



Incorporated Number: 1400344

# Traditional Archery Australia Incorporated

## 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

- 1) The Objectives of the TAA shall be to:
  - a. Promote and protect Traditional Archery in all forms, Hunting, Field and Target.
  - b. Raise the profile and image of Traditional Archers throughout Australia.
  - c. Unite traditional archers with communication, tournaments and representation within all the Archery governing Bodies in Australia.
  - d. Support traditional archery within the Archery Alliance, as well as the Archery Crafters Guild.
  - e. Support competitive Field Archery; inclusive of Association, Inter-Association, Branch, State, National and International Competitions. Both in traditional and international formats of Field Archery.
  - f. Encourage youth participation and training through National Coaching Programs.
  - g. Promote the training and qualification of Coaches and Instructors.

## 1.3 Alliances with other organisations

- 1) The TAA shall support its obligations as a partner within the Archery Alliance. The association shall not change current agreements, establish alliances or affiliations with any organisation without the express agreement of its members through a special resolution.

## 1.4 Affiliations

- 1) The TAA shall affiliate with various state clubs and organisations, hereinafter referred to as 'Affiliated Organisations', as determined by the TAA from time to time. Affiliated organisations shall be required to support the objectives of this Association.
- 2) Affiliated Organisations shall remain autonomous in their operations and shall make their own rules of membership and conduct for their members, other than for the requirements of membership for the TAA, and provided nothing in the organisations constitution contravenes the Constitution, Rules, By-Laws, and stated Policies of the TAA.
- 3) When hosting TAA registered events, affiliated organisations shall enforce TAA equipment and shooting requirements. At any other time, affiliated organisations may utilize TAA requirements or adopt their own rules.

## 1.5 Compliance

- 1) The TAA is incorporated through the Associations Act 2009 in the state of NSW. Nothing within this constitution or its supporting documents shall be deemed to override or lessen the requirements of the act or its regulations.
- 2) Provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## 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.

### 2.2 Definitions and Abbreviations

In these clauses, unless the contrary intention appears;

- Association means the incorporated Traditional Archery Association to which these clauses apply.
- Books, of the Association, includes the following;
  - a. A register.
  - b. Financial records, financial statements or financial reports, however compiled, recorded or stored.
  - c. An Association document.
  - 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.
  - b. Documents of prime entry.
  - c. Working papers.
  - d. Other documents needed to explain the methods by which financial statements are prepared.
  - e. Adjustments to be made in preparing financial statements.
- Financial statements mean the financial statements in relation to the Association required under Part 5 Division 3 of the Act.
- Function - a reference to a function includes a reference to a power, authority and 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: a natural person is a person (in legal meaning, i.e., one who has its own legal personality) that is an individual human being, as opposed to a legal person, which may be a private (i.e., business entity or non-governmental organization) or public (i.e., government) organization.
- Ordinary committee member means a member of the committee who is not an office-bearer of the association.

- Pecuniary Gain - An organisation provides pecuniary gain for its members if—
  - a. It carries on any activity for the purpose of securing financial gain for its members.
  - b. It has capital that is divided into shares or stock held by the organisation's members.
  - c. It holds property in which the organisation's members have a disposable interest (whether directly, or in the form of shares or stock in the capital of the organisation or otherwise).
- TAA will be used throughout the document and stands for Traditional Archery Australia.
- The Act means the NSW Associations Incorporation Act 2009.
- The Regulation means the NSW Associations Incorporation Regulation 2016.
- Tier 1 Association means an incorporated association to which section 64(1) of the Act applies.

## 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.
- 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.

#### 3.1.1 Application process for TAA affiliation

- 1) An application by an Organisation for membership of the TAA association:
  - a. Shall be made to TAA in writing (including by email or other electronic means) using the prescribed form, and signed by two Executive Officers of the Organisation.
  - b. Be accompanied with a commitment to acknowledge the affiliation, within the organisation's own constitution on acceptance. The commitment shall agree to comply with this Constitution and requirements herein.
  - c. Shall include contact details of the applying organisation and that of its serving committee members.

#### 3.1.2 Dealing with applications

- 1) The executive committee, shall:
  - a. Consider applications in the order in which they are received by TAA.
  - b. Determine whether to approve or to reject the application.
- 2) As soon as practicable after the executive committee makes a determination, the TAA membership officer shall:
  - a. Notify the organisation in writing that the committee approved or rejected the application.
  - b. If the application was rejected, advise the association of the reason for rejection.

- c. If the application is accepted, request the Organisation to pay the prescribed membership fees within 28 days of notification.
- 3) On receipt of required fees, the organisation shall be registered in the TAA Register of, Association dissolutions, resignations, terminations and reinstatement of Association affiliation. The name being so entered, the Organisation becomes affiliated with the TAA association.
- 4) Ordinary affiliated organisations shall provide a copy of their constitution within 12 months of affiliation; containing all the commitments made in their application.
  - a. A copy of any revisions shall be forwarded as and when they are registered with their governing bodies such that the TAA retains a current copy on file.

### 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 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.

## 3.2 Personal Membership

- 1) Any person who supports the objects or purposes of TAA is eligible to apply to become a member.
- 2) A person is eligible to be a member of the association if:
  - a. The person is a natural person.
  - b. The person has applied and been approved for membership of the association in accordance with clause 3.2.3.

### 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 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.
- e. Provisional membership: shall be permitted on a one-off basis to facilitate a training period and introduction to the sport of archery. This membership shall be valid for a maximum period of 3 months. Provisional members shall have no voting rights.

### 3.2.2 Application for TAA membership

- 1) An application by a person for membership of the TAA association shall be made to TAA in writing (including by email or other electronic means) using the prescribed form. The application shall include:
  - a. Contact details of the applicant or parent/legal guardian.
  - b. Statement to comply with this constitution clauses and requirements.
  - c. Be duly signed. In case of Cub or Junior applications this shall include endorsement by parent or legal guardian.
  - d. Joining fee.
- 2) Application shall include reference to an affiliated club or state independence. This may be revised by notification to the secretary in writing at any time.
- 3) Statement of consent for information provided to be used for club purposes only.
- 4) Applications by third parties will not be accepted. Exception: Cubs and juniors requiring a parent/legal guardian to sign or applications where power of attorney is shown.

### 3.2.3 Dealing with applications

- 1) The executive committee, shall:
  - a. Consider applications in the order in which they are received by the Club.
  - b. Determine whether to approve or to reject the application.
  - c. Agree to the class of membership requested.
- 2) As soon as practicable after the executive committee makes a determination, the TAA membership officer shall:
  - a. Notify the applicant in writing that the committee approved or rejected the application.
  - b. If the application was rejected, advise the association of the reason for rejection and return any fees pre-paid.
  - c. If the application is accepted, register the applicant in the register of members and advise them of their membership number.

#### 3.2.4 Register of members

- 1) The TAA Membership Officer shall establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and contact details (phone number, postal, residential and email address) of each person who is a member of the association together with the date on which the person became a member.
- 2) The register of members shall be kept in New South Wales:
  - a. At the main premises of the association.
  - b. If the association has no premises, at the association's official address.
- 3) The register of members shall be open for inspection, free of charge, by any member of the association by appointment.
  - a. A member of the association may obtain a copy of any part of the register by written request and on payment of a fee of not more than \$1 for each page printed.
  - b. If a member has requested that any information contained on the register about the member (other than the member's name) not be available for inspection; that information shall not be made available for inspection.
  - c. A member shall provide a statutory declaration stating that information received shall only be used for:
    - i. The purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association.
    - ii. Any other purpose necessary to comply with a requirement of the Act or the Regulation.
- 4) If the register of members is kept in electronic form:
  - a. It shall be convertible into hard copy.
  - b. The requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

#### 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.
- 2) 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 a member of the association:
  - a. Has refused or neglected to comply with a provision or provisions of this constitution.
  - b. Has wilfully 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 in nature.
- 3) If the committee decides to deal with the complaint, the committee:
  - a. Shall cause notice of the complaint to be served on the member concerned.
  - b. Shall give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint.
  - c. Shall 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 in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- 5) If the committee expels or suspends a member, the secretary shall, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 3.2.12.
- 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.
  - b. If within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 3.2.12, whichever is the later.

#### 3.2.12 Right of appeal of disciplined member

- 1) A member may appeal to the association in general meeting against a resolution of the committee under clause 3.2.11 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

- 3) On receipt of a notice from a member under subclause (1), the secretary shall notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- 4) At a general meeting of the association convened under subclause (3):
  - a. No business other than the question of the appeal is to be transacted.
  - b. The committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both.
  - c. The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 5) The appeal is to be determined by a simple majority of votes cast by members of the association.

#### 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 TAA association if the person:
  - a. Dies.
  - b. Resigns membership.
  - c. Is expelled from the association.
  - d. Fails to pay the annual membership fee under clause 3.2.5 (1) (b) within 3 months after the fee is due.

#### 3.2.15 Resignation of membership

- 1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 1 month of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- 2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member 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 shall, as soon as practicable after being appointed as secretary,
  - a. Lodge notice with the association of his or her address.
  - b. Deal with the Club's correspondence.

- c. Consulting with the Chairman regarding the business to be conducted at each committee meeting and general meeting.
  - d. Preparing the notices required for meetings and for the business to be conducted at meetings.
- 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.
    - b. The names of members of the committee present at a committee meeting or a general meeting.
    - c. All proceedings at committee meetings and general meetings.
  - 3) Minutes of proceedings at a meeting shall 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 subclause (3).
  - 4) maintaining on behalf of the Club an up-to-date copy of this constitution.
  - 5) ensuring the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, as applicable to the Club.

#### 4.2.1.4 Treasurer

- 1) It is the duty of the treasurer of the association to ensure:
  - a. That all money due to the association is collected and received and that all payments authorized by the association are made.
  - b. 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.
  - c. Ensuring that any payments to be made by TAA that have been authorised by the committee or at a general meeting are made on time.
  - d. Ensuring the safe custody of the TAA's financial records, financial statements and financial reports, as applicable to TAA.
  - e. Preparation of budgets and cash flow predictions for presentation at general meetings.
  - f. Coordinating the preparation of TAA's financial statements before their submission to the TAA's annual general meeting.
  - g. Providing any assistance required by an auditor or reviewer conducting an audit or review of the TAA's financial statements or financial report.
  - h. Monitor any affiliation financial status of members.

#### 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. Alliance coordinator.
  - c. Associated Club Communications Officer.
  - d. Risk & Safety officer.
  - e. Shoot director.
  - f. Membership officer.
  - g. Traditional skills officer.
  - h. Coaching officer.
  - i. Hunt advisor.
  - j. Web content manager.
  - k. Score recorder.
- 4) Office bearers may only hold the office bearing role, plus either the Public Officer or Alliance Coordinator roles. 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) 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).
- 2) There is no maximum number of consecutive terms for which an ordinary committee member may hold office. An office bearer may only serve a maximum of five (5) consecutive terms in that role.
- 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) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association shall be an adult financial member of TAA.

#### 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 and ordinary committee members of the committee 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 committee shall determine the date, time and place of regular general meetings. Meetings, as a minimum shall be conducted quarterly.
- 2) Regular general meetings shall involve the general committee and representatives from each ordinary affiliated organisation. Other guests / members may be invited to attend and shall be by invitation only.
- 3) The ordinary business of a regular general meeting is as follows;
  - a. To confirm the minutes of the previous general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
  - b. To receive and consider;
    - i. The committee's quarterly report on the Club's activities during the preceding months.
    - ii. The financial status of budget and comparison with cash flow forecast.
    - iii. Correspondence in / out.
    - iv. Status of items identified for action from previous meetings.
    - v. Any other business of where 2 weeks notification has been given to the secretary and disseminated to participants may be conducted at the general meeting; or as mutually agreed.

#### 5.1.2 Annual general meetings

- 1) Annual general meetings shall involve the general committee and all members.
- 2) The annual general meeting of the association is, subject to the Act and to subclause (3), to be convened on the date and at the place and time that the committee thinks fit.
- 3) The association shall hold its annual general meeting
  - a. Within 6 months after the close of the association's financial year.
  - b. Within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.
- 4) Tentatively the TAA shall hold Annual General Meetings to coincide with the National Titles during the second Saturday in October.

- 5) The secretary shall notify each individual member in writing to advise them of the meeting. This may be achieved electronically.
- 6) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - a. To confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting.
  - b. To receive from the committee reports on the activities of the association during the last preceding financial year.
  - c. To receive and consider any financial statement or report required to be submitted to members under the Act.
  - d. To elect office-bearers of the association and ordinary committee members to make up the executive committee.
  - e. If applicable, to appoint or remove a reviewer or auditor of the Club in accordance with the Act.
  - f. To confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
  - g. Agree the amount which will require a second signatory endorsement prior to the release of funds.
  - h. Any other business of where 2 weeks notification (4 weeks if a special resolution is involved) has been given to the secretary and disseminated to participants.

#### 5.1.3 Special general meetings

- 1) Special general meetings shall involve the general committee and all members.
- 2) The committee shall convene a special general meeting to resolve special resolutions when they are unable to be resolved at the annual general meeting.
- 3) The committee, may, whenever it thinks fit, convene a special general meeting of the association.
- 4) The committee shall, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.
- 5) A requisition from members for a special general meeting:
  - a. Shall be in writing.
  - b. Shall state the purpose or purposes of the meeting.
  - c. Shall be signed by the members making the requisition.
  - d. Shall be lodged with the secretary.
  - e. May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 6) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

- 7) A special general meeting convened by a member or members as referred to in subclause (4) shall be convened as nearly as is practicable in the same manner as an annual general meeting convened by the committee.
- 8) For the purposes of subclause (3):
  - a. A requisition may be in electronic form.
  - b. A signature may be transmitted, and a requisition may be lodged, by electronic means.

## 5.2 Meeting protocol

### 5.2.1 Notice

- 1) Except if the nature of the business proposed to be dealt with at a general meeting requires a resolution of the association, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 2) If the nature of the business proposed to be dealt with at a general meeting requires a resolution of the association, the secretary shall, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- 3) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

### 5.2.2 Quorum for general meetings

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

### 5.2.3 Presiding member

- 1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the association.

- 2) If the president and the vice-president are absent or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

#### 5.2.4 Use of technology

- 1) A general 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 member who participates in a general 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.
- 3) Prior to a meeting which will potentially use electronic voting, the secretary shall ensure that only eligible members have access to the ballot.

#### 5.2.5 Adjournment

- 1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 2) If a general meeting is adjourned for 14 days or more, the secretary shall give written or oral notice of the adjourned meeting to each eligible member as defined herein for each type of meeting, of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

#### 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 an ordinary member. The motion shall be seconded by another ordinary member before it takes effect.
- 2) A motion may only be altered by an amendment which has been seconded. A vote shall determine if the amendment alters the motion prior to the motion being voted on.
- 3) The presiding chairman shall not be entitled to move or second a motion, but does have right to participate in discussions and voting.

#### 5.2.8 Voting

- 1) On any motion arising at a general meeting of the association a member has one vote only.
- 2) 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.

- 3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- 4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.
- 5) A question arising at a general meeting of the association is to be determined by:
  - a. A show of hands or, if the meeting is one to which a special resolution applies, any appropriate corresponding method that the committee may determine.
  - b. If 5 or more members present at the meeting decide that the question should be determined by a ballot — an electronic or written ballot.
- 6) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 7) Subclause (2) applies to a method determined by the committee under subclause (5) (a) in the same way as it applies to a show of hands.
- 8) If the question is to be determined by a ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

#### 5.2.8.1 Proxy votes

- 1) Subject to subclause (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- 2) An ordinary member may be appointed the proxy, for not more than 5 other members.
- 3) The appointment of a proxy shall be in writing and signed by the member making the appointment.
- 4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- 5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- 6) If the committee has approved a form for the appointment of a proxy, the member may use that form or any other form;
  - a. That clearly identifies the person appointed as the member's proxy.
  - b. That has been signed by the member.
- 7) Notice of a general meeting given to an ordinary member under clause 5.2.1 shall;
  - a. State that the member may appoint an individual who is an ordinary member as a proxy for the meeting.
  - b. Include a copy of any form that the committee has approved for the appointment of a proxy.
- 8) A form appointing a proxy shall be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- 9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Club not later than 48 hours before the commencement of the meeting.



- 10) Members holding proxy votes shall be identified at a meeting prior to any voting taking place.

#### 5.2.8.2 Postal or electronic ballots

- 1) Voting shall be conducted in compliance with schedule 3 of the Regulations
- 2) The association may hold a postal or an electronic ballot (as the committee determines) to determine any issue or proposal.
- 3) The secretary shall distribute a statement fully describing the details of the ballot and the closing date and time. An electronic email address with restricted access shall be set up by the ballot officer, specifically to receive votes. Postal votes may be to the associations official address and identified as ballot paper; or to an address specifically set up to receive votes.
- 4) Votes shall not be counted until the closing date and time has passed. Votes shall be counted by an appointed ballot officer who is NOT a committee member.
- 5) The ballot officer shall ensure that all votes are by eligible members and that each member has only made a single vote.
- 6) Proxy votes shall not be valid where postal ballots are conducted.
- 7) Where a member is unable to participate in an electronic ballot or to register proxy votes they may contact the secretary to have the vote recorded.
- 8) Hard copies of votes and electronic media shall be retained for a period of not less than 8 weeks.

#### 5.2.8.3 Electronic voting / Polling

- 1) A designated voting website or social media page with access restricted to eligible members shall be utilised to conduct voting or to poll preferences.
- 2) Voting protocols shall ensure that each member is only able to cast a single vote.
- 3) Votes already cast shall not be visible until after a vote is cast.
- 4) The committee shall determine when this type of voting may be utilised.

## 6 Financial

### 6.1 Financial year

- 1) 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 June.
  - b. Each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

### 6.2 Association is non-profit

- 1) Subject to the Act and the Regulation, the association shall 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 Member Payments

- 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

- 1) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, any other sources that the committee determines.
- 2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.

- 3) The association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

#### 6.3.2 Funds - management

- 1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- 2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by an authorised signatory.
- 3) TAA shall use online banking due to the large geographical distribution of its committee and members.
- 4) A second signatory shall be required to endorse transactions greater than the value agreed at the Annual General Meeting.

#### 6.4 Distribution of property on winding up of association

- 1) Subject to the Act and the Regulations, in a winding up of the association, any surplus property of the association is to be transferred to another organisation with similar objects and which is not carried on for the profit or gain of its individual members.
- 2) In this clause, a reference to the surplus property of an association is a reference to that property of the association remaining after satisfaction of the debts and liabilities of the association and the costs, charges and expenses of the winding up of the association.

##### 6.4.1 Members' liabilities

- 1) The liability of a member or Association of the TAA association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by section 3.

## 7 Documentation

### 7.1 Change of name, objects and constitution

- 1) If the Club wants to alter or rescind any of these clauses, or to make additional clauses, the Club may do so only by special resolution.
  - a. Note that formatting changes that do not change the meaning of a clause do not constitute a change requiring special resolution.
- 2) An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or an office bearer.

### 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. At the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines). Records are kept in NSW with both the TAA public officer and TAA secretary.

- b. If the association has no premises, at the association's official address, in the custody of the public officer.

### 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) TAA shall maintain Public/Products Liability Insurance on behalf of all TAA Associations and TAA members.
- 2) TAA shall maintain this insurance through a nominated Insurance Broker
- 3) The TAA insurance policies shall be available for viewing in electronic form on the TAA website filed under documents. Hard copies shall be maintained with the TAA secretary.

### 8.2 Media release

- 1) A committee member shall not publish, or cause to be published, any statement about the business conducted by TAA at a general meeting or committee meeting unless;
  - a. The committee has authorised release at a committee meeting.
  - b. The authority given to the committee member has been recorded in the minutes of the committee meeting at which it was given.
- 2) An ordinary member shall not publish, or cause to be published, any statement about the business conducted by TAA.

### 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 being 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

- 1) Guidelines form a basis for TAA Associations and members to use when hosting and running National and State Titles. They include:
  - a. Code of conduct.
  - b. Shoot Guidelines.
  - c. Equipment Guidelines.
  - d. National and State Titles Guideline.
  - e. All guidelines shall be available for viewing on the TAA website.
- 2) Guidelines can only be changed when the Executive Committee, together with the TAA Club Representatives, agree that change is for the benefit of TAA members and the fair running of the National and State Titles. Voting will follow 4.9 Voting and Decisions.
- 3) Ordinary members can propose changes. The change and reason for it are to be sent in writing, either postal or electronically to the TAA Secretary. This correspondence, together with the outcome, is to be acknowledged after a decision has been reached by the committee and club representatives.