



Traditional Archery Australia

Incorporated Number 1400344

Constitution

Revision history

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1. Introduction

1.1 Name

1) The name of the Association shall be “Traditional Archery Australia Inc.”, hereafter referred to as “the TAA”.

1.2 Objective

The objects of the Association are to:

- (a) promote and protect traditional archery in all its forms, including hunting, field, and target archery, while recognising and supporting all other archery disciplines;
- (b) raise the profile and public image of traditional archers throughout Australia;
- (c) foster unity among traditional archers through communication, events, competitions, and representation within relevant archery governing bodies in Australia;
- (d) support and promote traditional archery within recognised organisations, including the Archery Crafters Guild, while maintaining an inclusive approach to all archery disciplines;
- (e) support and promote field archery, including Association, inter-Association, branch, State, National, and International competitions, in both traditional and international formats;
- (f) encourage participation and development, including youth involvement, through recognised coaching and training programs;
- (g) promote and support the training and accreditation of coaches and instructors across all archery disciplines.

1.3 Alliances with other organisations

Nil

2 Preliminary

2.1 References

- a. NSW Associations Incorporation Act 2009.
- b. NSW Associations Incorporation Regulation 2016.
- c. NSW Interpretations Act 1987.
- d. TAA Code of Conduct.
- e. TAA schedule of fees.
- f. TAA Shooting Guidelines.
- g. TAA Equipment Guidelines.
- h. TAA Club Affiliation Guidelines.
- i. TAA Membership Guidelines.
- j. TAA Insurance Guidelines.

2.2 Definitions and Abbreviations

Definitions In this constitution:

- Association means Traditional Archery Australia Inc. Act means the Associations Incorporation Act 2009 (NSW).
- Regulation means the Associations Incorporation Regulation 2016 (NSW).
- Books of the Association include:
 - (a) a register, and
 - (b) financial records, financial statements or financial reports, however compiled, recorded or stored, and
 - (c) a document of the Association, and
 - (d) any other record of information.
- Financial records include:
 - (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers, and
 - (b) documents of prime entry, and
 - (c) working papers, and
 - (d) other documents needed to explain the methods by which financial statements are prepared, and

- (e) adjustments to be made in preparing financial statements.
- Financial statements means the financial statements in relation to the Association required under Part 5 Division 3 of the Act.
 - Function includes a power, authority or duty, and a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
 - Natural person means an individual human being, as opposed to a legal person.
 - Ordinary Committee member means a member of the Committee who is not an office-bearer of the Association.
 - Pecuniary gain means the provision of financial benefit to members, including where an organisation:
 - (a) carries on any activity for the purpose of securing financial gain for its members, or
 - (b) has capital divided into shares or stock held by its members, or
 - (c) holds property in which its members have a disposable interest (whether directly or indirectly, including through shares or stock).
 - TAA means Traditional Archery Australia.
 - Tier 1 Association means an incorporated association to which section 64(1) of the Act applies.
 - Notes included in this constitution do not form part of this constitution
 - Hunting - Bowhunting
 - Field - Field archery in Australia is a discipline where archers shoot at targets of varying distances, angles, and sizes across a pre-set course in a natural environment like a bushland or forest setting.
 - Target - In Australia, target archery is the discipline of shooting a fixed number of arrows at stationary circular targets from set, known distances on a flat, open field.
 - TAA REP - honorary position given to member who upholds the TAA ethos, ambassadors of good humor and holder of wealth of experience, passing on skills and promoting fun. As at Jan 2023 previous state reps and TAA archery ambassadors were combine to form TAA REP's.

3 Membership

3.1 Affiliation

- 1) Ordinary Affiliate Organisations shall, as a provision of the Organisation's constitution, require that all members of the Organisation be financial members of the TAA and shall agree to abide by the TAA Affiliation and Membership Guidelines.
- 2) Ordinary Affiliate Organisations shall elect a TAA Representative which shall be an Executive position of the Organisation, The TAA representative shall represent their respective organisation and constituents at all TAA general meetings.
- 3) All subsequent renewals of affiliations will be subject to the same conditions of the original affiliation.

3.1.1 Application process for TAA affiliation

An application by an organisation for membership of the TAA association:

- (a) must be made in writing (including by email or other electronic means) in the form approved by the Committee and must be signed by 2 executive officers of the organisation;
- (b) must include a commitment by the organisation, upon acceptance, to acknowledge TAA affiliation within its own constitution.
- (c) must include a commitment by the organisation, upon acceptance, to comply with the TAA Constitution and guidelines (listed 2.1) of the Association;
- (d) must include the contact details of the organisation and its current committee members, and must be accompanied by all required documentation, duly completed in full prior to submission; and
- (e) must include any other information required by the Committee.

3.1.2 Dealing with applications

The Executive Committee:

- (a) must consider each application for affiliation/membership in the order in which it is received by the Association; and
 - (b) must determine whether to approve or reject the application.
2. As soon as practicable after the Committee makes a determination, the Membership Officer must:
- (a) notify the organisation in writing that the application has been approved or rejected;
 - (b) if the application is rejected, provide reasons for the decision; and
 - (c) if the application is approved, request the organisation to pay the prescribed membership fee within 28 days after notification.
3. On receipt of the prescribed membership fee, the Organisation's name must be entered in the Register of Affiliations and, on that entry being made, the organisation becomes an affiliated organisation of the Association and therefore covered by the insurance body and its governance.
4. An affiliated organisation must:
- (a) provide a copy of its constitution to the Association within 12 months after affiliation, incorporating the commitments made in its application; and
 - (b) provide a copy of any amendments to its constitution as soon as practicable after those amendments are registered with the relevant governing body, so that the Association maintains a current copy on file.
5. Upon successful affiliation, Club must ensure all members hold current financial membership with TAA. A transitional period of up to 3 (three) months may be granted to facilitate the transfer of members from another organisation to TAA. The application and duration of grace period shall be approved and documented at the discretion of the TAA Membership Officer and/or President. Upon expiry of grace period, all club members must hold TAA membership.

3.1.3 Fees and subscriptions

- 1) A TAA affiliation membership of the TAA shall, on admission to membership:
 - a. Pay to the association a fee as shall be determined by the Executive and as ratified at the Annual General Meeting.
 - b. Pay the annual fee of the TAA Association membership, subclause (2), on or before the anniversary date that the club membership commenced.

3.1.4 Cessation of Club Affiliation

- 1) An Organisation ceases to be an affiliated member of the TAA association if:
 - a. They resign membership.
 - b. Are expelled from the association.
 - c. Fail to pay the annual membership fee under clause 3.1.3 (2) within one month after the fee is due.
 - d. Fail to provide all documentation within one month after the fee is due.
 - e. It fails to adhere to the TAA Affiliation Guidelines.

3.2 Personal Membership

1. A person is eligible to be a member of the Association if the person:
 - (a) is a natural person;
 - (b) supports the objects or purposes of the Association;
 - (c) applies for membership in accordance with this Constitution and is approved by the Committee;
 - (d) agrees to comply with this Constitution, including the Association's Membership guidelines, Code of Conduct, and Publication and Conduct requirements under clause 8;
 - (e) has not engaged in conduct that has brought, or is likely to bring, the Association or any affiliated organisation into disrepute; and
 - (f) is not subject to a life ban, expulsion, or equivalent sanction imposed by the Association or any recognised affiliated organisation.

2. Without limiting clause 4.1(d), a member must comply with clause 8, including requirements that:

- (a) restrict the publication of statements relating to the business of the Association unless properly authorised;
- (b) prohibit misuse of the Association's communication platforms and conduct that is prejudicial to the Association or its members; and
- (c) regulate public statements made by members who hold positions within affiliated clubs, including restrictions on representing those clubs without proper authority.

3.2.1 Classes of Membership

- 1) A person can only belong to one class of membership.
- 2) An individual who has not reached the age of 18 years is only eligible to be a Cub or Junior member.
- 3) An ordinary member has full voting rights and any other rights conferred on members by these clauses or approved by resolution at a general meeting or determined by the committee.
- 4) The number of members of any class is not limited.
- 5) Classes of membership are defined as:
 - a. Ordinary Members: Shall be any person eighteen (18) years or older. Ordinary members shall have full voting rights and be able to stand for election to the committee.
 - b. Life Members: Shall be those persons elected to Honorary Life Membership at the recommendation of the Committee and agreed to by special resolution at any Annual or Special General Meeting, in recognition of special services rendered in the interests of the Club. Life members shall have all privileges of an ordinary member.
 - c. Junior Members: Shall be any person aged thirteen (13) through to seventeen (17) inclusive. A junior member shall have no voting rights.
 - d. Cubs: Shall be any person aged under thirteen (13). Cubs shall have no voting rights.

3.2.2 Application for TAA Membership (Individual)

1. An application by a person for membership of the Association:

(a) must be made in writing (including by email or other electronic means) in the form approved by the Committee; and

(b) must include the following information:

(i) the name and contact details of the applicant or, in the case of a minor, the applicant's parent or legal guardian;

(ii) a statement by the applicant agreeing to comply with this Constitution and all requirements of the Association;

(iii) the signature of the applicant or, in the case of a minor, the signature of the applicant's parent or legal guardian; and

(iv) payment of the prescribed joining fee (if any).

2. An application must include:

(a) the name of an affiliated club with which the applicant is associated, or a statement that the applicant is applying as an independent member; and

(b) a statement of consent for the information provided in the application to be used for the purposes of the Association.

3. A member may, at any time, notify the secretary in writing of a change to the member's affiliated club or independent status.

4. An application must be made by the applicant personally and must not be submitted by a third party, except:

(a) in the case of a minor, where the application must be made or endorsed by the applicant's parent or legal guardian; or

(b) where the application is made by a person acting under a valid power of attorney.

5. An affiliated club is not permitted to submit bulk memberships on behalf of its members. Membership applications or renewals, and remit payment is the responsibility of individual members with the view of protecting clubs from the responsibility and liability.

3.2.3 Determination of Application for Membership (Individuals)

1. The Membership Officer:

- (a) must consider each application for membership in the order in which it is received by the Association;
- (b) must determine whether to approve or reject the application, having regard to this Constitution, the Association's membership guidelines, Code of Conduct, and Publication and Conduct requirements under clause 8; and
- (c) must determine the appropriate class of membership (if applicable).

2. As soon as practicable after the Committee makes a determination, the Membership Officer must:

- (a) notify the applicant in writing that the application has been approved or rejected;
- (b) if the application is rejected:
 - (i) consult with the Executive Committee and record the reasons for the decision;
 - (ii) provide those reasons to the applicant; and
 - (iii) refund any fees paid in advance; and
- (c) if the application is approved:
 - (i) enter the applicant's name in the Register of Members; and
 - (ii) notify the applicant of the applicant's membership number.

3.2.4 Register of Members

1. The Membership Officer must establish and maintain a Register of Members of the Association (whether in written or electronic form) specifying:
 - (a) the name and contact details of each member, including the member's phone number, postal, residential, and email address; and
 - (b) the date on which the person became a member.
2. The Register of Members is to be kept in custody of the Membership Officer in the state or territory in which that officer resides:
 - (a) at the main premises of the Association; or
 - (b) if the Association has no premises, at the Association's official address.
3. The Register of Members must be open for inspection, free of charge, by any member of the Association at any reasonable hour, by appointment.
4. A member may obtain a copy of any part of the Register of Members by making a written request and on payment of a fee of not more than \$1 for each page copied.
5. If a member has requested that any information contained in the Register about the member (other than the member's name) not be made available for inspection, that information must not be disclosed.
6. A member who obtains information from the Register of Members must provide a statutory declaration that the information will be used only for:
 - (a) sending the member a newsletter, notice of a meeting or other event relating to the Association, or other material relating to the Association; or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
7. If the Register of Members is kept in electronic form:
 - (a) it must be capable of being converted into hard copy; and
 - (b) the requirements of clauses 2 and 3 apply as if a reference to the Register of Members were a reference to a current hard copy of the Register.

3.2.5 Fees and Subscriptions

- 1) An individual member of the TAA association shall, on admission to membership:
 - a. Pay to the association a fee as shall be determined by the Executive and as ratified at the Annual General Meeting.
 - b. Pay the annual fee of the member, subclause (1) (a), on or before the anniversary date that the membership commenced.

3.2.6 Resolution of Disputes

- 1) The procedure set out in this Clause (the grievance procedure) applies to disputes;
 - a. Between member.
 - b. Between one or more members and the Club.
- 2) Party to a dispute includes a person;
 - a. Who is a party to the dispute.
 - b. Who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

3.2.7 Parties to attempt to Resolve Dispute

- 1) The parties to a dispute shall attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

3.2.8 Grievance Procedure

- 1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by clause 3. 2.7, any party to the dispute may start the grievance procedure by giving written notice to the secretary of;
 - a. The parties to the dispute.
 - b. The matters that are the subject of the dispute.
- 2) Within 28 days after the secretary is given the notice, a committee meeting shall be convened to consider and determine the dispute.

3) The secretary shall give each party to the dispute written notice of the committee meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held. The notice given to each party to the dispute shall state;

a. When and where the committee meeting is to be held.

b. That the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute.

4) If; the dispute is between one or more members and the Club; and any party to the dispute gives written notice to the secretary stating that the party; does not agree to the dispute being determined by the committee; and requests the appointment of a mediator under clause 3.2.10, the committee shall not determine the dispute.

3.2.9 Determination of Dispute by Committee

1) At the committee meeting at which a dispute is to be considered and determined, the committee shall;

a. Give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the dispute; and give due consideration to any submissions so made; and determine the dispute.

b. Give each party to the dispute written notice of the committee's determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.

2) A party to the dispute may, within 14 days after receiving notice of the committee's determination under subclause (1) (b), give written notice to the secretary requesting the appointment of a mediator under clause 3.2. 10,

3) If notice is given under subclause (2), each party to the dispute is a party to the mediation.

3.2.10 Mediation

- 1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.
- 2) 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.
- 3) The Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.

3.2.11 Disciplining of Members

1. A complaint may be made to the Committee by any person that is a member of the Association:
 - (a) has refused or neglected to comply with a provision of this Constitution, the Association's Code of Conduct, membership guidelines, or Publication and Conduct requirements under clause 8; or
 - (b) has willfully acted in a manner prejudicial to the interests of the Association.
2. The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious.
3. If the Committee decides to deal with the complaint, the Committee must:
 - (a) give the member concerned written notice of the complaint;
 - (b) give the member at least 14 days after the notice is given within which to make submissions to the Committee in connection with the complaint; and
 - (c) 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 Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made, it is satisfied that:
 - (a) the facts alleged in the complaint have been proved; and
 - (b) 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, give written notice to the member of:
 - (a) the action taken;

- (b) the reasons given by the Committee for having taken that action; and
 - (c) the member's right of appeal under this Constitution.
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 Association confirms the resolution in accordance with this Constitution, whichever is the later.

3.2.12 Right of Appeal of Disciplined Member

1. A member may appeal to the Association in a general meeting against a resolution of the Committee under clause 10 (Disciplining of Members), within 7 days after notice of the resolution is given to the member, by lodging with the secretary a notice to that effect.
2. The notice of appeal 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 of appeal, the secretary must notify the Committee, and the Committee must convene a general meeting of the Association to be held within 28 days after the date on which the notice is received.
4. At a general meeting convened under clause 3.2.12.3:
 - (a) no business other than the question of the appeal is to be transacted;
 - (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 must 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 the members present at the meeting.

3.2.13 Membership Entitlements Not Transferable

1) A right, privilege or obligation which a person or Association has by reason of being a member of the TAA association:

- a. Is not capable of being transferred or transmitted to another person or Association.
- b. Terminates on cessation of the person or Association's TAA membership.

3.2.14 Cessation of Membership

1. A person ceases to be a member of the Association if the person:

- (a) dies;
- (b) resigns membership in accordance with this Constitution;
- (c) is expelled from the Association in accordance with this Constitution; or
- (d) fails to pay the annual membership fee within 3 months after the fee becomes due and payable.

2. If a person ceases to be a member under clause 3.2.14.1(d), any subsequent application for membership is to be treated as a new application for membership in accordance with this Constitution.

3. On cessation of membership, any prior membership tenure is not to be recognised for the purposes of service recognition, including eligibility for awards or acknowledgements.

4. If a person is subsequently admitted as a member after cessation, the person's membership tenure recommences from the date of rejoining.

3.2.15 Resignation of Membership

A member may resign from membership of the Association by giving to the Membership Officer written notice, including by email or other electronic means, of the member's intention to resign.

1. A resignation takes effect:

- (a) on the date the notice is received by the Membership Officer; or
- (b) if a later date is specified in the notice, on that later date.

2. If a member ceases to be a member under clause 3.2.15.1, or in any other circumstances in which a person ceases to be a member, the Membership Officer must make an appropriate entry in the Register of Members recording the date on which the person ceased to be a member.

4 The Committee

4.1 Powers of the committee

- 1) Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:
 - a. Is to control and manage the affairs of the association.
 - b. May exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association.
 - c. Has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

4.2 Composition and Membership of Committee

4.2.1 Executive committee

- 1) The executive committee shall consist of:
 - a. The office -bearers of the association,
 - i. President.
 - ii. Vice -president.
 - iii. Treasurer.
 - iv. Secretary.
 - b. 3 ordinary committee members,
- 2) The total number of TAA executive committee members is to be 7:

4.2.1.1 President

- 1) The President has the following duties;
 - a. To consult with the Secretary regarding the business to be conducted at each committee meeting and general meeting.
 - b. The powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these clauses.
 - c. Be responsible for the day to day administration of the Club and its activities and shall conduct the affairs of the Club in accordance with this Constitution and the By -

Laws of the Club.

d. Liaise with stakeholders and other parties.

4.2.1.2 Vice-President

1) The Vice -President has the following duties;

- a. Consult with the President and committee members regarding the business to be conducted at each committee meeting and general meeting.
- b. Cover for the President or other office bearer in their absence.

4.2.1.3 Secretary

1. The Secretary of the Association must, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.

2. It is the duty of the Secretary to keep minutes (whether in written or electronic form) of:

- a. All appointments of office-bearers and members of the Committee, and
- b. The names of members of the Committee are 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.

- a. The signature of the chairperson may be transmitted by electronic means for the purposes of this clause.

4. The Secretary must:

- a. Deal with the Association's correspondence, and
- b. In consultation with the Chairperson, prepare the notices required for meetings and for the business to be conducted at meetings, and
- c. Maintain on behalf of the Association an up-to-date copy of this constitution, and
- d. Ensure the safe custody of the books of the Association, other than the financial records, financial statements and financial reports of the Association.

4.2.1.4 Treasurer

1. The Treasurer of the Association must:
 - a. Collect and receive all amounts payable to the Association and issue receipts for those amounts, and
 - b. Pay all amounts authorised by the Association, and
 - c. Ensure that all payments authorised by the Committee or at a General Meeting are made in a timely manner, and
 - d. Ensure that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association, and
 - e. Ensure the safe custody of the financial records of the Association, including financial statements and reports, and
 - f. Prepare and present budgets and cash flow estimates for consideration by the Committee and at General Meetings, and
 - g. Coordinate the preparation of the Association's financial statements and ensure their submission to the Annual General Meeting, and
 - h. Provide any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial reports, and
 - i. Monitor the financial status of affiliated members in relation to fees, levies or other financial obligations to the Association.
2. The Treasurer must present financial reports to the Committee and to General Meetings at intervals determined by the Committee.
3. In the exercise of the functions of the office, the Treasurer acts under the direction of the Committee and in accordance with resolutions of the Association.

4.2.2 General Committee

- 1) The general committee shall consist of the executive committee members (7 off) and 5 ordinary members appointed through executive power. Total twelve members.
- 2) Once formed, the general committee shall allocate roles to the 3 elected executive committee members and the 5 appointed through executive power.
- 3) Roles shall consist of:
 - a. Public Officer
 - b. Membership Officer
 - c. Communications Officer
 - d. Shoot Director
 - e. Coaching Officer
 - f. Score Recorder
 - g. Web Officer
 - h. Risk & Hunt Advisor
 - i. Traditional Skills Officer
- 4) Office bearers may only hold the office bearing role, plus the Public Officer role. Other committee members may hold maximum of any 2 non-office bearing positions.
- 5) The Public Officer has special duties and responsibilities under the Act. In addition to the requirements governing appointed committee members. The Public Officer shall:
 - a. Ordinarily reside in NSW .
 - b. Keep the secretary notified of any change of address or contact details within 28 days.
 - c. Maintain security and confidentiality of any records entrusted to their care.
 - d. Be an authorised signatory for the association.
 - e. Not be bankrupt or insolvent .

4.3 Election of executive committee members

4.3.1 Nomination

1. Calling for nominations of candidates for election to the Executive Committee, comprising the office-bearer positions and other defined executive roles of the Association, in accordance with this Constitution.

2. The secretary shall send written notice to all members;

a. Calling for nominations of candidates for election as office-bearers of the TAA association or as the 3 ordinary members.

b. Stating the date by which nominations shall be received by the secretary to comply with subclause (2).

c. A list of nominated candidates will be made available to members on request by the Secretary two (2) weeks before the AGM date.

3. Nominations shall:

a. Be made in writing, signed by 2 ordinary members of the TAA association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination.

b. Be delivered to the secretary of the association before the nominated date.

4. There is no maximum number of consecutive terms for which an ordinary, executive officer or office bearer may hold office.

5. A person shall be ineligible for nomination, election, or appointment to the Committee if they hold a committee or executive position in any other archery organisation, association, or governing or representative body, or within multiple Traditional Archery Australia (TAA) affiliated clubs or Organisations, where such position or positions give rise to, or may reasonably be perceived to give rise to, an actual, potential, or perceived conflict of interest.

6. A person shall not be eligible for nomination, election, or appointment to the Executive Committee unless they:

a) are a current financial member of the Association;

b) are an Australian citizen or permanent resident of Australia;

c) are compliant with the conflict-of-interest provisions of this Constitution 4.3.1(5);

and

d) have not engaged in conduct that has brought an archery association, club, or organisation into disrepute, nor have they been determined to be in breach of any constitution, code of conduct, or governance requirements of any organisation of which they are or have been a member.

7. To be eligible for election to the Executive Committee, a person must have maintained continuous financial membership with Traditional Archery Australia (TAA) for a minimum period of two (2) consecutive years immediately prior to nomination.

4.3.2 Election

1. If only one legitimate nomination is received to fill an office bearing role by the due date, that nominee will be deemed as elected. Announcement to be made at the AGM.

2. Where the number of legitimate nominations for an ordinary member position received by the due date, is equal to, or less than the positions available (3), those members will be deemed to be elected. Announcement to be made at the AGM.

3. If there is no nomination for a position, the Chairman of the meeting may call for nominations from the ordinary members at the AGM.

a. 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 exceeds the number of vacancies to be filled, a ballot is to be held.

a. The ballot for the election of office-bearers is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.

5. Each member of the executive committee shall hold office until immediately before the election of committee members at the annual general meeting.

4.4 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 association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until 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 when a member:
 - a. Fails to be elected .
 - b. Dies.
 - c. Ceases to be a member of the association.
 - d. Is or becomes insolvent or under administration within the meaning of the Corporations Act 2001 of the Commonwealth .
 - e. Resigns office by notice in writing given to the secretary .
 - f. Is removed from office under clause 19 .
 - g. Becomes a mentally incapacitated person .
 - h. Is absent without the consent of the committee from 3 consecutive meetings of the committee.
 - i. Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months .
 - j. 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.

4.5 Resignation and Removal of Committee Members

1. A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the Chairman.
2. The resignation takes effect;
 - a. When the notice is received by the secretary or Chairman .
 - b. If a later time is stated in the notice, at the later time.
3. The TAA 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.

4. If a member of the committee to whom a proposed resolution referred to in subclause (3) 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 association, the secretary or the president may send a copy of the representations to each member of the association 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.

4.6 Committee meetings and quorum

1. The committee shall meet at least 3 times in each period of 12 months at the place and time that the committee may determine.
2. Additional meetings of the committee may be convened by the president or by any two members of the committee.
3. Written notice of a meeting of the committee shall be given by the secretary to each member of the committee at least 48 hours (or any other period that may be 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) shall 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 executive 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.

4.7 Procedure and Order of Business

4.7.1 At a meeting of the committee:

1. The president or, in the president's absence, the vice -president is to preside, or if the president and the vice -president are absent or unwilling to act, one of the remaining members of the committee chosen by the members present at the meeting is to preside.
2. The first committee meeting of each electoral year shall appoint 5 ordinary members to complete the general committee. The roles of each ordinary will then be agreed.
3. A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee. A person invited under subclause (3) to attend a committee meeting;
 - a. Has no right to any agenda, minutes or other document circulated at the meeting .
 - b. Shall not comment about any matter discussed at the meeting unless invited by the committee to do so.
 - c. Cannot vote on any matter that is to be decided at the meeting.

4.7.2 Use of technology at Committee Meetings

1. A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
2. A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

4.8 Delegation by Committee to Sub-committee

1. The committee may, by instrument in writing, delegate to one or more sub -committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
 - a. This power of delegation .
 - 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 any conditions or limitations as to the exercise of any function, or as to time or circumstances, that 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.

4.9 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 4.6 (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.

5. General Meetings

5.1 Types of Meetings

5.1.1 Regular General Meetings

1. The Association must hold General Meetings of its members, including Annual General Meetings and any other General Meetings.
2. The Committee must determine the date, time and place of each General Meeting.
3. The Association must hold a General Meeting at least once in each quarter of each calendar year (other than the Annual General Meeting).
4. A General Meeting is open to members of the Association. The Committee may permit other persons, including representatives of affiliated Organisations, to attend a General Meeting.
5. The business of a General Meeting (other than an Annual General Meeting) may include the following:
 - a. Confirmation of the minutes of the previous General Meeting and any Special General Meeting not previously confirmed, and
 - b. Receipt and consideration of reports on the activities of the Association, and
 - c. Receipt and consideration of financial reports, including the financial position of the Association and any budgets or cash flow estimates, and
 - d. Receipt and consideration of correspondence, and
 - e. Consideration of the progress of actions arising from previous meetings, and
 - f. Consideration of any general business of which notice has been given in accordance with this constitution.
6. The Association must ensure that minutes of General Meetings are kept in accordance with this constitution, and members are entitled to inspect or obtain a copy of those minutes on request.

5.1.2 Annual General Meetings

1. The Association shall hold an Annual General Meeting (AGM) involving the Committee and all members on the last Saturday in October of each year.
2. The AGM shall be convened at a date, time and place determined by the Committee, in accordance with the Act.
3. The AGM shall be held within six (6) months after the close of the Association's financial year, or within any later period permitted under the Act.
4. The AGM may, where practicable, be scheduled to coincide with the National Titles.

5. The Secretary shall provide notice of the AGM to all members in writing, which may include electronic notification, in accordance with this Constitution.
6. The business of the AGM shall include:
 - a. Confirmation of the minutes of the previous Annual General Meeting and any Special General Meeting held since that meeting;
 - b. Receipt and consideration of reports on the activities of the Association for the preceding financial year;
 - c. Receipt and consideration of financial statements and any reports required under the Act;
 - d. Election of office bearers and committee members;
 - e. Appointment or removal of an auditor or reviewer, if applicable;
 - f. Determination of entrance fees, subscriptions and other member contributions;
 - g. Determination of financial delegations, including any thresholds requiring additional authorisation;
 - h. Consideration of any other business for which notice has been given in accordance with this Constitution.
7. Minutes of AGM are available to all members.

5.1.3 Special General Meetings

1. A Special General Meeting of the Association may be called by the Committee whenever it thinks fit.
2. The Committee must, on the requisition in writing of at least 5% of the members, convening a Special General Meeting of the Association.
3. A requisition of members for a Special General Meeting:
 - a. Must be in writing (including in electronic form), and
 - b. Must state the purpose or purposes of the meeting, and
 - c. Must be signed by the members making the requisition (including by electronic means), and
 - d. Must be lodged with the Secretary, and
 - e. 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 does not cause a Special General Meeting to be held within 1 month after the date on which a requisition is lodged with the Secretary, any one or more of the members who made the requisition may convene the meeting.
5. A Special General Meeting convened by a member or members as referred to in clause 4 must be held not later than 3 months after the date on which the requisition is lodged.
6. A Special General Meeting convened by a member or members must be convened nearly as practicable in the same manner as General Meetings are convened by the Committee.
7. The business of a Special General Meeting is limited to the purpose or purposes stated in the notice of meeting.
8. The Association must ensure that minutes of Special General Meetings are kept, and members are entitled to inspect or obtain a copy of those minutes on request.

5.1.4 Committee Meetings

1. The Committee may meet for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit.
2. The Committee must determine the date, time and place of Committee meetings.
3. Committee meetings are not open to members of the Association or to the public, unless the Committee determines otherwise.
4. The functions of the Committee at a Committee meeting include:
 - a. Managing the day-to-day affairs of the Association, and
 - b. Implementing resolutions of the Association, and
 - c. Making decisions within the authority of the Committee, and
 - d. Preparing reports and recommendations for consideration at General Meetings.
5. The quorum for a meeting of the Committee is a majority of the Committee members.
6. Questions arising at a meeting of the Committee are to be determined by a majority of votes of members present and voting.
7. Each member of the Committee present at a meeting is entitled to one vote, but, in the event of equality of votes, the person presiding may exercise a second or cast vote.
8. The President, or in the President's absence the Vice-President, is to preside as chairperson at each Committee meeting. If the President and the Vice-President are absent or unwilling to act, the members present must elect one of their number to preside as chairperson.

9. A meeting of the Committee may be held using any technology approved by the Committee that gives each member of the Committee a reasonable opportunity to participate, and a member who participates in a meeting using that technology is taken to be present at the meeting.

10. The Committee may regulate its own proceedings, subject to this constitution.

11. The Association must ensure that minutes of Committee meetings are kept. Committee meeting minutes are confidential to the Committee and are not available for inspection by members of the Association, except where disclosure is authorised by the Committee or required by law.

5.1.5 Confidentiality of Committee Information

1. A member of the Committee must not disclose any information obtained in the exercise of the members' functions as a committee member if the information is confidential in nature.

2. Information is taken to be confidential if:

- a. It relates to the deliberations or proceedings of the Committee, including Committee meeting minutes, and
- b. It is identified by the Committee as confidential, or
- c. It is information that is not generally available to members of the Association or the public.

3. A member of the Committee must not use any information obtained in the exercise of the member's functions as a committee member to gain, directly or indirectly, an advantage for the member or for any other person, or to cause detriment to the Association.

4. This clause does not apply to the disclosure of information:

- a. That is authorised by the Committee, or
- b. That is required by law, or
- c. That is necessary for the proper performance of the functions of the Committee.

5. The obligations under this clause continue to apply to a person who has ceased to be a member of the Committee.

5.2 Meeting protocol

5.2.1 Notice

1. The Secretary shall provide notice of each Executive or General Meeting to all eligible members, specifying the date, time, place and nature of the business to be conducted.
2. At least fourteen (14) days' notice shall be given for a General Meeting, unless a special resolution is proposed.
3. Where a special resolution is to be considered, at least twenty-one (21) days' notice shall be given, including notice of the intention to propose the resolution.
4. A member wishing to bring business before a General Meeting shall provide written notice to the Secretary, who shall include that business in the notice of meeting.

5.2.2 Quorum for General Meetings

1. No business shall be transacted at a General Meeting unless a quorum is present.
2. A quorum shall consist of five (5) members entitled to vote.
3. If a quorum is not present within thirty (30) minutes of the scheduled commencement time:
 - a) If the meeting was convened on the requisition of members, the meeting shall be dissolved;
 - b) In any other case, the meeting shall stand adjourned to the same day in the following week at the same time and place, or as otherwise determined.
4. If a quorum is not present at the adjourned meeting within thirty (30) minutes, the members present, being not less than three (3), shall constitute a quorum.

5.2.3 Presiding Member

1. The President, or in their absence the Vice-President, shall preside as Chair at all Executive or General Meetings.
2. If both are absent or unwilling to act, the members present shall elect one of their number to preside as Chair.

5.2.4 Use of Technology

1. A meeting may be held using any technology approved by the Committee that allows members a reasonable opportunity to participate.
2. A member participating by such means is deemed to be present at the meeting and entitled to vote.
3. Where electronic voting is utilized, the Secretary shall ensure that only eligible members are able to participate.

5.2.5 Adjournment

1. The Chair may, with the consent of the majority of members present, adjourn the meeting to another time or place.
2. No business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment occurred.
3. Where a meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting shall be given in accordance with this Constitution

5.2.6 Special resolutions

1. A special resolution may only be passed by the association in accordance with section 39 of the Act.
2. This shall require that notice of the terms of the resolution and a statement to the effect that the resolution is intended to be passed as a special resolution is issued in accordance with 5.2.1 (2) to each member.
3. A special resolution shall require 75% majority of eligible votes cast to accept the resolution.

5.2.7 Motions

1. A motion may be proposed by a member and must be seconded before being considered.
2. A motion may be amended by a further motion, which must be seconded and determined before the original motion is put to a vote.
3. The Chair may participate in discussion and voting but shall not move or second a motion.
4. A special resolution shall be passed in accordance with the Act and requires at least seventy-five percent (75%) of votes cast to be in favor.

5.2.8 Voting

1. Each eligible member shall have one (1) vote.
2. In the event of equality of votes, the Chair shall have a casting vote.
3. A member is not entitled to vote unless all monies due and payable to the Association have been paid.
4. A member under the age of eighteen (18) years is not entitled to vote.
5. Voting shall be conducted by a show of hands or by another method determined by the Committee, including electronic or written ballot.
6. A ballot shall be conducted if requested by not fewer than five (5) members present
7. Where a question is determined by a show of hands, a declaration by the Chairperson that a resolution has been carried, carried unanimously, carried by a specified majority, or lost, together with an entry to that effect in the minutes of the Association, shall constitute conclusive evidence of the result without the need to record the number or proportion of votes cast for or against the resolution.
- 8) Subclause (2) applies to any method of voting determined by the Committee under subclause (5)(a) in the same manner as it applies to a show of hands.
- 9) Where a question is determined by ballot, the ballot shall be conducted in accordance with the directions of the Chairperson.

5.2.8.1 Proxy Votes

- a. An ordinary member may appoint another ordinary member as their proxy to attend, speak and vote on their behalf at a general meeting.
- b. A proxy has the same voting rights as the member appointing the proxy, subject to any directions specified in the instrument appointing the proxy.
- c. The appointment of a proxy must be in writing and signed by the member making the appointment.
- d. The instrument appointing a proxy must be in a form approved by the Committee or in any other form that:
 - i. clearly identifies the member appointing the proxy and the person appointed as proxy; and
 - ii. is signed by the member.
- e. The member appointing the proxy may specify the manner in which the proxy is to vote in respect of a particular resolution.
- f. If the instrument appointing a proxy does not specify the manner in which the proxy is to vote on a resolution, the proxy may vote as they think fit.
- g. A proxy appointment is not valid unless the instrument appointing the proxy is received by the Association not less than 48 hours before the commencement of the meeting at which the proxy is to be used.
- h. Notice of a general meeting given to members must:
 - i. State that a member is entitled to appoint another member as a proxy for the meeting; and
 - ii. include a copy of any form that the Committee has approved for the appointment of a proxy.
- i. A proxy is not entitled to vote at a general meeting except as provided by this clause and Clause 5.2.9.
- j. The Chairperson of the general meeting must ensure that all proxy appointments are verified prior to any vote being taken.

5.2.8.2 Postal or Electronic Ballots

1. Voting shall be conducted in accordance with Schedule 3 of the Regulations.
2. The Association may conduct a postal or electronic ballot, as determined by the Committee, to decide any matter or proposal.
3. The Secretary shall issue a notice outlining the details of the ballot, including the closing date and time. An electronic mail address with restricted access shall be established by the Ballot Officer solely for the receipt of votes. Postal votes may be submitted to the Association's official address, clearly marked as a ballot paper, or to an address specifically designated for the receipt of such votes.
4. Votes shall not be counted until after the closing date and time. All votes shall be counted by an appointed Ballot Officer who is not a member of the Committee.
5. The Ballot Officer shall verify that all votes are cast by eligible members and that each member submits only one vote.
6. Proxy voting shall not be permitted in respect of postal ballots.
7. Where a member is unable to participate in an electronic ballot or appoint a proxy, the member may contact the Secretary to arrange for their vote to be recorded.
8. All ballot papers and electronic voting records shall be retained for a minimum period of eight (8) weeks following the ballot.

5.2.8.3 Electronic voting / Polling

1. A designated electronic platform, including a website or social media page with access restricted to eligible members, may be utilised to conduct voting or to poll member preferences.
2. Voting procedures must ensure that each eligible member is permitted to cast one (1) vote only.
3. Votes cast shall remain confidential and must not be visible to members until after the individual vote has been submitted.

6. Financial

6.1. Financial Year

The financial year of the Association is:

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

6.2 Association is Non -Profit

Apply its funds and assets solely in pursuance of the objects of the association and shall not conduct its affairs so as to provide a pecuniary gain for any of its members.

6.2.1 Application of Property and Income

- 1) The property and income of the Club shall be applied solely towards the promotion of the objects or purposes of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- 2) A payment may be made to a member out of the funds of the Club only if it is authorised under subclause (3).
- 3) A payment to a member out of the funds of the Club is authorised if it is;
 - a. The payment in good faith to the member as reasonable remuneration for any services provided to the Club, or for goods supplied to the Club, in the ordinary course of business .
 - b. The payment of interest, on money borrowed by the Club from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia .
 - c. The payment of reasonable rent to the member for premises leased by the member to the Club .
 - d. The reimbursement of reasonable expenses properly incurred by the member on behalf of the Club.

6.3 Financial Statements and Financial Reports

1) For each financial year, the committee shall ensure that the requirements imposed on the Club under the Act relating to the financial statements or financial report of the Club are met.

2) Without limiting subclause (1), those requirements include;

- a. The preparation of the financial statements .
- b. If required, the review or auditing of the financial statements or financial report, as applicable.
- c. The presentation to the annual general meeting of the financial statements or financial report, as applicable .
- d. If required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.
- e. The preparation of 12 -month budget and cash flow forecast.
- f. Quarterly reports for presentation at general meetings to track against budget and cash flow forecast.

6.3.1 Funds - Source

The funds of the Association may be derived from:

- (a) entrance fees and annual subscriptions of members, and
- (b) donations, and
- (c) subject to any resolution passed by the Association in a General Meeting, any other sources approved by the Committee.

All money received by the Association must be deposited, as soon as practicable and without deduction, into the Association's bank account or other authorised deposit-taking institution account.

The Association must, as soon as practicable after receiving money, issue a receipt or other record of the payment.

6.3.2 Funds - Management

1. Subject to any resolution passed by the Association in a General Meeting, the funds of the Association must be applied solely in pursuance of the objects of the Association in the manner determined by the Committee.
2. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by an authorised signatory of the Committee.
3. The Association may use online banking to facilitate payments, taking into account the geographical distribution of Committee members and other operational requirements.
4. A second authorised signatory must endorse any transaction exceeding the amount determined by the Association at the Annual General Meeting.

6.4 Distribution of Property on Winding Up of Association

Subject to the Act and the Regulations, if the Association is wound up, any surplus property of the Association must be transferred to another organisation:

- (a) with objects similar to the objects of the Association, and
- (b) which is not carried on for the profit or gain of its individual members.

In this clause, surplus property means the property of the Association remaining after satisfaction of:

- (a) all debts and liabilities of the Association, and
- (b) the costs, charges and expenses of winding up the Association.

6.4.1 Members' liabilities

- 1) The liability of a member of the Association contributes towards the payment of the debts and liabilities of the Association, or the costs, charges and expenses of winding up the Association, is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required under this constitution.

7 Documentation

7.1 Change of Name, Objects and Constitution

1. The Association may alter or rescind any of its provisions, or make additional provisions, only by special resolution of the members.
2. For the avoidance of doubt, alterations to formatting, punctuation, or numbering that do not affect the substantive meaning of a provision do not constitute a change requiring a special resolution.
3. An application to the Director-General for registration of a change to the Association's name, objects, or constitution under section 10 of the Act must be made by the public officer or another authorised office bearer of the Association.

7.2 Custody of Books

1. Except as otherwise provided by this Constitution, all records, books, and other documents relating to the Association shall be kept in New South Wales:
 - a. If the Association has premises, the records shall be kept at the main premises of the Association, in the custody of the public officer or another member as determined by the Committee. For clarity, records are maintained in New South Wales by both the public officer and the secretary.
 - b. If the Association has no premises, the records shall be kept at the Association's official address, in the custody of the public officer.
 - c. The Register of Members shall be held in the custody of the Membership Officer in the state or territory in which that officer resides.

7.3 Inspection of Books

1. The following documents shall be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - a. Records, books and other financial documents of the association.
 - b. This constitution.
 - c. Minutes of all committee meetings and general meetings of the association.

2. A member of the association 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.
3. Despite subclauses (1) and (2), the committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the association.

8 General Business

8.1 Insurance

1. The Association shall affect and maintain public liability and products liability insurance for the benefit of all affiliated Associations and members.
2. The insurance required under clause 8.1 is to be arranged through a nominated insurance broker as determined by the Committee.
3. Copies of the Association's insurance policies:
 - a. must be made available for inspection in electronic form on the Association's website; and
 - b. must be kept in hard copy by the secretary.

8.2 Media Release, Publication and Conduct

1. A Committee member must not publish, or cause to be published, any statement relating to the business conducted by the Association at a general meeting or Committee meeting unless:
 - a. the Committee has authorised the publication at a Committee meeting; and
 - b. the authority is recorded in the minutes of the meeting at which it is given.
2. A member (other than a Committee member acting in accordance with subclause 8.2.1) must not publish, or cause to be published, any statement relating to the business conducted by the Association.
- 3 A member must not:
 - a. Misuse the Association's communication platforms, including social media; or

- b. Engage in harassment, bullying, or other conduct that is prejudicial to the reputation, interests or wellbeing of the Association or its members.
- 4. A member who holds a position within an affiliated club and publishes statements in a public forum, including social media, under the member's own name may, by virtue of that position, be taken to represent that affiliated club.
- 5. A member to whom subclause 8.2.4 applies:
 - a. May express personal opinions; but
 - b. Must not present, imply or communicate any statement as being made on behalf of the affiliated club unless prior approval has been obtained from the club's Committee.
- 6. A breach of this clause constitutes conduct that may give rise to disciplinary action under this Constitution.
- 7. Without limiting subclause 8.2.6, the Committee may impose one or more of the following sanctions in accordance with the disciplinary procedures of this Constitution:
 - a. For a first breach - formal warning and suspension from the Association's communication platforms for a period not exceeding three (3) months;
 - b. For a second or subsequent breach—termination of membership, as determined by the Committee.
- 8. In determining any matter under this clause, the Committee must have regard to:
 - a. This Constitution;
 - b. The Association's Code of Conduct; and
 - c. Any applicable obligations of an affiliated club.

8.3 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 .
 - b. By sending it by pre-paid post to the address of the person.
 - c. By sending it by email 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.
- 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 .
- c. In the case of a notice sent by email 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.

8.4 Traditional Archery Australia Medal

1. The Traditional Archery Australia Medal is an award developed and implemented by the TAA Executive Committee for the development of Traditional Archery within Australia over many years.
2. Candidates for this award shall be nominated by members to recognize a deserving archer that has achieved not only personally but contributed to Traditional Archery in Australia.
3. The person nominated for a TAA Medal shall be a current TAA member and have demonstrated that they protect and promote Traditional Archery in all its forms.
4. They will have done this for at least 20 years in one or more of the following areas; craft skills, coaching, management and/or archery skills.
5. The nomination shall be supported with documentation. This can include such proof as: Association memberships, written statements, photo or promotional material that shows their volunteer involvement etc.
6. Nominations are to be forwarded to the TAA secretary on the prescribed form found on the TAA website.

8.5 Guidelines

The Association may adopt and publish guidelines to assist affiliated Organisations and members in the conduct of activities of the Association, including the hosting and running of State and National titles and other events.

1. The guidelines may include but are not limited to:

- (a) a Code of Conduct;
- (b) shoot guidelines;
- (c) equipment guidelines;
- (d) State and National titles guidelines;
- (e) membership guidelines;
- (f) club affiliation guidelines.
- (g) insurance guidelines.

3. The guidelines:

- (a) are to be made available for inspection in electronic form on the Association's website; and
- (b) may be applied by the Association, affiliated Organisations, and members in accordance with this Constitution.

4. Guidelines may be amended or replaced only if the Executive Committee, together with the Association's club representatives, determine that the amendment or replacement is in the best interests of the Association and its members, including the fair conduct of State and National titles.

5. Any decision under clause 12.4 is to be made in accordance with the voting and decision-making provisions of this Constitution.

6. A member may propose an amendment to a guideline by giving written notice, including by email or other electronic means, to the secretary, setting out the proposed amendment and the reasons for it.

7. The secretary must ensure that:

- (a) the proposal is considered by the Executive Committee and club representatives; and
- (b) the member is notified of the outcome of the proposal as soon as practicable after a decision is made.