



Constitution

2025.1
Effective from 26/02/2025

Table of Content

| | |
|---|----|
| 1. NAME OF THE CLUB | 4 |
| 2. DEFINITIONS/INTERPRETATIONS | 4 |
| 3. OBJECTIVITIES | 5 |
| 4. MEMBERSHIP QUALIFICATIONS | 5 |
| 5. MEMBERSHIP | 5 |
| 6. MEMBERSHIP ENTITLEMENT | 5 |
| 7. REGISTER OF MEMBERS | 5 |
| 8. MEMBERS | 5 |
| 9. RESIGNATION/TRANSFER OF MEMBERSHIP | 6 |
| 10. CESSATION OF MEMBERSHIP | 7 |
| 11. MEMBERS LIABILITIES | 7 |
| 12. INFRINGEMENT OF RULES OF CONSTITUTION AND BY-LAWS | 7 |
| 13. EXPULSION OF MEMBERS | 8 |
| 14. VISITORS | 8 |
| 15. RECORD OF ATTENDANCE | 9 |
| 16. MEMBERSHIP FEES | 9 |
| 17. COMPETITION FEES | 9 |
| 18. FINANCIAL YEAR | 9 |
| 19. COMMITTEE – STRUCTURE & POWERS OF, ETC. | 10 |
| 20. QUORUM | 11 |
| 21. DUTIES OF OFFICE BEARERS | 11 |
| 22. DUTIES OF ORDINARY COMMITTEE MEMBERS | 13 |
| 23. DUTIES OF PUBLIC OFFICER | 13 |
| 24. MEETING OF THE COMMITTEE | 13 |
| 25. VOTING AND DECISIONS BY THE COMMITTEE | 14 |
| 26. CASUAL VACANCIES | 14 |
| 27. SUB-COMMITTEES | 15 |
| 28. ELECTIONS OF COMMITTEE MEMBERS | 15 |
| 29. REMOVAL OF A COMMITTEE MEMBER | 16 |
| 30. BY-LAWS | 16 |
| 31. COMMON SEAL | 16 |
| 32. FUNDS – SOURCE | 16 |
| 33. FUNDS MANAGEMENT | 16 |
| 34. CUSTODY OF OFFICIAL DOCUMENTATION, ETC. | 17 |
| 35. INSPECTION OF OFFICIAL DOCUMENTATION, ETC. | 17 |

| | |
|--|-------------------------------------|
| 36. NOTICES TO MEMBERS | 17 |
| 37. ALCOHOL AND ILLEGAL DRUGS | 17 |
| 38. INSURANCE | 18 |
| 39. ANNUAL GENERAL MEETING | 18 |
| 40. GENERAL MEETING | 19 |
| 41. ADJOURNMENT OF GENERAL MEETINGS | 19 |
| 42. INDEMNITY | 20 |
| 43. SURPLUS PROPERTY | 20 |
| 44. SPECIAL RESOLUTION | 20 |
| 45. VOTING | 21 |
| 46. APPOINTMENT OF PROXIES | 21 |
| 47. VARIATION OF THIS CONSTITUTION – RULES AND OBJECTS | 21 |
| 48. DISSOLUTION | 22 |
| 49. DISPUTE RESOLUTION | 22 |
| Appendix1 - Proxy voting | 23 |
| Appendix 2 - Nomination Form | 24 |
| Appendix 3 - Revision changes | Error! Bookmark not defined. |

1. NAME OF THE CLUB

The Name of the Club will be "Liverpool City Archers Incorporated", hereinafter referred to as the Club *or* LCA

The Club will always be a registered member of Archery Australia and Archery NSW and shall register all members.

2. DEFINITIONS/INTERPRETATIONS

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

1. "AA" will mean Archery Australia Inc.
2. "the Act" means the Current Associations Incorporation Act of NSW
3. "Approved Club" means an Archery Club affiliated with AA.
4. "Annual General Meeting" will mean a meeting of the Club open to all financial members of the Club at which the office bearers and ordinary committee members are elected.
5. "ANSW" will mean Archery New South Wales Inc. hereinafter referred to as the Society.
6. "Commissioner" means the Commissioner of the Office of Fair Trading.
7. "Committee" will mean the Committee of Management (COM) elected at the Annual General Meeting who are authorized to manage the day-to-day affairs of the club.
8. For "Constitution" read Rules.
9. *Club" and "LCA" refer to Liverpool City Archers Incorporated.*
10. "General Meeting will mean a meeting of the Club, open to all financial members of the Club.
11. In these rules, a reference to a function includes a reference of power, authority and duty.
12. "RGB" will mean Regional Governing Body.
13. "Special General Meeting" will mean a general meeting of the Club other than the Annual General Meeting or a General Meeting, which is held for the purpose of a special resolution.
14. "The Regulation" means the Current Associations Incorporation Act of NSW.
15. The provisions of the Associations Incorporations Act, 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.

3. OBJECTIVITIES

The Club is formed to:

1. Promote the sport of archery to members and the general public inline the club, *Archery New South Wales Inc*, and Archery Australia guidelines or strategic Plan.
2. Provide an environment within LCA that will, with best endeavors, enable instruction and coaching to members and the general public to grow and promote the sport of *Archery*
3. Facilitate introduction programs for new members.
4. Disburse funds of the Club in pursuance of the objects and matters incidental there to.
5. Offer other sporting and social facilities as may be deemed desirable.
6. Abide byand promulgate the rules of Archery Australia and World Archery Federation.

4. MEMBERSHIP QUALIFICATIONS

A person is qualified to be a member of the Club if, but only if the person is a natural person.

5. MEMBERSHIP

1. The Club will be composed of Ordinary, Honorary, Life, and Associate and Non Shooting members.
2. The process of applying for membership is as per the applicable By laws for LCA.

6. MEMBERSHIP ENTITLEMENT

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.

7. REGISTER OF MEMBERS

The club will maintain a register of members using the Archery Australia Membership Database and shall appoint Memberships Database Administrator/s.

8. MEMBERS

1. Ordinary Members:

- a. Are members who are entitled to the full privileges of membership and who are liable for payment of all Membership Fees for the current year.
- b. All membership for Adult and Youth classifications are as defined in the Archery Australia Constitution and Rules.

2. Honorary Members:
 - a. On the recommendation of the Committee or nomination by members, Honorary Members may be appointed at a Committee Meeting.
 - b. Honorary members may be appointed for such periods as the Committee may deem expedient and they will be entitled to certain privileges of membership as determined by the Committee, except that they will not be entitled to vote at meetings or serve as officers on the Committee.
 - c. They will be granted membership of the Club at no cost, but may be liable for all affiliation fees due to Archery NSW and Archery Australia, if applicable.
3. Life Members:
 - a. On the recommendation of any Member to the committee, a member who has given exceptional service to the Club may be recommended to club members to be elected as a Life Member. This can only be passed at an AGM or Special General Meeting. They will henceforth have the privilege of membership without paying any annual Club fees as long as they remain as an active Liverpool City Archers Club member. The Club may elect to pay the AA & ANSW portion of the membership fees at the discretion of the Committee of Management.
4. Associate Members:
 - a. Are members of the Club who are current financial members of Archery Australia through another Archery Australia registered club.
 - b. They will have neither voting rights, nor will they be eligible to hold any elected position of the Club.
 - c. Their association with the Club will be by means of a fee to be set by the committee.
5. Non shooting members:

Non-shooting members are members who volunteer at the club or support the club. They are not eligible to shoot, engage in instruction or coaching or vote at any meetings.

9. RESIGNATION/TRANSFER OF MEMBERSHIP

1. A member of the Club will not be entitled to resign that membership except in accordance with this rule.
2. A member may at any time, by giving notice in writing to the Secretary of the Club, resign his/her membership, but will continue to be liable for any subscription and other monies due and unpaid at the date of such resignation and will not be entitled to a refund of subscription.
3. Where a member of the Club ceases to be a member, the Membership Administrator 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 and any reasons. The Membership Administrator will advise AA of the members cessation of Club membership.
4. A member may transfer their membership to another Archery Australia registered club by notifying the Secretary in writing. The transferring members will then join the new club who will request a Member Transfer using the Archery Australia Membership Database, which will then be approved by the club Secretary.

5. The members are only transferring their Archery Australia registration from one club to another, there will be no refunds of club fees.

10. CESSATION OF MEMBERSHIP

1. A person ceases to be a member of the Club if the person:
 - a. Dies;
 - b. Resigns that membership.
 - c. Fails to renew membership or
 - d. Is expelled from the Club.

11. 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, of unpaid fees.

12. INFRINGEMENT OF RULES OF CONSTITUTION AND BY-LAWS

- a. Each member will comply with the provisions of the constitution, rules and by-laws of Archery Australia, ANSW and the Club.
- b. Any member failing to comply with the Rules of the Club will be liable to a penalty as provided for in this Constitution.
- c. Notice of any infringement of the rules by a member must be formally provided to the Secretary by a financial member of the Club highlighting the circumstances that gave rise to such notice.
- d. The Committee will have the power to penalize any member who is found guilty of infringement of any rule or rules.
- e. Any member who may be considered to have infringed any rule or rules will be called upon to appear before the Committee to answer such charges as may be laid against them.
- f. Any member who, in the opinion of the Committee, may be considered to have been guilty of unfair practice or misbehavior connected with Archery, or any action detrimental to the interest of the Club, will be called to appear before the Committee to answer these charges.
- g. If they are found guilty, any such member may be penalized by suspension, expulsion or otherwise as the Committee may consider appropriate.
- h. Any person so penalized will be notified in writing by the Club Secretary as to the appropriate action being taken within fourteen (14) days of such penalty being imposed and in the case of the penalty being expulsion of the member, then expulsion will only take place in accordance with section (13) of this Constitution.
- i. Any person who may be so penalized has the right of appeal against such penalty, but such appeal must be lodged with the secretary within seven (7) days of such notice being given.

- j. If any such notice of appeal should be lodged, a Special General Meeting will be held within 28 (twenty-eight) 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.
- k. The members present will vote by secret ballot on the question of the appeal. A 75% majority in favor of the appeal is required for the appeal to be upheld

13. EXPULSION OF MEMBERS

- a. To expel a member from the Club, notice must be formally received by the Secretary of the complaint by a financial member of the Club and the complaint reviewed by the COM.
- b. The COM will then communicate with such members, subject of the complaint, (so that the member may have the opportunity of explaining or withdrawing from the Club) and will then call a meeting of the Committee who are empowered to make a decision.
- c. If a majority of the Committee present, vote for expulsion, the member will be expelled.
- d. Any member so expelled has the right to appeal against such resolution by the Committee at a Special General meeting by lodging with the Secretary a notice to that effect within seven (7) days.
- e. If, after 7 days, the member has not appealed in writing, the Secretary will notify Archery Australia and ASNSW simply noting Name, Address, Membership Number, Date of Cessation of membership, and the simple explanation "Expulsion".
- f. Upon receipt of such notice of appeal from a member, the Secretary will notify the Committee which will convene a Special General Meeting of the Club to be held within 28 (twenty-eight) days after the date on which the Secretary received the notice.
- g. At a Special General Meeting of the Club convened for this purpose:
 - (1) no business other than the question of the appeal will be transacted.
 - (2) the committee and the member will be given the opportunity to state their respective cases orally or in writing or both.
- h. The members present will vote by secret ballot on the question of the appeal. A 75% majority in favor of the appeal is required for the appeal to be upheld.
- i. In cases of the utmost severity, the Committee has the right to refer the matter to ANSW who may further refer the matter to Archery Australia Member Protection Officer who shall deal with this matter following the Archery Australia Member Protection Policy.

14. VISITORS

- 1. Any person visiting from another Archery Australia registered club will initially report to a member of the Club, with proof of current official AA membership. After verification, the visitor will then be asked to sign in either electronically or using the Attendance Book together with the name of their club and their registration number and pay the prescribed Visitor Fee as determined by the Committee.
- 2. For any avoidance of doubt if this visit is in relation to an official Competition held at the club, then the Visitor Fee has already been paid as part of the Entry Fee for that Competition.

3. Any Archery Alliance members (ABA & 3DAAA) visiting the Club will be required to on arrival:
 - a. Provide Proof of current Official membership
 - b. Complete a Temporary Membership Application Form and *the* Visitors Attendance Register.
 - c. Be assessed by a Club Official Member or Instructor/Coach or be a suitably competent Archer.
 - d. Pay the prescribed visitor fee as determined by the Committee.
 - e. Multiple visits to the club are in line with current AA guidelines and rules

4. Any person attending the club for a course of any archery related activity is required to:
 - a. Complete a Temporary Membership Application Form and Visitors Attendance Register.
 - b. Pay the prescribed visitor fee as determined by the Committee.

15. RECORD OF ATTENDANCE

1. A record of attendance will be kept at all times and it is the responsibility of the member to abide by this requirement and can be achieved either Electronically via the Sign in on our website; the QR code displayed on site or in the Attendance book in which each member or visitor will write their name, the date of attendance, their Archery Australia Membership Number (if applicable) and sign.
2. The Attendance book will be kept at a convenient location on the Club premises.

16. MEMBERSHIP FEES

1. The Committee of the Club will review the Membership Fee structure for the Club Annually.
2. The Annual membership fees will be due and payable on or before the anniversary of the date that they first became a member of the Club, as required by Archery Australia.
3. Any member who is non-financial on the due date will remain a non-member until such time as payment of all dues and arrears are received by Archery Australia and processed into the Archery Australia Membership Database.
4. No Member is permitted to shoot until the membership fees have been paid.

17. COMPETITION FEES

Competition entrance fees will be set by the Committee for each Competition held at the club.

18. FINANCIAL YEAR

The financial year will end on the 30th June each year, to which the day to day accounts of the Club will be balanced; any monies received or disbursed in the name of the Club, will be held by the Treasurer, banked in the Club account and recorded in the clubs nominated accounting software.

19. COMMITTEE – STRUCTURE & POWERS OF, ETC.

1. The Committee will be called the Committee of Management of the Club (COM) and subject to the Act, the Regulations and these rules and to any resolution passed by the Club in a general meeting :
 - a. Will control and manage the day to day 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 will, 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 in line with this constitution.
 - e. Notwithstanding the provisions of Clauses, a, b, c and d, the Committee will comply with the directions of the members or any motions approved by the Club at a General Meeting.
 - f. The Committee shall consist of up to seven (7) members;
 - g. There will be four (4) office bearers plus a minimum of three (3) ordinary committee members, including the Recorder, as follows:

The President
The Vice-President
The Secretary
The Treasurer
The Recorder
Ordinary Members

- h. For each of the Office Bearers of the Committee (COM):

President
Vice President
Secretary
Treasurer

2. If there is no nominations for the various positions at the AGM, then the existing incumbent can be asked from the floor to extend their time in their position for one more term only. This process may be repeated on an annual basis to coincide with the AGM.

- a. In addition to the above, for the positions of:

Secretary
Treasurer

The past Office Bearer shall be asked to work with the elected Office Bearer for a suitable period of up to 3 (three) months in order to effect a smooth continuity of the clubs systems and procedures. All Voting rights of the position are with the elected Office Bearer only.

2. Life Members

There will always be an open invitation for a representative of the current Life Members to be in attendance at the ongoing Committee meetings. This does not restrict any Life Member from being nominated for any of the Office Bearer positions at any time but if there is not a Life member elected at the AGM onto the Committee (COM) for that period then the combined Life Members of the Club will decide between themselves as to who will represent them for this open invitation.

3. Public Officer

The Public Officer is asked prior to each AGM if they will continue in the position of Public Officer, and this is communicated to the membership at the AGM and is minuted as part of the AGM minutes.

4. No one person will hold more than one of the Office Bearer positions of the Committee, those being the President, Vice President, Secretary, or Treasurer.
5. Members who have reached the age of eighteen years of age (18) years will be eligible to hold an elected position of officer of the Club.
6. Eligibility for appendix 2 includes the following criteria.
 - a. Be a financial member of the Club for greater than a 12-month period.
 - b. Be an active participant of the club for no less than a 6 (six) months period.
7. Exclusions from appendix 2 includes the following criteria.
 - a. Having had a membership terminated or a membership rejected from any other Archery Club within Australia.
 - b. Have been previously removed from the Committee in accordance with clause 29 of this Constitution.

20. QUORUM

- a. A quorum will consist of four (4) of the members of the Committee, including at least two (2) Office bearers.
- b. The Chairperson will have a direct or casting vote in cases where voting is equal.

21. DUTIES OF OFFICE BEARERS

President

1. There will be one (1) President.
2. The President is the Senior Office Bearer of the Club and as such is responsible for the tone, style and wellbeing 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 will be a member, ex-officio, of all Sub Committees and Special Committees.

6. The President will at the Annual General Meeting provide a Presidents Report to the Membership

Vice-President

1. There will be one (1) Vice-President.
2. The Vice-President will accept the full responsibilities and duties of the President in the absence of the President.

Secretary

1. There will be one (1) Secretary.
2. The Secretary will keep a record of the proceedings of the meetings of the Committee, Special General Meeting, General Meetings, Special General Meetings, and all Sub Committee and Special Committee Meetings.
3. The Secretary will keep a record of and conduct all correspondence with the Club.
4. The Secretary will be a member, ex-officio, of all Sub Committees and Special Committees.
5. The Committee will appoint a member of the Club to act as Secretary in his or her absence.
6. Such appointment to be made in writing and acknowledged in writing by the person so appointed.
7. The Secretary will give notice to all members of all General Meetings, Special General Meetings and give notice to all members of the Committee of all Committee meetings.
8. The Secretary will ensure that a register of members is maintained using the Archery Australia Membership Database.
9. Member's details must be kept confidential in line with the Archery Australia Privacy Procedure.
10. The Secretary will at the Annual General Meeting arrange for an up-to-date list of members to be provided to the Chair.

Treasurer

1. There will be one (1) Treasurer.
2. The Treasurer will be responsible for all the financial matters of the Club under the auspices of the Committee.
3. The Treasurer will be responsible for the disbursement and receiving of all monies due to or payable by the Club.
4. The Treasurer will within fourteen (14) days of collecting, pay all monies into a bank account approved by the Committee.
5. The Treasurer will manage a cloud based Financial Software Package and record ALL financial transactions associated with the Club and its activities.

6. The Treasurer will at the Annual General Meeting present to the meeting a full detailed Financial Report covering the Financial position for the Financial Year in review.

22. DUTIES OF ORDINARY COMMITTEE MEMBERS

Recorder

1. There will be at least one (1) Recorder who is competent in the use of Archery related software as part of the recording process.
2. The Recorder will receive and process the scores of all Club members at Club and inter-club competitions and process in the required timely manner.
3. The Recorder will monitor the Handicap rating record for all Club members according to AA's current Constitution and Rules.
4. The Recorder will receive and process all claims for records submitted by Club members.
5. The Recorder will apply for and obtain any such awards, class badges, perfect badges and others as are deemed necessary.
6. The Recorder will at the Annual General Meeting supply a report of all up-to-date ratings and records obtained over the past calendar year.

Ordinary Committee Members

The Ordinary Committee Members will assist in the management of the affairs of the Club and as determined by the Committee may be assigned duties.

23. DUTIES OF PUBLIC OFFICER

1. Any Club member may be appointed to the role of Public Officer but for expediency the Secretary may be the Public Officer.
2. Prior to each AGM the Public Officer will be asked by the current Committee if they are willing to remain as Public Officer, if they agree they will continue in that role until the next AGM.
3. If a new Public Officer is sought, it is the responsibility of the current committee to provide a person to fill that vacancy.
4. At each AGM the current Public Officer is announced to the Members at the AGM and minuted accordingly in the AGM minutes.

24. MEETING OF THE COMMITTEE

1. The Committee will meet at least once every two (2) months at such time, virtual medium or place as the Committee may determine at that time.
2. Additional meetings of the Committee may be convened by the President or by any three (3) members of the Committee.
3. Oral or written (email or SMS) notice of a meeting of the Committee will be given by the Secretary to each member of the Committee at least 24 hours (or such other period as maybe unanimously agreed upon by the members

of the Committee) before the time appointed for the holding of the meeting.

4. A notice of meeting will specify the general nature of the business to be transacted at the meeting.
5. No business will 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 the following week.
6. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, only those matters specified in the notice of meeting will be discussed.
7. At a meeting of the Committee:
 - a. The President, or in the President's absence, the Vice-President will preside; or
 - b. If the President and the Vice-President are absent or unwilling to act, one of the remaining members of the Committee as may be chosen by the members present at the meeting will preside.

25. VOTING AND DECISIONS BY THE COMMITTEE

1. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee will be determined by a majority of the vote of members of the Committee or sub-committee present at the meeting.
2. 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 one (1) vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
3. 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

1. For the purposes of these rules, a casual vacancy in the office of a member of the Committee occurs if the member,
 - a. Dies,
 - b. ceases to be a member of the Club.
 - c. becomes an insolvent Under administration within the meaning of the Corporations Act
 - d. resigns office by notice in writing to the Secretary.
 - e. 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
 - f. is absent without the consent of the Committee from all meetings of the Committee held during a period of three (3) consecutive meetings of the COM.
2. Any vacancy occurring in the Committee will be filled by the Committee and the appointee will hold office until the next Annual General Meeting.

3. The Committee may not appoint any member who was nominated for the respective position as a 'Sole Nominee', but failed to gain election to that position at the Previous Annual General meeting.

27. SUB-COMMITTEES

1. 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 will be appointed for a specific task and specific duration.
2. Each sub-committee will periodically report its proceedings to the Committee and will conduct its business in accordance with the directions of the Committee.

28. ELECTIONS OF COMMITTEE MEMBERS

1. The election of officers will be held at the Annual General Meeting.
2. All elections will be by simple majority and secret ballot.
3. All nominations to be received fourteen (14) days prior to the Annual General Meeting and to be in the form as provided by Appendix 2
4. If there are no written nominations received or nominations are withdrawn at the Annual General Meeting, nominations may be accepted from the floor in line with this constitution.
5. Where there is only one nomination for a position of office, the nominated person must gain a minimum 51% majority vote of the members present in acceptance for the nominee to be elected to the respective position.
6. Where there are more than two nominations for a position,
 - a. A secret ballot will be conducted to determine the successful applicant.
 - b. The successful applicant will be whoever attains the majority votes and will be elected to the position nominated for.
7.
 - a. If an objection from the floor during the election process as per Appendix 2, a 5 (five) minute adjournment will be called and minuted, unless the nominated person withdraws their nomination.
 - b. Only 1 (one) objector will be permitted to present their reason for the objection.
 - c. The objector and the nominated person are permitted 2 (two) minutes each to present their reasons for and against.
 - d. The objector will present their reasons for the objection first, followed by the nominated person's reply.
 - e. After this time the meeting will be reconvened and a secret ballot will be held as per clause 28.2 with the majority vote carried.

29. REMOVAL OF A COMMITTEE MEMBER

1. The Committee may at any meeting by resolution, remove any member of the Committee from the office of a member before the expiration of the member's term of office and may by resolution appoint another person to hold office.

2. Where a member of the Committee to whom a proposed resolution referred to in Rule 29.1 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

1. The Committee is empowered to make Bylaws that are not inconsistent with the constitution. The Committee may 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 will have effect until otherwise determined by the Committee or General Meeting.

31. COMMON SEAL

1. There is no Common Seal of the Club but if in future it is required, then it will be kept in the custody of the Public Officer.
2. The common seal (if in future it exists) will not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal will be attested to by both the Public Officer & President only.

32. FUNDS – SOURCE

1. The funds of the club will be derived from those sources per Membership and Competitions, and any other source as provided by this constitution.
2. All monies received by the Club will be deposited as soon as practicable and without deduction to the credit of the Club's bank account.

33. FUNDS MANAGEMENT

1. Subject to any special resolution passed by the Club in a General Meeting, the funds of the Club will be used in pursuance of the objects of the Club as stated in Rule 3 (a) to (e) inclusive in such manner as the Committee determines.
2. All Financial transactions are to be agreed between the three Signatories of the Club bank accounts being:

President
Secretary
Treasurer

With any major expenses/ projects being prior approved by the Committee (COM) prior to commencement.

3. Any member wishing to pursue any official accredited course for the betterment of the club can apply to the Committee for the reimbursement of any course fees and associated costs.

4. Funds are to be available to provide suitable refreshments and catering for any members attending functions or meetings in the performance of their duties or roles for the benefit of the club-

34. CUSTODY OF OFFICIAL DOCUMENTATION, ETC.

1. Except as otherwise provided for by these rules, the Secretary, Treasurer & Public Officer will ensure processes are in place for the management and control of all records and other documents relating to the Club.

35. INSPECTION OF OFFICIAL DOCUMENTATION, ETC.

1. The records and other documents of the Club will be open for inspection, free of charge, by any current financial member of the Club at any reasonable timeframe.
2. Any private or confidential material that involves the privacy of a member will not be open for inspection unless legally required.

36. NOTICES TO MEMBERS

1. 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 or by electronic medium to the member at the member's address as shown in the register of members and by posting on the club website.
2. Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document will be deemed for the purpose of these rules to have been served on the person on the fourth (4th) clear day following the date of posting.
3. Except where the nature of the business requires a special resolution of the Club, notice to members will be served as set down by the various Clauses in these rules.
4. Where the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of the Club, the Secretary will, at least twenty-one (21) 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 36.1, 36.2 and 36.3 specifying, in addition to the matter required under Clauses 36.1, 36.2, and 36.3, the intention to propose the resolution as a special resolution.

37. ALCOHOL AND ILLEGAL DRUGS

1. No person will consume Alcohol or administer/consume illegal drugs at the Club.
2. Any person suspected or considered to be under the influence of intoxicating beverages or illegal-drugs whilst at the Club will be requested to leave forth with and if such person is a member of the Club, he or she may be liable to penalties.

4. No person will be in any way involved in doping, as defined in the Anti Doping Policy of Archery Australia. All members agree to consent to drug testing and to be subject to the penalties if found guilty of being involved in doping in anyway.

38. INSURANCE

1. The Club will provide Archery Australia with whatever details are required to ensure insurance is maintained.
2. In addition to the insurance provided by Archery Australia, the Club may affect and maintain other insurance as it deals fit.

39. ANNUAL GENERAL MEETING

1. The Club will, 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.
2. All members will be given twenty-one (21) clear days written notice of the Annual General Meeting and such notice will be given in accordance with rule 36.1 and 36.2.
3. The President or in the President's absence the Vice-President will preside as Chairperson.
4. If the President and Vice-President are absent from the meeting or unwilling to act, the members present will elect one of their members to preside as Chairperson of the meeting.
5. 5% of all members will constitute a quorum.
6. No business will 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 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 will be dissolved.
8. If the Annual General Meeting has not been called by the end of December of any year, 5% of all members may convene and conduct an Annual General Meeting.
9. Any member wishing to move any resolution at the Annual General Meeting will give notice thereof in writing to the Secretary not less than fourteen (14) days before the date of such a meeting.
10. The Agenda for the Annual General Meeting will be:
 1. Meeting Open and Attendance
 2. Apologies.
 3. Minutes of the previous AGM
 4. President's Report.
 5. Treasurer's Report.
 6. Acceptance of Financial Report.
 7. Recorders Report
 8. Other Reports.
 9. Public Officer announcement
 10. Election of new officers.
 11. General Business of an Annual Nature.

11. The Annual General Meeting will be specified as such in the notice convening it.

40. GENERAL MEETING

1. A General Meeting shall be held periodically nominally every three (3) to four (4) months to review and highlight to members the previous quarter's performance of the club.
2. The Committee may at any time for any special purpose call a General Meeting of the Club.
3. Twenty-one (21) days' notice will be given in writing of such meeting to all members and such notice will be given in accordance with Clauses 36.1.and 36.2.
4. 5% of all members may serve a requisition on the Secretary to convene a General Meeting.
5. All such requisitions will be signed by each of the requisitioning members.
6. The requisition will state the purpose for which the meeting is required.
7. If the meeting has not been convened within twenty-one (21) days from the service of the requisition on the Secretary, the requisitioning members may convene the meeting on behalf of the Club.
8. No business other than that specified in the notice convening a General Meeting will be transacted at the meeting.
9. The President or in the President's absence the Vice-President will preside as Chairperson at the meeting.
10. 5% of all members will constitute a quorum.
11. No business will 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 will stand adjourned to the same place and at the same hour of the same day in the following week.
12. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting will be dissolved.

41. ADJOURNMENT OF GENERAL MEETINGS

1. 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 will be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
2. Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary will 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 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.

- a. 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
- b. in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs; and
- c. the resolution of the poll on the matter will be deemed to be the resolution of the meeting on that matter.

42. INDEMNITY

1. Every member of the Committee and other officer or servant of the Club will be indemnified by the Club and it will be the duty of the Committee out of the Funds of the Club to pay all costs, 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 authorized by the committee of management and 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 will happen through his/her own willful neglect or default.
2. A member of the Committee or other officer or servant of the Club will 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 will be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous 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 may 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.

43. SURPLUS PROPERTY

1. 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 the Act.

44. SPECIAL RESOLUTION

1. 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 twenty-one (21) 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 Commissioner 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

Commissioner.

45. VOTING

1. Upon any question arising at a General Meeting of the Club a member has one vote only.
2. All votes will be given personally or by proxy, but no member may hold more than five (5) proxies.
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 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.
5. Members who have reached the age of fifteen (15) years will have the right to vote but will not be eligible to hold an elected position of officer of the Club until they reach the age of eighteen (18) years.

46. APPOINTMENT OF PROXIES

1. Each member will be entitled to appoint another member as proxy by giving notice to the Secretary no later than 30 minutes before the time of the meeting in respect of which the proxy is appointed.
2. The notice appointing the proxy will be in the form set up in Appendix 2 to these rules.

47. VARIATION OF THIS CONSTITUTION – RULES AND OBJECTS

1. This Constitution, rules and objects, may be added to, repealed or amended only by a special resolution of the Club at a Special General Meeting.
 - a. *Notice of the Special General meeting shall be circulated to all members by either written or electronic means 21 days prior to the meeting stating the purpose of the meeting.*
 - b. *The proposed amended Constitution shall be available for members to review 14 days prior to the date of the SGM*
 - c. *Only the Special resolution is to be discussed and voted on at the Special General Meeting.*
 - d. *A vote of 75% of the members present is required for the amended Constitution to be adopted.*

48. DISSOLUTION

1. If at any General Meeting a resolution for the winding up of the Club is passed by a simple majority of the members present, a Special General Meeting will be called in accordance with Rule 42 to vote on the special resolution and if the special resolution is confirmed, the Club will be wound up, in accordance with of the Act.

49. DISPUTE RESOLUTION

1. If a member has a dispute with another member, the Club, a member of another Club, the RGB or Archery Australia the procedure detailed in the Archery Australia Member Protection Policy will be followed.

Appendix1 - Proxy voting



I, Membership No. Number
(Full name)

Appoint

..... Membership No. Number
(Full name)

being a member of the Club, 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.....20.....and at any

adjournment of that meeting.

My proxy is authorized to vote on my behalf (insert any details if required): -

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

.....
(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.

This proxy must be presented to the Secretary prior to the start of the meeting.

Appendix 2 - Nomination Form



COMMITTEE MEMBER NOMINATION FORM

I.....
(Name of nominator)

being a financial member of Liverpool City Archers Inc, herewith nominate

.....
(Name of nominee)

being a financial member of Liverpool City Archers Inc, and being over the age of eighteen (18) years, for

the position of
(Position on t/8he 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)

Seconded by

.....
(Signature and Date of Seconder)

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