

# Archery Tasmania

## Constitution and Rules 2020



### 1. Name of association

The name of the association is as follows:

‘Archery Society of Tasmania Inc.’, trading as ‘Archery Tasmania’.

### 2. Previous Rules repealed

These Rules repeal all the Association’s existing Rules and Regulations excepting any current by-laws but such repeal does not affect any:

- (a) right, privilege, obligation or liability or disqualification acquired, accrued or incurred under any repealed Rule or Regulation;
- (b) offence or penalty in respect of any offence committed against the provisions of any repealed Rule or Regulation;
- (c) proceedings or remedy in respect of any such right, privilege, obligation, liability or penalty.

### 3. Interpretation

In these rules, unless the context otherwise requires – *accounting records* has the same meaning as in the Act;

*Act* means the [Associations Incorporation Act 1964](#);

*annual general meeting* means an annual general meeting of the Association held under [rule 23\(A\)](#);

*Association* means the association referred to in [Rule 1](#);

*association* has the same meaning as in the Act;

*auditor* means the person appointed as the auditor of the Association under [rule 12](#);

*authorised deposit-taking institution* means a body corporate that is an authorised deposit-taking institution for the purposes of the [Banking Act 1959](#) of the Commonwealth;

*basic objects of the Association* means the objects and purposes of the Association as stated in an application under [section 7](#) of the Act for the incorporation of the Association;

*committee* means the Committee of Management referred to in [rule 15](#);

***Executive Officers*** means President, Vice President, Secretary, Treasurer and Recorder;

***expressions referring to writing*** include electronic methods of communication;

***financial year*** means the period beginning on the first day of October one year and ending on the last day of September in the next year;

***general meeting*** means –

(a) an annual general meeting; or

(b) a special general meeting;

***individual affiliate*** means a person who, by being a financial member of Archery Australia Inc. and their RGB, is affiliated with the Association;

***officer of the Association*** means a person elected as an officer of the Association at an annual general meeting under [rule 23A\(6\)\(c\)](#) or appointed as an officer of the Association under [rules 16\(4\) and 17\(5\)](#);

***ordinary business of an annual general meeting*** means the business specified in [rule 23\(A\)\(6\)](#);

***ordinary member*** means a financial Archery Club affiliated with the Association and with Archery Australia Inc.;

***public officer*** means the person who is, under [section 14](#) of the Act, the public officer of the Association; this role is filled by the Association's Secretary;

***committee meeting*** means a meeting of the Committee of Management;

***special general meeting*** means a special general meeting of the Association convened under [rule 23\(D\)](#);

***special resolution*** has the same meaning as in the Act, that is, must be voted in favour by 75% of those eligible to vote and present at the meeting.

#### **4. Powers**

(a) The Association shall be the controlling body for Archery Australia Inc. in Tasmania and to secure recognition, a Member Club must become, and remain, affiliated with the Association;

(b) The Association's office shall be at the address of the Secretary or such other place as the committee determines;

(c) By affiliating as a member of the Association, a member club shall be bound by the Constitution, Rules of the Constitution and By-laws of the Association;

(d) The Association may require a member club to show that such club is conducting its affairs and competitions in accordance with the Constitution, Rules of the Constitution and By-laws of the Association and the Tournament Rules of Archery Australia Inc.;

(e) The Constitution, Rules and/or By-laws of a member club shall be provided to the Association on request;

(f) The Association shall be affiliated with Archery Australia Inc. and thus with those bodies with which it is affiliated;

(g) The Association shall be bound by the relevant parts of the Constitution, Rules of the Constitution and Tournament Shooting Rules of Archery Australia Inc.;

## **5. Objects of the Association**

The basic objects of the Association are to

(a) promote sportsmanship, safety and enjoyment of the sport of archery;

(b) raise public awareness of archery as a pastime and sport conducive to good health, fitness and well-being;

(c) foster and promote equality of opportunity among member clubs of the Association;

(d) promote a drug-free sport by endorsing the Anti-Doping policies of any Sporting Bodies, Commissions or Committees and International Federations with whom Archery Tasmania is affiliated.

(e) comply with the Rules and Regulations of the National bodies with which the Association is affiliated.

## **6. Purposes of Association**

(1) The primary purposes of the Association are to -

- (a) arrange Annual tournaments to determine State Champions and arrange such other tournaments and competitions as it may from time to time determine;
- (b) arrange and encourage representation in Interstate, National and International tournaments;
- (c) recognise and acknowledge outstanding sporting achievements or contribution to the Association;
- (d) keep records for the purposes of the Association.

(2) When necessary or convenient for any of the primary purposes, the Association may undertake:

- (a) the purchase, taking on lease or in exchange, hire or other acquisition of any real or personal property necessary or convenient for any of the objects or purposes of the Association;
- (b) the purchase, sale or supply of, or other dealing in, goods;
- (c) the construction, maintenance or alteration of any building or works necessary or convenient for any of the objects or purposes of the Association;
- (d) the acceptance of a gift for any of the objects or purposes of the Association;
- (e) the taking of any step the committee, or the member clubs of the Association at a general meeting, determine expedient for the purpose of procuring contributions to the funds of the Association;
- (f) the printing or publication of any newspaper, periodical, book, leaflet or other document the committee, or the member clubs of the Association at a general meeting, determine desirable for the promotion of any of the objects or purposes of the Association;
- (g) the borrowing and raising of money in any manner and on terms –
  - (i) the committee thinks fit; or
  - (ii) approved or directed by resolution passed at a general meeting;
- (h) the investment, in any manner the Committee of Management determines, of any money of the Association not immediately required for any of the objects or purposes of the Association, subject to the provisions of the [Trustee Act 1898](#);

- (i) the making of a gift, subscription or donation to any of the funds, authorities or institutions to which [section 78A of the Income Tax Assessment Act 1936](#) of the Commonwealth relates;
- (j) the purchase or acquisition of all or any part of the property, assets, liabilities and engagements of any Association with which the Association may at any time become amalgamated in accordance with the provision of the Act and these Rules;
- (k) the insurance and continued insurance of any insurable property of the Association against loss or damage by fire or otherwise and the insurance and continued insurance of all servants of the Association against risk, accident or breach of fidelity in the course of their employment by the Association. To effect insurance for the purpose of indemnifying the Association in respect of claims by reason of any risk, accident or breach of fidelity. To pay premiums on any such insurance and generally to insure against losses by damage, risk, accident and liabilities of all kinds which may affect the Association;
- (l) the establishment and support, or aiding in the establishment or support, of any other association formed for any of the basic objects of the Association;
- (m) any arrangement or contract with any Government, Municipal or other Corporation or public body, firm or person which may be conducive to all or any of the objects of the Association. To obtain any right, licences, privileges or concessions which the Association may think desirable to obtain and to carry out; exercise and comply with any arrangements, contracts, rights and licences, privileges and concessions;
- (n) the doing of any lawful thing incidental or conducive to the attainment of the objects or purposes of the Association.

## **7. Affiliations**

(1) The Association shall seek and only maintain registration with Archery Australia Inc. and shall comply with all rules, regulations, policies and procedures of Archery Australia Inc. and World Archery.

(2) The Association shall register all of its members with Archery Australia Inc. The Association recognises that failure to register all members or comply with rules, regulations, policies and procedures of Archery Australia Inc. and World Archery will lead to the deregistration of the Association and its members and the loss of all rights and privileges afforded by these associations.

## **8. Liability of member clubs**

If the Association is wound up;

- (1) any right, privilege or obligation of a member club of the Association –
  - (a) is not capable of being transferred to another club; and
  - (b) terminates when the club ceases to be a member of the Association.
- (2) each club which was, immediately before the Association is wound up, a member of the Association, and each club who was a member of the Association within the period of 12 months immediately preceding the commencement of the winding-up, is liable to contribute –
  - (a) to the assets of the Association for payment of the liabilities of the Association; and
  - (b) for the costs, charges and expenses of the winding-up; and
  - (c) for the adjustment of the rights of the contributors among themselves.
- (3) Any liability under [subrule \(2\)](#) is not to exceed one Australian dollar.
- (4) Despite [subrule \(2\)](#), a former member club of the Association is not liable to contribute under that subrule in respect of any liability of the Association incurred after it ceased to be a member.
- (5) The Association's income and property, however derived, shall be applied solely towards the promotion of the objects other than on the winding up of the Association and no portion may be paid, transferred, directly or indirectly, by dividend, bonus or otherwise to any member club;
- (6) A motion to wind up the Association may only be carried by Special Resolution. Subject to Section 33 of the Act, the Association's net assets (if any) on winding up shall be distributed to such other Incorporated Association which has the same or similar objects as the Association as the members approve by Special Resolution.

## **9. Income and property of Association**

(1) The income and property of the Association is to be applied solely towards the promotion of the objects and purposes of the Association.

(2) No portion of the income or property of the Association is to be paid or transferred to any member club of the Association unless the payment or transfer is made in accordance with this Rule.

(3) The Association may –

(a) pay a person or member club of the Association –

(i) remuneration in return for services rendered to the Association, or for goods supplied to the Association, in the ordinary course of business of the person or member club; or

(ii) remuneration that constitutes a reimbursement for out-of-pocket expenses incurred by the individual affiliate or member club for any of the objects or purposes of the Association; or

(iii) interest at a rate not exceeding the rate of interest from time to time charged by the Association's bank on loans of a similar nature; or

(iv) a reasonable amount by way of rent for premises, or a part of premises, let to the Association by the person or member club; and

(b) pay a member of the committee remuneration in return for carrying out the functions of a member of the committee; and

(c) pay a member of a sub-committee remuneration in return for carrying out the functions of a member of the sub-committee; and

(d) if so requested by, or on behalf of any other association, organisation or body, appoint or nominate an individual affiliate of the Association to an office in that other association, organisation or body.

(4) Despite [subrule \(3\)\(a\)](#), [\(b\)](#) and [\(c\)](#), the Association is not to pay a person any amount under that subrule unless the Association or committee has first approved that payment.

(5) Despite [subrule \(3\)\(d\)](#), the Association is not to appoint or nominate an individual affiliate of the Association under that subrule to an office in respect of which remuneration is payable unless the Association or committee has first approved –

(a) that appointment or nomination; and

(b) the receipt of that remuneration by that individual affiliate.

## **10. Accounts of receipts and expenditure**

- (1) True accounts are to be kept of the following:
  - (a) each receipt or payment of money by the Association and the matter in respect of which the money was received or paid;
  - (b) each asset or liability of the Association.
- (2) The accounts are to be open to inspection by the member clubs of the Association at any reasonable time, and in any reasonable manner, determined by the committee.
- (3) The Treasurer of the Association is to keep all accounting books, and general records, and records of receipts and payments connected with the business of the Association, in the form and manner the committee determines.
- (4) The accounts, books and records are to be kept with the Association's Treasurer or at any other place the committee determines.

## **11. Banking and finance**

- (1) On behalf of the Association, the treasurer of the Association is to –
  - (a) receive any money paid to the Association; and
  - (b) immediately after receiving the money, issue an official receipt in respect of the money; and
  - (c) cause the money to be paid into the account opened under [subrule \(2\)](#) as soon as practicable after it is received.
- (2) The committee is to open with an authorised deposit-taking institution an account in the name of the Association.
- (3) The committee may –
  - (a) receive from an authorised deposit-taking institution a cheque drawn by the Association on any of the Association's accounts with the authorised deposit-taking institution; and
  - (b) release or indemnify the authorised deposit-taking institution from or against any claim, or action or other proceeding, arising directly or indirectly out of the drawing of that cheque.
- (4) Except with the authority of the committee, a payment of an amount exceeding \$20 is not to be made from the funds of the Association other than –
  - (a) by cheque drawn on the Association's account; or
  - (b) by the electronic transfer of funds from the Association's account to another account at an authorised deposit-taking institution.



(5) The committee may provide the Treasurer of the Association with an amount of money to meet urgent expenditure, subject to any conditions the committee may impose in relation to the expenditure.

(7) Before the end of each financial year, the Treasurer shall prepare a Budget for the next financial year, as provided for in [rule 15\(3\)\(b\)](#). This budget is to be presented to and approved by the committee at the last committee meeting before the end of the financial year.

(7) A cheque is not to be drawn on the Association's account, and an amount is not to be electronically transferred from the Association's account to another account at an authorised deposit-taking institution, except for the purpose of making a payment that has been authorised by the committee.

(8) All cheques, drafts, bills of exchange, promissory notes, electronic payments and other negotiable instruments shall be signed/authorised and countersigned/authorised by any two signatories nominated by the committee.

## **12. Auditor**

(1) At each annual general meeting, the member clubs of the Association present at the meeting are to appoint a person as the auditor of the Association.

(2) If an auditor is not appointed at an annual general meeting under [subrule \(1\)](#), the committee is to appoint a person as the auditor of the Association as soon as practicable after that annual general meeting.

(3) The auditor is to hold office until the next annual general meeting and is eligible for re-appointment.

(4) The auditor may only be removed from office by special resolution.

(5) If a casual vacancy occurs in the office of auditor, the committee is to appoint a person to fill the vacancy until the end of the next annual general meeting.

## **13. Audit of accounts**

(1) The auditor is to audit the financial affairs of the Association at least once in each financial year of the Association.

(2) The auditor, after auditing the financial affairs of the Association for a particular financial year of the Association, is to –

(a) certify as to the correctness of the accounts of the Association; and

- (b) at the next annual general meeting, provide a written report to the members of the Association who are present at that meeting.
- (3) In the report and in certifying to the accounts, the auditor is to –
- (a) specify the information, if any, that he or she has required under [subrule \(5\)\(b\)](#) and obtained; and
  - (b) state whether, in his or her opinion, the accounts exhibit a true and correct view of the financial position of the Association according to the information at his or her disposal; and
  - (c) state whether the rules relating to the administration of the funds of the Association have been observed.
- (4) The treasurer is to deliver to the auditor a list of all the accounting records, books and accounts of the Association.
- (5) The auditor may –
- (a) have access to the accounting records, books and accounts of the Association; and
  - (b) require from any employee of, or person who has acted on behalf of, the Association, any information the auditor considers necessary for the performance of his or her duties; and
  - (c) employ any person to assist in auditing the financial affairs of the Association; and
  - (d) examine any member of the committee, or any employee of, or person who has acted on behalf of, the Association, in relation to the accounting records, books and accounts of the Association.

#### **14. Exemptions under the Act**

- (1) For any financial year that the Association is exempt from the requirement to be audited by virtue of [section 24\(1B\)](#) or [\(1C\)](#) of the Act –
- (a) an auditor is not required to be appointed for that financial year under [rule 12](#) unless the Association elects to have the financial affairs of the Association for that financial year audited in accordance with the Act and these rules; and
  - (b) if an auditor is not appointed for a financial year by virtue of [paragraph \(a\)](#) –
    - (i) [rules 12](#) and [13](#) do not apply in respect of the Association for that financial year; and

(ii) [rule 13\(5\)\(b\)](#), to the extent that it relates to an auditor, does not apply in respect of the annual general meeting held by the Association in respect of that financial year; and

(iii) [rule 13\(5\)\(d\)](#) does not apply in respect of the annual general meeting held by the Association in respect of that financial year.

(2) For any financial year that the Association is exempt from the requirement to provide an annual return by virtue of [section 24\(1B\)](#) of the Act, the committee must provide, as part of the ordinary business of the annual general meeting for that financial year, a copy of the annual financial report given under the [Australian Charities and Not-for-profits Commission Act 2012](#) of the Commonwealth in respect of that financial year.

## **15. Governance of the Association**

(1) The affairs of the Association are to be managed by a Committee of Management as provided in [rule 23\(B\)](#).

(2) The committee –

(a) is to control and manage the business and affairs of the Association; and

(b) may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised and performed by member clubs of the Association at a general meeting; and

(c) has power to do anything that appears to the committee to be essential for the proper management of the business and affairs of the Association.

(3) The committee is to meet at least once in each quarter at a time and venue to be determined.

(a) a quorum for these meetings is in accordance with [rule 23\(B\)\(5\)](#)

(b) the Budget and a Draft Calendar of Events for the forthcoming financial year, as set by the Executive Officers is to be presented to and approved by the committee at the last committee meeting before the end of the financial year.

## **16. Structure of the Committee of Management**

(1) The Committee of Management of the Association consists of –

(a) the Executive Officers of the Association;

(b) other elected officers as determined from time to time, and

(c) A delegate from each member club nominated by the member club at the annual general meeting or appointed in accordance with this Rule. Each club must have a secondary delegate who can take the primary delegate's place if they are unable to attend a committee meeting. Names of these delegates are to be given to the Secretary at the annual general meeting.

(2) A club delegate is to hold office until the end of the next annual general meeting after that at which he or she is elected, and is eligible for re-election.

(3) If an office of a member delegate is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.

(4) If a casual vacancy occurs in the office of club delegate, the member club may appoint a club member to fill the vacancy until the end of the next annual general meeting after the appointment. The Association's Secretary is to be notified of the person operating as club delegate in a casual capacity.

## **17. The Executive Committee**

(1) The Executive Officers of the Association are as follows:

(a) the president;

(b) the vice-president;

(c) the treasurer;

(d) the secretary;

(e) the recorder.

(2) Subject to [subrule \(5\)](#), the executive officers of the Association are to be elected in accordance with [rule 20](#).

(3) Each executive officer of the Association is to hold office until the end of the next annual general meeting after that at which he or she is elected, and is eligible for re-election.

(4) If an office referred to in [subrule \(1\)](#) is not filled at an annual general meeting, there is taken to be a casual vacancy in the office.

(5) If a casual vacancy in an office referred to in [subrule \(1\)](#) occurs, the committee may appoint one of its members to fill the vacancy until the end of the next annual general meeting after the appointment.

## **18. Sub-Committees**

(1) The committee may:

- (a) Appoint sub-committees of the committee and prescribe their powers and functions;
  - (b) Co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association;
  - (c) determine the quorums and procedures of any sub-committee whether appointed by these Rules, the committee, or by any general meeting or may delegate any sub-committee the power to determine its own quorum and procedures.
- (2) The chairperson of the sub-committee is to convene meetings of a sub-committee.
- (3) Any question arising at a meeting of a sub-committee is to be determined –
- (a) on a show of hands; or
  - (b) if demanded by a member of the sub-committee, by a poll taken at that meeting in the manner the chairperson determines.
- (4) On any question arising at a meeting of a sub-committee, a member of the sub-committee (including the chairperson) has one vote only.
- (5) Written notice of each sub-committee meeting is to be served on each member of the sub-committee electronically.

## **19. Proceedings Not Invalidated**

No committee proceedings shall be invalidated by reason of any defect in the election of members or of any disqualification of any member or by reason of any vacancy on the committee, except that a meeting shall not proceed without a quorum.

## **20. Elections**

- (1) Nominations for Candidates for election shall be called by the Secretary;  
and
- (a) made in writing and signed by the candidate and at least one other individual affiliate;
  - (b) shall be delivered to the Secretary at least 14 days prior to the date fixed for the AGM;

- (2) If the number of nominations is equal to the number of vacancies to be filled, the persons nominated shall be declared to be elected at the AGM;
- (3) If insufficient nominations are received to fill all vacancies, further verbal nominations may be received at the AGM provided that the candidate consents to their nomination either personally or in writing. The ballot for the election to fill such vacancies shall be conducted at the AGM in such usual and proper manner as the meeting may direct but proxy votes shall not be counted;
- (4) If more nominations are received than there are vacancies:
  - (a) the ballot for the election to fill vacancies shall be conducted at the annual general meeting in such manner as the meeting directs but proxy votes shall not be counted;
  - (b) in the case of a secret ballot the member clubs' delegates at the AGM shall appoint two persons to act as Scrutineers;
  - (c) on the declaration by the chairperson of the closure of the poll the scrutineers shall count the votes recorded on the ballot papers;
  - (d) the candidate receiving the greatest number of primary votes shall be declared elected;
  - (e) the chairperson shall determine any question as to the validity or otherwise of any ballot paper.
- (5) The result of any secret ballot is to be recorded in the minutes of the AGM.

## **21. Vacancies**

The office of an Officer or Committee Member becomes vacant if the officer or committee member:

- (a) dies; or
- (b) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration or estate for their benefit; or

- (c) becomes a represented person within the meaning of the [Guardianship and Administration Act 1995](#) ; or
- (d) resigns office in writing addressed to the committee; or
- (e) ceases to be ordinarily resident in Tasmania; or
- (f) is absent from 3 consecutive meetings of the committee without the permission of the other members of the committee; or
- (g) ceases to be a member of the Association; or
- (h) ceases to be a financial affiliate of Archery Australia Inc.

## **22. Disclosure of interests**

- (1) If a member of the committee or a member of a sub-committee has a direct or indirect pecuniary interest in a matter being considered, or about to be considered, by the committee or sub-committee at a meeting, the member is to, as soon as practicable after the relevant facts come to the member's knowledge, disclose the nature of the interest to the committee.
- (2) If at a meeting of the committee or a sub-committee a member of the committee or sub-committee votes in respect of any matter in which the member has a direct or indirect pecuniary interest, that vote is not to be counted.

## **23. Meetings of the Association**

### **(A) Annual General Meeting**

- (1) The Association is to hold an annual general meeting each year.
- (2) A quorum for the AGM is 50% of member clubs as represented by one delegate only. Each member club has one vote.
- (3) An annual general meeting is to be held on any day the committee determines (being not later than 3 months after the end of the financial year of the Association).
- (4) An annual general meeting is to be in addition to any other general meeting that may be held in the same year.
- (5) The notice convening an annual general meeting is to specify the purpose of the meeting.
- (6) The ordinary business of an annual general meeting is to be as follows:
  - (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 committee, auditor or other persons acting on behalf of the Association, reports on the transactions of the Association during the last preceding financial year of the Association;

(c) to elect the officers of the Association and receive nominations for club delegates;

(d) to appoint the auditor and determine his or her remuneration;

(7) An Annual General Meeting may transact business of which notice is given in accordance with [rule 26](#),

(8) Minutes of proceedings of an Annual General Meeting are to be kept by the Secretary and archived electronically or, in the absence from the meeting of the Secretary, by an officer of the Association who is nominated by the chairperson of the meeting.

### **(B) Committee of Management Meetings**

(1) The committee is to meet at least once in each quarter at any place and time the committee determines.

(2) A meeting of the committee, other than a meeting referred to in [subrule \(1\)](#), may be convened by any 2 members of the Executive.

(3) Written notice of any committee meeting is to be served on members of the committee and is to specify the general nature of the business to be transacted.

(4) A committee meeting may only transact business of which notice is given in accordance with [subrule \(3\)](#).

(5) A quorum for the transaction of the business of a meeting of the committee is a minimum of 2 Executive members and a delegate from 50% of the member clubs.

(6) Business is not to be transacted at a meeting of the committee unless a quorum is present.

(7) If a quorum is not present within half an hour after the time appointed for the commencement of a meeting of the committee, the meeting is to be adjourned to the same day in the next week at the same time and at the same place.

(8) At each meeting of the committee, the chairperson is to be –

(a) the president; or

(b) in the absence of the president, the vice-president; or



(c) in the absence of the president and vice-president, a member of the committee elected to preside as chairperson by the members of the committee present at the meeting.

- (9) Any question arising at a meeting of the committee is to be determined –
- (a) on a show of hands; or
  - (b) if demanded by a member, by a poll taken at that meeting in the manner the chairperson determines.

### **(C) Executive Meetings**

(1) The president, the vice-president, the treasurer, the recorder and the secretary constitute the Executive Committee.

(2) During the period between meetings of the committee, the executive committee may issue instructions to the public officer in matters of urgency connected with the management of the affairs of the Association.

i) A minimum of 3 members of the Executive may meet as required from time to time to deal with special matters arising.

ii) These meetings may be held in person or via electronic means.

(3) The executive committee is to report on any instructions issued under [subrule \(2\)](#) to the next meeting of the committee of management.

### **(D) Special General Meetings**

(1) The member clubs may request the committee to convene a special general meeting of the Association at any time.

(2) The committee, on the request in writing from at least 50% of member clubs of the Association, is to convene a special general meeting of the Association.

(3) A requisition for a special general meeting –

(a) is to state the objects of the meeting; and

(b) is to be signed by the President and Secretary of each of the clubs requesting; and

(c) is to be submitted to the secretary of the Association; and

(d) may consist of several documents, each signed by one or more of the requisitionists.

(4) If the committee does not cause a special general meeting to be held within 30 days after the day on which a requisition is deposited with the secretary of the Association, any one or more of the requisitionists may

convene the meeting within 3 months after the day on which the requisition is submitted to the Association.

(5) A special general meeting convened by requisitionists is to be convened in the same manner, as nearly as practicable, as the manner in which a special general meeting would be convened by the committee.

#### **24. Meeting Procedures for conduct of any business at meetings of the Association:**

(1) All business transacted at a meeting, other than the ordinary business of an annual general meeting, is special business.

(2) A quorum for the transaction of the business of a meeting of the Association must be present.

(3) Business is not to be transacted at a meeting unless a quorum of members of the Association entitled to vote is present at the time when the meeting considers that business.

(4) If a quorum is not present within half an hour after the time appointed for the commencement of a general meeting, the meeting –

(a) if convened on the requisition of member clubs of the Association, is dissolved; or

(b) if convened by the committee, is to be adjourned to the same day in the next week at the same time and at the same place.

(5) If at an adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting is dissolved.

#### **25. Adjournment of meetings**

(1) The chairperson of a meeting at which a quorum is present may adjourn the meeting with the consent of the member clubs of the Association who are present and entitled to vote at the meeting, 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 meeting is adjourned for 14 days or more, notice of the adjourned meeting is to be given in the same manner as the notice of the original meeting.

(3) If a meeting is adjourned for less than 14 days, it is not necessary to give any notice of the adjournment or of the business to be transacted at the adjourned meeting.

## **26. Notices of Annual General Meetings and Committee of Management meetings**

(1) At least 14 days before the day on which a meeting of the Association is to be held, the secretary is to publish a notice specifying –

- (a) the place, day and time at which the meeting is to be held; and
- (b) the nature of the business that is to be transacted at the meeting.

(2) A notice is published for the purposes of [subrule \(1\)](#). The notice may

- (a) appear on a website, or at an electronic address of the Association; or
- (b) be sent to each member club of the Association at an email address that the member club has nominated as the email address to which notices from the Association may be sent; or
- (c) be given by another means determined by the secretary, that is reasonably likely to ensure that all member clubs of the Association will be notified of the notice.

## **27. Chairperson at meetings**

At each meeting of the Association, the chairperson is to be –

- (a) the president; or
- (b) in the absence of the president, the vice-president; or
- (c) in the absence of the president and vice-president, a member of the Association elected to preside as chairperson by the members of the Association present and entitled to vote at the meeting.

## **28. Determination of questions arising at meetings**

(1) A question arising at a meeting of the Association is to be determined on a show of hands.

(2) A declaration by the chairperson that a resolution has, on a show of hands, been lost or carried, or been carried unanimously or carried by a particular majority, together with an entry to that effect in the minutes of the Association, is evidence of that fact unless a poll is demanded on or before that declaration.

## **29. Votes**

(1) On any question arising at a meeting of the Association, those eligible to vote have one vote only.

(2) Votes may be given personally or by proxy, except in the case of special resolutions for revision of these Rules, where proxy votes are not permitted (see Rule 36);

(3) A Club Delegate may be represented by a proxy who shall have full voting rights provided that written authorization signed by the Club Delegate is presented to the chairperson prior to the commencement of the meeting;

(4) Proxy votes cannot be held by Executive officers.

(5) On any question arising at a meeting of the Committee, a member of the committee (excluding the Executive Officers but including the chairperson) has one vote only.

(6) Despite [subrule \(5\)](#), in the case of an equality of votes, the chairperson has a second or casting vote.

### **30. Taking of a ballot**

If at a meeting a ballot on any question is demanded –

(a) the ballot is to be taken at that meeting in the manner that the chairperson determines; and

(b) the result of the ballot is taken to be the resolution of the meeting on that question.

### **31. When a ballot is to be taken**

(1) A ballot that is demanded on the election of a chairperson, or on a question of adjournment, is to be taken immediately.

(2) A ballot that is demanded on any other question is to be taken at any time before the close of the meeting as the chairperson determines.

### **32. Service of notices and requisitions**

Except as otherwise provided by these rules, a document may be served under these rules on a person by –

(a) giving it to the person; or

(b) sending it by post to the person's postal or residential address or place or address of business or employment last known to the server of the document; or

(c) sending it electronically.

### **33. Disciplinary procedures**

The committee may expel, suspend or otherwise discipline a member club if, in the committee's considered opinion, the member club has been guilty of conduct detrimental to the Association's interests or, is in breach of Archery Australia Inc.'s Code of Conduct.

### **34. Disputes**

A dispute between a member club of the Association and the Association is to be determined by arbitration in accordance with the provisions of the [Commercial Arbitration Act 2011](#).

### **35. Seal of Association**

(1) The seal of the Association is to be in the form of a rubber stamp inscribed with the name of the Association encircling the word 'Seal'.

(2) The seal is not to be affixed to any instrument except by the authority of the committee.

(3) The affixing of the seal is to be attested by the signatures of –

(a) two members of the Executive Committee; or

(b) one member of the Executive Committee and any other person the committee may appoint for that purpose.

(4) If a sealed instrument has been attested under [subrule \(3\)](#), it is presumed, unless the contrary is shown, that the seal was affixed to that instrument by the authority of the committee.

(5) The seal is to remain in the custody of the Secretary of the Association.

### **36. Rule Revision**

Subject to the provisions of the Act, these Rules may be altered, added to or rescinded by a Special Resolution. In the case of Special Resolutions for revision of these Rules, proxy votes are not permitted.

A Special Resolution may only be passed for the purposes of this Rule if written notice specifying the intention to propose the Resolution was given to all member clubs at least 14 days prior to the General Meeting at which the Resolution is to be considered.