



# **IPSWICH PISTOL CLUB INCORPORATED**

## **BY-LAWS OF THE ASSOCIATION**

### **Rule 41 of the Rules of Association**

**As at 8 October 2022**

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**1. MEETINGS OF MANAGEMENT COMMITTEE [R22]**

- (a) The Management Committee shall meet to conduct its business on the second Saturday of each month, at 11.30am, or such other day and time as the Committee may from time to time determine, at the Club's premises.
- (b) This By-Law shall constitute notice of each meeting.

10 April 2021

**1A. MEMBERS' FORUM**

- (a) Following the monthly Management Committee meeting, or at such time as the President may determine, there will be a Members' Forum.
- (b) At the Members' Forum, which will be attended by the members of the Management Committee, members may raise issues for discussion.
- (c) Prior to the Members' Forum, the Secretary will call for issues that members wish to be included in the agenda of the Forum.
- (d) Members may raise matters from the floor of the Forum, but matters raising substantial issues will be held over to the Members' Forum the following month.

10 April 2021

**2. RANGE STANDING ORDERS [R21]**

Range Standing Orders, as amended from time to time. See separate document.

As amended from time to time

**3. THE TAKING OF PHOTOGRAPHS AND THE MAKING OR RECORDINGS**

- (a) No person may take photographs or make a video or audio recording on the premises of the Ipswich Pistol Club without the prior written permission of the Management Committee.
- (b) Notwithstanding (a), a financial member of the Ipswich Pistol Club may take photographs and/or video for the purpose of training provided that no such photograph or video:
  - (i) shall be posted to any form of social media;
  - (ii) shall include images of any other person without that person's consent; and
  - (iii) shall not be made or taken during any formal match.
- (c) A breach of any of these conditions shall result, in case of a financial member, in automatic termination of membership and, in the case of any other person, in a life ban from the premises of the Ipswich Pistol Club.

10 April 2021

## **4. CODE OF CONDUCT**

### **INTRODUCTION**

This Code of Conduct (the Code) applies to all members of the Ipswich Pistol Club Inc (the Club) as well as volunteers and visitors to the Club's premises.

The purpose of the Code is for the protection of all stakeholders in ensuring that every individual is treated with respect, dignity and fairness and assured of his/her safety by preventing discrimination, harassment, abuse, child abuse and/or any other form(s) of inappropriate behaviour.

The Code constitutes a By Law of the Club and may be amended from time to time by the Management Committee of the Club.

The Management Committee of the Club is empowered to take any and all appropriate disciplinary action against any person bound by the Code if breached.

It is the responsibility of all members to make themselves aware of the provisions of the Code at all time. Copies of the Code can be obtained from the Club's website.

### **CORE VALUES**

The Code is based on the following core values and requires that all members are aware of and abide by these values:

- a) Honesty and integrity.
- b) Treat people with dignity and respect.
- c) Being responsive to the needs of others.
- d) Being open and transparent.
- e) Listen and communicate effectively.
- f) Accept full responsibility for one's actions.
- g) Be accountable for one's actions.
- h) Co-operate and work as a team.
- i) Value the health, wellbeing and safety of others.
- j) Value diversity.

### **STANDARDS OF BEHAVIOUR**

The Code requires every person to whom it applies to adhere to the following standards of behaviour:

- a) Be a positive role model and promote the Club and the sport of pistol shooting in a positive light.
- b) Act in a manner that is ethical, fair, and honest in all dealings with others.
- c) Treat everyone with respect and courtesy, having proper regard for their dignity, privacy, rights and obligations.
- d) Place, at all times, the safety and welfare of others, particularly children, above all other considerations.
- e) Comply with the Club's constitution, rules, By Laws, and policies, including the Code.
- f) Operate within the rules of the sport and in the spirit of fair play and good sportsmanship.
- g) Comply with all Australian laws, both federal and state, particularly, anti- discrimination, harassment and child protection laws.
- h) Do not discriminate against any person on the grounds of age, gender, race/nationality, sexual orientation

or any other category other than that person's merit.

- i) Act responsibly and be accountable for your actions.
- j) Do not engage in any form of harassment towards any individual.
- k) Do not engage in any manner towards any individual that may be viewed as sexual harassment/abuse.
- l) Do not engage in physical, verbal, emotional abuse towards any other person.
- m) Do not engage in intimidating and/or bullying behaviour towards others.
- n) Do not behave in any manner that may bring the reputation of the Club into disrepute.
- o) Do not make improper use of inside information, your status, power and/or authority, whatever that may be.
- p) Maintain confidentiality with respect to all information obtained in the course of any engagement and/or work performed on behalf of the Club.
- q) Do not engage in the inappropriate disclosure, directly or indirectly, of any information regarding Club matters.

2 May 2015

## **5. VISITORS**

### **ALL VISITORS TO THE CLUB MUST ADHERE BY THE CLUB'S RANGE STANDING ORDERS AT ALL TIMES**

#### **Unlicensed Family Members and Friends of Members**

- Members may bring unlicensed family and friends to shoot at the club without charge.
- Visits by any particular family member or friend should not exceed 5 visits per year. If a family member/friend is visiting more often, the family member /friend must join the Club to continue to use the facilities.

#### **Licensed Shooters**

- Licensed Shooters may shoot at club as the guest of a member (this excludes participation in formal matches/competitions), for a fee of \$10 per visit.
- It is the responsibility of the member to collect the fee and account for it to the Club, and to sign the visitor in and out of the range (the member must remain on the range as long as the visitors are present).

#### **Training**

- By prior arrangement with the Committee, commercial organisations and licensed firearms trainers, may use the range to conduct their training.
- The fee for the use of the range is \$25 per person being trained. The Committee may consider a different fee if the RTO to which the trainer is affiliated mandates a range use fee as part of the terms of the affiliation.
- Range use fees should not be levied where the individual is a club member.

### Corporate and Other Events

- Commercial organisations and members may hire ranges to hold 'try and see' and social events.
- The fee for the use of the range is \$25 per visitor.
- Those wishing to hire the range must present a proposal to the Management Committee at least 1 month prior to the event. That proposal must set out:
  - How many people will be in attendance;
  - The ranges to be used;
  - The activities to be undertaken;
  - The names of those who will act as range officers for the vent (the ration should be no more tan1 range officer to 4 visitors);
  - Whether canteen facilities will be used;
  - Any other factors that may increase the risk of injury to those participating.
- Those hosting the event are responsible for ensuring that Form 33As are completed and delivered to the Club Secretary and that the Club's Range Standing Orders (especially in relation to ear and eye protection) are explained to participants and are followed.

22 August 2015

## 6. PRIVACY

The Ipswich Pistol Club Inc collects personal information from members and from non-members wishing to use the Club's facilities. In many cases, the Club is under a legal obligation, arising most often under the *Weapons Act 1990* (Cth), to collect personal information, to retain this for lengthy periods, and to make it available to Police upon request.

The Ipswich Pistol Club Inc is exempt from the application of the privacy principles under the *Privacy Act 1988* (Cth). However, the Club strives to comply with best privacy practices in the conduct of its operations and the collection, storage, and access to information.

The Ipswich Pistol Club Inc will:

1. Only collect personal information from members and non-members wishing to use the Club's facilities that is necessary for the conduct of the Club's operations and as required under any law, in particular, the *Weapons Act 1990* (Qld) and associated regulations.
2. Use fair and lawful means to collect personal information.
3. Ensure, as far as reasonably practicable, that the personal information collected is accurate, complete, and up-to-date.
4. Not disclose personal information without the explicit consent of the person concerned, unless required to do so under applicable legislation or at the request of Police or other law enforcement agencies.
5. Not use personal information for a purpose other than for the purpose for which is collected, unless the purpose is directly related to the original purpose and members reasonably expect the information may be used for this other purpose.
6. Take reasonable steps to protect personal information by storing it in a secure place and/or ensuring electronically-held information is secure.

7. Prevent unauthorized access, modification, misuse or loss of personal information by putting in place appropriate policies and procedures that explain which members can access the information and under what circumstances.
  - a) Information collected and held by the Club may be accessed by the following persons for the purposes carrying out the Club's operations:
    - The person to whom the information relates;
    - The members of the Management Committee for the time being.
8. Afford members access to his/her information upon request and address any request for correction of personal information promptly.

For more information, please contact the Club Secretary.

5 September 2015

## **7. CLUB DELEGATE TO IPSC QUEENSLAND**

The delegate of the Ipswich Pistol Club for the purposes of attending the Annual General Meeting of IPSC Queensland and for representing the Ipswich Pistol Club in matters in relation to IPSC Queensland generally shall be the person elected to the Management Committee as the IPSC Club Captain.

8 October 2022