member charged with a firearms offence must notify the Club Coordinator of the offence and its nature forthwith.
- f. A member must notify the Club Coordinator or Secretary of any change of address within fourteen days.
- g. A member who participates in Club competitions at the SSAA ACT Inc. Range Complex must have a current SSAA ACT Inc. range pass.

The Club may provide a member with 'honorary membership' of the Club, for services rendered to the Club. Such member's annual fees are waived for the period of their membership and are not transferable.

13. NON-FINANCIAL MEMBER

A person whose Club membership remains unpaid on 31 July shall cease to be a member. The Committee shall have the discretion to grant exemption from this Clause.

14. REFUSAL TO GRANT OR RENEW MEMBERSHIP, SUSPENSION OR EXPULSION OF MEMBER

The Club reserves to itself the right to refuse a person membership and to refuse to renew membership and to suspend or expel any member without divulging reasons but shall have the discretion to divulge reasons.

A motion of refusal, suspension or expulsion shall be by the Committee.

A member must be advised of Committee's intention to meet and discuss the members renewal, suspension or expulsion and has the right to attend such meeting and must be given a full and fair hearing. Should the suspended or expelled member wish to appeal to the SSAA ACT Inc., the member may do so.

The Committee may refuse to renew membership to the Club if a member is no longer a financial member of the SSAA ACT Inc.

The Club may suspend or expel a Club member if the member is no longer a financial member of the SSAA ACT Inc.. If the member wishes to renew Club membership after rejoining the SSAA, the Committee may, at its discretion, refuse membership.

15. RESIGNATION OF MEMBER

Any member not indebted to the Club for membership or otherwise may resign their membership by giving notice in writing to the Club Coordinator.

16. CLUB MANAGEMENT RULES

The Club may formulate rules for the management and orderly running of the Club. Such rules must not conflict with the SSAA Inc. Constitution or the SSAA ACT Inc. Constitution or any other SSAA ACT Inc. rules and are binding on members of the Club. A book of such rules shall be kept for the Clubs Committee and shall be known as Club by-laws.

17. RULES GOVERNING CLUB COMPETITIONS AND SAFETY RULES

The Club Committee and all members shall observe and apply such safety rules which apply for the range in use. In addition, the range commands, degrees of firearms readiness and safety rules of the approved competition rules are binding on all members unless SSAA ACT Inc. Range Complex rules dictate otherwise.

The hierarchy of safety rules to apply to any competitive Club general, State or National title shoot on the SSAA ACT Inc. Range Complex shall be in descending order:

1. SSAA ACT Inc. Range Complex Range Rules;
2. SSAA ACT Inc. Range Complex Standing Orders for the range in use;
3. the approved competition rules; then
4. the Club range rules.

The Club has the discretion to vary the practices shot from the approved competition rules should it so desire for local competitions subject to adherence to the SSAA ACT Inc. Range Complex rules.

18. CLUB RULE AMENDMENTS

Rules other than Rules 1 and 2 of this Rule Book shall not be amended except by at least a three-fourths majority of financial Club members present at a GM. Rules 1 and 2 of this Rule Book shall not be amended, except by a majority vote of all financial Club members. Any changes to this Rule Book through the Club processes, are subject to ratification by SSAA ACT Inc.

Fourteen days' notice of a proposed motion to amend the Clubs Rule Book, setting forth the proposed amendment in full, shall be given to each member.

19. GENERAL RULE APPLICATION

The Club:

- a. Shall be responsible for the composition and maintenance of its Rule Book in keeping with its by-laws and the by-laws of SSAA ACT Inc., and for all other matters which pertain to the aims and interests of the Club. Such Rule Book is of no effect until approved by the SSAA ACT Inc.
- b. Shall act in accord with this Rule Book, its By-Laws and such rules as are made by the Club and shall always be responsible to the SSAA ACT Inc. in all matters set out in the Club's Rules and By-Laws.
- c. Shall not apply any rule made by the Club until that rule is approved by the SSAA ACT Inc. and such rule cannot have retrospective effect.
- d. Shall maintain a current list of details and programs for future competitions, and shall keep the SSAA ACT Inc., informed of such competitions.
- e. Shall provide Club documents and/or other information to the SSAA ACT Inc. on its request and as required by the SSAA ACT Inc. Constitution.
- f. Shall not enter into discussion, correspondence, or any other form of communication, on behalf of the Club or the SSAA ACT Inc., in respect of legislation, policy, or the Club's or SSAA ACT Inc.:
 1. Rules,
 2. By-Laws, or
 3. Constitution,without specific permission of the SSAA ACT Inc.
- g. Shall notify the SSAA ACT Inc., through the SSAA ACT Inc. Secretary of a change in, or an appointment to, the Club's Committee, by the next monthly Council Meeting of such change of appointment.
- h. Shall not alter in any way a building, range site, earthworks, or landform owned or leased by SSAA ACT Inc., without specific written approval of SSAA ACT Inc.

20. LICENCES AND REGISTRATION OF FIREARMS

All firearms used for any Club competition or practice are to be registered and the firer must be compliant with licensing requirements.

21. RESPONSIBILITIES - CLUB SAFETY

a. Club Coordinator

The Club Coordinator has direct responsibility for all safety rules and their enforcement in the Club. The Club Coordinator is to liaise with Club Captains to ensure that all applicable safety rules have been implemented and that safety has been considered in competition design and running.

b. Captains and Vice-Captains

All Club Captains and Vice Captains are personally and directly responsible for control of safety on the range, during competitions and in any firearms handling as outlined in Rule 17.

c. Range Officer and Safety Officer at Competitions

All range competitions and shooting are to have a Range Officer (RO) conducting the shoot. The Range Officer should ideally be formally accredited through SSAA ACT Inc., but whether SSAA ACT Inc. accredited or not, experienced Club members can act as Club Range Officers but must have demonstrated competence and safety in Club Range Operation (to a Club Captain or the Club Coordinator) and may be appointed by the Club Section Officers to act as a Range Officer for that competition day.

The Range Officer is responsible for safe conduct of the competition and may be assisted as required by another member or members as safety observers. More formal or large club competitions may justify the appointment of a designated Safety Officer – the decision to do so is that of the applicable Club Captain.

A long continuous whistle blast or shouted command of “CEASE FIRE, CEASE FIRE, CEASE FIRE.” is to be used to stop a range shoot for a safety situation or potential safety reason. A warning of a safety situation may be made by a Range Officer or a Safety Officer.

d. Members

Every Club member in attendance has a duty to practice the highest standards of safety on the SSAA ACT Inc. Range Complex and specific range in use by the Club during a shoot, and in addition has a personal duty of care to give a loud and clear warning in the event of a safety situation arising. This warning shall be the shouted words 'STOP, STOP', then advise the Range Officer of the situation.

e. Reporting

Safety incidents, whether resulting in injury or not, are to be reported to the SSAA ACT Inc. Chief Safety Officer by the appropriate and approved means. The report is to include the outcome of any club level investigation.

The SSAA ACT Inc. CSO reserves the right to conduct any further investigation. The safety incident will be reported by the SSAA ACT Inc. Council Delegate and Chief Safety Officer to the SSAA ACT Inc. Council meetings.

22. BADGES

The single official badge of the club shall be the Club badge which appears on the cover page of this Rule Book.