

TARGET SHOOTING NEW ZEALAND INCORPORATED



CONSTITUTION RULES and REGULATIONS

1 January 2017

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SECTION 1 – CONSTITUTION

1.1 NAME OF ASSOCIATION

- 1.1.1 The name of the Association shall be TARGET SHOOTING NEW ZEALAND ('TSNZ').

1.2 OBJECTS OF ASSOCIATION

The objects of TSNZ shall be:

- 1.2.1 To encourage and to further the interests of all target shooting;
- 1.2.2 To arrange such competitions as may be deemed necessary;
- 1.2.3 To procure or assist in procuring equipment for affiliated Associations, Clubs and Members;
- 1.2.4 To generally manage the sport and disciplines of target shooting in New Zealand.

1.3 POWERS OF ASSOCIATION

Without in any way limiting the objects specified in this Constitution TSNZ shall be specifically empowered:

- 1.3.1 To acquire or dispose of in any manner any real or personal property, rights or privileges which TSNZ shall think necessary or expedient for the purpose of attaining its objects or promoting its interests or those of its members;
- 1.3.2 To invest and deal with the money or assets of TSNZ not immediately required in such manner as may from time to time be determined;
- 1.3.3 To borrow or raise or secure the payment of money in such manner as TSNZ shall think fit, whether by the issue of debentures, bonds, mortgages or any other security founded or based on all or any of the property and or rights of TSNZ, or without any such security and upon such terms as TSNZ shall think fit;
- 1.3.4 To subscribe to, become a member of, and cooperate with, any body, group of people or society, whether incorporated or not, whose objects are altogether or in part similar to those of TSNZ in respect to the promotion of shooting or sport generally, or in other respects;
- 1.3.5 To use the funds of TSNZ as may be considered necessary or proper in the payment of costs and expenses and furthering or carrying out the objects of TSNZ or any of them including the employment of such persons in such capacities as shall appear necessary or expedient;
- 1.3.6 To enact, amend or rescind such regulations or by-laws that shall not be inconsistent with the Incorporated Societies Act or with the rules and objectives of TSNZ;
- 1.3.7 To do all things as are incidental or conducive to the attainment of the objects of TSNZ.

1.4 MEMBERSHIP

- 1.4.1 Membership of TSNZ shall consist of Ordinary Members, Life Members, Associations, Clubs and Cooperating Affiliated Bodies as defined in this Section.
- 1.4.2 The following shall be recognized upon payment of the appropriate fee set by the TSNZ Annual General Meeting:
- 1.4.2.1 **ASSOCIATIONS** that shall comprise two or more clubs as defined in Clause 1.4.2.2. These Associations shall represent those clubs within an area agreed at the time of affiliation to TSNZ.
- 1.4.2.2 **INDIVIDUAL CLUBS** that shall comprise a minimum of three members as defined in Clause 1.4.3.1, 1.4.3.2, 1.4.3.3, 1.4.3.4, or 1.4.3.5, and may upon payment of the affiliation fee set by the TSNZ Annual General Meeting apply to become an Affiliate of TSNZ through the local Association.
- 1.4.2.3 **DIRECTLY AFFILIATED CLUBS:** Where there is no local Association or the local Association is not affiliated to TSNZ, subject to approval by the Executive, an individual Club may be granted the rights applying to an Association.

- 1.4.3 AN ORDINARY MEMBER shall be a person who has paid the appropriate annual capitation fee set by the TSNZ Annual General Meeting and is an affiliated member of one of the bodies defined in Clauses 1.4.2.1, 1.4.2.2 or 1.4.2.3.
- 1.4.3.1 **SENIOR MEMBER** - any individual who does not qualify for inclusion in one of the following categories:
- 1.4.3.2 **JUNIOR MEMBER** - any individual who will be under the age of 21 on December 31st in the year of the competition.
- 1.4.3.3 **FAMILY MEMBER** - any individual related to, and residing in the same residence as a financial Senior Member.
- 1.4.3.4 **VETERAN MEMBER** - any individual, 60 years of age and over, on the 1st January in the current capitation year.
- 1.4.3.5 **SOCIAL MEMBER** - any individual who does not shoot more than a total of six times during a calendar year at a TSNZ affiliated Club and who does not participate in any TSNZ sanctioned event or competition outside of his/her nominated club.
- 1.4.3.6 **ELEY CHALLENGE MEMBER** - any Secondary School Pupil who is not a Junior Member of TSNZ who competes solely in the annual TSNZ Secondary School competition.
- 1.4.4 **LIFE MEMBERS**
- Life Membership of TSNZ may be awarded to people who have rendered outstanding service to TSNZ.
- 1.4.4.1 Nominations for Life Membership shall be forwarded in writing to the Administration Officer by an Association as defined in 1.4.2.1, or Directly Affiliated Club as defined in 1.4.2.3, not later than 20 July.
- 1.4.4.2 Nominations shall be accompanied by a supporting history and profile of the Nominee(s).
- 1.4.4.3 Nominations for Life Membership must be seconded in writing to the Administration Officer by an Association as defined in 1.4.2.1, or Directly Affiliated Club as defined in 1.4.2.3, not later than 20 July.
- 1.4.4.4 Life Membership of TSNZ shall be awarded by a 2/3 majority resolution having been attained in favour of the Nominee(s) in a postal ballot held in conjunction with the Election of Officers as detailed in Section 7.
- 1.4.4.5 The Postal Ballot shall be conducted under the rules detailed in Clauses 1.7.2.1, 1.7.2.2, 1.7.2.3 and 1.7.2.5.
- 1.4.4.6 The numerical result (votes for, and votes against) of any ballot for Life Membership shall not be made public.
- 1.4.4.7 Life Members shall not be required to pay any prescribed annual capitation fee but shall be otherwise accorded the rights of Ordinary Members.
- 1.4.5 **PATRON**
- A Patron may be elected by resolution passed at a TSNZ Annual General Meeting, from people who TSNZ wishes to place in that position of honour.
- 1.4.5.1 Nominations for the position of Patron shall be forwarded to the TSNZ Administration Officer by 20 July. A recommendation from the TSNZ President shall be made to the TSNZ Annual General Meeting.
- 1.4.5.2 A Patron shall receive the rights and privileges accorded to Life Members of TSNZ.
- 1.4.6 **COOPERATING AFFILIATED BODIES**
- 1.4.6.1 Other organisations, whether educational, commercial or sporting, with aims and interests similar, or complimentary to, the objects of TSNZ, may apply in writing to the Executive to become Members of TSNZ.
- 1.4.6.2 The conditions of membership shall, for each and every Cooperating Affiliated Body, be contained in Articles of Affiliation, which shall be enacted as Bylaws to this Constitution.
- 1.4.6.3 The Executive, after due consideration of the application, may draft Articles of Affiliation and grant interim Membership to the applicant organisation.
- 1.4.6.4 Such applications, Articles of Affiliation and interim Memberships, shall be ratified by an Annual or a Special General Meeting of TSNZ.

- 1.4.6.5 Except where specified to the contrary in the Articles of Affiliation pertaining to any particular Cooperating Affiliated Body, such organisations and their representatives shall not be accorded voting rights in any form or be permitted to submit Remits as detailed in Sections 10 and 11 of this Constitution.
- 1.4.6.6 Cooperating Affiliated Bodies shall pay the same annual affiliation fee as set by the TSNZ Annual General Meeting for the Associations defined in Clause 1.4.2.1.

1.5 OFFICERS AND EXECUTIVE

- 1.5.1 The Officers of TSNZ shall be:
- 1.5.1.1 A President;
- 1.5.1.2 A Deputy President;
- 1.5.1.3 Four Ordinary Members.
- 1.5.2 The Executive Committee ('the Executive') shall comprise the President, Deputy President, and four Ordinary Members.
- 1.5.3 The Executive may invite the Immediate Past President to attend Executive meetings on a regular or irregular basis.

1.6 MANAGEMENT

- 1.6.1 Management and control of the affairs of TSNZ shall be vested in the Executive.
- 1.6.2 The Executive shall have all the powers of TSNZ except those that are expressly required to be done or exercised by a TSNZ General Meeting.
- 1.6.3 The Executive shall have power to carry out all contracts entered into by TSNZ.
- 1.6.4 The Executive shall have the power to co-opt, form sub-committees for purposes connected with management of the affairs of TSNZ, and to delegate such powers and authority as it may deem fit.
- 1.6.5 The Executive shall appoint an Administration Officer who shall be responsible for the day to day administration of TSNZ, act as Secretary to the Executive, and carry out such duties as may be required by the Executive.
- 1.6.6 **Common Seal**
- TSNZ shall have a Common Seal of a form determined by the Executive. The Common Seal shall remain in the care of the Administration Officer and shall be affixed to any document only upon a resolution passed by the Executive. The Seal shall only be affixed in the presence of two members of the Executive and the Administration Officer, all of who shall sign the document.

1.7 ELECTION OF OFFICERS

- 1.7.1 Any Member intending to seek election to one of the positions in Clause 1.5.1 shall nominate in writing to the Administration Officer not later than 20 July.
- 1.7.1.1 Members nominating for office must be Ordinary Members of TSNZ and be normally resident in New Zealand.
- 1.7.1.2 Nominations must be seconded in writing to the Administration Officer by an Association as defined in 1.4.2.1, or Directly Affiliated Club as defined in 1.4.2.3, not later than 20 July.
- 1.7.1.3 Nominations must be accompanied by a brief personal history and statement if required for circulation with ballot papers.
- 1.7.1.4 No Employee of TSNZ, nor any person employed by, or otherwise financially associated with, a Service Provider or Contractor to TSNZ, shall be entitled to forward a nomination for any Office detailed in Section 5 of this Constitution while so employed or associated.
- 1.7.2 Officers of TSNZ shall be elected by postal ballot as follows:

- 1.7.2.1 The Administration Officer shall not later than 31 August forward voting papers to all Associations and Directly Affiliated Clubs.
- 1.7.2.2 Included with the voting papers shall be a brief personal history and statement from each such candidate.
- 1.7.2.3 Voting papers shall be returned not later than 15 October to the Returning Officer appointed to conduct the ballot.
- 1.7.2.4 It shall not be necessary to vote for the full number of candidates required, but votes for an excess number of candidates shall render the ballot paper invalid.
- 1.7.2.5 The Returning Officer for the ensuing year shall be appointed at the Annual General Meeting. The Returning Officer shall report the result to the current President not later than the tenth day prior to the Annual General Meeting.
- 1.7.2.6 The President shall arrange for all successful candidates to be notified of their appointment not later than seven days prior to the pre-conference Executive Meeting to enable the incoming Executive to assemble and undertake an efficient and orderly transition of outstanding Executive matters where necessary.
- 1.7.2.7 The President shall deliver the results of the postal ballot to the Annual General Meeting immediately following the confirmation of the Minutes of the previous Annual General Meeting. The results shall record (a) the number of votes allocated to each Association as detailed in Clause 1.9.6.3, and (b) the number of votes gained by each candidate.
- 1.7.3 The President and Deputy President shall be elected annually. The Ordinary Members of the Executive shall be elected for a term of two years, with two members retiring annually by rotation.
- 1.7.3.1 The appointment of any newly elected Officers shall become effective at the conclusion of the Annual General Meeting at which they are elected and shall remain in office until the conclusion of the following Annual General Meeting.
- 1.7.3.2 Newly elected Officers may attend the pre-conference Executive Meeting as observers only, and any expense(s) involved shall be covered by the provisions of Clause 1.8.8. Outgoing officers may attend post-conference meeting as observers only.
- 1.7.4 **Retirement:** Any Officer not available for re-election shall notify the Administration Officer, in writing, not later than 30 April. The Administration Officer shall advise all Associations and Directly Affiliated Clubs of the pending retirement by 31 May.
- 1.7.5 **Incumbent Office Holders:** Incumbent Office holders who are available for re-election shall advise the Administration Officer, in writing, of the fact not later than 30 April. Incumbent Officer Holders who comply with this requirement shall not be required to comply with Clauses 1.7.1, 1.7.1.2 or 1.7.1.3.
- 1.7.6 **Insufficient Candidates:** Where insufficient nominations are received for any particular office, further nominations, restricted to those in attendance or to those who have provided the meeting with written consent to nomination, shall be called for at the Annual General Meeting. If an insufficient number of nominations is received for any office at the Annual General Meeting, then the Executive may fill such vacancy by appointment.
- 1.7.7 **Death or Withdrawal of President:** In the event of the death or withdrawal of the President during the term of office, the Deputy President shall assume the position. The Executive may appoint a Deputy President from among its members and may fill the ensuing vacancy by appointing a suitable person.
- 1.7.8 **Death or Withdrawal of Officer other than President:** In the event of the death or withdrawal of the Deputy President, or of an ordinary member during the term of office, the remaining members may fill the Deputy President vacancy from their number and may fill any ordinary vacancy by appointing a suitable person.
- 1.7.9 Any appointments made under the provisions of Clauses 1.7.6, 1.7.7 or 1.7.8 shall be for the period remaining to the next Annual General Meeting.

1.8 EXECUTIVE MANAGEMENT

- 1.8.1 The Executive shall convene meetings of that body as and when deemed necessary.
- 1.8.2 The Administration Officer shall give each member at least seven clear days notice of any impending meeting.
- 1.8.3 The President shall take the Chair at any Executive meeting and the Deputy President shall assume the position in the absence of the President.
- 1.8.4 In all cases the Chairperson shall have a deliberative and a casting vote.

- 1.8.5 At any Executive meeting a minimum of four voting members present shall constitute a Quorum.
- 1.8.6 An Executive member failing to attend two consecutive meetings without prior leave or reasonable excuse shall forfeit his/her seat on the Executive.
- 1.8.7 Any or all Officers may be removed from office on the vote of two-thirds majority of the votes recorded at a Special General Meeting called for the purpose. In the event of the removal of any or all Officers under these provisions, the election of a new Officer or Officers shall proceed forthwith.
- 1.8.8 All reasonable out-of-pocket expenses incurred by members or other people required to attend Executive meetings shall be met by TSNZ.
- 1.8.9 The Administration Officer shall circulate the Minutes of Executive meetings to all Associations and Directly Affiliated Clubs, and shall post such minutes on the TSNZ website, not later than one month after the date of the meeting.

1.9 GENERAL MEETINGS OF TSNZ

1.9.1 Annual General Meeting

- 1.9.1.1 The TSNZ Annual General Meeting shall be held in either Wellington or Christchurch alternately on the weekend following Labour Weekend
- 1.9.1.2 Notice of the meeting, Remits, and notice of Business of Which Notice Has Been Given, shall be sent to all Associations and Directly Affiliated Clubs not later than 31 August.
- 1.9.1.3 The Annual Report, Balance Sheet and Budget shall be sent to all Associations and Directly Affiliated Clubs not less than 21 clear days before the date of the Annual General Meeting.
- 1.9.1.4 The format of the meeting may vary from year to year.

1.9.2 Special General Meeting

- 1.9.2.1 A Special General Meeting of TSNZ shall be called by the Administration Officer upon instruction from the Executive or upon receipt of a requisition setting forth the objects of such meeting, signed by the secretaries of not less than three Associations and/or Directly Affiliated Clubs.
- 1.9.2.2 Twenty-one clear days notice of any Special General Meeting shall be given to all Associations and Directly Affiliated Clubs and such notice shall contain details of the business to be transacted at the meeting.
- 1.9.3 **General Meetings:** The Annual General Meeting or any Special General Meeting of TSNZ shall consist of Delegates appointed by Associations and Directly Affiliated Clubs together with the Executive specified in Clause 1.5. Notice of the appointment of Delegate or Delegates, signed by the Secretary of the Association or Directly Affiliated Club, must be in the hands of the Administration Officer prior to commencement of the meeting at which they are to act.
- 1.9.4 **Proxies:** Any Association or Directly Affiliated Club which cannot be represented by its own Delegate or Delegates at any meeting may be represented by a Proxy. A Proxy shall be duly appointed, in writing, by that Association or Directly Affiliated Club and delivered to the Administration Officer prior to commencement of the meeting.
- 1.9.5 **Quorum:** A quorum shall be formed by Delegates representing not less than one-third of the total number of Associations and Directly Affiliated Clubs actually present at a General Meeting.
- 1.9.6 **Voting Numbers:** Voting numbers and the appointment of proxy votes shall be declared immediately following the opening of any General or Special General Meeting.
 - 1.9.6.1 Each Association and Directly Affiliated Club represented, either in person or by Proxy, shall be entitled to the full voting numbers accorded by the affiliated membership of that Association or Club.
 - 1.9.6.2 Where an Ordinary Member is a financial member of more than one Association, he/she must specify on the TSNZ annual capitation form, the Association to which his/her vote is to be allocated.
 - 1.9.6.3 Voting numbers of Associations and Directly Affiliated Clubs, for postal ballots as provided for in Sections 7 and 13 of the Constitution, shall be determined by the number of ordinary members who have, as at 31 July, complied with Clause 1.A.1 of the Constitution.

- 1.9.6.4 Should an equality of votes occur following the Postal Ballot for any position in the election of Officers of TSNZ, the tie shall be resolved by Ballot.
- 1.9.6.5 The voting numbers of Associations and Directly Affiliated Clubs for an Annual General Meeting shall be determined by the number of Ordinary Members who have, as at 30 September, complied with Clause 1.A.1 of the Constitution.
- 1.9.6.6 The voting numbers of Associations and Directly Affiliated clubs for a Special General Meeting shall be determined by the number of votes available to them at the current or immediate past Annual General Meeting.
- 1.9.7 No member of the TSNZ Executive, nor any Employee of TSNZ, nor any person employed by, or otherwise financially associated with, a Service Provider or Contractor to TSNZ, shall be entitled to exercise any voting rights whatsoever, at any General meeting of TSNZ. This clause shall take precedence over any other provision in this Constitution.
- 1.9.8 Patron and Life Members shall be accorded individual voting rights and may be appointed Proxy votes.
- 1.9.9 Voting at any General Meeting of TSNZ shall be by voice. Notwithstanding that, should any Delegate present so desire, or the vote by voice is inconclusive, the Chairperson shall call for a Poll. Such Polls shall normally be recorded by voice but should any Delegate present so desire, a Secret Ballot shall be held.
- 1.9.10 Should an equality of votes occur following any Poll or Secret Ballot to change the current Constitution or Rules of TSNZ, the motion shall be declared lost and Clause 1.10.6 of the Constitution shall apply.
- 1.9.11 **Minutes:** Minutes of the Annual General Meeting shall be circulated to all Associations and Directly Affiliated Clubs by 20 February in each year. Minutes of any Special General Meeting shall be circulated to all Associations not later than one month following the date of the meeting.

1.10 ALTERATION OF RULES OF CONDUCT

- 1.10.1 Alteration of the Rules of Conduct of TSNZ shall only be carried out by resolution at an Annual General Meeting at which such additions or alterations shall have been received from the Executive as Remits of which prior notice has been given in accordance with Clause 1.9.1.2, or at a Special General Meeting called for that purpose.
- 1.10.2 **Remits:** Remits for amendments to the Rules of Conduct shall be submitted in accordance with the following procedures:
 - 1.10.2.1 Proposed Remits shall be received by the Administration Officer from Associations or Directly Affiliated Clubs or the Executive not later than 20 July in any year.
 - 1.10.2.2 Proposed Remits shall not be valid unless accompanied by an explanation.
 - 1.10.2.3 The Executive shall give each Proposed Remit consideration to ensure its intent conforms to the TSNZ Objects set out in Clause 1.2.
 - 1.10.2.4 The Executive may decline to submit any proposed Remit to the TSNZ Annual General Meeting for consideration as a Remit. The proposed Remit together with any such decision and the reasons for it shall be circulated to all Associations and Directly Affiliated Clubs in accordance with Clause 1.9.1.2.
 - 1.10.2.5 Any proposed Remit that is declined by the TSNZ Executive shall be included for consideration as 'Business for Which Notice Has Been Given' at the TSNZ Annual General Meeting.
- 1.10.3 Amendments or additions to the Rules of Conduct may be adopted in the year of the submission and shall be effective immediately, or as agreed by Conference.
- 1.10.4 An amendment or addition to the Rules of Conduct shall be retained without alteration for a period of three years from the date of confirmation unless upset by a two-thirds majority in the interim. A recommendation for addition or alteration may be discussed at intervening Annual General Meetings.
- 1.10.5 An unsuccessful attempt to amend a rule shall confirm that rule for a further period of three years subject to the requirement of a two-thirds majority as in Section 1.10.4. After the three-year period, a simple majority may agree an amendment.
- 1.10.6 Clauses 1.10.4 and 1.10.5 shall not apply where the provisions of Clause 1.9.10 have been observed following an equality of votes in any Poll or Secret Ballot to change the current Constitution or Rules of TSNZ. In such cases, the changes in question may be submitted by remit to the next Annual General Meeting and resolved by a simple majority.

1.11 ALTERATIONS TO CONSTITUTION

- 1.11.1 Alterations or additions to the TSNZ Constitution may be made by Remit to the TSNZ Annual General Meeting or by decision of a Special General Meeting called for that purpose. Remits to an Annual General Meeting shall be subject to the procedures and conditions set out in Clause 1.10.
- 1.11.2 No alteration or new clause shall become valid unless passed at a TSNZ General Meeting by a majority of the Associations and Directly Affiliated Clubs present.
- 1.11.3 No addition to, alteration or rescission of the Constitution or Rules shall be approved if it affects the pecuniary profit Clause 1.12.7 or the winding up Clause 1.14.3 without the approval of the Inland Revenue Department.

1.12 FINANCE

- 1.12.1 For the Annual Balance, the accounts of TSNZ shall close on 30 June in each year.
- 1.12.2 All TSNZ funds shall be lodged with an approved bank decided upon by the Executive. All lodgements and withdrawals shall be under the control of the Administration Officer and must be approved by the Executive. All accounts passed for payment shall be paid by cheque signed by the Administration Officer together with one of two members of the Executive appointed for that purpose, or by electronic transfer authorised by the Administration Officer together with one of two members of the Executive appointed for that purpose.
- 1.12.3 **Loans:** For the purpose of assisting Member Associations, Directly Affiliated Clubs and Affiliated Clubs, as defined in Clause 1.4, to purchase or improve ranges and equipment, loans may be made available by the Executive. The maximum amount that may be advanced to any affiliated body shall be five thousand dollars. The interest rate charged shall be the ruling First Home Mortgage Interest Rate of TSNZ's current Bank.
- 1.12.3.1 The period of any such loan shall not exceed five years and repayment shall be made to TSNZ in five equal instalments.
- 1.12.3.2 No loan shall be made to any Member Association, Directly Affiliated Club or Affiliated Club, as defined in Clause 1.4, without receiving appropriate and suitable guarantees. Loans shall not be made to individual affiliated members or Cooperating Affiliated Bodies.
- 1.12.4 **Fees:** Capitation Fees, Affiliation Fees, Levies and any other Fee (hereafter referred to as Fees) as may be determined by the TSNZ Annual General Meeting, shall cover the period of 1 January to 31 December of the year immediately after the Annual General Meeting.
- 1.12.4.1 Fees set at a Special General Meeting which has been convened to discuss such fees, shall apply from the date and for the period approved at such meeting.
- 1.12.4.2 The dates for payment of Capitation Fees, Affiliation Fees and Levies, payable by Ordinary Members, Associations, Clubs and Cooperating Affiliated Bodies are detailed in Schedule A of this Constitution.
- 1.12.4.3 The details of such Capitation Fees, Affiliation Fees and levies, including definitions and procedures for payment are contained in Schedule A of this Constitution.
- 1.12.4.4 Any Ordinary Member, Association, Club or Cooperating Affiliated Body whose Capitation Fees, Affiliation Fees or Levies are not paid by the date prescribed in Schedule A of this Constitution, shall be given one month's notice of suspension from TSNZ by the Executive. If such outstanding fees are unpaid at the end of this period the Ordinary Member, Association, or Club Cooperating Affiliated Body shall forfeit all rights within TSNZ until all outstanding payments have been received by TSNZ.
- 1.12.4.5 The Executive shall circulate, in accordance with the provisions of Clause 1.9.1.3, any recommendation on changes to the levels of fees for the ensuing year.
- 1.12.5 Auditing of accounts shall be carried out by an Auditor appointed by the Executive, who shall be a member of the Institute of Chartered Accountants of New Zealand and who shall not hold any other office in TSNZ.
- 1.12.6 A Public Liability insurance cover shall be arranged and maintained by the Executive on behalf of all members of Associations and Clubs.
- 1.12.7 No member or person associated with a member of TSNZ shall derive any income, benefit or advantage from TSNZ where that member or person can materially influence the payment of the income, benefit or advantage; except where that income, benefit or advantage is derived from:

(a) Professional services to TSNZ rendered in the course of business charged at no greater rate than the current market rates, or

(b) Interest on money lent at no greater rate than the current market rates.

1.13 SELECTORS

1.13.1 Each Island Selection Panel shall consist of three elected members.

1.13.2 Nominations for Island Selectors shall be forwarded in writing by Associations and Directly Affiliated Clubs to the Administration Officer not later than 20 July in each year.

1.13.3 **Election of Island Selectors:** The election for Island Selectors shall be held, along with that for the Officers, as a postal ballot and under the same terms and conditions as are detailed in Clause 1.7.2. Only member Associations and Directly Affiliated Clubs based within that Island may cast votes for selectors for any Island panel.

1.13.3.1 Where insufficient nominations are received for any island selection panel, further nominations, restricted to those in attendance or to those who have provided the meeting with written consent to nomination, shall be called for at the Annual General Meeting. If an insufficient number of nominations are received for any office at the Annual General Meeting, then the Executive may fill such vacancy by appointment.

1.13.4 A Convener for each of the Selection Panels detailed in Clause 1.13.1 shall be elected at the Annual General Meeting. Nominations for each Convener shall be restricted to the Selectors elected to the appropriate Panel and further, to those Selectors who are present or who have indicated, in writing, their consent to nomination. If required, a Ballot shall be conducted to determine a Convener for any Selection Panel. Votes for the Convener of any Island Selection Panel shall be cast only by Associations or Directly Affiliated Clubs based within that Island.

1.13.5 Incumbent Selectors who are available for re-election shall advise the Administration Officer in writing, not later than 30 April. Incumbent Selectors who comply with this requirement shall not be required to comply with Clause 1.13.2.

1.13.6 Should any member of an Island panel be absent, the remaining members may co-opt a further person to complete the panel for the period of such absence.

1.14 WINDING UP

1.14.1 TSNZ may be wound up by a resolution to that effect of which due notice has been given and passed at a TSNZ Annual or Special General Meeting, and confirmed at a subsequent Special General Meeting called for that purpose, and held not less than thirty nor more than sixty days after the date of the passing of the resolution.

1.14.2 Passing or confirming the resolution shall require a majority of the valid votes cast by members voting at the Meeting in person.

1.14.3 TSNZ shall not be dissolved unless all liabilities have been discharged. All funds and other assets in the possession of TSNZ at the date of dissolution shall be distributed pro rata to Associations and Directly Affiliated Clubs according to the number of their Affiliated Members.

1.14.4 Cooperating Affiliated Bodies shall be excluded from such allocation of TSNZ funds and/or assets.

1.15 MERIT AWARDS

1.15.1 Merit Awards, as detailed in Schedule 1.G.4, may be awarded for outstanding service to the sport of target shooting. The Executive of TSNZ on application being made by an Association or Directly Affiliated Club shall approve Merit Awards. All applications shall be accompanied by a supporting history of the nominee. All costs incurred in production of the Merit Award shall be the responsibility of the applicant body.

1.16 ASSOCIATION MAGAZINE

1.16.1 An association magazine shall, if the Executive considers this warranted, be produced, either alone, or in conjunction with other shooting disciplines. The views expressed in such magazine shall not necessarily express official policy.

1.17 DEFINITION OF AN AMATEUR

- 1.17.1 An amateur is one who meets the definition of an amateur as defined by the ISSF.

1.18 DISCIPLINE

- 1.18.1 Any Association, Club, Directly Affiliated Club, Ordinary Member or Life Member (hereafter referred to as the Member) whose alleged misconduct may bring TSNZ into disrepute or had the potential to cause injury to any person, may be suspended from all competitive and administrative activities within TSNZ by the President or his authorized Deputy, pending a Special Hearing convened to consider disciplinary action.
- 1.18.2 The Executive shall convene the Special Hearing provided for in Clause 1.18.1 at a location determined by the President not later than 21 days following the suspension.
- 1.18.3 No Member shall be disciplined by TSNZ without being given adequate opportunity of being heard or represented in defense except when subject to the provisions of Clause 1.18.11.
- 1.18.4 Any Member subject to a suspension order shall, within seven days from the date of suspension, be given written notice detailing the alleged misconduct and notifying the time and place of the Special Hearing.
- 1.18.5 Following due process, the Executive Committee, as defined in Clause 1.5.2 of the TSNZ Constitution, may resolve by a two thirds majority vote to either:
- (a) Rescind the suspension, or
 - (b) Apply a conditional bond as a disciplinary procedure, or
 - (c) Apply a finite period of suspension as a disciplinary measure, or
 - (d) Expel the Member from TSNZ.
- 1.18.6 Any Member subject to expulsion from TSNZ by the Executive Committee shall be immediately suspended from all competitive and administrative activities within TSNZ and shall remain suspended until the conclusion of any subsequent judicial process.
- 1.18.7 Any Member subject to the disciplinary measures detailed in Section 1.18.5 (b), (c), (d) and 1.21.4 may, within 14 days, petition TSNZ to review the decision by requesting in writing, an Appeal Board hearing. Such hearing shall be convened at a location determined by the Immediate Past President within 14 days of the receipt of such request by TSNZ.
- 1.18.8 The TSNZ Board of Appeal shall consist of the following people:
- (a) The Immediate Past President - who shall act as President of the Board; and
 - (b) The President of the South Island Association, or his/her authorized Deputy; and
 - (c) The President of the North Island Association, or his/her authorized Deputy.
- 1.18.9 The Board of Appeal shall have the authority to request information from, co-opt, or consult with such people as may be necessary to reach a decision on the matter before them by virtue of natural justice.
- 1.18.10 Any Member expelled from TSNZ may only be re-admitted upon a written submission being tabled by a Member Association at an Annual General Meeting of TSNZ as Business of Which Notice Has Been Given. A two-thirds majority vote shall be required for re-admission to be approved.
- 1.18.11 Any Ordinary Member or Life Member whose firearms license is revoked or refused by the Commissioner of Police shall not be a Member of TSNZ, and membership shall not be considered while such prohibition exists.

1.19 INDEMNITY

- 1.19.1 The Executive Committee and all officers of TSNZ shall, in the proper discharge of their powers and duties pursuant to this constitution, be indemnified by TSNZ for any loss, expenses or other liability whatsoever incurred by them.

1.20 SPORTS TRIBUNAL

- 1.20.1 Target Shooting New Zealand agrees to comply with the rules of the Sports Tribunal of New Zealand. Information and Rules of the Sports Tribunal are available from the Sports Tribunal website.
- 1.20.2 Any party aggrieved by a decision may appeal the decision to the Sports Tribunal of New Zealand.
- The grounds for an appeal shall only be one or more of the following grounds:

- (a) natural justice was denied;
- (b) the decision-maker or decision-making body acted outside of its powers and/or jurisdiction (i.e. acted ultra vires);
- (c) substantial new evidence became available after the decision, which is being appealed, was made;
- (d) in the case of a decision relating to misconduct, the penalty was either excessive or inappropriate;

- 1.20.3 Any such appeal shall be filed within 28 days from the date of the appellant being notified of the decision, and in all other respects shall be in accordance with the rules of the Sports Tribunal of New Zealand

1.21 HARASSMENT-FREE SPORT, POLICY AND PROCEDURES

- 1.21.1 Target Shooting New Zealand adopts a Harassment-Free Policy in accordance with the guidelines as set by the New Zealand Olympic Committee and Sport New Zealand.
- 1.21.2 The Policy and Procedures are available by request from the TSNZ office or can be downloaded from the TSNZ website.
- 1.21.3 Contact details for the Harassment Complaints Officers are to be published on the TSNZ Website.
- 1.21.4 The Disciplinary Committee shall have the power to impose sanctions according to clause 4.7 of the Harassment-Free Sport Policy and Procedures.
- 1.21.5 Any Member subject to the disciplinary measures detailed in 1.21.4 may appeal the decision according to Clauses 1.18.7, 1.18.8 and 1.18.9 of the Constitution.

1.22 ANTI-DOPING

- 1.22.1 Target Shooting New Zealand adopts an Anti-Doping Policy in accordance with the guidelines as set by the New Zealand Olympic Committee and Sport New Zealand. The full Anti-Doping Policy document is available by email on request from the TSNZ office.

1.23 SPORTS MATCH-FIXING AND RELATED CORRUPTION

- 1.23.1 Target Shooting New Zealand agrees to comply with Sport New Zealand's policy on Sports Match-fixing and Related Corruption, and its amendments at the time of the incident being investigated.

1.24 CONFLICT OF INTEREST

- 1.24.1 **Potential Conflicts of Interest:** If a member of any TSNZ decision making body has, or may have, a potential Conflict of Interest in relation to any role or decision in which that member might participate, then the member must disclose the nature of the potential Conflict of Interest to the other members of the decision-making body.
- 1.24.2 **Actual Conflicts of Interest:** If a member has, or may have, an actual Conflict of Interest in relation to any role or decision, then:
- (a) the member must disclose the nature of the Conflict of Interest to the decision-making body; and
 - (b) the member should not perform that role or participate in that decision and may be replaced by another person.
- 1.24.3 For the purposes of this clause, "Conflict of Interest" means a situation where a member has a personal, financial, or other material interest that has, or is likely to have, an impact on the role and responsibilities of that person. For example, this includes a relationship as a previous or existing coach of an Athlete, or a family relationship with an Athlete or a situation which affects another person that the member has a relationship as a previous or existing coach of an Athlete, or a family relationship with an Athlete where the role or decision of the member directly involves the interests of that Athlete.

1.25 GENERAL

- 1.25.1 Any matter omitted from these rules may be determined by the Executive.

SECTION 1 – SCHEDULE A

A BYLAW OF TARGET SHOOTING NEW ZEALAND INCORPORATED

This Bylaw relates to the payment of Capitations, Affiliations and other Fees payable by Ordinary Members and bodies affiliated to TARGET SHOOTING NEW ZEALAND INCORPORATED (TSNZ).

1.A.1 CAPITATIONS

- 1.A.1.1 Capitations are those fees paid by an individual who has participated in target rifle shooting for a period in excess of six weeks in any capitation year, at a Club or Association affiliated to TSNZ. Payment of such Capitation Fees shall qualify an individual to become, or remain, an Ordinary Member of TSNZ.
- 1.A.1.2 Capitation Fees shall be accompanied by the Application/Renewal form provided by TSNZ and forwarded to TSNZ through the Member's affiliated Club.
- 1.A.1.3 The dates by which Capitation Fees shall be forwarded to TSNZ shall be:
 - (i) Outdoor and Air Rifle Clubs - 31 December in the year of the Annual General Meeting;
 - (ii) Indoor Clubs - 30 April of the year immediately after the Annual General Meeting.
- 1.A.1.4 Members nominating for Inter-Island teams who have not paid the TSNZ Capitation Fee through an Outdoor Club during the current capitation year, shall forward the appropriate fee to reach the TSNZ office not later than 30 April.
- 1.A.1.5 Members of either discipline who join or return to the sport after the dates specified in Clause 1.A.1.3 of this Schedule shall forward Capitation Fees through their Clubs not later than six weeks following their commencement or resumption of the sport.

1.A.2 AFFILIATIONS

- 1.A.2.1 Affiliations are those fees payable by Associations, Clubs and Cooperating Affiliated Bodies wishing to become or remain affiliated to TSNZ.
- 1.A.2.2 Outdoor and Air Rifle Club affiliation fees, together with details of club membership entered on the Club Membership Form provided by TSNZ, shall be forwarded to TSNZ by the affiliating Club not later than 31 December in each year.
- 1.A.2.3 Indoor Club affiliation fees, together with details of club membership entered on the Club Membership Form provided by TSNZ, shall be forwarded to TSNZ by affiliating Clubs not later than 30 April in each year.
- 1.A.2.4 Association affiliation fees, together with the Association Membership Form provided by TSNZ, shall be forwarded to TSNZ by affiliating Associations not later than 31 May in each year.
- 1.A.2.5 Cooperating Affiliated Bodies shall pay the same annual affiliation fee set for member Associations, and this fee shall be forwarded to TSNZ not later than 31 May in each year.

1.A.3 LEVIES ON ORDINARY MEMBERS, ASSOCIATIONS AND CLUBS

- 1.A.3.1 In addition to the Capitation and Affiliation Fees detailed in Clauses 1.1 and 1.2 of this Bylaw, the following Levies shall apply:
 - (i) Each Association or Club which organises an Indoor Open Championship competition shall pay to TSNZ a Levy per competition entry to provide a fund from which a travel subsidy shall be paid to members and managers of Indoor Inter-Island teams, on such basis as the Executive shall determine.
 - (ii) Each Association or Club which organises an Outdoor or Air Rifle Open Championship competition shall pay to TSNZ a Levy per competition entry to provide a fund for projects and activities that relate solely to Outdoor and/or Air Rifle disciplines.
 - (iii) The Executive shall set annually, a Levy to be applied to each competitor at the National Outdoor and Air Rifle Championships. This levy shall be used to offset expenses incurred at this event, including, but not confined to, the provision of special equipment, trophies, medals and certificates.
- 1.A.3.2 The Levies detailed in Clause 1.A.3.1 above shall be forwarded to TSNZ by the Association or Club organising or hosting the qualifying event not later than two weeks following the last day of that event.

1.A.4 PENALTIES FOR NON-PAYMENT

- 1.A.4.1 Should any Club fail to forward Capitation Fees or Affiliation Fees by the 30 April in any year, Clause 1.12.4.4 of this Constitution shall apply.
- 1.A.4.2 Should any Association, Club or Cooperating Affiliated Body fail to forward Affiliation Fees by 31 May in any year, Clause 1.12.4.4 of this Constitution shall apply.
- 1.A.4.3 Should any Association or Club fail to forward levies detailed in Clause 1.A.3.1 of this Schedule within two weeks of the event, Clause 1.12.4.4 of this Constitution shall apply.

SECTION 1 SCHEDULE B

A BYLAW OF TARGET SHOOTING NEW ZEALAND INCORPORATED

This Bylaw relates to the rights of financial Associations and Directly Affiliated Clubs to be represented at General Meetings of TSNZ and the level of recompense to be applied by TSNZ in relation to expenses incurred by Delegates of financial Associations and Directly Affiliated Clubs in attending such General Meetings.

1.B.1 REPRESENTATION

- 1.B.1.1 Each financial Association and Directly Affiliated Club shall be permitted to have a maximum of two Delegates attend General Meetings of TSNZ irrespective of the voting strength granted to them by Clause 1.9.6.1 of this Constitution.
- 1.B.1.2 Each financial Association or Directly Affiliated Club shall be permitted to have Observers attend General Meetings of TSNZ.
- 1.B.1.3 Such Observers shall have no speaking rights at General Meetings of TSNZ except when specifically invited to do so by the Chairperson.

1.B.2 EXPENSES

- 1.B.2.1 TSNZ shall reimburse expenses incurred by one only Delegate of any financial Association or Directly Affiliated Club represented at any General Meeting of TSNZ.
- 1.B.2.2 Only expenses relating to travel shall be reimbursed. Expenses shall be specific to, and based on, current fare schedules or, the current Public Service Travel Allowance for motor vehicles.
- 1.B.2.3 Travel expenses shall be reimbursed for travel one way only.
- 1.B.2.4 In calculating reimbursement, the first 150km of motor vehicle travel shall be disallowed.
- 1.B.2.5 Delegates crossing Cook Strait with land transport shall be paid an allowance of \$20. The actual costs incurred in transporting motor vehicles shall not be considered.
- 1.B.2.6 Airfares for journeys of less than 250km shall be disallowed.
- 1.B.2.7 Airfares shall be reimbursed at the current economy fare less any discount currently available to financial members of TSNZ.

1.B.3 CONDITIONS

- 1.B.3.1 All claims relating to Section 1.B.2 of this schedule shall be presented on an Expense Claim Form provided on request by the Administration Officer, and shall be accompanied by such G.S.T. receipts or other verification as may be required.
- 1.B.3.2 The acceptance and/or payment of claims relating to this Bylaw shall be at the discretion of the Executive.

SECTION 1 SCHEDULE C

A BYLAW OF TARGET SHOOTING NEW ZEALAND INCORPORATED

1.C ARTICLES OF AFFILIATION - NZUSRC

- 1.C.1 These Articles of Affiliation define the conditions whereby the New Zealand Universities Smallbore Rifle Council, (the NZUSRC) may become a Cooperating Affiliated Body to TARGET SHOOTING NEW ZEALAND INCORPORATED (TSNZ) as detailed in Clause 1.4.6 of the TSNZ Constitution.
- 1.C.2 These Articles of Affiliation are an addendum to the Constitution of TSNZ enacted as Bylaws as provided under Clause 1.4.6 of that Constitution.
- 1.C.3 The NZUSRC shall be recognized by TSNZ as a Cooperating Affiliated Body upon payment of the appropriate fee set by the TSNZ Annual General Meeting.
- 1.C.3.1 Such fees shall be forwarded to TSNZ by 30 May in each year.
- 1.C.3.2 If such fees are in default on 30 June of any year, Clause 1.12.4.4 of the TSNZ Constitution shall apply.
- 1.C.4 TSNZ shall recognize the NZUSRC as the regulating body governing the sport of Target Rifle Shooting within the combined New Zealand Universities Campus and provide the NZUSRC all practicable assistance in fostering the sport of Target and Air Rifle shooting within New Zealand Universities.
- 1.C.5 The NZUSRC shall conduct such activities under the TSNZ Rules of Conduct pertaining to Indoor, Outdoor, and Air Rifle shooting.
- 1.C.6 TSNZ shall accord the NZUSRC the right to have one Delegate and one Observer present at the TSNZ Annual General Meeting at no cost to TSNZ, and to receive Minutes and copies of Rules Amendments enacted at such meetings.
- 1.C.6.1 The NZUSRC Delegate may be accorded speaking rights at the Annual General Meeting at the discretion of the Chairman.
- 1.C.6.2 The NZUSRC shall have no vote at any meeting of TSNZ either by Delegation or by Proxy. The Delegate and Observer shall forfeit any voting power accorded to them by any other provision of the TSNZ Constitution.
- 1.C.7 The NZUSRC shall not be permitted to forward Remits as detailed in Clauses 1.10 and 1.11 of the TSNZ Constitution but may forward material for consideration as Business for Which Notice Has Been Given.
- 1.C.8 These Articles of Affiliation may be dissolved upon one month's notice in writing being given by either TSNZ or the NZUSRC.
- 1.C.9 Neither party shall be required to show just cause or reason for such notice of dissolution.

Signed:

Signed:

President TSNZ

President NZUSRC

Enacted: 30 October 1993

Confirmed: 29 October 1994

SECTION 1 SCHEDULE D

A BYLAW OF TARGET SHOOTING NEW ZEALAND INCORPORATED

1.D ARTICLES OF AFFILIATION - SITSA

- 1.D.1 These Articles of Affiliation define the conditions whereby the South Island Target Shooting Association ('the SITSA') may become a Cooperating Affiliated Body to TARGET SHOOTING NEW ZEALAND Incorporated, (TSNZ) as detailed in Clause 1.4.6 of the TSNZ Constitution.
- 1.D.2 These Articles of Affiliation are an addendum to the Constitution of TSNZ enacted as Bylaws as provided under Clause 1.4.6 of that Constitution.
- 1.D.3 The SITSA shall be recognized by TSNZ as a Cooperating Affiliated Body upon payment of the appropriate fee set by the TSNZ Annual General Meeting.
- 1.D.3.1 Such fees shall be forwarded to TSNZ by 30 May in each year.
- 1.D.3.2 If such fees are in default as at 30 June of any year, Clause 1.12.4.4 of the TSNZ Constitution shall apply.
- 1.D.4 TSNZ shall recognize the SITSA as the regulating body governing those events specified in the letter of application dated October 1993.
- 1.D.5 The SITSA shall conduct such events under TSNZ Rules of Conduct pertaining to Indoor, Outdoor, and, Air Rifle Shooting.
- 1.D.6 TSNZ shall accord the SITSA the right to have one Delegate present at the TSNZ Annual General Meeting, (at no cost to TSNZ), and to receive Minutes and copies of Rules Amendments enacted at such meetings.
- 1.D.6.1 The SITSA Delegate may be accorded speaking rights at the Annual General Meeting at the discretion of the Chairman.
- 1.D.6.2 The SITSA shall have no vote at any meeting of TSNZ either by Delegation or by Proxy. The Delegate shall forfeit any voting power accorded to him/her by any other provision of the TSNZ Constitution.
- 1.D.7 The SITSA shall not be permitted to forward Remits as detailed in Sections 1.10 and 1.11 of the TSNZ Constitution but may forward material for consideration as, Business for Which Notice Has Been Given.
- 1.D.8 These Articles of Affiliation may be dissolved upon one month's notice in writing being given by either TSNZ or the SITSA.
- 1.D.9 Neither party shall be required to show just cause or reason for such notice of dissolution.

Signed:
 President TSNZ
 Enacted: 30 October 1993

Signed:
 President SITSA
 Confirmed: 29 October 1994

SECTION 1 SCHEDULE E

A BYLAW OF TARGET SHOOTING NEW ZEALAND INCORPORATED

1.E ARTICLES OF AFFILIATION - NISRA

- 1.E.1 These Articles of Affiliation define the conditions whereby the North Island Smallbore Rifle Association ('the NISRA') may become a Cooperating Affiliated Body to TARGET SHOOTING NEW ZEALAND Incorporated (TSNZ) as detailed in Clause 1.4.6 of the TSNZ Constitution.
- 1.E.2 These Articles of Affiliation are an addendum to the Constitution of TSNZ enacted as Bylaws as provided under Clause 1.4.6 of that Constitution.
- 1.E.3 The NISRA shall be recognized by TSNZ as a Cooperating Affiliated Body upon payment of the appropriate fee set by the TSNZ Annual General Meeting.
- 1.E.3.2 If such fees are in default as at 30 June of any year, Clause 1.12.4.4 of the TSNZ Constitution shall apply.
- 1.E.4 TSNZ shall recognize the NISRA as the regulating body governing those events specified in the letter of application dated July 1994.
- 1.E.5 The NISRA shall conduct such events under TSNZ Rules of Conduct pertaining to Indoor, Outdoor, and, Air Rifle Shooting.
- 1.E.6 TSNZ shall accord the NISRA the right to have one Delegate present at the TSNZ Annual General Meeting, (at no cost to TSNZ), and to receive Minutes and copies of Rules Amendments enacted at such meetings.
- 1.E.6.1 The NISRA Delegate may be accorded speaking rights at the Annual General Meeting at the discretion of the Chairman.
- 1.E.6.2 The NISRA shall have no vote at any meeting of TSNZ either by Delegation or by Proxy. The Delegate shall forfeit any voting power accorded to him/her by any other provision of the TSNZ Constitution.
- 1.E.7 The NISRA shall not be permitted to forward Remits as detailed in Sections 1.10 and 1.11 of the TSNZ Constitution but may forward material for consideration as, Business for Which Notice Has Been Given.
- 1.E.8 These Articles of Affiliation may be dissolved upon one month's notice in writing being given by either TSNZ or the NISRA.
- 1.E.9 Neither party shall be required to show just cause or reason for such notice of dissolution.

Signed:

President TSNZ

Enacted: 31 July 1994

Signed:

President NISRA

Confirmed: 29 October 1994

SECTION 1 SCHEDULE F

A BYLAW OF TARGET SHOOTING NEW ZEALAND INCORPORATED

1.F ARTICLES OF AFFILIATION - OCSRA

- 1.F.1 These Articles of Affiliation define the conditions whereby the Otago Combined Smallbore Rifle Associations ('the OCSRA') may become a Cooperating Affiliated Body to TARGET SHOOTING NEW ZEALAND Incorporated, (TSNZ) as detailed in Clause 1.4.6 of the TSNZ Constitution.
- 1.F.2 These Articles of Affiliation are an addendum to the Constitution of the TSNZ enacted as Bylaws as provided under Clause 1.4.6 of that Constitution.
- 1.F.3 The OCSRA shall be recognized by TSNZ as a Cooperating Affiliated Body upon payment of the appropriate fee set by the TSNZ Annual General Meeting.
- 1.F.3.1 Such fees shall be forwarded to TSNZ by 30 May in each year.
- 1.F.3.2 If such fees are in default on 30 June of any year, Clause 1.12.4.4 of the TSNZ Constitution shall apply.
- 1.F.4 TSNZ shall recognize the OCSRA as the regulating body governing those events specified in the letter of application dated October 1993.
- 1.F.5 The OCSRA shall conduct such events under TSNZ Rules of Conduct pertaining to Indoor, Outdoor, and, Air Rifle Shooting.
- 1.F.6 TSNZ shall accord the OCSRA the right to have one Observer present at the TSNZ Annual General Meeting, (at no cost to TSNZ).
- 1.F.6.1 The OCSRA Observer may be accorded speaking rights at the Annual General Meeting at the discretion of the Chairman.
- 1.F.6.2 The OCSRA shall have no vote at any meeting of TSNZ either by Delegation or by Proxy. The Observer shall forfeit any voting power accorded to him/her by any other provision of the TSNZ Constitution.
- 1.F.7 The OCSRA shall not be permitted to forward Remits as detailed in Sections 1.10 and 1.11 of the TSNZ Constitution.
- 1.F.8 These Articles of Affiliation may be dissolved upon one months notice in writing being given by either TSNZ or the OCSRA.
- 1.F.9 Neither party shall be required to show just cause or reason for such notice of dissolution.

Signed:
President TSNZ
Enacted: 30 October 1993

Signed:
President OCSRA
Confirmed: 30 October 1994

SECTION 1 SCHEDULE G

1.G ADMINISTRATIVE BYLAWS

1.G.1 Open Championship Results

- 1.G.1.1 Each Association or Club that organizes an Indoor, Outdoor or Air Rifle Open Championship shall provide a complete graded list of the scores recorded by each individual competitor in such Championship. The details to be provided shall include TSNZ number, Preferred First Name, Surname, Club, and total score achieved.
- 1.G.1.2 One copy of the results detailed in Clause 1.G.1.1 shall be forwarded to the Administration Officer with the Levies detailed in Clause 1.A.3 of the TSNZ Constitution.
- 1.G.1.3 Upon receipt of the results detailed in Clause 1.G.1.1, the Administration Officer shall forward one copy to each member of the appropriate Island Selection Panel.

1.G.2 Electoral Nominations

- 1.G.2.1 Where only the required number of nominations as there are vacancies are received for any single position or number of positions required under the provisions of the Postal Ballot detailed in 1.7 of the TSNZ Constitution, confirmation of the nominees shall be held over to the Annual General Meeting.
- 1.G.2.2 Where fewer nominations are received than there are vacancies for any number of positions required under the provisions of the Postal Ballot detailed in 1.7 of the TSNZ Constitution, confirmation of the nominations received shall be held over to the Annual General Meeting. Nominations from the floor shall then be called to fill any remaining vacant positions.
- 1.G.2.3 In addition to the required personal history, detailed in Rule 1.7.1.3 of the Constitution, all nominees shall be required to provide for circulation, a signed disclosure document detailing any of the following:
- a) Any firearms related convictions within the past ten years;
 - b) Any bankruptcy, insolvency or convictions relating to financial misconduct, within the previous ten years;
 - c) Any personal or financial interest in a commercial entity which deals in similar commodities, goods and services as may be provided to the members of TSNZ Inc.
- 1.G.2.4 Any Executive Member, Office Bearer or Representative of TSNZ Inc, who by the disclosure of information obtained during their association with TSNZ Inc, derives any business advantage from their association with TSNZ Inc, may be suspended for misconduct, subject to the provisions of Rule 1.18 of this Constitution. Proceedings under this provision shall not preclude or prejudice legal action for damages resulting from the misconduct.

1.G.3 National Records

- 1.G.3.1 National records shall be recognized upon confirmation of an application submitted to the Executive on the form provided and available from the Administration Officer. Official documentation of the score achieved shall be required.
- 1.G.3.2 Applicants must be members of TSNZ and either of New Zealand citizenship or having been continuously resident in New Zealand for a period of 12 months prior to the event for which the National record is being claimed.
- 1.G.3.3 Applications shall only be considered for records set in the following ISSF events:
- | | | | |
|---------------------------|-------------------|-----------|--|
| Male and Junior Male: | | | |
| English Match | Free Rifle Prone | 60 shots | |
| 3 x 40 | Free Rifle | 120 shots | |
| Air Rifle | | 60 shots | |
| Female and Junior Female: | | | |
| English Match | Sport Rifle Prone | 60 shots | |
| 3 x 20 | Sport Rifle | 60 shots | |
| Air Rifle | 40 shots | | |
- 1.G.3.4 Applications must relate to a score recorded in the specific ISSF event and category being contested.
- (Example) Junior Male – Air Rifle
- Applications covering multiple categories with the same score shall not be considered.
- Applications for scores recorded in team's events shall not be considered.
- 1.G.3.5 Applications shall only be considered for scores recorded on single shot diagrams, or by electronic means, at the following events:
- (a) The New Zealand National Outdoor Championships;
 - (b) The National Championships of any ISSF affiliate;
 - (c) Any ISSF approved event.

1.G.4 Information Collection and Distribution

- 1.G.4.1 TSNZ shall be entitled to collect such information as may be required to enable the administrative functions of the Association to be properly conducted in accordance with the provisions of this Constitution.
- 1.G.4.2 The collection, storage, and distribution of such information shall be conducted in a manner that complies with the requirements of the Privacy Act 1993 and subsequent amendments.
- 1.G.4.3 Such information shall be deemed to be the property of the Association and subject to the provisions of Section 14 of the Incorporated Societies Act.
- 1.G.4.4 Member Associations shall be entitled to receive on request any Information held by TSNZ relating to their Association, affiliated Clubs, or Members within that Association's agreed area of influence.
- 1.G.4.5 Member Associations shall be entitled to receive on request any information held by TSNZ relating to the scores / grades achieved by individual Members of TSNZ. In distributing such information TSNZ shall ensure that only the Association / Club, Members name, grade and score are disclosed.
- 1.G.4.6 Any information requested by Member Associations shall be distributed in a format currently in use by TSNZ.
- 1.G.4.7 TSNZ may make a charge for information supplied, other than that provided for elsewhere in the Constitution or Rules.

1.G.5 Merit Awards

- 1.G.5.1 Bronze Merit Award - For the completion of projects or activities furthering the Objects of TSNZ Inc which bring obvious benefit to the sport of target shooting in New Zealand. This award is in recognition of:
 - a) Contributions to the sport of a singular nature, or
 - b) Club service, or
 - c) Association service.
- 1.G.5.2 Silver Merit Award - For activities furthering the Objects of TSNZ Inc. This award is in recognition of:
 - a) Administrative service at Association level, or
 - b) Administrative service at National level, or
 - c) Service by any member who, through participation, promotion, coaching or any other community activities, has raised the public awareness of target shooting to the obvious benefit of the sport.

It would normally be expected the recipients of this award to have performed meritorious service to the sport of target shooting for more than five years.
- 1.G.5.3 Gold Merit Award - For activities furthering the Objects of TSNZ Inc. This award is in recognition of:
 - a) Administrative service at National level, or
 - b) Service by any member who, through participation, promotion, coaching or other community activities, has raised the public awareness of target shooting to the obvious benefit of the sport

It would normally be expected the recipients of this award to have performed meritorious service to the sport of target shooting for more than ten years.

1.G.6 Standing Orders

Enforced at the discretion of the Chairperson.

Any issue or event not covered by these Standing orders shall be resolved by a decision of the Chairperson.

1.G.6.1 Motions

Once moved, seconded and accepted by the Chairperson a motion becomes the property of the meeting.

If the mover and/or seconder wish to withdraw the motion they can only do so through the Chairperson and with the leave of the meeting by a majority.

The mover cannot withdraw a motion without the consent of the seconder. If any amendment has already been moved the original motion cannot be withdrawn until the amendment has been withdrawn, adopted or rejected.

The Chairperson may require the division of a long or complicated motion. Such a division may either be into separate parts that are dealt with sequentially or onto separate motions for the ease of debate.

The mover of a motion is entitled to speak first in the debate.

The seconder of a motion is entitled to speak immediately after the mover or to reserve the right to speak later in the debate.

The mover and seconder may speak to an amendment even if he or she has already spoken.

Debate on a motion is subject to the control of the Chairperson.

After the mover and seconder have spoken, the Chairperson will recognize other speakers in an order chosen at his or her discretion, but generally on the principle of alternate speakers of for and against the motion.

As a general rule members may speak only once on a motion apart from the mover who has the right of reply at the end of the debate. The exceptions are when:

- The motion is debated in parts;
- Amendments are moved;
- A member claims the right to make a personal explanation;
- A Procedural motion is moved.

At the Chairperson's discretion a previous speaker is allowed to explain an earlier speech but not introduce a new matter.

The mover's right of reply is confined to summarising the case for the motion and to rebutting the arguments for the opposition. No new material should be raised during the right of reply unless it is strictly relevant to rebuttal.

When speaking, members must avoid irrelevant, offensive, tedious or repetitious material.

After the motion has been adequately debated the Chairperson puts it to the vote.

1.G.6.2 **Personal Explanation**

When a member is misquoted during a meeting, or where a member's actions are questioned or criticised, the Chairperson will permit the member to make a personal explanation.

1.G.6.3 **Amendments**

The mover and seconder of an amendment must not previously have spoken to the original motion or have previously moved or seconded any other amendment.

An amendment should be relevant to the motion and should not be so contrary to the motion as to negate it.

An amendment requires a mover and a seconder and must be accepted by the chairperson before any discussion or debate takes place.

The Chairperson may decline to accept an amendment only if it:

- Negates the motion;
- Is not relevant to the motion;
- Is moved or seconded by an earlier speaker to the motion or any other amendments;
- Is beyond the objectives and powers of the organization or the scope of the meeting;
- Is similar to another amendment already lost;
- Is ambiguous, vague or poorly phrased;
- Is contrary to proper parliamentary practice;
- Is contrary to law.

Once moved and seconded and accepted by the Chairperson the amending motion becomes the property of the meeting.

The mover of an amendment is entitled to speak first in the debate on the amendment.

The seconder of an amendment is entitled to speak immediately after the mover or to reserve the right to speak later in the debate.

Debate on an amendment is subject to the control of the Chairperson.

An amendment may not itself be amended.

The mover of the amendment is entitled to a right of reply, summarizing the case for the amendment, and rebutting the arguments for the opposition.

After the amendment has been adequately debated the Chairperson puts it to the vote.

If passed the amendment is incorporated in the motion, and debate resumes on the amended motion.

Before debate resumes on the amended motion the Chairperson will restate the motion as it stands, after incorporating the amendment.

1.G.6.4 **Points of Order**

Any member is entitled to raise a point of order, and a point of order may interrupt a speaker because it should be raised as soon as the infringement occurs.

Points of order relate to the proper conduct (order) of the meeting and include:

- Action contrary to the constitution or standing orders;
- Lack of a quorum;
- Disorder;
- Use of insulting, improper or defamatory language;
- Improper actions of other members, including misrepresentations;

Failure to put a motion to the vote;
Failure to declare the result of the vote;
Where irrelevant material is mentioned in the debate; and
Where a member attempts to speak more than once in a debate.

The speaker will yield to the member raising the point of order and resume his or her seat until the point of order has been dealt with.

A point of order will be stated briefly by the person raising it and may be debated briefly. The Chairperson's ruling is final unless challenged.

1.G.6.5 Procedural Motions

A procedural motion seeks the support of the meeting to conduct the business of the meeting in a certain way by altering the rules of debate or diverting the issue from the meeting. The change may be permanent or temporary.

The following procedural motions dispose of a substantive motion permanently:

"That the question be now put"
"That the question not now be put"
"That the meeting proceeds to the next business"
"That the motion/amendment be withdrawn"
"That the motion lies on the table"

The following procedural motions dispose of a substantive motion temporarily:

"That the motion/issue be referred to a committee"
"That the debate be adjourned"
"That the meeting be adjourned"

The conduct of the meeting may also be the subject of other procedural motions.

Time limit motions which affect the time allowed for speakers in a debate or meeting, or the length of the meeting itself.

Motions that may require decisions by the meeting:

Such motions may include motions to suspend any standing orders, to rearrange the order of items on the agenda, to go into committee, or divide another motion into parts.