

**SYDNEY COLONIAL
MUZZLE
LOADING CLUB**



CONSTITUTION

&

BY-LAWS



Contents

THE CONSTITUTION	3
01 NAME OF CLUB	3
02 OBJECTS	3
03 MEMBERSHIP	3
04 REGISTER OF MEMBERS	3
05 RESIGNATION OF MEMBERS	3
06 RECORD OF ATTENDANCE	4
07 INSPECTION OF RECORDS	4
08 INSPECTION OF RANGES	4
09 CLUB BY-LAWS AND RULES	4
10 INFRINGEMENT OR THE TERMS OF THE CONSTITUTION BY-LAWS OR RULES OF THE CLUB	4
11 APPEAL AGAINST FINE, SUSPENSION OR DISQUALIFICATION	4
12 OFFICERS OF THE CLUB	5
13 TITLES OF OFFICERS	5
14 COMMITTEE OF MANAGEMENT	5
15 CONTROLLING BODY	5
16 ELECTION OF OFFICERS	5
17 FUNDING	6
18 SUBSCRIPTIONS	6
19 LEVIES	6
20 RANGE FEES	6
21 FINANCIAL YEAR	6
22 PROPERTY OF THE CLUB	6
23 LIABILITY	7
24 ANNUAL GENERAL MEETING	7
25 EXTRAORDINARY GENERAL MEETING	7
26 COMMITTEE OF MANAGEMENT MEETING	7
27 SUB-COMMITTEES	8
28 MEETINGS	8
29 DISSOLUTION	8
30 COMMON SEAL	8
31 PUBLIC OFFICER	8
32 CLUB ARMOURER	9
33 NOTICES REGARDING RULES FOR SAFETY AND CONDUCT	9

34 INTOXICATING LIQUOR 9

35 variation of this constitution..... 9

36 NOTIFICATION OF CHANGES TO THE CONSTITUTION, BY-LAWS OR RULES 9

THE BY LAWS 10

01 MEMBERSHIP 10

02 LIFE MEMBERS 10

03 HONORARY MEMBERS 11

04 PROBATIONARY MEMBERS 11

05 OBLIGATION OF MEMBERS 11

06 REGISTER OF MEMBERS 11

07 RECORD OF ATTENDANCE 12

08 DUTIES OF OFFICERS 12

8.1 PRESIDENT 12

8.2 VICE PRESIDENT 12

8.3 CLUB CAPTAIN..... 12

8.4 DISCIPLINE CAPTAINS 12

8.5 HONORARY SECRETARY 13

8.6 ASSISTANT SECRETARY 13

8.7 HONORARY TREASURER..... 13

8.8 COMMITTEE PERSONS..... 13

8.9 INSTRUCTORS..... 13

8.10 SCORERS..... 14

8.11 AUDITORS 14

8.12 PUBLIC OFFICER..... 14

8.13 FIRST AID AND SAFETY OFFICER 14

09 SUBSCRIPTIONS..... 14

AMENDMENTS & NOTES 15

THE CONSTITUTION

01 NAME OF CLUB

The name of the club shall be "The Sydney Colonial Muzzle Loading Club Incorporated" (hereinafter referred to as the "Club")

02 OBJECTIVES

The club is formed:

- a. To, support, promote, and foster an interest in muzzle-loading shooting in all its forms and applications, including hunting
- b. To promote an interest in the collection, restoration and preservation of antique firearms and arms of historical interests
- c. To promote an interest in the dress, customs and style of the Australian colonial period.
- d. To support all persons, associations, clubs or any organizations with interests of a similar nature to those of this Club.
- e. To acquire land, Freehold and/or Leasehold properties and to construct thereon or elsewhere any amenities, buildings or structures whatever and to sell, or otherwise dispose of and deal in same in pursuance of the Club's objectives.
- f. To borrow, raise or in any other fashion find money to further these objectives.
- g. To do all such acts, matters and thing permitted by law, and whether similar to or different from the above which in the operation of the Club may assist in any way to achieve its objectives.
- h. To directly apply the assets and income of the Club to the promotion of its objects with no portion being paid or distributed directly or indirectly to the members of the Club except as bona fide remuneration for services rendered or expenses incurred on behalf of the Club.
- i. Offer help, support or assistance to other shooting sports or allied interests where such help, support or assistance does not in any way jeopardize the primary objectives of the Club.
- j. To uphold the objectives listed herein The Sydney Colonial Muzzle Loading Club will always remain a stand-alone club run by volunteers headed by the elected committee of management, it will never assign control governing or otherwise to another club, or association or similar entity.

03 MEMBERSHIP

The Club shall consist of ordinary, Spousal, honorary, life, junior and collector members.

04 REGISTER OF MEMBERS

The Membership Secretary shall keep a register of members containing all the information required by Law and the, Club. All notices sent to the last recorded address of members shall be deemed to have been delivered fourteen days after the date of posting

05 RESIGNATION OF MEMBERS

A member may, at any time, by giving notice in writing to the Secretary, resign his/her membership of the Club, but shall remain liable for annual subscription and any other monies due and unpaid at the date of resignation.

[RETURN TO INDEX](#)

06 RECORD OF ATTENDANCE

Members must sign the attendance register when attending any Club range for an approved reason. It is the responsibility of the member to ensure they sign the attendance register. If the register is NOT signed the attendance WILL NOT be recorded.

07 INSPECTION OF RECORDS

All registers, books and other documents shall be made available at any reasonable time for inspection by members of the Club, Police Officer or a person authorized by the Commissioner of Police.

08 INSPECTION OF RANGES

Any range or ranges of the Club may be inspected at any time by a member of the Police Force, or a person nominated by the Commissioner of Police

09 CLUB BY-LAWS AND RULES

The Committee of Management is empowered to make, repeal and amend such By- Laws as they may from time to time consider necessary for the wellbeing of the Club, which By-Laws, repeals and amendments shall have effect till otherwise determined by the Committee of Management or a General Meeting.

10 INFRINGEMENT OR THE TERMS OF THE CONSTITUTION BY-LAWS OR RULES OF THE CLUB

- a. The Management Committee shall have the power to penalise any member who is guilty of infringement of the terms of the Constitution, by-laws or rules.
- b. Any member who may be considered to have committed such infringement may be called upon to appear before the Management Committee to answer such charges as may be laid against him/her.
- c. Any member who, in the opinion of the Management Committee, may be considered to have been guilty of unfair practice or misbehaviour connected with shooting, or any actions detrimental to the interests of the Club may be called to appear before the Management Committee to answer such charges that may be laid against him/ her. If found guilty, such member may be penalised by fine, suspension, expulsion or otherwise, as the Committee may consider appropriate
- d. The Range Captain shall have the authority to warn or report any infringement of safety rules or misconduct on the range to the Management Committee and shall have the power, on having warned the same competitor, member or visitor, twice for the same infringement, to suspend such competitor, member or visitor, from participating in any further Club competitions until such time as their case may be brought before and decided upon by the Management Committee
- e. Any member so fined, charged or suspended shall be notified in writing by the Secretary as to the appropriate action being taken within fourteen days of such penalty being imposed.

11 APPEAL AGAINST FINE, SUSPENSION OR DISQUALIFICATION

- a. Any member who may be fined, suspended or disqualified shall have the right to appeal against such penalty, but such appeal must be lodged with the Secretary/ within twenty-one (21) days of notice being given. If any such appeal should be lodged an Extraordinary General Meeting shall be held, within twenty-one (21) days of the receipt of the appeal, at

which meeting the penalised member may explain the actions leading to the notice being given or speak in support of such appeal.

- b. Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and unless a two thirds majority votes against the appeal, such appeal shall be upheld.

12 OFFICERS OF THE CLUB

The officers of the Club shall be elected at the Annual General Meeting, and shall, subject to the constitution, hold office until the next Annual General Meeting.

13 TITLES OF OFFICERS

- a. **PATRON:** There may be one or more Patrons and one or more Vice-Patrons. These are positions of honour which may be granted by the members in General Meeting.
- b. **PRESIDENT:** There shall be one President
- c. **VICE-PRESIDENT:** There shall be one Vice-President
- d. **CAPTAIN:** There shall be one Club Captain
- e. **DISCIPLINE CAPTAINS:** There shall be a Discipline Captain for each shooting discipline practised
- f. **HONORARY SECRETARY:** There shall be one Secretary
- g. **SCORERS:** There shall be Score Recorders for each discipline.
- h. **ASSISTANT SECRETARY (PISTOL):** There shall be one Assistant Secretary (Pistol). The assistant secretary will be responsible for collecting all information relating to attendances for pistol and send this information to the NSW Police Firearms Registry each year.
- i. **HONORARY TREASURER:** There shall be one Treasurer The treasurer will be responsible for maintaining all financial records for the club.
- j. **INSTUCTORS** There shall be at least two Instructors, for both Long-arm and Pistol
- k. **COMMITTEE PERSONS** There shall be a minimum of four and maximum of eight Committee persons.
- l. **AUDITORS** There shall be one or more Auditors appointed at the Annual General Meeting
- m. **FIRST AID AND SAFETY OFFICERS** There shall be a first-aid and safety officer and one or more assistant first aid officers appointed at the Annual General Meeting

14 COMMITTEE OF MANAGEMENT

The Committee of Management shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Captain and the Committee persons.

15 CONTROLLING BODY

- a. The controlling body shall be the members in General Meeting. The Committee of Management shall exercise control at all times, subject to the direction of the Members in General Meeting.
- b. Any policy or decisions of the Committee of Management submitted by the Committee of Management to the meeting for approval or comment shall prevail unless beaten by two thirds vote or more of the meeting.

16 ELECTION OF OFFICERS

- a. The officers of the Club shall be elected at the Annual General Meeting, and shall, subject to the constitution, hold office until the next Annual General Meeting.
- b. At each Annual General Meeting the Chairperson shall declare all offices vacant

[RETURN TO INDEX](#)

- c. Each retiring officer may stand for re-election provided that he/she is nominated in accordance with this Constitution
- d. All elections may be by secret or open ballot where more than one nomination is received.
- e. All nominations to be received verbally at the Annual General Meeting, proxy votes cannot be used for the election of club officers.
- f. Any vacancy occurring during the year may be filled by the Committee of Management until the vacancy is filled by election at the next Annual General Meeting.
- g. A vacancy occurs if a member dies, resigns from membership or the position, is expelled from the Club or is absent without consent of the Committee from all meetings of the Committee held during the period of six months.
- h. The positions of Club President, Club Vice President, Hon Secretary, Hon Treasurer and Club Captain may only be held by financial members where the SCMLC is their primary club. And that have currently or previously served on the committee for no less than 3 consecutive years or at the time of AGM have previously or are currently serving in a position of management.

17 FUNDING

Funding of the Club shall be obtained by membership subscription, joining and re-joining fees, range fees, competition fees, badge fees, levies and social activities. Any visitors should be charged a fee to cover costs of equipment used.

18 SUBSCRIPTIONS

Annual subscription rates will be set for ordinary members. Rates for other classes of members are defined in the by-laws in terms of the ordinary-member rate.

19 LEVIES

- a. The Committee of Management may impose per capita on all members a levy not exceeding the sum of five (5) dollars per member per annum, and notwithstanding this rule the Club in General Meeting may authorise the imposition of levies in excess of the said sum of five (5) dollars.
- b. When imposing a levy, the Committee of Management shall state the purpose of levy and the due date.
- c. If a levy is unpaid after the due date, the Committee of Management may declare all defaulting members unfinancial

20 RANGE FEES

Range fees and competition entrance fees shall be fixed by the Committee of Management.

21 FINANCIAL YEAR

The financial year of the Club shall end on the last day of August in each year, to which day the accounts of the Club shall be balanced.

22 PROPERTY OF THE CLUB

The property of the Club shall be vested in the Committee of Management.

[RETURN TO INDEX](#)

23 LIABILITY

The liability of a member to contribute towards the payment of the debts and liabilities of the Club, or the costs, charges and expenses of winding up the Club, is limited to a sum not exceeding one (1) dollar each, plus the balance of any unpaid subscription, levies or fees by the member at the time of liability.

24 ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be held in either September or October of each year, and will be determined at the AGM for the following year.
- b. All financial members shall be given fourteen (14) days clear notice in writing of the Annual General Meeting.
- c. Fifteen (15) financial members shall constitute a quorum.
- d. If the Annual General Meeting has not been called by the end of October September of any year, any fifteen (15) financial members may convene and conduct an Annual General Meeting.
- e. The agenda for the Annual General Meeting shall be:
 1. The opening of the meeting
 2. Apologies
 3. Minutes from the previous Annual General Meeting
 4. Presidents Report
 5. Secretary's Report
 6. Treasures Report
 7. Club Captains Report
 8. Presentation of Prizes
 9. Election of New Club Officials
 10. General Business and minutes of previous General Meeting

25 EXTRAORDINARY GENERAL MEETING

- a. The Committee of Management may at any time for a special purpose call an Extraordinary General Meeting.
- b. Twenty-one days clear notice in writing of such a meeting shall be given to financial members.
- c. Any six financial members may serve a requisition on the Secretary to convene an Extraordinary General Meeting.
 1. All such requisitions shall be signed by each of the six members.
 2. The requisition shall state the purpose for which the meeting is required.
 3. If the meeting has not been convened within twenty-one days of the service of the requisition on the Secretary the six members may convene the meeting on behalf of the Club.
 4. All financial members except junior and honorary members are eligible to vote as are life members and corresponding members in attendance at the meeting

26 COMMITTEE OF MANAGEMENT MEETING

- a. The Committee of Management shall assemble at least once each month
- b. Any two members on the Committee of Management may serve a requisition on the Secretary to convene a special Committee Meeting.

[RETURN TO INDEX](#)

- c. Four members of the Committee shall form a quorum. If a quorum is not present within 30 minutes of the time appointed for the meeting, the meeting stands adjourned to the same place and at the same hour of the same day in the following week. If at the adjourned meeting a quorum is not present within 30 minutes of the time appointed for the meeting, the meeting shall be dissolved.
- d. The President, or in his/her absence the Vice- President, shall act as Chairperson.
- e. In the absence of both President and Vice- President, the meeting shall choose a Chairperson from among the members present.
- f. The Chairperson shall have a second or casting vote in cases where voting is equal.

27 SUB-COMMITTEES

- a. Sub-Committees shall be formed as and when deemed necessary by the Committee of Management
- b. Such Sub-Committees shall report their proceedings to the Committee of Management

28 MEETINGS

- a. Meetings will be conducted according to standard Parliamentary Procedure
- b. Financial members may appoint a proxy to vote on their behalf at any nominated General Meeting or its, adjournment, such appointment to be in writing and such proxy to be a financial member of the Club
- c. No item of business shall be transacted at a General Meeting unless a quorum of five financial members is present during the time the meeting is considering that item

29 DISSOLUTION

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of members present, and such resolution shall at any Extraordinary General Meeting held not less than one month thereafter at which not less than one half of the financial members shall be present, be confirmed by a resolution passed by not less than three-quarters of the voting thereon, the Committee of Management shall thereupon, or at such future date as shall be specified in such resolution proceed to realise the property of the Club and after discharge of all liabilities shall wholly give the proceeds to The First Australian Muzzle Loading Gun and Rifle Association Lithgow Inc. and upon completion of such disbursement the Club shall be dissolved.

30 COMMON SEAL

The seal of the Club shall be held in safe-keeping by the President and not affixed to any instrument except as a resolution of the Committee of Management and in the presence of two (2) of the Committee of Management, each of whom shall sign every instrument to which the seal is to be affixed in their presence

31 PUBLIC OFFICER

- a. The Public Officer shall he/she appointed by the Committee of Management as required, such appointment to be made within fourteen (14) days of a vacancy occurring.
- b. The Public Officer appointed need not to be a member of the Club but must be at least eighteen (18) years of age and resident in New South Wales

[RETURN TO INDEX](#)

32 CLUB ARMOURER

A suitably qualified and licensed person may be appointed by the Management Committee as Club Armourer.

33 NOTICES REGARDING RULES FOR SAFETY AND CONDUCT

At least two copies of the current Club rules for safety and conduct on the range shall be displayed at separate places on the ranges of the Club.

34 INTOXICATING LIQUOR

- a. No person shall consume intoxicating liquor on any range of the Club until all shooting has been completed for the day and all firearms are safely secured
- b. No person shall be admitted to or be on any range of the Club whilst apparently under the influence of intoxicating liquor.
- c.
 1. Any person found whilst apparently under the influence of intoxicating liquor on any Club range shall be ordered to leave forthwith and he/she shall be liable to expulsion
 2. If such a person is a visitor from another Club he/she shall be reported in writing to his/her own Club. If a competition is in progress, the offender will in addition be disqualified from the competition.
- d. Persons may consume liquor on Club property only after they have finished shooting for the day.

35 variation of this constitution

This Constitution may be added to, repealed or amended by special resolution at any Annual or Extraordinary General Meeting provided that no such resolution shall be deemed to have been passed unless it is carried by at least three-quarters of the members voting thereon, provided that twenty- one-day clear notice in writing has been given to each financial member setting out in detail such amendments.

36 NOTIFICATION OF CHANGES TO THE CONSTITUTION, BY-LAWS OR RULES

Where the constitution, by-laws or rules of the Club are amended, four (4) copies of the/ amendments, certified as correct under the hand of the Secretary, shall be forwarded to the Commissioner of Police, and two copies to the Public officer within fourteen (14) days after the amendment has been made.

[RETURN TO INDEX](#)

THE BY LAWS

01 MEMBERSHIP

To qualify for ordinary membership a person must:-

- a. Be of good fame and character and eligible to hold a New South Wales firearms licence
- b. It is preferable that the applicant is proposed for membership by two existing financial members of the Club
- c. Make application for membership on the prescribed form.
- d. Produce a permission to join signed by a parent or guardian if the applicant is under 18 years of age.
- e. Serve a probationary period in muzzle loading shooting. (see PROBATIONARY MEMBER)
- f. Pay the requisite financial dues or fees. Any membership fees not paid by the required date will incur a \$50.00 re-establishment fee.
- g. Possess a copy of this constitution and be familiar with its contents
- h. Be interviewed by representatives of the members of Committee of Management.
Membership may then be conferred only by a majority vote of the Committee of Management. The Management Committee must, by Law, refuse to renew membership if in its opinion such member has not met the attendance requirements as laid down by law.

02 LIFE MEMBERS

Nomination for Life Membership will be endorsed by the Committee of Management and put to an Annual or Extra-Ordinary General Meeting for formal approval. On receiving a nomination, the committee will compile a report for presentation to the membership that says whether, in the committee's opinion, the nominee has done enough additional work over the basic requirement to qualify for the award. A member endorsed by the Committee will have his/her name published in the newsletter at least one month prior to the General Meeting. Any objection to the nomination must be in writing and signed by a financial Club member. The objection must be received by the

President at least one week before the General Meeting. On receiving the objection, the President must immediately convene an extra-ordinary meeting of the Committee where a decision regarding the issue shall be made. The Committee will disregard any objection that involves the nominee's manner or personality. When selecting members for nomination, the Committee must comply with the following criteria:

- a. The member must have completed a total of at least ten (10) years continuous or broken membership of the Club
- b. The member must have given a total of at least 5 years continuous or broken service to the Club in an official capacity.
- c. The member must never have received major official censure or reprimand for any reason. Life Members will be entitled to all the privileges of membership without paying the annual subscription, levies or other dues.

[RETURN TO INDEX](#)

03 HONORARY MEMBERS

On the recommendation of the Committee of Management Honorary Members may be elected at any General Meeting of the Club. A two-thirds majority of members present and voting shall be necessary at such election. Honorary Members may be elected for life, or for such other period as the General Meeting may deem appropriate and they shall be entitled to all the privileges of membership, except that they shall not be entitled to vote at meetings, or serve as officers or on the Committee.

04 PROBATIONARY MEMBERS

Probationary Members shall:

- a. Have an approved 'APPLICATION FOR TEMPORARY CLUB MEMBERSHIP' from Firearms Registry.
- b. Serve a probationary period of at least three months
- c. Keep the required register of achievement duly signed by the Captain or his/her deputy
- d. Become proficient in muzzle-loading shooting
- e. Understand and practice range safety
- f. On satisfactory assessment by the Captain or his deputy and acceptance by the members be given full Membership by the Management Committee. Persons transferring from other muzzle-loading clubs may be approved for membership on receipt of a satisfactory report from his/her previous club

05 OBLIGATION OF MEMBERS

- a. A member shall immediately notify the Secretary of:
 1. Change of name and/or residential address
 2. Any change to licence details
- b. A member shall take all reasonable precautions at all times to ensure the safe keeping of any firearm or shooting equipment while on Club Premises
- c. Each member shall comply with the provisions of the Club Constitution, By-Laws and Rules. Any member who fails to comply with the provisions of the above shall be liable to be penalised as provided for in this Constitution
- d. Obtain, and provide the Secretary with proof of attendance, scores and participation in shooting matches at other Clubs
- e. Record approved attendances at Club ranges in the attendance book provided for such purpose.
- f. Pay dues on time Any membership fees not paid by the required date will incur a \$50.00 re-establishment fee.

06 REGISTER OF MEMBERS

The Membership Secretary Shall:

- a. Keep, or cause to be kept, a register of Club members. Such register may be:
 1. A book of sturdy and durable construction written in ink, free of erasures and where page removal is self-evident, Or
 2. Electronic, in which case a monthly saved copy must be left with a nominated Committee person for safe storage in a separate place.
- b. Record, or cause to be recorded, in such register the full name, residential address, licence number and any other information required by Law and the Club

[RETURN TO INDEX](#)

- c. Produce such register for inspection at any reasonable time on demand by any member of the Police Force or any person authorised by the Commissioner of Police

07 RECORD OF ATTENDANCE

- a. The Secretary or Captains shall keep, or cause to be kept, a record of attendances of Members at each Club fixture
- b. Such a record shall be kept in a book of durable design and construction such that pages cannot be removed
- c. Attending members shall record the date, member's name, member number in block letters, select the category for the event and sign the entry. This is the members responsibility if the attendance book is not completed by the member the attendance will not be recorded.
- d. Work done on behalf of the Club, such as working parties, and officiating at matches in any capacity will be credited as an attendance.
- e. The management Committee, Secretary or Captain may rule any attendance by a member is not a bona fide attendance

08 DUTIES OF OFFICERS

8.1 PRESIDENT

- a) He/she shall be the senior executive of the Club
- b) He/she shall. preside at all General Meetings
- c) He/she shall be a member, ex-officio, of all regular and special committees

8.2 VICE PRESIDENT

- a) He/she shall perform the duties of the President during her/his absence or at her/his request.

8.3 CLUB CAPTAIN

- a) He/she shall have charge of all ranges of the Club
- b) He/she shall be responsible for all competitions in accordance with the Rules of the Club.
- c) He/she shall be responsible for all observances of all safety precautions on the ranges of the Club.
- d) He/she may inspect all arms in use or intended for use on Club ranges.
- e) He shall over sight the assessment of Probationary Members.

8.4 DISCIPLINE CAPTAINS

- a) There shall be one Discipline-Captain for each shooting discipline within the Club.

RETURN TO INDEX

- b) They shall perform the duties of the Range Captain during his/her absence or at his/ her request.
- c) They may appoint Assistant Captains as required.
- d) Any Discipline Captain obtaining fees is to forward the fees to the Treasurer or Bank the fees as soon as practical

RETURN TO INDEX

8.5 HONORARY SECRETARY

- a) He/she shall keep a record of the proceedings of all Ordinary General Meetings, Annual General Meetings and Extraordinary General Meetings of the Club and all meetings of the Committee of Management
- b) He/she shall conduct, and keep a record of, all correspondence in connection with the Club.
- c) He/she shall be a member, ex-officio, of all regular and special Committees of the Club.
- d) He/she shall keep, or cause to be kept, a secure record of all members of the Club showing their full name, residential address and any other such data as required by Law or the Club.
- e) Keep, or cause to be kept, a record of members attendances at authorised Club activities
- f) Notify the appropriate authority of:-
 - a. Change of members name, address or particulars.
 - b. Any member that has his Club membership terminated
 - c. Any person who resigns from the Club.
- g) Submit returns to the appropriate Authority, containing all requested information and by the due date, as required by Law.
- h) Notify Members who have their licence revoked that they can no longer be a member of the Club.

8.6 ASSISTANT SECRETARY

- a) He/she shall assist the Secretary in correspondence and returns relating to pistol shooting
- b) Keep, or cause to be kept, a record of members attendances at authorised Club activities

8.7 HONORARY TREASURER

- a) He/she shall pay all monies collected into a banking house approved by the Committee of Management.
- b) He/she shall record in books of account the receipt and expenditure of all monies connected with the Club. In the case of electronic storage of accounts, a saved copy must be lodged monthly with the Secretary for safe secure storage in a separate place.
- c) He shall produce these books each year to the Committee of Management and the elected auditor.
- d) He/she shall, at the Annual General Meeting, deliver to the Chairperson a balance sheet and profit and loss account covering the financial year of the Club.
- e) The withdrawal of Club monies from the Club bank account shall be authorised by the Committee of Management and the instrument of withdrawal signed by the Treasurer and any other two nominated members of the Committee of Management
- f) Submit the Club accounts to the Club Auditor in time for an auditor's report for the Annual General Meeting.

8.8 COMMITTEE PERSONS

They and the other members of the Committee of Management shall be responsible for the conduct and control of the Club in accordance with the Constitution

8.9 INSTRUCTORS

- a) There shall be at least one Instructor for each shooting discipline within the Club
- b) They shall be appointed by the Discipline Captain

[RETURN TO INDEX](#)

- c) They shall instruct those requiring instruction in the art of safe muzzle-loading shooting
- d) They shall assist the Captain in the assessment of Probationary Members.

8.10 SCORERS

- a) There shall be at least one Scorer for each shooting discipline
- b) Record, or cause to be recorded, all scores for Club and inter-club competitions.
- c) Notify, or cause to be notified, the newsletter Editor of recorded results
- d) Maintain a grading and handicap record if required

8.11 AUDITORS

- a) There shall be one or more Auditors appointed at the Annual General Meeting
- b) They shall satisfy themselves that the balance sheet and profit and loss accounts as presented by the Treasurer are a true and correct records of the Club's financial activities and position.
- c) They shall conduct financial examinations as requested by the Committee of Management.

8.12 PUBLIC OFFICER

- a) Service of documents on the Club may be achieved by serving them and the Public Officer who is to communicate such service to the Committee of Management within seven (7) days, or by serving the documents personally on two members of the Committee of Management
- b) The Public Officer is to notify the NSW Consumer Affairs Commission within fourteen (14) days of: His/her appointment or change of address Alterations to this Constitution by-laws or the rules of the Club. Statements required in respect of the Annual General Meeting.
- c) Except as otherwise provided by this Constitution, the Public Officer shall keep in his custody or under his control all records, books and other documents relating to the Club.

8.13 FIRST AID AND SAFETY OFFICER

- a) The First Aid and Safety Officer shall be in charge of all matters concerning First Aid and Safety not directly associated with shooting.
- b) Assistant first aid officers may be appointed from Club members with appropriate qualifications

09 SUBSCRIPTIONS

- a) The annual subscriptions for members shall be recommended by the Committee of Management and ratified at the Annual General Meeting
- b) A joining fee recommended by the Committee of Management and ratified at the Annual General Meeting shall be payable in addition to the annual subscription.
- c) A re-joining fee recommended by the Committee of Management and ratified at the Annual General Meeting shall be payable in addition to the annual subscription.
- d) Any member whose subscription is more than three (3) months in arrears shall be declared unfinancial and may be removed from the register of membership and expelled from the Club, or dealt with as the Committee may deem appropriate.

[RETURN TO INDEX](#)

AMENDMENTS & NOTES

CONSTITUTION

Change

1. Point 2 (j). Add. To uphold the objectives listed herein The Sydney Colonial Muzzle Loading Club will always remain a stand-alone club run by volunteers headed by the elected committee of management, it will never assign control governing or otherwise to another club, or association or similar entity.
2. Point 3. Modify Membership Types to align with Current Membership Types
3. Point 16 (e) Add. proxy votes cannot be used for the election of club officers.
4. Point 16 (h) Add. The positions of Club President, Club Vice President, Hon Secretary, Hon Treasurer and Club Captain may only be held by financial members where the SCMLC is their primary club. And that have currently or previously served on the committee for no less than 3 consecutive years or at the time of AGM have previously or are currently serving in a position of management.