

## ➤ **Western Australian Pistol Association Inc.**

### **Guidelines : To be read and used in conjunction with the West Australian Pistol Association Inc Constitution.**

#### **Preamble.**

The Constitution of the WAPA Inc provides ‘in principle’ operational procedures to be followed by the Association Committee and by any sub-committees which are formulated under the WAPA Inc. Constitution, Regulations, or Rules; and by the committees and individual members of affiliated clubs as is applicable.

These Guidelines are not intended to conflict with any provisions of the Association Constitution, Regulations, Rules or Policies, as last amended and adopted ; or to any future amendments which are constitutionally arrived at and adopted. Where any member perceives unintended conflict between the Constitution, Regulations, Rules or Policies and the Guidelines, the Association Committee will determine whether such conflict actually exists. The Constitution shall take precedence; and the Association Committee may decide to amend the Regulations, Rules or Policies, or delete or amend the reference in the Guidelines, or recommend an amendment to the Constitution.

#### **1. The Association Committee. Section 12 of the Constitution.**

- 1.1 The composition of the Association Committee is as defined under Section 12 of the Constitution.
- 1.2 The regularity of meetings is as designated under section 14.4.
- 1.3 The President may order a Special Committee Meeting if the circumstances warrant or may deal with an urgent matter in accordance with Section 20.1. iv & v of the Constitution.
- 1.4 The Secretary will ensure an Agenda for each meeting is forwarded to all committee members with the Draft Minutes of the Previous Meeting. Before the Draft Minutes are accepted into official records the Chairperson shall request whether any present have noticed any anomaly which requires correction. When the Minutes of the previous meeting have been accepted as a true and correct record the President and Secretary will sign and date same. That action shall confirm the previous Minutes as the official record for the Association. The mover and seconder of the ‘previous minutes correct’ motion must have been present at the meeting referred to.
- 1.5 Copies of the Minutes will be supplied to all affiliated clubs; who will make them available for perusal by all their individual members by displaying in an appropriate area.
- 1.6 Any individual financial member may make application to receive copies of the Minutes after ratification; by making the request on the form provided, and by paying any appropriate fee to the Secretary.
- 1.7 The President is the ‘senior officer of the Association.
- 1.8 If members desire, an Executive Committee can be created as a sub-committee.

**2. Responsibilities of Association Committee Members.**

All Committee Members are expected to contribute to the best of their ability to the deliberations and decisions at any Meeting; and thereby help to share the workload evenly during their tenure. This applies equally to all sub-committees. (Refer to Responsibility Statement Policy Document).

**3. Executive Officer to report.**

The Executive Officer shall submit a report to each Association Committee Meeting relating to those duties as assigned under section 12. (4) of the Constitution. As Representative of the Association at Pistol Australia Inc. meetings and discussions, the Executive Officer shall present the views and votes of the Association in all matters and instances. The Report should be in writing and filed in advance of the meeting.

**4. Standing Committees. Section (15) of WAPA Inc. Constitution.**

- 4.1 In addition to the elected Association Committee, ad hoc and Standing Committees may be appointed as required; and disbanded by the Association Committee when their primary purpose is considered fulfilled; or when the Association Committee considers their prime purpose is not being fulfilled in accordance with its wishes.
- 4.2 The President and Secretary are 'ex officio' members of all sub-committees so formed. These committees shall meet as often as is necessary to conduct their business and in any venue available and convenient to them. Minutes of each meeting shall be taken and filed with the Secretary, and made available to the Association Committee on request.

**5. Appointments to Standing Committees or any sub committee.**

- 5.1 An appointment to a position of any Standing Committee or sub committee shall be made in accordance with the general provisions of the Constitution. The Association Committee will continually monitor the performance of all such Committees and their personnel. Any individual perceived as an unsettling or disruptive influence on the operations of any Standing Committee, or sub-committee, or who may not be following the aims, or directions of the Association, may be replaced.
- 5.2 The number of persons assigned to a Standing Committee, or sub committee shall be as determined by the Association Committee; but should not be less than three nor more than five persons.
- 5.3 The Chairperson of a Standing Committee or sub committee may be appointed to the position by the Association Committee, or may be elected by the other appointees. The Chairperson may, at their sole discretion, seek the services of any person affiliated with the Association and interested in assisting that committee; and may seek leave of the Association Committee to obtain the services of a person suitably qualified for the purpose, who may not be an affiliate of the Association.
- 5.4 All committee personnel are expected to participate in Standing or other sub committees; but should not be appointed or admitted to more than two except in exceptional circumstances.

5.5 Financial inducement shall not be offered; except with the consent of the Association Committee; which will consider the reimbursement of any personal expenditure as a result of their participation.

#### **6 Sub-committee reporting to Management Committee**

Sub-committees should endeavour to make preliminary recommendations to the Association Committee to ensure that final submissions are consistently aligned with Association policy. Where possible all reports, recommendations and submissions should be in written form and presented to the Association Committee members at least seven days prior to the Meeting at which they will be discussed for adoption or further action. The Secretary will add these matters to the Meeting Agenda.

#### **7 Urgent Association Committee Business.**

Where urgent matters arise, precluding the above action, as much written material as can be collated should be presented to the President immediately prior to the Meeting. If it is possible such matters should be discussed and referred to the next meeting for final decision and action or endorsement; or referred to a relevant sub-committee for examination and recommendation.

#### **8. Recognition and action on sub committee recommendations.**

The Director or Chairperson of a sub-committee is entitled to speak at any Association Committee Meeting which has its recommendation on the Agenda. At the discretion of the President other sub committee members may be permitted to speak on the subject. It is not intended to rehash the sub committee discussions or differences. Full cognition of the recommendation must be given by the Association Committee in its consideration and general discussion; however sub-committees should not assume that automatic approval is assured. A submission or recommendation may be returned to a sub-committee for further consideration; with or without further guidelines or conditions. The President shall clearly summarise the Association position in relation to any sub committee recommendation prior to adoption or rejection. Some compromise may be required to arrive at a consensus.

#### **9. Handling rejected recommendations.**

Where any recommendation has been rejected any further discussion or action on the matter will be shelved for a minimum period of 120 days before it may be again submitted for re-consideration; unless the president has received a valid reason to raise the subject before expiration of that time. If rejected on a second occasion the matter shall be left in abeyance until after the next Annual General Meeting when the new incoming Association Committee may once more raise the item. It is not considered mandatory to do so.

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#### **10. Finance Committee.**

10.1 Members of the Finance Committee will be as appointed by the Association Committee. Two members of the Committee should be appointed to assist the Treasurer in drafting and submitting a Business and Operational Plan, which will encompass a realistic and continuing Budget and Financial Plan covering the next financial year.

- 10.2 Assistance may be obtained from other appropriately qualified persons: whether affiliated with the Association or not.  
The Treasurer will maintain constant contact and dialogue with the Association Auditor (as appointed at Annual General Meeting). An interim Financial Report should be submitted to each Association Committee meeting; with an audited Report to be presented at each Annual General Meeting.
- 10.3 Any relevant information sought by the Committee will be provided as available.
- 10.4 The Treasurer will ensure, where possible, that the Association funds are distributed between at least two reputable financial institutions.
- 10.5 Members of the Finance Committee will assist the Treasurer in drafting a Strategic Plan covering a continuous three year period. This will form the basis of the Association submission to the WA Department of Sport and recreation for successive annual funding assistance.
- 10.6 The Treasurer will meet the normal expenses of the Association as they come to hand. Where necessary, when an unexpected expenditure has to be attended to prior to the next association committee meeting, the Treasurer may conduct an email or phone poll to determine any necessary action. Ratification of all payments will be sought at the next Association Committee Meeting.
- 10.7 All members (Clubs and Individuals) are expected to assist the Finance Committee with the provision of information as and when required.

## **11. Publications and Publicity.**

- 11.1 The official organ of the Association is the WAPA Inc Magazine. The Editor as appointed by the Association Committee, is responsible for the publication and issue to members of the Magazine, four times annually; or in such other quantity as agreed by the Association Committee. All individual members agree to pay the cost of the Magazine as a component of their affiliation with the West Australian Pistol Association Inc.
- 11.2 The Editor may seek assistance from any affiliated member; and may seek leave of the Association Committee to use the services of other personnel who may be willing to assist.
- 11.3 All clubs will cooperate with the Editor and staff by supplying a copy of scores and activities immediately following any authorized National, State Championships or 'Open' Competition hosted by the Club; as required by the conditions of the Application.
- 11.4 Where appropriate, other Standing or ad hoc committees will keep the Editor apprised of any other information which may be of value to members; including all changes to the Constitution, Regulations, Rules or amendments to relevant Federal or State legislation (specifically, but not confined to, the Firearms Act and Regulations).
- 11.5 Contributions are welcomed from all sources. Opinions expressed therein are not necessarily those of the Association, the Association Committee, or the Editor. The Editor, at all times has the authority to withhold from publication in the Magazine, any article submitted; and to hold any for later publication; or to edit out of any article, any unsuitable material.

- 11.6 In addition to the Magazine the Editor may authorize publication of other aspects of Association activity or business in any suitable media outlet; and may be assisted in this task by an Association Committee Member.
- 11.7 The official web site, currently identified at [www.wapa.asn.au](http://www.wapa.asn.au), will be managed by a person appointed by the Association Committee as and when required.
- 11.8 The person appointed (11.7), will be responsible for maintaining the site and any informational, policy or graphical changes will only be made with the approval of the Association Committee. It is intended that the site will be a reflection of the Association, incorporating its policies, directions, actions and sporting activities and member achievements, throughout Australia and elsewhere as appropriate.
- 11.9 It should be possible for individuals and members to access the site and peruse the Association Committee Minutes, Rules, Regulations, Upcoming and Past Events etc. and the various forms as used by the Association. These forms should be kept updated and used appropriately by all personnel.
- 11.10 Due and proper recognition will be given to government and private sponsorship in all areas.

## **12. Constitutional Review Committee.**

- 12.1 The Constitutional Review Committee will be headed by the President; assisted as necessary by the Secretary, Vice President and a Committee member. They will be responsible for ensuring that the Constitution is under continuous review in relation to any changes which may be required due to legislative changes (Associations Incorporations Act & Regulations; Firearms Act & Regulations; Weapons Act etc); and any amendments which may become necessary as a result of changes to the Pistol Australia Constitution; or of any other matter which may reflect the necessity to introduce new material into the Constitution or amend existing provisions.
- 12.2 The sub-committee will ensure that the Association Committee is fully appraised of any required changes and that the appropriate constitutional procedures are followed in order to implement and effect the agreed changes.
- 12.3 The Department of Sport and Recreation will be advised of the changes in so far as the changes affect any dealings with them.
- 12.4 The sub committee may seek advice and assistance from any person or organization willing to provide same.

## **12. Visitors and Observers.**

- 12.1 Member Clubs or Individuals may seek leave from the President to attend any Association Committee Meeting for the purpose of observing the committee deliberations, or to present for consideration, a matter of concern to themselves, their club or members in general. Unless specific circumstances preclude permission being granted, the member may so attend, but will not be included in the normal business of the meeting. Upon

invitation from the Chairperson the member may address the meeting on the particular topic of interest to them. They are not permitted to vote; but may take notes.

- 12.2 Through the President, non affiliated visitors may be invited to address the Association Committee on matters considered relevant by the Committee. Unless invited by the Chairperson they are not entitled to become involved in committee deliberations; nor are they are not entitled to vote.

### **13. Meeting Dates.**

- 13.1 The Association Committee shall meet in accordance with Section 14.(4) of the Constitution. The date for each meeting shall be as determined at the previous meeting and as noted to all Association Committee Members. Successive meetings may be held at each of the metropolitan clubs in rotation; with the permission of the club involved.
- 13.2 Dates will be set to coincide with a lack of Association activity on the weekend nominated; unless an urgent matter arises.
- 13.3 The Annual General Meetings and Extraordinary General Meetings shall be held in accordance with Sections 16 & 17 respectively, of the Constitution. Prior to the advertised meeting date a member of the Association Committee should be delegated to contact a cross section of Clubs to ensure a quorum (in accordance with Sec.'s 16. 4 and 17.6 respectively of the Constitution) will be present at the advertised venue, time and date.
- 13.4 Standing and ad hoc committees will meet as and where the relevant Chairperson determines in consultation with the respective committee members; or by direction of the President if that person considers such a direction is required.

### **14. Association Committee Positional & Policy Statements.**

- 14.1 The Association Committee only, will, at all times and in its discretion, make all statements regarding its official position on any subject; and all policy statements will emanate from the same source. Individuals, whatever their position within the Association, are not empowered to state personal opinions as Association position or policy; except where such is a 'mirror' image of the official stance; whence it shall be stated as such and given full credence and recognition.
- 14.2 The President is the official spokesperson for the Association; but may, as occasion demands, appoint another person to make statements on behalf of the Association; such statements always reflecting in substance, the agreed policies of the Association.
- 14.3 In the event of a fatality or media-attracting incident or situation only the official spokesperson shall make comment.

### **15. Association Common Seal & Usage.**

- 15.1 The Common Seal of the Association may only be used in accordance with the provisions of Section 27 of the Constitution.
- 15.2 Any document to which the Common Seal has been attached shall receive automatic recognition as an official designated adopted and approved entity of the Association.
- 15.3 The authorization to place the Common Seal on any document shall be recorded in the Association Committee Minutes.

## **16. Signatures for Official Correspondence.**

- 16.1 Any official correspondence of the Association, directed to any Government authority or entity, shall bear the signature of the President; unless in an urgent situation it is not expedient to do so. The Vice President may sign on behalf of the President with the express direction of the Association Committee.
- 16.2 Correspondence to other Associations, Organisations, Clubs or individual members etc; may be signed by the Association Secretary or the authorized issuing authority on behalf of the Association; ie Director or Chair Person of a sub committee as defined by the Constitution and/or Guidelines, or a member of such a committee appointed for the purpose.
- 16.3 In each instance where the correspondence is also directed to other persons or parties this fact should be clearly stated at the foot of the final page and initialed by the signatory.

## **17. Statement of Compliance**

All newly elected, appointed or co-opted Association Committee Members, shall be provided with an 'information package' which shall include the Constitution, Guidelines, Policy Statements, Dispute Settlement Procedures, Regulations and Rules of the Association with which they must familiarize themselves as soon as possible.

At the first Association Committee Meeting they attend, after the Annual General Meeting at which they were elected, or after other election or appointment, they shall be requested to sign a declaration to the effect that they have read, understood and agree to comply with, the provisions and responsibilities outlined therein.

Where a previous Declaration of Compliance has been entered into, and the member has been elected or appointed to a consecutive term, the original Declaration may be deemed by the Association Committee to have full force and recognition without the necessity for the member to complete another.

**Adopted by the Committee on May 27<sup>th</sup> 2005. Revised on June 13<sup>th</sup> 2006.**  
**Code of Conduct made to separate policy.**

