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**CONSTITUTION OF  
THE AUSTRALIAN ARMY  
SPORTS PISTOL ASSOCIATION**

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Revision History

Version	Date	Amendment Detail
1.	09 Oct 1992	Raised as the <i>Australian Army Pistol Association</i>
2.	19 May 1993	Australian Army Pistol Association approved by National Army Sports Association under ATI 6-4
3.	12 Jul 2007	<i>Australian Army Sports Pistol Association</i> – Name Change Approved by National Army Sports Association under ATI 6-4
4.	09 Feb 2009	Incorporated Army Small Arms Weapons Proficiency Policy
5.	01 Nov 2015	Complete revision. Reformatted document, updated reference documents, removed references to HPC, revised membership criteria, removed unnecessary and outdated wording throughout
6.	10 Nov 2019	Clarified AASPA scope as a pistol, rifle, and shotgun association. Modified the requirement of an associate member to be former ADF, not retired ADF

**Interpretation**

In this Constitution, unless there is something in the subject text inconsistent herewith:

“Approved Club”	means a pistol club approved by the Commissioner of Police for the State or Territory of your residence.
“Approved Pistol Range”	means a shooting range approved as a pistol range by the Commissioner of Police for the State or Territory of your residence.
“Association”	means the Australian Army Sports Pistol Association.
“Committee”	means the Committee of Management of the Association
“Firearms Act”	means the Firearms Act (as amended) in force for the State or Territory of your residence.
“Firearms Regulation”	means the Regulation under the Firearms Act in force for the State or Territory of your residence
“General Meeting”	means a meeting which is open to the attendance of every member of AASPA.
“Secretary”	means any person appointed to perform the duties of secretary of AASPA, and includes an Acting Secretary
“IPSC”	refers to International Practical Shooting Confederation

Words importing the singular shall include the plural.

Words importing the masculine gender shall include the feminine gender.

Any heading attached to any of these rules shall not affect the Constitution or these rules.

The provisions of the *Commonwealth Acts Interpretation Act 1901* (as amended) apply to and in respect of these rules, in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

**References:**

- A. Army Training Instruction 4-4-14 National Army Sports Associations (NASA)
- B. LWP-G 1-1-9 Non-public Monies Accounting, 2011
- C. DI(A) ADMIN 89-1 Army Small Arms Weapons Proficiency Policy
- D. DI(G) PERS 14-2 ADF Policy on Sport
- E. DI(AF) PERS 29-33 RAAF Policy on Sport
- F. DI(N) PERS 70-9 RAN Policy on Sport

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## PART 1 - INTRODUCTION

### General

1. The Australian Army Sports Pistol Association (AASPA) is authorised in accordance with References A and B by the National Army Sports Association (NASA) as a Defence-approved sporting association for pistol, rifle, and shotgun matches.
2. AASPA is to abide by the instructions detailed in Reference C, and as outlined in this constitution, for the operation of an association or club within the Australian Defence Organisation (ADO).
3. AASPA is an authorised and approved sports organisation, similar to a police approved shooting club, with the exception that AASPA does not have the authority for members to purchase their own firearm. For firearm ownership, members of AASPA need to be a financial member of a police-approved shooting club in the State or Territory of their residence, and meet all applicable firearms legislation requirements, before they can own a firearm.
4. The President of AASPA should be an officer of field rank or above. This position entails powers similar to a Commanding Officer (CO) as authorised by the NASA. If the President is not of the appropriate rank then all orders and instructions are to be forwarded to NASA for approval.

### Strategic Plan

5. The development and maintenance of the AASPA Strategic Plan is the responsibility of the Committee of Management. The plan is based on a rolling five year plan and is to be reviewed and amended annually. The plan is to be presented to the AGM for endorsement each year.

### Objectives

6. The objectives of the AASPA are to:
  - a. promote the shooting sports in the Australian Defence Force (ADF) and the ADO, by encouraging regular and reserve forces and civilian APS employees to participate in accordance with the rules of AASPA and affiliated organisations
  - b. foster competitive shooting sports within the ADF and the wider ADO, in accordance with reference B, and in association with State, National and International associations, affiliate associations and clubs
  - c. instruct members in the skills required to be safe and proficient at the shooting sports.
  - d. provide training facilities for members who wish to compete in State, National and International competitions
  - e. offer sporting and social activities for members as deemed appropriate by the committee
  - f. assist or co-ordinate the selection of representative teams in shooting sports on behalf of Defence

- g. manage, control and organise shooting sports activities and competitions
- h. provide advice to the Service Offices, Commands, Formations, Units and members of the ADO on all aspects of the shooting sports, with particular reference to their impact on reference D, when requested.

### **Affiliations**

- 7. AASPA may affiliate with such organisations as shall be determined from time to time by the committee.

## **PART 2 - CONSTITUTION**

### **Classes of Membership**

- 8. Association membership is divided into ordinary, associate, life and honorary members.

### **Membership Qualifications**

- 9. A person is qualified to be a member of AASPA if the person is a natural person, who must:
  - a. be of good character and repute
  - b. not have been convicted in Australia or elsewhere of an offence and sentenced to penal servitude or imprisonment for twelve months or more and has been released from that penal servitude or imprisonment less than five years before the date of application for membership
  - c. notwithstanding paragraph 9 b, not have been convicted in Australia or elsewhere (whether before or after the commencement of the respective Firearms Act) of a prescribed narcotics offence, or a prescribed offence involving violence, being an offence committed less than ten years before the date of the application for membership
  - d. not be subject to a recognisance granted in Australia or elsewhere to keep the peace;
  - e. not be subject to a Firearms Prohibition Order
  - f. have applied for membership of AASPA as provided by Para 22
  - g. pay the requisite dues or fees
  - h. fulfil and abide by the eligibility rules of the shooting discipline(s) they choose to participate in
  - i. have access to a copy of the Constitution and any applicable range rules, be familiar with, and agree to comply with their contents.

### **Ordinary Membership**

10. To qualify for ordinary membership, a person must be employed by the ADF and be subject to all requirements covered by the DFDA, or be a serving member of the Defence Force of another nation whilst serving in Australia.

11. All members of the ADF entitled to obtain and hold a police-approved H class firearms licence in the State of their residence are eligible for ordinary membership. Ordinary membership is confined to serving members of the ADF.

### **Associate Members**

12. To be eligible for associate membership, a person must be a former member of the ADF, or an APS employee who is employed within the ADO, and be eligible to obtain and hold a police approved H class firearms licence in the State of their residence.

13. Associate membership carries all the rights and privileges of ordinary membership, except that it may have a restriction in relation to ADF funding.

### **Life Members**

14. There may be life members.

15. Only one life member may be elected at each Annual General Meeting (AGM). To be appointed as a life member, a person must:

- a. be an ordinary or associate member of AASPA
- b. at some time have made a significant contribution to AASPA
- c. be nominated in writing, signed by two ordinary members, at least six months prior to the AGM for consideration.

16. Nominations must be approved by a majority vote of the committee before being presented to the members at the AGM for confirmation.

17. In recognition of services rendered, life members need not pay the association annual fee.

### **Honorary Members**

18. There may be honorary members.

19. Nominations for honorary membership, signed by two ordinary members, are to be submitted in writing to the Secretary for consideration by the committee not less than fourteen days before a general meeting.

20. Nominations received are to be considered by a committee meeting to be held within three days before the general meeting. A nomination for honorary membership that is endorsed by the committee is to be confirmed at the next general meeting. At the same time any existing honorary members are to be reviewed.

21. To qualify for honorary membership, a person must:
- a. be a serving or retired (ie having completed a term of enlistment) member of the ADF
  - b. be nominated by two ordinary members of the Association
  - c. be approved by the committee at a committee meeting
  - d. have made a significant contribution to AASPA or to pistol shooting in general
  - e. not qualify for Ordinary membership.

### **Applications for Membership**

22. A person applying for admission as a member of the association is to make application on the prescribed form detailing their:
- a. name in full and rank (if applicable)
  - b. place and state or territory of residence
  - c. occupation
  - d. age
  - e. contact details (telephone, email etc as applicable)
  - f. particular qualifications for membership.
23. Until a person is accepted as a member they are not entitled to any privileges of the association.

### **Cessation or Resignation of Members**

24. A person ceases to be a member of AASPA if the person resigns that membership, becomes unfinancial, or is expelled from AASPA.
25. A member may at any time, by giving notice in writing to the Secretary, resign their membership, but shall continue to be liable for any annual subscription or other monies due and unpaid at the date of their resignation. Every such notice is to, unless otherwise expressed, take effect as from the first day of January next following the receipt of the resignation.
26. Where the member of AASPA ceases to be a member, the Secretary shall make an appropriate entry in the Register of Members to record the date on which the member ceased to be a member.

### **Expulsion of Members and Right of Appeal**

27. The committee is to have the power to expel any member who offends against the rules of AASPA or whose conduct, in the opinion of the committee, renders them unfit for membership of AASPA.



28. To expel a member from AASPA, notice shall be sent to the Secretary, signed by any financial member, acquainting them with the circumstances that give rise to such notice.
29. Before any such member is expelled the Secretary is to give them seven days written notice to attend a meeting of the committee and is to inform them in writing of the complaint made against them.
30. The Secretary must communicate with such member (so that they may have the opportunity of explaining or withdrawing from AASPA) and shall call a meeting of the committee, who are empowered to decide the question.
31. No member is to be expelled without first having an opportunity of appearing before the committee and answering complaints made against them. At least two-thirds of the committee present must vote in favour of such expulsion.
32. Any member so expelled shall have the right to appeal, within twenty one days of such notice, to a general meeting<sup>1</sup> to be summoned within twenty-one days of lodgement of the appeal, at which meeting the penalised member may explain the action leading to notice being given, or speak in support of such appeal.
33. Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and a two-thirds majority of members present shall be required to confirm the expulsion. If the expulsion be not confirmed the member will be reinstated.

### **Obligations of Members**

34. Members are obliged, within seven days of such event, to inform the Secretary of any change of name, posted unit or residential or postal address. Similarly, the Secretary is to be informed as soon as practicable of any changes of contact details (eg phone, email etc) or other circumstances affecting their membership status.
35. Members are obliged to notify the Secretary within seven days of any other occurrence which may affect their membership of AASPA. (eg. FPO, AVO etc).
36. Each member of AASPA shall comply with the provisions of the constitution and any by-laws and with any resolutions on policy and conduct set by the committee in accordance with the provisions of the constitution.
37. All serving members of the ADF are subject to the Defence Force Discipline Act (DFDA). All members of AASPA are bound by state or territory firearms legislation in relation to the use and storage of firearms in their state of residence.

### **Infringement of Rules, Disciplining of Members and Rights of Appeal**

38. The committee shall have the power to penalise any member who is guilty of infringement of any rule(s).
39. Any range official shall have the authority to warn or report to the committee any infringement of safety rules or misconduct on a range. They shall have the power, on having

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<sup>1</sup> Due to the dispersed nature of the membership, it may not be feasible to conduct a general meeting in person. In such event, a meeting may be conducted by electronic or other suitable means (see para 86).

warned the competitor, member or visitor twice for the same infringement, to suspend the competitor, member or visitor, from participating in any further competition until such time as their case may be brought before and decided upon by the committee.

40. Any member who is considered to have infringed any rule(s) may be called upon to appear before the committee to answer such charges as may be laid against him.

41. Any member, who, in the opinion of the committee, may be considered guilty of unfair practice or misbehaviour connected with shooting, or any action detrimental to the interests of the ADF, ADO or AASPA, may be called to appear before the committee to answer such charges as may be laid against them. If found guilty, the member may be penalised by suspension, expulsion, or otherwise as the committee may consider appropriate.

42. Any member charged or suspended is to be notified in writing by AASPA Secretary as to the appropriate action being taken within seven days of such penalty being imposed.

43. Any member who is disqualified, charged or suspended shall have the right to appeal against such penalty. Such appeal must be lodged with the Secretary within twenty-one days of notice being given. If a notice of appeal is lodged, a general meeting is to be held within twenty-one days of receipt of such appeal, at which meeting the penalised member may explain the action leading to notice being given, or speak in support of such appeal.

44. Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and unless a two-thirds majority of those present vote against the appeal, such appeal shall be upheld and the member reinstated.

### **PART 3 - SUPERVISION AND MANAGEMENT**

#### **Patrons**

45. The position of Patron, whilst not onerous, is very important to members of the Association and an essential part of the management structure. The committee may invite such persons as it thinks fit to be patron of AASPA. There are not to be, at any one time, more than four patrons.

#### **Appointment of AASPA Committee of Management**

46. The association is to be managed by a committee known as the Executive Committee consisting of at least three members who may comprise the following:

- a. President
- b. Vice-President
- c. Secretary
- d. Assistant Secretary
- e. Treasurer
- f. Property Member.

47. The offices of Secretary and Treasurer may be combined, with the approval of the ordinary members at a general meeting.

48. Nominations for the office of President, Secretary and Treasurer are to be approved by NASA prior to the members conducting business in their appointed position. A person not approved by NASA is not eligible for election to any of these offices, but may be elected to another office on a sub committee.

### **Tenure of Office of the Committee**

49. Members of AASPA committee(s) hold office for one year, but any member may be re-elected to AASPA committee(s) for a second or subsequent year.

### **Casual Vacancies**

50. Where a casual vacancy on the Association committee occurs through the absence of a committee member for any reason, the President is to appoint in writing another association committee member to perform the duties of the absent committee member until the next scheduled general meeting, when another ordinary member, as approved by NASA where necessary, may be elected to the position.

### **Sub-committees**

51. Subject to the approval of the President, a sub-committee may be established by the Association committee or by resolution at a general or a special meeting of AASPA. A sub-committee is to report as required. These appointments do not carry any additional voting rights.

52. A standing sub-committee and their roles may consist of an ADO representative for each of the following shooting disciplines:

- a. ISSF (Pistol, Rifle & Shotgun)
- b. IPSC (Pistol, Rifle & Shotgun)
- c. Police & Service / Service Pistol / Service Pistol Unrestricted
- d. Metallic Silhouette
- e. International 1920
- f. WA 1500
- g. Any other discipline as determined by the committee.

53. **Coaches.** AASPA may have ADF- or civilian-accredited firearms coaches as part of a sub-committee to develop and promote safe shooting for all members of the association. If AASPA has a representational team competing in a National or International competition, a coach may be appointed as a non-competitor for that competition.

54. **Sponsorship Coordinator.** The Sponsorship Coordinator is responsible for gaining sufficient sponsorship to allow the continued development of sports pistol shooting within the AASPA.

55. **Range officers.** Range officers appointed to act on behalf of AASPA, whether holding ADF or civilian qualifications, are to be familiar with the rules for the respective discipline and relevant Service and applicable State or Territory regulations.

56. **Historian.** The Association historian may appoint sub-committees or individuals from time to time, for any specific purpose, and be the controlling member in the Association shop.

57. **Armourer.** The Association armourer is responsible for the conduct of checks on all firearms for serviceability and conformity to match rules prior to use of the firearm during practice or in competition where this is required.

58. **Scorer.** The scorer shall keep records, as directed by the committee, of the scores of all AASPA members for all disciplines that are shot.

59. The scorer shall keep a register, to be used to determine the first cut nominations for any representational team in which Association members participate. They shall maintain a grading record in accordance with the shooting disciplines that members of the Association compete in.

#### **Duties of Members of the AASPA Committee of Management**

60. The President, Secretary and the Treasurer are to be serving members of the ADF.

61. The detailed duties of members of the AASPA committee are as follows. Members of AASPA committee assigned duties in accordance with the above are to acquaint themselves with these duties and are responsible for the proper performance of such duties.

#### **Duties of the President**

62. The President of the committee of management of AASPA is responsible for:

- a. presiding at all general meetings of the members of the AASPA and at all meetings of the committee of management at which he is present
- b. convening a general meeting of AASPA not less frequently than once yearly or as directed by the constitution
- c. ensuring the correct keeping of all minutes, records and correspondence and that a proper record is made of information concerning activities which may be of value to future committees
- d. the co-ordination and general supervision of the members of the committee of management, ensuring that the AASPA Non-Public Monies Accounts (NPMA) management is conducted as provided for in Reference C and this constitution and in particular that committee members are conducting their duties
- e. ensuring that sufficient members of the committee of management are always available to conduct the affairs of the unit NPMA efficiently, and during the absence of the Secretary, Treasurer or Property Member that their duties are allotted, in writing, to other members of the committee of management

- f. supervising the duties allotted to other members of the committee of management or sub-committees
  - g. the immediate supervision, conduct and management of the AASPA NPMA so that it is in a position to meet its creditors
  - h. verifying the cash book reconciliation and, independently, the balance at the bank for the purpose of the reconciliation
  - i. carrying out random spot-checks on selected items of non public property and comparing these checks with periodical stock takes carried out within the AASPA NPMA
  - j. examining for correctness and accuracy all claims, including supporting invoices, paid or incurred on behalf of the AASPA NPMA
  - k. verifying, not less frequently than once in each quarter, any securities held by the AASPA NPMA
  - l. certification of the statement of the financial position of the AASPA NPMA
  - m. ensuring that banking is conducted in accordance with NPMA requirements
  - n. ensuring that the accounting records of the AASPA NPMA together with all supporting documents are presented for audit on the required date
  - o. ensuring that AASPA appoints an auditor to conduct an audit of the books and accounts of the AASPA NPMA within one month of the close of each period
  - p. ensuring that unit NPMA staff comply with instructions concerning the security of property of AASPA
  - q. ensuring that all accounts are properly charged, and that all accounts for expense incurred on behalf of the AASPA NPMA are properly and promptly settled
  - r. ensuring that there is no undue accumulation of non-public moneys, having regard to type and size of the AASPA NPMA
  - s. encouraging economical habits and careful management by personal example
  - t. ensuring that all non-public property purchased by, presented to or loaned to the AASPA NPMA is entered into the property book and that provision is made for its appreciation or depreciation in accordance with NPMA
  - u. ensuring that all non-public property and executive members of the unit NPMA are adequately covered by insurance in accordance with NPMA.
63. The President is to sign the minutes of all meetings and is to submit a copy the minutes to NASA within twenty eight days after the meeting.
64. Before handing over their duties to another President, the outgoing President is to submit to NASA a certificate to the effect that all debts owing to the AASPA NPMA have been

paid or that sufficient assets are in hand to meet liabilities. Should the President be unable to furnish this certificate, they are to explain the reasons which have necessitated the contracting of debts. A copy of the certificate is to be handed to the incoming President.

### **Duties of the Vice-President**

65. The Vice-President is responsible for understudying and assisting the President in his duties. During the President's absence, the Vice-President is to assume the full duties of President. He shall accept the full responsibilities of the President, in the absence or at the request of the President. He shall carry out any other duties given him by the President. In addition to the above responsibilities the Vice President is appointed the following:

- a. ADSSO Environment Officer
- b. ADSSO Equity & Diversity Officer
- c. ADSSO Disciplinary Officer
- d. ADSSO OH&S Representative
- e. ADSSO Public Relations Officer.

### **Duties of the Secretary**

66. The Secretary's duties include the administration and day to day management of the unit NPMA. He is responsible for:

- a. issuing notices of all meetings
- b. recording and keeping the minutes of all meetings
- c. maintaining the membership records of AASPA
- d. keeping of the visitors book, if applicable
- e. all correspondence relating to the AASPA
- f. supervising, ordering and receipt of goods authorised by the committee of management for the AASPA NPMA
- g. use and maintenance of the purchases order book and purchase journal
- h. security of the AASPA NPMA buildings and non-public property
- i. checking in detail all accounts and their prompt submission to the committee of management for payment
- j. the purchase and issue of receipt books
- k. supervising the non-public property account through the Property Member
- l. supervising the maintenance of the property book

- m. certifying the statement of the financial position of the AASPA NPMA prior to audit
- n. reporting to the President any known management irregularities
- o. management of the AASPA Website
- p. any other duties assigned to him by the committee of management by notice in writing signed by the President.

#### **Duties of the Treasurer**

67. The Treasurer's duties include the financial administration of the unit NPMA. He is responsible for:

- a. properly keeping all books of account and accounting documents in accordance with Reference C
- b. issuing receipts, receiving, safe custody, banking and disbursement of all non-public moneys relating to the AASPA NPMA
- c. being the signing officer of all banking transactions, preparing all cheques before signing and presentation to the appointed countersigning officer and initialling all the cheque butts
- d. preparing the statement of the financial position of the AASPA NPMA and all other accounting books and documents when required for audit
- e. immediately reporting to the President any loss, or suspected loss, of non-public moneys
- f. investing non-public moneys in accordance with the requirements of a general meeting and the approval of the President
- g. preparing accounts for members, their distribution, and subsequent advice to the President of unpaid accounts by the date prescribed for payment
- h. any other duties assigned to him by the committee of management by notice in writing signed by the President.

#### **Duties of the Property Member**

68. The Property Member's duties include the administration of the NPMA property. He is responsible for:

- a. correctly accounting for non-public property
- b. preparing non-public property for stocktaking as required by the committee of management
- c. advising the committee of management of any repairs or maintenance required and ensuring that the committee's directions regarding method of repair or maintenance are carried out

- d. advising the committee of management of any non-public property unrepairable or held surplus to AASPA requirement and seeking the President's directions through the committee for the disposition that property
- e. ensuring that non-public property is disposed of in accordance with the directions of the committee of management
- f. ensuring to the President any known non-public property discrepancies
- g. any other duties assigned to him by the committee of management by notice in writing signed by the President.

### **Ownership of Club Property**

69. AASPA property is any property purchased by AASPA NPMA moneys, or items loaned or donated by individuals or organisations on a permanent or semi-permanent basis, and held on charge by AASPA. AASPA property is given to the Association Property Member for caretaking.

### **Stock take**

70. A stock-take of club property is to be conducted, IAW the provisions of Reference C, annually.

### **Loan of Association Property**

71. AASPA property, other than library books, is not to be loaned or taken away from AASPA premises without the approval of the President.

### **Purchase of property**

72. Before a purchase of AASPA property of a durable nature is made:
- a. fourteen days notice is to be given to members of a meeting at which the purchase is to be recommended
  - b. the purchase is to be approved by a two thirds majority of the members present at the meeting and with the concurrence of the President.

73. Notwithstanding the provisions of paragraph 72, the AASPA membership may, at a general meeting, delegate authority to the AASPA committee or sub-committee to act on behalf of the AASPA for a specific transaction or class of transactions, providing notice has been given in terms of paragraphs 79 or 80 and the necessary majority is obtained.

### **Disposal of Property**

74. AASPA property may be disposed of:
- a. as part payment on property it is proposed to acquire
  - b. because the item is unserviceable



- c. because the item is surplus to requirement
  - d. on dissolution of the AASPA.
75. Disposal is to be carried out as follows:
- a. fourteen days notice is to be given to members of a general or special general meeting at which the disposal is to be recommended
  - b. the disposal is to be made only if approved by a two-thirds majority of the members present at the meeting and concurred with by the President
  - c. items approved for disposal are to be disposed of by tender or auction.
76. When an item is on loan to the AASPA, it may not be disposed of except as required by the lender. If the lender cannot be traced and their requirements ascertained, it is to be disposed of in accordance with the direction of the Executive.

### **Purchase and Sale of Trading Supplies**

77. The purchase and sale of trading supplies for AASPA is to be in accordance with the procedures outlined in Reference C.

### **Loss of Moneys and Property**

78. Any losses or suspected losses of moneys or property are to be reported and dealt with in accordance with Reference C.

### **General Meetings**

79. A general meeting of AASPA is to be convened by the President once yearly and is known as the Annual General Meeting (AGM).

80. A special general meeting of AASPA is to be convened by the President:

- a. whenever the committee considers that the circumstances warrant
- b. within twenty one days of receipt by him of a written application signed by not less than ten percent of the ordinary members, or not less than four, whichever is the greater
- c. for the disposal of club moneys and property on dissolution of the AASPA.

81. Notice of intention to hold a general or a special general meeting of AASPA is to be promulgated in writing to each member at least fourteen days prior to the date of such meeting, unless the President considers that a shorter period of notice is justified, in which event the reason for the shorter period of notice is to be included in the notice.

### **Attendance at General Meetings**

82. All ordinary members of AASPA are eligible to attend each general or special general meeting of the association. Members unable to attend should forward an apology to the President.

83. At all general or special general meetings of the association the President, or in his absence a member selected by the committee, is to take the chair.
84. Every motion before any general or special general meeting is to be decided at the meeting by a majority of votes of the ordinary members present at the meeting. In the case of an equality of votes the chairman is to have the casting vote.
85. Attendance and voting at an AGM is to be in person.
86. Attendance and voting at a special general meeting may, at the discretion of the committee, be by attendance and voting in person, or by postal or electronic means; for example group email, teleconference or videoconference.

### **Quorum**

87. The quorum at all general or special general meetings is to be not less than five ordinary members, of whom two must be committee members.

### **AASPA Committee Meetings**

88. An Association committee meeting is to be convened by the President at least quarterly. AASPA committee meetings may be conducted by electronic means.

### **Commanding Officer's Veto**

89. Any decision of a general or special general meeting is subject to these rules and to the veto of the NASA.

### **Minutes of Meetings**

90. Minutes are to be kept of each general, special general and committee meeting and are to be submitted for confirmation at the next appropriate meeting.
91. The minutes of a general or a special general meeting are to be submitted to NASA, through the President, within twenty eight days after the meeting and before they are presented to a later meeting of the AASPA for confirmation. The NASA, if he decides to exercise his power of veto, is to notify the President of his intention within twenty eight days of the minutes being presented to him, including the reason(s) for exercising the veto power.

### **Employment of Military Labour**

92. Military labour is not to be employed by AASPA unless it is on a volunteer basis.

### **Taxation Liability of AASPA**

93. Under section 23 (g) of the *Income Tax Assessment Act 1936*, AASPA is assessed as a Non-Profit organisation and shall be exempt from income tax.

### **Association Fees and Subscriptions.**

94. A member of AASPA shall, upon application for membership, pay AASPA a joining fee as determined by the committee.

95. In addition to any amount payable by the member as a joining fee, a member of AASPA shall pay to AASPA an annual membership fee as determined by the committee.

96. The annual membership fee as decided by the committee is due and payable by the 31st of January each year.

97. Any member, whose annual membership fee or levies are unpaid on the due date, shall cease to be a member of AASPA and their name shall be deleted from the register of members.

### **Insurance**

98. The insurance of AASPA property, moneys and liability is to be carried out IAW Reference C.

99. All members of AASPA are to be financial members of a civilian shooting club in their State or Territory of residence. As a financial member, they will be affiliated through their club with a police-approved shooting association in their State or Territory that will provide insurance cover. All shooting will take place on approved ranges that maintain a Public Risk insurance coverage. AASPA does not therefore require a separate insurance policy.

### **Personal Liability of Members of the Association**

100. Unless registered as a no liability or limited liability Company, or incorporated under a law providing for incorporation of associations, all members of the association are personally liable for debts and damages incurred by AASPA. In all cases, legal advice from the command or regional district legal officer is to be sought to confirm that the risk of not being registered is acceptable. The decision that follows the legal advice is to be ratified at the inaugural meeting. All members are to be warned of their responsibilities, especially if membership is mandatory.

### **Accounting Rules**

101. The accounting rules to be adopted by AASPA are to be IAW with those contained in Reference C.

### **Donations to Charity**

102. When authorised by a general meeting of the association, donations from general AASPA moneys may be made towards charities or other organisations of a kind approved by the meeting.

### **Amendments to the Constitution**

103. No amendment to the constitution shall be made unless:

- a. not less than four weeks written notice of the motion to amend the Constitution is given to each ordinary member
- b. the resolution to amend the Constitution is passed by a two-thirds majority of the ordinary members present at a general meeting
- c. the amendment is approved in writing by NASA.

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**Dissolution of the Association**

104. If at any general meeting a resolution for the dissolution of AASPA is presented the following actions are to take place:
- a. the resolution must be passed by a majority of the members present at the meeting
  - b. a further special general meeting is to be held not less than six weeks after the meeting at which the resolution was passed
  - c. not less than four weeks written notice of the special general meeting is to be given to each ordinary member
  - d. at the special general meeting a quorum must be present
  - e. the resolution is to be confirmed by a resolution passed by a majority of two-thirds of the ordinary members voting thereon
  - f. after the resolution has been confirmed the committee is to proceed to realise the property of AASPA, after discharging all liabilities
  - g. the assets thus realised are to be disbursed as provided in Chapter Eight of Reference C
  - h. on completion of the above actions AASPA is to be dissolved.

**Authority**

105. This amended Constitution was adopted by resolution of the membership at an Annual General Meeting held in Canberra on 01 November 2015.



G Sheppard  
MAJ  
Secretary



D Bartle  
LTCOL  
President