

# ANNEXURE A

## VICTOR HARBOR ARCHERY CLUB CONSTITUTION

### **ARTICLE 1 NAME**

The name of this Club shall be Victor Harbor Archery Club Inc. indicated in the abbreviation VHAC and such name shall not be changed, nor the Club dissolved without the consent of a three-quarters (3/4) majority of the senior financial members who are present at a special meeting of which twenty-one (21) days' notice shall be given in writing to all members.

### **ARTICLE 2 DEFINITIONS**

- Executive Committee means the governing body of VHAC.
- General meeting means a general meeting of members of the club, convened in accordance with these rules.
- Member means a member of VHAC.

### **ARTICLE 3 PURPOSE**

The purpose of the Club shall be to:

- a) foster, expand and perpetuate the practice of target/field/indoor archery in South Australia
- b) promote various types of archery games and adopt and enforce uniform rules
- c) regulations, conditions and methods of playing as laid down by *Archery Australia*
- d) foster the social side of Club life and perpetuate a spirit of good fellowship among all archers.

### **ARTICLE 4 APPLICATION**

Every member of the Club shall be considered to be acquainted with and shall submit to and be bound by this Constitution and any rules and regulations in conformity with this Constitution.

### **ARTICLE 5 INTERPRETATION**

In all cases of dispute the correct interpretation of this Constitution shall be decided by the Executive Committee, whose decision shall be final.

### **ARTICLE 6 THE SEAL**

The Club shall have a Common Seal and all its official documents to valid force and effect shall be sealed with the Seal impressed thereon. The Common Seal shall be kept in the custody of the Public Officer. The Seal shall not be affixed to any deed, instrument or document except under and by virtue of a resolution of the Club and in the presence of two members of the Executive Committee, who shall attest the deed, instrument or document to which the Common Seal is affixed.

### **ARTICLE 7 MEMBERSHIP**

1. Active membership may be granted to anyone over 18 years of age upon application to and approval by the Executive Committee and upon payment of regular fees and dues.
2. Junior membership may be granted to anyone under 18 years of age upon application to and approval by the Executive Committee and upon payment of regular fees and dues. A Junior Member less than 18 years of age must at all times on the Club's range be actively supervised by a responsible adult.
3. The Executive Committee may suspend or expel any member for conduct detrimental to the interests of the Club.
4. A person's membership shall lapse and that person shall have to re-apply for membership should that person remain unfinancial for two (2) months or more.
5. Social membership may be granted to any (non-shooting) person following nomination to and approval by the Executive Committee upon payment of the prescribed annual fee.
6. Any member who has ten (10) years or more SERVICE to the Club may be nominated for Life Membership by not less than three fully financial members. The nomination and citation shall then be handed to the Secretary not less than two (2) months prior to the Annual General Meeting. The Secretary shall place the nomination and citation on the agenda for the next Executive Committee meeting. The Executive Committee on hearing the nomination and citation shall vote for or against the nomination being placed on the agenda for the Annual General Meeting. The decision of the Executive Committee shall be final.

7. A person, who is a financial member of an Archery Club affiliated with Archery Australia, may be admitted to membership of the club as an Associate Member, upon application to and approval by the Executive Committee and upon payment of prescribed fees and dues. Associate Members will enjoy the same shooting rights as Full Members. Associate Members elected to the Committee will have the right to vote on the Committee. No more than 25% of the Executive Committee can be comprised of Associate Members.

#### **ARTICLE 8 REGISTER OF MEMBERS**

A register of members shall be kept that contains information about:

- a) Name and contact details
- b) Membership number
- c) Date of admission to the club

#### **ARTICLE 9 ADMINISTRATION: EXECUTIVE COMMITTEE**

There shall be an Executive Committee which shall be the governing body of the Club. The Executive Committee shall consist of:

- |                           |                            |
|---------------------------|----------------------------|
| 1. President              | 9. Publicity Officer       |
| 2. Vice-President         | 10. Coach                  |
| 3. Public Officer         | 11. Beginners Co-ordinator |
| 4. Secretary              | 12. Equipment Officer      |
| 5. Treasurer              | 13. Grounds Officer        |
| 6. Handicapper & Recorder | 14. Junior Representative  |
| 7. Field Captain          | 15. Grants & Sponsorship   |
| 8. Range Officer          |                            |

No member shall hold more than one (1) Executive Committee position at any time unless no other nominations are forthcoming for the positions of Coach, Beginners Co-ordinator, Publicity Officer, Equipment Officer, Grants & Sponsorship and Grounds Officer. Should the total membership of the Club decrease to below the number required for the Executive Committee this proviso is void.

#### **ARTICLE 10 MEETINGS**

Voting at Executive Committee meetings shall be by show of hands and meetings shall be monthly or when otherwise necessary to resolve a dispute. Any member of the Executive Committee may vote on any matter by post. The Chairperson of any Executive Committee meeting shall have one (1) deliberate vote, but not a casting vote. General Meetings of the Club may be held once per month. At least 14 days notice prior to a meeting will be given to all members.

#### **ARTICLE 11 QUORUM**

The quorum of any meeting of the Executive Committee shall be formed by the presence of members holding at least six (6) Committee positions between them; provided that at least four (4) Executive Committee members are present. The quorum for a General Meeting of the Club shall be the presence of:

- a) at least ten (10) financial members, or
- b) a number of members equal to 25% of the current financial membership, whichever is the lesser.

#### **ARTICLE 12 OBLIGATIONS OF MEMBERS IN OFFICE**

Resignation from office will be deemed to have been received and accepted if an Executive Committee member fails, without notice, to attend three (3) consecutive meetings of the Executive Committee or Club.

#### **ARTICLE 13 POWERS OF EXECUTIVE**

1. The Executive Committee, subject to the confirmation or otherwise of its actions by the next General Meeting, shall:
  - a) set, demand and collect all subscriptions and dues, payable by the Members
  - b) incur all necessary expenses for the proper upkeep and business of the Club and to pay all sums so incurred
  - c) submit matters as may seem proper and of sufficient importance to the Members of the Club for decision by ballot, provided that acts of the Executive Committee done in pursuance of the powers granted by the Constitution shall have full force and effect and be of full validity until such acts shall be confirmed, or otherwise dealt with, by the next ensuing General Meeting of the Club.

2. The Club shall have all the powers conferred by Section 25 of the Associations Incorporation Act, 1985.

#### **ARTICLE 14 VACANCIES ON EXECUTIVE**

The Executive Committee shall have power to fill any vacancy which shall occur either on the Committee or any other office. Any member appointed by the Executive Committee to fill such position shall hold office until such office has been filled by an election at the next General Meeting.

#### **ARTICLE 15 EXECUTIVE MEETINGS**

Except in the event of an emergency meeting, the Executive Committee shall meet at least once a month. The meeting may be held in conjunction with a General Meeting of the Club. In the event of an emergency or un-programmed Executive Meeting being called, complete minutes are to be kept and distributed to all Executive Committee members not present at the meeting as soon as possible (if necessary by post) and so that they are received not later than fourteen (14) days after the meeting. A copy of the minutes is also to be placed on the notice board within seven (7) days.

#### **ARTICLE 16 ELECTIONS OF OFFICERS**

An annual election shall be held at the Annual General Meeting for the purpose of electing members to the following positions:

- |                           |                            |
|---------------------------|----------------------------|
| 1. President              | 9. Publicity Officer       |
| 2. Vice-President         | 10. Coach                  |
| 3. Public Officer         | 11. Beginners Co-ordinator |
| 4. Secretary              | 12. Equipment Officer      |
| 5. Treasurer              | 13. Grounds Officer        |
| 6. Handicapper & Recorder | 14. Junior Representative  |
| 7. Field Captain          | 15. Grants & Sponsorship   |
| 8. Range Officer          |                            |

The offices of President, Treasurer, Field Captain, Coach, Secretary, Handicapper & Recorder, Public Officer and Junior representative are to be vacated after a two-year term and the offices of Vice-President, Publicity Officer, Beginners Co-ordinator, Equipment Officer, Grants & Sponsorship and Grounds Officer also after a two year term, but in the year following so that only half of the Executive Committee positions are vacated in the one year. Members may be re-elected to any of the Executive Committee offices. Range Officers may be elected as required.

This clause takes effect from the Annual General Meeting.

#### **ARTICLE 17 ELECTIONS OF OFFICERS**

1. The nomination of all elective officers shall be sent to the Secretary at least twenty-eight (28) days prior to the Annual General Meeting. Nominations shall be signed by the candidate and at least two (2) financial members.
2. In the event of two (2) or more candidates being nominated for any particular office, the election shall be conducted by ballot.
3. Financial members shall be entitled to vote as absentee voters should they be unable to attend a meeting at which an election is to be held. They must, however, notify the Secretary in writing of their inability to attend and shall hand the Secretary their ballot paper(s) securely sealed in an envelope. Names of all absentee voters shall be read by the Secretary to the meeting prior to the opening of the ballot papers.
4. Two (2) scrutineers shall be appointed for each ballot.
5. The candidate receiving the greatest number of votes will be deemed elected but, in the event of an equal number of votes being returned for any two (2) or more candidates, the Chairperson shall exercise a casting vote.

#### **ARTICLE 18 ALTERATION OF CONSTITUTION**

This Constitution shall not be altered except at an Annual General Meeting or at a Special Meeting called for that purpose for which at least twenty-one (21) days' notice of motion has been given to all members. No alteration shall be made unless there is a three-quarters (3/4) majority of those senior financial members eligible to vote either in person or by proxy. Two scrutineers shall be appointed for the counting of absentee votes.

Senior members present but abstaining from voting shall not be included in the count to determine a three-quarters (3/4) majority.

#### **ARTICLE 19 NOMINATIONS**

Names of persons desirous of being admitted to membership shall be submitted to the Executive Committee and shall be accompanied by the full membership fee and the completed prescribed form.

#### **ARTICLE 20 RESIGNATIONS**

Any person who is not in arrears, may resign their membership by giving fourteen (14) days' notice to the Secretary who shall submit the resignation to the next meeting of the Executive Committee.

#### **ARTICLE 21 FINANCIAL MEMBER**

This shall mean and include every member and Life Member who has paid all monies due and payable to the Club.

#### **ARTICLE 22 ANNUAL MEETING**

The Annual General Meeting shall be held in August of each year. To vote at the AGM, members must have completed one scored round in the three months prior.

#### **ARTICLE 23 RIGHT TO VOTE**

The right to vote shall be given to all eligible financial members present at a meeting in accordance with this Constitution.

#### **ARTICLE 24 USE OF CLUB FUNDS**

Funds of the Club are to be devoted solely to its object as stated and no individual shall gain any pecuniary benefit from such funds other than by payment for services rendered.

#### **ARTICLE 25 WINDING UP**

The Club may, at a Special Meeting, with a majority of not less than three quarters (3/4) of senior financial members, either present at such meeting or by proxy, called with at least twenty-one (21) days' written notice of intention, pass a special resolution that the Club be wound up voluntarily. Any finances remaining after all claims have been met are to be given to ARCHERY South Australia Inc. to be held in trust for five (5) years. In the event of the Club *re-forming* within that time, the money is to be made available for the Club. If the Club is *not re-formed* within the five (5) years, the money is to revert to the General Funds of ARCHERY South Australia Inc.

#### **ARTICLE 26 FINANCIAL YEAR**

The financial year of the Club shall be from 1<sup>st</sup> July to 30<sup>th</sup> June. Subscriptions shall fall due annually on each member's membership anniversary date.

#### **ARTICLE 27 POWERS OF AN INCORPORATED ASSOCIATION**

The association shall have all the powers conferred by section 25 of the Act.