

## Sale Pistol Club Business Rules – 15/10/2011.

No.	Item	General Guidelines
1.	Committee Meetings	<ul style="list-style-type: none"> <li>• To be held at least once in each calendar month, generally on the 2<sup>nd</sup> Saturday of each month at the pistol club rooms or as decided by the committee.</li> <li>• Agenda items are to be submitted, in writing, to the secretary one week prior to each meeting and an agenda is to be distributed to each committee member (via email) by no later than the Thursday evening prior to the meeting.</li> <li>• In the absence of the club president the meeting shall be chaired by a committee member as nominated by the committee members present.</li> <li>• Full minutes of each meeting are to be compiled by the secretary or nominated person. The minutes shall include names of each committee and club member present and be distributed to the committee and posted on the club's webpage within one week of each meeting.</li> </ul>
2.	Member Data Base	<ul style="list-style-type: none"> <li>• A data base is to be compiled containing details of the most expedient way to contact each club member. (Email is preferred.)</li> <li>• The data base shall be kept and maintained in a secure IT environment by the club Secretary.</li> <li>• The data base is to be used to facilitate the rapid dissemination of information to the club membership.</li> <li>• Hotmail or Gmail accounts may be utilised in instances where members have security concerns regarding IT holdings. This will enable members to cancel and create accounts according to their security and privacy needs.</li> </ul>
3.	Expenditure	<p>In order to increase the levels of accountability and transparency associated with the expenditure of club funds the following rules shall apply:</p> <ul style="list-style-type: none"> <li>• Expenditure of funds up to and including \$100 must be approved by 2 members of the committee.</li> </ul>

		<ul style="list-style-type: none"><li>• Expenditure of funds of between \$101 and up to and including \$250 must be approved by 2 members of the committee who are not signatories to the club's cheque signing regime.</li><li>• Expenditure of funds of \$251 and up to and including \$1000 must be approved by a quorum of the club committee. This may occur at a club committee meeting or via electronic communications between meetings.</li><li>• Expenditure of funds exceeding \$1001 must be approved by the club committee and the general membership must be consulted prior to final approval. (Dissemination of relevant information must take place via the club's Member Data Base and except in urgent circumstances, the members should be given one week to make comment in relation to such expenditure)</li><li>• An expenditure record is to be maintained in relation to all purchases and expenditures.</li><li>• The expenditure record must contain the details of each item purchased or paid for and the details of the committee members who approved the expenditure.</li><li>• A copy of the expenditure details are to be supplied to the club secretary immediately after approval. (Email notification is acceptable.)</li><li>• A monthly expenditure sheet containing the details of all expenditure during the previous month is to be provided to the committee members at each committee meeting.</li></ul>
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