

Constitution

THE CONSTITUTION AND RULES OF THE SOUTH AUSTRALIAN CLAY TARGET ASSOCIATION INCORPORATED

NAME

1. The name of the Association shall be THE SOUTH AUSTRALIAN CLAY TARGET ASSOCIATION INCORPORATED which may be abbreviated to SACTA
2. SACTA shall consist of such clubs in SOUTH AUSTRALIA and adjoining States as shall have been admitted to affiliation and shall have signified their consent to be governed by the Rules of this Association.

OBJECTS AND PURPOSE

3. The objects of SACTA shall be:
 - (A) To administer the sport of clay target shooting in South Australia, in conjunction with the Australian Clay Target Association Incorporated which may be abbreviated to ACTA
 - (B) To promote, encourage and develop the recreational aspects of shooting, and the sport of clay target shooting, and the formation of Clay Target Clubs.
 - (C) To ensure uniformity of rules for the control and regulation of clay target shooting.
 - (D) To control shooting programs, including Interstate Team competitions, in conjunction with any affiliated club in South Australia and adjoining States.
 - (E) To instruct in the safe handling of firearms.
 - (F) To become an official body in SOUTH AUSTRALIA recognisable by the State Government on matters of legislation relating to shotgun firearms control and clay target shooting grounds.
 - (G) To provide a chain of communication through club and zone councils for suggestions and the resolution of problems and consequently to present if necessary a considered State recommendation to the National Executive.
 - (H) To ensure there is no intent of gain or reward for any individual or club.

INTERPRETATION

4. Throughout this Constitution and Rules, save where the context otherwise requires:
 - (A) SACTA shall be The SOUTH AUSTRALIAN Clay Target Association Incorporated.
 - (B) Club or member is a Clay Target Club which is affiliated with SACTA.
 - (C) Words importing the singular include the plural. Words importing the masculine gender include the feminine.
 - (D) Registered Member is a person who is a registered member of the club which appears on his or her ACTA registered shooter record card.
 - (E) Throughout this Constitution, Board shall be SACTA Board

MEMBERSHIP

5.
 - (A) Any club in South Australia or an adjoining State, whose purpose is to promote, control and conduct the sport of clay target shooting shall be eligible to join SACTA.
 - (B) Any club, desirous to join SACTA, shall apply in writing and shall be granted affiliation if approved by the Board, subject to the club gaining affiliation with the ACTA.
 - (C) Each application for affiliation shall set forth the names and addresses of the Officers of the club and shall be accompanied by the prescribed fee for affiliation.
 - (D) Approval for, or acceptance of new clubs shall be subject to the consideration by the Board of objections raised by existing adjacent clubs. The secretary shall advise adjacent clubs of any new applications and those clubs will be given the opportunity to comment before the Board considers the Application.
 - (E) Acceptance of affiliation with SACTA shall operate as an agreement binding SACTA and every affiliated club to abide by this Constitution and to accept and enforce all decisions of SACTA.

SUBSCRIPTIONS

6.

- (A) The Annual Subscription to SACTA payable by affiliated clubs shall be a minimum sum of \$40.00, to be ratified at each Annual General Meeting.
- (B) The Annual Subscription is due and payable by the 1st March in each calendar year, for that year.
- (C) Clubs affiliating with SACTA part way through the year shall pay the full Annual Subscription for that year.
- (D) The Annual Subscription may only be increased or any levies imposed, upon notice of motion, at the Annual General Meeting or a Special General Meeting.
- (E) The Financial year of SACTA shall commence on the first day of October in each year and shall end on the last day of September of the following year.

BOARD AND ZONES

7.

- (A) The State of SOUTH AUSTRALIA shall be divided into three zones as follows:
 - 1) Western Zone
 - 2) Eastern Zone
 - 3) Central Zone
- (B) Each zone shall form its own Council and four delegates from each zone, including where applicable, the Board member from that zone, shall make up the SACTA Board.
- (C) The zone delegates shall be elected at a Zone Council meeting, within the zone, at which all clubs in the zone shall have equal voting power. The Zone Council Secretary shall advise the names and addresses of the zone delegates to the Secretary of SACTA seven clear days prior to SACTA Annual General Meeting.
- (D) One delegate from each zone shall retire each year in an order initially decided at the meeting of the Zone Council at which the original zone delegates are elected. Retiring delegates shall be eligible for re-election.
- (E) Each zone shall be a sub-committee of SACTA and as such shall be bound by the SACTA constitution and shall conduct its affairs in accordance with the constitution and rules of SACTA.

- (F) The Board is constituted by the zone delegates.
- (G) The Board shall elect a President and Vice President and any other office bearers from amongst themselves within 30 days of the SACTA Annual General Meeting. The incumbent officers shall remain in office until the election takes place. The President and Vice President shall have full voting rights and in addition to an ordinary vote the President, or in the absence thereof the Chairperson, shall have a casting vote in the event of a tied vote.
- (H) All members of the Board shall be financial members of an affiliated club and shall be registered with the ACTA.
- (I) Any vacancy in the Board caused by any reason whatsoever shall be filled by a delegate appointed by the Zone Council to which the vacating members club belongs. In the event of the vacating member being also an officer of SACTA, the following rules will apply:
- 1) If the officer is the President, all entitlements pertaining thereto shall cease immediately and the position of the President will be assumed by the incumbent Vice President of the time until an election takes place. The former President will immediately provide to the Vice President all information, correspondence and the like pertaining to the office. In the event that the former President is also a delegate to the ACTA, that position will be assumed by the Vice President until an election takes place.
 - 2) In the case of any other position, all entitlements pertaining thereto shall cease immediately and the vacating officer will immediately provide to the President all information, correspondence and the like pertaining to the office. In the event that the vacating person is also a delegate to the ACTA, that position will be assumed by another Board member until an election takes place:
 - 1st Priority The President
 - 2nd Priority The Vice President
 - 3rd Priority Seniority of Service on the Board
 - 3) In all cases, the Secretary will call a special meeting of the Board in accordance with Rule 7(N), to conduct an election for the position in question.
 - 4) The vacating officer, may, if he or she chooses, attend the election as a visitor to present a report on the status of any business relating to the office but shall have no voting rights whatsoever.

- (J) In the event of any delegate to the Board being unable to attend a meeting thereof the relevant Zone Council will appoint a substitute delegate to attend such meeting in lieu, provided such substitutes may not act as a SACTA officer.
- (K) A delegate or substitute will represent only one zone at any one time.
- (L) At any meeting of the Board a Quorum shall consist of five delegates, provided however if less than nine delegates are appointed by the zones a quorum shall consist of fifty percent of the appointed delegates plus one, with representation from at least two zones.
- (M) Board meetings shall be held not less than three times per calendar year.
- (N) The President, or in the case of absence the Vice President, shall have the power to convene a Board meeting upon twenty one days' notice being given to Board members.
- (O) Only a person registered with ACTA and a Registered Member of that club may be elected as that club's delegate to the zone to which that club belongs and may be elected as a zone delegate to the Board.
- (P) If a zone delegate is absent without proper cause for two consecutive meetings, their position will become vacant and a new delegate appointed by the relevant zone will assume the position. "Proper cause" means any cause that is, in the absolute discretion of the Board, regarded as justifying such absences.

POWERS OF THE BOARD

- 8. Subject to a general over-riding authority of a General Meeting the affairs of SACTA shall be managed by the Board.
- 9. In addition to any other powers conferred on the Board by these rules, it shall, be subject to Rule 8, have full power and authority:
 - (A) To grant or refuse affiliation of any club, or to suspend or disqualify any club or person for such period as it thinks fit.
 - (B) To rescind or amend without notice of motion, a previous resolution or decision of the Board.
 - (C) To appoint sub-committees for any purpose or purposes.

- (D) To conduct a postal ballot of all directly affiliated clubs, through their Zone Councils, upon any matter of question which the Board considers to be such that a postal ballot is desirable. Each affiliated club shall be entitled to one postal vote only.
- (E) If a club or person is refused affiliation and or membership or is disqualified, the club or person has the right to appeal at its own choice to the appropriate Zone Council and or Board, and to present any relevant available information.
- (F) To determine, and adjust from time to time, emoluments of any paid employees of SACTA.
- (G) To propose, by notice of motion, a special levy from time to time upon member clubs for the purpose of meeting the expenses of SACTA.
- (H) To enter into any contracts or agreements. In addition, to operate bank accounts, invest SACTA's funds and appoint such agents as it considers appropriate on behalf of SACTA.

THE SECRETARY AND TREASURER

- 10. The duties and authorities of the Secretary and Treasurer shall be decided by the Board as recorded in a written duty statement.
- 11. The Secretary and/or Treasurer may also be employees of SACTA. In such cases their appointment and conditions of employment, the determination of employment shall be as decided by the Board.
- 12. The Secretary and Treasurer shall not vote at Board or SACTA meetings.
- 13. The Secretary and Treasurer shall not be zone delegates of SACTA.
- 14. The office of the Secretary shall be at such a place as decided by the Board.

DELEGATES TO REPRESENT THE SOUTH AUSTRALIAN STATE ASSOCIATION ON THE ACTA EXECUTIVE COMMITTEE

- 15. Two delegates to the ACTA Executive Committee shall be elected from members of SACTA Board. Elections will take place at the last Board meeting of the calendar year. Substitute delegates will not be eligible. One delegate only will be elected each year and will serve for a two-year term.

GENERAL MEETINGS

16. The SACTA Annual General Meeting shall be held at the time and location of the SACTA DTL Carnival, in each year, or as decided by the Board. In any event, the Annual General Meeting must be held on or prior to February 28th in each year.
17. A Special General Meeting of SACTA must be convened by the Secretary of SACTA in the following circumstances:
 - (A) Upon the motion of the Board, or
 - (B) Following a resolution from a General Meeting of any Zone Council, or
 - (C) Upon receipt of a petition signed by not less than 100 persons from South Australia registered with the ACTA.
18. At least 21 clear days notice, in writing, of the time, date, place and agenda of all General Meetings of SACTA shall be given to all officers of the Association, to all members of the Board and to the Secretaries of all affiliated clubs. Notice of Annual General Meetings shall be such by electronic and or postal mail. Notice of a Special General Meeting shall be advised by electronic and or postal mail.
19. Any omission or defect in the provision of notice of any General Meeting shall not invalidate the meeting or any resolution passed thereat and it shall be competent for a Special General Meeting to pass a resolution that so much of Rule 18 be suspended as will permit the Special General Meeting to proceed provided that nothing in this Rule shall contravene the quorum requirements of Rule 20(D).
20. Representation at all General Meetings shall be as follows:
 - (A) Each club shall be represented by one delegate who shall be entitled to one vote. The delegate may be a proxy nominated by the club and must be a Registered Member of that club.
 - (B) Each club delegate shall, when attending a General Meeting produce and submit an authority signed by the President and Secretary of that club and stating that they are the delegate for that particular meeting.
 - (C) Each member of the Board shall be entitled to be present as the delegate from the club of which they are a Registered Member.
 - (D) Quorum at General Meetings
At all General Meetings of SACTA, a quorum shall consist of 50% of the members thereof plus one. If within thirty minutes from the time appointed for a meeting a quorum of members is not present, the meeting if convened on the requisition of

members shall be dissolved. In any other case it shall be adjourned to a date to be fixed by the Board of which 21 days notice shall be given to each member and if at the adjourned meeting a quorum of members is not present within thirty minutes of the time appointed for the commencement of the meeting the members present shall be a quorum.

21. All voting at any SACTA or Board meeting shall be by show of hands. If not less than three such voters request a poll, a vote in writing shall be conducted and the papers destroyed immediately upon the declaration of the resultant poll.
22. No business except that for which the meeting shall have been called may be transacted at any Annual General Meeting or Special General Meeting unless a member shall have notified the Secretary in writing, providing details of the matter the member wishes to be dealt with, at least seven days prior to the meeting.
23. SACTA, in General Meeting, shall have complete control of all SACTA affairs, and whenever it is provided that any act or thing may be done by the Board then it shall be subject to the right of a general meeting to vary, add to or rescind any resolution of the Board.
24. At the Annual General Meeting of SACTA the President shall submit a written report of the past years activity including a financial statement and balance sheet audited by the appointed Auditor of SACTA.
25. The business of the Annual General Meeting shall be:-
 1. Apologies
 2. Confirmation of Minutes of previous Annual General Meeting
 3. Presidents report
 4. Financial Statement and Balance Sheet
 5. Correspondence
 6. Notice of Motion
 7. Alterations and additions to Constitution and rules
 8. General Business

RULES GOVERNING MEETINGS

26. The following rules shall apply to all General Meetings of SACTA and the Board.

- (A) The President, or in his absence, the Vice President shall preside. In the absence of the President and Vice President the members of the Board present shall appoint one of their number to preside at such meeting. The Chair of the Board meeting shall have voting powers in accordance with rule 7(G).
- (B) No member shall speak more than once to a question, except in explanation or reply.
- (C) A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent stage of the debate.
- (D) A reply shall only be allowed to a member who has moved a substantive motion.
- (E) No member shall interrupt another while speaking except on point of order.
- (F) Upon a member raising a point of order, the member then speaking shall desist until it has been decided. The member rising to order shall state concisely the point of order, and the Chair, without discussion, shall issue a ruling.
- (G) It shall be competent for any member to move a motion of dissent from any such ruling. The mover of the motion shall concisely state the point and only the seconder and the Chair may speak to such motion.
- (H) A member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to speak again on the question under debate. No member shall move the adjournment at the end of a speech.
- (I) If there has been substantial debate, any member may move “That the question be now put” and such motion, being duly seconded shall be put without further debate. If carried, the question shall be put to the vote; if lost, the debate shall proceed.
- (J) An amendment may be moved on the original motion, and the Chair shall put the amendment to the meeting first, and if carried it shall be declared to embody the decision of the meeting to supersede the motion. When the amendment has been negatived, a further amendment may be moved, which, if carried shall in turn supersede the motion. If there be no amendment carried the original motion shall be put after the mover has replied.
- (K) The Chair shall refuse any amendment which is a direct negative or which does not preserve the substance of the original motion.
- (L) The Chair shall put all questions first in the affirmative and then in the negative and may do so as often as may be necessary to enable the determination of the sense of the meeting thereon and any such decision shall be final unless a poll be called for.
- (M) Any person, registered with the ACTA and being a member of any club affiliated with SACTA, who has paid all subscriptions due to either ACTA, the club or SACTA

shall have the right to attend any General Meeting of the association and to speak on any business and to raise a point of order. That person will have no voting rights unless they are a delegate in accordance with Rule 20(A).

POSTAL VOTES

27. Whenever the Board in pursuance of Rule 9(D) decides to conduct a postal ballot upon any question or matter the Secretary of SACTA shall advise Secretaries of the Zone Councils and shall post to the Secretary of every affiliated club a clear statement of the matter or question to be voted upon with a request that such affiliated club shall send its entitlement vote thereon to the Secretary of SACTA within a time specified which shall not be less than one calendar month after the post aforesaid. Postal votes can only be opened at a properly constituted Board Meeting.

The conditions set out above apply to postal votes conducted among the Board except that the Secretary will advise Council members in lieu of Zone Councils.

28. In the event of less than 25% of votes entitled to be cast on the matter in question being received by the Secretary of SACTA within the time specified the question voted shall be deemed to be lost. In the event of 25% or more votes being received within the specified time the question shall be decided on the majority of votes and in the event of voting being equal the question being voted upon shall be deemed to have been lost.

LIFE MEMBERS

29. Life membership of SACTA may only be conferred upon a person at an Annual General Meeting of SACTA in recognition of outstanding and exceptional services to SACTA.

ACCOUNT RECORDS AND BANKING ACCOUNT

30. SACTA shall keep accurate financial records of all transactions carried out in the course of the business of SACTA. Such records will be maintained by the Secretary, Treasurer or such other person nominated from time to time by the Board and will be audited each year prior to the Annual General Meeting. SACTA shall have such bank account with such bank at such place as the Board shall decide and any two the President, Secretary,

Treasurer, or other signatory authorised by the Board, shall have authority to operate on such account.

BY LAWS

31.

(A) The Board may (subject to the over-riding authority of a General Meeting) make by-laws not consistent with the Rules of SACTA and of the ACTA in relation to the following matters:

- (i) The management of the affairs of SACTA
- (ii) The qualifications and/or suitability of any person to compete in any competition or event
- (iii) Handicapping or handicappers
- (iv) Refereeing and Referees.

(B) The Board may also alter or rescind any such by-laws and fix and enforce penalties for the breach thereof.

(C) Any by-laws may be disallowed or altered by a majority of members present at the Annual General Meeting or a Special Meeting of SACTA.

AUSTRALIAN CLAY TARGET ASSOCIATION SHOOTING RULES

32. SACTA shall adopt the Definitions of Terms for Clay Target Shooting and the Rules and Regulations relating to Clay Target Shooting of the ACTA.

SUSPENSION

33. If any affiliated club or person shall be suspended or disqualified by the Board, or by these rules, they shall not be entitled to hold, conduct or compete at any District State or Commonwealth Championship competition during the period of their suspension.

CHAMPIONSHIP AND MAJOR SHOOTING PROGRAMME

34.

- (A) All championships (Commonwealth, State and District) and Interstate Teams Competitions for the State of South Australia shall be allocated each year by the Board.
- (B) The SACTA Secretary shall, before the 31st day in May each year, advise the Secretary of each Zone Council of the Championships and Teams Competitions that may be applied for by clubs within their zones for the following year.
- (C) The Zone Council Secretaries shall then, before the 31st day of July in each year, advise the Secretary of SACTA of the description and location of each Championship or Teams Competition allocated to clubs within their zone.

35.

- (A) The Board shall approve shooting dates of all Open Championships or major shooting programmes. A major shooting program is one on which cash or trophy value in excess of \$500.00 is allocated for any one event.
- (B) The Zone Council Secretaries shall prior to a date determined from time to time by the Board, supply the Secretary of SACTA with details of shooting dates and major program details, for each club within the zone, for the following year.
- (C) Following approval by the Board, the Secretary of SACTA shall submit details of Championships allocations, shooting dates and major programs to the Secretary of the ACTA for formal approval when this is required, and shall prepare a programmed booklet, containing the details from Rule 35(B) for all zones, to be distributed as directed by the Board.

36. All Championship competitions in South Australia shall be controlled and shot for under the Rules of SACTA and the Championship conditions laid down by the ACTA.

37.

- (A) Any person who is duly registered with any State Association or with the ACTA as a member of any club howsoever affiliated shall be eligible to compete in all Commonwealth, State and District Championship events in the State of South Australia.
- (B) A junior or veteran shooter, may on request, be required to provide proof of age.

ALTERATION OR AMENDMENT OF RULES

38. No alteration or amendment of this Constitution and Rules shall be made except in the following manner:

- (A) A proposal for an amendment of alteration must be given in writing signed by the Secretary and the President or the Vice President, of the Zone Council and must be in the hands of the State Secretary at least twenty eight days before the date of the meeting.
- (B) Alteration or amendment of this Constitution and Rules can only be made at an Annual General Meeting or at a Special General Meeting called for that purpose.
- (C) The proposed alteration or amendment shall be deemed to be carried only when and if the votes recorded in favour of it total three fifths or more of the total votes cast in respect of it.

ASSETS NOT TO BE DISTRIBUTED TO MEMBERS

39. The income and property of SACTA shall be applied solely towards the promotion of the objects of SACTA and no portion thereof shall be paid or transferred directly by way of dividend, bonus or otherwise howsoever, by way of profits to the members of SACTA provided that nothing here-in shall prevent in good faith

- (A) The remuneration of any employee or officer of SACTA or any member thereof
- (B) Reasonable and proper commercial rental of premises or equipment
- (C) The reimbursement of any expense incurred in the interests of SACTA and as approved by the Board

WINDING UP

40.

- (A) SACTA may only be wound up or dissolved on the passing of a special resolution to do so at a Special General Meeting called for that purpose provided that:
 - 1) At least twenty one days written notice specifying the intention to propose the resolution has been given to all members of SACTA; and
 - 2) The resolution is passed by a majority of not less than three-quarters of the total number of members of SACTA who, being entitled to do so, vote personally or by proxy, at the meeting.

For the purpose of this rule, the conditions of Rule 19 shall not apply.

(B) If, upon the winding up or dissolution of SACTA, there remains after satisfaction of all debts and liabilities any property whatsoever, such property shall not be paid or distributed among the members of SACTA but shall be given, transferred or distributed to another body or bodies having similar objects to SACTA or such charitable body or bodies, all of which prohibit the distribution of income or property to their members.

ASSOCIATIONS INCORPORATION ACT

41. Nothing in these Rules shall contravene the requirements of the Associations Incorporation Act 1985

42. The Association shall have all the powers conferred by Section 25 of the Act.

It is hereby certified that this document is a true and correct copy of the Rules and Regulations of the South Australian Clay Target Association.