



Tuggerah Lakes Field Archers (Incorporated)

Constitution

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PART 1 - PRELIMINARY

Tuggerah Lakes Field Archers Incorporated (the club) is incorporated under the *Associations Incorporation Act 2009* (the Act) and regulated by the *Associations Incorporation Regulation 2022* (the Regulation).

PART 2 – AIMS AND OBJECTIVES

The aims and objectives of the club are

- (a) to promote archery in a social and family environment in accordance with the historic traditions associated therewith
- (b) to practice field archery as a competitive sport in its basic form of instinctive archery in accordance with the rules of competition
- (c) establish programmes which emphasise high standards of sportsmanship, friendship, cooperation and ethics directed to the coaching of members in competition archery and skill with the bow and arrow
- (d) to be a club where membership consists of persons of all ages, genders and abilities who actively support and uphold the ideals of archery
- (e) to encourage the development of the young and to assist the handicapped in the community to broaden their experience through participation in the sport
- (f) to promote social activities for the benefit of the club and its members.

PART 3 – MEMBERSHIP

1. Probationary

- (1) All new people who shoot at the club must serve a probationary period of three (3) months.
- (2) Probationary members will be inducted by a qualified club member such as a field archery instructor or coach. The induction will include an explanation of the type and use of equipment, shooting rules and club by-laws.
- (3) Applicants for probationary membership must complete the probationary membership application form and pay the prescribed fees as described in clause 12 (4). Application forms for membership by persons under the age of eighteen (18) years must be signed by a parent or guardian.
- (4) During the probationary period the probationary member shall be entitled to participate fully in the club activities and speak during debate at club meetings but shall not exercise a vote or be able to put motions in club decisions. Probationary members are not eligible to hold executive office.
- (5) At the completion of the probationary period the member shall be eligible for full membership subject to approval by the executive committee.
- (6) Should a probationary member elect not to apply for full membership at the completion of the probation period such probationary membership shall be terminated. If a probationary

member wishes to join the club as a full member at a later time they may do so provided that they meet the competency requirements of the club.

- (7) The club reserves the right to terminate probationary membership at any time during the probation period without refunding any fees. It shall not be necessary for the club to give reasons for such termination.
- (8) Probationary members eligible for full membership must complete the application form for membership and lodge it with the club secretary. Application forms for membership by persons under the age of eighteen (18) years must be signed by a parent or guardian.

2. Application for membership

- (1) The secretary must refer the application to the executive committee which will determine whether the application is approved or rejected.
- (2) After approval or rejection the secretary must
 - (a) advise the applicant of the executive committee's decision and if approved
 - (b) request the applicant to pay (within 14 days after receipt by the applicant of the advice) the prescribed membership fee under this constitution as the annual subscription.
- (3) On payment by the applicant of the prescribed amount the secretary must enter or cause to be entered the applicant's name in the register of members and on the name being so entered the applicant becomes a member of the club.
- (4) Acceptance of a person as a member of the club shall operate to bind that person to abide by the club constitution.

3. Full member

- (1) Full membership may be granted if the applicant
 - (a) has completed the necessary probation period
 - (b) has paid the required membership fee
 - (c) has been accepted for full membership by the executive committee.
- (2) A full member shall enjoy all rights and privileges of the club and be entitled to put motions and to exercise a vote in club decisions. A full member shall be eligible to hold executive office.
- (3) A full member under the age of eighteen (18) years shall be entitled to participate fully in the club activities and speak during debate at club meetings but shall not exercise a vote or put motions in club decisions. A full member under the age of eighteen (18) years shall not be eligible to hold executive office.

4. Honorary Member

- (1) Honorary membership for a person considered worthy of such recognition may be submitted by a voting member in writing to the secretary. Granting of honorary membership will be decided by the executive committee.
- (2) An honorary member shall be entitled to participate fully in the club activities and speak during debate at club meetings but shall not exercise a vote or put motions in club decisions. An honorary member shall not be eligible to hold executive office.

5. Life Member

- (1) The club may grant life membership to persons with at least ten (10) years' continuous membership whether club members or not for exceptional and meritorious service to the club at a meeting called for that purpose. Subject to
 - (a) the membership being proposed in writing by a voting member and seconded by at least two (2) other voting members
 - (b) putting a notice of motion to the voting membership one (1) month prior to inclusion in the agenda of a meeting of members.
- (2) Life members are not required to pay club fees.
- (3) Life members shall enjoy all rights and privileges of the club and be entitled to put motions and to exercise a vote in club decisions. A life member shall be eligible to hold executive office.
- (4) Life members are not required to participate in or contribute to the administration and/or physical work requirements of the club.

6. Non-shooting member

- (1) Non-shooting membership may be granted if the applicant
 - (a) is over the age of eighteen (18) years
 - (b) has completed the necessary probation period
 - (c) has paid the required membership fee
 - (d) has been accepted for non-shooting membership by the executive committee.
- (2) Persons who do not wish to shoot with the bow and arrow, or are parents/guardians of members under 18 years of age, are eligible to apply for non-shooting membership.
- (3) A non-shooting member shall enjoy all rights and privileges of the club and be entitled to put motions and to exercise a vote in club decisions. A non-shooting member shall be eligible to hold executive office with the exception of the position of president or vice president.

7. Visiting member

- (1) Shooters who are registered with another club and / or registered with another affiliation / organisation which is recognised by TLFA are permitted to shoot as visiting members and pay the prescribed fee.
- (2) No visiting member may shoot unless accompanied by a full financial member of the club. (The club will take no responsibility for any visitor).
- (3) On arrival visiting members must be directed to an executive officer of the club.
- (4) Visiting members on attending the club are required to sign the attendance book.

8. Cessation of membership

- (1) The club reserves the right to refuse, suspend or terminate membership for breaches of this constitution and by-laws or for actions considered to be against the best interest of the club. No appeal shall apply other than that provided by the constitution of the club.

- (2) A person ceases to be a member of the club if the person
 - (a) dies or
 - (b) resigns membership or
 - (c) is expelled from the club or
 - (d) fails to pay the annual membership fee under clause 12 within three (3) months after the fee is due.
- (3) A past member may apply to regain membership of the club upon submission of an appropriate application form and payment of full annual fees.
- (4) If membership has been terminated under 8 (1) an application to rejoin the club must be voted on at a general meeting.

9. Membership entitlements not transferable

A right, privilege or obligation which a person has by reason of being a member of the club

- (a) is not capable of being transferred or transmitted to another person and
- (b) is terminated on cessation of the person's membership.

10. Resignation of membership

- (1) Membership may be terminated at any time on submission of a written statement lodged with the secretary.
- (2) If a member of the club ceases to be a member under 8 (1) and in every other case where a member ceases to hold membership the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

11. Register of members

- (1) The secretary of the club must establish and maintain a register of members of the club specifying the name, postal or residential address of each person who is a member of the club together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales
 - (a) at the main premises of the club or
 - (b) if the club has no premises at the club's official address.
- (3) The register of members must be open for inspection free of charge by any member of the club at any reasonable hour.
- (4) A member of the club may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any personal information contained on the register (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person other than for
 - (a) the purposes of sending the person a club newsletter, or a notice in respect of a meeting, or other event relating to the club, or other material relating to the club, or

- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

12. Fees and subscriptions

- (1) Membership fees shall be determined annually by the club and shall fall due and payable by 1 July each year.
- (2) When a person applies for first time membership after 30 September in any calendar year
 - (a) the fee will be a pro rata payment of the fees due until 1 July in the next calendar year and
 - (b) the fee in succeeding calendar years will be the full membership fee and
 - (c) pro rata payments do not apply to renewing members.
- (3) In special circumstances determined by the executive committee membership fees may be paid in instalments. All members paying by instalments shall be entitled to participate fully in the club activities and speak during debate at club meetings but shall not exercise a vote or put motions in club decisions until the full fee has been paid. A member paying by instalments shall not be eligible to hold executive office.
- (4) Probationary members shall pay a pro rata fee equal to three (3) months of the prescribed membership fee. Upon application for membership the balance of fees shall be paid.
- (5) The onus for payment shall lie with the member. If payment of the fee due is not received by the club within three (3) calendar months of the due date the member will be removed from the club register.
- (6) Members late in renewing their fees shall be required to pay the full fee due for that financial year.
- (7) Nonfinancial members who are current financial members of an association / organisation recognised by TLFA may shoot as visitors and pay the required visitor's fee.
- (8) Archers who are members of another registered club are required to pay a visitor's fee.

13. Liability

- (1) The liability of a member of the club to contribute towards the payment of the debts and liabilities of the club, or the costs, charges and expenses of the winding up of the club, is limited to the amount unpaid by the member in respect of membership of the club as required by clause 12.
- (2) The club shall not be held responsible for any debt which may be incurred by a member or officer unless such debt is authorised by the club.

14. Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the club, or a dispute between a member or members and the club, is to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.

- (2) If a dispute is not resolved by mediation within three (3) months of the referral to a community justice centre the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to any such dispute referred to arbitration.

15. Disciplining of members

- (1) A complaint may be made in writing to the executive committee by any person that a member of the club
 - (a) has refused or neglected to comply with a provision or provisions of this constitution and by-laws or
 - (b) has wilfully acted in a manner prejudicial to the interests of the club.
- (2) The executive committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the executive committee decides to deal with the complaint the executive committee
 - (a) must cause notice of the complaint to be served on the member concerned and
 - (b) must give the member at least fourteen (14) days from the time the notice is served within which to make submissions to the executive committee in connection with the complaint and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The executive committee may by resolution expel the member from the club, or suspend the member from membership of the club, if after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the executive committee expels or suspends a member the secretary must within seven (7) days after the action is taken cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 16.
- (6) The expulsion or suspension does not take effect
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned or
 - (b) if within that period the member exercises the right of appeal unless and until the club confirms the resolution under clause 16 whichever is the later.

16. Right of appeal of disciplined member

- (1) A member may appeal to the club in general meeting against a resolution of the executive committee under clause 15 within seven (7) days after notice of the resolution is served on the member by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not be, accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

- (3) On receipt of a notice from a member under subclause (1) the secretary must notify the executive committee which is to convene a general meeting of the club to be held within twenty-eight (28) days after the date on which the secretary received the notice.
- (4) At a general meeting of the club convened under subclause (3)
 - (a) no business other than the question of the appeal is to be transacted and
 - (b) the executive committee and the member must be given the opportunity to state their respective cases orally or in writing or both and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the club.

PART 4 - ADMINISTRATION

The club shall be governed subject to the Act, the Regulation and this constitution by the executive committee. The executive committee

- (a) is to control and manage the affairs of the club and
- (b) may exercise all such functions as may be exercised by the club other than those functions that are required by this constitution to be exercised by a general meeting of members of the club and
- (c) has power to perform all such acts and do all such things as appear to the executive committee to be necessary or desirable for the proper management of the affairs of the club.

17. Composition and membership of executive committee

- (1) The executive committee is to consist of
 - (a) office-bearers of the club
 - (b) three ordinary committee members each of whom is elected at the annual general meeting of the club under clause 18.
- (2) The maximum number of executive committee members is to be seven (7).
- (3) The office bearers of the club are
 - (a) president
 - (b) vice president
 - (c) treasurer
 - (d) secretary.
- (5) An executive committee member may hold up to two (2) offices (other than both the president or vice president office).
- (6) Each member of the executive committee is, subject to this constitution, to hold office for a period of two (2) years until the annual general meeting two (2) years after the date of the member's election but is eligible for re-election.
- (7) The executive committee, subcommittees and all appointed positions shall confine activities within the boundaries and guidelines established by this constitution and by-laws.

18. Election of executive committee members

- (1) Nominations of candidates for election as office bearers of the club or as ordinary committee members
 - (a) must be made in writing signed by two (2) full members of the club and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination) and
 - (b) must be delivered to the secretary of the club at least seven (7) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the executive committee the candidates nominated are taken to be elected for their nominated positions and nominations for the remaining vacant positions are to be received or called for at the annual general meeting.
- (3) If insufficient further nominations are received any vacant positions remaining on the executive committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled a ballot is to be held.
- (6) The ballot for the election of office bearers and ordinary committee members of the executive committee is to be conducted at the annual general meeting in such usual and proper manner as the executive committee may direct.
- (7) Nominees to election must be present at the meeting held for that purpose or if absent must send in apologies and acceptance of any nomination prior to such meeting except in circumstances acceptable to the membership by simple majority otherwise the nomination shall lapse.
- (8) A person nominated as a candidate for election as an office bearer or as an ordinary committee member of the club must be a full member of the club and over the age of eighteen (18) years.

19. President

The president is to guide, support and to delegate when necessary. The president

- (a) must be an experienced archer
- (b) shall hold executive authority in the day to day operations of the club
- (c) shall administer the day to day affairs of the club in accordance with the provisions of the constitution
- (d) shall chair all club meetings
- (e) shall sign minutes of the previous meeting after they have been confirmed as a true record
- (f) shall co-ordinate all officers and members in the achievement of the objectives of the club
- (g) is the main representative of the club.

20. Vice president

- (a) must be an experienced archer
- (b) will assist the president with his / her duties
- (c) in the absence of the president the vice president shall substitute and take over all the president's duties.

21. Secretary

- (1) The secretary of the club must as soon as practicable after being elected as secretary lodge notice with the club of his or her address.
- (2) The secretary shall
 - (a) be responsible for the day to day administration of the club
 - (b) keep accurate records of all club meetings and assist in the preparation of the meeting agenda
 - (c) record minutes of all club meetings and distribute minutes of annual general meetings, general meetings and special general meetings to all club members either by mail or electronic means
 - (d) maintain the club registry and submit membership reports as required to the club executive
 - (e) deal with all club correspondence and maintain a record
 - (f) prepare and present membership cards
 - (g) maintain copies of the constitution, addenda and by-laws
 - (h) prepare club information kits and issue kits to new members
 - (i) hold the position of public officer in accordance with NSW Fair Trading requirements and forward all reports including financial reports to meet NSW Fair Trading regulations.

22. Treasurer

It is the duty of the treasurer to

- (a) account for all income and expenditure of the club and maintain a financial record of all club transactions
- (b) operate the club banking account and ensure that all transactions are duly authorised
- (c) arrange for the audit of the club financial statements and records as required and present a financial report to the membership at meetings as required
- (d) assist in the preparation of the club budget and to ensure that expenditure is in accordance with the approved budget and
- (e) prepare financial reports as required by NSW Fair Trading for submission by the public officer.

23. Ordinary member

The ordinary member

- (a) shall present the views of the members in the considerations and decisions of the executive committee
- (b) shall perform tasks as agreed with the executive committee.

24. Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the executive committee, the executive committee may appoint a member of the club to fill the vacancy until the expiration of the current term and the member so appointed is to hold office subject to this constitution.

- (2) A casual vacancy in the office of a member of the executive committee occurs if the member
 - (a) dies or
 - (b) ceases to be a member of the club or
 - (c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth or
 - (d) resigns office by notice in writing given to the secretary or
 - (e) is removed from office under clause 8 or
 - (f) becomes a mentally incapacitated person or
 - (g) is absent without the consent of the executive committee from three (3) consecutive meetings of the executive committee or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three (3) months or
 - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

25. Removal of executive committee members

- (1) The club in general meeting may by resolution remove any member of the executive committee from their position before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the executive committee, to whom a proposed resolution referred to in subclause (1) relates, makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the club, the secretary or the president may send a copy of the representations to each member of the club, or if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

26. Executive committee meetings and quorum

- (1) The executive committee must meet at least three (3) times in each period of twelve (12) months at such place and time as the executive committee may determine.
- (2) Additional meetings of the executive committee may be convened by the president or by any member of the executive committee.
- (3) Oral or written notice of a meeting of the executive committee must be given by the secretary to each member of the executive committee at least forty-eight (48) hours (or such other period as may be unanimously agreed on by the members of the executive committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting except business which the executive committee members present at the meeting unanimously agree to treat as urgent business.
- (5) Any three (3) members of the executive committee constitute a quorum for the transaction of the business of a meeting of the executive committee.

- (6) No business is to be transacted by the executive committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to committee members at least twenty-four (24) hours before the day to which the meeting is adjourned) at the same place.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the meeting is to be dissolved.
- (8) At a meeting of the executive committee
 - (a) the president or in the president's absence the vice president is to preside or
 - (b) if the president and the vice president are absent or unwilling to act one of the remaining members of the executive committee as may be chosen by the members present at the meeting is to preside.

27. Delegation by executive committee to sub-committee

The executive committee may delegate to one or more sub-committees (consisting of such member or members of the club as the executive committee thinks fit) the exercise of such of the functions of the executive committee as are specified in this instrument other than

- (a) this power of delegation and
- (b) a function which is a duty imposed on the executive committee by the Act or by any other law.

28. Voting and decisions

- (1) Questions arising at a meeting of the executive committee or of any sub-committee appointed by the executive committee are to be determined by a majority of the votes of members of the executive committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the executive committee or of any sub-committee appointed by the executive committee (including the person presiding at the meeting) is entitled to one vote but in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.
- (3) Subject to clause 26 (5) the executive committee may act despite any vacancy on the executive committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the executive committee, or by a sub-committee appointed by the executive committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the executive committee or sub-committee.
- (5) All decisions found contrary to the provisions of this constitution shall be null and void.

29. Transaction of business outside meetings or by telephone or other means

- (1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.
- (2) If the committee transacts business by the circulation of papers, a written resolution,

approved in writing by a majority of committee members, is taken to be a decision of the committee made at a meeting of the committee.

- (3) The committee may transact its business at a meeting at which one (1) or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:
 - (a) the approval of a resolution under subclause (2), or
 - (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the committee.

30. Appointed positions

- (1) At the annual general meeting the following positions are to be appointed until the next annual general meeting.
- (2) In the event of an appointed position not being filled at the annual general meeting, or falling vacant during the year, the executive committee may appoint a member of the club to fill the position until the next annual general meeting.

31. Risk Management Officer (RMO)

The risk management officer shall

- (a) develop, or implement, a risk management plan subject to the approval of the executive committee
- (b) promote safe work practices at working bees and on the range
- (c) update the club on issues with safety regarding the operation of the club
- (d) conduct safety audits of the club and ranges. Range audit to be completed with the range captain
- (e) raise any issues directly with the president or vice president for action
- (f) have the authority to act immediately on any safety issues which warrant such action and report to the executive committee.

32. Head Coach

The head coach

- (a) must hold the minimum coaching accreditation required by the club
- (b) must hold a current Working With Children approval
- (c) shall mentor / supervise other coaches / instructors
- (d) shall plan and implement a roster of coaches / instructors to provide regular coaching to club members
- (e) shall design and implement a development programme for club members subject to the approval of the executive committee
- (f) shall induct new members or, if unavailable, is to delegate the induction to another coach / instructor. If another coach / instructor is not available then the induction is to be carried out by a senior club member approved by the executive committee.

33. Range Captain

The range captain

- (a) must be an experienced archer
- (b) shall plan ranges for approval by the executive committee and the RMO
- (c) shall maintain the ranges
- (d) shall organise range working bees and advise the executive committee
- (e) shall have the authority to close ranges when necessary and report to the executive committee.

34. Score Recorder

The score recorder

- (a) shall maintain club point score records
- (b) shall have the ability to use scoring programmes designed by the club.

PART 5 – MEETINGS

35. Annual general meetings - calling of and business at

- (1) The annual general meeting of the club is to be held
 - (a) within six (6) months after the close of the club's financial year, or
 - (b) within such later time as may be allowed or prescribed in accordance with the Act, section 37 (2)(b).
- (2) The date of the annual general meeting shall be determined by the executive committee and club members shall be notified in writing either by mail or electronic means one (1) month prior to the determined date.
- (3) In addition to any other business which may be transacted at an annual general meeting the business of an annual general meeting is to include the following
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting
 - (b) to receive from the executive committee reports on the activities of the club during the last preceding financial year
 - (c) to elect office bearers of the club and ordinary committee members in accordance with clause 17(6) of this constitution
 - (d) to appoint positions as per clauses 31 to 34 in this constitution
 - (e) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (4) An annual general meeting must be specified as such in the notice convening it.

36. Special general meetings - calling of

- (1) The executive committee may whenever it thinks fit convene a special general meeting of the club.
- (2) The executive committee must on the requisition in writing of at least five (5) per cent of the total number of members convene a special general meeting of the club with the exception of a vote of no confidence which requires at least forty (40) per cent of the total number of members.
- (3) A requisition of members for a special general meeting
 - (a) must state the purpose or purposes of the meeting and
 - (b) must be signed by the members making the requisition and

- (c) must be lodged with the secretary and
 - (d) may be in electronic form and signed and lodged by electronic means.
- (4) If the executive committee fails to convene a special general meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the executive committee.

37. Notice

- (1) Except, if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must at least fourteen (14) days before the date fixed for the holding of the general meeting give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the club, the secretary must at least twenty-one (21) days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying in addition to the matter required under subclause (1) the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except in the case of an annual general meeting business which may be transacted under clause 35 (3).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

38. Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) Five (5) members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present the meeting
- (a) if convened on the requisition of members is to be dissolved and
 - (b) in any other case is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting the members present (being at least three (3)) are to constitute a quorum.

39. Presiding member

- (1) The president or in the president's absence the vice president is to preside as chairperson at each general meeting of the club.
- (2) If the president and the vice president are absent or unwilling to act the members present must elect one of their number to preside as chairperson at the meeting.
- (3) The member presiding at the meeting has a deliberative vote and in the event of an equality of votes – a second or casting vote

40. Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for fourteen (14) days or more the secretary must give written or oral notice at least one (1) day before the adjourned meeting to each member of the club stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

41. Making of decisions

- (1) A question arising at a general meeting of the club is to be determined by either
 - (a) a show of hands or
 - (b) if, on the motion of the chairperson, or if five (5) or more members present at the meeting decide that the question should be determined by a written ballot - a written ballot.
- (2) If the question is to be determined by a show of hands a declaration by the chairperson that a resolution has on a show of hands been
 - (a) carried or
 - (b) carried unanimously or
 - (c) carried by a particular majority or
 - (d) lost
 - (e) an entry to that effect in the minute book of the club is evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.
- (3) If the question is to be determined by a written ballot the ballot is to be conducted in accordance with the directions of the chairperson.

42. Special resolutions

- (1) A special resolution is required for
 - (a) the changing of the club's name
 - (b) the changing of the club's objectives
 - (c) the changing of the club's constitution including addenda
 - (d) the amalgamation with another registered association
 - (e) the transferring of incorporation to another entity
 - (f) the dissolution of the club and the distribution of property.

- (2) A special resolution is passed either
 - (a) at a special general meeting or
 - (b) by postal ballot.
- (3) For the special resolution to be passed at a meeting
 - (a) members must receive notice twenty-one (21) days before the meeting date. The notice should include the terms of the resolution and a statement that it is to be passed as a special resolution
 - (b) a quorum of members must be present at the meeting
 - (c) voting must be in person or by postal ballot and
 - (d) support from at least three-quarters of the votes cast is required.
- (4) The results of the vote can be announced by the chairperson of the meeting and entered into the minute book of the club.
- (5) If a postal ballot has been used members must be notified of the results as soon as possible.

43. Voting

- (1) On any question arising at a general meeting of the club a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting the chairperson of the meeting is entitled to exercise a second or casting vote.
- (3) A member is not entitled to vote at any general meeting of the club unless all money due and payable by the member to the club has been paid.
- (4) A member is not entitled to vote at any general meeting of the club if the member is under eighteen (18) years of age.

44. Proxy votes

Under this constitution a proxy vote is not allowed.

45. Postal ballots

- (1) The club may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 16).
- (2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.

46. Transaction of business outside meetings or by telephone or other means

- (1) The club may transact its business by the circulation of papers, including by electronic means, among all members of the association.
- (2) If the club transacts business by the circulation of papers, a written resolution, approved in writing by a majority of members, is taken to be a decision of the association made at a general meeting.
- (3) The club may transact its business at a general meeting at which one (1) or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.
- (4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the association for the purposes of:
 - (a) the approval of a resolution under subclause (2), or

- (b) a meeting held in accordance with subclause (3).
- (5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the association.

PART 6 MISCELLANEOUS

47. Non-profit status

Subject to the Act and the Regulation, the club must not conduct its affairs in a way that provides a pecuniary gain for a member of the club.

48. Insurance

The club will effect and maintain adequate insurance cover.

49. Funds - source

- (1) The funds of the club are to be derived from probationary fees, annual subscriptions of members, donations, grants and, subject to any resolution passed by the club in general meeting, such other sources as the executive committee determines.
- (2) All money received by the club must be deposited as soon as practicable and without deduction to the credit of the club's bank or other authorised deposit-taking institution account as determined by the executive committee.
- (3) The club must as soon as practicable after receiving any money issue an appropriate receipt.

50. Funds - management

- (1) Subject to any resolution passed by the club in general meeting the funds of the club are to be used in pursuance of the objects of the club in such manner as the executive committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two (2) members of the executive committee of the club being members authorised to do so by the executive committee.

51. Change of name objects and constitution

An application for registration of a change in the club's name, objects, or constitution in accordance with section 10 of the Act is to be made by the public officer or an executive committee member.

52. Custody of records books and documents

- (1) Except as otherwise provided by this constitution the public officer must keep in his or her custody or under his or her control all records books and other documents relating to the club.
- (2) Any documents held by office bearers ceasing to hold the position shall be handed to the secretary of the club within fourteen days (14) of cessation.

53. Inspection of records books and documents

- (1) The following documents must be open to inspection free of charge by a member of the club at any reasonable hour
 - (a) records, books and other financial documents of the club

- (b) this constitution
 - (c) minutes of all executive committee meetings and general meetings of the club.
- (2) A member may inspect a document referred to in subclause (1):
- (a) in hard copy, or
 - (b) in electronic form, if available.
- (3) A member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the executive committee, for each page copied.
- (4) The executive committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
- (a) that relates to confidential, personal, commercial, employment or legal matters, or
 - (b) if the committee considers it would be prejudicial to the interests of the club for the member to do so.

54. Service of notices

- (1) For the purpose of this constitution a notice may be served on, or given to, a person
- (a) by delivering it to the person personally or
 - (b) by sending it by pre-paid post to the address of the person or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (2) For the purpose of this constitution a notice is taken unless the contrary is proved to have been given or served
- (a) in the case of a notice given or served personally on the date on which it is received by the addressee and
 - (b) in the case of a notice sent by pre-paid post on the date when it would have been delivered in the ordinary course of post and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent, or if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

55. Financial year

The financial year of the club

- (a) is the period of time commencing on the date of incorporation of the club and ending on the following 30 June and
- (b) each period of twelve (12) months after the expiration of the previous financial year of the club commencing on 1 July and ending on the following 30 June.

56. Dissolution of club – distribution of property

Subject to the Act and the Regulation, in a dissolution of the club the club assets are to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of the organisation's members

57. Affiliation

The club may affiliate with an association / organisation which recognises and includes archers of all ages and backgrounds as well as all genders and abilities. The affiliated association / organisation may provide games and activities in which club members may participate and may provide coaching accreditation and development programmes for club members

58. Amendment to constitution

- (1) Amendments to this constitution will be made in accordance with clause 42 1(c) and subclauses (2), (3) (4) and (5).
- (2) All amendments shall be issued in writing to all members within thirty (30) days of the amendment meeting and dated accordingly. Provided further that no such amendment shall be valid until such time that the amendment has been submitted to and approved by NSW Fair Trading.

59. Amendment to by-laws

The executive committee may make, alter, or delete regulations and by-laws and advise all members in writing within twenty-eight (28) days of any amendment. Written advice of amendments shall be binding on all members immediately.