

Full Draw

Field Archers

Constitution

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Section 1. Name

This Organization is herein named and shall be known as the Full Draw Field Archers Inc (in this constitution known as the "Club").

Section 2. Aims and Objectives

2.1 The aims and objectives of the Club are:-

- 2.1.1. to promote Archery in a social and family environment in accordance with the historic traditions associated therewith.
- 2.1.2. to practice Field Archery as a competitive Sport, in all forms of archery in accordance with the Rules of Competition and Constitution of the governing authority for instinctive and modern field archery in Australia and its Territories, the Australian Bowhunters Association Inc.
- 2.1.3. to perpetuate and foster bowhunting as a philosophy of legitimate activity incorporating the principles of effective game management and conservation and preservation of the natural environment as policy and according to the Ethics and Constitution of the governing authority for Bowhunting in Australia and its Territories, the Australian Bowhunters Association Inc.
- 2.1.4. to establish programmes emphasising high standards of sportsmanship, friendship, co-operation and ethics directed to the coaching of members in competition field archery and skill with the bow and arrow and to the development of skills in bushcraft and self-sufficiency in the bush.
- 2.1.5. to be a Club where membership consists of persons of all ages who actively support and uphold the ideals of field archery and bowhunting as prescribed by the Australian Bowhunters Association Inc.
- 2.1.6. to encourage the development of the young and to assist the handicapped in the community to broaden their experience through participation in Sport.
- 2.1.7. to promote social activities for the benefit of the Club and its members.

Section 3. Powers

3.1 The powers of the Club are:-

- 3.1.1. to subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of this Constitution.
- 3.1.2. in furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons frequenting the Club's premises.
- 3.1.3. to purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club; provided that in the case the Club shall take or hold any property which may be subject to any Trusts, the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.

- 3.1.4. to enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 3.1.5. to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workers and other persons as may be necessary or convenient for the purposes of the Club.
- 3.1.6. to remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any securities granted by the Club or on its behalf in the furtherance of its objects.
- 3.1.7. to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- 3.1.8. to invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit subject where applicable to Governing Legislation or Regulation
- 3.1.9. to take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- 3.1.10. in furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- 3.1.11. to borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay-off any such securities.
- 3.1.12. to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- 3.1.13. in furtherance of the objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.
- 3.1.14. to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others.
- 3.1.15. to take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Club but subject always to the proviso in sub-rule (4).
- 3.1.16. to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.

- 3.1.17. to print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- 3.1.18. in furtherance of the objects of the Club to amalgamate with any one or more associations having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under this Constitution, subject always to the provisions of Section 4 of this Constitution.
- 3.1.19. in furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the associations with which the Club is authorized to amalgamate.
- 3.1.20. in furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the associations with which the Club is authorised to amalgamate.
- 3.1.21. to make donations for patriotic, charitable or community purposes.
- 3.1.22. to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

✓ **Section 4. Affiliation**

The Club shall be a Club affiliated with the Australian Bowhunters Association Inc. and will recognize only the Australian Bowhunters Association Inc. as the sole authority in all matters affecting the control and organization of the Sport of instinctive and modern field archery, in all its forms, and of bowhunting, within Club activities, the Central Queensland Branch of ABA Inc, and within Australia and its Territories; provided also that the Club shall not affiliate with any other Archery or Bowhunting organization without the prior approval of the Australian Bowhunters Association Inc..

Section 5. Membership

- 5.1. Membership shall be granted within the following classifications:-

- 5.1.1. Probationary Member
- 5.1.2. Ordinary Full Member
- 5.1.4. Honorary Member
- 5.1.5. Foundation Life Member
- 5.1.6. Life Member

- 5.2. Probationary Member

Probationary membership may be granted to persons wishing to join the Club and who have:-

- 5.2.1. Satisfactorily completed the prescribed Membership Application Form.
- 5.2.2. Paid the prescribed dues for Probationary Membership.
- 5.2.3. A Probationary Member shall complete a probation period of three months and shall, at the completion of such period and subject to acceptance of an appropriate application, be eligible for membership within classifications of Ordinary Full..

Acceptance of such membership application shall be subject to satisfying the membership classification criteria and the approval of the Executive Committee.

- 5.2.4. During the probationary period, the Probationary Member shall be entitled to participate fully in Club activities, speak during debate at Club Meetings, but shall not exercise a vote or to put motions in Club decisions or hold an Executive Office.
- 5.2.5. The Club reserves the right to terminate Probationary Membership at any time during the probation period. It shall not be necessary for the Club to give reasons for such termination. A Probationary Member may terminate membership at any time during the probationary period by notice in writing submitted to a member of the Executive Committee.

5.3. Ordinary Full Member

- 5.3.1. Ordinary Full Membership may be granted to persons wishing to apply for such membership and where the applicant has:-
 - 5.3.1.1. Completed the necessary probation period.
 - 5.3.1.2. Submitted the prescribed application.
 - 5.3.1.3. Paid the required membership fee.
 - 5.3.1.4. Been accepted as a member of the Australian Bowhunters Association Inc., for which evidence shall be required. ✓
 - 5.3.1.5. Been accepted for Club membership by the Executive Committee.
- 5.3.2. An Ordinary 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. An Ordinary Full Member shall be eligible to hold Executive Office. Provided that an Ordinary Full Member under the age of eighteen (18) years shall exercise no vote in Club decisions and may not hold Executive Office.

5.4. Honorary Member

Honorary Membership may be granted to an Australian or Visiting Bowhunter or Field Archer or to a person considered worthy of such recognition, upon the recommendation of a voting member, at the discretion of the President.

5.5. Foundation Life Member

- 5.5.1. Foundation Life Membership may be granted to persons wishing to apply for such membership and where the applicant has:-
 - 5.5.1.1. Completed the necessary probation period if applicable.
 - 5.5.1.2. Submitted the prescribed application.
 - 5.5.1.3. Paid the required membership fee.
 - 5.5.1.4. Is a current a member of the Australian Bowhunters Association Inc, for which evidence shall be required.
 - 5.5.1.5. Been accepted for Club Membership by the Executive Committee.
- 5.5.2. Foundation Life Members shall enjoy all rights and privileges inferred by Life Membership and that of Club Members and shall be entitled to put motions and to exercise a vote in Club decisions and shall be eligible to hold Executive Office.

5.6. Life Member

5.6.1. Life membership, without payment of membership fees, may be granted by the Club, at a meeting called for that purpose, to persons whether Club members or not, for exceptional and meritorious service to the Club, subject to the following provisions:-

5.6.1.1. Such membership has been proposed in writing by a voting member and seconded by at least two (2) other voting members.

5.6.1.2. A notice of motion to this effect is advised to the voting membership one (1) month prior to the next Meeting of members.

5.6.1.3. Life Members shall enjoy all rights and privilege inferred by Life Membership and that of Club Members provided that a Life Member who is not a member of the Australian Bowhunters Association Inc. may not put motions or exercise a vote on matters of Constitutional amendments, hold an Office of the Club, or shoot the bow and arrow.

5.7. Applicants under the age of eighteen (18) years shall be required to have an additional endorsement by a parent or guardian on their applications.

5.8. Acceptance of a person as a member of a Club shall operate to bind that person to abide by the Club Constitution and the Constitution and Rules of the Australian Bowhunters Association Inc.

5.9. Membership Fee shall be determined annually by the Club and shall fall due and payable on the date specified. The onus for payment shall lie with the member and if payment of the due fee is not received by the Club within one (1) calendar month of the due date, the member shall be deemed to be unfinancial and membership terminated.

5.10. The Club reserves the right to refuse, suspend or terminate membership for breaches of this Constitution or for actions considered to be against the Constitution and Rules of the Australian Bowhunters Association Inc.

5.11 A member or Club Officer who:

- (i) (a) Contravenes or fails to comply with any provision of this Constitution; or
- (b) Disobeys, disregards, or makes willful default in complying with any authorized direction; or
- (c) Is guilty of disgraceful or improper conduct, or any act or conduct showing unfitness to be a member of the Club; or
- (d) Other than as an Officer of the Club in the performance of duties directly discloses information on Club activities; or
- (e) By word or conduct brings discredit to the Club and its members; or
- (f) As an Officer of the Club is incompetent or inefficient in the discharge of the duties of the office, or
- (g) Commits an offence against the Club.

If a member or Officer is charged with an offence pursuant to this section, the President shall furnish to such member or Officer:

- (ii)
 - (a) A letter detailing the offence, and
 - (b) A notice in writing requiring the member or Officer to state in writing within a time specified in the notice whether the truth of the offence is admitted or denied, and to submit in writing within such time any explanation desired to be submitted in the matter of the charge.
 - (c) The Member or Officer shall also be advised that he/she may appear and be heard, if so electing, before the Club Executive Committee and may be assisted by a friend, but not by legal counsel. Advice of such election shall be included in the response required at (b) to this sub-section.
- (iii) If the Club Executive Committee, having regard to the evidence available as to the alleged offence and to the statement and explanation, if any, submitted by the member or Officer, is satisfied that an offence has been committed, the Club Executive Committee may:
 - (a) Caution or reprimand the member or Officer; or
 - (b) Suspend membership in the Club for a period not exceeding twelve (12) months; or
 - (c) Suspend participation in Club Awards and competitions for a similar period; or cancel all record of Awards achieved; or both; or
 - (d) Terminate membership in the Club; or
 - (e) If an Officer of the Club remove the Officer from such office.
- (iv) A decision made pursuant to sub-section (iii) shall be conveyed in writing to the member or Officer, and to The Executive Director of the Australian Bowhunters Association Inc, and shall include notification of avenues available to appeal the decision taken.
- (v) Any member or Officer who has been dealt with as prescribed by sub-section (iii), may, other than in the case of sub-section (iii) (e) where no appeal shall lie, appeal against the decision taken. Such appeal, submitted in writing to the President within 30 days, may be on the ground of innocence of the offence or excessive severity of the decision.

The President, as soon as possible, shall convene an Appeal Board comprising an A.B.A. Inc. Officer appointed by the Branch Controller of the Branch in which the appellant/s resides, an Officer of the Club, and a Chairman appointed by the Club Executive Committee, to determine the Appeal. The Appeal Board may uphold or set aside, as the case may be, the decision of the Club Executive Committee or to order such other penalties as appropriate. The Club Executive Committee and the Appellant/s shall be bound by the decision of the Appeal Board.

The Club shall notify the Executive Director of the Australian Bowhunters Association Inc., of the decision of the Appeal Board.

- 5.13. A member may terminate membership at any time on submission of a notice in writing to this effect to an Executive Officer of the Club.
- 5.14. A past member may, subject to the approval of the Club, at any time, regain membership upon submission of an appropriate application form and payment of full annual fees; provided that where membership has been terminated under Section 5.11., application for membership may only be granted on approval of a majority of Club members at a Special General Meeting.
- 5.15. Membership of the Club, other than in the case of probationary membership, shall automatically terminate where a member fails to obtain or maintain membership of the Australian Bowhunters Association Inc., as required for a particular class of membership.

Section 6. Administration.

- 6.1. The Club shall be governed in accordance with the provisions of this Constitution and the Constitution of the Australian Bowhunters Association Inc by the Executive Council, which shall meet monthly at the call of the President.
- 6.2. The Club shall be managed by an Executive Committee, which shall meet at the call of the President.
- 6.3. A General Meeting of the membership shall be held annually; one (1) month's notice in writing of such meeting shall be given to members.
- 6.4. A Special General Meeting of the membership may be called by the Executive Committee wherever necessary to handle matters of an urgent nature or at the request of any voting member upon submission of a petition signed by not less than forty (40) percentum of the voting membership and signifying the reason for such meeting.
- 6.5. A quorum of the Executive Committee shall consist of the President, Secretary and Treasurer.
- 6.6. A quorum of the Executive Council shall consist of the quorum of the Executive Committee, the ABA Club Representative, and two (2) other members of the Council.
- 6.7. A quorum of a General Meeting shall consist of the quorum of the Executive Council and sixty (60) percentum of the voting membership.
- 6.8. Each Executive Committee member shall have the authority to spend an amount, to be decided from time to time, by the Executive Council, to meet Club operating expenses. All such expenditure shall be included in the Treasurer's Report and Financial Statements.
- 6.9. The operating and financial year shall be from the 1st of January to the 31st December each year.

- 6.10. All members, other than Life Members by their election, shall participate in and contribute to the administration and/or physical work requirements of the Club.
- 6.11. All members shall give effect to and comply with the Club Constitution and By-Laws.
- 6.12. The Club shall open and maintain a current account in a Bank nominated by the Executive Council from time to time, for which there shall be four (4) signatories on record, the signatures of two (2) of which will be required for drawing on the account. All income, unless otherwise specifically provided, shall be paid to the credit of this account, to be designated "The (Full Draw Field Archers Inc) Account," provided that funds surplus to operating requirements may be invested according to a resolution passed by the voting membership at a General Meeting.
- 6.13. 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 as herein provided.

Section 7. Officers.

- 7.1. The governing council of the Club shall be known as the Executive Council and shall consist of:-

President;
Vice President;
Secretary;
Treasurer;
Range Captain;
Shoot Director/Coach;
A.B.A. Inc. Branch Management Committee Representative;
Bowhunting Education Representative; and
Two (2) Council Members.

The Executive Council shall govern the Club in accordance with the provisions of the Constitution and the wishes of the Membership as directed by resolution of a General Meeting. The Executive Council may create other positions as considered necessary and/or desirable for the efficient functioning of the Club or the Executive Council, however appointees to such positions shall exercise no vote in Council decisions.

- 7.2. The Managing Committee of the Club shall be known as the Executive Committee and shall consist of the positions of, the President, the Secretary; the Treasurer; and the A.B.A. Inc. Branch Management Committee Representative.

The Executive Committee shall manage the Club in accordance with the provisions of the Club Constitution and shall hold all authority for the day to day operations of the Club when the Executive Council is not sitting.

- 7.3. Executive authority is vested with the President for the day to day operations of the Club.

- 7.4. The Executive Council and Executive Committee and all Officers shall confine activities within the bounds and guidelines established by this Constitution and by the Constitution and Rules of the Australian Bowhunters Association Inc.

Where Executive decisions made at whatever level require confirmation, such confirmations shall be obtained at the first available meeting thereafter of the authority concerned.

Section 8. Constitution:

This Constitution shall remain in force until such time as it may be amended from time to time in accordance with the provisions of this Constitution.

Section 9. Elections and Voting Procedures.

- 9.1. For eligibility for election to a position on the Executive Committee or Council, the person proposed shall:-
- 9.1.1. Be a financial member of the Club and a financial member of the Australian Bowhunters Association Inc. for a minimum period of twelve (12) months prior to nomination for such election.
 - 9.1.2. Not have been removed from any Office in the Club, by a vote of No Confidence, within the preceding four (4) years.
 - 9.1.3. Not had his or her membership terminated under Section 5.11. within the preceding seven (7) years.
- 9.2. The election of Officers to the Executive Council and Committee shall be held once annually each year, other than for the purposes set out in Section 9.8., at a General Meeting called for that purpose.
- 9.3. The election of Officers shall be held at least one (1) month prior to election of Branch Officers of the A.B.A. Inc., (C Branch) Branch Management Committee.
- 9.4. The term of Office shall be for one (1) year.
- 9.5. In the event that an Office falls vacant during the stated term of Office, an appointment to the position may be made by the Executive Council, pending an election being held. Such appointee shall exercise no vote in Council or Committee decisions.
- 9.6. Nominations for Office shall be on the prescribed form and submitted to the Secretary one (1) month prior to the date of such election, except where the provisions of Section 9.8. apply.
- 9.7. Nominees for election must be present or accept their nomination in writing if they cannot be present at the Meeting held for that purpose, except in circumstances acceptable to the membership, failing which the nominations shall lapse.

- 9.8. A Vote of NO Confidence may be lodged at any time by petition to the Executive Committee:-
- 9.8.1. The petition shall be signed by not less than forty (40%) percentum of those currently eligible to vote
 - 9.8.2. The Executive Committee shall call a Special General Meeting of the membership within twenty eight (28) days for the purpose of deciding on the No Confidence motion.
 - 9.8.3. A Vote of No Confidence shall be carried by a minimum majority of seventy five (75%) percentum of the total voting membership present and voting. If the Vote of No Confidence is carried, all Offices shall be declared vacant and a Meeting to elect Officers shall be held within twenty eight (28) days.
 - 9.8.4. The Club shall appoint an Administrator to carry on the day to day operations of the Club, pending the election to positions vacated under this Section.
- 9.9. All voting shall be by way of a show of hands of attending members and shall be a simple majority of votes cast, except as otherwise provided.
- 9.10. The President shall not exercise a casting vote and all matters on which a majority decision is not made shall lapse, until again presented at a further Meeting of the Committee, Council or membership.
- 9.11. All decisions made of Resolutions passed contrary to the provisions of this Constitution or of the Constitution of the Australian Bowhunters Association Inc. shall be null and void.

Section 10 - Vacation of Office:

- 10.1. A position of any Office holder of the Club shall be declared to be vacant:-
- 10.1.1. Immediately prior to an election of Officers according to this Constitution.
 - 10.1.2. Upon the death of an Office holder.
 - 10.1.3. Upon resignation by an Office Holder by notice in writing to the Executive Committee.
 - 10.1.4. Upon an Office Holder absenting himself or herself from his or her duties for a period of more than three (3) months, without the prior approval of the Executive Council.
 - 10.1.5. Upon an Office Holder ceasing to be a member of the Australian Bowhunters Association Inc., and or the Club.
 - 10.1.6. Upon resolution being passed under Section 9.8. of this Constitution.
 - 10.1.7. Upon resolution by the National Executive Committee of the Australian Bowhunters Association Inc.

Section 11. Amendments to the Constitution and By-Laws.

- 11.1. This Constitution may only be amended by a written Notice of Motion to that effect, signed by a minimum of forty (40%) percentum of the total number of members then eligible to vote being submitted to the Executive Council one (1) month prior to the Council's next Meeting, and that Motion then being carried on a minimum majority vote of eighty (80%) percentum of those members attending the meeting that are eligible to vote and voting at a General Meeting of members, called for that purpose.
- 11.2. The Addenda to the Constitution may only be amended in the same manner as is provided in 11.1. above
- 11.3. Where any such proposed amendment may affect the Policy of the National Body or may conflict with National Policy, the proposed amendment shall be notified to the Executive Committee of the Australian Bowhunters Association Inc. not less than 30 days prior to the date of the General Meeting called to decide the question.
- 11.4. Any proposed amendment to provisions in respect to Club Affiliation, Membership, amendment to Constitution and Distribution of Club Assets on Dissolution shall require the prior approval of the Australian Bowhunters Association Inc.

In such cases, the proposed amendment may not be put to a Meeting of the Club until such time that the National position has been formally advised.

Section 12. Archery Equipment.

All archery equipment used in Club activities and competitions shall comply with that prescribed, from time to time, by the National Rules for Shoots of the Australian Bowhunters Association Inc..

Section 13. Activities.

- 13.1. The Club shall stage activities and competitive shoots either independently or as a member Club of the Central Queensland Branch of the Australian Bowhunters Association Inc., as prescribed by the Rules for Shoots of that Association.
- 13.2. The Club shall stage other such activities as considered desirable for the benefit of the Club and its members.
- 13.3. As Bowhunting is a highly individual Sport, the actual art of bowhunting shall be a matter for the individual member, subject to the provisions of the Hunting Code of Ethics of the Australian Bowhunters Association Inc.

Section 14. Assets of the Club

The income and property of the Club whencesoever derived shall be used and applied solely in the promotion of its objects and in the exercise of its powers as prescribed.

No portion thereof shall be paid, distributed, or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club, provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of money advanced by the member to the Club or otherwise owing to the member by the Club. Nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses incurred on behalf of the Club.

14.1 Common Seal

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.

14.2 Funds and Payments

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the president;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

14.3 General Financial Matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

Section 15. Dissolution and Distribution of Club Assets on Dissolution.

The Club shall be dissolved in the event of the membership being less than three persons. It may also be dissolved upon the vote of four fifths (4/5) majority of the membership, at a General Meeting convened to consider the question.

All assets on hand shall, after payment of all expenses and liabilities be transferred to the Australian Bowhunters Association Inc. for use by that Association, or to be held by the Australian Bowhunters Association Inc. for a period not exceeding three (3) years pending the creation of a new A.B.A. Inc. affiliated Club in the area during that period, provided that should such a Club not be created within the time specified, the use of such transferred assets shall be at the discretion of the Australian Bowhunters Association Inc. The decision to dissolve shall also determine the basis of transfer to The Australian Bowhunters Association Inc.

In the event of the Australian Bowhunters Association Inc. having been wound up, the said property shall be given or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its assets or its income and property among its members to an extent at least as great as imposed on the Club under or by virtue of Section 14, such institution or institutions to be determined by the members of the Club.

No such payment, distribution, gift or transfer of any property/surplus assets shall be valid unless the same has been passed by a special resolution called for that purpose.

Section 16. Addenda to the Constitution.

- 15.1. The Addenda to the Constitution forms part of the Club Constitution and is subject to the provisions of the Constitution.
- 15.2. The Addenda to the Constitution shall comprise:-

Addendum 1.	Duties of Officers of the Club.
Addendum 2.	Code of Conduct for Meetings.
Addendum 3.	Membership Fee Table
Addendum 4.	By-Laws of the Club.

Addendum 1

Duties of Office Bearers

1. The President

The President shall:-

- 1.1. Hold and exercise Executive authority in the day to day operations of the Club.
- 1.2. Administer the day to day affairs of the Club in accordance with the provisions of the Constitution, and By-Laws
- 1.3. Chair all meetings at which he/she is present.
- 1.4. Ensure that Club operations are conducted in accordance with the provisions of the Club Constitution and By-laws and Co-ordinate all Officers and Members in performing the Objectives of the Club.

2. The Secretary

The Secretary shall:

- 2.1. Maintain the secretarial section of the Club.
- 2.2. Keep accurate records of all Club Meetings and assist in the preparation of the Meeting Agenda.
- 2.3. Deal with all Club Correspondence and maintain a record system of correspondence and Meetings.
- 2.4. Maintain attendance records and copies of the Constitution and Addenda and Club Information kits for issue to new members.
- 2.5. Forward a copy of the Minutes of the Meetings to the Secretary of the Branch Management Committee for information of that Committee.
- 2.6. Compile an Agenda of items to be submitted to the Branch Management Committee by the Australian Bowhunters Association Inc. Club Representative.

3. The Treasurer

The Treasurer shall:

- 3.1. Account for all income and expenditure of the Club and maintain a financial record of all transactions,
- 3.2. Operate the Club's banking account and ensure that all transactions are duly authorized.
- 3.3. Arrange for the annual audit of the Club's financial statements and records and to present a financial report to the membership at Meetings as required.
- 3.4. Be a signatory to all Cheques drawn on the Club's banking accounts.
- 3.6. Assist in the preparation of the Club Budget and to ensure that expenditure is in accordance with the approved Budget.

4. The Club Representative. A.B.A. Inc. Branch Management Committee

The Club A.B.A. Representative shall:-

- 4.1. Represent the Australian Bowhunters Association Inc. within the Club.
- 4.2. Represent the Club in the decisions of the Branch Management Committee
- 4.3. Work to further the aims and ideals of the Australian Bowhunters Association Inc.,
- 4.5. Keep the Club and members fully informed on all issues and to solicit views of

the membership and vote in Management Committee decisions in accordance with the directions of the Club.

5. The Range Captain

The Range Captain shall:-

- 5.1. Be responsible for the design, construction and maintenance of the Club ranges.
- 5.2. Arrange for production of all target requirements.
- 5.3. Act as Range Safety Officer and ensure that adequate safety measures are enforced on the Range.
- 5.4. Arbitrate on the competency of new members in the absence of the Shoot Director/Coach.
- 5.5. Enforce the provisions of the Constitution and By-Laws as prescribed for conduct of the Ranges.

6. The Membership Secretary

The Membership Secretary shall:-

- 6.1. Maintain a detailed record of Club Membership and submit a membership report as required.
- 6.2. Prepare and present membership cards.
- 6.3. Receive and process Association membership application forms to the National Membership Secretary.

7. The Shoot Director/Coach

The Shoot Director/Coach shall:-

- 7.1. Organize and conduct all designated Club Shoots and ensure that all Shoots are in accordance with the requirements of the appropriate authority
- 7.2. When qualified and accredited by the Australian Bowhunters Association Inc., establish a Coaching programme for all Probationary Members and to Coach Probationary Members to a standard considered necessary before the member is permitted to shoot the Club Field Course/s.
- 7.3. To coach all members as requested.
- 7.4. Represent the Club in Branch Coaching Programmes and assist in the formulation of Branch and National Coaching Policies.

8. The Club Field Representative

The Club Field Representative shall:

- 8.1. Be qualified by the Australian Bowhunters Association Inc., to Measure and Record Game
- 8.2. Receive, record and process all game applications on behalf of Club Members to the Branch Recording Officer.
- 8.3. Keep members informed on all matters under discussion by the Committee and to represent the Club in Committee decisions according to the Club's

directions.

- 8.4 Establish a training course of appropriate subjects and instruct members and issue certification of skill on behalf of the Hunting Committee.
- 8.5 Organise a Club Award System and arrange the allocation of awards and/or trophies for presentation each year.

9. The Score Recorder

The Score Recorder shall:

- 9.1 Maintain a system for the recording of club member shoot scores taking into account the different shooting divisions.
- 9.2 Maintain a database of Club members' gradings and be the main point of contact for the Branch Score Recorder for the Club.
- 9.3 Process and forward Club grading shoot scores to the Branch Score Recorder.
- 9.4 Organise Trophies and awards for Club activities and end of year presentations.
- 9.5 Receive and process nominations for Club shoots.
- 9.6 Assist the Branch Score Recorder at our Club invitational shoots.

10. The Vice President

The Vice President shall:

- 10.1 Shall perform the duties of the President in the absence of the President.

Addendum 2

Code of Conduct for Meetings.

Unless otherwise provided by these Rules, at every general meeting:

- 2.1 The President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.
- 2.2 The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- 2.3 Every question, matter or resolution shall be decided by a majority of votes of the members present.
- 2.4 Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote.
- 2.5 Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- 2.6 A member may vote in person or by proxy and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy shall have one vote.
- 2.7 The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer authorised in writing.

Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

I, _____ of _____ being a member of
Full Draw Field Archers Inc,
The above named Association, hereby appoint _____ of
As my Proxy to vote for me on my behalf at the (annual) general meeting of the
Association, to be held on the _____ day of _____, 20____ and at
adjournment thereof.

Signed this _____ day of _____, 20____

Signature: _____

This form is to be used *in favour of/against the resolution.

*Strike out whichever is not desired. (Unless other-wise instructed, the proxy may vote as he/she thinks fit.)

The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

2.8 Before any Meeting, the "Attendance Register" shall be circulated for signature.

2.9 The order for business of Meetings shall be:

2.9.1 Opening.

2.9.2 Apologies.

2.9.3 Welcome to visitors.

2.9.4 Reading, confirmation and signing of the Minutes of the previous Meeting.

2.9.5 Business arising from those Minutes.

2.9.6 Reading of Inwards and Outwards Correspondence.

2.9.7 Business arising from the Correspondence.

2.9.8 Reports from the Office Bearers.

2.9.10 Business arising from the Reports.

- 2.9.11 Business from the Agenda.
- 2.9.12 Notices of Motion.
- 2.9.13 General Business.
- 2.9.14 Items for the next Agenda.
- 2.9.15 Date of next Meeting.
- 2.9.15 Close.
- 2.10 Only members eligible to vote as provided by this constitution may vote and shall have one (1) vote each.
- 2.11 An absentee vote, in writing and dealing with a simple defined matter may be accepted if lodged with the Secretary at least twenty-four (24) hours prior to the meeting at which the matter is being discussed.
- 2.12 A junior shall be a member under eighteen (18) years of age and shall not exercise a vote, but may contribute to meeting discussions.
- 2.13 Should the President or Chairperson wish to put a resolution to the meeting, he/she shall vacate the Chair and the members present shall appoint a Chairperson for the conduct of the resolution.
- 2.14 Resolution procedure shall be, subject to requirements of the meeting:-
 - 2.14.1 Resolution put.
 - 2.14.2 Resolution seconded.
 - 2.14.3 Speakers for the resolution.
 - 2.14.4 Speakers against the resolution.
 - 2.14.5 The Chair shall determine the number of speakers and time of debate.
 - 2.14.6 The resolution is put to the vote.

Addendum 3

Membership Fee Table.

- 3.1 There shall be no nomination fee to become a member of the Club and persons applying to join will pay the appropriate membership fee.
- 3.1 Fees shall be due and payable as at the 1st of July each year and once paid fees are not refundable.
- 3.3 The amount of fees payable shall be determined each year at the Annual General Meeting of the club. Fees shall include association fees where applicable.

Addendum 4

By-Laws of the Club

- 4.1 The Club uniform, as decided from time to time, should be worn by all Club members at all designated activities.
- 4.2 Suitable footwear should be worn at all times. Footwear should provide adequate protection of the feet and be suitable for easy movement over difficult terrain. Bare feet, thongs or similar footwear is not acceptable.
- 4.3 The wearing of camouflage clothing on the range is prohibited except on specifically authorised occasions which involve tuition in bushcraft, and associated subjects.
- 4.4 Broadheads are expressly prohibited from use on any Field shooting range, except for a specifically designated area or occasions of particular activity requiring their use.
- 4.5 All members will ensure that the Club and its grounds are kept tidy, free of rubbish and well maintained.
- 4.6 No members regardless of position held, shall alter the shooting course layout or relocate butts or shooting points without the prior approval of the Range Officer.
- 4.7 All members are encouraged to participate in Club work activities but it is not a condition of Membership and attendance or non attendance to these Club activities has no bearing on a member's eligibility to participate in Club events.
- 4.8 All visitors to the Club are to be directed to an Executive Officer of the Club on arrival at the Club.
- 4.9 All visitors and new members are not permitted to shoot on Club Ranges until such time as they have shown themselves competent in the use of the bow. The

Club Coach shall be the sole arbitrator as to a member's competency provided that in his/her absence the Range Officer may arbitrate.

- 4.10 Visitors and Probationary members, either individually or as a group shall not shoot on a field range course without a qualified member being present.
- 4.11 No person shall be permitted on the range unless shooting or on assigned tasks.
- 4.12 No animals shall be permitted on the range, Service Dogs and native animals exempted. The native habitat is to be protected at all times.
- 4.13 No flora is to be cut, damaged or removed from the range without the permission of the Range Officer.
- 4.14 Keys issued to members shall remain Club property and are not to be given to any person not authorised by Club membership. All keys are to be returned upon demand or upon ceasing to be a member.
- 4.15 Whilst the Club promotes family participation in all activities, children are the responsibility of the person bringing them to the Club. The responsible person/s shall ensure that behaviour is of an acceptable standard. NO non-shooting child is permitted on the Range unless under care and control of an adult. No liability shall exist against the Club or its members for injury to children who are not members of the Club or not participating in authorised activity.
- 4.16 No arrow of any description may be shot in an area other than on the Club's ranges.
- 4.17 All members on attending the Club for activities or to use the Clubs facilities outside of the Clubs events calendar shall sign the Visitors Register.
- 4.17 All Visitors on attending the Club shall sign the Visitors Register.
- 4.18 All members are encouraged to assist in the operation of the Club Canteen but it is not a requirement of membership to do so.
- 4.19 All members shall at all times promote the activities of the Club and shall seek out new members.

