



THE CONSTITUTION OF THE PERTH FIELD RIFLE CLUB INCORPORATED

ALSO INCORPORATING
**BY-LAWS, STANDING ORDERS AND
CLUB RULES ON THE RANGE**

AMENDMENT RECORD		
AMENDMENT NUMBER	DATE AMENDED	SIGNATURE
1	AGM 2/12/07	SIGNED B.B.H
2	AGM 23/11/08	SIGNED B.B.H
3	AGM 22/11/09	SIGNED B.B.H
4 (BY LAWS)	COMMITTEE MEETING 4/5/11	SIGNED B.B.H
5	AGM 20/1/11	SIGNED B.B.H
6	AGM 18 NOV 12	SIGNED B.B.H
7 (CLUB RULES ON THE RANGE)	COMMITTEE MEETING 6/3/13	SIGNED B.B.H
8	AGM 17/11/13	SIGNED B.B.H
9	COMMITTEE MEETING 6/5/15	SIGNED B.B.H
10 (BY LAWS)	COMMITTEE MEETING 01/06/16	SIGNED W E F
11 (BY LAWS)	COMMITTEE MEETING 03/08/16	SIGNED W E F
12	SGM 4 / 12 / 16	SIGNED B.B.H
13 (BY LAWS)	COMMITTEE MEETING 03/10/18	SIGNED W E F
14	AGM 18/11/18	SIGNED W E F
15		

PERTH FIELD RIFLE CLUB INCORPORATED

CONSTITUTION

(As passed at the SGM, 4 December 2016)

NAME OF THE CLUB

1. The name of the Club shall be PERTH FIELD RIFLE CLUB INCORPORATED.

DEFINITIONS

2. The following definitions are applicable to this Constitution unless contrary intention appears:
 - a. 'Adult' means an Adult referred to in sub paragraph 9.a,
 - 'Adult Member' means an Adult Member referred to in sub paragraph 11.a,
 - b. 'Alteration to the Club's Constitution' means Alteration to the Club's Constitution referred to in paragraph 74 to 76,
 - c. 'Annual General Meeting' means an Annual General Meeting convened as set out in paragraphs 43 to 45,
 - d. 'Application Form' means the Application Form referred to in paragraph 13,
 - e. 'Associations Incorporation Act' means the Associations Incorporation Act (1987) and amendments thereto,
 - f. 'Association' means the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (WA) INCORPORATED,
 - g. 'Assistant Secretary' means the Assistant Secretary referred to in paragraph 26,
 - h. 'Associate Member' means an Associate Member referred to in sub paragraph 11.d,
 - i. 'Auditor' means the Auditor referred to in paragraph 68,
 - j. 'Canteen Manager' means the Canteen Manager referred to in paragraph 33,
 - k. 'Club' means the PERTH FIELD RIFLE CLUB INCORPORATED,
 - l. 'Club Captain' means the Club Captain referred to in paragraph 27,
 - m. 'Club Committee' or 'Committee' means those persons referred to in paragraph 21,
 - n. 'Committee Meeting' means the Committee Meeting convened as set out in paragraphs 48 to 50,
 - o. 'Committee Member' means a person referred to in paragraph 21,
 - p. 'Common Seal' means the Common Seal referred to in paragraph 69,
 - q. 'Complex Committee Delegates' means the Complex Committee Delegates referred to in paragraph 38,
 - r. 'Contact Officer' means the Contact Officer referred to in paragraph 35,
 - s. 'Discipline Delegate(s)' means the Discipline Delegate(s) referred to in paragraph 31,
 - t. 'Dissolution' means Dissolution referred to in paragraph 77 and 78,
 - u. 'Dues in Arrears' means Dues in Arrears referred to in paragraph 62,
 - v. 'Family Member' means a Family Member referred to in sub paragraph 11.c,
 - w. 'Financial Year' means the Financial Year referred to in paragraph 63,
 - x. 'Firearms Act' means the Firearms Act 1973 and amendments thereto,
 - y. 'Firearm' means any firearm other than a 'Handgun';
 - z. 'Full Member' means a Full Member referred to in paragraph 12,
 - aa. 'Handgun' means and includes any firearm which comes within the definition of a 'Handgun', as defined in the Firearms Act 1973 of Western Australia and amendments thereto or any State legislation that is in force at any particular time and amendments thereto,
 - bb. 'Handgun Training Officer' means the Handgun Training Officer referred to in paragraph 30;
 - cc. 'Honorary Member' means an Honorary Member referred to in sub paragraph 11.f,
 - dd. 'Honorary Secretary' means the Honorary Secretary referred to in paragraph 25,
 - ee. 'Honorary Treasurer' means the Honorary Treasurer referred to in paragraph 28,
 - ff. 'Incorporations Act' means the Associations Incorporation Act 1972,
 - gg. 'Joining and Annual Dues' means Joining and Annual Dues referred to in paragraphs 56 and 57;
 - hh. 'Junior' means a Junior referred to in sub paragraph 9.b,
 - ii. 'Junior Member' means a Junior Member referred to in sub paragraph 11.b,
 - jj. 'Life Member' means a Life Member referred to in sub paragraph 11.e,
 - kk. 'Member' means a Member of the Club referred to in paragraph 11,
 - ll. 'Membership Cessation' means Membership Cessation referred to in paragraph 14,
 - mm. 'Notices' means Notices referred to in paragraph 72 and 73,
 - nn. 'Objects of the Club' means the Objects of the Club referred to in paragraph 4,
 - oo. 'Officer' means a Committee Member referred to in paragraph 21,
 - pp. 'Patron' means the Patron referred to in paragraph 19,
 - qq. 'Powers of the Club' means the Powers of the Club referred to in paragraph 5,
 - rr. 'President' means the President referred to in paragraph 23,
 - ss. 'Privilege' means a benefit or advantage. Current Club privileges are referred to in sub paragraphs 11.a, 11.b, 11.c, 11.e, 11.g and 42.b.

- tt. 'Probationary Member' means a Probationary Member referred to in sub paragraph 11.g,
- uu. 'Provisional Applicant' means a Provisional Applicant referred to in sub paragraph 10.(1) to (5),
- vv. 'Provisional Applicant and Probationary Member Fees' means 'Provisional Applicant and Probationary Member Fees' referred to in paragraph 59,
- ww. 'Publicity Officer' means the Publicity Officer referred to in paragraph 37,
- xx. 'Quorums' means Quorums referred to in paragraph 54,
- yy. 'Registrar' means the Registrar referred to in paragraph 36,
- zz. 'Safety Training Officer' means the Safety Training Officer referred to in paragraph 29'
- aaa. 'SSAA(WA) Affiliation and By-Laws' means the SSAA(WA) Affiliation and By-Laws referred to in paragraphs 70 and 71,
- bbb. 'SSAA' means the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA,
- ccc. 'SSAA(WA)' means the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (WA) INCORPORATED,
- ddd. 'Special General Meeting' means a Special General Meeting convened as set out in paragraphs 46 and 47,
- eee. 'Vice-Patrons' means the Vice-Patrons referred to in paragraph 19
- fff. 'Vice-President' means the Vice-President referred to in paragraph 24,
- ggg. 'Works Manager' means the Works Manager referred to in paragraph 34,
- hhh. 'WSC' means the Wanneroo Shooting Complex.

PRECEDENCE

- 3. In the case of a conflict between the Club's Constitution, Club's By-Laws, Standing Orders of the Club and the Club Rules on the Range the precedence of the documents shall be:
 - a. the Club's Constitution,
 - b. the Club's By-Laws,
 - c. the Standing Orders of the Club, and
 - d. the Club Rules on the Range.

OBJECTS OF THE CLUB

- 4. The objects of the Club shall be as follows:
 - a. The achievement and maintenance of a favorable and safe environment for shooting;
 - b. To educate people in the art of competitive and field shooting;
 - c. To fully develop and maintain Club facilities on the Pinjar Range Complex;
 - d. To encourage and arrange Club and interclub competitions, social events or otherwise;
 - e. To assist in maintaining the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA;
 - f. To raise the sporting shooter in public esteem by the promotion of a better understanding among the public, landholders, the media and government instrumentalities; and
 - g. To promote, support or oppose legislation, or any other measure, affecting or likely to affect the sport of shooting generally.

POWERS OF THE CLUB

- 5. For the purpose of achieving or furthering these objects the Club shall have power to:
 - a. purchase, sell, hold, lease or rent real or personal property;
 - b. borrow, raise or secure the payment of money to secure the repayment or performance of any debt, liability, contract or guarantee incurred or to be entered into by the Club;
 - c. open and operate accounts with banks, building societies and other financial institutions;
 - d. enter into any arrangements with any government or local government authority or instrumentality;
 - e. employ, hire or engage managers, clerks, secretaries, workmen, curators, coaches or other persons;
 - f. invest the moneys of the Club;
 - g. make gifts or prizes;
 - h. amalgamate or associate with any other shooting club or other sporting association; and
 - i. do all such other things as are incidental or conducive to the objects of the Club.

INCOME AND PROPERTY

6. The income and property of the Club shall be applied solely towards the promotion of the objects of the Club and no portion of the income or property shall be paid, transferred or distributed directly to Members of the Club, provided that nothing shall prevent the payment in good faith of remuneration to any Officer or employee of the Club or to any person other than a Member, in return for services actually rendered to the Club.

MEMBERSHIP

7. The membership of the Club shall be open, at the discretion of the Committee, to all persons interested in shooting.

8. All Members must be current financial members of the SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA.

9. Provisional Applicants and Members shall be categorized by age as follows:

- a. **Adult.** Any person 18 years or over shall be an Adult.
- b. **Junior.** Any person under 18 years shall be a Junior.

10. **Provisional Applicant.** A Provisional Applicant has the following defining elements:

- (1) an Application Form applying for Adult, Junior or Family Membership has been completed and has been accepted by the Committee; and
- (2) a series of requirements, as set out in the Application Form, are in the process of being completed or have been completed. These requirements include:
 - (a) the attendance at six Club competition shoots, as a minimum, during the Application period;
 - (b) the attendance at the Club's range safety and training course; and
 - (c) such other requirements as the Committee shall from time to time stipulate.
- (3) The Application period shall be for a minimum of six months but can be extended at the discretion of the Committee.
- (4) The Provisional Applicant will become an Adult, Junior or Family Member subject to:
 - (a) satisfactorily completing all the Application requirements,
 - (b) approval by the Committee, and
 - (c) completion of the requirements at paragraph 15 of the Club's Constitution.
- (5) A Provisional Applicant has none of the privileges of a Member.

11. **Membership Types.** The Club shall have the following membership types:

a. **Adult Member.** An Adult Member shall have the following privileges and be commensurately entitled to:

- (1) full voting rights;
- (2) nominate any eligible Member for election and be elected and serve as a Committee Member subject to the provisos of paragraph 20 of the Club's Constitution;
- (3) propose and second motions at Annual General, Special General and Committee Meetings in accordance with the provisions of paragraphs 43 to 50 of the Club's Constitution;
- (4) a range key upon completion of the prescribed period following admission to full membership and payment of the requisite fee; and
- (5) eligibility for Club support for the licensing and/or acquisition of Firearms and Handguns consistent with the Firearms Act and the Club's By-Laws.

b. **Junior Member.** A Junior Member shall have the following limited privileges and be commensurately entitled to:

- (1) a range key at the discretion of the Committee upon completion of the prescribed period following admission to full membership and payment of the requisite fee, and
- (2) Club support for the licensing and acquisition of Firearms and Handguns consistent with the Firearms Act and the Club's By-Laws.

c. **Family Member.** At least one Member of the 'family' must be an Adult Member of the Club. Family Members must be all residing at the same address, with the proviso that the term 'the same address' may be defined by the Committee having due regard for each Member's situation. All Adult Family Members shall have full membership privileges as defined in sub paragraphs 11.a. (1) to (5) of the Club's Constitution. Junior Family Members shall have limited membership privileges as defined in sub paragraphs 11.b. (1) and (2) of the Club's Constitution.

- d. **Associate Member.** This membership category is available to members of other shooting clubs. They shall be nominated by a Discipline Delegate and approved by the Committee and may be an Adult or Junior. An Associate Member shall only participate in the nominating Delegate's discipline on a non-competitive basis. Associate Members are not entitled to a range key via the Club.
 - e. **Life Member.** A Life Member is a Member elected by the Committee in accordance with Addendum 1 of the Club's By-Laws. Privileges of Life Membership shall be in accordance with sub paragraphs 11.a (1) to (5) of the Club's Constitution and benefits shall be in accordance with paragraph 13 of Addendum 1 of the Club's By-Laws.
 - f. **Honorary Member.** An Honorary Member is a Member elected by the Committee in accordance with Addendum 2 to the Club's By-Laws. Honorary Members do not have voting rights. Benefits of Honorary Membership shall be in accordance with sub paragraphs 6.a to f of Addendum 2 of the Club's By-Laws.
 - g. **Probationary Member.** A Probationary Member is a Member with the following defining elements:
 - (1) a Probationary Membership Form has been completed and has been accepted by the Committee;
 - (2) a satisfactory demonstration, which has been accepted by the Committee as part of and at the time of membership application, of the following:
 - (a) a member of another shooting organization,
 - (b) requires transfer or support for existing firearms licenced to them,
 - (c) a member of the SSAA for six months, and
 - (d) personal and shooters bona-fides and/or references from other clubs; and
 - (3) satisfactory completion, of the Club's range safety and training course and other practical demonstration of firearms competency as deemed acceptable by the Committee.
 - (4) The Probationary Membership period shall be for a minimum of six months but can be extended at the discretion of the Committee.
 - (5) The Probationary Member will become an Adult or Family Member subject to:
 - (a) satisfactorily completing all the Probationary Membership requirements,
 - (b) approval by the Committee, and
 - (c) completion of the requirements at paragraph 15 of the Club's Constitution.
 - (6) A Probationary Member has the privilege and hence is entitled to eligibility for Club support for the licensing and/or acquisition of Firearms and Handguns consistent with the Firearms Act and the Club's By-Laws.
12. **Full Member.** A Full Member shall be either an Adult Member, a Junior Member, a Family Member or a Life Member.
13. **Application Forms.** Any person wishing to be an Adult, Junior, Family or Associate Member shall submit an application on the Committee approved form (Addendum 3 to the Club's By-Laws) together with the required Fees. On lodgment of the application by the person with the Committee, the Committee may:
- a. accept the application; or
 - b. reject the application without being required to give reasons.
14. **Membership Cessation.** A Member shall cease to be a Member if:
- a. they resign;
 - b. they fail to pay any Dues or fines due;
 - c. they are expelled;
 - d. they do not become a SSAA member or fails to maintain SSAA membership; or
 - e. they are deceased.

MEMBER CRITERIA

15. Persons shall only be deemed to be Members of the Club when they are both financially and administratively compliant, as follows:
- a. To be financially compliant persons must have paid in full all Dues as defined in paragraphs 56 to 58 of the Club's Constitution relevant to the membership type. The only absolute proof of payment is the receipt or its copy from the Honorary Treasurer's receipt book; and
 - b. To be administratively compliant persons must have a current membership card duly issued by the Registrar.

FINING, SUSPENSION AND EXPULSION OF MEMBERS AND PROVISIONAL APPLICANTS

16. The Committee shall have the power at a Committee Meeting to fine and/or suspend the privileges of membership, as applicable, from any Member or Provisional Applicant who shall be proven to the Committee's satisfaction, guilty of flagrantly infringing the Club's Constitution, Club's By-Laws, Standing Orders of the Club, Club Rules on the Range or of unbecoming or improper conduct in or on the Club premises. All notices of such fines or suspensions shall be conveyed in writing to the Member or Provisional Applicant together with the details of the conduct that occasioned such action. In the case of a safety violation the Member or Provisional Applicant shall, to the Committee's satisfaction, pass a safety or muzzle awareness assessment. All fines shall be payable on demand. A Member so fined shall forfeit all privileges of membership, including participation in all Club activities and a Provisional Applicant so fined shall not participate in Club activities until they shall have made such payment. If a Member or Provisional Applicant so fined fails to pay such fine within two months of the date of fining, they shall cease to be a Member or Provisional Applicant and their name shall be struck off the Club's register.

17. The Committee shall have the power, at a Committee Meeting, to expel any Member or Provisional Applicant proved to its satisfaction to have been guilty of unbecoming, dishonorable or improper conduct in or out of the Club's premises, or of acting in a manner prejudicial to the interests of the Club, or for any general misconduct as in the opinion of the Committee merits expulsion. Any notice of such expulsion shall be conveyed in writing to the Member or Provisional Applicant together with the details of the conduct that occasioned such action.

18. Any Member so expelled, fined or suspended, may give notice of appeal in writing within fourteen days. Such appeal shall be considered by a Special General Meeting of the Club called for that purpose and at which the aggrieved Member may make representation.

PATRON AND VICE PATRON

19. The Club shall have one Patron and such Vice-Patrons as are deemed necessary by the Committee from time to time. The Patron and Vice-Patrons shall be elected at the Annual General Meeting and shall take office from the 1st January of the following year. The Patron and Vice-Patrons shall be the subject of re-election at the subsequent Annual General Meeting. The Patron and Vice-Patrons do not have to be a Club Member to be nominated for election.

CLUB COMMITTEE

20. **Eligibility.** A person shall not be eligible to stand for election to the Committee, in any capacity, until they have completed three (3) years as an Adult Member of the Club. In exceptional circumstances, the Committee shall be empowered to waive this qualifying period. Honorary, Associate and Probationary Members are not eligible to be a Club Committee Member.

21. **Committee Composition.** The Club Committee (Officers) shall consist of:

- a. President,
- b. Vice President,
- c. Honorary Secretary,
- d. Assistant Secretary,
- e. Club Captain,
- f. Honorary Treasurer,
- g. Safety Training Officer,
- h. Handgun Training Officer,
- i. Discipline Delegates,
- j. Canteen Manager,
- k. Works Manager,
- l. Contact Officer,
- m. Registrar,
- n. Publicity Officer, and
- o. Complex Committee Delegates.

OFFICE

22. The office and place of business shall be a place as the Committee shall from time to time decide.

DUTIES OF COMMITTEE MEMBERS

23. **President.** The President of the Club shall:
 - a. unless prevented by illnesses or other unavoidable cause preside at all meetings of the Club and the Committee, and shall see that the business is conducted in a proper manner;
 - b. call Special General Meetings of the Club or of the Committee;
 - c. generally ensure the well-being and the objects of the Club;
 - d. in the case at any time of an equality of votes, may in addition to their ordinary vote give a casting vote; and
 - e. be entitled to sign cheques or authorize electronic payments on behalf of the Club and as approved by the Committee.
24. **Vice President.** The Vice President shall:
 - a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. preside at any meetings which the President does not attend and deputise for the President by performing the President's duties;
 - c. have ordinary voting power in the presence of the President at a Committee Meeting. When deputising for the President, they shall have the President's voting powers; and
 - d. not have authority to sign cheques on behalf of the Club.
25. **Honorary Secretary.** The Honorary Secretary shall:
 - a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. keep a correct account of all monies received by them;
 - c. be responsible for actioning all inwards and outwards correspondence, unless otherwise authorized by the Committee;
 - d. answer such questions as may be asked in accordance with the Club's Constitution, Club's By-Laws, Standing Orders of the Club and Club Rules on the Range;
 - e. keep copies of all letters received by them;
 - f. pay all monies received by them to the Honorary Treasurer;
 - g. be entitled to sign cheques or authorize electronic payments on behalf of the Club and as approved by the Committee;
 - h. keep a complete register of all Members enrolled in consultation with the Registrar; and
 - i. be responsible for the recording of new membership applications and membership renewals in consultation with the Registrar.
26. **Assistant Secretary.** The Assistant Secretary shall:
 - a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause,
 - b. be responsible for the recording and the dispersal of minutes including the posting of a copy on the Club's notice board or electronically, and
 - c. perform other duties as may be delegated by the Honorary Secretary from time to time.
27. **Club Captain.** The Club Captain shall:
 - a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. be responsible for all matters concerning the shooting programme and range disciplines,
 - c. liaise with the Discipline Delegates and their sub-committees and generally ensure the well being and coordination of the disciplines of shooting concerned, and
 - d. submit a report at each monthly Committee Meeting.
28. **Honorary Treasurer.** The Honorary Treasurer shall:
 - a. attend all meetings of the Club and Committee, unless prevented by illness or other unavoidable cause;
 - b. submit in writing thereto statements and accounts of all money transactions for the previous month(s);
 - c. keep a correct record of all monies received and expended on behalf of the Club;
 - d. pay all monies belonging to the Club into such bank, building societies and other financial institutions as shall be approved by the Committee;
 - e. produce at every Committee Meeting the Club's cheque book(s) and receipts in respect of payments made to and by them on behalf of the Club;
 - f. submit all accounts received by them to the Committee for consideration;
 - g. make no disbursements of the Club's funds without the sanction of the Committee;
 - h. be responsible for the collection of Dues and Fees, levies and other monies or other fees as from time to time are received or may become due – whether received by them directly or indirectly;
 - i. produce a statement of receipts and expenditure and a balance sheet, duly audited, at the Annual General Meeting of the Club; and
 - j. be entitled to sign cheques or authorize electronic payments on behalf of the Club and as approved by the Committee.

29. **Safety Training Officer.** The Safety Training Officer shall:
- attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - conduct the Club's range safety and training course at a time and place of the Safety Training Officer's choosing;
 - determine the form and content of the safety and training course, from time to time, which shall be subject to approval by the Club Committee;
 - liaise with the Club Committee on safety training issues; and
 - submit a report at each monthly Committee Meeting.
30. **Handgun Training Officer.** The Handgun Training Officer shall:
- attend all Club and Committee Meeting unless prevented by illness or other unavoidable cause;
 - conduct all the Club's muzzle awareness and handgun training at a time and place of the Handgun Training Officer's choosing;
 - determine the form and content of the muzzle awareness and handgun training course, from time to time, which shall be subject to approval by the Club Committee;
 - liaise with the Club Committee on muzzle awareness and handgun training issues; and
 - submit a report at each monthly Committee Meeting.
31. **Discipline Delegates.** Within the Club Committee the Discipline Delegates, as reflecting the disciplines supported by the Club, shall be as follows:
- Benchrest delegate,
 - Fly Shoot delegate,
 - Combined Services delegate,
 - Field Rifle and Scoped Three Positional delegate,
 - Field Pistol (SSAA) & IHMS delegate, and
 - Shotgun delegate.

All programmed shooting activities, which are determined by the Club Committee not to be managed directly by one of the Discipline Delegates, shall be allocated to a sub delegate by the Club Committee. The Club Committee shall also determine each sub delegate's responsible Discipline Delegate.

32. Discipline Delegates shall:
- attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - collect any fees which are due and other monies as deemed necessary for their discipline and sub discipline(s);
 - liaise with the Club Captain;
 - be responsible for the organization and running of the discipline and the sub discipline(s) which includes:
 - record keeping including records of attendance,
 - delegation of duties for the effective execution of their duties,
 - accounting for all discipline stock,
 - ordering any and all such consumables and stock as are necessary for the discipline shooting activities within the limits, including financial, as from time to time are set by the Committee, and
 - submitting a report at each monthly Committee Meeting.
33. **Canteen Manager.** The Canteen Manager shall:
- attend all monthly Committee Meetings, unless prevented by illness or other unavoidable cause, where they shall:
 - lodge all monies collected from the previous month's trading together with a summary of purchases, and
 - seek reimbursement for all funds expended in purchasing canteen stock – unless an advance payment has been made to the Canteen Manager, by the Committee, for a special purpose;
 - purchase all stock as necessary for profitable Club trading through the canteen. This shall include but is not limited to food, beverages, apparel, badges, rule books and minor shooting accessories such as protective equipment (safety glasses and ear plugs);
 - account for all Club canteen stock whether held in the canteen or elsewhere;
 - oversee the management of the canteen by attendance at the canteen personally (preferable) or delegating another person to perform the attendance task; and
 - submit a report at each monthly Committee Meeting.

34. **Works Manager.** The Works Manager shall:
- a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. compile and maintain a list of both new and maintenance works to be undertaken in and around the Club;
 - c. orchestrate, manage and procure labour and materials for both new and maintenance works;
 - d. prepare estimates, as requested by the Committee, for both new and maintenance works;
 - e. attend all Club busy bees unless prevented by illness or other unavoidable cause. In the case of non-attendance, a substitute shall be nominated to manage the busy bee; and
 - f. submit a report at each monthly Committee Meeting.
35. **Contact Officer.** The Contact Officer shall actively promote membership of the Club by engaging in the following activities:
- a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. preferably act as the first point of contact for prospective Members with respect to:
 - (1) advice on joining the Club,
 - (2) explaining the form, functions and nature of the Club, and
 - (3) direction to the Club's website as necessary;
 - c. distribution of Application Forms as necessary;
 - d. promotion of the re-participation in the Club of lapsed Members; and
 - e. submit a report at each monthly Committee Meeting.
36. **Registrar.** The Registrar shall:
- a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause,
 - b. compile the membership register,
 - c. record new applications and membership renewals, and
 - d. submit a report at each monthly Committee Meeting which is to include new applications and those being considered for Full Membership for Committee approval.
37. **Publicity Officer.** The Publicity Officer shall:
- a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. maintain a current Club website;
 - c. in as much as it relates to and can be achieved by publicity, promote the Objects of the Club as set out in paragraph 4 of the Club's Constitution, via:
 - (1) use of the media (print, radio, TV and social) outlets as, when and where the opportunity arises;
 - (2) use of shooting journals and related publications as, when and where the opportunity arises; and
 - (3) special events such as open days, and
 - d. submit a report at each monthly Committee Meeting.
38. **Complex Committee Delegates (2).** Complex committee delegates shall:
- a. attend all Club and Committee Meetings, unless prevented by illness or other unavoidable cause;
 - b. attend all Complex Committee Meetings, unless prevented by illness or other unavoidable cause;
 - c. represent the best interests of the Club at the Complex Committee Meetings, as directed by the Club Committee; and
 - d. submit a report at each monthly Committee Meeting on the proceeding of the Complex Committee Meeting.

ELECTION OF COMMITTEE MEMBERS

39. All Committee Members of the Club shall be elected at the Annual General Meeting and shall take office from the 1st January of the following year. All Committee positions shall be the subject of election at the subsequent Annual General Meeting.
40. The election shall be under the control of a Chairman and two poll officers appointed for that purpose at the meeting.
41. Where more than one nomination for any one office is received, a secret ballot shall be held. After the results of the ballot are announced the ballot papers shall be destroyed.

POWERS AND PRIVILEGES OF THE COMMITTEE

42. The powers and privileges of the committee are as follows:

a. **Powers.** The conduct of the Club shall be in the hands of the Committee which may:

- (1) manage the affairs of the Club generally and do any other acts, matters and things which may be referred to the Committee by any general meeting of the Club;
- (2) elect Life and Honorary Members;
- (3) co-opt additional Committee Members, not exceeding three in number, at any one time;
- (4) appoint sub-committees and delegate to them such powers and responsibilities as it considers fitting;
- (5) appoint until the next Annual General Meeting, any Member to any office, and notify the SSAA(WA) accordingly;
- (6) grant from Club funds such honoraria and pay such traveling and/or out of pocket expenses as it thinks proper;
- (7) make and amend the Club's By-Laws, Standing Orders of the Club and Club Rules on the Range as necessary for the good administration and governance of the Club; and
- (8) interpret the Club's Constitution, Club's By-Laws, Standing Orders of the Club and Club Rules on the Range. Such interpretations shall be binding unless revoked by a resolution carried at an Annual or Special General Meeting of the Club.

b. **Privileges.** Any privileges over and above those of a Member shall be noted in the Club's Constitution.

MEETINGS

43. **Annual General Meeting.** The Annual General Meeting of the Club shall be held on a date between 15 and 30 November of each year, at such a time and place as the Committee may appoint. The Honorary Secretary shall give fourteen days' notice to all Members of the Club (Noting that only one notice is required for each Family Member group).

44. A copy of the President's Report, a copy of the Balance Sheet and a Statement of Receipts and Disbursements for the previous 12 months shall be tabled at the meeting. The business to be transacted at an Annual General Meeting shall be confined to items set out in the notice calling the meeting. Besides the matters specifically provided for in this Constitution, the Annual General Meeting may transact the business of a General Meeting.

45. All Members may attend Annual General Meetings unless their dues are in arrears. Only Adult and Life Members shall be entitled to vote at Annual General Meetings.

46. **Special General Meetings.** The Honorary Secretary shall at any time convene a Special General Meeting of the Club on receiving directions from the President, or the Committee, or a request signed by not fewer than twenty Adult/Life Members. The Secretary shall convene a Special General Meeting to be held within twenty-eight days from the receipt of the direction or request. Fourteen days' notice shall be given to each financial Member. The direction, request and notice shall state the object of the proposed meeting. No other business shall be considered at the Special General Meeting so called.

47. All Members may attend Special General Meetings. Only Adult and Life Members shall be entitled to vote at Special General Meetings.

48. **Committee Meetings.** The Committee shall meet once each month (except January) and at such other times as it may deem necessary. Minutes of all resolutions and proceedings of the Committee, shall be kept by the Assistant Secretary in a file. Any Committee Member who shall absent themselves from three consecutive meetings shall forfeit their office unless a satisfactory explanation be given to the Committee. Such explanation shall be in writing and approved or otherwise at the next Committee Meeting.

49. All Members, not being Committee Members, may attend Committee Meetings. Only Adult and Life Members shall be entitled to vote at Committee Meetings but, unless a Committee Member, may not move or second motions during Committee agenda business without special direction of the Chair.

50. At the conclusion of Committee agenda business the Chair may open the meeting for general business and may or may not accept motions from the floor.

51. **Meeting Resolutions Binding.** At any Annual General, Special General or Committee Meeting all resolutions passed shall be conclusive and binding on all Members, whether present at such meeting or not.

52. Any resolutions that are passed at any meeting, including those that impinge on the rights, privileges, obligations and range access of a Member or a Provisional Applicant as reflected in the:

- a. fundamental principles according to which the Club is governed (ie the Club's Constitution), or
- b. such matters and things that are in the opinion of the Committee necessary or expedient for giving full

effect to the provisions of the Club's Constitution for due administration of the Club (ie the Club's By-Laws), or

- c. specific firearms activities and associated matters in and around the Club (ie the Club Rules on the Range) must be reflected in the Club's Constitution, Club's By-Laws or Club Rules on the Range.

53. Such resolutions that requires changes to the Club's Constitution, Club's By-Laws or Club Rules on the Range do not become binding on Members and Provisional Applicants until amendments are made (as applicable) to the Club's Constitution, Club's By-Laws or Club Rules on the Range and then promulgated. Such promulgation can be achieved by either postal advice, placement on the Club's notice board or electronic means.

54. **Quorums.** At all Annual and Special General Meetings twenty voting Members shall form a quorum. Quorums for Committee Meetings shall be one more than half the number of elected Committee Members. Quorums for sub-committees and special purpose committees shall be half the number elected or appointed by the Committee.

CLUB MEMBERSHIP YEAR

55. The Club Membership Year shall be from the 1st January to the 31st of December each year.

DUES AND FEES

56. **Joining Dues and Annual Dues.** These dues are paid as follows:

- a. **Joining Dues.** These Dues are paid by Provisional Applicant and Probationary Members when such members move to Full Adult or Family Membership.
- b. **Annual Dues.** These Dues are paid by Adult Members, Family Members and Associate Members.

57. Dues shall be constituted as follows:

- a. **Joining Dues.** Such dues shall consist of the following elements - a subscription fee, a nomination fee, and a busy bee levy.
- b. **Annual Dues.**
 - (1) Adult and Family Member's Annual Dues shall consist of the following elements – subscription fee and a busy bee levy if the prerequisite number of busy bees are not attended. WSC Capitation fee shall be separate from Dues and Fees and any increase in Capitation fee will be passed directly onto members; and
 - (2) Associate Member's Annual Dues shall consist of a subscription fee.

58. At the time of issue of PFRC's Annual Dues, the WSC Capitation shall also be levied on members, on behalf of WSC by PFRC. The WSC Capitation charge, as it may be from time to time, shall be passed on automatically to members.

Annual Dues shall be payable in advance on the 1st January each year.

59. **Provisional Applicant and Probationary Member Fees.** These Fees are paid, by a Provisional Applicant or a Probationary Member, at the time of submitting the Club's Application Form. These Fees shall consist of the following elements – an application fee and range fee.

60. Dues and Fees shall be a sum as may from time to time be determined by the Club at an Annual General or Special General Meeting.

61. The payment of Dues and Fees shall imply a Member's and Provisional Applicant's agreement to abide by the Club's Constitution, Club's By-Laws, Standing Orders of the Club and Club Rules on the Range in force for the time being.

DUES IN ARREARS

62. Any Dues unpaid at the expiration of a period of six weeks after the date of issue of the first and final notice, shall result in the person(s) then being deemed unfinancial. The date of issue for Annual Dues shall not be before the commencement of the Club Membership Year. Following notification to the Committee by the Treasurer, the Registrar will remove the unfinancial person(s) from the Club's register

FINANCE

63. **Financial Year.** The Club's Financial Year shall commence on the Sunday after the first Wednesday in October of one year and shall conclude at the end of the Saturday after the first Wednesday in October of the subsequent year.

64. The Committee shall cause true accounts to be kept of monies received and expended.

65. A balance sheet containing a summary of assets and liabilities of the Club on the Saturday after the first Wednesday of October together with a statement of profit and loss for the preceding Financial Year shall be made out and submitted to the Annual General Meeting. The accounts shall be audited by the Auditor who shall make a report on the accounts.

66. The accounts shall be open to inspection by any Member upon giving reasonable notice to the Honorary Treasurer at a time and place convenient to the Honorary Treasurer.

67. **Cheque Signatories.** The President, the Honorary Secretary and the Honorary Treasurer are entitled to:

- a. sign cheques as authorized by the Committee with any two to sign; and
- b. make electronic payments as authorized by the Committee, with any two to participate.

AUDITOR

68. The Auditor shall be appointed by resolution at the Annual General Meeting to audit the accounts and shall take office on the 1st of January of the following year. The Auditor shall not be a Committee Member. The Auditor may attend the Annual General Meeting and take part in discussions.

COMMON SEAL

69. The Common Seal of the Club, engraved with the name of the Club, shall be kept in the care of the President.

SSAA(WA) AFFILIATION AND BY-LAWS

70. The Club shall be affiliated with the SSAA(WA).

71. The Club and its Members are subject to the By-Laws of the SSAA(WA).

NOTICES

72. Notices, circulars and communications of any kind to be sent or given to any Member or Provisional Applicant may be served on the Member or Provisional Applicant personally, transmitted electronically or mailed or delivered to the address last standing on the register and when so served, transmitted, mailed or delivered shall be deemed to have reached such Member or Provisional Applicant. A Member or Provisional Applicant changing their address shall give notice thereof to the Honorary Secretary.

73. Notices of meetings and Annual/Special General Meeting motion(s), in addition to being served on a Member personally or transmitted electronically or mailed or delivered, shall be posted on the notice board at the Club's premises. Posting on the notice board fourteen days prior to such meetings shall be deemed to be sufficient notice to all Members of such meetings.

ALTERATIONS OF THE CLUB'S CONSTITUTION

74. No alteration, addition or amendment to the Club's Constitution shall be made unless and until carried by a resolution at any General Meeting called for such a purpose. The resolution must be carried by a majority of three quarters of the Members present.

75. Notice of any proposed addition, alteration or amendment to the Club's Constitution shall be given in accordance with the provisions of 'NOTICES' at paragraphs 72 and 73 of the Club's Constitution.

76. Any alterations to the Club's Constitution shall be subject to the approval of:

- a. the State Executive Committee of the SSAA(WA) before implementation, and
- b. the State Government Department which from time to time is responsible for administering the Incorporations Act.

DISSOLUTION

77. The Club may at any time, with the consent of three quarters of the Members present at a General Meeting called for the purpose, be dissolved.

78. If upon the winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the Members or former Members. The surplus property shall be given or transferred to another association incorporated under the Associations Incorporation Act (1987) which has similar objects and which is not carried out for the purpose of profit or gain to its individual members, and which association shall be determined by resolution of the members.

FIREARMS AND HANDGUNS

79. The Club shall at all times be governed by the Act relating to Firearms and Handguns cited as the Firearms Act 1973 and amendments thereto.

PERTH FIELD RIFLE CLUB INCORPORATED

BY-LAWS

1. The Club Committee may from time to time make, alter and revoke By-Laws prescribing all such matters and things which By-Laws are contemplated or required by circumstances at any particular time, or any other such matters and things that are in the opinion of the Committee necessary or expedient for giving full effect to the provisions of Constitution and for the due administration and management of the Club and such By-Laws shall be equally binding as, but shall not be opposed to, the provisions of the Constitution.

DEFINITIONS

2. The definitions in the Constitution and the following definitions are applicable to these By-Laws unless contrary intention appears:

- a. 'State Executive Committee' means the State Executive Committee of the SSAA(WA);
- b. 'Firearms Regulations' means the Firearms Regulations 1974 and amendments thereto; and
- c. 'Standard Form of Application' means the standard form of application from time to time drafted and approved by the State Executive Committee which all Members are required to complete when requesting Club support for a licence for a Firearm or Pistol.

FIREARMS AND PISTOLS

3 Ordinary Adult, Ordinary Junior, Family, Probationary and Life Members who are desirous of obtaining Firearm(s) or Pistol(s), having completed six shoots in the discipline for which they are seeking firearm support from the Club, are required to make application on the applicable Club Firearm Support application form which they must present to the delegate for the discipline for which they are seeking support, the Delegate shall present that form and all other relevant information to the Committee at the next committee meeting for Committee consideration for approval.

4 Once a Members Club Firearm Support Application has been approved by the Committee, the Club Honorable Secretary shall forward them the Standard Form of Application (F1) or, in duplicate on the Standard Form of Application (F3), whichever is applicable, which they will complete and return with the appropriate fees to the Club Secretary.

5. Where an F1 form is used, the Club will then forward its recommendations and all relevant material to the State Assistant Secretary of the SSAA(WA) for consideration by the State Executive Committee. On approval by the State Executive Committee, the State Assistant Secretary of the SSAA(WA) will issue a standard letter of approval (F2) indicating that the application has the approval and support of the State Executive Committee. Where a F3 is used for Club support, it is submitted to the Club for approval.

6. Only after application to the Club Committee and approval from the State Executive Committee may a Member apply to the WA Police for Firearm(s) or Pistol(s) to be licensed giving reason for requiring such Firearm(s) or Pistol(s) as being 'competitive activities with this Association'.

7. Should any Member who has obtained a Centrefire rifle(s) or Pistol(s) on licence by reason of his/her competitive activities with the Club fail to attend any such activity for a minimum of 6 shoots per calendar year or 4 shoots per discipline per calendar year if two or more pistols are supported for 2 or more disciplines and with no greater period of twelve weeks without satisfactory written explanation, they will be sent a Letter of Caution to the address currently on the club records, by the Club Honorary Secretary, which will state they shall be required to attend a prescribed amount of shoots in a prescribed period (usually 1 shoot per month for six months without fail). If they fail to attend as required without a satisfactory written or emailed explanation, then their support will be cancelled.

8. In all cases such 'lack of activity attendance' notification will be directed to the State Executive Committee who will act entirely on the recommendation from the Club. Cancellation of membership and/or revocation of the Firearm(s) or Pistol(s) licence(s) shall follow.

9. Members are obliged to notify the Club Committee of any transaction concerning their Firearm(s) or Pistol(s) if such Firearm(s) or Pistol(s) are registered as Club supported Firearms.

ARMOURERS

10. A Club discipline delegate, at the time of election, shall as a consequence of election also become a Club armourer. The delegate shall remain an armourer until such time as all the firearms in the delegate's charge are handed over to a newly elected delegate(s). Additional armourers may be appointed, from time to time, by motion of the committee and shall remain armourers until:

- a. no longer authorized by motion of the committee; or
- b. such time as the firearms in the armourer's charge are all handed over to another Club armourer(s).

RANGES

11. Ranges shall be constructed in accordance with specifications as set out by the SSAA (WA) and shall be subject to the approval of the State Executive and also by the WA Police.

12. SSAA (WA) range inspection, wherever possible, shall be by persons authorized by the SSAA (WA) or any other authority that may be invited or appointed by the State Executive Committee to inspect and report to it on same.

RANGE ACCESS

13. The PFRC range shall only be open for member's personal use on the non-calendar days (ie outside programmed shoots). Access is confined to those members with a membership card issued by PFRC. Provisional Applicants and visitors are only permitted at the range if there is a calendar shoot taking place or they are in the company of a committee member.

SAFETY AND SAFETY VIOLATIONS

14. A Safety Violation will be deemed to have taken place when a shooter or person has acted:

- a) In contravention of the Range Rules/By-Laws/procedures on the range in accordance with a Discipline Rule Book under which they are competing.
- b) Or behaves in a manner that the Range Officer, Discipline Delegate/Sub Delegate, deems to be unsafe.
- c) Has left the firing point with an uncleared firearm.
- d) Has holstered a handgun but has not been cleared by the Range Officer or Safety Officer appointed for that detail.

When deemed to have committed a safety violation, the person in question shall be verbally informed by the Range Officer/Safety Officer for that detail, Discipline Delegate/Sub Delegate that has observed the offence, that they have committed a safety violation and it is of the magnitude that it is to be reported to the Club Committee in writing on the prescribed form.

Safety Violations observed by Members outside of programmed events, should be reported in writing to the Club Secretary for review at a Club Committee Meeting by the Committee.

The Range Officer, Sub Delegate, Delegate, can excuse, dismiss, disqualify any shooter or person from the range who has been deemed to be unsafe or committed a safety violation that requires such action, or as prescribed in the Rule Book for a shoot.

NB: Suspension of membership or fining is only applicable after review by the committee as prescribed in the Constitution.

A Delegate or Sub Delegate may decline to let someone participate in any programmed shoot, if that person has been deemed to have committed a reported safety violation, which has not yet been reviewed by the Committee.

NB: No Member can be fined or suspended by any person with a Club position. Only the Committee may fine or suspend a Member following a resolution at a Committee Meeting, as outlined in the Club Constitution, Paragraph 14 'Fining, Suspension and Expulsion of Members'. Notification will be in writing from the Club Secretary.

LIQUOR AND DRUGS

15. No person, whether a Member of the Club or not, shall consume any intoxicating liquor on the premises of the Club whilst a shoot is in progress. However at the conclusion of the shoot Members may consume intoxicating beverages providing they do not handle any Firearm or Pistol on the premises of the Club for the remainder of the day.

16. No person, whether a Member of the Club or not, if deemed to be 'under the influence of liquor or adversely affected by drugs', shall:

- a. be admitted to any firing range whilst a shoot is in progress, or
- b. be permitted to handle, demonstrate, load or fire any Firearm or Pistol on the Club's sub-leased property.

The Club Captain or President shall be the ultimate authority in all determination of what constitutes 'under the influence of liquor or adversely affected by drugs' within the context of these By-Laws.

CHANGE OF ADDRESS

17. A Member of the Club shall within 14 days of any change of his/her address notify the Honorary Secretary of such change of address and the Honorary Club Secretary shall within 14 days also notify the State Secretary of the SSAA (WA) of such change of address and the relevant entries of such changes of address will be implemented into the Club's register of members.

18. The Honorary Secretary shall notify the State Secretary of the SSAA (WA) of any changes or appointments to the Club Committee within 14 days of such change or appointment being made.

PFFRC FISCAL POLICY

19. The Club's expenditure shall be constituted by five categories as follows:

- a) Standing Liabilities
- b) Maintenance
- c) Consumables
- d) Asset Replacement
- e) Development

The first four categories (ie Standing Liabilities, Maintenance, Consumables and Asset Replacement) are mandated, while the fifth (ie Development) while not mandated is considered essential for the longer term goals of the Club.

20. The five categories are defined as follows:

- a) **Standing Liabilities.** Standing liabilities being those expenses which the Club cannot avoid paying in order to exist. Examples of standing liabilities are capitation fees, insurance, firearms licencing, club mailbox etc.
- b) **Maintenance.** Maintenance being servicing of plant and equipment and fixed assets/facilities. Examples of maintenance are tractor servicing, generator servicing, painting etc.
- c) **Consumables.** Consumables being items consumed in the running of the Club. Examples of consumables are fuel, targets (paper and clay), cleaning and cleaning products, stationery etc.
- d) **Asset Replacement.** Asset replacement being plant and equipment (eg mechanical apparatus), as listed on the Club's asset register, which for whatever reason, cannot be replaced by insurance. Examples being general wear and tear of such items as the tractor, generator, traps, firearms, target frames etc.
- e) **Development.** Development being those things which the committee determine require an allocation of specific saving in order to achieve the intended outcome eg rifle range extension, pistol range, skeet range, new equipment needs etc.

21. To give substance to the fiscal policy PFRC shall have three accounts as follows:

- a) **General Account.** This account shall meet the Club's standing liabilities, consumables and maintenance needs. It shall be to receipt:
 - (1) Joining Dues and Annual Dues
 - (2) Provisional Applicant and Probationary Member Fees
 - (3) The Club's other income sources
- b) **Asset Replacement.** This account shall meet the Club's asset replacement needs, shall include the key deposit and allocated at a minimum of \$10,000 annually to a target of \$100,000 in perpetuity (as at 2018). The minimum allocation and maximum target can be adjusted by the Committee to reflect ongoing financial indexing beyond 2018.
- c) **Development.** This account shall meet the Club's development needs and allocated at a minimum of \$5,000 annually if possible.

22. **Budget.** The committee shall consider and approve an annual budget in February and allocate funds to the three accounts, from the General Account, in March of the same year. Funds shall be allocated in priority order as follows:

- a) Priority 1 – standing liabilities, maintenance, consumable needs.
- b) Priority 2 – asset replacement needs.
- c) Priority 3 – development needs.

**GUIDANCE FOR THE NOMINATION OF LIFE MEMBERSHIP
FOR THE PERTH FIELD RIFLE CLUB**

INTRODUCTION

1. This document outlines the background to and the purpose of Life Membership, provides guidance on the selection of nominees and preparation of citations and details the processing procedure.

PURPOSE

2. The purpose of Life Membership is to authorize and reward outstanding, individual achievements or meritorious, individual performance of services(s) to the Club.

3. Life Membership is not meant to provide recognition solely for long service.

BASE CRITERIA

4. Persons being considered for nomination:
- must be a past or current Member(s) of the Club, and
 - should be perceived as ambassadors for the Club in maintaining the esteem of Life Membership of the Club.

ADMINISTRATIVE PROCEDURE

WHO MAY NOMINATE

5. Nominations for Life Membership may be made by any Member of the Club, unless their Dues are in arrears, to the Committee. However, the *utmost* care must be taken to ensure the nominee is not made aware of his or her nomination.

FORM OF NOMINATION

6. All nominations must be in writing and the citation is to have the form or layout as set out below:
- full name,
 - current address,
 - year joined the Club, and
 - citation detail. This to be approximately one typed page in length with details as set out below:
 - describe the outstanding achievement(s), or the sustained distinguished, exceptional or meritorious service over the time for which the person is recommended. Possible grounds related to service include:
 - services, performed over an extended period of time, which are additional or superior to those normally expected;
 - services, performed over an extended period of time, carried out in difficult circumstances;
 - ordinary services, performed over an extended period of time, with such loyalty and devotion that they are an inspiration to others; or
 - services, performed over an extended period of time, in such a way that they have special value to the Club or have achieved outstanding results. In the context of this element an extended period of time is defined as 'several years';
 - give a brief biographical review of the nominee's Club participation (to include discipline achievements and Committee responsibilities, if applicable);
 - outline the person's personal characteristics and integrity;
 - give an indication of the esteem and respect in which the nominee is held by other Club Members (and allied clubs, if applicable), and
 - describe any involvement in activities which have promoted the Club's image in the eyes of the shooting club movement and/or the community in general.

CONSIDERATION PROCEDURE

7. Nominations are to be considered by a meeting of the Committee at either:
 - a. a monthly Committee Meeting, or
 - b. a special Committee Meeting – particularly if the nomination concerns a current Committee Member.
8. Such Committee meetings are to be held in camera and obviously the definition of Committee excludes any current Committee Member under consideration.
9. A nomination will be successful if passed by a two thirds majority of the Committee.

SUCCESSFUL NOMINATIONS

10. Successful nominees are to be advised in writing by the Honorary Secretary.

PRESENTATION

11. The presentation of Life Membership is to be made preferably at the Club's annual presentation event or failing this, any other event deemed appropriate by the Committee.

UNSUCCESSFUL NOMINATIONS

12. All paperwork associated with an unsuccessful nomination is to be destroyed immediately upon completion of the consideration meeting by the Chairman. All Members present are to be advised to remain mute about the proceeding of such unsuccessful nominations by the meeting chairman.

LIFE MEMBERSHIP BENEFITS

13. The following benefits (noting that fees for consumables still apply eg clay fees, ammunition) flow from Life Membership:
 - a. full voting rights, and
 - b. waiving of the subtended Due's elements:
 - (1) annual subscription fee, and
 - (2) busy bee levy.

**GUIDANCE FOR THE NOMINATION OF HONORARY MEMBERSHIP
FOR THE PERTH FIELD RIFLE CLUB**

1. This addendum outlines the purpose of Honorary Membership, provides guidance on the selection of nominees, details the processing procedure and defines the benefits.

PURPOSE

2. The purpose of Honorary Membership is to recognise and reward individuals who are not Members of the Club but who have provided a significant contribution to the Club.

WHO MAY NOMINATE

3. Nominations for Honorary Membership may be made by any Member of the Club, unless their Dues are in arrears, to the Committee.

FORM OF NOMINATION

4. Nominations shall be made by a motion at any Committee Meeting and shall be successful if passed by a majority vote. Successful nominees are to be advised in writing by the Honorary Secretary.

PRESENTATION

5. The Honorary Membership presentation is to be made preferably at the Club's annual presentation event or failing this, any other event deemed appropriate by the Committee.

HONORARY MEMBERSHIP BENEFITS

6. The following benefits flow from Honorary Membership:

- a. access to the Club facilities;
- b. participation in Club competitions but on a non-competitive basis only;
- c. a charge free, range key;
- d. a medallion or certificate or such other form of acknowledgement as the Committee shall deem fit and appropriate; and
- g. membership for life unless the Committee determines otherwise.

7. Honorary Members do not have voting rights.

CLUB MEMBERSHIP APPLICATION FORMS

Signature of first main applicant:		Date:	____/____/____
Signature 2 nd applicant		Date:	____/____/____
Signature of the 3rd applicant		Date:	____/____/____
Signature of the 4th applicant		Date:	____/____/____

PFRC
PO Box 899
JOONDALUP DC WA 6919

Section 2 Notes:

- **Provisional Applicant:** is someone who is not yet a member of the Club needing to meet a set of conditions, before they can obtain unsupervised usage rights to the range or be supported by the Club for them obtaining a firearm.
- An **Adult** is defined as a person 18 years of age or over.
- A **Junior** member is any applicant under the age of 18 years.
- **Family** members must be all residing at the same address. (See Constitution 11c)
- PFRC is affiliated with the Sporting Association of Australia (SSAA), maintenance of full membership is mandatory for all club members. Please enter W23 as your Branch when completing the SSAA Application.


Section 3 Payment Details

Provisional application fees as below.

<ul style="list-style-type: none"> • Adult applicant (1) • Family1 - One Adult applicant & any number of Junior applicants. 			<ul style="list-style-type: none"> • Family2 - Two or more Adult applicants & any number of Junior applicants. 		
Application Fee	Range Fees	Total	Application Fee	Range Fees	Total
\$ 250.00	\$ 20.00	\$ 270.00	\$ 255.00	\$ 25.00	\$ 280.00

PAYMENT METHOD

I have made Payment by the following: (please tick box)

<input type="checkbox"/>		Direct Deposit into the Club bank account held with the Commonwealth Bank – Account name → PFRC BSB → 066-005 Account number → 0091 2110 <i>If payment is made by direct deposit then the applicant shall:</i> <ul style="list-style-type: none"> • Advise PFRC, in writing or email Treasurer that payment has been made by direct deposit; and • Ensure that the name of the applicant appears in the direct deposit details in the PFRC account statement for the Commonwealth Bank account number 0091 2110; BSB 066-005.
<input type="checkbox"/>		Payment made via paypal - sent to finance@pfr.com.au please ensure you provide a reference for the payment ; or
<input type="checkbox"/>		Cheque / money order to the PFRC, PO Box 899, Joondalup DC WA 6919. Please put your name on the back.

NOTE:

Range fees shall always be paid in bulk at the sum set out in the table above. This payment covers the six month Provisional period. Bulk range fees are compulsory.

1. Committee meetings are held on the first Wed of the month. You can email your application form to the Registrar@pfr.com.au but the original with your signature(s) on it must be posted to PFRC, PO Box 899, Joondalup DC WA 6919. Applications can take up to a month to process.
2. Fill in all details and print clearly, including your email address. An improperly completed form will not be submitted or processed.
3. Some banks refuse to put names next to payments over the counter. If you pay in a branch please email Treasurer@pfr.com.au advising of your payment.
4. When you receive your SSAA Membership number(s) please notify the Register@pfr.com.au.

Member #		Date approved by Committee		Entered into Database		Card sent	
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PFRC PROBATIONARY OR ASSOCIATE MEMBERSHIP APPLICATION

PROBATIONARY ☐

ASSOCIATE ☐

Section 1 APPLICANT INFORMATION							
First Name				Surname			
Date of birth	____/____/____		Mobile			Home Phone	
Current address				Suburb			Postcode
Email	_____@_____			SSAA Membership Number (Mandatory)			
Emergency Contact name				Emergency Phone		Relationship	
Employer			Job description				
Firearms Licence Number							
Details of other firearms not requiring support – type and calibre							
What Firearms Club are you currently or have been a member of. (List club and year)							
Have you ever been refused membership or expelled from a club? If 'YES' give details in a covering letter.				YES/NO			

Reference (for SSAA members transferring from another club only) former club name			
Reference Contact 1		Reference Address 1 or email	
Reference Contact 2		Reference address 2 or email	

FIREARMS YOU REQUIRE SUPPORT FOR							
Rifle/Pistol		Action Type:		Serial No:		Magazine Capacity	
Rifle/Pistol		Action Type:		Serial No:		Magazine Capacity	
Rifle/Pistol		Action Type:		Serial No:		Magazine Capacity	

If additional Firearms please list separately.

Section 2 DECLARATION

I declare that:

1. I have no criminal convictions, or medical/physical impediment which would preclude me from legally owning a firearm.
2. I shall attend & pass the Perth Field Rifle Club Inc. Safety Training Course, Muzzle Awareness (Handgun shooters).
3. As a Probationary Member I shall attend 6 PFRC programmed shoots in my chosen discipline during the mandated 6 month probationary period.
4. I have read and shall at all times, abide by the Constitution, By-Laws, Standing Orders and Club Rules on the Range of PFRC and the By-Laws of Sporting Shooters Association of Australia (WA) Inc.

Signature			
The information supplied above is true and correct. I authorise PFRC to verify the information provided on this form as to my good character.			
Signature of applicant:			Date: ____/____/____

PFRC
PO Box 899
JOONDALUP DC
WA 6919

Section 2 Notes:

1. **Probationary Member:**
 - a. Being a person who is or/has been a member of another shooting organization.
 - b. Being a person who requires transfer of or support for existing firearms licenced to them.
 - c. Must be a member of SSAA for 6 months.
 - d. Must supply bona-fides or references from other club(s).
2. **Associate Membership is** available to members of other shooting clubs, as approved by the Committee.
3. PFRC is affiliated with the Sporting Shooters Association of Australia (SSAA), maintenance of full membership is mandatory for all club members.

Section 3 Payment Details:

Probationary and Associate application fees as below.

PROBATIONARY - ADULT APPLICANT			ASSOCIATE – ADULT APPLICANT	
Application Fee	Range Fees	Total	Subscription Fee	Total
\$ 250.00	\$ 20.00	\$ 270.00	\$ 100.00	\$ 100.00

PAYMENT METHOD I have made Payment by the following: (please tick box)	
<input type="checkbox"/>	Direct Deposit into the Club bank account held with the Commonwealth Bank – Account name → PFRC BSB → 066-005 Account number → 0091 2110 <i>If payment is made by direct deposit then the applicant shall:</i> <ul style="list-style-type: none"> • Advise PFRC, in writing, that payment has been made by direct deposit; and • Ensure that the name of the applicant appears in the direct deposit details in the PFRC account statement for the Commonwealth Bank account number 0091 2110; BSB 066-005.
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 10px;"> Payments by </div> Payment made via PayPal - sent to finance@pfr.com.au please ensure you provide a reference for the payment ; or </div>
<input type="checkbox"/>	Cheque / money order to the PFRC, PO Box 899, Joondalup DC WA 6919 <i>Please put your name on the back.</i>

NOTE:

Range fees shall always be paid in bulk at the sum set out in the table above. This payment covers the six month Probationary period. Bulk range fees are compulsory.

1. **Committee meetings are held on the first Wednesday of the month. You can email your application form to the Registrar@pfr.com.au but the original with your signature on it must be posted to PFRC, PO Box 899, Joondalup DC WA 6919. Applications can take up to a month to process.**
2. **Fill in all details and print clearly, including your email address. An improperly completed form will not be submitted or processed.**
3. **Some banks refuse to put names next to payments over the counter. If you pay in a branch please email Treasurer@pfr.com.au advising of your payment.**

PERTH FIELD RIFLE CLUB INCORPORATED

STANDING ORDERS

1. The business of the Club at all meetings shall be conducted in the following manner, unless otherwise determined by the Members, after electing a President.
2. The following shall be the order of business:
 - Meeting Opened
 - Present
 - Apologies
 - Previous Minutes Read
 - Business Arising from Minutes
 - Correspondence – Inwards
 - Correspondence – Outwards
 - Treasurer's Report
 - Discipline Delegate's Reports
 - Other Committee Member's Reports
 - Special Committee Reports
 - Agenda Items
 - General Business
 - Meeting Closed
3. The business of Special General Meetings of the Club shall be confined to reading the notice convening the meeting, and the consideration of that subject only for which the meeting was called.
4. Any Member desiring to speak shall rise in his/her place and address the Chair. If two or more Members rise at the same time, the Chair shall call upon the Member who, in his/her opinion, first rose to speak. But any Member named may be heard upon a motion being duly carried that 'he/she do now speak' or 'be now heard'.
5. A Member can only speak once on any question before the meeting, except:
 - a. in reply to an original motion;
 - b. in explanation or correction of some matter, during the debate; and
 - c. upon a point of order raised during the debate.
6. A Member shall not be held to have spoken if he/she only uses the words 'I second the motion' or 'Amendment' as the case may be.
7. Any Member may at any General Meeting of the Club give a notice of motion for a future meeting by reading such notice to the meeting, or handing a copy thereof to the Honorary Secretary at least fourteen days prior to the next Special or General Meeting.
8. All notices of motion shall take precedence in the order in which they are received unless otherwise ordered by the meeting and will lapse if the Member, or some other Member, on his/her behalf be not present when the order of the day for such notice is read.
9. Orders of the day shall include the correspondence and all business arising out of the former in the order in which they stand in the minute book. When a motion for an adjournment of the meeting has been carried, the business then undisposed of shall have precedence at the next General Meeting.
10. All motions shall be:
 - a. duly proposed and seconded;
 - b. the property of the meeting; and
 - c. withdrawn only by leave of the proposer and seconder.
11. Motions may be adjourned from time to time or altered or amended until a decision is arrived at.
12. A motion may be amended at any time during the debate thereon by:
 - a. striking out certain words,
 - b. striking out certain words and inserting other words in their place, or
 - c. adding certain words.

13. Upon any amendment being carried, it shall be considered final, but the rest of the original motion may be further amended or altered until a decision is arrived at.

14. A motion may be superseded at any time:

- a. by another motion that it be discharged from the notice paper,
- b. by an adjournment of the debate or the meeting,
- c. by a motion 'that the question be now put' being resolved in the affirmative, or
- d. by a motion 'that the next business be proceeded with' being resolved in the affirmative.

15. A motion for the adjournment of a meeting may be proposed at any time during a meeting, or for the adjournment of the debate, at any time during such debate, and shall be at once put to the meeting by the Chair unless time is mentioned. An amendment to alter time can be proposed upon a motion for adjournment only, if time is mentioned as part of such motion, and can only apply thereto.

16. When a motion has been duly proposed and seconded and debated upon, the Chair shall at once proceed to take the vote thereon.

17. Any motion carried by the meeting cannot be again debated or rescinded unless a motion has been carried ordering a Special Meeting of the Club Members for that purpose, and a vote of two thirds of the members present and entitled to vote, voting in favor of the motion at the Special Meeting shall be required to rescind any former decision of the Club Members.

18. A motion for a Special Meeting to rescind a motion already carried may be proposed at any time without previous notice, upon the meeting, subsequent to that on which the motion was carried which it is proposed to rescind.

19. The Chair shall put all questions in a distinct and audible voice to the meeting, asking for a show of hands when the vote shall be taken – or any Member may demand a division, when the Chair shall take the vote by asking the 'Ayes' to go to the right and the 'Nos' to the left.

20. No Member can speak to any question after it has been put by the Chair, nor during a division, except to a point of order.

21. The mover of any motion for the appointment of a sub-committee shall be a member thereof. If a quorum for that sub-committee be not present at the time appointed for commencing business, a majority of those present may adjourn to another date. Any member of a sub-committee absent from three consecutive meetings thereof without reasonable excuse shall be reported to the Club and may be removed from such sub-committee and another member elected in his/her place. Reports of sub-committees, if deemed necessary, shall be submitted to the meeting in writing.

22. Any Member speaking shall at once resume his/her seat if:

- a. the Chair rises to speak, or
- b. a point of order is raised

and shall not resume his/her speech until the point of order is decided.

23. The mover of any original motion shall be allowed ten minutes to introduce it and five minutes to reply. No other Member shall be allowed to speak more than ten minutes at any one time.

24. It shall be competent, by a vote of two thirds of the Members present and entitled to vote, voting in favour of the motion, for the meeting to suspend any standing order herein contained, provided the effect of such suspension shall not be the rescinding of any resolution previously adopted by the Club Members.

25. Any Member may demand a secret ballot which must be accepted.

PERTH FIELD RIFLE CLUB INCORPORATED

CLUB RULES ON THE RANGE

DEFINITIONS

1. The definitions in the Constitution, the By-Laws and the following definitions are applicable to these Club Rules on the Range unless contrary intention appears:
 - a. 'Range Closed (No Shooting)' means Range Closed (No Shooting) in accordance with paragraph 19,
 - b. 'Range Officer' means a person who has been accredited by the SSAA(WA) as a Range Officer or a person deemed by the Committee as equally qualified,
 - c. 'Range Open for Shooting' means Range Open for Shooting in accordance with paragraph 18,
 - d. 'Safety Officer' means any competent shooter nominated by a Range Officer as the occasion demands, and
 - e. 'Downrange' means anywhere forward of the firing line.

APPLICABLE DOCUMENTS AND PUBLICATIONS

2. All shooting activity on the various ranges of the Club shall, for good governance and safety, be conducted to accord with the following:
 - a. the Club Rules on the Range;
 - b. SSAA rule books, as issued and amended from time to time, for the subtended disciplines:
 - (1) Benchrest,
 - (2) Combined Services,
 - (3) Field Rifle and Scoped Three Positional,
 - (4) Field Pistol and International Handgun Metallic Silhouette,
 - (5) Rifle Metallic Silhouette, and
 - (6) Shotgun, andany other discipline introduced into the Club following Committee approval; and
 - c. any other publications or documents approved by the Club Committee.

PRECEDENCE

3. In the case of a conflict between the Club Rules on the Range, SSAA publications and any other approved publication the following shall be the precedence unless ruled otherwise by the Club Committee:
 - a. Club Rules on the Range,
 - b. SSAA rule books, and
 - c. other publications or documents.
4. In the case of State or National titles being conducted by the Club, the SSAA rule book for the discipline concerned shall have precedence over Club Rules on the Range for the duration of the State or National title.

PRELIMINARIES

5. **Ultimate Safety Authority.** The Club Captain and/or President shall be the ultimate authority in all determinations of Club safety.
6. **Attendance Book.** The attendance book is to be signed by all Members and visitors, and appropriate range and other fees paid, immediately on arrival at the Club.
7. **Flags.** Red safety flags will be flown at specified points before firing commences.
8. **Range Officer.** The Range Officer shall be any qualified person nominated by the Club Captain or Discipline Delegate or sub delegate.
9. **Firearm and Pistol Handling.** On the range all Pistols, unless holstered hammer down, and all Firearms must be held, carried and stored in such a way that it is evident they are in a safe condition.
 - a. **Rifles.** No rifle on the range is to have its breach closed unless actually being used. No rifle is to be carried cased and the muzzle must be pointed up at all times.

- b. **Pistols.** Pistols can be carried directly to a designated rigging area in a case or bag.
 - c. **Shotguns.** No shotgun on the range is to have its breach closed unless actually being used or being stored in a gun rack. All shotguns are to have their action open and the barrel(s) pointed in a safe direction during carriage with the exception that disassembled shotguns may be carried cased.
- Penalties can be imposed for infringements.

10. No loaded magazines can be carried on a person unless under the supervision of the Range Officer.

11. There will be no persons other than the Range Officer, Safety Officer(s), instructors approved by the Range Officer and those immediately engaged in firing, on the firing point itself during a programmed shooting activity. Spectators must remain in an area designated by the Range Officer if on or near the firing line.

PERSONAL PROTECTION

12. **Ear and Eye Protection.** Ear protection must be worn by all persons on the firing line. In addition eye protection must be worn by all shooters during designated competition activity at the Club. Outside competition activity, eye protection measures are the responsibility of each individual shooter.

13. **Footwear.** Fully enclosed footwear will be worn at all times on the range eg thongs are NOT sufficient as the complete foot must be covered.

FIRING ACTIVITY MATTERS

14. **Shooter and Spectator Supervision.** All shooters and spectators shall be under the supervision of a Range Officer and shooters will not commence loading or firing until the words of command are given by the Range Officer.

15. **Arc of Fire.** The arc of fire shall be such that no loaded Firearm or Pistol shall be pointed above or to either side of the target area.

16. **Approved Targets.** Firing, unless otherwise approved by the Range Officer, shall only be at targets authorized for the particular discipline being shot. In the case of paper targets, they must be properly attached to the target frames.

17. **Approved Ammunition and Steel Targets.** Only fully unjacketed ammunition shall be used on steel targets.

18. **Range Open for Shooting.** The range shall be in the state of Range Open for Shooting when all the following procedures have been carried out.

a. **Rifles and Pistols.**

- (1) The Range Officer has ensured that there are no persons downrange,
- (2) The range closed flag or sign has been removed, and
- (3) The range open for shooting bell has been sounded once.

b. **Shotguns.**

- (1) The Range Officer has ensured that there are no persons uprange unless they are trappers and they are adequately protected, and
- (2) The shooter(s) is at the firing position(s).

19. **Range Closed (No Shooting).** The range shall be in the state of Range Closed (No Shooting) when all the following procedures have been carried out.

a. **Rifles and Pistols.**

- (1) All Firearms and Pistols have been cleared,
- (2) The range closed bell has been sounded twice, and
- (3) The range closed flag or sign has been displayed.

b. **Shotguns.**

- (1) The last target has been thrown,
- (2) All shooters have opened the action and removed all ammunition from the breech or magazine, and
- (3) The Range Officer has declared that all shooters are to unload and check scores or words of similar intent.

20. **Unsatisfactory Targets.** In the case of a target, other than clay target, tearing, shifting or being obscured by vegetation or flags such that it is unsatisfactory and the shooter desires to replace or adjust the target, he / she will attract the attention of the Range Officer. In the case of clay targets, should a clay target throwing device which is forward of the shooters require adjustment or target replenishment such action will be determined by the Range Officer. In both cases the Range Officer will, if the load, commence fire or like command has been given carry out actions at sub paragraphs a, b, c and d below or if the load, cease fire or like command has not been given then carry out actions at sub paragraphs c and d below:

- a. cause all firing to cease,
- b. clear all Firearms or Pistols
- c. implement Range Closed (No Shooting), and
- d. then nominate a person, preferably not immediately engaged in firing, to move to the target area and take corrective action. Before a person moves downrange the following actions shall occur:
 - (1) **Pistols.** Pistols must be holstered.
 - (2) **Rifles.** Rifles may stay on the firing line but shooters must stand back.
 - (3) **Benchrest Rifles.** Benchrest rifles may stay on benches but must have the bolt removed and shooters must stand away from benches.
 - (4) **Shotguns.** Shotguns must be unloaded with their actions open and the barrel(s) pointed in a safe direction.

21. **Malfunctions.** In the event of any malfunction of a Firearm or Pistol on the firing point, the shooter involved must raise his/her hand in the air to attract the attention of the Range Officer, who will then either:

- a. clear the Firearm or Pistol for removal from the firing point, or
- b. supervise correction of the malfunction, provided it can be done quickly and with a minimum of disturbance to the other shooters.

CLEARANCE

22. **Inspection / Clearance.** Firearms and Pistols must be inspected and cleared as safe by the Range Officer or a Safety Officer and the shooter must then promptly remove the Firearm or Pistol from the firing point. Firearms and Pistols not removed promptly after clearing shall be subject to re-inspection and clearance.

23. **Sitting Behind and Sighting.** No person shall sit behind or sight through any Firearm or Pistol under any circumstance until the Range Officer has declared the Range Open for Shooting and called the shooters to the line.

MISCELLANEOUS

24. **Visitors.** Any person not being a Member can shoot as a visitor to the Club a maximum of three times per calendar year, unless specifically invited by the Discipline Delegate or Committee Member.

25. **Animals.** During any shooting activity, be it programmed or unprogrammed, all animals shall be restrained in the car park or an area(s) designated by the Committee from time to time.