

NOTICE OF MEETING

Annual General Meeting of Pistol Shooting Queensland Ltd

9.30 am: SUNDAY 04 NOVEMBER 2018
Venue: Brisbane International Shooting Centre
Belmont Shooting Complex
1485 Old Cleveland Rd Belmont

BUSINESS OF THE MEETING:

The business of the Annual General Meeting shall be:

- (1) to confirm minutes of the previous Annual General Meeting
- (2) to receive the annual reports;
- (3) to receive the Auditor's Report;
- (4) to receive the accounts;
- (5) to appoint/reappoint an auditor;
- (6) to elect two Directors to the PSQ Board;
- (7) to fix the Membership Fee;
- (8) consider Notices of Resolution
- (9) to appoint and/or remove a Patron or Patrons; and
- (10) to consider any other business the general nature of which shall have been specified in the notice convening the meeting or which the Chairperson of the meeting permits to be brought before the meeting, including declaring the results of any postal ballot.

NOMINATIONS ARE CALLED FOR THE DIRECTORS OF THE BOARD OF PISTOL SHOOTING QUEENSLAND LTD:

Nominations shall be on the prescribed Application Form, to be signed (in the Applicant's Support section of the form) by the proposer (a Pistol Shooter Member signing on behalf of a PSQ Member Club – a member of the club's Executive) and seconder (any PSQ Pistol Shooter Member), and signed by the nominee.

Nominations shall be lodged with the PSQ Office, PO Box 306, Carina Q 4152 at least (21) twenty-one days before the Annual General Meeting at which the election will take place (Section 21 (3) PSQ Constitution).

Section 20 of the Pistol Shooting Queensland Constitution states:

20. MEMBERSHIP OF BOARD

- (1) The Company shall be managed by a Board of Directors comprising of a minimum of 4 (four) and maximum of 5 (five) and the appointed State Administrator. The Board of the Company shall consist of:
 - (1) Chairperson (President)
 - (2) Financial Director (Treasurer)
 - (3) Communication Director
 - (4) Director
 - (5) Director

- (6) Appointed State Administrator (Secretary non-voting)
- (2) A member of the Board must satisfy the requirements of rule 21 (2).
- (3) The Office Bearers of the Company shall be positions 1 (one), 2 (two) and 6 (six).
- (4) At each Annual General Meeting (AGM) of the Company, the members of the Board must retire from office in line with Subrule (5) but are eligible, upon nomination, for re-election.
- (5) All even-numbered members of the Board (2, 4) shall retire on even years and all odd-numbered members of the Board (1, 3, 5) shall retire on odd years.
- (6) A member of the Company may be appointed to a casual vacancy on the Board under Rule 22(1).

Nominations close 5.00 pm Sunday 14 October 2018.

- **Director (Financial (Treasurer))**
- **Director (Technical)**

Position Descriptions and Application Forms are available from the PSQ Office, on request, and on the PSQ website.

NOTICES OF MOTION/NOTICES OF RESOLUTION:

All business at the AGM will be special and no business will be covered that is not on the agenda or covered by a Notice of Resolution, unless the Chairperson of the meeting permits it to be brought before the meeting.

Member Clubs are advised that Notices of Resolution from Member Clubs must be received at the Pistol Shooting Queensland Office by **5.00 pm Monday 03 September 2018**. Member Clubs are reminded that all Notices of Resolution/Motion for the Annual General Meeting must be in writing, and can come as a hard-copy original or as an attachment to an email.

Notices of Resolution/Motion from the Member Clubs must comply with the Corporations Act 2001 Rules, in respect to Pistol Shooting Queensland Ltd:

1. The Notice of Motion must be put by at least two Member Clubs.
2. The Notice of Motion can come to the PSQ Office in two ways:
 - a) Two separate documents worded exactly the same and signed off by the respective Clubs' Presidents; or
 - b) One document, signed by the Presidents of both Member Clubs.
 - c) The Notice of Resolution cannot relate to management affairs as this is the sole responsibility of the Board.
 - d) A Notice of Resolution can only apply to decisions which can be made by the Members, as per the Pistol Shooting Queensland Ltd Constitution (09 November 2014).

(In the absence of the President, the document can be signed by a Committee of Management member endorsed by the Committee to do this).

DELEGATES TO THE ANNUAL GENERAL MEETING:

Member Clubs are to forward to the Administrator, the name of the Club Delegate who will attend the Pistol Shooting Queensland Ltd AGM to vote on the club's behalf.

This endorsement can be registered on a Club letterhead to confirm credentials, or on the PSQ 'Registration of Club Delegate Form': **due 21 October 2018.**

Clubs must be a compliant Member Club and their delegate must be a Pistol Shooter Member of Pistol Shooting Queensland Ltd, as at **Friday 02 November 2018**, to be eligible to attend, speak and vote.

PROXY VOTES:

Member Clubs may appoint a proxy. The instrument (PSQ form) appointing a proxy must be deposited at the PSQ Office, 1485 Old Cleveland Rd Belmont 4153, by post to PO Box 306 Carina 4152, or as an attachment to an email: admin@pistolshootingqld.org.au, not less than 48 hours before the time of holding the meeting (ie. **9.30 am Friday 02 November 2018**).

EXPRESSIONS OF INTEREST:

Expressions of interest, by submission of the Intent to Host State Championships Nomination Form, are called from Member Clubs to conduct the Pistol Shooting Queensland Ltd 2019 State Championships.

Host clubs and venues are sought for each of the following disciplines:

1. Service Pistol, Service Pistol Unrestricted, 25 Yard Service, WA 1500
2. 50m and 25m Black Powder events
3. Action Pistol
4. Metallic Silhouette
5. ISSF

as per the Pistol Shooting Queensland Guidelines for the Conduct of a State Championship.

Please note: The ISSF State Championships will be held on the Brisbane International Shooting Centre (BISC) range, hosted by a PSQ Member Club and/or PSQ. (Please refer to the summary document relating to clubs applying to conduct a PSQ State Championship). The Intent to Host State Championship Nomination Form is to be in the hands of the Administrator by **Friday 02 November 2018**, for consideration by the PSQ Board at its 02 November Board meeting, for confirmation at the AGM.

Member Club Deadlines to Pistol Shooting Queensland:

Item	Date due
Member Club Notice/s of Resolution	Due at PSQ Office 5.00 pm 03 September 2018
Nominations for Board Director positions	Due at PSQ Office 5.00 pm 14 October 2018
Expressions of Interest State Championships 2019	Due at PSQ Office 5.00 pm 02 November 2018
Confirmation of Club Delegate to AGM	Due at PSQ Office 21 October 2018
Confirmation of Proxy	Due at PSQ Office 9.30 am Friday 02 November 2018

PSQ Office Deadlines to Member Clubs:

Item	Date due or advised
PSQ Preliminary Notice of AGM to Member Clubs	07 August 2018
Advice of non-Board Notices of Resolution to clubs	03 September 2018
Advice of Board Notices of Resolution to clubs	04 October 2018
AGM Notice & Agenda to Member Clubs	04 October 2018
Agenda & Notice of nominations for Board positions	19 October 2018

PSQ Board Deadlines:

Item	Date due or advised
Board Notices of Resolution	Due at PSQ Office 28 September 2018

Sharyn Petersen
Administrator

07 August 2018