

ASSOCIATIONS INCORPORATIONS ACT 1981

RULES OF

FRANKSTON AUSTRALIAN CLAY TARGET CLUB INCORPORATED

(INC A0010859S, ABN 85 255 281 411)

Last amendments 16 June, 2026

1. NAME

The name of the incorporated association is Frankston Australian Clay target Club Incorporated (INC A0010859S, ABN 85 255 281 411) and hereinafter referred to as 'the Association'.

2. INTERPRETATION

(i) In these rules, unless the contrary intention appears:

"Committee" means the Committee of Management of the Association.

"Financial year" means the year ending on the 31st December.

"General Meeting" means a general meeting of members convened in accordance with Rule 11.

"Member" means a member of the Association.

"Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 21.

"The Regulations" means regulations under the Act.

"Associate Member" means a member of the Association who is not registered with the Australian Clay Target Association.

"Delegate" means the person appointed by the members in a general meeting to represent the Association at meetings of the Australian Clay Target Association and such delegate shall remain in that office until the expiry of his appointment or until he is removed by a resolution of the members in a general meeting. The Delegate shall at all times follow the directions of the Committee.

(ii) In these Rules, a reference to the secretary of an Association is a reference:

a. Where a person holds office under these Rules as secretary of the Association to that person and

b. In any other case, to the public officer of the Association.

(iii) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1958 and the Act as in force from time to time.

3. OBJECTS

The objects of the Association are to foster, promote, develop and encourage all forms of clay target shooting and to provide members with facilities for clay target shooting including a club house, shooting grounds and equipment. Works and such other buildings as may be necessary or convenient from time to time to allow the Association to fulfil its objects.

4. APPLICATION FOR MEMBERSHIP

- (i) A natural person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the applicable annual membership fees payable under these rules.
- (ii) A nomination of a person for membership of the Association
 - a. shall be made in writing through a membership application form;
 - b. shall be lodged with the secretary of the Association;
 - c. shall be accompanied by the applicable sum payable under these rules.
- (iii) As soon as is practicable after the receipt of the nomination, the secretary shall refer the nomination to the Committee.
- (iv) Upon a nomination being referred to the Committee, the Committee shall determine whether to approve or reject the nomination.
- (v) Upon approval by the Committee, the Secretary shall, with as little delay as possible, enter the nominee's name in the Association's register of members, and lodge the nominee's membership with the Australian Clay Target Association as applicable.
- (vi) A right, privilege, or obligation of a person by reason of his membership of the association;
 - a. is not capable of being transferred or transmitted to another person;
 - b. terminated upon the cessation of his membership whether by death or resignation or otherwise.
- (vii) All competitive members of the Association (who are not associated members as defined in Rule 2 (i)) shall be registered as members of the Australian Clay Target Association.

5. ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- (i) The annual subscription payable to the Association will be the amount as deemed suitable by the Committee at such time the membership fee falls due.
- (ii) In addition to the annual subscription, the member if he/she has chosen to be a competition member, shall pay to the Association the sum required to register such member with the Australian Clay Target Association. Such amount payable will be stipulated by the Australian Clay Target Association and members informed prior to the time the membership is due for renewal. Associate members are not required to pay the aforementioned registration fee.

6. REGISTER OF MEMBERS

The secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member. Privacy of information within the members register will be respected at all times.

7. RELINQUISHMENT OF MEMBERSHIP

A member may relinquish his membership of the Association at any time by providing written notice to the secretary. The secretary will note in the members register the date notice was given and when membership ceased.

8. SUSPENSION, CANCELLATION OR DECLINE OF MEMBERSHIP

- (i) In the event a member does not comply with these rules, or the more general rules of the Association and conducts himself or herself in a way that brings the sport or the club into disrepute, subject to these rules, and the rules of the Australian Clay Target Association, the Committee by resolution may:
 - a. Suspend a member from the Association for a nominated period of time;
 - b. Cancel a members membership from the Association;
 - c. Decline a membership renewal.
- (ii) Where the Committee passes a resolution to suspend, cancel or decline a membership, a member may exercise a right of appeal to the Association in writing and:
 - a. The Association must confirm receipt of the right of appeal in writing and provide a reason/s why the membership will be suspended, cancelled or declined;
 - b. The Association must provide the member with an opportunity to address the Committee and an opportunity to be heard as to why the Committee should revoke its decision;
 - c. The Association shall give due consideration to any written (prior to attending a Committee Meeting) or verbal statement (during the Committee Meeting) provided by the member;
 - d. Shall by resolution determine whether to confirm to revoke the resolution;
 - e. Shall provide the member with advice on how to further appeal the Committees decision, should the resolution not be revoked.

9. ANNUAL GENERAL MEETING

- (i) The Association shall in each calendar year convene an Annual General Meeting of its members.
- (ii) The Annual General Meeting shall be held on such a day as the Committee determines but within 6 months from the end of the Associations end of financial year ie by 30 June.
- (iii) The Annual General Meeting shall be specified as such in the notice convening it.
- (iv) The ordinary business of the Annual General Meeting shall be:
 - a. To confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting:

- b. To receive from the Committee reports upon the transactions of the Association during the last preceding financial year;
 - c. To elect officers of the Association and the ordinary members of the Association; and
 - d. To receive and consider the Audited Financial Statements submitted by the Association in accordance with section 30 (3) of the Act.
- (v) The Annual General meeting may transact special business of which notice is given in accordance with these rules.
 - (vi) The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.

10. SPECIAL GENERAL MEETING

All general meetings other than Annual General Meetings shall be called special general meetings.

- (i) The Committee may, whenever it deems necessary, convene a special general meeting of the Association and, where, but for this sub-clause, more than 15 months would lapse between Annual General Meetings, shall convene a special general meeting before the expiration of that period.
- (ii) The Committee shall, on the requisition in writing of members representing not less than 5% of the total number of members convene a special general meeting of the Association.
- (iii) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- (iv) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (v) A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expenses.

11. NOTICE OF MEETING

- (i) The secretary of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, send to each full competition member of the Association who is 18 years or older, a notice by email to his/her email address appearing in the register of members, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- (ii) The secretary shall also ensure a notice of meeting is displayed in the clubrooms, on the Associations website and social media pages.
- (iii) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

12. PROCEEDINGS AT MEETING

- (i) All business that is transacted at a special general meeting and all business that is transacted at the Annual General Meeting shall be deemed to be special business with the exception of that specifically referred to in these rules as being ordinary business.
- (ii) No item of business shall be transacted at a general meeting unless the quorum of members entitled to vote under these rules is present during the time when the meeting is considering them.
- (iii) 9 members personally present (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business at a general meeting.
- (iv) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of member shall be dissolved and in any other case shall stand adjourned to the same day in the next week at the same time and at the same place (unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) and if at the adjourned meeting the quorum is not present within half an hour after the appointment commencement time, the members present (being not less than 3) shall be a quorum.

13. CHAIRPERSON AT A GENERAL MEETING

- (i) The President, or in his absence, the Vice-President, shall preside as Chairman at each general meeting of the Association.
- (ii) If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

14. GENERAL MEETING ADJOURNMENT

- (i) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (ii) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
- (iii) Except as provided in sub-clause (i) and (ii), it is not necessary to give notice of an adjournment or of the business to be transacted, at an adjourned meeting.

15. QUESTIONS AT A GENERAL MEETING

A question arising at a general meeting of the Association shall be determined on a show of hands unless before or on the declaration of the show of hands, a poll is demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried, or been carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the minutes of the general meeting is evidence of the fact, without proof of the number or proportion of the votes for or against that resolution.

16. VOTING AT A GENERAL MEETING

- (i) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (ii) All votes shall be given personally, and no Proxy votes will be accepted.
- (iii) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.
- (iv) If at a meeting a poll on any question is demanded by not less than three members, it shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
- (v) A member is not entitled to vote at any general meeting unless
 - a. The member is a full competitive member of the Association and the Australian Clay Target Association
 - b. Has been a full competitive member for at least 12 months prior to the date of the general meeting
 - c. The member has paid his/her membership fees for the current year
 - d. The member is over the age of 18 years
- (vi) Associate members shall not have the right to vote at the general meeting.

17. COMMITTEE OF MANAGEMENT

- (i) The affairs of the Association shall be managed by a Committee of Management constituted as provided by Rule 18.
- (ii) The Committee:
 - a. Shall control and manage the business and affairs of the Association.
 - b. May, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Association; and
 - c. Subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

18. OFFICERS OF THE ASSOCIATION

- (i) The Officers of the Association shall be:
 - a. A President
 - b. A Vice President
 - c. A Public Officer
 - d. A Treasurer
 - e. A Secretary
- (ii) The provisions of Rule 20 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the office mentioned in sub-clause (i).
- (iii) Each officer of the Association shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.
- (iv) In the event of a casual vacancy in any office referred to in sub-clause (i), the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.
- (v) If any office referred to in sub-clause (i) is not filled during the Annual General Meeting, the Committee also may appoint one of its members to the vacant office.
- (vi) Each member of the Committee of Management must have been a full member of the Association and the Australian Clay Target Association for a minimum of 2 years prior to his/her nomination and subsequent election.

19. COMMITTEE OF THE ASSOCIATION

- (i) Subject to section 20 of the Act, the Committee shall consist of:
 - a. The 5 Officers of the Association; and
 - b. Up to 8 Ordinary Memberseach of whom shall be elected at the Annual General Meeting of the Association in each year.
- (ii) The Committee shall be inclusive, encouraging members who are women and under the age of 25.
- (iii) Consideration will also be given to the inclusion of Sub-Committees who will act separately to the Committee and facilitate member feedback. The Sub-Committees will not take on the same responsibility and accountability as the Committee.
- (iv) Each ordinary member of the Committee shall, subject to these rules, hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.

- (v) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his appointment.

20. ELECTION OR VACANCY OF OFFICERS AND ORDINARY COMMITTEE MEMBERS

- (i) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee:
 - a. Shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b. Shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (ii) If insufficient nominations are received to fill the vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (iii) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (iv) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (v) The ballot for the election of officer and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (vi) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.
- (vii) For the purpose of these rules, the office of an officer of the Association or of an ordinary members of the Committee becomes vacant if the officer or member:
 - a. Ceases to be a member of the Association;
 - b. Becomes insolvent under administration within the meaning of the Companies Code (Victoria);
 - c. Resigns his office by notice in writing given to the secretary; or
 - d. Brings the sport or the club into disrepute and is requested to resign his office by the Committee.

21. PROCEEDINGS OF COMMITTEE

- (i) The Committee shall meet at least 6 times in each year at such place and such time as the Committee may determine.
- (ii) Special meetings of the Committee may be convened by the President or by any 4 of the members of the Committee.

- (iii) Notices shall be given to the members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- (iv) Any 4 members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- (v) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
- (vi) At meetings of the Committee:
 - a. The President or in his absence the Vice- President are absent, such one of the remaining members of the Committee as may be chosen by the members present, shall preside.
- (vii) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the persons presiding at the meeting may determine.
- (viii) Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote, and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (ix) Written notice of each committee meeting shall be served on each member of the Committee by email at least two days before the date of the meeting.
- (x) Subject to sub-clause (iv), the Committee may act notwithstanding any vacancy on the Committee.

22. SECRETARY

The secretary of the Association shall keep minutes of the resolutions and proceedings at each general meeting and each committee meeting together with a record of names of persons present at Committee meetings.

At the discretion of the Committee, and to ensure the Association remains current with all administrative, compliance and governance requirements, the position of Secretary may be appointed as a remunerated role. In such circumstances, the Secretary will serve as a non-voting member of the Committee to avoid any actual or perceived conflict of interest arising from the remunerated engagement.

23. TREASURER

- (i) The Treasurer of the Association
 - a. Shall collect and receive all moneys due to the Association and make all payments authorised by the Association; and

- b. Shall keep contact accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- (ii) The accounts and books referred to in sub-clause (i) shall be available for inspection by members.

24. PUBLIC OFFICER

The Public Officer of the Association will be the incorporated Association's official contact person for baking and finance matters and is responsible for reporting about the Association to Consumer Affairs of Victoria. The Public Officer is responsible for keeping up-to-date compliance records. The Public Officer will only act upon receipt of instruction from the Committee.

25. REMOVAL OF MEMBER OF COMMITTEE

- (i) The Association in general meeting may by resolution remove any member of the Committee due to misrepresentation and/or bringing the sport and/or the club into disrepute, before the expiration of his term of office and appoint another member in his stead to hold office until the expiration of the term of the first mentioned member.
- (ii) Where the member to whom a proposed resolution referred to in sub-clause (i) makes representations in writing to the secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the secretary or President may send a copy of the representations to each member of the Association or, if they are not so sent, the member may require that to be read out at the meeting.

26. FINANCIAL DISBURSEMENTS

All disbursements made via electronic banking or other payment means, shall be signed and/or approved by two non-related members of the Committee. The Committee will be advised of all disbursements through regular monthly financial reporting.

27. COMMON SEAL

- (i) The Common Seal of the Association shall be kept in the custody of the secretary.
- (ii) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of two non-related members of the Committee, or of one member of the Committee and of the Public Officer of the Association, also non-related.

28. ALTERATION OF RULES AND STATEMENT PURPOSES

These rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

29. NOTICES

- (i) A notice may be served by or on behalf of the Association upon any member either personally, by sending it by post or by email, to the member at his address shown in the Register of Members.
- (ii) Where a document is properly addressed, the document shall, unless the contrary is proved, deemed to have been given to the person at the time at which the communication would have been delivered.

30. WINDING UP OR CANCELLATION

In the event of the winding up or cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.

31. CUSTODY OF RECORDS

Except as otherwise provided in these Rules, the secretary shall keep in his/her custody or under his/her control, all books, documents and securities of the Association.

32. FUNDS

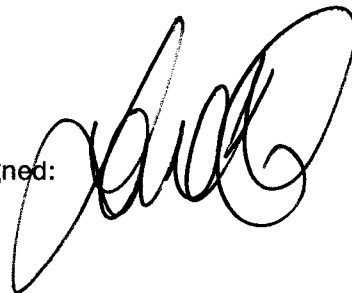
The funds of the Association shall be derived from nomination fees, annual subscriptions, donations, and such other sources as the Committee determines.

Signed under the Common Seal of the Association on this day 16 June, 2026.

Name: Jane Vella

Office Held: President

Signed:



Name: Greg Hunt

Office Held: Secretary

Signed:



Witness Name: Adam Vella

Signed:

