



COMMITTEE NOMINATION FORM

2026 ANNUAL GENERAL MEETING & ELECTIONS

IMPORTANT: Complete in block letters. The original signed nomination must reach the Secretary at least 30 days before the AGM. A separate form is required for each position.

1

NOMINEE DETAILS

Full legal name	
Preferred name	
Member / ID number	
Email	
Mobile	
Date of birth	___ / ___ / ___
Continuous membership commenced	___ / ___ / ___

2

POSITION SOUGHT — SELECT ONE

☐ President	☐ Vice President	☐ Secretary
☐ Captain	☐ Vice Captain	☐ General Committee

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MEMBERSHIP AND ELIGIBILITY DECLARATION

I declare that, at the closing time for nominations and at the election, I:

- ☐ am aged 18 years or over;
- ☐ am an Ordinary Member, Dependant Member aged 18+ or Life Member (select: ☐ Ordinary ☐ Dependant ☐ Life);
- ☐ have completed at least four (4) years of continuous Club membership;
- ☐ am financial and in good standing, including not currently suspended;
- ☐ have been free of disciplinary action during the preceding two (2) years;
- ☐ do not hold a board position with a peak shooting body or a commercial body that conflicts, or may interfere, with the Club and its operations;
- ☐ am seeking election to one committee position only and, if nominated for another position, will immediately notify the Secretary;
- ☐ am otherwise eligible under the Constitution and applicable law, and will remain eligible if elected.

Nominee initials _____

VALIDATION: Eligibility is determined from the Club register, disciplinary records, declarations and the Constitution. The Secretary/Returning Officer may request evidence and must mark the nomination invalid if a mandatory requirement is not met.



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4 CONFLICT OF INTEREST DECLARATION

This declaration corresponds with the Newtec Conflict of Interest Policy. Decisions must be honest, impartial, for proper purposes and in the Club's interests. An actual conflict exists when a private interest conflicts with Club duties; a potential conflict could affect a future duty or decision; and a perceived conflict exists where a reasonable, properly informed person could perceive improper influence.

A private interest may be financial or non-financial, direct or indirect, and may concern you, a relative, close associate, business, employer, another shooting body, supplier, competitor or connected organisation.

- ☐ I have no actual, potential or perceived conflict of interest to disclose.
- ☐ I disclose the interest(s) set out below and attach additional pages if required.

Interest / relationship	
Persons or organisations involved	
Relevant office, employment, business, supplier, gift/benefit, competing duty or connection	
Club matter(s) potentially affected / effect on impartiality	
Financial or non-financial benefit (if any)	
Proposed management measures	

Additional disclosure / relevant facts:

- ☐ I have received, read and understood the Newtec Conflict of Interest Policy and relevant Constitution provisions.
- ☐ I will disclose sufficiently specific details as soon as possible, before receiving further confidential material, influencing discussion, recommending action or participating in a decision, and will promptly update this declaration when circumstances change.
- ☐ I will comply with restrictions on information, absence and voting; not pressure, lobby or privately brief decision-makers; and not use Club information or position improperly.
- ☐ I understand this form does not replace disclosure when a particular matter arises and that statutory disclosures must be recorded in the disclosure-of-interests book and minutes as required.

Policy examples include connected-person procurement or payments; employment or contracting; membership or disciplinary matters involving a relative, associate or adversary; gifts or benefits; competing duties to another shooting body; use of Club information for another organisation; or personal involvement in a complaint or appeal.

5 NOMINEE CONSENT AND DECLARATION

I consent to nomination for the position selected on page 1. I confirm that this form is true, complete and not misleading. I have read the relevant Constitution provisions and understand the duties of committee members under the Associations Incorporation Act 2009 (NSW). If elected, I will comply with the Constitution and lawful Club policies, disclose and appropriately manage conflicts, protect confidential and sensitive information, act in the Club's interests and notify the Secretary immediately if I cease to be eligible.

Nominee signature	
Printed name	
Date	___ / ___ / ____



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NOMINATION BY THREE ENTITLED MEMBERS

IMPORTANT: Clause 18 requires the written nomination to be signed by three Club members entitled to do so. For this form, each proposer must be a current financial member in good standing and entitled under the Constitution to nominate a candidate. The nominee cannot sign as a proposer.

NOMINATOR

Full name	
Member / ID number	
Membership class	☐ Ordinary ☐ Dependant (18+) ☐ Life
Financial and in good standing	☐ Yes
Declaration	I nominate/support the nominee named on page 1 and confirm I am entitled to do so.
Signature	
Date	___ / ___ / ___

SUPPORTING FINANCIAL MEMBER 1

Full name	
Member / ID number	
Membership class	☐ Ordinary ☐ Dependant (18+) ☐ Life
Financial and in good standing	☐ Yes
Declaration	I nominate/support the nominee named on page 1 and confirm I am entitled to do so.
Signature	
Date	___ / ___ / ___

SUPPORTING FINANCIAL MEMBER 2

Full name	
Member / ID number	
Membership class	☐ Ordinary ☐ Dependant (18+) ☐ Life
Financial and in good standing	☐ Yes
Declaration	I nominate/support the nominee named on page 1 and confirm I am entitled to do so.
Signature	
Date	___ / ___ / ___

OFFICE NOTE: Electronic or copied signatures should be accepted only if the Constitution, Club procedure and applicable law permit them and the Secretary can verify authenticity.



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7**SECRETARY / RETURNING OFFICER VALIDATION — OFFICE USE ONLY**

Nomination received date / time	___ / ___ / ___ am/pm
AGM date	___ / ___ / ___
Days before AGM	___ days
Received by	
Nomination register reference	

MANDATORY VALIDATION CHECKLIST

Validation item	Result
Written nomination and nominee's written consent are complete	☐ Yes ☐ No
Received by Secretary at least 30 days before the AGM	☐ Yes ☐ No
Position is a vacancy and only one position is selected	☐ Yes ☐ No
Nominee is aged 18 years or over	☐ Yes ☐ No
Nominee is Ordinary, Dependant (18+) or Life Member	☐ Yes ☐ No
At least 4 years continuous membership verified	☐ Yes ☐ No
Nominee is financial and in good standing	☐ Yes ☐ No
No disciplinary action in preceding 2 years	☐ Yes ☐ No
No disqualifying peak-body/commercial-body board position	☐ Yes ☐ No
Three proposers are identified, financial, in good standing and entitled	☐ Yes ☐ No
All required signatures and dates are present/authentic	☐ Yes ☐ No
Conflict disclosure completed; any management action noted	☐ Yes ☐ No / N/A
No statutory disqualification or other constitutional ineligibility identified	☐ Yes ☐ No

EVIDENCE / RECORDS CHECKED

- ☐ Membership register / joining date
 ☐ Financial ledger
 ☐ Disciplinary register
☐ Committee/board declarations
 ☐ Proposer eligibility
 ☐ Other: _____

Reasons, qualifications or corrective action:

CONFLICT MANAGEMENT RECORD (IF APPLICABLE)

Register entry	
Risk assessment	☐ Low ☐ Medium ☐ High ☐ Not applicable
Management plan / restrictions	
Approved by non-conflicted decision-makers / review date	



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8 OVERALL VALIDITY DETERMINATION — OFFICE USE ONLY

☐ VALID	☐ INVALID	☐ PENDING CLARIFICATION
Decision date	___ / ___ / ___	Register updated ☐

A nomination is valid only if every mandatory constitutional and statutory requirement is satisfied. Administrative clarification may correct an ambiguity only where it does not amount to accepting a late or substantively defective nomination contrary to the Constitution.

Secretary / validating officer name	
Signature	
Date	___ / ___ / ___
Returning Officer notified	☐ Yes Date: ___ / ___ / ___
9	NOMINATION AND BALLOT NOTES

Deadline	The signed nomination and nominee consent must be delivered to the Secretary at least 30 days before the AGM.
Required signatures	Three members entitled to nominate must sign. This form separates one nominator and two supporting financial members; all three are proposers for clause 18 purposes.
Nominee eligibility	The nominee must be 18+, an Ordinary, Dependant or Life Member, have at least four years continuous membership, be financial and in good standing, have no disciplinary action in the preceding two years, and satisfy the board/conflict exclusions and all other constitutional requirements.
One position	Use one form per position. The Constitution contains limited provisions dealing with multiple nominations and dual office-holding after insufficient nominations; any exception must be applied strictly, documented and communicated as required. The Secretary cannot hold two positions and no person may hold two executive positions.
Uncontested positions	Where nominations equal vacancies, nominees are taken to be elected. A sole nominee for a position is duly elected, subject to validity.
Insufficient nominations	Unfilled positions become casual vacancies for the newly elected committee to address under the Constitution.
Contested positions	Where nominations exceed vacancies, a secret ballot is held as directed by the committee and conducted by an eligible returning officer. The Constitution provides for an absolute majority and counting from President through General Committee; only elected names, not vote totals, are revealed.
Voting roll and records	The Secretary prepares the eligible voting roll. The returning officer scrutinises and counts ballots, signs the result statement, and ballot materials are retained securely for at least eight weeks as required by the Constitution.

10 AUTHORITY AND DOCUMENT CONTROL

Prepared for the 2026 elections by reference to clauses 17–18 and 41–47 of the 2026 consolidated Constitution, and sections 28, 30A and 31 of the Associations Incorporation Act 2009 (NSW). The Constitution governs nominations; the Act sets minimum committee composition, duty and conflict-disclosure requirements.

CONTROL: Before issue, insert the AGM and closing dates, confirm the registered constitution is the version relied on, and obtain advice on any inconsistency, disqualification or exceptional dual-position issue.

Approved form version	2026.1
Approved by / date	_____ / ___ / ___
Nomination closing date	17 / 10 / 2026 at 12 pm
Lodgement method / address	Mail / PO Box 184, West Wallsend NSW 2286



AUTHORITATIVE DOCUMENT CONTROL RECORD

Document reference	NPC-GOV-FRM-001
Adopted	24/06/2026
Enacted / effective	24/07/2026
Minute reference	july26meeting
Owner	Public Officer/Secretary
Next review	01/10/2027
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)

Control note: This authoritative record replaces all earlier non-current control labels in this file. The document is approved and current, and is scheduled for review and updating, not withdrawal.



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