



NORTHERN TERRITORY RIFLE ASSOCIATION Inc

CONSTITUTION

Adopted on 31st October 2020

PART 1– PRELIMINARY

1. Name of Association

The name of the Association is the **NORTHERN TERRITORY RIFLE ASSOCIATION INC.**

2. Objects of the Association

- a) The objects of the Association shall be –
 - i) To control and administer the sport of target rifle shooting in the Northern Territory.
 - ii) To encourage safe handling, proficiency and responsible use of firearms in accordance with the National Rifle Association of Australia’s Standard Shooting Rules.
 - iii) To promote and manage the Queens Prize Meeting, NT Teams, National, International and other target rifle shooting competitions in the Northern Territory.
 - iv) To promote target rifle shooting generally.

3. Minimum number of members

The Association must have at least ten (10) financial members in any one year.

4. Definitions

- a) The following words used in this Constitution shall, unless contrary intention is expressed, have the following meanings –
 - i) “National Council” means the National Rifle Association of Australia Ltd (NRAA).
 - ii) “Association” means the Northern Territory Rifle Association (NTRA).

- iii) “Council” is the duly elected Management Council of the NTRA
- iv) “Members” are deemed to be financial members of an affiliated club.
- v) “Office Bearers” are those officers who are duly elected by the members to the Associations Council
- vi) “Act” means the Northern Territory Association Act and regulations made under that Act as determined from time to time.
- vii) “Financial institution” means an authorised deposit-taking institution
- viii) “General Meeting” means a General Meeting of members convened in accordance with Part 6 of this Constitution
- ix) “Register of members” means the register of the Association’s members established and maintained under section 34 of the Act
- x) “Standard Shooting Rules” (SSR) means the rules of shooting as determined by the NRAA and amended from time to time.

PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION

5. Powers of the Council

- a) The Council shall control the management of income, funds and other property of the Association, the control of all its affairs, shall do all such acts and deeds as may be necessary to carry out the objects of the Association, and may appoint, from time to time, Sub Committees of its members with or without power to act.
- b) The Council may borrow money, receive money on loan, or raise money in such manner and on such terms as may be expedient, and secure the repayment of any money borrowed by mortgage, charge or lien upon the whole or any part of the property, assets, or rights of the Association and redeem and pay off any such securities.
- c) The Council shall have power to invest the surplus funds of the Association in any investment for the time being authorised by the law of any State or Territory of the Commonwealth of Australia for the investment of trust funds and such power may be delegated to a Finance Committee appointed by the Council. All invested funds must be secured.
- d) The Council may acquire or construct buildings or carry out other works or undertaking as may in its absolute discretion be deemed necessary or expedient for carrying out the objects of the Association notwithstanding that any such building, works or undertakings may be located on land vested in the Commonwealth, State or Territory with a right to permissive occupancy only.
- e) The Council may establish By-Laws for the good governance of the NTRA from time to time.

- f) The Council has the right to approve all club shoots and competitions conducted by affiliated Rifle Clubs in accordance with the Standard Shooting Rules.
- g) The Council may enter into any other contract it considers necessary or desirable
- h) The NTRA will affiliate with the NRAA and be bound by its rules and regulations as determined from time to time.
- i) The Association may appoint a Patron from time to time with the approval of its members at an Annual General Meeting which will be for a term fixed by the Council. The Council reserves the right to terminate a patron with the approval of the members.
- j) The Association may bestow life membership from time to time on any person, corporate body, or other like body who or which renders valuable service to the Association or to target rifle shooting and who is recommended to be considered for Life Membership at an Annual General Meeting of members.
- k) Club Affiliation;-
 - i) Each Rifle Club within the Northern Territory may affiliate with the Association and if accepted shall pay such affiliation fees on behalf of its members as may be fixed from time to time by the Council.
 - ii) Should a rifle club not affiliate with the NT Rifle Association then the Association takes no responsibility for their funding, insurances or management.
 - iii) Only members of an affiliated club are eligible to be considered for selection in an NT Team
 - iv) Only members of an affiliated club may participate in any competition held under the auspices of, or approved by, the NTRA or the NRAA
 - v) All club shoots and competitions must be held under the auspices of the Standard Shooting Rules

6. Effect of Constitution

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

7. Inconsistency between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

8. Altering the Constitution

- a) This Constitution shall not be altered, rescinded or added to unless and until any proposed change is passed by a majority of votes at a Special or General Meeting of members convened for that purpose.

- b) Any proposed change, shall be notified by post or email to each member of the Association at least twenty one (21) days prior to the date of the meeting at which the proposed change is to be dealt with, and shall be passed by a majority of two thirds of the members of the Association at a Special or General Meeting for approval.
- c) If the Constitution is altered, the Public Officer must ensure compliance with section 23 of the Act.

PART 3 – MEMBERS

Division 1 – Membership

9. Application for membership

To become a member of the Association a person must be a financial member of an affiliated club of the NT Rifle Association and must have been accepted for membership by that club and their name submitted to the Association.

10. Approval of Council

- a) An affiliated club must submit its membership list to the Association annually and notify as soon as practicable of any new, resigned, transferred, or expelled members
- b) The Council must consider any application for membership made under clause 9 at the next available meeting and must accept or reject the application at that meeting or the next.
- c) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within 14 days after being advised of the rejection.
- d) If an applicant gives notice of an appeal against the rejection of his or her application, the Council must reconsider the application at the next meeting after receipt of the notice of appeal
- e) If after reconsidering an application the Council reaffirms its decision to reject the application, the decision is final.
- f) Any registered member on leaving the locality of his rifle club may, at their own request made in writing to the Captain, be transferred to a rifle club convenient to his intended place of residence if the transfer is approved by the Captain of the Club to which transfer is sought and also by the Association.
- g) The affiliated club must notify the Association of the transfer of any members as soon as practicable and the Association must remove the member from the membership register.

11. Joining fee

- a) The Association may set a joining fee from time to time which will be collected by the respective affiliated club.
- b) The applicant becomes a member of the Association upon payment of the joining fee.
- c) The joining fee can be either –

- i) a pro rata annual fee based on the remaining part of the financial year; or
- ii) an amount determined from time to time by resolution at a general meeting.

12. Annual membership fees

- a) The annual membership fee will be determined from time to time by resolution at an annual general meeting.
- b) Each member must pay the annual membership fee to their respective affiliated club by the first day of each financial year or another date determined by the Council from time to time.
- c) The affiliated club must pass the membership fee to the Treasurer of the Association within one month of the member joining the club.
- d) A member whose membership fee is not paid within 3 months after the due date ceases to be a member unless the Council determines otherwise.

Division 2 – Rights of members

13. General

- a) Subject to clause 10 of this constitution, a member may exercise the rights of membership when his or her name is entered in the register of members.
- b) A right of membership of the Association –
 - i) is not capable of being transferred or transmitted to another person; and
 - ii) terminates on the cessation of membership whether by death, resignation or otherwise
- c) The rights of a member include
 - i) Receiving notice of meetings
 - ii) Attending, speaking and voting at AGM and Special General Meetings
 - iii) Standing for the Council
- d) The obligations of members include
 - i) Attending meetings
 - ii) Abiding by the constitution
 - iii) Making decisions in the interest of the Association

14. Voting

- a) Subject to 14 b) of this constitution each member has one vote at general meetings of the Association.
- b) A member is not eligible to vote unless they are a financial member of an affiliated club
- c) A member is not eligible to vote if they are under the age of 18 years

15. Notice of meetings and special resolutions

The Secretary must give all members notice of general meetings and special resolutions in the manner and time prescribed by this Constitution.

16. Access to information on Association

The following must be available for inspection by members:

- i) A copy of this Constitution;
- ii) Minutes of general meetings;
- iii) Annual reports and annual financial reports.

17. Raising grievances and complaints

- a) A member may raise a grievance or complaint against the Council, a Council Member, a member of an official NT Team, an affiliated club or any club member subject to the following and Part 8 of this Constitution.
- b) If the grievance is against a club member, affiliated club or NT Team member or official, the member must take that grievance to their respective club or Team official for resolution in the first instance. It is the responsibility of the club or team official to make every attempt to resolve the issue as quickly as possible.
- c) If the grievance cannot be resolved at club level, then the grievance may be brought to the Association for resolution by the relevant club or team official on behalf of the complainant.
- d) If the grievance is against the Council or a council member, then the grievance may come direct to the Council.
- e) The grievance or complaint advised in d) above must be dealt with by the procedures set out in Part 8

Division 3 – Termination, death, suspension and expulsion

18. Termination of membership

Membership of the Association may be terminated upon –

- i) notice of the resignation of a member from an affiliated club who shall notify the secretary of the Association as soon as practical;
- ii) non-payment of the annual membership fee within the time allowed under clause 12(e d) of this constitution; or
- iii) expulsion in accordance with this Division.

19. Death of member or whereabouts unknown

If a member dies, or the whereabouts of a member is unknown after a reasonable period of trying to locate the member, the Council must cancel the member's membership.

20. Suspension or expulsion of members

- a) If the Council considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Council must give notice of the proposed suspension or expulsion to the member and the respective affiliated club.
- b) The notice must be in writing and
 - i) include the time, date and place of the council meeting at which the question of that suspension or expulsion will be decided; and
 - ii) include the particulars of the conduct; and
 - iii) be given to the member not less than twenty one (21) days before the date of the council meeting referred to in paragraph b) i of this clause.
- c) At the meeting, the Council must afford the member a reasonable opportunity to be heard or to make representations in writing.
- d) The Council may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.
- e) Subject to clause 21 of this constitution, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.
- f) Should the expulsion be as a result of being found guilty of the NT Fire Arms Act then the expulsion will be effective immediately.

21. Appeals against suspension or expulsion

- a) A member who is suspended or expelled under clause 20 of this constitution may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Council's decision.
- b) The appeal must be considered at a general meeting of the Association and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.

- c) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Council to suspend or expel the member.
- d) The member is not suspended or does not cease to be a member until the decision of the Council to suspend or expel him or her is confirmed by a resolution of the members or is found guilty of an infringement of the NT Fire Arms Act.

PART 4 – COUNCIL MANAGEMENT

Division 1 – General

22. Role and powers

- a) The business of the Association must be managed by or under the direction of the Management Council.
- b) The Council may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a general meeting of members.
- c) The Council must act on behalf of the members, honestly, diligently and in the best interests of the Association
- d) The Council may appoint and remove staff.
- e) The Council may establish one or more subcommittees consisting of the members of the Association the Council considers appropriate.

23. Composition of Council

- a) The Management Council will consists of a maximum of five (5) members elected at an AGM from the membership
- b) In addition to the five elected members, each affiliated club has the right to nominate one representative who will be determined prior to the AGM with the club advising the Secretary of the Association prior to the AGM of the representative's name.
- c) As soon as practicable the Council members will meet to elect the office bearers who will consist of:
 - i) a President
 - ii) a Vice-President
 - iii) a Secretary;

- iv) a Treasurer;
- d) Unless elected directly as a separate office holder, the Council must appoint one council member to be the Association's public officer.

24. Delegation

- a) The Council may delegate to a subcommittee or staff any of its powers and functions other than –
 - i. this power of delegation; or,
 - ii. a duty imposed on the Committee by the Act or any other law.
- b) The delegation must be in writing and may be subject to the conditions and limitations the Council considers appropriate.
- c) The Council may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of office

25. Eligibility of council members

- a) A council member must be a member who is 18 years or over.
- b) A council member must be a financial member of an affiliated club
- c) Council members must be elected to the Council at an annual general meeting or appointed under clause 32 of this constitution.
- d) Council members must be eligible to be a Council member under Clauses 30 and 40 of the Act.

26. Nominations for election to Council

- a) Elections for the Council will be held bi-annually and office bearers will hold office for two years unless the member vacates the office under clause 30 or is removed under clause 31 of this constitution.
- b) A member is not eligible for election to the Council unless the Secretary receives a written nomination for that member by another member not less than 7 days before the date of the next annual general meeting.
- c) The nomination must be signed by –
 - i. the nominator and a seconder; and,
 - ii. the nominee to signify his or her willingness to stand for election.

- d) A person who is eligible for election or re-election under this clause may –
 - i. propose or second himself or herself for election or re-election; and
 - ii. vote for himself or herself.

27. Retirement of Council members

- a) A council member holds office until the next elections are held at an annual general meeting unless the member vacates the office under clause 30 or is removed under clause 31 of this constitution.
- b) Subject to subclause c) of this clause, at an annual general meeting the office of each council member becomes vacant and elections for a new Council must be held.
- c) The President of the outgoing Council must preside at annual general meetings until a new member is elected as President.
- d) Members may serve consecutive terms on the Council.

28. Election by default

- a) If the number of persons nominated for election to the Council under clause 26 of this constitution does not exceed the number of vacancies to be filled, the President must declare the persons to be duly elected as members of the Council at the annual general meeting.
- b) If the number of nominations are less than the number of positions, then the unfilled vacancies are taken to be casual vacancies and must be filled by the new Council in accordance with clause 32 of this constitution.

29. Election by ballot

- a) If the number of nominations exceeds the number of vacancies on the Council, ballots for those positions must be conducted.
- b) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.
- c) The members chosen by ballot must be declared by the President to be duly elected as members of the Council.

30. Vacating office

The office of a council member becomes vacant if –

- a) The member –
 - i. is disqualified from being a council member under section 30 or 40 of the Act;
 - ii. resigns by giving written notice to the Council;

- iii. dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;
 - iv. ceases to be a resident of the Territory; or
 - v. ceases to be a member of the Association;
- b) the member is absent from more than –
- i. 3 consecutive council meetings without apology; or
 - ii. 3 council meetings in the same financial year without tendering an apology to the President;

of which meetings the member received notice and the Council has resolved to declare the office vacant; or

31. Removal of council member

- a) The Association, through a special general meeting of members, may remove any council member before the member's term of office ends.
- b) If a vacancy arises through removal under subclause a) of this clause, an election must be held to fill the vacancy.

32. Filling casual vacancy on Council

- a) If a vacancy remains on the Council after the application of clause 28 or if the office of a council member becomes vacant under clause 30, the Council may appoint any member of the Association to fill that vacancy.
- b) However, if the office of public officer becomes vacant, a person must be appointed under section 27(6) of the Act to fill the vacancy.

Division 3 – Duties of committee members

33. Collective responsibility of Council

- a) As soon as practicable after being elected to the Council, each council member must become familiar with the Act and regulations made under the Act.
- b) The Council is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.

34. President and Vice-President

- a) Subject to subclauses b) and c) of this clause, the President must preside at all general meetings and council meetings.
- b) If the President is absent from a meeting, the Vice-President must preside at the meeting.

- c) If the President and the Vice-President are both absent, the presiding member for that meeting must be –
 - i) a member elected by the other members present if it is a general meeting;
or
 - ii) a council member elected by the other council members present if it is a council meeting.

35. Secretary

The Secretary must –coordinate the correspondence of the Association;

- a) ensure minutes of all proceedings of general meetings and of council meetings are kept in accordance with section 38 of the Act;
- b) maintain the register of members in accordance with section 34 of the Act;
- c) unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the Association, other than those required by clause 36d) of this constitution to be in the custody of the Treasurer; and
- d) perform any other duties imposed by Council from time to time on the Secretary.

36. Treasurer

The Treasurer must –

- a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
- b) pay all moneys received into the account of the Association within 5 working days after receipt;
- c) make any payments authorised by the Council or by a general meeting of the Association from the Association's funds; and
- d) ensure cheques are signed by him or her and at least one other council member, or by any 2 other council members authorised by the Council.
 - i. The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
 - ii. The Treasurer must coordinate the preparation of the Association's annual statement of accounts.
 - iii. If directed to do so by the President, the Treasurer must submit to the Council a report, balance sheet or financial statement in accordance with that direction.
 - iv. The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.

- v. The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

37. Public officer

- a) The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.
- b) The public officer must keep a current copy of the Constitution of the Association.

PART 5 – MEETINGS OF MANAGEMENT COMMITTEE

38. Frequency and calling of meetings

- a) The Council must meet together for the conduct of business not less than 4 times in each financial year unless otherwise provided in the Schedule.
- b) The President, or at least half the council members, may at any time convene a special meeting of the Council.
- c) A special meeting may be convened to deal with an appeal under Clause 45 of this constitution.

39. Voting and decision making

- a) Each council member present at the meeting has a deliberative vote.
- b) A motion arising at a council meeting must be decided by a majority of votes.
- c) If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.

40. Quorum

For a council meeting, one-half of the council members constitute a quorum.

41. Procedure and order of business

- a) The procedure to be followed at a council meeting must be determined from time to time by the Council.
- b) The order of business may be determined by the members present at the meeting.
- c) Only the business for which the meeting is convened may be considered at a special meeting.

42. Disclosure of interest

- a) A council member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association must disclose the nature and extent of the interest to the Council in accordance with section 31 of the Act.
- b) The Secretary must record the disclosure in the minutes of the meeting.
- c) The President must ensure a council member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.

PART 6 – GENERAL MEETINGS

43 Convening general meetings

- a) The Council –
 - i) may at any time convene a special general meeting;
 - ii) must, within 21 days after the Secretary receives a notice under clause 21 a) of this constitution, convene a special general meeting to deal with the appeal to which the notice relates; and
 - iii) must, within 21 days after it receives a request under clause 44 a) of this constitution, convene a special general meeting for the purpose specified in that request.

44. Special general meetings

- a) Half the number of members constituting a quorum for a general meeting may make a written request to the Council for a special general meeting unless otherwise provided in the Schedule.
- b) The request must –
 - i) state the purpose of the special general meeting; and
 - ii) be signed by the members making the request.
- c) If the Council fails to convene a special general meeting within the time allowed –
 - i) for clause 43 a) ii) of this constitution– the appeal against the decision of the Council is upheld; and
 - ii) for clause 43 a) iii) – the members who made the request may convene a special general meeting as if they were the Council.

- d) If a special general meeting is convened under subclause c) ii) of this clause, the Association must meet any reasonable expenses of convening and holding the special general meeting.
- e) The Secretary must give to all members not less than 21 days notice of a special general meeting.
- f) The notice must specify –
 - i) when and where the meeting is to be held; and
 - ii) the particulars of and the order in which business is to be transacted.

45. Annual general meeting

- a) The AGM must be held within 5 months after the end of the Association's financial year.
- b) The Secretary must give to all members not less than 21 days notice of an annual general meeting unless otherwise provided in the Schedule.
- c) The notice must specify –
 - i) when and where the meeting is to be held; and
 - ii) the particulars of and the order in which business is to be transacted.
 - iii) The order of business for each annual general meeting is as follows:
 - iv) first – the consideration of the accounts and reports of the Council;
 - v) second – the election of new council members;
 - vi) third – any other business requiring consideration by the Association at the meeting.

46. Special resolutions

- a) A special resolution may be moved at any general meeting of the Association.
- b) The Secretary must give all members not less than 21 days notice of the meeting at which a special resolution is to be proposed unless otherwise provided in the Schedule.
- c) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

47. Notice of meetings

- a) The Secretary must give a notice under this Part by –
 - i) serving it on a member personally; or

- ii) sending it by post or by email to the member at the address of the member appearing in the register of members.
- b) If a notice is sent by post or by email under subclause a) ii), sending of the notice is taken to have been properly effected if the notice is addressed and posted to the member by ordinary prepaid mail or emailed to the members email address.

48. Quorum

- a) A quorum shall be constituted in the following manner
 - i) At Annual or Special General meeting ten per cent or 10 of the total financial members whichever is the greater.
 - ii) At Council and Executive meetings fifty per cent of the total respective members.

49. Lack of quorum

- a) If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present –
 - i) for an annual general meeting or special general meeting convened under clause 43 a)(i) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;
 - ii) for a meeting convened under clause 43 a) ii) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - iii) for a meeting convened under clause 43 a) iii) – the meeting lapses.
- b) If within 30 minutes after the time appointed by subclause a) i) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
- c) The President may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
- d) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- e) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

50. Voting

- a) Subject to clause 14 b) and 14 c) each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- b) At a general meeting
 - i. an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
 - ii. a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.
- c) A poll may be demanded by the President or by 3 or more members present in person or by proxy.
- d) If demanded, a poll must be taken immediately and in the manner the President directs.

51. Proxies

- a) A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any general meeting.
- b) Members may hold no more than three (3) proxies at any one meeting.

PART 7 – FINANCIAL MANAGEMENT

52. Financial year

The financial year of the Association is a financial year from the 1st July in one year until the 30th June in the following year.

53. Funds and accounts

- c) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.
- d) Subject to any restrictions imposed by the Association at a general meeting, the Council may approve expenditure on behalf of the Association within the limits of the budget.
- e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 committee members.
- f) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt or as soon as practicable after that day.
- g) With the approval of the Council, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

54. Accounts and audits

- a) The responsibility of the Council under clause 33 a) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to –
 - i) the keeping of accounting records;
 - ii) the preparation and presentation of the Association's annual statement of accounts; and
 - iii) the auditing of the Association's accounts.
- b) As a Tier 2 organisation, the annual statement of accounts must be available 14 days prior to the AGM and include;
 - i) Copy of the audit report
 - ii) Signed report detailing the council members
 - iii) Principal activities for the year
 - iv) Net profit and loss

PART 8 – GRIEVANCE AND DISPUTES**55. Grievance and disputes procedures**

- a) This clause applies to disputes between –
 - i. Club members which has been unable to be resolved at club level; or
 - ii. a member and an affiliated club which has been unable to resolve as club level or
 - iii. a member of an NTRA NT Team and another member or official
 - iv. a member and the Council.
- b) The council will not deal with a complaint that has not been lodged with and heard by the respective Club or official of the NT Team
- c) The council will not deal with a complaint that is deemed to be malicious, frivolous or vexatious or out of a reasonable time line
- d) If the parties are unable to resolve the dispute, the respective club or team official must refer the complaint to the Secretary of the NTRA in writing, detailing the grievance and including a report from the club or Team official on the actions taken to resolve the matter and any recommendations on actions that may be taken.
- e) The NTRA must then decide if the complaint will be heard and if so, develop a mechanism in conjunction with the parties, to resolve the issue.
- f) Complaints by a member of an affiliated club or by an affiliated club against the NTRA Council or a council member must be put in writing and lodged as soon as possible with the Secretary or President. The Council then must meet to decide if to accept the complaint and if agree to do so, develop a mechanism to resolve the issue in conjunction with the complainant.

- g) If a mediator is appointed the parties must, in good faith, attempt to settle the dispute by mediation.
- h) If a mediator is appointed then the mediator must be –
 - i. a person chosen by agreement between the parties; or
 - ii. in the absence of agreement –
 - 1. For a dispute between a member and another member – a person appointed by the Council; or
 - 2. For a dispute between a member and the Council – a person who is a mediator appointed or employed by the department administering the Act.
- i) A member of the Association can be a mediator
- j) The mediator cannot be a party to the dispute.
- k) The mediator, in conducting the mediation, must –
 - i. Give the parties to the mediation process every opportunity to be heard;
 - ii. Allow due consideration by all parties of any written statement submitted by any party; and
 - iii. Ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- l) If the mediation or complaint process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 9 – MISCELLANEOUS

56. Common seal

- a) The common seal of the Association must not be used without the express authority of the Council and every use of that common seal must be recorded by the Secretary.
- b) The affixing of the common seal of the Association must be witnessed by any 2 of the following:
 - i) the President;
 - ii) the Secretary;
 - iii) the Treasurer.

- c) The common seal of the Association must be kept in the custody of the Secretary or another person the Council from time to time decides.

57. Distribution of surplus assets on winding up

- a) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, there remain any assets, the assets must not be distributed to the members or former members.
- b) The surplus assets must be given or transferred to the NRAA or to another association incorporated under the Act that –
 - i) has similar objects or purposes;
 - ii) is not carried on for profit or gain to its individual members; and
 - iii) is determined by resolution of the members.

58. Prize Meetings

- a) At least one Queens Prize Meeting for target rifle shooting competitions shall, if practicable, be held biennially at such time and place as the Council may appoint.
- b) Open Prize Shoots may be held by any affiliated club with the approval of the Council.
- c) The program and dates of matches of any prize meeting promoted by an affiliated rifle club shall be submitted to the Secretary for approval.
- d) The Standard Shooting Rules of the National Rifle Association of Australia shall govern the conduct of all Prize Meetings
- e) Any Rifle Club shall be entitled to refer all questions in dispute affecting target rifle shooting for determination by the Council. The decision shall be subject to appeal to the Council whose decision shall be final and binding on all parties to the dispute.

ENDS