GOVERNANCE MANUAL

NEWTEC PISTOL CLUB

NEWTEC PISTOL CLUB INCORPORATED

Committee and General Meeting Procedure Manual

A practical guide to lawful, fair and orderly decision-making

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IMPORTANT This is a governance procedure manual, not legal advice and not a substitute for the Act, Regulation or registered constitution. If an inconsistency arises, apply the hierarchy in section 2 and obtain appropriate advice.

Prepared against sources current at 25 July 2026

Document control and approval

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Version	Effective date	Section(s)	Change	Authorised by
1.0	24/07/2026	All	Initial approved and enacted issue	Committee

CONSTITUTION CORRECTION REQUIRED The registered 2024 constitution defines “the Regulation” as the Associations Incorporation Regulation 2017. The current instrument is the Associations Incorporation Regulation 2022. This manual applies the current law, but cannot itself amend the constitution. The Club should obtain advice and, if appropriate, pass and register a constitutional amendment.

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1. Purpose and scope

This manual gives Newtec Pistol Club Incorporated (“Club”) a consistent process for committee meetings, annual general meetings (AGMs), special general meetings (SGMs) and other general meetings. It is designed to help the chair, secretary, committee and members make valid decisions, preserve accurate records and manage participation fairly.

It applies before, during and after a meeting. It does not create powers that the Act, Regulation or constitution do not give. It does not determine disciplinary charges or appeals except to identify meeting safeguards; the constitution and any adopted disciplinary policy govern those processes.

1.1 Interpretation labels

Label	Meaning
MANDATORY — LAW	Required by the Associations Incorporation Act 2009 (NSW) or another applicable law.
MANDATORY — CONSTITUTION	Required by Newtec’s registered constitution. A manual or ordinary resolution cannot override it.
CLUB POLICY	A procedure adopted by the Club within its lawful powers. It applies unless displaced by higher authority.
GOOD PRACTICE	Recommended administration. Departure does not automatically invalidate a meeting.
CHECK / UNCERTAIN	The constitution is unclear, internally inconsistent or may require advice or amendment.

2. Hierarchy of authority

1. Applicable NSW and Commonwealth legislation, including the Associations Incorporation Act 2009 and Associations Incorporation Regulation 2022.
2. The Club’s constitution as registered with NSW Fair Trading, so far as consistent with law.
3. A valid resolution of the members in general meeting, within their powers.
4. This manual and other adopted Club policies.
5. The chair’s procedural rulings and customary meeting practice.

RULE OF PRECEDENCE A lower-level rule must give way to a higher-level rule. If validity may be affected, pause the item, record the issue and obtain advice rather than improvising.

3. Legal and constitutional baseline

Topic	Controlling requirement	Classification / source
Constitution	Changes require a special resolution and registration; a change takes effect on registration.	LAW: Act ss 10, 20–21; Fair Trading Form A6 guidance. Constitution cl 54.
Special resolution	Use the statutory threshold and notice requirements, plus any stricter constitutional notice rule.	LAW: Act ss 20–21. CONSTITUTION: cl 32 requires 28 days for special-resolution business.

Topic	Controlling requirement	Classification / source
Committee duties	Committee members must act for the Club's benefit, with due care and diligence; disclose material personal interests.	LAW: Act ss 30–32. CONSTITUTION: cls 17(10), 24.
AGM	Hold within six months after the financial year ends; Newtec specifies November.	LAW: Act s 37. CONSTITUTION: cls 29–30; financial year ends 30 September (cl 58).
Records/minutes	Keep proper records and minutes; permit inspection subject to lawful confidentiality limits.	LAW: Act record-keeping provisions. CONSTITUTION: cls 19, 55–56.
Meeting procedure	Notice, quorum, chair, voting, adjournment and technology follow the registered constitution.	CONSTITUTION: cls 22, 27, 29–38, 48, 57.

4. Roles and responsibilities

4.1 Chair

- Confirms the meeting is properly convened and a quorum is present before business begins and while each item is decided.
- States each item and motion clearly, keeps debate relevant and balanced, rules on procedure, puts questions to a vote and declares results.
- Acts impartially in the chair, even when entitled to debate or vote; considers handing the chair to an uninvolved person for a personal or conflicted item.
- Uses the least restrictive reasonable response to disorder and ensures warnings and directions are recorded.

4.2 Secretary

- Issues notices and agendas, keeps evidence of service, prepares attendance and voting eligibility records, and brings the constitution and this manual.
- Records apologies, quorum, disclosures, motions, decisions, vote results, procedural rulings, adjournments and actions.
- Protects records, circulates draft minutes appropriately and completes statutory or registry follow-up.

4.3 Public Officer

- Performs statutory liaison and custody/filing functions assigned by law or the constitution, and ensures changes requiring registration are lodged on time.

4.4 Committee members

- Prepare, attend, disclose interests, vote independently in the Club's interests and maintain confidentiality where properly required.

4.5 Members

- Observe the agenda and chair's reasonable directions; address the chair; speak once until others have had an opportunity; avoid personal attacks, threats, discrimination or disruption.

5. Common rules for all meetings

5.1 Before accepting an item

6. Identify the decision-maker: committee or members in general meeting.
7. Check the proposed decision is within the Club's objects and that body's powers.
8. Check notice, supporting papers and any special-resolution wording.
9. Check conflicts, voting eligibility and confidentiality.
10. Frame a clear motion with an action, owner, expenditure limit and due date where relevant.

5.2 Quorum

MANDATORY — CONSTITUTION Committee: five committee members. General meeting: 25 eligible voting members; at an adjourned general meeting, at least 20 members present constitute quorum under clause 33(4). Quorum must be maintained while business is transacted.

- The chair announces the count and the secretary records it.
- If quorum is lost, stop debate and voting. The chair may allow informal discussion only if no decision is made, then adjourn in accordance with the constitution.

5.3 Motions

- A motion should be positive, specific, within power and capable of implementation.
- Club policy requires a seconder for ordinary motions as evidence that debate is warranted. The seconder need not support the motion. If the constitution or law does not require a seconder, absence of one should not be treated as invalidating a statutory resolution; the chair should record the practice used.
- The chair repeats the exact wording before debate and before the vote. The secretary records the final wording.

5.4 Amendments

- An amendment must be relevant and not negate the motion. It may omit, add or replace words.
- Deal with one amendment at a time. Debate and vote on the amendment first; if carried, debate resumes on the amended motion.
- An amendment cannot convert notified business into materially different business, especially for a special resolution.

5.5 Voting

- Committee decisions: majority of committee members present; each has one vote; the presiding person may use a casting vote on equality (constitution cl 27).
- General meetings: show of hands or written ballot; one vote for each eligible member; chair may use a casting vote on equality (cls 36–37).
- Special resolutions must satisfy the Act. Count carefully, exclude informal/abstaining votes as the law requires, and record the numbers.
- Do not use proxy, postal or electronic voting for general meetings: the current constitution expressly prohibits each (cls 38 and following provisions).

CHECK / UNCERTAINTY The constitution contains numbering errors around clauses 37–38 and describes some election ballots as requiring an “absolute majority”. Obtain advice and adopt a written election-counting procedure before a contested AGM election.

5.6 Conflicts of interest

11. A committee member discloses the nature and extent of a material personal interest as soon as practicable.
12. The disclosure is recorded in the minutes and any interests register.
13. Apply the Act’s restrictions on presence, discussion and voting. The interested person leaves if required; the minutes record departure and return.
14. Re-check quorum without the interested person. If uncertain, defer the decision and obtain advice.

MANDATORY — LAW The constitution’s brief disclosure clause does not replace the Act. A chair cannot cure a statutory conflict merely by allowing the interested person to vote.

5.7 Minutes

- Minutes are a record of what was done, not a transcript. Use neutral language.
- Record meeting type, date/time/place, chair, attendance/apologies, opening and closing times, quorum, disclosures, exact resolutions, mover/seconder (policy), vote outcome and numbers where counted, abstentions when material, departures/returns, rulings, adjournments and action owners.
- Correct draft minutes before confirmation. Confirmation means the minutes accurately record the earlier meeting; it does not reopen the merits of the decision.

5.8 Privacy, confidentiality and recording

- Attendance at a governance meeting does not imply consent to audio or video recording.
- No person may record unless the chair has announced the proposal, lawful authority and consent requirements have been addressed, and the meeting authorises it under Club policy. The secretary records the decision.
- Use the minimum personal information necessary. Restrict sensitive papers and minutes by role; redact copies where legally justified.
- A confidentiality direction must be connected to a legitimate purpose and cannot suppress protected disclosures or access rights.

5.9 Accessibility

- Ask about reasonable participation needs in the notice; provide accessible papers, seating, lighting and hearing support where practicable.
- Permit a support person or interpreter where consistent with voting and confidentiality rules. A support person does not vote or speak for a member unless lawfully authorised.
- Use plain language, read motions aloud and allow a reasonable time to understand them.

6. Committee meetings

6.1 Mandatory Newtec rules

Requirement	Newtec rule
Frequency	At least four meetings in each 12-month period (cl 22(1)).
Additional meeting notice	At least 24 hours, oral or written, specifying general nature of business (cl 22(3)).
Urgent unnotified business	Only if all committee members present unanimously agree to treat it as urgent (cl 22(3)).
Quorum	Five committee members (cl 22(4)); ordinary Club members cannot be appointed merely to make quorum (cl 23).
Chair	President, then vice-president, then a committee member chosen by those present (cl 22(6)).
Technology	One venue only (cl 25). Treat remote/hybrid participation as constitutionally unavailable unless advice confirms otherwise or the constitution is amended.
Decision	Majority of members present; one vote each; chair has casting vote on equality (cl 27).

6.2 Step-by-step committee procedure

15. Secretary confirms authority, date, venue, notice and papers. Mark confidential items and identify proposed decisions.
16. Chair opens, acknowledges safety/emergency information, confirms attendees, apologies and quorum.
17. Call for declarations of interest and record the management plan for each.
18. Confirm previous minutes; note corrections and business arising separately.
19. Work through reports and agenda items. For each decision: state motion, obtain seconder under policy, debate, amend if necessary, vote and announce result.
20. For expenditure, record amount, budget source, authorisers, conditions and reporting date.
21. Review action list, responsible person and due date.
22. Confirm next meeting and close. Secretary records closing time.
23. Secretary prepares minutes, updates registers/actions and securely stores papers.

6.3 Standard committee order of business

No.	Item	Chair’s purpose
1	Opening and welcome	Call meeting to order; state meeting type.
2	Attendance, apologies and quorum	Confirm authority to transact business.
3	Conflicts of interest	Invite disclosures and determine management.
4	Previous minutes	Correct and confirm accuracy.
5	Business arising / action register	Track earlier decisions; do not remake them casually.
6	Correspondence	Receive and identify decisions needed.
7	President / Secretary / finance reports	Receive, question, note or resolve.

No.	Item	Chair's purpose
8	Captain, safety, membership and subcommittee reports	Address operational governance matters.
9	Notified decision items	Move, debate and determine each item.
10	Urgent business	Only under cl 22(3) unanimous urgency rule.
11	Actions and next meeting	Read back owners and deadlines.
12	Close	Record time.

7. General meetings, AGM and SGM

7.1 Meeting types

Type	Purpose	Key controls
AGM	Annual accountability, reports, financial statements, elections and notified business.	Must be identified as AGM; held in November and within six months after 30 September year-end; agenda includes cl 30 business.
SGM	A general meeting other than AGM, called for specified special business.	Committee may call; must respond to a valid requisition by at least 15% of eligible voters under cl 31.
Special-resolution meeting	AGM or SGM considering a special resolution.	Exact intention and business must be notified; apply Act threshold and constitution's 28-day notice.

7.2 Notice

- Ordinary general-meeting business: at least 21 days' notice to each member, stating place, date, time and business (cl 32(1)).
- Special-resolution business: at least 28 days' notice and notice of intention to propose the special resolution (cl 32(2)). This is stricter than the Act's minimum and must be followed.
- Service may be personal, prepaid post or electronic transmission to the member's notified address (cl 57). Keep the membership extract, sent notice and delivery evidence.
- No business outside the notice may be transacted, subject to the limited AGM business authorised by the constitution.

7.3 Step-by-step general meeting procedure

24. Before the meeting, freeze an eligibility list as at the proper time, prepare sign-in and voting controls, ballot materials and scrutineers/returning officer where needed.
25. Chair opens, identifies the meeting and confirms notice was given. Secretary records evidence.
26. Confirm attendance, voting eligibility and quorum. Do not transact business until quorum exists.
27. Invite conflicts or relevant interests; explain participation and recording rules.
28. Confirm prior general-meeting minutes where on the agenda.
29. Take each notified item in order. Read the exact motion, invite mover and seconder under policy, explain the required majority, conduct balanced debate and put the motion.
30. Count and verify votes. For a ballot, protect secrecy and have the returning officer sign the result statement.

31. Chair declares the result precisely: carried/lost and, for special resolutions, whether the statutory threshold was met.
32. Deal only with permissible procedural or informational general business. Do not decide a substantive unnotified matter.
33. Confirm actions, any adjournment details and next steps; close and record time.

7.4 Standard AGM order of business

No.	AGM item
1	Opening; proof of notice; attendance, apologies, eligibility and quorum
2	Conflicts of interest and meeting procedure
3	Confirm minutes of previous AGM and any SGM since; business arising
4	Receive committee report on activities for the preceding financial year
5	Receive the Club's financial statement and any required review/audit material
6	Questions on reports and accounts
7	Elections: appoint independent returning officer; declare nominations; conduct secret ballots where required
8	Life membership nominations, if validly submitted and included
9	Special resolutions and other notified motions
10	Other agenda business validly notified under cl 30(4)
11	Read back decisions/actions; close

7.5 Standard SGM order of business

No.	SGM item
1	Opening; proof of notice; attendance, eligibility and quorum
2	State the requisition/purpose and procedural rules
3	Conflicts of interest relevant to the business
4	Each notified motion, in the order stated in the notice
5	Declare results and required follow-up
6	Close — no unrelated general business

8. Managing debate and member participation

8.1 Speaking protocol — Club policy

34. A member indicates a wish to speak and waits to be recognised.
35. The member addresses the chair, states their name if requested and speaks to the motion.
36. The mover ordinarily speaks first and may have a brief right of reply after others, without introducing new material.
37. Alternate speakers for and against where practicable. Give priority to those who have not spoken.
38. Questions seek information; speeches argue a position. The chair may require a question to be put directly.
39. The chair may set equal, reasonable time limits announced in advance or approved by the meeting.

8.2 Points of order

A point of order raises an immediate procedural issue; it is not a speech on the merits.

40. Member says: "Point of order" and briefly identifies the rule or defect.
41. Chair pauses debate, hears the point and, if necessary, a short response.
42. Chair rules: "The point is upheld" or "The point is not upheld," gives a brief reason and records any material ruling.
43. Debate resumes from the point interrupted.

GOOD PRACTICE If the constitution provides no appeal mechanism, the chair should permit a concise motion to dissent from a procedural ruling only when doing so will not defeat mandatory law or notified-business limits. Record the ruling and decision.

8.3 Out-of-order contributions

The chair may rule a contribution out of order when it is irrelevant, repetitive after fair opportunity, personally abusive, threatening, discriminatory, discloses protected personal information without legitimate need, defies a reasonable time limit, interrupts persistently or attempts to introduce business outside the notice.

8.4 Graduated response to disorder

Stage	Chair action	Record
1. Reminder	Restate the rule neutrally and invite compliance.	Usually note only if material.
2. Formal warning	Name the conduct, explain what must stop and the consequence of repetition.	Record wording and response.
3. Direction to cease / yield floor	Withdraw speaking recognition; direct the person to sit or mute only if technology is lawfully used.	Record direction and reason.
4. Short suspension	Pause to restore order, check safety and consult the secretary.	Record times and quorum on return.
5. Removal proposal	Where lawful and necessary, seek the meeting's support for removal, or act under a clear existing authority. Use proportionate, safe means.	Record authority, motion/ruling, vote and events.

Stage	Chair action	Record
6. Adjournment	If safety, fairness or orderly business cannot be maintained, adjourn under the constitution.	Record consent/vote, time/place and notice implications.

8.5 Limits on removal and use of force

LEGALLY CAUTIOUS RULE The constitution does not expressly give the chair a free-standing power to expel a member from a meeting. A direction to leave should rest on an adopted rule, a valid resolution, venue rights or an immediate safety necessity. Do not use physical force except through authorised security or police where lawfully necessary. Removal from one meeting is not expulsion from Club membership.

- Before removal, state the conduct, rule, required correction and consequence; give a genuine opportunity to comply unless an immediate threat makes that unsafe.
- Do not remove a person merely for expressing an unpopular view, making a good-faith point of order or seeking lawful accountability.
- If a person is removed, preserve their procedural rights in any separate disciplinary process. Do not predetermine a later complaint.

8.6 Threats, violence or safety risk

- Suspend the meeting, move people to safety and contact emergency services if needed.
- Do not debate whether a threat is ‘in order’. Safety takes priority.
- Preserve contemporaneous notes and incident reports; restrict circulation to those who need them.

9. Adjournment and loss of quorum

9.1 Committee

If five committee members are not present within 30 minutes, the meeting stands adjourned to a time and place to be determined (cl 22(5)). If quorum is lost later, stop business and adjourn; do not take a decision by informal consensus.

9.2 General meeting

- If no quorum within 30 minutes, a member-requisitioned meeting dissolves; otherwise it stands adjourned to the same day, time and place in the following week (cl 33(3)).
- At the adjourned meeting, at least 20 members present constitute quorum after the 30-minute period (cl 33(4)).
- With quorum present, the chair may adjourn only with majority consent; unfinished business only may be taken at the resumed meeting (cl 35).
- If adjourned for 14 days or more, notify each member of place, date, time and business (cl 35(2)).

10. Procedural fairness

Procedural fairness is especially important where a decision may adversely affect a person’s rights, reputation, membership or office. The precise requirements depend on the constitution, law and seriousness of the decision.

- Give adequate notice of the allegation, proposed resolution or adverse issue and the possible consequence.
- Provide the substance of relevant material, subject to lawful privacy and safety controls.
- Allow a reasonable opportunity to respond, including written material where appropriate.
- Use an unbiased decision-maker; disclose and manage conflicts.
- Base the decision on relevant material and record reasons where appropriate.
- Keep disciplinary and meeting-control decisions separate. A warning during debate is not a finding of misconduct.

MANDATORY CONSTITUTIONAL SAFEGUARDS For removal of a committee member and disciplinary appeals, apply the specific representation, notice, meeting and ballot provisions in clauses 14, 15 and 21 of the constitution. This manual does not abbreviate those rights.

11. Post-meeting actions

44. Secretary secures attendance records, ballots, disclosures and papers; preserves confidentiality labels.
45. Draft minutes promptly and have the chair check factual accuracy without rewriting dissenting outcomes.
46. Update action, decision, conflict-of-interest and document registers.
47. Notify responsible people of actions and deadlines.
48. For a special resolution, complete member notification and NSW Fair Trading filing/registration steps where applicable. Do not treat a constitutional change as effective before registration.
49. Complete financial reporting and annual summary lodgements within current statutory deadlines.
50. Publish an approved member-facing summary only after privacy and confidentiality review.
51. Track unresolved procedural objections and obtain advice before relying on a disputed resolution.

Appendix A — Chair scripts

A1. Opening

SCRIPT "I declare this [committee meeting / AGM / SGM] of Newtec Pistol Club Incorporated open at [time]. The notice and agenda are before the meeting. The secretary confirms [number] eligible participants are present. The required quorum is [number], so the meeting [is / is not] competent to transact business."

A2. Conflicts

SCRIPT "Before we begin, does any committee member have a material personal interest, or any participant have another interest that should be declared, in an agenda item? Please state the item and nature of the interest. We will record it and apply the Act and constitution."

A3. Motion

SCRIPT "The motion is: 'That [exact words].' The mover is [name] and the seconder is [name]. I will take speakers for and against, then any amendment, before putting the question."

A4. Vote

SCRIPT "The question is that [exact final motion]. The required majority is [ordinary / special]. Those in favour? Those against? Abstentions? I declare the motion [carried / lost]. The recorded count is [for / against / abstained]."

A5. Point of order

SCRIPT "Please state the point and the rule briefly, without debating the merits. [After hearing it:] The point is [upheld / not upheld] because [brief reason]. We will now resume debate."

A6. Warning

SCRIPT "[Name], this is a formal warning. [Describe conduct] is out of order because [reason]. You must [required conduct]. If it continues, I may withdraw the floor, suspend the meeting, seek a direction that you leave, or adjourn the meeting."

A7. Loss of quorum

SCRIPT "The secretary advises that quorum has been lost. No further business or vote may occur. The meeting is adjourned in accordance with clause [22 / 33 / 35] to [details, if known]."

Appendix B — Motion templates

Purpose	Template
Ordinary decision	That Newtec Pistol Club Incorporated [action], subject to [conditions], with [owner] authorised to implement by [date].
Expenditure	That expenditure up to $[amount] inclusive of GST be approved from [budget], for [purpose], with two authorised approvals and reporting at the next committee meeting.
Policy adoption	That the Club adopt [title, reference, version] with effect from [date], and authorise the Secretary to place it in the controlled document system.
Amendment	That the motion be amended by [omitting / adding / replacing] the words "[words]" [with "[words]"].
Special resolution	Special resolution: That [exact change/action]. [Attach full amended clauses or consolidated constitution where relevant.]
Adjournment	That the meeting be adjourned to [date, time, place], with unfinished business to resume and notice to be given as required.
Removal for current meeting	That, because of [specific continued conduct after warning], [name] be directed to leave this meeting. This resolution does not determine Club membership or disciplinary liability.

Appendix C — Agenda templates

C1. Committee meeting agenda

Meeting: [ordinary/additional committee] | Date/time: [ ] | Venue: [single venue] | Chair: [ ]

- Opening; attendance, apologies and quorum
- Conflicts of interest
- Previous minutes
- Business arising and action register
- Correspondence
- President/Secretary/financial reports
- Captain, safety, membership and subcommittee reports
- Notified motions and decision papers
- Urgent business under clause 22(3), if unanimously accepted
- Actions, next meeting and close

C2. AGM agenda

Annual General Meeting | Date/time: [ ] | Venue: [single venue] | Notice issued: [ ]

- Opening; proof of notice; attendance, eligibility and quorum
- Conflicts and procedure
- Previous AGM/SGM minutes and business arising
- Committee activities report
- Financial statements and required review/audit material
- Questions on reports
- Election of office-bearers and committee
- Life membership, if validly nominated
- Special resolutions/notified motions
- Other validly notified agenda business
- Decisions, actions and close

C3. SGM agenda

Special General Meeting | Purpose: [exact notified purpose] | Date/time/venue: [ ]

- Opening; proof of notice; attendance, eligibility and quorum
- State purpose and procedure
- Relevant conflicts
- Exact notified motion(s)
- Declare results and follow-up
- Close

Appendix D — Minute templates

D1. Meeting details

Field	Record
Meeting type	[Committee / AGM / SGM]

Field	Record
Date, time and venue	[ ]
Chair	[ ]
Present / eligible voters	[attach list; count]
Apologies	[ ]
Quorum	Required: [ ] Present: [ ] Confirmed at: [ ]
Notice	Issued: [ ] Method/evidence: [ ]
Opening / closing time	[ ] / [ ]

D2. Decision item

Field	Record
Agenda item	[ ]
Conflict disclosures	[person, nature, management, departure/return]
Motion	That [exact final wording].
Mover / seconder	[ ] / [ ]
Amendment(s)	[wording and result]
Vote	For [ ] Against [ ] Abstained [ ] Informal [ ]
Result	[Carried / lost / special resolution passed or not passed]
Action	Owner [ ] Due [ ] Conditions [ ]
Ruling / objection	[neutral summary and reason]

Appendix E — Quick-reference checklist

Before

- ☐ Correct decision-maker and power confirmed
- ☐ Current constitution and law checked
- ☐ Notice period, exact business and service evidence checked
- ☐ Venue complies with single-venue constitution
- ☐ Agenda/papers accessible and privacy-reviewed
- ☐ Eligibility list, quorum count and ballots prepared
- ☐ Conflicts anticipated and independent chair/returning officer arranged if needed

During

- ☐ Meeting type, notice and quorum announced
- ☐ Interests disclosed and managed
- ☐ Only notified/permitted business considered
- ☐ Each motion read exactly before debate and vote
- ☐ Amendments handled one at a time
- ☐ Required majority and voting method applied
- ☐ Warnings/directions proportionate and recorded
- ☐ Quorum rechecked after departures/conflicts
- ☐ Results and actions read back

After

- ☐ Minutes drafted and securely stored
- ☐ Action, decision and conflicts registers updated
- ☐ Ballots and eligibility records retained securely
- ☐ Special-resolution/member notifications completed
- ☐ Fair Trading lodgement/registration completed where required
- ☐ Controlled copy updated; superseded copies managed
- ☐ Review trigger recorded

Appendix F — Constitution-specific issues to resolve

Issue	Why it matters	Recommended action
Regulation reference	Constitution names the 2017 Regulation, which is no longer current.	Seek advice and amend by special resolution/registration to refer to the 2022 Regulation as amended or remade.
Clause numbering/cross-references	Duplicate clauses 37–38 and apparent incorrect references (for example AGM provisions referring to other clause numbers).	Prepare a clause-by-clause correction schedule; do not silently renumber the registered constitution.
Committee composition	Clause 17 says total nine but listed roles may not clearly reconcile with “at least four” ordinary members.	Confirm intended nine positions before nominations/elections and amend if needed.
Election threshold/counting	“Secret and by an absolute majority” lacks a complete preferential/run-off procedure.	Adopt legally reviewed election rules before contested elections.

Issue	Why it matters	Recommended action
Technology	Committee and general meetings are restricted to one venue; modern law/model rules may allow technology, but Newtec's constitution controls.	Do not count remote attendance until constitution is validly amended or advice confirms a lawful construction.
Attendance/voting classes	Definitions and membership clauses contain drafting inconsistencies about participation and voting.	Prepare an eligibility matrix and obtain advice before disputed votes.
Removal from meeting	No express chair power to eject a member for disorder.	Adopt a carefully drafted standing order, consistent with natural justice and venue/safety law.

Appendix G — Sources and legal caution

Primary and official sources checked (current at 25 July 2026):

- Associations Incorporation Act 2009 (NSW), current version shown by NSW Legislation as effective from 21 November 2024: https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-007
- Associations Incorporation Regulation 2022 (NSW), current version shown by NSW Legislation as effective from 27 June 2025: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2022-0522
- NSW Fair Trading, Model constitution: https://www.fairtrading.nsw.gov.au/__data/assets/pdf_file/0005/370544/Model_constitution.pdf
- NSW Fair Trading, Form A6 — Application to register change of objects or constitution (July 2024): https://www.fairtrading.nsw.gov.au/__data/assets/pdf_file/0010/1183969/form-a6-application-to-register-change-of-objects-constitution.pdf
- NSW Fair Trading, Association complaints fact sheet: https://www.fairtrading.nsw.gov.au/__data/assets/pdf_file/0006/540897/Association-complaints-fact-sheet.pdf
- Newtec Pistol Club Incorporated Constitution, 2024 revision, in effect 13 December 2024, following SGM resolution 7 December 2024 (Club library copy).

USE AND REVIEW Legislation, regulatory guidance and the Club's registered constitution may change. Before adoption—and before any contested, disciplinary, constitutional or high-value decision—the Public Officer/Secretary should verify the current text and obtain legal advice where necessary.

Appendix H — Lift-out flowcharts

The following pages are designed as stand-alone chair and secretary aids. They summarise procedure only. The Act, Regulation and registered constitution prevail.

H1. Committee meeting procedure — lift-out

1 PREPARE

Confirm authority • single venue • agenda and papers • at least 24 hours' notice for an additional meeting

▼

2 OPEN AND CHECK QUORUM

President, vice-president or elected committee chair opens • record attendance and apologies • five committee members required

▼

3 DECLARE AND MANAGE INTERESTS

Record each disclosure • apply the Act • affected person leaves discussion or vote where required • recheck quorum

▼

4 CONFIRM MINUTES AND ACTIONS

Correct the record of the previous meeting • confirm accuracy • review outstanding actions

▼

5 CONSIDER EACH AGENDA ITEM

Chair states the item • exact motion • seconder under Club policy • balanced debate • relevant amendment only

▼

6 VOTE AND DECLARE

Majority of committee members present • one vote each • chair may use casting vote on equality • record exact result

▼

7 REVIEW ACTIONS AND CLOSE

Read back decisions, owners and due dates • confirm next meeting • record closing time

▼

8 AFTER THE MEETING

Draft minutes • update action, decision and interest registers • secure papers • complete notifications

STOP RULE

If quorum is absent or lost, no business may be transacted. Adjourn under clause 22. Unnotified business at an additional meeting may be treated as urgent only by unanimous agreement of all committee members present.

APPENDIX H • LIFT-OUT REFERENCE

H2. General meeting procedure — lift-out

1 PREPARE AND GIVE NOTICE

Identify AGM or SGM • exact notified business • 21 days ordinarily or 28 days for a special resolution • keep service evidence

▼

2 REGISTER ATTENDANCE

Check membership, financial status, age and good standing • prepare eligible voting list • proxies are not permitted

▼

3 OPEN AND CHECK QUORUM

President, vice-president or elected member chairs • 25 eligible voting members required • record notice and quorum

▼

4 EXPLAIN PROCEDURE AND INTERESTS

State speaking, voting, privacy and recording rules • invite and record relevant interests

▼

5 TAKE NOTIFIED BUSINESS IN ORDER

Read exact motion • mover and policy seconder • balanced debate • one relevant amendment at a time

▼

6 VOTE

Show of hands or written ballot • one vote per eligible member • apply statutory threshold for a special resolution

▼

7 DECLARE AND RECORD RESULT

Chair states carried or lost • record numbers where counted • returning officer signs ballot result where used

▼

8 ACTIONS, FILINGS AND CLOSE

No unrelated substantive business • read back actions • record closing time • complete Fair Trading steps where required

STOP RULE

If quorum is not present within 30 minutes, apply clause 33. A requisitioned meeting dissolves; otherwise it stands adjourned. If quorum is lost during business, stop debate and voting.

APPENDIX H • LIFT-OUT REFERENCE

H3. Meeting member management — lift-out

MEMBER CONTRIBUTION OR CONDUCT ISSUE IDENTIFIED

Is the contribution relevant, respectful, within time and consistent with the agenda?

▼ **YES — allow contribution and continue**

NO — GIVE A NEUTRAL REMINDER

State the applicable rule and what the member needs to do. Do not argue about the member's viewpoint.

▼ **Conduct continues?**

FORMAL WARNING

Name the specific conduct • state that it is out of order • direct the required correction • explain the next consequence

▼ **Conduct continues or order cannot be restored?**

DIRECT THE MEMBER TO CEASE OR YIELD THE FLOOR

Withdraw speaking recognition. Keep the response proportionate. Record the direction and reason.

▼ **Immediate safety risk?**

YES — SUSPEND AND PROTECT SAFETY

Pause the meeting • move people to safety • use authorised security or police if lawfully necessary • preserve incident records

▼ **NO — can orderly and fair business continue?**

YES — RESUME THE MEETING

Reconfirm quorum • briefly restate the rule • continue from the interrupted point

▼ **NO — REMOVAL OR ADJOURNMENT**

USE ONLY LAWFUL, PROPORTIONATE AUTHORITY

Seek a valid meeting resolution or rely on clear venue/safety authority • do not use force • otherwise adjourn in accordance with the constitution

FAIRNESS SAFEGUARD

Give a genuine opportunity to comply unless there is an immediate threat. Do not remove a member merely for an unpopular view, a good-faith point of order or lawful scrutiny. Removal from a meeting is not expulsion from membership.