

By-Laws of Target Rifle Victoria Incorporated

Introduction to By-laws

By-laws of Target Rifle Victoria Inc. appear in one of the following sections:

- 1: *Resolutions of Congress*
- 2: *Resolutions of Council*
- 3: *Management By-laws*
- 4: *Forms*

Constitution Rule 12

12. Both Congress and Council may formulate and vary By-laws.
 - (a) By-laws passed by Congress may be varied only by resolution passed at a subsequent Congress or a Special Meeting.
 - (b) Resolutions of Congress that have on-going effect on Association affairs shall be incorporated in By-laws.
 - (c) By-laws passed and varied by Council must be ratified by the next Congress or Special Meeting. Any By-law not ratified shall cease to be in effect.
 - (d) Council shall promulgate all By-laws and variations to clubs.

Section 1: Resolutions of Congress

By-laws in this section shall not be altered or rescinded except by resolution of the delegates of the member clubs of Target Rifle Victoria Inc. at annual congress or special general meeting. The By-laws shall show the year of promulgation.

- The fund known as the state range account shall be abolished and the money be made available for the furtherance of shooting in Victoria, as approved by the council from time to time. (1997)
- The \$5.00 membership levy remains in force. (1997)
- TRV membership fees for 2016 be increased by \$10. So \$5 can go toward the state range fund and \$5 to a loans fund for clubs. (2015)
- Target Rifle Victoria membership fees from 2017 be increased by \$10 so \$5 can go toward the State Range fund and \$5 to a loan fund for clubs. (2017)
- The annual fees charged by Target Rifle Victoria Inc. to member clubs and members shall not rise more than the annual consumer price index, or as otherwise directed by congress. (1998)
- Life Membership Policy. (2003)
- That at the 2013 Congress that of the Officers elected under clause 27, the President, Secretary and first two Councillors be for a full term and the Vice President, Treasurer and third Councillor be elected for a half term and further that at the succeeding Congresses each elected Officer be for a full term. (2013)

Section 2: Resolutions of Council

By-laws in this section must be ratified by the next Congress to remain in force.

- 2.1 The "membership year" Rule 3 (j) shall mean the year ending on December 31 each year. (2021)
- 2.2 The "financial year" Rule 3 (g) shall mean the year ending on March 31 each year. (2006)
- 2.3 The membership rights of any club which fails to pay all outstanding debts within 90 days of invoice be suspended until those debts are paid. This Bylaw not to take effect if the amount or existence of the debt is in dispute. (2000)
- 2.4 In addition to those definitions in rule 7 of the constitution membership be defined as: (2019)
 - (a) Family membership be available for husband and wife and or partners and their student children under twenty-one years of age (2019);
 - (b) Junior membership be available to those whose twenty-first birthday falls after the commencement of the membership year (2019);
 - (c) Sub Junior membership be available to those whose sixteenth birthday falls after the commencement of the membership year (2019);
 - (d) Concession membership be available to those members holding one of the following (2019):
 - Centrelink issued Pensioner Concession Card;
 - Centrelink issued Health Care Card;
 - Department of Veterans affairs Pensioner Concession Card for the holder of Gold, White or Orange cards
 - Full time secondary or tertiary student card
 - (e) Non shooting membership be available to those who wish to join a Target Rifle Victoria Inc. small bore club but do not shoot(2019);
 - (f) Provisional membership be available to a new shooter participating under supervision before obtaining a Firearms License (Can apply for no more than one year (2019);
 - (g) School program membership be available to a Secondary School Student who is part of a specific school-based program approved, administered and delivered by a recognized educational institution that has provided a letter from the School Principal indicating the school has approval from its overseeing authority for the operation of the program as part of the school's sports program or be of school age and participating in the after school junior program (air rifle only) (2019);
 - (h) And all other members be senior members (unchanged).

2.5 In addition to the definitions set in rule 7 of the Constitution a member must be a financial member of both TRV and an affiliated club to be recognised as a member of TRV.

2.6 Register of Clubs

The Register of Clubs shall include as a minimum the name, address, incorporation details, postal contact details for the club, and names and contact details for the executive officers of the club.

2.7 Register of Members

The register of members shall include the following and such other information as is required to effectively run TRV Inc. Membership number, name, address, postal address, contact details, shooters licence number, club affiliation, coaching and officiating licences.

2.8 New members whose previous membership was cancelled due to non-payment of the membership fee shall not be entitled to pro rata membership fee during the two membership years immediately following that cancellation. (2004)

2.9 Standing Orders for Congress and Special meetings

- Secretary calls meeting to order, announces the state of the quorum and, if the quorum has been met, passes control to the Chair.
- Chair opens the meeting for business and makes such statements as are necessary.
- Apologies for non-attendance are now received either orally or in writing. An adopting motion is not required. The Chair's statement that apologies will be noted is sufficient.
- Reading, correcting (if required) and adoption as a true record of the minutes of the previous general meeting.
- Correspondence is read and actioned piece by piece and decisions made on the basis of:
 - (a) Be taken as information
 - (b) Be actioned - the action being contained in a motion
 - (c) Be not received - if in some way unacceptable to the organisation.
- Reports are presented by the officers of the association followed by those representing various committees and delegates to other organisations. It is recommended that verbal reports only be 'Noted' but written reports may, if required, be adopted. If reports are adopted, then the proposal/s contained in such reports become the decisions of the meeting.
- Business on the Notice Paper.
- General Business, which is casual business arising from the floor, is the final decision making stage.
- Notice of Motion/s, intended to become Motions on Notice at the next meeting, may be offered during general business.
- Closure of the meeting.

Motions

- The motion to be stated - without opinion.
- The Chair to rule if the motion is valid. (If ruled invalid, then the mover may dissent from the ruling). If valid, then mover is asked to speak in support of the motion.
- Chair now calls for a seconder - a second person in support.
- The motion now belongs to the meeting and is open for debate.
- Speakers for and against should be in balance.
- When debate is finished, the mover may give the Address in Reply, (taking care not to introduce new matter).
- Prior to calling for the vote, the Chair must clearly state what is the motion before the meeting.
- Amendments to motions
 - An amendment is a question that is asked about the motion. The question is whether the business before the meeting, the motion, shall be altered. The business can be the motion in its original form, not amended or, already amended and therefore an Amended Motion.
 - When an amendment is moved and seconded it becomes a question that must be answered before the business (the motion) can again be considered.
 - To amend a motion is to take one of three possible actions:
 - Delete words,
 - Add words,
 - To substitute words with other words.
 - Any number of amendments may be moved but the meeting is deciding between the existing words and the proposed words. If amendments are lost, then the existing words stand part of the motion. If the amendments are agreed to, then the original motion stands amended. This part of the motion can not be the subject of a further challenge.
 - In speaking to an amendment, members may refer to the original motion and to any existing foreshadowed amendment, but they cannot debate either of them. The foreshadowed amendment becomes the next amendment if the first amendment is rejected.
 - Voting is first taken on the amendment before the meeting and, following a decision, debate resumes on the original motion as it may, or may not, have been amended. When all possible amendments have dealt with, the mover of the original motion then gives an Address in Reply. Neither the mover nor seconder of the original motion may move amendments but movers and seconders of amendments may move any number of amendments.

Notice of Motion

- A notice of motion is an item placed before a meeting or sent to the secretary for presentation to the next meeting as a Motion on Notice. A seconder is not required nor is the Chair required to rule on its validity.
- At that meeting the subject motion becomes a Motion on Notice, ie., on the Agenda for the meeting. It, along with any other motions placed on Notice Paper, becomes the first items of business following the handling of Reports.
- "That the meeting move to Next Business" - means that the current debate, whether on a principal motion, or on an amendment to that motion, be terminated and the next item on the business paper be the next matter to be debated. This motion always refers to the business (the principal motion) and not to the question (the amendment).

- "That the motion be put" (closure) - brings the debate to a close. If an amendment is currently being debated, then a vote is taken on whether a vote shall be taken on the amendment. If the principal motion is being debated, then the vote for closure refers to that motion.
- Following the meeting agreeing to close the debate on the principal motion, the mover of that motion may (if required) give an Address in Reply. If the closure is on an amendment, no address in reply is allowed.
- That the meeting be adjourned to (a later time or day), is usually moved when the time set down for the meeting in governing rules has expired, the meeting is in a state of disorder, a lapse in the quorum has occurred or time is required in which to carry out a ballot. A mover, seconder and debate are again required and, if agreed to, the meeting is adjourned for the stipulated period.
- A motion to table a motion or amendment requires an immediate vote. If the tabling motion is successful all debate on the motion or amendment ceases and the meeting moves onto the next item of business without further action on the original motion or amendment. On a motion to Table a motion or amendment that is presently before the meeting, the mover should be requested to add a date on which the motion is to be Raised. When no date is specified, the original motion is Raised at the next meeting. If a date has not been included in the adopted adjournment or tabling motion, it can, by resolution, be Raised later at the same meeting. Decision making options
 - Adopt the Original Motion and make it a Resolution
 - Reject the Original Motion
 - Adjourn the debate to another day or later hour on the same day
 - Refer to a committee (Standing or Special) for investigation & report
 - Adopt a counter-motion & thereby replace the Original Motion with another
 - Amend the wording in order to improve the Original Motion
 - Amend a proposed amendment
 - Terminate the debate on the Original Motion by adoption of the Procedural Motion - "Next Business"
 - Terminate the debate on an amendment or on an Original Motion by adoption of the Procedural Motion - "Closure".

Section 3: Forms

Examples of forms required by council for the administration and management of Target Rifle Victoria Inc. shall be included in this section of the By-laws.