

# BYLAWS TO BRISBANE MARINERS RIFLE CLUB INC.

## RULES

### PREAMBLE

#### 1. General

- 1.1 Guidance for the conduct of the Brisbane Mariners Rifle Club Inc. is largely contained in the Rules (the “Rules”, Document No. 3326472), which is based on the model rules set out in legislation by the Queensland Office of Fair Trading. These bylaws (the By-Laws) are intended to amplify or supplement the Rules, and are to be read in conjunction with superior legislation, rules and regulations, which take precedence over these bylaws.

#### 2. References

- 2.1 The key reference hierarchy for these bylaws include the:

- Associations Incorporation Act 1981;
- Associations Incorporation Regulation 1999;
- The BMRC Rules (Document No. 3326472 Approved by Department of Justice and Attorney-General)

And to the extent relevant to undertaking target shooting activities:

- National Rifle Association of Australia (“NRAA”) Policies, in particular the Standard Shooting Rules (“SSR”);
- Queensland Rifle Association (“QRA”) Rules; and
- Metropolitan District Rifle Association (“MDRA”) Rules.

- 2.2 Cross-referencing these bylaws to these documents is shown where applicable.

- 2.3 These bylaws are made under the provisions of the Rules, paragraph 42 – By-laws.

## BYLAWS

### 3. Name *(BMRC Rules paragraph 2, Name)*

- 3.1 The name of this organisation is the Brisbane Mariners Rifle Club Inc. The short form of this name is ‘BMRC’.

### 4. Objects *(BMRC Rules paragraph 3 Objects)*

- 4.1 The BMRC’s primary purpose is as set out in the Rules, paragraph 3.
- 4.2 The BMRC will act ethically in the interests of the sport and its members, and in accordance with its Code of Conduct, its Rules, Policies, and By-Laws.

### 5. Membership *(BMRC Rules Paragraph 5, Classes of Members, Paragraph 7, New Membership, Paragraph 8 Membership Fees, and Paragraph 9 Admission and rejection of new members)*

- 5.1 As set out in Clause 5 of the Rules there are four classes of membership, comprising ordinary members, life members, associate members, and honorary members.
- 5.2 The following principles will guide BMRC’s membership selection and approval process:
- a) Equity and fairness – treat all prospective members fairly and equally;
  - b) Inclusion – a desire to attract new members who represent the diversity of the community;
  - c) Lack of discrimination – ensuring no prospective member feels discriminated against or excluded on the basis of race, sex, age, ethnicity, gender, sexual preference, physical or mental abilities.
  - d) Compliance with all relevant laws and regulations.
- 5.3 An applicant for membership of the BMRC must be proposed by a current financial ordinary member of the BMRC (the **proposer**) and seconded by a member of the Committee (the **seconder**).
- a) Subject to clause 5.8, applicants for BMRC membership shall be accepted on a probationary basis, and, following completion of the probationary period, shall be subject to approval by the management committee (the “Committee”) prior to becoming an ordinary member.
  - b) An application for membership must be—
    - (i) in writing; and
    - (ii) signed by the applicant and the applicant’s proposer and seconder;
    - (iii) in the form set out in Appendix A to these By-Laws.
  - c) The probationary period shall be the later of 3 months following the date of membership application or the completion of 6 supervised shoots with the BMRC. The Committee may choose to vary or waive this period or the number of shoots required.

- 5.4 The probationary period will enable the applicant for membership (the applicant) and the Committee:
- a) to determine if there is a good fit between the expectations of the applicant and what the BMRC is reasonably able to provide; and
  - b) to determine if there is a good fit between the values and behaviours of the BMRC, the club's objectives, and the values and behaviours of the applicant; and
  - c) to determine if the applicant conducts themselves in a way that may be considered injurious or prejudicial to the character, reputation, or interests of the BMRC and its members, including compliance with the Code of Conduct.
- 5.5 The applicant may at any time during the probationary period advise the BMRC in writing that they do not wish to proceed with pursuing ordinary membership. The BMRC will then, within 6 weeks of receiving this notice, refund any membership fees paid by the applicant (less any fees retained by the MDRA, QRA and NRAA).
- 5.6 The Committee shall determine, in its sole discretion, at a time no later than the next Committee meeting following expiry of the probationary period, if:
- a) the applicant shall be accepted as an ordinary club member; or
  - b) the applicant should not be accepted as an ordinary club member; or
  - c) the probationary period should be extended and probationary terms varied.
- 5.7 The applicant may appeal the decision of the Committee to refuse ordinary membership in accordance with the process set out in Paragraph 11 of the Rules.
- 5.8 The BMRC may not accept any application for membership if the Committee believes, in good faith:
- a) the applicant may conduct themselves in a way that would be injurious or prejudicial to the character, reputation, or interests of the BMRC and its members, or is inconsistent with the Code of Conduct; or
  - b) the applicant has been convicted of an indictable offence; or
  - c) the applicant is unlikely to satisfy the licencing requirements of the Weapons Licencing branch of the Queensland Police Service for a category A&B firearms licence; or
  - d) the BMRC is unable to provide the necessary resources to ensure that the applicant is properly supervised and instructed during the probationary period, and in the period prior to the applicant obtaining a Class A&B weapons licence.

## **6. Management and oversight** (*Legislation, NRAA Policy, QRA Rules and MDRA Rules*)

### 6.1 Precedence

Legislation, regulations, and Rules take precedence where a conflict or doubt arises in these By-Laws.

### 6.2 Committee Membership

- a) **Membership** (*BMRC Rules Para 18*)

The Committee shall aim to have between five and seven members. Membership must include a president, treasurer, and secretary.

b) **Responsibilities** (*BMRC Rules Paragraph 22*):

In addition to the functions set out in the Rules paragraph 22, the Committee responsibilities shall include to:

- a) pursue best endeavours and outcomes on behalf of all BMRC members;
- b) ensure the BMRC and its members comply with all relevant legislation, and with its own Rules, policies, and By-Laws;
- c) liaise with higher and adjacent authorities about proper conduct of BMRC administration, competitions, and activities;
- d) manage the BMRC finances and resources, including relevant facilities maintenance and development requirements; and
- e) encourage the recruitment of new full-bore shooters (including Target and F-Class), and foster the retention of existing members.

c) **Acting for the BMRC** (*BMRC Rules Paragraph 22*)

The Committee members shall:

- a) Act in good faith.
- b) Use reasonable care and skill while doing their duties.
- c) Advise the Committee, prior to an issue being discussed or voted upon, if they have a possible conflict of interest.
- d) Not make false or misleading statements to BMRC members.
- e) Bring any relevant letters, e-mails or other association documents to the Committee's attention.

d) **Agenda** (*BMRC Rules Paragraph 23*)

- a) Business at Committee meetings is to be controlled by an agenda. The Secretary, in consultation with the President, is responsible to produce and distribute the agenda.
- b) Notice of a Committee meeting is to be provided to the Committee members at least 7 days prior to the meeting.
- c) All ordinary BMRC members shall be advised of the proposed Committee meeting date (by notice board or electronically), should they wish to attend.
- d) The agenda and any supporting materials are to be provided to Committee members at least 3 days before a scheduled meeting. Items not properly submitted may be carried over to a subsequent meeting.
- e) Special and out-of-session meetings may be convened in shorter timeframes to meet the requirements of the situation.
- f) Standing Agenda items for routine meetings include:
  - i. Opening (President).

- ii. Apologies (Secretary).
- iii. Confirmation of previous Minutes (All).
- iv. Matters approved by Poll (Secretary)
- v. Actions, both ongoing and arising (President). These may be deferred to a specific Agenda item of the meeting.
- vi. Correspondence (Secretary). Any implications from correspondence received may be addressed or deferred to a specific Agenda item of the present meeting or a subsequent one.
- vii. Finance Report (Treasurer)
- viii. Committee Member Updates and Reports
- ix. New Member Approvals
- x. General Business (All)
- xi. Other Business (All). Other business should be forecast on the agenda for a meeting. Other business introduced extempore may be dealt with if it is simple and uncontentious. Otherwise, it should be rescheduled and placed on the agenda for a subsequent meeting at which all members have had an opportunity to properly consider the merits of the issue.

### 6.3 Minutes (BMRC Rules Paragraph 26)

- a) The Secretary shall prepare the minutes, in consultation with the meeting Chairperson or President, and shall distribute the agreed minutes to the Committee members within a reasonable time after a meeting, usually within the following week.
- b) The Committee members are to be afforded an opportunity to comment on the minutes prior to them being presented as a true and accurate record at the subsequent committee meeting. Disputes and dissensions are to be recorded at the time a vote is taken to accept the minutes.
- c) Minutes are to be made available to all BMRC members on request although matters relating to the confidentiality or privacy of an individual may be redacted.

### 6.4 Approval by Poll

- a) Because matters will arise between Committee meetings that may require prompt action, or where a face-to-face meeting may not be convenient or possible, the Committee may approval matters by poll in accordance with the following procedure:
  - (i) Any Committee member may request a matter to be approved through poll. Where possible, the Secretary shall organise and coordinate the approval by poll;
  - (ii) The request for approval should be sent via. e-mail, sms or other written communication method ensuring that all Committee members are included in the approval request;
  - (iii) Each Committee member may ask for additional information from the person seeking the approval, as is necessary, to determine if approval should or should not be given. Any response to the request for additional information must be copied to each Committee member;

- (iv) Each Committee member must then indicate approved / not approved by return written communication ensuring all other Committee members are copied in on the response;
- (v) Only when all committee members have responded will the request be determined to be approved or not. Approval will be determined by simple majority.
- b) Approvals by poll must be undertaken in a timely manner by each Committee member.
- c) All approvals given by poll will be noted at the subsequent Committee meeting.
- d) Any Committee member may request that a decision by poll not occur, in which case a Committee meeting shall be convened to address the matter, the subject of the poll.

#### **6.5 Subcommittees (BMRC Rules Paragraph 27)**

- a) The Committee will provide a terms of reference for each Subcommittee it establishes.
- b) Subcommittees may have delegated decision authorities included in their respective charter or terms of reference.
- c) Subcommittees shall report progress on their assigned responsibilities to the Committee as required.
- d) Subcommittees are to submit recommendations, as required, to the Committee for decision, unless it has been given delegated authority to act.

### **7. Safety and control**

- 7.1 The BMRC considers that safety is everyone’s responsibility. All BMRC members are required to maintain, observe and enforce safe firearms handling practices.
- 7.2 The SSR’s and the Range Standing Orders (“RSO”) are the primary reference and authority for the safe conduct of shooting activities. Other authorities’ directives are to be considered and acted upon if they supersede or otherwise modify or override the SSR’s and RSO’s.

### **8. Behaviour and conduct**

- 8.1 All BMRC members are expected to maintain a standard of behaviour that reflects well on the sport, the club, and themselves. The BMRC has zero tolerance for bullying, cheating, misrepresenting oneself, or gaming any competition rules to an individual’s or club’s advantage.
- 8.2 The minimum expected standard of member behaviour is described in Code of Conduct as set out Appendix B of these By-Laws.
- 8.3 All BMRC members shall comply with the requirements set out in BMRC policies, as issued from time to times, including the Diversity Policy and the Risk Management Policy – Children.

### **9. Complaints Procedure**

- 9.1 All BMRC members are encouraged to raise any matters of concern they have regarding the management of the club and its activities including the behaviour of its members, and those of other clubs or officials or visitors.
- 9.2 All matters should be raised in accordance with the BMRC Complaints Procedure.

## **10. Penalties**

- 10.1 The Committee may impose penalties on members who transgress any legislation, regulation, rule, bylaw, or instruction.
- 10.2 The penalty/penalties that may be applied by the Committee will depend on the nature of the offence/s and may include, but are not limited to:
- a) Reprimand.
  - b) Formal written sanction.
  - c) Removal from positions of responsibility.
  - d) Suspension or termination of individual membership.
  - e) Reporting their actions to the relevant authorities (in extreme circumstances).

## **11. Matters not covered**

- 11.1 Any matter not covered within these bylaws or superior references is to be referred to the Committee for deliberation.

## **12. Bylaws are binding** (*BMRC Rules Paragraph 42*)

- 12.1 The Committee may make, amend, or repeal bylaws in accordance with the Rules.

## **13. Effective date**

- 13.1 Bylaws are effective from the date they are agreed by the Committee. Bylaws remain effective unless amended or repealed.





## **APPENDIX A**

### **Membership Application Form**



## BRISBANE MARINERS RIFLE CLUB INC Membership Application

I, .....hereby apply for membership of the Brisbane Mariners Rifle Club Incorporated (the Club).

I understand and agree:

- a) that membership is subject to a probationary period of 3 months and a minimum of six (6) supervised shoots with the Club (whichever occurs last). At the conclusion of the probationary period the Management Committee of the Club shall meet and determine, in accordance with the Club Rules and By-Laws, if ongoing membership is approved or if the probationary period should be extended and terms varied.
- b) that I shall conduct myself at all times in a safe and responsible manner that is consistent with good firearms safety, that is respectful of fellow Club members, members of other clubs, officials and visitors, and that complies with the requirements of the Club Rules, By-Laws, and Code of Conduct.
- c) that if I do not hold a current category A&B firearms licence, then during the probation period I shall undertake a firearms safety course and apply for a category A&B firearms licence through the Queensland Police Service, Weapons Licencing.
- d) that I acknowledge that the Club's public liability insurance is provided under the National Rifle Association of Australia policy for an amount of \$20 million for any one occurrence
- e) that to continue shooting with the Club (including more than 3 shoots during the probationary period) I shall also have to become a member of the Queensland Rifle Association.

Copies of the Clubs Rules, By-Laws, Policies, Code of Conduct and other documents are available on the Club web-site or are available at the clubhouse.

FIRST NAME	SURNAME	DATE OF BIRTH	
ADDRESS (including Suburb and Post Code)			
E-MAIL		HOME PHONE No.	MOBILE No.
QLD WEAPONS LICENCE No. (if available)	EXPIRY DATE	QRA No. (if available)	

Signature of applicant.....Date.....

Proposed By (current Club member)

Name.....Signature.....Date.....

Seconded By (Club Committee member)

Name.....Signature.....Date.....

## **APPENDIX B**

### **CODE OF CONDUCT**



## CODE OF CONDUCT

This Code of Conduct describes the Brisbane Mariners Rifle Club (the "Club") expectations regarding members' behaviour including that shown towards fellow club members, members of other rifle clubs and associations, guests, visitors and stakeholders.

It is should be read in conjunction with the *QRA Codes of Conduct and Disciplinary Procedures By-Law (26 September 2014)*, the Club Rules, the Club By-Laws and Club Policies including the Diversity Policy and Risk Management Policy – Children.

### Values and Behaviours

#### The Club

- is committed to provide a club and sport environment free of harassment and discrimination;
- aims to ensure its core values, good reputation and positive behaviours and attitudes are maintained;
- believes that all its members, and everyone with whom it deals, have the right to be treated with respect and dignity;
- will not tolerate any type of behaviour which brings the Club or the sport of shooting into disrepute;
- takes all complaints seriously, and ensures they are dealt with promptly, sensitively and with confidentiality;
- is committed to ensuring that everyone associated with Club complies with its rules and policies; and
- aims to ensure that the Club and its shooting activities are a fun, positive, and enjoyable experience for all its members.

### Member Conduct

The BMRC expects all club members will:

- treat their fellow Club members, members of other clubs, officials, guests and other stakeholders with equity, respect, fairness, inclusion and consideration;
- act with fellowship, camaraderie, openness and good humour when involved in Club and other shooting activities;
- always represent the Club in a professional manner including your manner, language, punctuality, preparation and presentation;
- refrain from any form of personal abuse towards others including verbal, written, social media, physical or emotional;
- act in a safe and responsible manner in all Club activities and accept responsibility for your actions;
- comply with all the Club Rules, By-Laws, and policies and those of the MDRA, QRA, and NRAA;
- undertake all Club shooting activities in compliance with the rules and the spirit of the Standard Shooting Rules
- do nothing that would bring the Club or the sport of shooting into disrepute;
- comply with all legal obligations in particular those dealing with the safe use of firearms; and
- be a positive role model for the Club and participate and contribute in Club activities.