



**Port Bouvard
Pistol & Small Bore Rifle
Club Inc.**

CLUB BY-LAWS



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INTRODUCTION

These Club By-Laws are designed to ensure the safety of all members and to govern the conduct of members of, and visitors to, the Port Bouvard Pistol and Small Bore Rifle Club.

The Club By-Laws are drawn up and administered by the Committee of Management under the powers bestowed in it by Section 25, By-Laws of the Association, in the Constitution of the Port Bouvard Pistol and Small Bore Rifle Club Inc.

The Port Bouvard Pistol and Small Bore Rifle Club ranges operate under a licence issued by the West Australian Police Service and all members and visitors when on the premises of the Club must comply with all conditions laid down in this licence.

In the advent of any clash between these By-Laws and the match rules or the range licence the conditions laid down in the match rules or range licence shall apply until an amended version of the Club bylaws is issued to members.

These By-Laws may need to be periodically updated by the current Committee of Management.

1. VISITORS and RANGE FEES

- a. A Visitor at the club can take several forms, each with specific reasons for attending. Understanding the different categories of Visitors is crucial for effective management of club access and activities.

- b. Types of Visitors

- (1) Unannounced Visitors

- Unannounced visitors are individuals who arrive at the club unexpectedly, typically with the intention of checking out the facilities or learning more about the Club. When such visitors arrive, it is important to keep their visit brief, particularly if there are time constraints. These visitors should be encouraged to make a formal appointment with the Secretary or another relevant club official should they wish to continue discussions or learn more.

- (2) Appointment Visitors

- Appointment visitors are those who have made a formal booking with the club, most often to discuss the possibility of joining as a member. When meeting with appointment visitors, club representatives should guide them through the membership joining process. This process may vary depending on whether the visitor is licensed or unlicensed. The meeting should generally last no more than 30 minutes and should include a tour of all club ranges. Additionally, all necessary administration paperwork should be provided during this process.

- (3) Visitors from Other Clubs

- Visitors from other clubs are members of different clubs who visit, usually intending to participate in shooting activities. These visitors are required to pay range fees if they wish to shoot. For interclub shoots, participation and fees are managed through the use of entry forms.

- (4) Invited Guests

- Club members have the option to invite guests to shoot on the premises, but this is only permitted after all scheduled calendar events have been completed. Before an invited guest is allowed to shoot the guest must also be booked in and confirmed by the Secretary 72 hours prior to the invitation. Each guest must complete and submit a signed LSF211 form. This form is Provided by the Secretary or Treasurer along with guidelines on guest requirements. No invited guest is permitted to participate in shooting activities unless this form has been properly filled out, submitted and confirmed by the Secretary. Each invited guest is limited to a maximum of three shooting visits.

- NOTE: Invited guests are the responsibility of the Club Member and the member must ensure that all compliances are met.

EXEMPTIONS

- a. Members of the West Australian Police Service and Defence Force Cadets participating in training or qualification shoots for which a range hire fee has been paid at the rate proscribed by the Committee.

- b. **EXPLANATION**

- The range fees are designed to cover the club operating costs and are set by the Committee.

2. KEYS AND SECURITY

a. Gate & Club Access Key/Fob

A member wishing to hire a Club Range Key and or Fob must be a financial member for a minimum of 6 months before they may apply. Members must complete the prescribed form and on all criteria being met and payment of a set fee paid shall receive a key and or fob. This key and or fob will be allocated by the secretary, and they remain the property of the club and are to be returned at the cessation of Membership at which time the fee will be refunded by Direct Deposit.

No key and or fob application will be accepted or considered unless the applicant is a fully active financial member of the club for a minimum period of 6 months and is in possession of a firearms licence, and club ID.

Explanation

“Fully Active Financial member” is defined as a member that participates in club calendared competitions a minimum of once every 8 weeks and a minimum of 6 times per year. This decision is at the discretion of the Key Administrator.

Should a member misplace/lose the club key or fob they must immediately report this to the Club Secretary. The secretary may issue another key or fob, and an additional fee will be required.

Should the original key or fob be found the club member shall inform the Club Secretary and return this key to the Secretary at which time the hire fee will be refunded.

b. Club Committee Green Keys

Each current Committee Member shall be allocated with a green key. This key gives access to areas of the club that are not accessible to other members. This key remains the property of the club and at the cessation of the Committee Members position the key shall be returned to the Secretary who in turn will pass it onto the New Committee Member replacing the retired member.

At the discretion of the Committee green key access can be allocated to other members such as a Sub-Committee member who may require access to selected areas.

c. Club Red Key

The Red Key may be supplied to Accredited Range Officers who have completed the relevant course conducted by one of the Club’s associations. This key gives access to selected areas of the Club & Ranges. This key will be allocated by the secretary only when approved by the committee. Members must show ID card supplied by the relevant association and current club membership card. This key remains the property of the club and is to be returned at the cessation of Membership or Range Officer status.

EXPLANATION

The Club suffers ongoing break-ins and vandalism and to ensure this is kept to a minimum the Club premises must be secured when members are not on site. The \$50.00 key deposit is to cover the cost of cutting the key and to encourage members who leave the club to return their keys.

3. SAFETY

In addition to the match rules, association rules, firearms act and range licence conditions there are a set of Range Safety Orders (RSOs). All members are required to be familiar with all the rules and laws and to ensure they comply with them at all times. To assist members, copies of the Club safety rules are displayed in the Clubhouse and at various points around the ranges.

EXPLANATION

The Club safety rules and the conditions laid down in the range licence are designed to ensure the safety of members on the ranges and the general public in areas surrounding the ranges.

It is the responsibility of members and any other persons using the ranges to ensure that they are familiar with all the relevant rules and laws and ignorance is not an acceptable excuse for breaches.

The emphasis of the Committee is on correcting any bad habits or lapses by members however serious or repeated breaches of safety rules will result in penalties being imposed on the member in accordance with the relevant sections of the constitution.

The rules and laws governing the uses of firearms on the ranges are subject to change at any time and for this reason they have not been included in these by-laws.

4. DRESS CODE

In order to avoid embarrassment to themselves or their guests, all members and visitors are reminded to dress in good taste at all times and so uphold the standards of the club.

The committee requires the following guidelines be regarded as the minimum acceptable standards.

- a. All attire should be neat, tidy and comfortable. Shirts or T-Shirts are to have sleeves. Denim jeans are acceptable. Shorts, denim or otherwise are acceptable if of a respectful length and not considered offensive by other club members.
- b. Unacceptable dress includes, but is not limited to - untidy and or ripped clothing offensive or inappropriate logos on clothing
- c. Range dress standards are as above but also include, eye, ear and footwear protection as in the RSOs.

5. ACCEPTABLE BEHAVIOUR

Target Pistol Australia is committed to creating a safe, fair and inclusive sporting environment for all members. Target Pistol Australia the Pistol Australia National Integrity Framework Plan and Policies. Members are encouraged to familiarise themselves with these documents from their affiliated state and national bodies. The documents can be found on the Target Pistol Australia web site. The documents are also linked to the Club web site.

The Club requires that all members and visitors conform to the code of conduct defined in the Target Pistol Australia National Integrity Framework Policies.

A person may be temporarily or permanently barred from entering the premises of the Port Bouvard Pistol and Small Bore Rifle Club Inc if,

- a. their behaviour negatively impacts the safety or wellbeing of Club members,
or
- b. their actions bring the Club into disrepute.

It is sometimes difficult for members to realise that their behaviour offends other members.

If a member feels that another member's behaviour is offensive or not in accordance with club by-laws, they should make their feelings known to the Committee.

On occasions there will be personality conflicts between members, but these must be managed by the members in a way that ensures there is no impact on the functioning of the club or the enjoyment of the club by other members. If members cannot manage their personality conflicts in an acceptable manner the Committee will intervene to protect other members of the club.

In the first instance members should attempt to resolve the dispute between themselves within 14 days. If the members are unable to resolve the dispute the matter can be presented to the Committee for a decision. If the members do not want the dispute to be dealt with by the Committee or if dissatisfied with the Committee's decision, they can request the appointment of a mediator. If the dispute cannot be resolved with the mediator, any party to the dispute can apply to the State Administrative Tribunal to determine the dispute in accordance with the Associations Incorporation Act 2015.

6. MINIMUM ACTIVITY REQUIREMENTS

The Club administers firearm Support for members. A member with supported firearms must participate in at least six matches each year with their supported firearm(s).

- a. If a member does not have any club supported firearms, they are still required to participate in a match a minimum of once every 8 weeks and a minimum of 6 matches per year.
- b. If a member has firearms supported at another club, they are exempt from the above rules but must provide a letter from the Secretary or President of their supporting club at the end of the year advising they have met the minimum requirements as outlined in the "Firearms Regulations 2024". If this letter is not received membership from the club will be terminated.
- c. The Club is responsible for submitting an annual report to WAPOL and WAPA naming any members who have not fulfilled the minimum shooting activity requirements for their supported firearms. For members who acquire their firearm late in the reporting year, the minimum shooting requirements are determined on a pro-rata basis.

- d. The Club is then required to submit a form to the West Australian Police Service advising them of the withdrawal of Club support.
- e. It is the responsibility of each individual member, not the club, to ensure that they are aware of and comply with the laws and rules governing their ownership of supported firearms.
- f. These by-laws are not designed to inform members of all the details relating to the ownership of supported firearms, only to make them aware that such rules exist and that they are responsible for familiarising themselves with the relevant rules.
- g. In addition to the Police Service minimum requirements the Committee has resolved that: "All members of the club must submit at least one score for a sanctioned event to the Club every eight weeks."
- h. In the event that any member cannot submit a score for a period of more than eight weeks they must notify the Committee, in writing, of the reason for their not submitting a score.
- i. Members can apply to the Committee for a leave of absence if they are unable to meet the eight week attendance obligations. Leave of up to 1 year may be approved at the discretion of the Committee; however, the Committee cannot waive the minimum activity requirements as detailed in Schedule 3 to the Firearms Regulations 2024.
- j. Club Scorers shall report on members failing to meet their eight-week minimum attendance obligation at the monthly Committee meetings. Failure to meet the minimum attendance obligation without an approved Leave of Absence will result in the following actions:
 - (1) First Instance. The Secretary shall remind the member in writing of the minimum attendance obligation.
 - (2) Second Consecutive Instance. The Secretary shall advise the member in writing of the consequences should they continue to fail to meet the minimum attendance obligation without an approved Leave of Absence.
 - (3) Third Consecutive Instance. The Secretary shall give written notice to the member requiring them to appear before the Committee at the next scheduled Committee meeting to explain their absence.
 - (i) If the member does not attend the Committee meeting as required without justification, the Secretary shall give written notice to the member immediately after the said meeting advising their Club support for firearms has been withdrawn and/or their membership will not be renewed if they do not have any firearm support.
 - (ii) If the member does attend the Committee meeting and explains their absence, the committee will decide an outcome regarding the circumstances and the Secretary shall give the member a response in writing immediately after the said meeting.
 - (iii) If the member does not abide by the outcome notice sent as per 6j. (3) (ii) above, the Secretary shall give written notice to the member advising their Club support for firearms has been withdrawn.

k. Members who have their Club support for firearms withdrawn due to failure to meet the eight-week minimum attendance obligation have the right to appeal the decision. Such an appeal must be lodged with the Secretary within 21 days of the notice being given. If any such appeal is lodged, a Special General Meeting shall be held within 21 days of the receipt of appeal at which meeting the penalized member may explain the actions leading to notice being given or speak in support of such appeal.

EXPLANATION

The eight-week minimum attendance obligation was imposed by WAPA and the Committee to ensure that all members attend the Club on a regular basis to maintain their safety skills and familiarise themselves with any changes to rules or regulations. Regular participation in Club matches is required from all members.

7. ARCHERY

STYLES OF ARCHERY AND MEMBERSHIP

The styles of archery to be offered by the club include both traditional and modern forms. Membership is comprised of existing members who are already interested in archery or currently participate in this activity elsewhere.

RANGE USAGE AND MEMBERSHIP REQUIREMENTS

The prospective archery range will be designated for use exclusively by existing members, who may utilise it for practice sessions and internal club competitions. The range will not be open to the general public or walk-in participants. All activities will be logged and registered, consistent with the club's approach for other activities, which assists in allocating resources appropriately.

EQUIPMENT PROVISION

The club will not be hiring out equipment; members are expected to use their own equipment for archery activities. The Club will provide targets.

RANGE STYLE AND DISCIPLINES

The club will provide for target and traditional archery only, utilising static shooting positions. Distances will range from 10 metres to 50 metres.

8. SHOOTING CALENDAR

The dates and times of the official scheduled club matches are listed in the shooting calendar.

The matches listed in the club calendar take preference over all other uses of the ranges. If one member wishes to shoot a match listed in the calendar the listed match must be held in preference to any other use of the range.

For a match score to count towards the minimum activity requirements it must be a calendared match sponsored by the Club. However, a score submitted for a solo shoot will not be considered for a grade break, Club Record, or members' handicaps.

Practice sessions cannot be held on non-calendared days.

EXPLANATION

Members attend the ranges in the expectation of being able to complete matches listed in the calendar and may only bring firearms suited to the particular match.

To ensure that members can participate in the match they expect and have it count towards their minimum activity requirements they must be given the opportunity to participate in any match sponsored by the Club.

9. USE OF TARGETS

All practice is to be conducted on patched targets.

Club matches should be conducted on patched targets whenever possible however new targets can be used when the patched targets become difficult to score on.

Used targets that can be patched and reused are to be returned to the cupboards in the tunnel at the end of each match or practice session.

EXPLANATION

Targets are one of the major operating expenses for the club and to keep costs down maximum use should be made of all targets.

10. CLUB SUPPORT FOR MEMBER'S FIREARMS

Under the current national firearms regulations relating to firearms a person must have been a member of the Club for a minimum period of six months before they can apply for a firearm licence. During the six-month period they must complete an approved firearms training course and successfully complete a practical and a written theory test. Full details of the firearms training requirements are available from the Secretary.

The member must obtain details of the firearm they wish to purchase and enter these onto the appropriate club form. For first time applicants the form is submitted to the Committee for consideration at the next Committee meeting via the Secretary. For additional firearm applications, submissions may be made to the Secretary or President. If approved, he/she will issue the member with the appropriate paperwork for submission to the Police.

Any member wishing to participate in any Black Powder matches is required to complete the training in place by completing "Practical Training" and a "Written Questionnaire" prior to commencing any matches in this discipline.

The Committee has the right to reject any firearm application if they feel that an applicant has insufficient experience with the type of firearm being applied for.

Initial pistol applications are limited to a maximum of two pistols of restricted calibres and types as per the relevant regulations. Members cannot apply for additional pistols until they have been members of the club for twelve months.

EXPLANATION

The above is only intended to be a summary of the rules relating to club supported firearms as the rules are complicated and rigid.

Any member wishing to obtain a club supported firearm must make themselves familiar with the current rules and regulations before making application for a supported firearm.

11. FIREARM HIRE

- a. The hire of firearms within the club is strictly regulated to ensure the safety of all members and compliance with club requirements and insurance obligations. Only specified Authorised Persons (officers) are permitted to provide firearms for hire to both licensed and non-licensed members, including probationary trainees. The following procedure outlines the steps that must be followed to ensure all firearms are released and returned in accordance with the club's Range Standing Orders (RSO) and By-Laws.

- b. Eligibility to Hire a Club Firearm

- (1) Trainees: Individuals currently participating in the club's handgun or rifle training courses may hire firearms, subject to the Defined Training Schedule.
- (2) Club Financial Members – Probationary: Members within their probationary six-month period who have completed the handgun/rifle induction courses and are required to hire club firearms as part of the induction process, provided they possess a probationary membership card.
- (3) Club Financial Members – Full: Full members who hold a valid Firearms Licence and wish to use a club firearm for specified purposes, such as testing or championship matches.

- c. Firearm Hire Process

- (1) For Trainees
During each week of induction training for Handgun, Bench Rest, and Field Rifle, trainees must provide their Driver's Licence or a similar form of identification. This ID will be held securely in the safe by an Authorised Person until the firearm is returned. The Authorised Person is responsible for signing out and signing in the firearm upon return, confirming the mode of payment, and verifying the identification held.
- (2) For Probationary Club Financial Members (Within Six Months, whether they hold or do not hold a Firearms Licence)
Probationary members are required to present both their probationary membership card and Driver's Licence (or other suitable identification). The Authorised Person stores this identification document/card in the safe until the firearm has been returned.
- (3) For Full Club Financial Members (More Than Six Months, No Firearms Licence)
Full members without a Firearms Licence are required to present both membership card and Driver's Licence (or other suitable identification). The Authorised Person stores this identification document/card in the safe until the firearm has been returned.
- (4) For Full Club Financial Members (More Than Six Months, With Firearms Licence)

Full members who hold a Firearms Licence and have firearms supported by that licence must provide their membership card number for logging and present their Firearms Licence or Driver's Licence for sighting. Firearm hire for these members, such as for testing or championship matches, must be approved by an Authorised Person, who will also confirm the mode of payment.

12. SMOKING OR VAPING AREAS

The only designated Smoking/Vaping area on Club premises is adjacent to the stump, immediately outside the Bench Rest Range.
All other areas are NO SMOKING or VAPING.

13. CHANGE OF ADDRESS

- a. A member shall notify the Secretary of any change to his address within seven (7) days of its occurrence.
- b. Any change of address shall be entered in the register of members.
- c. All notices sent by post to a member's last notified address shall be deemed to have been duly delivered by the third day following the day of posting.

14. JUNIOR MEMBERS

The minimum age for Junior Members is twelve.
Juniors cannot join the Club unless one of their parents or an adult guardian becomes a member concurrently. The parent or guardian must accompany the junior on each occasion they attend the Club.

15. PROBATIONARY MEMBERS

New members will serve a period of six (6) calendar months commencing from the date their membership is approved by the committee.

During a members (6) months probationary period:

- The member must be under the direct supervision of a range officer when participating in competitions, sighting in firearms and practicing regardless of how many non-probationary members are on the firing line.
- No club support will be made available for the licensing of new or additional competition firearms.
- The probationary member's ability and willingness to comply with the Port Bouvard Pistol and Smallbore Rifle Club's Inc. bylaws will be assessed.
- The probationary member's ability to safely and competently handle firearms in accordance with the Port Bouvard Pistol Club's rules will be assessed.

If during a member's six (6) months probationary period or at the conclusion of the probationary period the Committee may:

- Extend the probationary period or,
- Terminate their membership of the Port Bouvard Pistol and Smallbore Rifle Club Inc.

In the event that the membership of a member is terminated during or at the completion of their probationary period the nomination and membership fees will not be refunded.

16. FINANCIAL MANAGEMENT

a. Electronic Fund Transfers (EFT)

Two (2) signatories are required by the Committee of Management to authorise payment by EFT for Invoices/receipts. The signatories will be any two (2) from the President, Secretary or Treasurer or other person as decided by the Committee of Management.

b. Income

As at November 2024 Banks will not accept cheques, therefore this tender will no longer be acceptable at our club. All income must be cash or EFT or via Eftpos at our club rooms and this will be entered as a Sale and Receipted using the Accounting Software Program.

c. Expenses

Expenses must be entered as a Purchase using the Accounting Software Program. Payment of Purchase Orders is applied as per receipt/invoice and paid by Electronic Fund Transfer (EFT). A receipt or supplier Invoice shall accompany all purchase order entries.

d. Reimbursements

Where purchases are made by Committee Members or other club members using own funds a receipt/invoice is required and Purchase Order raised as per section c) above and funds paid to the member by Electronic Fund Transfer (EFT). The member must provide the Treasurer with bank details BSB & Account Number also name the account is held in. It is preferred where possible for expenses to be claimed in the month of the expenditure.

e. Reconciliation of Accounts

At the end of each month all Income and Expense must match the Bank and EFTPOS statements. Anything outstanding must be explained to the Committee of Management as to why. The Treasurer will present each month to the Committee all Bank Reconciliations and all other relevant accounts with explanation on income and expenses. The treasurer will also provide a reconciliation on income and expenses for any club events showing profit or loss. Treasurer will give an overview on clubs' financial health and future spending requirements, such as fixed expenses required in everyday running of the club.

f. Other Committee Members' Spending

The President, Secretary & Treasurer are authorised without ratification by the committee to spend up to \$200 a month for minor expenses incurred for incidentals

for the club. All purchases must be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

Other Committee Members are authorised without ratification by the committee to spend up to \$100 a month for minor expenses incurred for incidentals for the club. All purchases must be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

g. Club Members' Spending

Where a club member has been given authority by the Committee of Management to purchase item/s on the club's behalf using their own funds, all purchases must be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

h. Stock List

Prior to the end of the Club's financial year a stock take will be conducted in the following areas:

- All Club Captains shall give a count of targets, clips, and patches.
- All Club Authorised Persons shall give a count of ammunition on hand.
- Club merchandise to be counted as to stock on hand.

Value of this stock will be ascertained by the Treasurer via cost base at time of purchase.

i. Asset Register

The Club shall maintain a register of its assets which includes items over \$1000 as well as small valuable and attractive items. The annual Treasurer's report will reflect the value of the assets as at the 31st day of May.

j. Auditing of Accounts

The Treasurer shall prepare a set of accounts and all other legislative items to be supplied to the Clubs chosen accountant reviewer or auditor for the Club Financial Year end being the 31st day of May. The Treasurer will assist the accountant (reviewer) or auditor in finalising the clubs' financial statement for presentation to the members at the Annual AGM.

k. Ceasing to be a member

Upon ceasing to be a member of the club, whether by Resignation, transferring to another club, death, expulsion or any other reason, the club is not liable to refund any fees or monies. All unused fees are non-refundable.

17. REVISIONS AND AMENDMENTS

This version adopted by the Committee of Management, June 2026.