



ASSOCIATION OF  
ARMS COLLECTORS AND TARGET SHOOTERS

# **AACTS**

## Association of Arms Collectors and Target Shooters

### STATUTE

January 2008

## AMENDMENTS

This version of the Statute includes the amendments approved at the following meetings:

Annual General Meeting	Cottonera Sports Complex	16 January 2004
Annual General Meeting	Cottonera Sports Complex	12 January 2006
Annual General Meeting	Cottonera Sports Complex	09 January 2007
Extraordinary General Meeting	National Swimming Pool	15 June 2007
Annual General Meeting	Cottonera Sports Complex	07 January 2008

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## **1 Name & Logo**

- 1.1 The Name of the Club shall be – AACTS (Association of Arms Collectors and Target Shooters) hereinafter referred to as the Association.
- 1.2 The Association's logo shall be as illustrated in Appendix I of this Statute.

## **2 Interpretation & Language**

- 2.1 The official text of this Statute is in English.
- 2.2 No text translated, published or promulgated by the Association in any language other than English shall be used for the final and binding interpretation or application of any of the provisions of this Statute.
- 2.3 Words or expressions in this Statute shall be interpreted, unless the text indicates otherwise, in accordance with the laws of Malta as in force from time to time.
- 2.4 The Executive Committee shall interpret and decide any issue that has not been covered by this Statute. A decision taken by the Executive Committee by virtue of this Article can only be reversed by a two-thirds majority vote at an Extraordinary General Meeting convened for this purpose in line with Article 12.15 of this Statute.
- 2.5 Where a word, term or clause indicates male gender this shall be interpreted as including female gender and vice versa.
- 2.6 All references in the singular shall also apply in the plural and vice-versa unless the text indicates otherwise.
- 2.7 For the purposes of the conduct of the affairs or activities of the Association, Maltese shall be considered as the official language, whilst other languages shall be used as the need arises.
- 2.8 The term Membership refers to all those members in line with the provisions of Section 5.

## **3 Status**

- 3.1 The Association shall be a non-profit making organisation.
- 3.2 All income generated as a result of fund-raising activities, subscription fees, sponsorships and/or any other fee or activity organised to raise funds shall be retained by the Association as an Accumulated Fund.
- 3.3 All monies raised shall be deposited into one or more bank accounts specifically opened for this purpose.
- 3.4 Any funds of the Association can only be utilised in pursuance of its objectives and cannot be distributed among its members as dividends.
- 3.5 The provisions of this Statute and its Appendices shall in all respects govern the Association and its members. Members shall endeavour to keep themselves updated on the provisions of this Statute and its Appendices and on alterations or additions made thereto.

## **4 Objectives**

- 4.1 The Association shall work to promote all legal forms of target shooting and arms collecting including Militaria, not only among its members but also among the general public, by providing a focal point on all aspects of these activities.
- 4.2 The Association shall enrol as members all applicants, regardless of race, colour or creed, of good moral standing and conduct, who seek membership and who have an interest in any one or all of its activities and who satisfy all the provisions of Section 5 of this Statute.
- 4.3 The Association shall work to obtain suitable land and buildings by purchase, lease, grant or otherwise, as also any equipment or facilities necessary in the pursuance of its Membership's interests.

- 4.4 The Association shall organise these facilities for training purposes, competitions, seminars, educational programs and courses in all aspects of target shooting whether for leisure or competition as also arms collecting, exhibitions, re-enactments and furnish any logistic support that may be required.
- 4.5 Other secondary goals shall be:
- (a) To promote awareness of issues relating to arms ownership amongst its members and members of the general public;
  - (b) to raise the profile of its members, particularly as key contributors to the promotion of the sporting aspect of target shooting as well as the historic, cultural and educational aspect of arms collecting and to draw commensurate respect and public esteem towards these objectives;
  - (c) to establish, promote, maintain and enhance responsible ethic standards amongst its members;
  - (d) to direct its members' endeavours so as to maximise the benefit incurred by the Association therefrom;
  - (e) to instil and put into practice a sense of solidarity among its members, and between its members and other similar institutions, both within and outside the same institution, and on both national and international levels;
  - (f) to ensure that decision-making processes, at local and/or international level, related to, or otherwise affecting, its members are based on sound, reasonable and fair considerations;
  - (g) To promote the involvement of its members in national/international policy making and decision-making processes that may in any way effect its members.
- 4.6 In order to attain the aims stated in Article 4.1 above, the Association will also endeavour to pursue the following objectives:
- (a) to organise and unite its members so that the aims and objectives of the Association can be better attained;
  - (b) to act on behalf of its members in the preparation and revision of institutional procedures and any training and educational programmes;
  - (c) to improve communication among its members;
  - (d) to promote the provision of resources for the attainment of its aims and objectives;
  - (e) to influence public policy and opinion and the media in relation to issues concerning its members, both directly and indirectly;
  - (f) to collect, circulate and issue information of interest to the membership;
  - (g) to lawfully and rationally promote, support or resist any laws, regulations, policies and procedures affecting the aims of the Association;
  - (h) to pursue such other lawful activities including raising of funds as are conducive to or consistent with the aims of the Club;
  - (i) to seek representation in decision-taking bodies, assessment panels and other boards, authorities, commissions and sub-committees;
  - (j) to provide advice and direct input in the formulation of policies, guidelines and other documents that may affect its members;
  - (k) to act as a forum for discussion and exchange of ideas and as a vehicle promoting co-operation between its members, as well as with other bodies having the same or compatible goals;
  - (l) To monitor, in its members' interest, compliance with agreements and institutional commitments.
- 4.7 Furthermore, the Association is authorised:
- (a) To seek affiliation to other constituted bodies both locally and overseas for the purpose of furthering all or any of its objectives;

- (b) To seek affiliation to the Malta Shooting Federation whose jurisdiction over the sporting aspect of its activities it hereby acknowledges;
- (c) To purchase any supplies conducive to its objectives by seeking favourable terms and to pass these benefits on to its Membership;
- (d) To employ, if the need arises, suitable personnel to look after the daily running and maintenance, or the watching over of any premises or facilities under its control;
- (e) To sub-let, lease or otherwise grant on a yearly basis only, any land and/or building or part thereof of any property acquired in accordance with the provisions of this Statute against suitable and ample compensation, and about which no legal constraints exist. Provided that this is done only for the convenience of the Association's members, as when, for instance, a third party is allowed to run a snack bar.

## 5 Membership

5.1 Membership is open to all applicants who satisfy the fundamental criteria of article 4.2 of this Statute and who during the five years immediately preceding the date of his/her application for membership has not been either convicted of, or granted the benefit of a suspended sentence or probation, in any of the following cases (i) to (vii) hereunder, as also other reasons as listed in 5.2:

- (i) An offence involving violence or attempted or threatened violence against another person;
- (ii) An offence under the Arms Act 2005 and Arms Regulations 2006;
- (iii) An offence of bodily harm with arms proper or other instrument or of taking up arm proper or instrument against another person;
- (iv) An offence of theft;
- (v) An offence against the laws relating to the suppression of prostitution, white slave traffic of persons and any direct or indirect involvement in the ferrying of illegal and/or irregular immigrants;
- (vi) An offence relating to trafficking in drugs;
- (vii) Any other offence that the Minister responsible for the Police may by regulation prescribe from time to time.

5.2 Other reasons for disqualifications - where the candidate for membership has a history:

- (i) of drug dependency or abuse; or,
- (ii) of treatment for mental illness whether in a hospital, mental institute, psychiatric clinic violence, or threatened or attempted use of violence against another person.

5.3 In particular, members must at all time act with restraint and in a courteous manner.

5.4 Fostering of racial intolerance, xenophobia and more generally intolerance against any mentally or physically handicapped group of people as also cruelty to animals go against the spirit of this Statute and will not be permitted.

5.5 The minimum age limit of Members shall be as determined by the laws of Malta

5.6 Only those members whose collections are kept in accordance with Police regulations are eligible for membership.

5.7 Any two members may propose and second a new member provided that at least one of them is either (i) a Founder Member or (ii) has been enrolled for not less then six months. By definition, a Founder Member is one that has subscribed to the Association's first General Meeting.

5.8 A prospective member must fill in and sign an application form. The proposer and seconder must endorse this application. Other requirements to be included with the application form are:

- (a) A recent Police Criminal Record, (in Maltese a *Fedina Penali*). By recent is meant one which is not older than 1 (one) month from the date of issue; and,
- (b) Two passport size photographs;

- (c) – Get a practising member of the medical profession, doctor or higher, to fill in, stamp and sign a section on their application form designed for that purpose, stating that he/she have known the applicant for a minimum of two (2) years and that in their professional opinion there is nothing untoward known that should disqualify the applicant from possessing any type of arms or, where necessary, the practice of target shooting.
- 5.9 A copy of the application form must either be placed on to the Association's clubhouse Notice Board and/or its website Notice Board for a period of at least two weeks or circulated among the Membership. In both cases, any member has two weeks wherein to file an objection. Objections have to be in writing and must be addressed to the Secretary. All objections must include the reasons against the application. All applications to be thoroughly vetted by an Officer of the Association being either the Membership officer or the Secretary or any other person appointed for such a purpose by the Executive Committee. The appointed Officer to prepare a written report for the Committee's evaluation of his assessment.
- 5.10 The Committee at the first possible opportunity will consider the application. If the Committee is satisfied that the prospective member meets the Association's requirements, and no material objections have been filed, the Committee will approve the application.
- 5.11 The whole processing procedure should not take more than one (1) month from the date an application is initially filed.
- 5.12 If an application is turned down, this will not automatically bar or in any way jeopardise, future applications by the same person, who thus has the right to re-apply but not before six (6) months from the date of refusal.
- 5.13 The Committee will approve previously failed applications if it is satisfied that, obstacles that had previously disqualified a candidate have been removed and that all provisions have subsequently been complied with.
- 5.14 The Secretary will write to the applicant informing him of the outcome. After having paid the enrolment and subscription fees, the applicant shall be accorded probationary membership for a period of six months. A membership card will be issue at the end of this probationary period.
- 5.15 Guests, accompanied by a member, are permitted to enter the Association's premises. The accompanying member shall be responsible for the behaviour of his guest.
- 5.16 Any person may be appointed as Honorary Member by virtue of his/her public position or merit. Honorary Members are entitled to benefit from all activities offered to ordinary members including receiving the Association's newsletters and other notifications. Honorary Members are not required to pay any fees.
- 5.17 Membership may be suspended if a member's behaviour goes against the Statute or against the Code of Conduct Regulations as set out in Appendix II.
- 5.18 The Committee may revise or update these 'Code of Conduct' Regulations from time to time as the need arises.
- 5.19 Long term suspension of membership, in the region of one year or more, can only be implemented in exceptional, extraordinary and very serious cases, and then only after all other considerations and options have been explored and exhausted.
- 5.20 Wherever possible, a fine will be deemed preferable to a suspension.
- 5.21 Suspension of membership is distinct from and not to be confused with termination of membership.
- 5.22 Termination of membership may be contemplated in any one of the following grave circumstances:
- (a) When a member has been found guilty of a serious criminal offence by a Court of Law;
  - (b) Where a member repeatedly and blatantly ignores warnings and solicitations by the Executive Committee for having committed serious breaches of regulations or having acted against the provisions of this Statute;
  - (c) When a member by his irresponsible actions, places his own life or that of any other member or members, in manifest jeopardy.
- 5.23 Membership may also be considered lapsed by the non-payment of the annual subscription fee as set out under Section 6 below.

## 6 Enrolment & Subscription Fees

- 6.1 All members, with the exception of Honorary Members, shall pay an enrolment fee of €11.65 which from 31<sup>st</sup> March 2008 will become €12.00. This should be paid upon one's acceptance as a member. This fee is charged to cover administration costs and any material passed on to new members as, for instance, membership cards, copies of the Association's Statute and any other Rules & Regulations in force at the time.
- 6.2 Upon acceptance, the newly admitted member shall pay in advance three years subscription fee regardless of the time of year he actually enrolled.
- 6.3 The yearly or term subscription fee is as shown in the table below:

Number of Membership years paid for	Membership Fee Structure 1 <sup>st</sup> January to 31 <sup>st</sup> March 2008	Applicable from 1 <sup>st</sup> April 2008
1 year	€ 18.05	€ 20.00
3 years	€ 46.59	€ 50.00
5 years	€ 69.88	€ 70.00
10 years	€ 116.47	€ 120.00
'Lifetime' (25 Years)	€ 232.94	€ 230.00

Conditions attached to long term membership fee arrangements:

- (a) Fees, once paid, are non-refundable regardless of reason,
- (b) If a member resigns or is expelled he/she will forfeit all their Membership Fees that had been pre-paid.
- (c) Long term (more than one year) membership schemes will not be affected by increases in membership fees which may come into force during the term of their 'pre-paid' membership.
- 6.4 The Executive Committee is empowered to adjust the enrolment and/or subscription fees from year to year as circumstances dictate. However, if the Executive Committee feels that fees are to be increased by more than fifty per cent (50%), this increase will require the approval of the Membership at an AGM or at an EGM convened by the Executive Committee, or any one (1) member, for this purpose. A simple majority vote of the members present is sufficient to determine the outcome.
- 6.5 For ordinary members the subscription fee must be paid in advance, preferably in the month of December, and covers the period from 1<sup>st</sup> January to 31<sup>st</sup> December of the following years.
- 6.6 Membership may be considered lapsed if not received by 31<sup>st</sup> January of the year following the time it falls due. Provided that at least one reminder is sent via Circular or letter, and provided that the defaulting member has not intimated his willingness to settle his account within a short time, in which case this period of grace is extended by one calendar month.
- 6.7 Article 6.6 above does not apply to members who have to regularise their membership, insurance and police licences in one package early in each calendar year in order to partake in firearm shooting events and activities. Late-payers, although not having technically forfeited their membership, will not be allowed to shoot until their insurance cover and licences are paid for and ample proof submitted to the Executive Committee *via* the Sports Marshal.
- 6.8 Members who are also shooters and who are undergoing the probationary period must endeavour to participate in shooting activities for a fixed number of sessions which the Executive committee will determine from time to time. These sessions must be held under the direct supervision of the duty RCO. The behaviour, expertise and performance of the prospective member will be noted and progress reports passed on to the Sports Marshall for the Executive Committee's evaluation.

## **7 The Association's Administration**

- 7.1 The Association to be run by an Executive Committee elected for this purpose each year. The Executive Committee will be composed of not more than eight (8) members (including one member from each of two primary areas of interest as per Article 7.6) but not less than five (5) members.
- 7.2 Members elected at any General Meeting to the Executive Committee shall choose the various posts from among themselves. This can be done by mutual consent or if there is no consensus, by secret ballot. Members elected to the Executive Committee must ensure that no member is elected to the chairmanship of the Association if he has already served in that capacity for two consecutive years immediately antecedent the year in question.
- 7.3 No member of the Association can be elected to the Executive Committee if that member has any business interest or trade association with any enterprise dealing in target shooting and arms collecting and/or any supplies ancillary to them.
- 7.4 A member is deemed to have business interests if he is the proprietor of, in partnership with others (silent or otherwise), a shareholder in, or a co-owner of, any business that has, in its main or side-line, been set up to deal in arms and/or anything connected to them. This includes the importation, wholesaling, retailing of arms and related spare parts, armour, Militaria, ammunition, black powder, propellants, primers, targets and/or any other item that concerns one or all of the above.
- 7.5 If the need arises, any member on the Executive Committee may, if he so wishes, take up the responsibility of two posts.
- 7.6 The two primary areas of interest are those concerned with, (i) Target Shooting, and (ii) Arms Collecting and Militaria.
- 7.7 The Executive Committee members' titles will be the following: Chairman, Vice-chairman, Secretary, Treasurer, Public Relations Officer, Membership Officer, Sports Marshall and Master Curator.
- 7.8 The Executive Committee may appoint a Legal Advisor whenever it deems it necessary.
- 7.9 The Executive Committee, once formed, will oversee the formation of any sub-committees as may be necessary to ensure the smooth running of the various Sections.
- 7.10 Sub-committees to be chosen or elected by members who are directly interested or involved in a particular field of activity from amongst themselves.
- 7.11 Individual areas of interests will be referred to as Sections.
- 7.12 The number of members forming part of individual sub-committees to be determined by the circumstances and requirements of each Section.
- 7.13 Each sub-committee will appoint a Section Leader.
- 7.14 Section leaders of the two primary areas of interest will liaise with their respective Section's representative on the Executive Committee.
- 7.15 It is the duty of Section representatives to look after the interests of the various Sections falling under their sphere of influence at Executive Committee meetings.
- 7.16 Target Shooting disciplines fall under the influence of the Sports Marshal, whilst those sub-committees that deal in Collectibles fall under that of the Master Curator.
- 7.17 All material, like correspondence, enrolment forms, pending applications, files, computer data and other ancillary data, stationery, indeed anything that is required to run the club is, and will remain, the property of AACTS. Upon one's resignation, removal or termination of office from the Executive committee or other sub-Committee, all of the above material has to be returned intact as soon as possible. Failure to do so may result in legal action.

## **8 Voting Powers & Authority of the Executive Committee**

- 8.1 At any meeting of the Executive Committee the Chairman has an ordinary and, in the event of a tie, a casting vote. All other members have an ordinary vote.

- 8.2 The Executive Committee shall manage the affairs of the Association between Annual General Meetings.
- 8.3 The Executive Committee shall meet, wherever possible, at least once a month.
- 8.4 A meeting of the Executive Committee shall be called by the Chairman, Secretary or by at least 50% of all members on the Executive Committee.
- 8.5 The quorum of any executive Committee meeting shall be at least 33% of all members on the Executive Committee and must include either the Chairman or the Vice-chairman and the Secretary.
- 8.6 An Executive Committee member, who misses three consecutive Executive Committee meetings without having previously notified the Secretary of his inability to attend, may be dismissed from his post.
- 8.7 If the situation in article 8.6 above occurs, then another member of the Association who would have gained the next highest number of votes at the last AGM may then take his place.
- 8.8 In the event that there are no candidates that qualify for the post under article 8.7 above, the Executive Committee may issue a call to all other members to volunteer and, if necessary, contest by-elections to fill the vacancy.
- 8.9 The Executive Committee may appoint any person who may not necessarily be a member of the Association, to assist with or carry out any specific function of the Executive Committee.
- 8.10 The Executive Committee may allow any person or persons to attend a meeting or part of a meeting for the purpose of advising or reporting to the Executive Committee.
- 8.11 Anybody attending Executive Committee meetings, by virtue of articles 8.9 and 8.10 above, shall not have any voting powers at such meeting or meetings.
- 8.12 Ordinary business and decisions that fall under the competency of the Executive Committee as authorised by this Statute are to be discussed at Committee meetings where matters are settled by a simple majority vote.
- 8.13 Extraordinary business and related expenditure, even if *intra vires* in principle and as such compatible with the Association's Objectives and Statute, requires the approval of 2/3rds of the *quorum* at a General Meeting convened by the Executive Committee for this purpose. This shall apply to any one purchase or expenditure costing more than Lm 500 (Five hundred Liri).
- 8.14 For ordinary business, in exceptional cases as where an urgent matter needs to be decided and there is absolutely no time to convene a meeting, then and only then, the Chairman can, in liaison with and with the approval of three other Executive Committee members, resolve the situation. The Secretary and Treasurer must be among those supporting this action.
- 8.15 The above liaison needs to have the consent in writing of all four emergency Executive Committee members concerned. An email, facsimile or similar tangible means will be considered sufficient proof.
- 8.16 Any decision or action taken would subsequently need to be ratified by the Executive Committee at a meeting convened for this purpose soon after.
- 8.17 The Executive Committee may invalidate any initiative taken in pursuance of article 8.14 if the action is found to go against the interests of the Association. In which case, those members subscribing to the said action will become personally liable to any damages sustained by the Association following their conduct.
- 8.18 A resolution in writing signed by ALL the members of the Executive Committee outside a meeting shall be as effective as a resolution passed at a meeting of the Executive Committee.

## **9 Duties of the members on the Executive Committee**

### **The Chairman**

- 9.1 The Chairman shall be the spokesman of the Association, with the authority to convene ordinary, extraordinary or special meetings of all or any of the Association's Committees.

- 9.2 The Chairman shall chair all meetings of the Association whenever and wherever his presence is warranted or deemed necessary. This includes any sub-committees where his presence or intervention is not normally required.
- 9.3 The Chairman shall chair all meetings of the Executive Committee, at Annual General Meetings and at Extraordinary General Meetings. He shall maintain order and direct proceedings. He shall ensure that business is conducted expeditiously, in due form and that it conforms to the agenda.
- 9.4 The Chairman shall endeavour to keep the Vice-chairman and other Executive Committee members informed in order to ensure proper handing over of responsibilities during the Chairman's absence.
- 9.5 The Chairman shall act as the representative of the Association at all official functions.
- 9.6 The Chairman shall have an ordinary and, in the event of a tie, a casting vote at meetings of the Executive Committee.
- 9.7 The Chairman shall be one of three authorised signatories in the issuing of cheques or effecting payments, transfers of funds and other banking requirements. The other signatories shall be the Secretary and the Treasurer.
- 9.8 If for any reason the Chairman were unable to carry out the duties as set out by this Statute, the Vice-chairman would then assume the authority and responsibility until such time as the Chairman is able to resume his work or be replaced.

### **The Vice-chairman**

- 9.9 In the ordinary way, provided the Vice-chairman is re-elected in the following year, he may be expected to take up the Chairmanship. Therefore while extending to the Chairman such support and co-operation as may be required, he should treat his term of office as a period of preparation for when he may be invited to become Chairman.
- 9.10 Following his installation, the Vice-chairman shall draw up a programme of social events as soon as possible. This programme shall include all-important functions connected to the Foundation of the Association, the Annual Dinner and prize giving ceremonies as well as other less formal events.
- 9.11 He will make enquiries and report to the Executive Committee on a number of different venues, options and quotations available for each event.
- 9.12 The Vice-chairman will work to implement his programme. He will monitor each event through its various stages from the planning process to its completion.
- 9.13 He should ensure that all the principal guests are invited to formal activities, and oversee the sending out of invitations and the seating plan.
- 9.14 The Vice-chairman will assume the authority and responsibility of the Chairman if for any reason the Chairman were unable to carry out the duties as set out by this Statute. He will do so until such time as the Chairman is able to resume his work or be replaced.

### **The Secretary**

- 9.15 The Secretary shall deal with all the Association's correspondence and record keeping. He shall be the sole official vehicle through whom all correspondence should be directed. The Secretary and/or his delegate and/or the System Administrator must observe the requirements of Section 17 of this Statute. (*Definition & duties of System Administrator at end of Secretary's section*).
- 9.16 The Secretary shall submit to all relevant governmental departments and other constituted bodies any Annual Returns, Accounts or other statements as may be required by law or by affiliation from time to time.
- 9.17 He shall keep on file copies of all correspondence both incoming and outgoing. He shall read out the latest correspondence during Executive Committee meetings at the first opportunity possible. Where required he shall make and pass on copies of relevant correspondence to whoever is concerned.
- 9.18 He shall bring to the attention of the Chairman any urgent matters arising from correspondence received so that, if necessary, steps can be taken to convene an Executive Committee meeting urgently in order to discuss any new developments.

- 9.19 The Secretary shall be responsible for the preparation and circulation of all agendas, notices, motions and business in relation to meetings of the Executive Committee, general meetings and any other meetings that may be convened from time to time.
- 9.20 The Secretary shall record the proceedings of the Executive Committee meetings as well as any other meeting in concise minutes written in the third person.
- 9.21 The Secretary shall, if so requested by the Executive Committee in order to expedite proceedings, circulate the previous meeting's written minutes with the notification and agenda of the following meeting. At least seven days notice must be given.
- 9.22 The Secretary shall be responsible for the maintenance and distribution of the Statute, Regulations and By-laws as amended from time to time.
- 9.23 The Secretary shall keep and update a register of members and copies of financial statements and records.
- 9.24 The Secretary shall be one of three authorised signatories in the issuing of cheques or effecting payments, transfers of funds and other banking requirements. The other signatories shall be the Chairman and the Treasurer.
- 9.25 The Secretary may delegate to another person/s any or all of the functions, subject to overall responsibility remaining his. These other persons shall be known as the Assistant Secretaries and, wherever applicable, System Administrator.
- 9.26 At the end of his term, the outgoing Secretary shall hand over to the new Secretary all the material, records, registers, minutes and any stationary belonging to the Association. He should strive to assist the new Secretary in setting up his new post and thus ensuring a smooth transition.

*(Definition and duties of the System Administrator:*

1. *The System Administrator is the person responsible for the modification and updating of the Association's web site. He/She shall keep the information on the website updated as much as possible.*
2. *The System Administrator need not be part of the Executive Committee.*
3. *The System Administrator shall seek the approval of the Secretary before the publication of any notice, and inform the Executive Committee of any major change in the information contained in the site.*
4. *The System Administrator shall be bound by the provisions of Section 17.)*

**The Treasurer**

- 9.27 The Treasurer shall be responsible for keeping proper books of account, the preparation of financial statements, the collection of subscription fees, the management of all monies received, their safekeeping and banking. The Treasurer must observe the requirements of Section 17 of this Statute.
- 9.28 The Treasurer should ensure that any financial statements that may be required at law are finalised and audited within the stipulated time. He should pass on copies of these statements to the Secretary for processing.
- 9.29 The Treasurer shall be one of three authorised signatories in the issuing of cheques or effecting payments, transfers of funds and other banking requirements. The other signatories shall be the Chairman and the Secretary.
- 9.30 The Treasurer shall be responsible for the banking of all funds received by the Association.
- 9.31 The Treasurer shall be responsible for the registration and/or confirmation of authorised signatories with the Association's bankers at the commencement of his term of office of those persons so authorised to operate the Association's banking system.
- 9.32 At the end of his term, the outgoing Treasurer shall hand over to the new Treasurer all the books, records, documents, statements, vouchers, copies of authorisations and any stationary belonging to the Association. He should strive to assist the new Treasurer in setting up his new post and thus ensuring a smooth transition.
- 9.33 The Treasurer in liaison with the Auditor shall work to ensure that audited Accounts be ready for presentation to the Membership by the AGM.

### **The Public Relations Officer**

- 9.34 The Public Relations Officer shall handle all the work involved with the media and public relations of the Association.

### **The Membership Officer**

- 9.35 The Membership Officer shall support the Secretary in matters of Membership and present updated monthly reports to the Executive Committee. The Membership Officer must observe the requirements of Section 17 of this Statute.
- 9.36 The Membership Officer will oversee the processing of a prospective member's application from beginning to end. He will follow it through every stage ensuring that all provisions are adhered to.
- 9.37 He will keep and update records of members, contact details, telephone numbers, and their spheres of interest. He will note and report all subscriptions outstanding and where necessary solicit the sending out of reminders.

### **The Sports Marshal**

- 9.38 The Sports Marshal is the spokesman and representative on the Executive Committee of all shooting activities' sub-committees. He shall look after the interests of every target shooting Section under his influence.
- 9.39 The Sports Marshal shall oversee, liaise, assist in the logistics and organisation, keep and update records and scores, organise seminars and beginners courses, look after any stocks of targets and patches and other supplies that may be required, their accountability and their replenishment.
- 9.40 In particular, the Sports Marshal should liaise with the PRO so as to have any planned activities advertised and results of competitions published as soon as possible.
- 9.41 The Sports Marshal may delegate to another person or persons any or all of the functions of the position, subject to overall responsibility remaining his.

### **The Master Curator**

- 9.42 The Master Curator is the spokesman and representative on the Executive Committee of the arms collectors' sub-committees. Re-enactments fall under his responsibility.
- 9.43 The Master Curator shall oversee, liaise, organise seminars, assist in the logistics of exhibitions and the organisation of re-enactments, keep and update records, look after any stocks that may be required, their accountability and the re-ordering of supplies.
- 9.44 The Master Curator should liaise with the PRO so as to have any planned activities and seminars advertised in time.
- 9.45 The Master Curator may delegate to another person or persons any or all of the functions of the position, subject to overall responsibility remaining his.

### **The Administrative Coordinator**

- 9.46 The Administrative Coordinator is the person whose duty is to ensure that there is full liaison and interaction among the other Executive Committee Members, in their various spheres of responsibilities whenever this is required.
- 9.47 In particular the Administrative Coordinator must ensure that all requirements are reached and completed at all levels, and that information and other data is transferred smoothly between the various members on the Committee on a need to know basis.
- 9.48 The Administrative Coordinator has the responsibility of keeping tabs on new membership applications and to report periodically to the Executive Committee on the status of prospective members.
- 9.49 The Administrative Coordinator must liaise between the Treasurer and the Membership Officer to ensure all dues are paid for prior to issuing membership cards to new members.

- 9.50 The Administrative Coordinator has the responsibility of keeping tabs on the attendance of prospective target shooters to the various modules of the syllabus leading to the Association's Letter of Endorsement and that candidates have attained the required level of proficiency.
- 9.51 The Administrative Coordinator must endeavour, wherever possible, to enhance the efficiency of the Executive Committee.

## **10 Financial Matters**

- 10.1 All financial matters shall be under the control of the Executive Committee.
- 10.2 Only persons authorised by the Executive Committee may receive monies on behalf of the Association.
- 10.3 All monies received pursuant to the provision of article 10.2 above shall be passed on to the Treasurer at the first opportunity and deposited in bank accounts held by the Association.
- 10.4 All cheques drawn on Association's bank accounts shall be signed by any two officers from among the Chairman, the Secretary and the Treasurer.
- 10.5 Extraordinary expenditure, over and above that required for the ordinary running of the Associations affairs, has to be approved at a General Meeting.
- 10.6 All payments related to the Association to be settled by cheque.
- 10.7 Audited Accounts have to be presented to the Membership at the Annual General Meeting. The Accounts to include a Receipts & Payments Account, and an Income & Expenditure Account for a financial year ending 31<sup>st</sup> December, together with a Balance Sheet as at 31<sup>st</sup> December for each year.
- 10.8 A qualified Auditor to be appointed by the Membership at the AGM preceding that of the year under review or at an EGM specifically called for this purpose. Auditors can be appointed from among members of the Association provided they satisfy the provisions of article 10.9 below. If no one suitable is found he may be selected from outside the Association.
- 10.9 The Executive Committee can only propose or recommend an Auditor but not appoint him. The actual appointment is at the complete discretion of the Membership. Auditors cannot form part of, or be in any way constraint by, the Executive Committee.

## **11 Reimbursements –Executive Committee & Other Officials**

- 11.1 As the Association is a non-profit making organisation all Executive Committee Members and other officials are to exercise their duties in a manner that will not involve any personal gain or profit.
- 11.2 Any Executive Committee member and other Official of the Association may be reimbursed for legitimate out of pocket expenses or costs incurred while carrying their duties.

## **12 General Meetings**

- 12.1 General Meetings shall be composed of all members of the Association who have duly paid their membership fees. Eligible members attending a General Meeting shall be entitled to propose matters for discussion, to take part in discussions held during the respective General Meeting, and to take part in voting sessions held during the respective General Meeting.
- 12.2 The Executive Committee shall call an Annual General Meeting every year.
- 12.3 The Secretary shall send out notifications of the AGM together with the Agenda (as set out by Section 12.13 below), to all eligible members *via* official communication, not later than 31<sup>st</sup> December giving at least twenty-eight days clear days' notice. Together with the notification, the Secretary will include a call for nominations of candidates to the Executive Council.
- 12.4 The AGM shall be held at the first possible opportunity after 31<sup>st</sup> December but not later than 31<sup>st</sup> January of the following year.

- 12.5 The Executive Committee shall act as a caretaker Committee from 31<sup>st</sup> December to the time of the AGM. At the AGM a new Executive Committee will be elected and the caretaker Committee dissolved.
- 12.6 There are no limitations as to how often a member may serve on the Executive Committee, but a member may not serve as Chairman for more than two consecutive terms of office. A term of office is deemed to be one Calendar year.
- 12.7 Nominations for the Executive Committee shall be made generically and not for any particular post.
- 12.8 Nominations must be made in writing and forwarded by registered mail or handed to the Secretary at least fifteen (15) days prior to the AGM. Each nomination shall bear the signatures of the Proposer and the Seconder. Nominations shall be placed on the Association's notice board.
- 12.9 If by the time of the AGM, there are not sufficient nominations as stipulated under article 12.8 above, the Chairperson of the Electoral Committee may open the floor for the nominations of candidates *ad hoc*. In this event, proposers and seconders shall nominate as many candidates as are necessary to increase their number to the minimum statutory quota.
- 12.10 Candidates with the highest number of votes to will be elected to the Executive Committee in accordance with the provisions of Section 13.
- 12.11 Members elected to the Executive Committee will in turn elect a Chairman from among themselves. The Chairman will then allocate the various Executive Committee posts to the other elected members after consulting them.
- 12.12 The outgoing Executive Committee and all sub-committees shall continue to help on an advisory capacity only for a period not exceeding thirty days after the date of the AGM. This is to ensure a smooth hand-over and an uninterrupted administration, while also guaranteeing the conclusion of existing activities and events organised by that committee.
- 12.13 The Agenda at an AGM shall be as follows:
- (i) Reading of the Minutes of the Previous AGM by the outgoing Secretary;
  - (ii) Outgoing Chairman's address;
  - (iii) Financial Report and presentation of the audited Accounts by the outgoing Treasurer followed by an invitation for discussion by members on matters relating to such report;
  - (iv) Administrative Report by the outgoing Secretary followed by an invitation for discussion by members on matters relating to such report;
  - (v) Consideration of proposed amendments, if any, to the Statute in line with the provisions of Article 12.25;
  - (vi) Consideration of proposed motions and resolutions, if any, in line with the provisions of Article 12.25;
  - (vii) Election of Electoral Commission in line with the provisions of Section 13;
  - (viii) Appointment of an auditor or auditors, for the following financial year, in accordance with Articles 10.7 to 10.9 to examine the books of account and report thereon;
  - (ix) Resignation of the outgoing Executive Committee;
  - (x) Election of new Executive Committee in line with the provisions of Section 7;
  - (xi) Election of the new Chairman from among the elected Executive Committee members, in line with the provisions of Articles 12.6 & 12.11;
  - (xii) Any other matters.
- 12.14 All General Meetings other than the Annual General Meeting shall be referred to as Extraordinary General Meetings.
- 12.15 Extraordinary General Meetings shall be held:
- (a) Whenever it is decided by the Executive Committee, to discuss any specific subject of interest to the Association, to its objectives or to its members; or

- (b) Whenever a written request is made to the Executive Committee by not less than ten (10) members or one-fifth of the members of the Association, whichever is the smaller. Provided that the members making the request shall state the reason or reasons for which the Meeting is being requested and that all the members making the request shall sign the letter of requisition.
- 12.16 Decisions on the following matters shall only be taken during General Meetings:
- (a) Amendments, alterations, revocations, additions, deletions or revisions to this Statute or any part or parts thereof;
  - (b) Decisions on all matters which in terms of this Statute are reserved to the General Meetings of the Association or which the Executive Committee may place before it; and
  - (c) Decisions requested in terms of Article 12.15 above.
  - (d) Decisions requested in terms of Article 2.4 above.
- 12.17 A General Meeting shall have the power to dissolve the Executive Committee, and/or to remove any member or members from the Executive Committee, at its discretion.
- 12.18 The quorum for General Meetings shall be fifty percent plus one (50% + 1) of the Association's paid-up membership. If, after thirty (30) minutes from the time appointed for the General Meeting, only ten (10) members or thirty percent (30%) of Club membership is present (whichever is the least), the members present shall be considered as constituting a quorum for the Meeting in question. Provided that this does not apply for the purposes of dissolution (Section 16 below), and article 12.16 above. No decisions that are binding on the Club and/or on the Executive Committee shall be made at any General Meeting unless a quorum is present.
- 12.19 In the event that no quorum is reached for a General Meeting as specified under Article 12.18 above, the Executive Committee shall convene another General Meeting within not more than one (1) calendar month and shall notify all members in accordance with the notification procedures set out in this Statute. At any such re-convened General Meetings, by virtue of this Article, three (3) members shall be considered sufficient to constitute a quorum.
- 12.20 Advance notification of General Meetings, including the date, time and venue of the meeting and an agenda faithfully showing the items, issues and decisions to be discussed during the Meeting shall be given to members by means of an official communication. This notification must be sent at least fifteen (15) clear days before the date chosen for the General Meeting. In cases of legitimate urgency, notification shall occur at least one (1) clear working week before the date chosen for an Extraordinary General Meeting, provided also that this provision of a one-week notification shall not be applicable to Annual General Meetings. Notification for Annual General Meetings must comply with the provisions of Article 12.3 above.
- 12.21 During advance notification of the Annual General Meeting, the Executive Committee shall also invite written requests from members for the proposal of resolutions and for the proposal of amendments, alterations, revocations, additions, deletions or revisions to this Statute or to any part or parts thereof. Any member or members shall have the right to make one or more requests, provided that these are received by the Executive Committee not later than seven (7) clear days before the date of the Annual General Meeting in question. Late submissions may be accepted at the Executive Committee's discretion, but only if this would not preclude their communication to the members of the Association as laid down by Article 12.22 below.
- 12.22 The full details of all the proposed resolutions and of all proposed changes to the Statute made in terms of Article 12.16 and 12.21 above, together with the names of the respective proposers, shall be made available to the Association's members during the Annual General Meeting or any General Meeting convened for this purpose.
- 12.23 Decisions at General Meetings shall be taken by open vote, provided that any one member shall have the right to ask for a secret ballot on any item or items, in which case the voting shall be carried out accordingly. Elections of the Executive Committee shall always be secret. In all cases, every voting member shall be entitled to one (1) vote.

- 12.24 An *ad hoc* officer delegated by the Executive Committee shall request members wishing to vote to present their membership certificate and to sign their attendance on an appropriate register. Members who have not paid their membership fee in accordance with the procedures set out in this Statute, or who fail to comply with the provisions of this same Article (Art. 12.24) shall be denied the right to participate in the vote.
- 12.25 Resolutions and proposals placed before a General Meeting shall be deemed to have been validly approved if consented to by a simple majority of the members present except in the following cases which require consent by not less than two-thirds of the members present in respect of:
- (a) Amendments, alterations, revocations, additions, deletions or revisions to Articles 4.1 to 4.7, Article 12.25 and Article 16.1 of this Statute; and
  - (b) Extraordinary Expenditure in line with the provision of Article 8.13 of this Statute.
- 12.26 An updated chronological list recording the dates of the General Meetings, during which this Statute is amended, as well as a list of the articles amended, shall be annexed to the updated Statute. The actual amendments shall be compiled as a separate cumulative document that shall be made available to members of the Association upon request to the Executive Committee.
- 12.27 The Executive Committee shall endeavour to have a printed updated version of the Statute incorporating all amendments to date every five (5) years.

### **13 Electoral Commission & Election of the Executive Committee**

- 13.1 The Electoral Commission shall be a Committee of three (3) members not seeking election to the Executive Committee, one of whom shall act as Chairperson of the Commission, elected *ad hoc* by the members of the Association during a General meeting in line with article 12.13 (vii) above.
- 13.2 The election of members to the Executive Committee shall be open on the day of the Annual General Meeting or during an *ad hoc* Extraordinary Meeting following the resignation of the outgoing Executive Committee.
- 13.3 The Electoral Commission must ensure that the provisions of this Statute with respect to the eligibility of members are adhered to.
- 13.4 Nominations for the Executive Committee shall be made generically and not for any particular post.
- 13.5 Nominations must be made in writing and forwarded by registered mail or handed to the Secretary in accordance with section 12.8. At the AGM the Secretary will pass on all nominations received by him to the Chairperson of the Electoral Commission
- 13.6 If by the time of the AGM, there are not sufficient nominations as stipulated under article 12.9 above, the Chairperson of the Electoral Commission may open the floor for the nominations of candidates *ad hoc*. In this case, proposers and seconders shall nominate as many candidates as are necessary to increase their number to the minimum statutory quota.
- 13.7 Voting for the election of members of the Executive Committee shall be by secret ballot during the General Meeting convened for this purpose in line with article 12.1 above.
- 13.8 Members shall cast their votes by writing the names of those candidates they wish to elect on pre-printed and preferentially numbered ballot papers.
- 13.9 The number of names on any ballot paper shall not exceed the number of candidates to be elected. A ballot paper recording more votes than the number of candidates to be elected or having any defacing or unauthorised markings or marked in such a manner as to render attribution of votes to candidates clearly ambiguous shall be considered null and invalid by the members of the Electoral Commission.
- 13.10 Ballot papers shall not be valid unless signed by at least two members of the Electoral Commission prior to the commencement of voting.
- 13.11 Immediately after the closing of the ballot, the Electoral Commission shall reconcile the votes cast with the number of eligible voting members present, ensuring that each ballot paper bears the signatures as specified under Section 13.10 above. The Electoral Commission will then proceed to openly count the votes in front of the members present at the General Meeting and

shall immediately thereafter draw up and submit to the General Meeting a list recording the number of votes cast for each candidate.

- 13.12 The Electoral Commission, whose decision shall be final, shall settle any question or dispute regarding the validity of any ballot paper.
- 13.13 Candidates with the highest number of votes will be elected to the Executive Committee.

## **14 Anti Doping**

- 14.1 Every member, by his very participation in sporting events organised by the Association, gives his unconditional consent to submit to any tests for prohibited substances or doping.
- 14.2 These tests to include supplying samples and submitting to medical, clinical and/or psychological examinations whenever requested or required. These tests to conform to regulations governing the procedures as set out by the ISSF as also the IOC Medical Code of Practice. Within this context, the ISSF and IOC Regulations shall form an integral part of this Statute.

## **15 Assets of the Association**

- 15.1 All property of the Association shall be entered in a Fixed Assets Register kept and updated by the Treasurer.
- 15.2 The Association will accept donations in the form of Fixed Assets. These will be adequately labeled and acknowledged by a letter of gratitude signed by the President.
- 15.3 The Association will also accept loans in the form of Fixed Assets. These should be accompanied by a letter to that effect describing also the items in detail and stating the duration of the loan and that the Association will not be held liable for these assets should they, in any way, be lost or destroyed.

## **16 Amalgamation, Dissolution & Distribution of Assets**

- 16.1 The Association may only be dissolved or amalgamated with another Club or legally constituted body upon a unanimous resolution of the Executive Committee and two-thirds of the members present and voting at an Extraordinary General Meeting convened for this purpose.
- 16.2 If the Membership at a General Meeting convened for this purpose determine that the Association be dissolved, then the following provisions shall apply:
- (a) All outstanding debts shall be settled;
  - (b) Any Fixed Assets acquired as specified under Article 15.2 above will first be offered to the original donor. If the original donor refuses their return they will be disposed of in the same way as other assets of the Association as specified by Article 16.2 (d) below;
  - (c) Any Fixed Assets acquired as specified under Article 15.3 above will be returned to their owner;
  - (d) Any assets originally purchased or acquired as specified by Article 16.2 (b) above will be sold and the proceeds deposited into the Association's bank account. The bank concerned will be authorised to freeze this account for one (1) year;
  - (e) A three-person Caretaker Committee, chosen from the last Executive Committee, unless the Membership at the last General Meeting determine otherwise, shall take charge of all the Association's documents, bank accounts and any remaining assets until a new Association or Club is formed;
  - (f) If, after the lapse of one (1) year following dissolution, the Association is not re-established, the Caretaker Committee shall pass all existing documents of the Association to the National Archives. The Caretaker Committee shall also donate all remaining assets of the Association to one or more charitable institutions recognised as such by law unless two-thirds of the

members present and voting at the Extraordinary General Meeting during which the dissolution is approved determine otherwise.

## **17 Data Protection Act**

- 17.1 Members on the AACTS Executive Committee and any officially appointed delegate/s being all designated the appropriate Officers of AACTS and who are bound by confidentiality and can incur penalties under the Data Protection Act are empowered, on a need to know basis, to keep, record and update, personal and other related data including photographs of any or all of its members
- 17.2 The appropriate Officers of AACTS must observe complete confidentiality and the proper safekeeping of such data as set out by the requirements of the Data Protection Act. Particular attention must be directed towards keeping sensitive data locked up or if stored in a computer, access to that computer must be protected by a secret password.
- 17.3 This information gathered must be primarily required to serve its members in the Association's running of normal business.
- 17.4 This data may also be passed on to certain relevant authorities, like the Police Department or the Malta Sports Council or indeed any other authority that has the legal right and who has requested information, provided they do so in a legitimate capacity and in line with their legitimate powers.
- 17.5 Each member gives their consent to the Association of Arms Collectors & Target Shooters to record and process personal data as submitted in their application form.
- 17.6 Application Forms for prospective members must include a note that the applicant empowers Officers of AACTS to process the data of the prospective member's application.
- 17.7 Each member participating in sporting events organised by AACTS, on behalf of AACTS or sporting events organised by third parties authorise the publication of anything pertinent to the sporting event like for instance but not limited to; photographs, scores, results achieved, unless they withdraw their consent in writing prior to the holding of the event itself.
- 17.8 Each member participating in all other activities not mentioned in provision 17.7 above including, but not limited, to social functions which are normally carried out by the Association authorises the publication of their names, photographs and relevant details of the event unless they withdraw the consent in writing prior to the event itself.
- 17.9 The keeping of sensitive information or data of any or all members of AACTS is strictly prohibited. This Data includes but is not necessarily limited to data that reveals race or ethnic origin, political opinions, religious or philosophical beliefs, membership to a trade union, health or sex-life and any other data that the Commissioner of Data Protection may determine from time to time.

## **18 Arms Act 2005 and the Arms Act Regulations 2006 Indemnity Clauses**

- 18.1 Each individual member holds himself, and only himself, liable to any consequences, legal or otherwise, with respect to any shortfalls and omissions he may have consciously or inadvertently committed and/or any misstatements he may have signed or given by word of mouth to any AACTS officials or members of the Weapons Board or any other institution legally appointed for the purpose of ensuring that the member in question is observant of the provisions of the Arms Act 2005 and the Arms Act Regulations 2006 to the letter.
- 18.2 Each individual member completely releases AACTS and the AACTS Executive Committee from all responsibilities and agrees to fully indemnify AACTS and/or AACTS Executive Committee for any loss or legal action they may incur in their respect.
- 18.3 Each individual member declares that he is aware that any shortfalls with respect to provisions (18.1) and (18.2) above will be liable to disciplinary action which could result in the forfeiture of his membership and the subsequent Executive Committee's legal obligation to report disciplinary action to the Commissioner of Police.

- 18.4 Each individual member declares that prior to taking up Arms Collecting and/or Target Shooting he will endeavour to make himself aware of his legal obligations under the terms of the Arms Act 2005 and the Arms Licensing Regulations 2006 by pursuing the correct channel.
- 18.5 Each individual member declares that with respect to Arms Collecting he is aware that it is his sole responsibility to make himself cognizant of the provisions of the law while with respect to Target Shooting he also declares that he is aware that he has to undergo courses run by AACTS designed to teach the candidate of his legal responsibilities as also knowledge and practice of proper arms handling and, among others, the proper way of storing weapons and ammunition, as also securing adequate insurance cover.
- 18.6 AACTS Target Shooters and Collectors must obtain an AACTS Endorsement Letter when applying to the Commissioner of Police for a new license as also all subsequent yearly renewals;
- 18.7 AACTS members declare that they will adopt all future measures the Commissioner of Police may impose on them from time to time.