

WARRINGAH ARCHERS Inc - CONSTITUTION

1. NAME OF THE CLUB

The Name of the club shall be: " Incorporated", hereafter referred to as the Club.

The Club shall be affiliated to Archery Australia, through the Archery Society of New South Wales Inc.

2. DEFINITIONS/INTERPRETATION

In this constitution, unless the context or subject matter otherwise indicates or requires:-

- (a) "Approved club" means an Archery club affiliated with A.A.
- (b) "Committee" shall mean the Committee of Management elected at the Annual General Meeting.
- (c) "A.A" shall mean Archery Australia Inc.
- (d) "A.S.N.S.W." shall mean Archery Society of New South Wales Inc, hereinafter referred to as the Society.
- (e) "Extraordinary General Meeting" shall mean a general meeting of the club other than Annual General Meeting.
- (f) "the Act" means the Associations Incorporation's Act, 1984.
- (g) "the Regulations" means the Associations Incorporation Regulations, 1985.
- (h) In these rules, a reference to a function includes a reference of power, authority and duty.
- (i) The provisions of the Interpretations Act, 1987, apply to and in respect of this constitution in the same manner as those provisions would so apply if these rules were an instrument made under the Act.
- (j) "Club" refers to the incorporated association governed by these rules.
- (k) For "Constitution" read Rules.

3. OBJECTS

The Club is formed to:-

- (a) Promote amongst its members the sport of Archery as approved by A.A.
- (b) Instruct its members in the safe and proficient pursuit of the sport.
- (c) Provide instruction for beginners in the sport.
- (d) Disburse funds of the Club in pursuance of objects and matters incidental thereto.
- (e) Offer other sporting and social facilities as may be deemed desirable.

4. (A) MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of the Club if, but only if:-

- (a) the person is a person referred to in Section 15(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Club at any time after incorporation of the Club under the Act; or
- (b) the person is a natural person who:-
- (c) has been nominated for membership of the Club as provided by rule 4 (B).

(B) MEMBERSHIP

The club shall be composed of Ordinary, Junior, Honorary, Honorary Life, and Associate Members.

To qualify for membership a person must:-

- (a) Make application for membership on the prescribed form as set out in Appendix (2) to these rules which shall be lodged with the Secretary of the Club.
- (b) Apply for membership within one calendar month of finishing a beginners class at the Club or an approved club.
- (c) Pay the requisite due and fees.
- (d) Possess a copy of the Constitution and Range Rules and be familiar with their contents.
- (e) Upon application, and after payment of the affiliation fee plus the joining fee, the applicant shall then be entitled to attend the weekly shoots as a participating visitor and be liable for payment of such equipment/range fees as the Club specifies, until the next committee meeting.
- (f) The application shall be tabled at the next committee meeting for final consideration.
- (g) The secretary will notify the applicant of the result of that consideration. If successful, membership is now only dependent upon payment of annual subscription fees. If unsuccessful, the applicants joining fee will be refunded and advise given that such application was not accepted.
- (h) The committee, may at its discretion, refuse an application for membership without giving its reason for such refusal.
- (i) The aforementioned rules are applicable to all persons, regardless of whether they are/are not of amateur status as defined by A.A.
- (j) The secretary shall, on successful application enter the name of the applicant in the register of members, and upon the name being entered, the applicant becomes a member of the Club.

5. 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) terminates upon cessation of the persons membership.

6. REGISTER OF MEMBERS

- (a) The Public Officer of the Club shall establish and maintain a register of members of the Club specifying the name and address of each person who is a member of the Club together with the date on which the person became a member.

7. MEMBERS

(a) Ordinary Members:-

Shall be members who are entitled to the full privileges of membership and who are liable for payment of all fees and levies.

(b) Junior Members:-

- (i) Are members of the Club under the age of 18 (eighteen) years under conditions laid down for such members under the AA's current Constitution and Rules.
- (ii) All such members who have reached the age of 15 (fifteen) years shall have the right to vote but shall not be eligible to hold an elected position of officer of the Club until they reach the age of 18 (eighteen) years.

(c) Honorary Members:-

- (i) On the recommendation of the Committee or nomination by members, Honorary Members may be elected at a General Meeting.
- (ii) A 75% majority of members present and voting shall be necessary for such election.
- (iii) Honorary members may be elected for such period as the general meeting may deem expedient and they shall be entitled to all privileges of membership, except that they will not be entitled to vote at meetings or serve as officers on the Committee.
- (iv) They will be capitated to the Society at the Clubs expense if they are archers.

(d) Honorary Life Members:-

- (i) On recommendation of the Committee or Ordinary Member a member, who has given exceptional service to the Club and/or of the sport of Archery, may be elected a Honorary Life member at the Annual General Meeting, and shall be elected by a simple majority of the members present, and shall henceforth have all the privileges of membership without paying the annual subscription, levies or other dues, but they will be capitated to the Society at Club expense if archers, provided always that the number of Honorary Life Members shall not at any time exceed 6 (six).

- (ii) A list of Honorary Life Members to be added to this Constitution under Appendix 1.

(e) Associate Member:-

- (i) Are members of the Club who are registered to the Society through another club and shall be members of the Club by invitation.
- (ii) They shall have neither voting rights, nor shall they be eligible to hold an elected position of officer of the Club.
- (iii) Their association with the Club shall be by means of a fee to be set and reviewed annually by the Committee.

8. RESIGNATION OF MEMBERSHIP

- (a) A member of the Club shall not be entitled to resign that membership except in accordance with this rule.
- (b) A member may at any time, by giving notice in writing to the Secretary of the Club, resign his/her membership, but shall continue liable for any subscription and other monies due and unpaid at the date of such resignation, and shall not be entitled to a refund of subscription, subject to Committee approval.
- (c) Where a member of the Club ceases to be a member pursuant to clause 8 (b) and in every other case where a member ceases to hold membership, the Secretary shall cause an appropriate entry to be made in the register of members recording the date on which the member ceases to be a member.

9. CESSATION OF MEMBERSHIP

A person ceases to be a member of the Club if the person:-

- (a) dies;
- (b) resigns that membership; or
- (c) is expelled from the Club.

10. MEMBERS LIABILITIES

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, if any, unpaid by the member as required by rules 4.(b), 4.(c), 4.(e), 15, 16, 17, 18 and 19.

11. EXPULSION OF MEMBERS

- (a) To expel a member from the Club notice shall be sent to the Secretary signed by any financial member of the Club acquainting him/her with the circumstances that give rise to such notice.
- (b) The Secretary shall then communicate with such member (so that such member may have the opportunity of explaining or withdrawing from the Club) and shall call a meeting of the Committee who are empowered to decide the question.
- (c) If a 75% majority of the Committee vote for expulsion, the member shall be expelled.
- (d) Any member so expelled shall have the right to appeal against such resolution by the Committee at a general meeting by lodging with the Secretary a notice to that effect within seven (7) days.
- (e) Upon receipt of such notice from a member under clause 11.(d), the Secretary shall notify the Committee which shall convene an extraordinary general meeting of the Club to be held within 21 (twenty one) days after the date on which the Secretary received the notice.
- (f) At an extraordinary general meeting of the Club convened under clause 11.(e):-
 - (i) no business other than the question of the appeal shall be transacted;

- (ii) the committee and the member shall be given the opportunity to state their respective cases orally or in writing; or both; and
 - (iii) The members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked, by simple majority of those present and entitled to vote.
- (g) If at the extraordinary general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.
- (h) In cases of the utmost severity the Committee has the right to refer these to the A.A to be dealt with by A.A under their current Constitution and Rules..

12. INFRINGEMENT OF RULES OF CONSTITUTION AND BY-LAWS

- (a) Each member shall comply with the provisions of the Club Constitution or with any By-Laws made by the Committee in accordance with the provisions of the Constitution.

Any member failing to comply with the above, shall be liable to penalty as provided for in this Constitution.

- (b) The Committee shall have the power to penalise any member who is guilty of infringement of any rule or rules.
- (c) Any member who may be considered to have infringed any rule or rules may be called upon to appear before the Committee to answer such charges as may be laid against them.
- (d) Any member who, in the opinion of the Committee, may be considered to have been guilty of unfair practice or misbehaviour connected with Archery, or any action detrimental to the interest of the Club, may be called to appear before the Committee to answer these charges.

If found guilty, such member may be penalised by fine, suspension, expulsion or otherwise as the Committee may consider appropriate.

- (e) The Field Captain/Lady Paramount shall have the authority to warn or report any infringement of safety rules or misconduct on the field to the Committee and shall have the power, on having warned the same competitor, member or visitor twice for the same infringement, to suspend such competitor, member or visitor from participating in any further Club activities or competition until such time as their case may be brought before and decided upon by the Committee.
- (f) Any person so fined, charged or suspended shall be notified in writing by the Club secretary as to the appropriate action being taken within 7 (seven) days of such penalty being imposed, and in the case of the penalty being Expulsion of the member then expulsion shall only take place in accordance with rule (11) of this Constitution.
- (g) Any person who may be so penalised shall have the right of appeal against such penalty, but such appeal must be lodged with the secretary within 21 (twenty one) days of such notice being given.

If any such notice of appeal should be lodged, a General Meeting shall be held within 21 (twenty one) days of receipt of such notice, at which meeting the penalised person may explain the action leading to notice being given in support of such appeal.

- (h) Should the meeting not be unanimous in its decision on such appeal, a vote shall be taken and unless 75% majority votes against the appeal, such appeal shall be upheld and the penalty not imposed.

13. VISITORS

Any person visiting from another club shall report to a member of the Committee or the Field Captain/Lady Paramount, who shall ensure that such visitor sign their name in the Attendance Book together with the name of their club and their registration number if they are an archer.

14. RECORD OF ATTENDANCE

- (a) A record of attendance shall be kept in a book of durable design in which shall be written the date of attendance and the signature of the attending members, competitors, visitors and beginners class students, together with registration number and name of club if archers.

Such book shall be kept at a convenient location on the club premises.

- (b) Suggested format for such Attendance book is given in Appendix 5.

15. SUBSCRIPTIONS

- (a) The Annual membership fees shall be due and payable on or before the First day of July each year or commencement of shooting in that year.
- (b) Members joining on or after the First day of January shall be liable only for half the annual fee for such year.
- (c) Any member who is unfinancial on the due date shall remain a non-member until such time as payment of all dues and arrears are received by the Treasurer.
- (d) The registration fee for continuation of membership is due and payable on or before the First day of July and for a new member upon joining, is separate from and additional to the Annual Membership Fee.

16. MEMBERSHIP RATES FOR DEPENDENTS AND JUNIORS

The Committee may determine the fees for dependents of ordinary members and for junior members at a reduced scale.

17. JOINING FEE

- (a) The joining fee will be determined at the Annual General Meeting and shall be payable on nomination.
- (b) The joining fee of unsuccessful applicants shall be refunded.

18. LEVIES

- (a) The Committee may impose per capita levies on all members not exceeding membership fee in any one year.

Notwithstanding this rule, the Club in General Meeting may authorise the imposition of levies in excess of this amount.

- (b) When imposing a levy the Committee shall state the purpose of the levy and the due date.
- (c) If the levy is unpaid after the due date, the Committee may declare all defaulting members unfinancial, and action shall be taken in accordance with rule 15 (c).

19. COMPETITION FEES

Competition entrance fees shall be set by the Committee.

20. FINANCIAL YEAR

The financial year shall end 30 (thirty) days prior to the Annual General Meeting, to which day the accounts of the Club will be balanced; any monies received or disbursed in the name of the Club, shall be held by the Treasurer, banked in the Club account and noted on a separate balance sheet to be incorporated in the books on the first day of July of the new financial year.

21. COMMITTEE - POWERS OF, ETC.

The Committee shall be called the Committee of Management of the Club and, subject to the Act, the Regulations and these rules and to any resolution passed by the Club in general meeting:-

- (a) Shall control and manage the affairs of the Club;
- (b) May exercise all such functions as may be exercised by the Club other than those functions that are required by these rules to be exercised by a general meeting of members of the Club;
- (c) Has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club.
- (d) Each member of the Committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the committee member's election, but is eligible for re-election.
- (e) Notwithstanding the provisions of clauses a, b, c and d, the Committee shall comply with the directions of the members of the Club in general meeting.
- (f) Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall consists of up to 8 (eight) members.

These shall be 5 (five) office bearers plus 3 (three) executive members as follows:-

- 1. The President
- 2. The Vice-President
- 3. The Secretary
- 4. The Treasurer
- 5. The Recorder
- 6. One Executive Member
- 7. One Executive Member
- 8. One Executive Member

22. QUORUM

- (a) A quorum shall consist of 60 percent of the members of the Committee or one half of all Committee members plus one.
- (b) The Chairperson shall have a casting vote in cases where voting is equal.

23. TITLES AND DUTIES OF OFFICERS OF THE COMMITTEE

- (a) Patron and Vice Patron

- 1. There may be one or more Patrons and one or more Vice Patrons of the Club.
- 2. These are positions of Honour which may be offered by the members at general meeting, provided these positions are in reference to rule 4. (A) and 4. (B).

- (b) President

- 1. There shall be one President
- 2. The President is the senior executive officer of the Club and as such is responsible for the tone, style, and well being of the Club.
- 3. The President must accept the responsibilities of leadership and ensure that the Club operates efficiently.
- 4. The President will normally preside at all general meetings of the Club.
- 5. The President shall be a member, ex-officio, of all regular and special committees.
- 6. The President shall have a casting vote when voting is equal.

- 7, The President shall at the Annual General Meeting provide a Presidents report to the Chairperson.

(c) Vice-President

1. There shall be one Vice-President.
2. The Vice-President will accept the full responsibilities and duties of the President in the absence of the President.
3. The Vice-President shall not be part of any faction but shall function as the mediator between factions.

(d) Secretary

1. There shall be one Secretary.
2. The Secretary shall keep a record of the proceedings of the annual general meeting, general meetings and extraordinary general meetings of the Club.
3. The Secretary shall keep a record of the proceedings of the meetings of the Committee and all regular and special committees.
4. The Secretary shall keep a record of and conduct all correspondence in connection with the Club.
5. The Secretary shall be a member, ex-officio, of all regular and special committees.
6. The Secretary shall appoint a member of the Club to act as Secretary in their absence.

Such appointment to be made in writing and acknowledged in writing by the person so appointed.
7. The Secretary shall give notice to all members of all general meetings and give notice to all members of the Committee of all Committee meetings.
8. The Secretary shall at the annual general meeting supply a Secretary's report to the chairperson.
9. Unless determined otherwise, the Secretary shall also be the Public Officer.

(e) Treasurer

1. There shall be one Treasurer.
2. The Treasurer shall be responsible for all the financial matters of the Club under the auspices of the Committee.
3. The Treasurer shall be responsible for the disbursement and receiving of all monies due to or payable by the Club.
4. The Treasurer shall within 14 (fourteen) days of collecting pay all monies into a bank account approved by the Committee.
5. The Treasurer shall record in books of account, the receipt and expenditure of all monies connected with the Club.
6. The Treasurer shall at the annual general meeting deliver to the Chairperson a Balance Sheet and Profit and Loss Account covering the financial year immediately preceding the annual general meeting.

(f) Recorder

1. There shall be one Recorder.
2. The Recorder shall receive and process the scores of all Club members at Club and inter-club competition in a book of durable design.
3. The Recorder shall maintain a Handicap rating record for all Club members according to A.A.'s current Constitution and Rules.
4. The Recorder shall receive and process all claims for records submitted by Club members.
5. The Recorder shall apply for and obtain any such awards, Club badges, class badges, perfect badges and others as are deemed necessary.
6. The Recorder shall at the annual general meeting supply a report of all up-to-date ratings and records obtained over the past calendar year.

(g) Public Officer

1. The Public Officer shall maintain a register containing the names of all financial members complete with addresses, telephone numbers and registration numbers.
2. Such a register may be compiled by any means at their disposal, but hardcopies must be made available to the members of the Committee.
3. The Public Officer shall at the annual general meeting supply the Chairperson with an up-to-date copy of the register.
4. The Public Officer may hold any other position on the Committee.

24. MEETING OF THE COMMITTEE

- (a) The Committee shall meet at least once every month at such time and place as the Committee may determine.
- (b) Additional meetings of the Committee may be convened by the President or by any 3 (three) members of the Committee.
- (c) Oral or written notice of a meeting of the Committee shall be given by the secretary to each member of the Committee at least 24 hours (or such other period as may be unanimously

agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.

- (d) Notice of a meeting given under clause (c) shall specify the general nature of the business to be transacted at the meeting and no other business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- (e) No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the appointed time for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day in following week.
- (f) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the meeting shall be dissolved.
- (g) At a meeting of the committee:-
 - 1. The President, or in the President's absence, the Vice-President shall preside; or
 - 2. If the President and the Vice-President are absent or unwilling to act such one of the remaining members of the Committee as may be chosen by the members present at the meeting shall preside.
- (h) The Committee attendance shall be notified at the annual general meeting.

25. VOTING AND DECISIONS BY THE COMMITTEE

- (a) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- (b) Each member at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to 1 (one) vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (c) Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

26. CASUAL VACANCIES

- (a) For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member:-
 - 1. dies;
 - 2. ceases to be a member of the Club;
 - 3. becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code;
 - 4. resigns office by notice in writing to the secretary;
 - 5. is removed from office under rule 29;
 - 6. becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - 7. is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 (six) months.
- (b) Any vacancy occurring in the Committee shall be filled by the Committee and the appointee shall hold office until the next annual general meeting.

27. SUB-COMMITTEES

- (a) The Committee may from time to time appoint such sub-committees as it may deem necessary or expedient and may depute or refer to them such of the powers of the Committee

as the Committee may determine, and shall be appointed for a specific task and specific duration.

- (b) Each sub-committee shall periodically report its proceedings to the Committee and shall conduct its business in accordance with the directions of the Committee.

28. ELECTIONS OF COMMITTEE MEMBERS

- (a) The election of officers shall be held at the annual general meeting.
- (b) All elections shall be by simple majority and secret ballot.
- (c) All nominations to be received 14 (fourteen) days prior to the annual general meeting, and to be in the form as provided by Appendix 4.
- (d) If there are no written nominations received, or nominations are withdrawn at the annual general meeting, nominations may be accepted from the floor.

29. REMOVAL OF A COMMITTEE MEMBERS

- (a) The Committee may at any meeting by resolution remove any member of the Committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office pursuant to clause 26 (b).
- (b) Where a member of the Committee to whom a proposed resolution referred to in cause (a) relates makes representation 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 they are not sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

30. BY-LAWS

The Committee is empowered to make, repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club, which by-laws, repeals and amendments shall have effect until otherwise determined by the Committee or general meeting, always accepting that these by-laws are not in conflict with the constitution.

31. COMMON SEAL

- (a) The common seal of the Club shall be kept in the custody of the public officer.
- (b) The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested to by the signatures of the Committee or of 1 (one) member of the Committee and of the Secretary of the Public Officer.

32. FUNDS - SOURCE

- (a) The funds of the Club shall be derived from those sources per rules 15, 16, 17, 18 and 19, and any other source as provided by this constitution.
- (b) All monies received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (c) The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.

33. FUNDS MANAGEMENT

- (a) Subject to any special resolution passed by the Club in general meeting, the funds of the Club shall be used in pursuance of the objects of the Club as stated in clause 3. (a) to (e) inclusive in such manner as the Committee determines.

- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by 2 (two) members of the Committee authorised to do so by the Committee.

34. CUSTODY OF BOOKS, ETC.

Except as otherwise provided by these rules, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

35. INSPECTION OF BOOKS, ETC

The records, books and other document of the Club shall be open for inspection, free of charge, by any fully paid member of the Club at any reasonable hour.

36. NOTICES TO MEMBERS

- (a) For the purpose of these rules, a notice may be served by or on behalf of the Club upon a member either personally or by sending it by post to the member at the member's address as shown in the register of members.
- (b) Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall be deemed for the purpose of these rules to have been served on the person on the 4th (fourth) clear day following the date of posting.
- (c) Except where the nature of the business requires a special resolution of the Club, notice to members shall be served as set down by the various clauses in these rules.
- (d) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the Secretary shall, at least 21 (twenty one) days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clauses (a), (b) and (c) specifying, in addition to the matter required under clauses (a), (b) and (c), the intention to propose the resolution as a special resolution.

37. ALCOHOL AND ILLEGAL DRUGS

- (a) No person shall consume intoxicating beverages or illegal drugs at the Club or the field.
- (b) No person shall be admitted to the Club whilst apparently under the influence of intoxicating beverages or illegal drugs.
- (c) Any person found under the influence of intoxicating beverages or illegal drugs at the club shall be ordered to leave forthwith and if such person is a member of the Club he/she shall be liable to expulsion.

If such person is a member of another club he/she shall be reported in writing to his/her club.

If a competition is in progress, the offender will be disqualified from that competition.
- (d) No person having consumed liquor or partaken in illegal drugs, may return to the shooting line.
- (e) No person shall be in any ways involved in doping, as defined in the doping policy of the governing bodies of archery. All members agree to consent to drug testing, and to be subject to the penalties if found guilty of being involved in doping in any way.

38. INSURANCE

- (a) The Club shall effect and maintain insurance pursuant to section 44 of the Act.
- (b) In addition to the insurance required under clause 38 (a), the Club may effect and maintain other insurance.

39. ANNUAL GENERAL MEETING

- (a) With the exception of the first general meeting of the Club, the Club shall, at least once in each calendar year and within 6 (six) months after the expiration of each financial year of the Club, convene an annual general meeting of its members.
- (b) The Club shall hold its first annual general meeting:-
 - 1. within the period of 18 (eighteen) months after its incorporation under the Act; and
 - 2. within the period of 2 years after the expiration of the first financial year of the Club.
- (c) Clauses (a) and (b) have effect subject to any extension or permission granted by the Commission under section 26 (3) of the Act.
- (d) The annual general meeting shall, subject to the Act and to clause (a), (b) and (c), be held before the end of the calendar year.
- (e) All members shall be given 21 (twenty one) clear days written notice of the annual general meeting, and such notice shall be given in accordance with rule 36 (a) and (b).
- (f) The President or in the Presidents absence the Vice-President shall preside as chairperson.
- (g) If the President and Vice-President are absent from the meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.
- (h) Twenty members or 25% of all members, whichever is the smaller number shall constitute a quorum.
- (i) No business shall be transacted 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 stands adjourned to the same place and at the same hour of the same day in the following week.
- (j) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- (k) If the annual general meeting has not been called by the end of December of any year, twenty (20) or 25% of all members whichever is the smaller number, may convene and conduct an annual general meeting.
- (l) Any member desirous of moving any resolution at the annual general meeting shall give notice thereof in writing to the Secretary not less than 14 (fourteen) days before the date of such meeting.

- (m) The Agenda for the annual general meeting shall be:-
1. The opening of the meeting.
 2. Apologies.
 3. Minutes of the previous A.G.M., and any extraordinary general meeting held since that meeting.
 4. President's report.
 5. Secretary's report.
 6. Treasurer's report.
 7. Recorder's report.
 8. To receive and consider the statement which is required to be delivered pursuant to section 26 (6) of the Act.
 9. Other members reports.
 10. Standing down of officers
 11. Election of new officers
 12. General business.
- (n) The annual general meeting shall be specified as such in the notice convening it.

40. EXTRAORDINARY GENERAL MEETING

- (a) The Committee may at any time for any special purpose call an extraordinary general meeting of the Club.
- (b) Twenty-one (21) clear days notice shall be given in writing of such meeting to all members, and such notice shall be given in accordance to rule 36 (a) and (b).
- (c) Twenty (20) members or 25% of all members, whichever is the smaller number, may serve a requisition on the secretary to convene an extraordinary general meeting.
- (d) All such requisitions shall be signed by each of the requisitioning members.
- (e) The requisition shall state the purpose for which the meeting is required.
- (f) If the meeting has not been convened within 21 (twenty one) days from the service of the requisition on the Secretary, the requisitioning members may convene the meeting on behalf of the club.
- (g) No business other than that specified in the notice convening an extraordinary general meeting shall be transacted at the meeting.
- (h) The President or in the President's absence the Vice-President shall preside as chairperson at the meeting.
- (g) Twenty members or 25% of all members, whichever is the smaller number shall constitute a quorum.
- (k) No business shall be transacted 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 stands adjourned to the same place and at the same hour of the same day in the following week.
- (l) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

41. ADJOURNMENT OF GENERAL MEETINGS

- (a) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of the members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (b) Where a general meeting is adjourned for 14 (fourteen) days or more, the secretary shall give written or oral notice of 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.

- (c) Except as provided in clause (a) and (b), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.
1. immediately in the case of a poll which related to the election of the chairperson of the meeting or to the question of an adjournment; or
 2. in any other case, in such manner and at such time before the close of the meeting as the chairperson directs;
- and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

43. INDEMNITY

- (a) Every member of the Committee and other officer or servant of the Club shall be indemnified by the Club against, and it shall be the duty of the Committee out of the funds of the Club to pay all cost, losses and expenses which any such member of the Committee or other officer or servant may incur or become liable to pay for by reason of any contract entered into or act or thing done by him/her as a member of the Committee or other officer or servant in the course of the business of the Club, except such (if any) as shall happen through his/her own willful neglect or default.
- (b) A member of the Committee or other officer or servant of the Club shall not be liable for the acts, receipts, neglects or defaults of any other member of the Committee or officer, or for joining in any receipt or other act of conformity, or for any loss or expense happening to the Club through the insufficiency or deficiency of title to any property acquired by order of the Committee for or on behalf of the Club, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any monies, securities or effects shall be deposited, or for any loss occasioned by any error in judgment or oversight on his/her part, or for other loss, damage or misfortune whatever, which shall happen in the execution of the duties of his/her office, or in relation thereto, unless the same happen through his/her own willful neglect or default.

44. SURPLUS PROPERTY

- (a) If the club is wound up or if incorporation is cancelled, then any surplus property can be dealt with simply by special resolution of the Club and in accordance with section 53 of the Act.
- (b) The incorporated association so nominated shall be one which fulfills the requirements specified in section 53 (2) (a) - (c) of the Act, as long as such association complies with rule 3 of this constitution.

45. SPECIAL RESOLUTION

A resolution of the club is a special resolution if:-

- (a) it is passed by a majority which comprises not less than 75% of such members of the Club as, being entitled to do so under these rules, vote in person or by proxy at a general meeting of which not less than 21 (twenty one) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules: or
- (b) where it is made to appear to the Commission that it is not possible for the resolution to be passed in the manner specified in clause (a) - the resolution is passed in a manner specified by the Commission.

46. VOTING

- (a) Upon any question arising at a general meeting of the Club a member has one vote only.

- (b) All votes shall be given personally or by proxy but no member may hold more than 5 (five) proxies.
- (c) 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.
- (d) A member or proxy is not entitled to vote at any general meeting of the Club unless all money due and payable by the member or proxy to the Club has been paid.

47. APPOINTMENT OF PROXIES

- (a) Each member shall be entitled to appoint another member as proxy by giving notice to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (b) The notice appointing the proxy shall be in the form set up in Appendix 3 to these rules.

48. VARIATION OF THIS CONSTITUTION - RULES AND OBJECTS

This constitution, rules and objects, may be added to, repealed or amended only by a special resolution of the Club.

49. DISSOLUTION

If at any general meeting a resolution for the winding up of the Club shall be passed by a simple majority of the members present, an extraordinary general meeting shall be called in accordance with rule 45 to vote on the special resolution and if the special resolution is confirmed, the Club shall be wound up, in accordance with section 50 (1) of the Act.

APPENDIX 1

{Rule 7.(d.II)}

ROLL OF HONORARY LIFE MEMBERS

No.	Name	Date Awarded
1.	Mrs. Elizabeth Jennison	14.12.1986
2.	Mr. Stephen Jennison	07.12.1990
3.	Mr. John Robinson* *note became a founding member of Neath Target Archers, if club folds and he wishes to continue in the sport, he can return through Warringah Archers	07.12.1990
4.	Mr. Cornelius Dekker	18.09.1994
5.	Mr. Merrick Nacinovich	18.9.2005

APPENDIX 2

{Rule 4. (B) (a)}

**APPLICATION FOR MEMBERSHIP OF
INC**

(Incorporated under the Associations Incorporation Act, 1984)

I,.....
(full name of applicant)

of.....
(address)

telephone.....date of birth.....

occupation.....

hereby apply for membership of the above named incorporated association. In the event of my admission as a member, I agree to be bound by the rules of the association as set out in the Club Constitution for the time being in force.

I enclose herewith the initial joining fee of \$.....and understand that if admitted I will be liable for all registration and other Club fees as set down for the time being.

.....
(signature of applicant)

.....
(date)

I,.....being a Coach of Warringah Archers Inc nominate the applicant for membership of the Club and confirm that the applicant successfully completed a Beginners Course in Archery at this Club or other approved club.

.....
(signature of proposer)

.....
(date)

Membership Approved:

.....
(President)

.....
(date)

FORM OF APPOINTMENT OF PROXY

I,
(full name)

of.....
(address)

being a member of Warringah Archers Inc, hereby appoint:

.....
(full name of proxy)

of.....
(address of proxy)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the General Meeting of the Club (Annual General Meeting or Extraordinary General Meeting as the case may be) to be held on the:

.....day of.....19.....and at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details):-

.....
.....

(* to be inserted if desired)

.....
(signature of member appointing proxy)

.....
(date)

Note:

A proxy vote may not be given to a person who is not a financial member of the Club.

APPENDIX 4

{Rule 28.(c)}

FORM OF NOMINATION OF COMMITTEE MEMBER

I, , being a financial member
(name of nominator)

of Warringah Archers Inc, herewith nominate.....
(name of nominee)

being a financial member of Warringah Archers Inc, and being over the age of 18
(eighteen) years, for the position of.....
(position of committee)

to be decided upon at the Annual General Meeting of the Club to take place on
.....
(date of Annual General Meeting)

.....
(signature of nominator)

.....
(signature of nominee)

.....
(date)

.....
(date)

Note:

This nomination form must be received by the Secretary of the Club at least 14
(fourteen) days PRIOR to the Annual General Meeting

