

# 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 also referred to in the constitution as “SACTA”.
2. SACTA shall consist of clubs in SOUTH AUSTRALIA and adjoining States that have been admitted to affiliation by the association and have consented to be governed by the rules of SACTA.

## OBJECTS AND PURPOSE

3. The objects and purpose of SACTA are;
  - (A) to administer the sport of clay target shooting in South Australia in conjunction with the Australian Clay Target Association Incorporated, also referred to in the constitution as “ACTA”,
  - (B) to promote, encourage and develop the recreational aspects of shooting, the sport of clay target shooting and the formation of clay target clubs,
  - (C) to ensure the uniformity of rules for the control and regulation of clay target shooting in South Australia,
  - (D) to coordinate clay target 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 be recognised as an official body in SOUTH AUSTRALIA by the State Government regarding matters of legislation relating to shotgun firearms sports and clay target shooting facilities,
  - (G) to provide communication to Club and Zone Councils for suggestions and the resolution of clay target issues and to present if required a considered State recommendation to the National Executive, and
  - (H) to ensure there is no intent of gain or reward for any individual or club.

## **INTERPRETATION**

4. Throughout this constitution and rules, except 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,
  - (D) registered member is a person who is a registered member of the club which appears on their ACTA registered shooter record, and
  - (E) throughout this Constitution, “Board” refers to the SACTA Board.

## **MEMBERSHIP**

5.
  - (A) Any club in South Australia or an adjoining State or Territory, whose constitution includes as a purpose the promotion, control and conduct the sport of clay target shooting shall be eligible to join SACTA.
  - (B) Any club that applies to join SACTA must apply in writing and may be granted affiliation if approved by the Board, subject to the club gaining affiliation with the ACTA.
  - (C) Each application for affiliation shall include the names and addresses of the officers of the club, a copy of the current club constitution, and payment of the prescribed fee for affiliation.
  - (D) Approval for, or acceptance of new clubs shall be subject to the consideration by the Board taking into consideration any objections raised by existing affiliated clubs. The SACTA Secretary shall advise affiliated 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 all affiliated clubs 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 \$100.00, to be ratified at each Annual General Meeting.
- (B) The annual subscription is due and payable by 1 March in each calendar year.
- (C) Any club 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 at a Special General Meeting called for that purpose.
- (E) The financial year of SACTA shall commence on 1 October in each year and shall conclude on 30 September the following year.

## **BOARD AND ZONES**

7.

- (A) The State of SOUTH AUSTRALIA shall be divided into three (3) zones:
  - 1) Central Zone
  - 2) Eastern Zone
  - 3) Western Zone
- (B) Each zone shall form its own Executive Council and two (2) delegates elected from each zone shall make up the SACTA Board.
- (C) The Zone Delegates shall be elected at a Zone Council meeting at which all member clubs have an equal vote. The Zone Council Secretary shall advise the names and addresses of the Zone Delegates to the SACTA Secretary seven (7) clear days prior to SACTA Annual General Meeting.
- (D) One (1) 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 is a sub-committee of SACTA and as such is 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 six (6) zone delegates.
- (G) The Board shall elect a President and Vice President and any other office bearers from amongst themselves within thirty (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 their absence 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 to the position 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.
  - 2) In the case of any other position, all entitlements to the position shall cease immediately and the vacating officer will immediately provide to the President all information, correspondence and the like pertaining to the office.
  - 3) In all cases, the SACTA 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 they choose – with the permission of the Board, attend the election as a visitor to present a report as to the status of any business relating to the office however shall have no voting rights.
- (J) In the event of any delegate to the Board being unable to attend a meeting the relevant Zone Council will appoint a substitute delegate to attend the meeting in lieu, provided that the substitute may not act as a SACTA officer.
- (K) A delegate or substitute will represent only one (1) zone at any one time.

- (L) At any meeting of the Board a Quorum shall consist of four (4) delegates, provided however if less than six (6) delegates are appointed by the zones a quorum shall consist of fifty percent (50%) of the appointed delegates plus one (1), with representation from at least two (2) zones.
- (M) Board meetings shall be held not less than three (3) 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 (21) days notice being given to Board members.
- (O) If a zone delegate is absent without proper cause for two (2) 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, the sub committees to be chaired by a Board member,
  - (D) to conduct a postal ballot of all directly affiliated clubs, through their Zone Councils, upon any matter of question which the Board considers being such that a postal ballot is desirable. Each affiliated club shall be entitled to one (1) 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 to the appropriate Zone Council and/or Board, presenting 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 and the expenses of SACTA.

(H) To enter into any contracts or agreements. In addition, to operate bank accounts, invest the fund of SACTA and appoint such agents as it considers appropriate on behalf of SACTA.

## **THE SECRETARY AND TREASURER**

10. The duties and authorities of the SACTA Secretary and Treasurer shall be decided by the Board as recorded in a written “position description” for each position.

11. The SACTA Secretary and Treasurer position may be undertaken by the same person with the authority of the Board.

12. The SACTA Secretary and/or Treasurer may be employees of SACTA. In such cases their appointment and conditions of employment shall be as decided by the Board.

13. The SACTA Secretary and Treasurer have no voting rights at Board or SACTA meetings.

14. The SACTA Secretary and Treasurer cannot be a delegate to SACTA.

15. The office of the SACTA Secretary shall be at such a place as decided by the Board.

## **GENERAL MEETINGS**

16. The SACTA Annual General Meeting shall be held at the time and location of the SACTA DTL (trap) carnival, in each year. If the Annual General Meeting is not held at this time it must be held on or prior to 28 February in each year.

17. A Special General Meeting of SACTA must be convened by the SACTA Secretary in the following circumstances;

(A) upon a 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 one hundred (100) persons from South Australia that are registered members with SACTA and the ACTA.

18. At least twenty one (21) calendar 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 or of a Special General Meeting shall be advised by electronic and/or postal mail.

19. Any omission or defect in the provision of the notice of any General Meeting shall not invalidate the meeting or any resolution passed at that meeting. It shall be competent for a Special General Meeting to pass a resolution that Rule 18 be suspended so to 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 (1) delegate who shall be entitled to one (1) vote. The delegate may be a proxy nominated by the club and must be an ACTA 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 stating that they are the delegate for that meeting.
  - (C) Each member of the Board shall be entitled to be present as the delegate from the club of which they are an ACTA registered member.
  - (D) Quorum at General Meetings -

At all General Meetings of SACTA, a quorum shall consist of fifty percentage (50%) of the member clubs, plus one (1). If within thirty (30) 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 the meeting shall be adjourned to a date to be fixed by the Board of which twenty one (21) calendar days notice shall be given to each member and if at the adjourned meeting a quorum of members is not present within thirty (30) minutes of the time appointed for the commencement of the meeting, the members present shall form a quorum.
21. All voting at any SACTA or Board meeting shall be by show of hands. If three (3) or more eligible voting delegates request a vote in writing it shall be conducted as such.
22. No business except that for which the meeting shall has been called may be transacted or discussed at any Annual General Meeting or Special General Meeting unless a member has notified the SACTA Secretary in writing, providing details of the matter the member wishes to be dealt with, at least seven (7) calendar days prior to the day of 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 a balance sheet audited by the appointed auditor of SACTA.
25. The business of the Annual General Meeting shall be:-
1. Meeting open
  2. Confirmation of quorum
  3. Apologies
  4. Confirmation of minutes of previous Annual General Meeting
  5. Presidents report
  6. Financial statement and balance Sheet
  7. Appointment of auditor
  8. Correspondence
  9. Notice of motion
  10. Alterations and additions to constitution and rules
  11. Additional business as provided per Section 22.
  12. Life memberships
  13. Meeting close

## **RULES GOVERNING MEETINGS**

26. The following rules shall apply to all General Meetings of SACTA and the Board:
- (A) The President, or in their absence, the Vice President shall preside. In the absence of the President and Vice President the members of the Board present shall appoint one (1) of their number to chair the meeting. The Chair of the board meeting shall have voting rights in accordance with rule 7(G).
- (B) Any person registered with the ACTA and being a member of any club affiliated with SACTA, who is a financial member or their registered club, the ACTA, and 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 SACTA Secretary shall advise the secretaries of the Zone Councils and will post to the Secretary of every affiliated club a clear statement of the matter or question to be voted upon. This statement is to include information to the affiliated club that it shall send its entitlement vote to the SACTA Secretary within a time specified which shall not be less than one (1) calendar month after posting by the SACTA Secretary. The statement of matter or question as well as voting may be by post or electronic media. The SACTA Secretary will advise council members of the result of the vote.
28. In the event of less than twenty five (25) % of votes entitled to be cast on the matter in question being received by the SACTA Secretary within the time specified, the question voted shall be deemed to be lost. In the event of twenty five (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. All nominations for life membership are to be submitted in accordance with the SACTA "Life Membership Policy", available from the SACTA Secretary.

## **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 are to be maintained by the SACTA 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 a bank account authorised by the Board. The Board will nominate any two (2) being the President, SACTA Secretary, Treasurer, or other signatory authorised by the Board, to 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 or the ACTA in relation to the following matters;

- (i) the management of SACTA,
- (ii) the qualifications and/or suitability of any person to compete in any competition or event,
- (iii) handicapping or handicappers, and
- (iv) refereeing and referees.

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

(C) Any by-laws may be disallowed or altered by a majority of members present at any 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 within the ACTA.

## **SUSPENSION**

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

## CHAMPIONSHIP AND MAJOR SHOOTING PROGRAMME

34.

- (A) All SACTA 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 31 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 Secretary shall before 31 July in each year, advise the SACTA Secretary of the description and location of each championship or teams competition allocated to SACTA 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) Zone Council secretaries shall prior to a date determined from time to time by the Board, supply the SACTA Secretary 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 SACTA Secretary shall submit details of championships allocations, shooting dates and major programs to the Executive Officer of the ACTA for formal approval. The SACTA Secretary shall prepare a state program 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 competed for under the rules of SACTA and championship conditions of the ACTA.

37.

- (A) Any person who is duly registered with any State Association or with the ACTA as a member of any affiliated club shall be eligible to compete in all Commonwealth, State and District Championship events conducted 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 received by the SACTA Secretary at least twenty eight (28) 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 totals three fifths (3/5) or more of the total votes cast in respect of it.

## **ASSETS NOT TO BE DISTRIBUTED TO MEMBERS**

39. A member of the committee having a direct or indirect pecuniary interest in a contract or proposed contract with the association must disclose the nature and extent of that interest to the committee as required by the Act, and shall not vote with respect to that contract or proposed contract. The member of the committee must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the association.

40. 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, the;

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

## **WINDING UP**

41.

(A) SACTA may only be wound up or dissolved on the passing of a special resolution at a Special General Meeting called for that purpose provided that:

- 1) at least twenty one (21) 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 (3/4) 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**

42. Nothing in these rules shall contravene the requirements of the *Associations Incorporation Act 1985*

43. The association shall have all the powers conferred by Section 25 of the Act.

44. The association will appoint a Public Officer per the Act.