



Rules of Association

October 2006

Section 1. Name

This Association is herein named and shall be known as the “ Hastings Valley Archery Club Incorporated” (hereafter referred to as the "Club").

Section 2. Aims and Objectives

2.1 The aims and objectives of the Club are: -

- 2.1.1. to promote Archery in a social and family environment in accordance with the historic traditions associated therewith;
- 2.1.2. to practice Archery as a competitive Sport, in all its forms of instinctive and modern archery in accordance with the various Rules of Competition.
- 2.1.3. to perpetuate and foster bowhunting as a philosophy of legitimate activity incorporating the principles of effective game management and conservation and preservation of the natural environment.
- 2.1.4. to establish programs emphasising high standards of sportsmanship, friendship, co-operation and ethics directed to the coaching of members in competition archery and skill with the bow and arrow and to the development of skills in bushcraft and self-sufficiency in the bush.
- 2.1.5. to be a Club where membership consists of persons of all ages who actively support and uphold the ideals of archery and bowhunting and the belief that all humans are born equal, irrespective of race, colour, religion or nationality.
- 2.1.6. to encourage the development of the young and to assist the handicapped in the community to broaden their experience through participation in archery as a sport.
- 2.1.7. to promote social activities for the benefit of the Club and its members.

Section 3. Powers

3.1 the powers of the Club are:-

- 3.1.1 to subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Association shall not subscribe to or support with its funds any club,

association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of these Rules.

- 3.1.2. in furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons frequenting the Club's premises.
- 3.1.3. to purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club; provided that in the case the Club shall take or hold any property which may be subject to any Trusts, the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- 3.1.4. to enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 3.1.5. to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workers and other persons as may be necessary or convenient for the purposes of the Club.
- 3.1.6. to remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any securities granted by the Club or on its behalf in the furtherance of its objects.
- 3.1.7. to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- 3.1.8. to invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit subject where applicable to Governing Legislation or Regulation
- 3.1.9. to take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

- 3.1.10. in furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- 3.1.11. to borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay-off any such securities.
- 3.1.12. to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- 3.1.13. in furtherance of the objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.
- 3.1.14. to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others.
- 3.1.15. to take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Club but subject always to the proviso in sub-rule (4).
- 3.1.16. to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- 3.1.17. to print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.
- 3.1.18. in furtherance of the objects of the Club to amalgamate with any one or more associations having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Club under these Rules,

subject always to the provisions of Section 4 of this These Rules.

- 3.1.19. in furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the associations with which the Club is authorised to amalgamate
- 3.1.20. in furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the associations with which the Club is authorised to amalgamate.
- 3.1.21. to make donations for patriotic, charitable or community purposes.
- 3.1.22. to transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- 3.1.23. to do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the club.

Section 4 - Affiliation

The Club shall at its discretion be a Club affiliated with any organisation or association domestic or international that has the same or similar aims and objectives that promotes archery.

Section 5 - Membership

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

- 5.1.1. Probationary Member
- 5.1.2. Ordinary Full Member
- 5.1.3. Honorary Member
- 5.1.4. Life Member

5.2. Probationary Member

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

- 5.2.1. Satisfactorily completed the prescribed Membership Application Form.

- 5.2.2. Paid the prescribed dues for Probationary Membership.
- 5.2.3. A Probationary Member shall complete a probation period of One month and shall, at the completion of such period and subject to acceptance of an appropriate application, be eligible for membership within classifications of Ordinary Full Member.
Acceptance of such membership application shall be subject to satisfying the membership classification criteria and the approval of the Executive Committee.
- 5.2.4. During the probationary period, the Probationary Member shall be entitled to participate fully in Club activities, speak during debate at Club Meetings, but shall not exercise a vote or to put motions in Club decisions or hold Executive Office.
- 5.2.5. The Club reserves the right to terminate Probationary Membership at any time during the probation period. It shall not be necessary for the Club to give reasons for such termination. A Probationary Member may terminate membership at any time during the probationary period by notice in writing submitted to a member of the Executive Committee.

5.3. **Ordinary Full Member**

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

5.4. **Honorary Member**

Honorary Membership may be granted to a visiting Australian or International Archer or to a person considered worthy of such recognition, upon the recommendation of a voting member, at the discretion of the majority of the Executive Committee.

5.6. **Life Member**

- 5.6.1. Life membership, without payment of membership fees, may be granted by the Club, at a meeting called for that purpose, to persons whether Club members or not, for exceptional and meritorious service to the Club, subject to following provisions :-
- 5.6.1.1. Such membership has been proposed in writing by a voting member and seconded by at least two (2) other voting members.
 - 5.6.1.2. A notice of motion to this effect is advised to the voting membership one (1) month prior to the next Meeting of members.
 - 5.6.1.3. Life Members shall enjoy all rights and privilege inferred by Life Membership and that of Club Members provided that a Life Member who is not a member of an affiliated organisation or association. may not put motions or exercise a vote on matters of These Rules amendments, hold an Office of the Club, or shoot the bow and arrow.
- 5.7. Applicants under the age of eighteen (18) years shall be required to have an additional endorsement by a parent or guardian on their applications.
- 5.8. Acceptance of a person as a member of a Club shall operate to bind that person to abide by the Rules of the Association of the Club and the Rules of Competition for the various forms of archery.
- 5.9. The Membership Fee shall be determined annually by the Club and shall fall due and payable on the date specified. The onus for payment shall lie with the member and if payment of the due fee is not received by the Club within one (1) calendar month of the due date, the member shall be deemed to be unfinancial and membership terminated.
- 5.10. The Club reserves the right to refuse, suspend or terminate membership for breaches of these Rules or for actions considered to be against these Rules.
- 5.11 A member or Club Officer who:
- (a) contravenes or fails to comply with any provision of these Rules; or
 - (b) disobeys, disregards, or makes willful default in complying with any authorised direction; or
 - (c) is guilty of disgraceful or improper conduct, or any act or conduct showing unfitness to be a member of the Club; or
 - (d) other than as an Officer of the Club in the performance of duties directly discloses information on Club activities; or
 - (e) by word or conduct brings discredit to the Club and its members; or
 - (f) as an Officer of the Club is incompetent or inefficient in the discharge of the

duties of the office,

commits an offence against the Club.

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

The President, as soon as possible, shall convene an Appeal Board comprising of an Executive Member of an affiliated organisation or association, a non-

Executive Officer of the Club, and a Chairman appointed by the Club Executive Committee, to determine the Appeal. The Appeal Board may uphold or set aside, as the case may be, the decision of the Club Executive Committee or to order such other penalties as appropriate. The Club Executive Committee and the Appellant/s shall be bound by the decision of the Appeal Board.

The Club shall notify the Executive Committee of any affiliated organisation or association, of the decision of the Appeal Board.

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

Section 6. Administration.

- 6.1. The Club shall be governed and managed in accordance with the provisions of these Rules by the Executive Committee, which shall meet monthly or at a minimum of six times a year, at the call of the President.
- 6.2. A General Meeting of the members shall be held annually; one (1) month's notice in writing of such meeting shall be given to members.
- 6.3. A Special General Meeting of the members may be called by the Executive Committee wherever necessary to handle matters of an urgent nature or at the request of any voting member upon submission of a petition signed by not less than forty (40) percent of the voting membership and signifying the reason for such meeting.
- 6.4. A quorum for Executive Committee meetings shall consist of any 5 of 9 Executive Committee members.
- 6.5. A quorum of a General Meeting shall consist of the quorum of the Executive Committee and fifty (50) percent of the voting membership.
- 6.6. The Executive Committee shall have the authority to spend an amount, to be decided from time to time, to meet Club operating

expenses. All such expenditure shall be included in the Treasurer's Report and Financial Statements.

- 6.7. The operating and financial year shall be from the 1st of July to the 30th of June each year.
- 6.8. all members, other than Life Members by their election, shall participate in and contribute to the administration and/or physical work requirements of the Club.
- 6.9. all members shall give effect to and comply with the Clubs Rules of Association and By-Laws.
- 6.10. The Club shall open and maintain a current account in a Bank nominated by the Executive Committee from time to time, for which there shall be four (4) signatories on record, the signatures of two (2) of which will be required for drawing on the account. All income, unless otherwise specifically provided, shall be paid to the credit of this account, to be designated "The Hastings Valley Archery Club Account," provided that funds surplus to operating requirements may be invested according to a resolution passed by the voting membership at a General Meeting.
- 6.11. The Club shall not be held responsible for any debt which may be incurred by a member or Officer unless such debt is authorised by the Club as herein provided.

Section 7. - Officers.

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

President;
Vice President;
Secretary;
Treasurer;
Range Captain;
Club Coach;

And

Three (3) non-executive Club Members who may or may not be representatives of an affiliated organisation or association.

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

- 7.2. The Executive Committee shall manage the Club in accordance with the provisions of the Club Rules and shall hold all authority for the day -to-day operations of the Club.
- 7.3. The Executive Committee and all Officers shall confine activities within the bounds and guidelines established by these Rules. Where Executive decisions made at whatever level require confirmation, such confirmations shall be obtained at the first available meeting thereafter.

Section 8 – Rules of Association:

The Rules of Association shall remain in force until such time as it may be amended from time to time in accordance with the provisions of this These Rules.

Section 9 -Elections and Voting Procedures.

- 9.1. For eligibility for election to a position on the Executive Committee, the person proposed shall :-
 - 9.1.1. Be a financial member of the Club and a financial member of an affiliated organisation or association. for a minimum period of six (6) months prior to nomination for such election.
 - 9.1.2. Not have been removed from any Office in the Club, by a vote of No Confidence, within the preceding four (4) years.
 - 9.1.3. Not had his or her membership terminated under Section 5.11. within the preceding seven (7) years.
- 9.2. The election of Officers to the Executive Committee shall be held once annually each year, other than for the purposes set out in Section 9.8., at a General Meeting called for that purpose.
- 9.3. The term of Office shall be for one (1) year.
- 9.4. In the event that an Office falls vacant during the stated term of Office, an appointment to the position may be made by the Executive Committee, pending an election being held. Such appointee shall exercise no vote in Committee or Committee decisions.

- 9.5. Nominations for Office shall be on the prescribed form and submitted to the Secretary one (1) month prior to the date of such election, except where the provisions of Section 9.7. apply.
- 9.6. Nominees for election must be present at the Meeting held for that purpose, together with nominators, except in circumstances acceptable to the membership, failing which the nominations shall lapse.
- 9.7. A Vote of NO Confidence may be lodged at any time by petition to the Executive Committee;-
 - 9.7.1. The petition shall be signed by not less than forty (40%) percent of those currently eligible to vote
 - 9.7.2. The Executive Committee shall call a Special General Meeting of the membership within twenty eight (28) days for the purpose of deciding on the No Confidence motion.
 - 9.7.3. A Vote of No Confidence shall be carried by a minimum majority of seventy five (75%) percent of the total voting membership present and voting. If the Vote of No Confidence is carried, all Offices shall be declared vacant and a Meeting to elect Officers shall be held within twenty eight (28) days.
 - 9.7.4. The Club shall appoint an Administrator to carry on the day to day operations of the Club, pending the election to positions vacated under this Section.
- 9.8. All voting shall be by way of a show of hands of attending members and shall be a simple majority of votes cast, except as otherwise provided.
- 9.9. The President shall not exercise a casting vote and all matters on which a majority decision is not made shall lapse, until again presented at a further Meeting of the Committee, or membership.
- 9.10. All decisions made of Resolutions passed contrary to the provisions of these Rules shall be null and void.

Section 10 - Vacation of Office:

- 10.1. A position of any Office holder of the Club shall be declared to be vacant: -
 - 10.1.1. Immediately prior to an election of Officers according to this These Rules.
 - 10.1.2. Upon the death of an Office holder.
 - 10.1.3. Upon resignation by an Office Holder by notice in writing to the

Executive Committee.

- 10.1.4. Upon an Office Holder absenting himself or herself from his or her duties for a period of more than three (3) months, without the prior approval of the Executive Committee.
- 10.1.5. Upon an Office Holder ceasing to be a member of an affiliated organisation or association, and/or the Club.
- 10.1.6. Upon resolution being passed under Section 9.7. of these Rules.

Section 11 - Amendments to the These Rules and By-Laws.

- 11.1. These Rules may only be amended by a written Notice of Motion to that effect, signed by a minimum of forty (40%) percentum of the total number of members then eligible to vote being submitted to the Executive Committee one (1) month prior to the Committee's next Meeting, and that Motion then being carried on a minimum majority vote of eighty (80%) percentum of those members eligible to vote and voting at a General Meeting of members, called for that purpose.
- 11.2. The Addenda to the These Rules may only be amended in the same manner as is provided in 11.1. above

Section 12. Archery Equipment.

All archery equipment used in Club activities and competitions shall comply with that prescribed, from time to time, to depending on the competition entered the Rules of Competition for the various forms of Archery

Section 13. Activities.

- 13.1. The Club shall stage activities and competitive shoots either independently or as an affiliate member of another organisation or association, as prescribed by the Rules for Shoots of that organisation or association.
- 13.2. The Club shall stage other such activities as considered desirable for the benefit of the Club and its members.
- 13.3. As Bowhunting is a highly individual Sport, the actual art of bowhunting shall be a matter for the individual member, subject to the provisions of the Game Council of NSW.

- 13.4 No person not a member of the Club, and a member of an affiliated club., shall be permitted to *participate in any archery activities* of the Club, except as otherwise provided.

Section 14- Assets of the Club

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

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

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

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

All assets on hand shall, after payment of all expenses and liabilities be transferred to some other organisation or association having objects similar to the aims and objects of the Club, and which shall prohibit the distribution of its assets or its income and property among its members to an extent at least as great as imposed on the Club under or by virtue of Section 14, such organisation or association to be determined by the members of the Club.

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

Section 16. Addenda to the These Rules.

- 16.1. The Addenda to these Rules forms part of the Clubs Rules of Association and is subject to the provisions of these Rules.
- 16.2. The Addenda to the These Rules shall comprise:-

Addendum 1. Duties of Officers of the Club.

Addendum 1

Duties of Office Bearers

1. The President

The President shall: -

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

2. The Vice President

The Vice President shall:-

- 2.1. Hold and exercise Executive authority in the day-to-day operations of the Club.
- 2.2. with the President, administer the day to day affairs of the Club in accordance with the provisions of these Rules, and By-Laws
- 2.3. Chair all meetings at which the President is not present.
- 2.4. With the President, ensure that Club operations are conducted in accordance with the provisions of the Clubs Rules and By-laws and Co-ordinate all Officers and Members in performing the Objectives of the Club.

3. The Secretary

The Secretary shall: -

- 3.1. Hold and exercise Executive authority in the day-to-day operations of the Club and maintain the secretarial section of the Club.
- 3.2. Keep accurate records of all Club Meetings and assist in the preparation of the Meeting Agenda.
- 3.3. Deal with all Club Correspondence and maintain a record system of correspondence and Meetings.
- 3.4. Maintain attendance records and copies of the These Rules and Addenda and Club Information kits for issue to new members.

4. The Treasurer

The Treasurer shall: -

- 4.1 Hold and exercise Executive authority in the day-to-day operations of the Club. Account for all income and expenditure of the Club and maintain a financial record of all transactions,
- 4.2. Operate the Club's banking account and ensure that all transactions are duly authorized.
- 4.3. Arrange for the annual audit of the Club's financial statements and records and

to present a financial report to the membership at Meetings as required.

- 4.4. Be a signatory to all Cheques drawn on the Club's banking accounts.
- 4.5. Assist in the preparation of the Club Budget and to ensure that expenditure is in accordance with the approved Budget.

5. The Range Captain

The Range Captain shall: -

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

6. The Club Coach

The Club Coach shall: -

- 6.1. Organise and conduct all designated Club Shoots and ensure that all Shoots are in accordance with the requirements of the appropriate authority
- 6.2. Establish a Coaching program for all Probationary Members and to Coach Probationary Members to a standard considered necessary before the member is permitted to shoot the Club Field Course/s.
- 6.3. To coach all members as requested.
- 6.4. Represent the Club in Coaching Programs and assist in the formulation of Coaching Policies.