

**RULES OF THE  
SPORTING SHOOTERS ASSOCIATION OF NEW ZEALAND INCORPORATED**

**1. NAME**

The name of the Society shall be the  
**SPORTING SHOOTERS ASSOCIATION OF NEW ZEALAND INCORPORATED.**

**2. INTERPRETATION**

In these rules, unless the contrary intention appears:

- a) "Association" means THE SPORTING SHOOTERS ASSOCIATION OF NEW ZEALAND INCORPORATED.
- b) "Branch" means any Incorporated Society directly affiliated and paying a fee per member to the Sporting Shooters Association of New Zealand Incorporated.
- c) "Management Committee" means the committee for the time being elected under Rule 11 of these rules.
- d) "Year" means the financial year of the Association which shall extend from the 1st day of January until the 31st day of December in each year.(see rule 15)
- e) "Resolution" means a resolution passed by a majority of those present at, and voting at, a General Meeting or a Management Committee meeting.
- f) "Special Resolution" means a resolution passed by a two thirds majority of those present at, and voting at, a General Meeting or a Management Committee Meeting.

**3. OBJECTIVES**

The *objectives* of the Association are:

- a) To uphold the rights and privileges of New Zealand firearm owners who are lawfully engaged in the shooting or collecting pastime of their choice.
- b) To promote or oppose as may be deemed necessary all legislative and other measures which shall or might affect the interests of the members of the Association.
- c) To promote and facilitate the exchange of knowledge between firearm owners.
- d) To promote legal and responsible shooting activities.
- e) To promote the safe use of firearms in the community
- f) To facilitate all lawful firearm and related activities such as gun shows and public displays.
- g) To actively support any Branch of this association.
- h) To actively support the Council of Licenced Firearm Owners (COLFO)
- i) To do all such things as are incidental or conducive to the above *objectives*.
- j) In construing the foregoing *objectives* the construction of any clause shall not be limited or restricted by reference to any other clauses.

#### **4. MEMBERSHIP**

- a) The members of the Association shall consist of those members who have completed the prescribed membership form and paid the prescribed annual subscription.
- b) Any member may resign his or her membership by giving the Secretary notice in writing to that effect. Any member whose subscription remains unpaid after 1 March will be deemed to have resigned.
- c) Life Membership may be granted to any member as recommended by the Management Committee in recognition of past service to the Association.
- d) Family members may be enrolled as Associate Members for a nominal fee as set by the Management Committee.
- e) The Management Committee may introduce new classes of membership from time to time as it sees as beneficial to the Association.
- f) The Management Committee may refuse membership to any individual who they consider unsuitable for membership.

#### **5. DISPUTE RESOLUTION PROCEDURE**

In the event of a dispute arising either between one member or group of members and another member or group of members, or between one member or group of members and the Association or any officer of the Association touching on any issue whatever arising out of the relationship of the parties to one another consequent upon membership of the Association and the activities of the Association, the following procedure shall be adhered to as the sole mechanism available to the parties for resolving such a dispute:

- a) Any such dispute should immediately be reported to the Secretary, who will convene a meeting of the Management Committee and attempt to resolve the dispute.
- b) Failing resolution the parties to the dispute shall without delay agree on a suitably qualified or experienced mediator to assist in resolving the dispute.
- c) In choosing a suitable mediator, the parties shall take into account whether that person is available in the short term, and in doing so acknowledge that it is in the best interests of all parties that the dispute be settled in the shortest possible time.
- d) Expenses associated with mediation shall be borne equally by the parties to the dispute.

#### **6. OFFICERS**

- a) The Officers shall consist of: President, Vice President, Secretary, Treasurer [or Secretary/Treasurer], Editor and Management Committee Members, such that the Management Committee may comprise of no more than ten members.
- b) The Officers shall be elected at the Annual General Meeting of the Association and shall hold office until the conclusion of the next Annual General Meeting.
- c) Nominations for the positions of Officers of the Association shall close with the Secretary fourteen days before the Annual General Meeting each year.
- d) Such nominations shall be in writing, signed by the nominee, proposer and second.

- e) In event of nominations being insufficient to fill the numbers of Officers either provided for in these rules or in any amendment thereto, then, with the consent of the Meeting, the Chairman for the time being shall have the power to call for nominations for such vacancies from the floor of the meeting without the requirements hereinbefore set out being strictly observed

## **7. SECRETARY**

The Secretary shall:

- (a) Keep and have custody of a Minute Book containing full and complete minutes of all General Meetings of the Association.
- (b) Keep a Minute Book containing full and complete minutes of all Meetings of the Management Committee of the Association.
- (c) Maintain a Register showing the names & addresses of all members and the dates on which their membership expires.
- (d) Keep a register of all assets, purchased, donated or held by the Association.
- (e) Be entitled to be paid a salary for his services to the Association if so decided by the Management Committee.

## **8. TREASURER**

The duties of the Treasurer shall be:

- (a) To keep all financial records of the Association and such books of account as the Management Committee of the Association shall from time to time require.
- (b) To keep all entries in such books properly up to date.
- (c) To prepare for the Committee for forwarding to the Registrar of Incorporated Societies such financial statements as the Registrar shall from time to time require.
- (d) To perform such other duties as can be reasonably deemed to be incidental to his office, or as the Management Committee of the Association may require.
- (e) Be entitled to be paid a salary for his services to the Association if so decided by the Management Committee.

## **9. FINANCIAL REVIEWER**

- (a) An appropriately qualified Financial Reviewer, who need not be a member of the Association, shall be appointed by the Management Committee on an annual basis. If such a person is a member of the Association then he must not hold any other office within the Association
- (b) The Reviewer's Report shall be part of the Associations' Annual Financial Report to members.
- (c) The Management Committee may pay the Reviewer for services to the Association.

## **10. SOLICITOR**

- (a) A Solicitor may be appointed by the Management Committee on an annual basis or as needed.
- (b) The Management Committee may pay the Solicitor for his services to the Association.

## **11. MANAGEMENT COMMITTEE**

- (a) The entire management of the Association and its property shall be deputed to a committee, called the Management Committee.
- (b) The Management Committee shall consist of the elected Officers of the Association and any other appointed Members.
- (c) The Management Committee shall have the power to co-opt members to assist it, but such co-opted members shall not become Management committee members, shall not have the right to vote at its meetings or to discuss matters other than those for which they were co-opted.
- (d) A meeting of the Management Committee may be called at any time by the President, and shall be called within fourteen days of the receipt by the Secretary of a requisition, signed by not less than three members of the Management Committee, calling upon the Management Committee to do so.
- (e) Notice of any meeting of the Management Committee shall be given to every member of that committee in writing at least seven days before the time appointed for such meeting, this notice may be transmitted electronically.
- (f) The notice set out in Rule 11 (e) hereof shall specify the time, date and venue of the meeting and shall set out an agenda of matters to be voted on at such meeting.
- (g) No matter (other than machinery matters concerning the day to day running of the Association) which has not been set out in the agenda per Rule 11 (f) hereof shall be voted on at such meeting, but may be discussed.
- (h) The quorum for meetings of the Management Committee shall be five.
- (i) The Chairman shall have a deliberative and casting vote.
- (j) The President shall be Chairman, unless he is not present, in which case the Vice-President shall be chairman. If neither is present, the meeting shall elect a chairman.
- (k) Voting shall be by voice, but if any member so desires, the Chairman shall call for a show of hands.
- (l) The Secretary shall cause copies of the minutes of all meetings of the Management Committee to be made and sent to all Management Committee Members forthwith after meetings of that committee.
- (n) The Management Committee shall elect a representative to serve on the board of COLFO.

- (o) The Management Committee shall meet not less than twice annually.
- (p) Any member of the Management Committee shall have the right to resign from that committee by giving the Secretary notice in writing to that effect.
- (q) No logo, device or printed circular or circulars or letters or documents with reference to the business of the Association shall be circulated within the Association without the authority of the Management Committee other than authorised by these Rules.
- (r) The President shall be the spokesperson for the Association in all matters unless delegated by him to another Management Committee member.

## **12. GENERAL MEETINGS**

- (a) The Annual General Meeting of the Association shall be held once every calendar year, but not more than fifteen months after the preceding Annual General Meeting to:
  - (i) Receive reports of The Management Committee.
  - (ii) Receive the Annual Financial Accounts and Audit Report of the Association, which shall be circulated to all members prior to the Annual General Meeting each year.
  - (iii) Elect the Officers
  - (iv) Transact any other general business of the Association of which notice has been given to the Secretary not later than sixty days prior to the Annual General Meeting.
- (b) A Special General Meeting of the Association shall be called within sixty days of the receipt by the Secretary of a requisition, signed by not less than ten percent of the financial members of the Association, whose names shall also be printed, or pursuant to a resolution of the Management Committee, calling on him to do so.
- (c) Notice of any General Meeting shall be given to every member of the Association in writing at least twenty one days before the time appointed for such meeting. This notice may be transmitted electronically
- (d) The notice set out in Rule 12 (c) hereof shall specify the date, time and venue of the meeting and shall set out an agenda of matters to be voted on at such meeting.
- (e) No matter which has not been set out in the agenda set out in Rule 12 (d) hereof shall be voted on at such meeting, but may be discussed.
- (f) All motions are to be in writing and signed by both proposer and second.
- (g) Any member entitled to attend and vote at a General Meeting shall have the right to appoint any other member as his proxy to attend and vote on his behalf. The appointment of the proxy shall be in writing, signed by the member giving it and shall be deposited with the Secretary prior to the meeting.
- (h) At all General Meetings the chair shall be taken by the President, or if he is not present, by the Vice-President, or if the Vice President is not present by some member *elected* by the meeting.

- (i) Save as provided in Rule 12 (k) hereof every member present shall have one vote and in the case of equality of votes, the Chairman shall have a second or casting vote.
- (j) The quorum at a General Meeting shall be at least four members of the Management Committee and sufficient other members of the Association to bring the total to fifteen financial members of the Association.
- (k) Voting shall be by voice, but if any member present so desires, the Chairman shall call for a show of hands, or if any ten members so desire, voting shall be by ballot. In any vote each member shall have one vote in his own right and one vote for each proxy he holds.
- (l) There shall be not less than one General Meeting annually
- (m) If twenty percent of the financial members of the Association so request in writing before a General Meeting, any matter on the agenda for such General Meeting shall be discussed at that meeting but shall not be put to the vote at that meeting; a motion and all relevant discussions concerning the matter shall be summarised and sent to all members with a postal voting form to be returned within fourteen days. The motion shall be passed if it is approved by more than half the voting forms returned.
- (n) Notices of motion set out in Rule 12(f) may be amended by a General Meeting, except where such amendments affect the Rules of the Association.
- (o) Notwithstanding anything to the contrary herein contained, any member whose subscription is in arrears for the current year shall not have the right to attend, or to vote by any means, at any General Meeting. The Secretary shall send a reminder to each *such* member with the notice of the Annual General Meeting.

### **13. SUBSCRIPTIONS**

- (a) The annual subscription and entrance fees to the Association for the following calendar year shall be determined by the members at the Annual General Meeting.
- (b) All annual subscriptions shall be due on the first day of January and paid by the first day of March each year and when paid shall entitle the member to membership of the Association until the last day of December of the subscription year.
- (c) If any member shall fail to pay his annual subscription on or before the first day of March he will be deemed to have resigned.
- (d) The Management Committee may, at its discretion, allow a member Leave of Absence without payment of subscriptions.
- (e) Where a properly constituted Branch (Incorporated Society) of SSANZ exists the annual membership subscription paid by the Branch members to the Association shall be \$10.

**14. POWERS, BRANCH ACTIVITIES AND AFFILIATIONS**

- (a) The Association shall have the power from time to time to form affiliations with other societies.
- (b) The Association shall have the power to levy the members in order to raise funds for association activities. The Association shall have absolute discretion over the expenditure of such funds, provided that they shall only be expended in the furtherance of the objects of the association.
- (c) The Association shall have the power to form Branches which will be independent Incorporated Societies affiliated to the Association.

**15. FINANCIAL YEAR**

The Financial Year of the Association shall end on the 31st day of December in each year, to which date the accounts shall be balanced.

**16. BANK ACCOUNTS**

- (a) The Management Committee shall maintain one or more bank accounts on behalf of the Association as it shall from time to time determine.
- (b) The Management Committee shall by resolution determine the manner in which money received shall be accounted for.

**17. ANNUAL ACCOUNTS**

The following Annual Accounts shall be prepared by the Treasurer, reviewed by the Auditor or Financial Reviewer, and sent to every member with the notice calling the Annual General Meeting. They shall consist of:

- a) An Income and Expenditure Account
- b) A Balance Sheet

**18. DUTIES OF MEMBERS**

Every member shall from time to time notify the Secretary of the Association of any change in his or her address or e-mail address and any notice posted or e-mailed to the last address advised to the Secretary by any member shall be deemed to have been duly given to that member.

**19. CHARGES FOR SPECIAL PRIVILEGES**

The Management Committee may make a charge to any member using any property of the Association.

**20. COMMON SEAL**

- (a) The Common Seal of the Association shall be kept by the Secretary and shall not be affixed to any document, instrument, deed, writing, paper or any other thing unless a Resolution to that effect has been passed by the Management Committee.
- (b) Such Seal shall be affixed by the Secretary, in the presence of two other members of the Management Committee, and the Secretary and two other members as aforesaid shall sign such document, instrument, deed, writing, paper or other thing.

**21. BORROWING POWERS**

The Management Committee shall have the power by Special Resolution to borrow such amounts and on such terms as it thinks fit, and to give security for the repayment of sums borrowed and the interest thereon.

**22. INVESTMENT**

All funds of the Association, shall be paid into the Association's Bank Account(s) and part thereof may, if the Management Committee by Resolution so determine, be invested in any manner provided by the "Trustee Act 1956" or any act amending or replacing same.

**23. PAYMENTS TO MEMBERS**

(a) No part of the Association's income or other funds is to be used or be available for the personal use of any member or an associated person of any member.

(b) The Management Committee may make reasonable payment to a member for services or reimburse or pay any reasonable costs incurred by a member on behalf of the Association.

(c) No member of the Association or any person associated with a member shall participate in or materially influence any decision made by the Association in respect of the payment to, or on behalf, of that member or associated person of any income, benefit, or advantage whatsoever.

(d) Any such income paid shall be reasonable and relative to that which would be paid in an arms-length transaction (being the open market value).

**24. ALTERATION OF RULES**

(a) The Rules of the Association may be altered, added to or rescinded by a two thirds majority of those present and voting at any General Meeting of the Association of which at least fourteen (14) days notice has been given by mail, to each Association member.

(b) The Association shall register any alteration in or in addition to these Rules as required by any statutory provisions for the time being in force.

(c) No addition to or alteration or revision of the Rules shall be made without written approval from the Inland Revenue Department if it affects this Rule, Rule 25 (Winding Up) or Rule 23 (Payments to Members).

**25. WINDING UP**

If, upon winding up or dissolution of the Association, there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other incorporated organisation or body within New Zealand having objectives similar to the objectives of the Sporting Shooters Association of New Zealand Incorporated.

**26. REPEAL**

These rules shall repeal and replace all former rules of the Association.