



## **SYDNEY BOWMEN ARCHERY CLUB INC.**

### **CONSTITUTION**

The following Constitution was passed at a General Meeting convened and held on...

#### **PART I PRELIMINARY – DEFINITIONS AND OBJECTS**

- 1(a) Name
- 1(b) Definitions
- 1(c) Objects

#### **PART 2 MEMBERSHIP**

- 2. Members of the Society
- 3. Application for membership
- 4. Life membership
- 5. Cessation of membership
- 6. Membership entitlements not transferable
- 7. Resignation of membership
- 8. Register of members
- 9. Fees and subscriptions
- 10. Members' liabilities
- 11. Resolution of disputes
- 12. Disciplining of members
- 13. Right of appeal of disciplined member

#### **PART 3 THE COMMITTEE**

- 14. Powers of the committee
- 15. Composition and membership of the committee

16. Special appointments made by the committee
17. Election of committee members
18. President
19. Secretary
20. Treasurer
21. Casual vacancies
22. Removal of committee members
23. Committee meetings and quorum
24. Delegation by committee to sub-committee
25. Voting and decisions

#### **PART 4 GENERAL MEETINGS**

26. Annual general meetings – holding of
27. Annual general meetings – calling of and business at
28. Special general meetings – calling of
29. Notice
30. Quorum for general meetings
31. Presiding member
32. Adjournment
33. Making of decisions
34. Special resolutions
35. Voting
36. Proxy votes permitted
37. Postal votes
38. Changes to Club's constitution

#### **PART 5 MISCELLANEOUS**

39. Insurance
40. Funds – source
41. Funds – management
42. Changes to name, objects and constitution
43. Custody of books etc
44. Inspection of books etc
45. Service of notices
46. Financial year
47. Adoption of policies

#### **SCHEDULES:**

##### **SCHEDULE 1:**

Clause 3(1)(a) Application for Registration

##### **SCHEDULE 2:**

Clause 30(2) Form of Proxy

## **PART 1 PRELIMINARY – DEFINITIONS AND OBJECTS**

### **1(a) Name**

The name of the Club shall be Sydney Bowmen Archery Club Inc, herein referred to as the Club.

### **1(b) Definitions**

(1) In this constitution:

**AA** means Archery Australia Inc.

**ASNSW** means the Archery Society of NSW Inc.

**Club** means Sydney Bowmen Archery Club Inc.

**Director-General** means the Director-General of the Department of Services, Technology and Administration.

**ordinary committee member** means a member of the committee who is not an office-bearer of the Club.

**Secretary** means:

(a) the person holding office under this constitution as secretary of the Club. This person shall also hold the position of public officer of the Club

**special general meeting** means a general meeting of the Club other than an annual general meeting.

**the Act** means the Associations Incorporation Act 2009.

**the Regulation** means the Associations Incorporation Regulation 2010.

**The Society** means Archery Society of NSW Inc.

(2) In this constitution:

(a) a reference to a function includes a reference to a power, authority and duty, and

(b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

### **1(c) Objects**

#### General object

The general object of the Club is the promotion of the sport of archery.

## Specific objectives

- (1) The promotion of the sport of archery primarily to the residents of the eastern suburbs of Sydney
- (2) The promotion of the sport of archery to all people of all ages (although the Club may set minimum ages for practical reasons), both able bodied and those suffering from disabilities
- (3) The promotion of the sport of archery to family groups as well as individuals
- (4) The promotion of the sport of archery to all individuals, irrespective of ability
- (5) The promotion of the sport of archery in all its forms (excluding cross bows and hunting)

## **PART 2 - MEMBERSHIP**

### **2 Membership generally**

- (1) A person is eligible to be a member of the Club if the person is a natural person,
- (2) A person is taken to be a member of the Club if:
  - (a) the person is a natural person, and
  - (b) the person was a member of Sydney Bowmen Archery Club, the unincorporated body immediately before the registration of the Club,
- (3) A person is taken to be a member of the Club if the person was one of the individuals on whose behalf an application for registration of the Club under section 6 (1) (a) of the Act was made.

### **3 Application for membership**

- (1) An application by a person for membership of the Club:
  - (a) must be made by the Applicant in writing in the form set out in Schedule 1 to this constitution, and
  - (b) must be lodged, together with the fee under clause 9, with the secretary of the Club.
- (2) If an application for membership is accepted:
  - (a) the secretary must notify the applicant of admission; and
  - (b) the secretary must, on payment by the applicant of the amount referred to in subclause (1) (b) within 14 days from receipt of the form and payment, enter or cause to be entered the applicant's name in the Register of Members and on the name being so entered, the Applicant becomes a member of the Club.
  - (c) no reason need be given for accepting an application for membership
- (3) If an application for membership is rejected:
  - (a) the secretary must notify the applicant that the application has been rejected.
  - (b) No reason need be given for rejecting an application for membership.

#### **4 Life membership**

Life Membership may be awarded to any Member who is considered to have given exceptional service to the Club over a long period. Life Membership shall only be awarded if passed by a Special Resolution at a Special General Meeting. A Life Member shall not be liable for any fees under clause 9 as these will be paid by the Club on behalf of the Member. A Life Member will be entitled to all rights afforded to an ordinary member of the Club.

#### **5 Cessation of membership**

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

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Club, or
- (d) fails to pay the annual membership fees under clause 9 within 3 months after the fees are due.

#### **6 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 on cessation of the person's membership.

#### **7 Resignation of membership**

- (1) A member of the Club may resign from membership of the Club by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the Club ceases to be a member under subclause (1) and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

#### **8 Register of members**

- (1) The public officer of the Club must establish and maintain a register of members of the Club specifying the name and postal or residential address of each person who is a member of the Club together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
  - (a) at the main premises of the Club, or
  - (b) if the Club has no premises, at the Club's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the Club at any reasonable hour.
- (4) A member of the Club may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection, that information must not be made available for inspection.

- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:
- (a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the Club or other material relating to the Club, or
  - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

## **9 Fees and subscriptions**

- (1) A member of the Club must, on admission to membership, pay to the Club a fee determined by the committee. This fee is the amount determined by and payable to ASNSW.
- (2) In addition to any amount payable by the member under subclause (1), a member of the Club must pay to the Club an annual membership fee determined by the committee, that other amount:
- (a) except as provided by paragraph (b), by 1 July in each calendar year, or
  - (b) if the member becomes a member after 1 July in any calendar year—on becoming a member and by 1 July in each succeeding calendar year.

## **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 in respect of membership of the Club as required by clause 9.

## **11 Resolution of disputes**

- (1) Initially, a dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, are to be referred to the dispute resolution officer who will endeavour to mediate in the dispute. The dispute resolution officer may refer the disputees directly to a community justice centre if he/she is of the opinion that the seriousness of the dispute or the behaviour of the disputees is such that the interests of all parties to the dispute would be better served by the taking of this action
- (2) If the attempts at resolution of the dispute under clause 11(1) are unsuccessful, a dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club, is to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
- (3) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (4) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

## **12 Disciplining of members**

- (1) A complaint may be made to the committee by any person that a member of the Club:

- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
  - (b) has wilfully acted in a manner prejudicial to the interests of the Club.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
  - (a) must cause notice of the complaint to be served on the member concerned, and
  - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
  - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 13.
- (6) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
  - (b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under clause 13, whichever is the later.

### **13 Right of appeal of disciplined member**

- (1) A member may appeal to the Club in general meeting against a resolution of the committee under clause 12, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the Club to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the Club convened under subclause (3):
  - (a) no business other than the question of the appeal is to be transacted, and
  - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the Club.

## **PART 3 – THE COMMITTEE**

### **14 Powers of the committee**

Subject to the Act, the Regulation and this constitution and to any resolution passed by the Club in general meeting, the committee:

- (a) is to control and manage the affairs of the Club, and
- (b) may exercise all such functions as may be exercised by the Club, other than those functions that are required by this constitution to be exercised by a general meeting of members of the Club, and
- (c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Club, and
- (d) must be the first point of contact by any member:
  - (i) wishing to be updated in relation to matters concerning the running of the Club; and
  - (ii) wishing to bring to the attention of Club members matter(s) of mutual concern or interest

### **15 Composition and membership of committee**

- (1) The committee is to consist of:
  - (a) the office-bearers of the Club, and
  - (b) at least 3 ordinary committee members, each of whom is to be elected at the annual general meeting of the Club under clause 17.
- (2) The total number of committee members is to be no more than 7.
- (3) The office-bearers of the Club are as follows:
  - (a) the president,
  - (b) the treasurer,
  - (c) the secretary.
- (4) A committee member may hold up to 2 offices
- (5) Each member of the committee is, subject to this constitution, to hold office for two years following the annual general meeting of their election, but is eligible for re-election.

### **16 Special appointees made by the committee**

The committee may appoint members of the Club to fill specific positions such as Recorder, Publicity Officer, Instructor. However, the Club must appoint a child/member protection officer who will also hold the position of dispute resolution officer. Where no member is prepared to hold this position, the position will be held by a committee member. A committee member may hold this position despite clause 15(4).

### **17 Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the Club or as ordinary committee members:
  - (a) must be made in writing, and



- (b) must be delivered to the secretary of the Club at least 1 hour before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
  - (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
  - (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
  - (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
  - (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
  - (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the Club must be a member of the Club.

## **18 President**

The president shall preside at all meetings of the Club as chairperson; co-ordinate the policies and procedures; co-ordinate the roles and responsibilities of office bearers and present the “public face” of the Club.

## **19 Secretary**

- (1) The secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Club of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
  - (a) all appointments of office-bearers and members of the committee, and
  - (b) the names of members of the committee present at a committee meeting or a general meeting, and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The secretary of the Club shall also hold the position of public officer of the Club and shall conduct all business related to this position.

## **20 Treasurer**

It is the duty of the treasurer of the Club to ensure:

- (a) that all money due to the Club is collected and received and that all payments authorised by the Club are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

## **21 Casual vacancies**

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the Club to fill the

vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.

- (2) A casual vacancy in the office of a member of the committee occurs if the member:
- (a) dies, or
  - (b) ceases to be a member of the Club, or
  - (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
  - (d) resigns office by notice in writing given to the secretary, or
  - (e) is removed from office under clause 22, or
  - (f) becomes a mentally incapacitated person, or
  - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
  - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
  - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

## **22 Removal of committee members**

- (1) The Club in general meeting may 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 until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the Club, the secretary or the president may send a copy of the representations to each member of the Club or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

## **23 Committee meetings and quorum**

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

- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
  - (a) the president or, in the president's absence, the secretary is to preside, or
  - (b) if the president and the secretary 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 is to preside.

## **24 Delegation by committee to sub-committee**

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
  - (a) this power of delegation, and
  - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

## **25 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present 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 one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 23 (5), the committee may act despite any vacancy on the committee.

- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

## **PART 4 – GENERAL MEETINGS**

### **26 Annual general meetings—holding of**

- (1) The Club must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The Club must hold its annual general meetings:
  - (a) within 6 months after the close of the Club's financial year, or
  - (b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

### **27 Annual general meetings—calling of and business at**

- (1) The annual general meeting of the Club is, subject to the Act and to clause 26, to be convened on such date and at such place and time as the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
  - (b) to receive from the committee reports on the activities of the Club during the last preceding financial year,
  - (c) to elect office-bearers of the Club and ordinary committee members,
  - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as such in the notice convening it.

### **28 Special general meetings—calling of**

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (2) The committee must, on the requisition in writing of at least 15 per cent of the total number of members, convene a special general meeting of the Club.
- (3) A requisition of members for a special general meeting:
  - (a) must state the purpose or purposes of the meeting, and
  - (b) must be signed by the members making the requisition, and
  - (c) must be lodged with the secretary, and
  - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the

requisition may convene a special general meeting to be held not later than 3 months after that date.

- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

## **29 Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 27 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **30 Quorum for general meetings**

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

## **31 Presiding member**

- (1) The president or, in the president's absence, the secretary, is to preside as chairperson at each general meeting of the Club.
- (2) If the president and the secretary are absent or unwilling to act, the members present must elect one of their number to preside as chairperson at the

meeting, having received written approval from a committee member that they agree with this course of action.

### **32 Adjournment**

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must 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.
- (3) Except as provided in subclauses (1) and (2), 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.

### **33 Making of decisions**

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

### **34 Special resolutions**

A special resolution may only be passed by the Club in accordance with section 39 of the Act.

### **35 Voting**

- (1) On any question arising at a general meeting of the Club a member has one vote only.
- (2) All votes shall be given personally or by proxy.
- (3) 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.
- (4) A member is not entitled to vote at any general meeting of the Club unless all money due and payable by the member to the Club has been paid.
- (5) A member is not entitled to vote at any general meeting of the Club if the member is under 18 years of age.

### **36 Proxy votes permitted**

- (1) Each member shall be entitled to appoint another member as proxy by giving notice to the secretary no later than one hour before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice of appointing the proxy should be in the form set out in Schedule 2 of this constitution and can be handed, emailed or faxed to the secretary.

### **37 Postal ballots**

- (1) The Club may hold a postal ballot to determine any issue or proposal (other than an appeal under clause 13).
- (2) A postal ballot is to be conducted in accordance with Schedule 3 to the Regulation.

### **38 Changes to the Club's constitution**

This constitution may be amended at either an Annual General Meeting or a Special General Meeting. One month's notice is to be given for the holding of such a meeting stating the proposed amendment. The proposed amendment must receive at least a three quarters majority of the members present before it can be adopted.

## **PART 5 - MISCELLANEOUS**

### **39 Insurance**

The Club may effect and maintain insurance.

### **40 Funds—source**

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

### **41 Funds—management**

- (1) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the committee determines. No funds are to be paid to members of the Club for any reason other than to recompense them for out-of-pocket amounts properly expended on behalf of the Club in the furtherance of the Club's objects.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee of the Club, being members or employees authorised to do so by the committee.

- (3) In the event of the winding up of the Club, any excess funds remaining after the payment of outstanding liabilities shall be forwarded to ArcheryNSW (or the entity responsible for the administration of the sport of archery in New South Wales at the time of winding up) to set up and administer a scholarship fund to be named the Sydney Bowmen Archery Scholarship Fund, the purpose of which will be to foster the development of junior archery in the state of New South Wales.

#### **42 Change of name, objects and constitution**

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

#### **43 Custody of books etc**

Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club.

#### **44 Inspection of books etc**

- (1) The following documents must be open to inspection, free of charge, by a member of the Club at any reasonable hour:
- (a) records, books and other financial documents of the Club,
  - (b) this constitution,
  - (c) minutes of all committee meetings and general meetings of the Club.
- (2) A member of the Club may obtain a copy of any of the documents referred to in subclause (1) on payment of a fee of not more than \$1 for each page copied.

#### **45 Service of notices**

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



## **46 Financial year**

The financial year of the Club is:

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

## **47 Adoption of policies**

In relation to issues including harassment, privacy, child protection and member protection, the Club undertakes to follow and adhere to the policies outlined by AA which can be found on the AA web site [www.archery.org.au](http://www.archery.org.au).

The Club also undertakes to adhere to the general guidelines and policies outlined by ASNSW (available on its web site [www.archerynsw.org](http://www.archerynsw.org)) and AA where applicable.

## SCHEDULES

### Schedule 1 – Application for Membership of the Club Application for Membership of Sydney Bowmen Archery Club Inc.

#### Your Details

Title: \_\_\_\_\_ First Name \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Gender:  Male  Female  
Bow Type:  Recurve  Compound  Longbow

#### Membership Agreement

I, \_\_\_\_\_ [full name of applicant]

of \_\_\_\_\_

\_\_\_\_\_ [full address]

hereby apply to become a member of Sydney Bowmen Archery Club Inc.

I have read and agree to be bound by the Constitution of the Club (available for view of the Club's website: [www.sydneybowmen.com](http://www.sydneybowmen.com)).

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

I declare that the information included in this application is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian (if applicant under 18)

Authorisation from a Parent/Guardian is required if the applicant is under 18 years of age.

Name of Guardian/Parent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Membership Approval**

Initial Registration Fee received

Signature of Secretary \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Registration Number**

\_\_\_\_\_

(to be included after registration is received from ASNSW Secretary)

**Schedule 2 – Proxy Votes**

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

.....(full address)

being a member of Sydney Bowmen Archery Club Inc., hereby appoint

.....(full name of proxy)

.....(full address of proxy)

as my proxy to vote for me on my behalf at the Annual General Meeting / Special General Meeting of the Club to be held on:

.....day of.....20..... and at

any adjournment of that meeting.

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

.....  
.....  
.....

My proxy is authorised to vote for .....(insert candidate)

.....  
(Signature of member appointing proxy)

.....  
(Date)

<input type="checkbox"/> Received by hand	<input type="checkbox"/> Received by email	<input type="checkbox"/> Received by fax
Signature of Secretary		Date: