

**ARCHERY SOCIETY OF NEW SOUTH WALES INC
(ASNSW)**

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PART I NAME

1. The name of the Association shall be the Archery Society of New South Wales Inc. otherwise known as the "Society" or "ASNSW" or "Archery NSW".

PART II OBJECTS

2. The objects of the Society shall be to:-
 - 2.1 encourage the formation and promotion of Clubs in N.S.W. and to be the collective voice of those clubs.
- 2.2 Support and promote all forms of Archery.
 - 2.3.1 arrange for the conduct of State Archery Tournaments
 - 2.3.2 promote representation at National Tournaments
 - 2.3.3 facilitate representation N.S.W. Archers in Archery Australia Inc (A.A.)
 - 2.3.4 recognise and maintain State Records and make claims for Australian and International Records on behalf of Members.
- 2.4 Raise public awareness of Archery as a recreation and competitive sport.
- 2.5 Develop archery resources and services and facilitate and encourage participation and membership.
- 2.6 Affiliate with A.A. and comply with its Constitution and Rules
- 2.7 Through A.A. affiliate with the International controlling body for Archery known as World Archery and comply with their Constitution and Rules.
- 2.8 Raise the quality of performance in Archery through improved standards in coaching, judging and administration.
- 2.9 Endorse the doping policies of World Archery and A.A.

PART III MEMBERSHIP

3. MEMBERS OF THE SOCIETY

The Members of the Society shall be Affiliated Archery Clubs together with their Registered Members

4. HOW CLUBS BECOME AFFILIATED

- 4.1 A club seeking affiliation shall have at least five (5) members who are at least 18 years of age and who are not members through other Clubs or who are prepared to transfer their membership from other clubs.
- 4.2 A Club seeking affiliation shall make application in writing to the Society and may be granted provisional affiliation by the Committee subject to confirmation by an Ordinary Resolution of the Society at an Ordinary General Meeting.
- 4.3 A Club shall not be admitted to affiliation until its Constitution is approved by the Committee of Management.
- 4.4 Any changes to the Constitution of an affiliated Club must be notified to the Society within twenty-one (21) days.

5. HOW MEMBERS BECOME REGISTERED

- 5.1 All members must be registered with the Society through a Club –
 - 5.1.1 within twenty-one (21) days of joining the club, and
 - 5.1.2 annually within fourteen (14) days of their membership anniversary.
- 5.2 Application for membership shall be made as directed by the governing body.
- 5.3 A Member can only be registered through one Club at any one time.
- 5.4 If a member wishes to change the Club through which he or she is registered, the following actions must be take:-
 - 5.4.1 the current membership must be terminated

- 5.4.2 the current Club must be advised of the name of the new Club of which it is membership will be sought;
- 5.4.3 the member must be accepted into the new club
- 5.4.4 the member will not be permitted to represent the new Club until notice of the new membership is received by the Registrar.
- 5.5 A person who joins a Club while being a Member of a Club in another part of Australia, affiliated with A.A., shall be accepted as a Member of the Society upon payment of the appropriate membership fee less any component representing fees already paid to A.A. Documented proof will be required of the current registered membership.

6. CESSATION OF MEMBERSHIP – CLUBS

- 6.1 If the registered membership of a Club falls below four (4), the Committee may in its discretion recommend to an Ordinary General Meeting that the affiliation of that Club be terminated.
- 6.2 If a General Meeting of the Society by Ordinary Resolution so resolves, the affiliation of a Club shall thereupon be terminated.
- 6.3 A Club may only be expelled from the Society in accordance with the provisions of Part IV of this Constitution.

7. CESSATION OF REGISTRATION OF MEMBERS

- 7.1 Membership of the Society by an individual archer shall cease upon the death, resignation or expulsion of the Member or if the membership is not renewed in accordance with Clause 5.1.2.

8. MEMBERS' LIABILITIES

- 8.1 The liability of a Club or Member of the Society to contribute towards the payments of debts and liabilities of the Society or the costs, charges and expenses of the winding up of the Society, is limited to the amount (if any) unpaid by the Member or Club in respect of membership of the Society.

PART IV DISCIPLINARY PROCEDURES

9. COMPLAINTS BY MEMBERS

- 9.1 A member of the Society may lodge a complaint with the Society about the conduct of any other Member of the Society.
- 9.2 Any complaint made pursuant to Clause 9.1 shall specify the matter complained of and shall be supported by such material, as the complainant deems appropriate.

10. CONSIDERATION BY COMMITTEE OF CONDUCT OF A MEMBER

- 10.1 Where the Committee is of the opinion, whether by its own motion or as the result of a complaint made pursuant to Clause 9, that an individual Member or a Club
 - 10.1.1 has persistently refused or neglected to comply with a provision or provisions of this Constitution, or
 - 10.1.2 has persistently and wilfully acted in a manner prejudicial to the interests of the Society;The committee may by Resolution recommend to an Ordinary General Meeting of the Society that the individual Member of Club be expelled from the Society or suspended from membership of the Society.

10.2 Where the conduct giving rise to the resolution of the Committee referred to Clause 10.1 relates to the conduct of any individual Member of the Society in the carrying out by that individual of any Office of the Society held by that individual, the Committee may by Resolution suspend that individual from that Office pending the outcome of the Ordinary General Meeting.

11. NOTICE OF MEETING TO CONSIDER DISCIPLINARY ACTION

11.1 Where the Committee passes a Resolution as set out in Clause 10.1, the Committee shall within twenty-eight (28) days cause a notice in writing to be served on the Member of Club concerned:-

11.1.1 setting out the Resolution of the Committee and the grounds upon which it was based.

11.1.2 specifying the time, date and place (being not earlier than twenty-eight (28) days after the date of service of the notice) of the Ordinary General Meeting of the Society at which a Resolution incorporating the recommendation of the Committee pursuant to Clause 10.2 will be moved.

11.1.3 informing the Member/Club that the Member/Club may do either or both of the following:-

11.1.3.1 attend and speak at that Meeting

11.1.3.2 submit written representations to the Meeting relating to the Resolution

12. PROCEDURE AT THAT ORDINARY GENERAL MEETING

12. At the Ordinary General Meeting of the Society, at which the Resolution incorporating the recommendation of the Committee pursuant to Clause 10.1 is moved.

12.1 the Committee and the Member/Club concerned shall be given the opportunity to state their respective cases orally or in writing; and

12.2 the Members/Clubs present at the Meeting shall vote by secret ballot on the Resolution.

13. TIME FOR HOLDING THAT ORDINARY GENERAL MEETING

13. The Ordinary General Meeting of the Society at which the Resolution incorporating the recommendation of the Committee pursuant to Clause 10.1 is to be moved, may be either the next following Ordinary Meeting of the Society to be held pursuant to Clause 37.1 or an Ordinary Meeting convened by the Committee pursuant to Clause 37.2 whichever the Committee considers most convenient for the early consideration of the matter.

14. RESOLUTION AT THAT ORDINARY GENERAL MEETING

14.1 A resolution incorporating a recommendation of the Committee pursuant to Clause 10.1 shall be passed if it receives a simple majority of the votes cast.

14.2 Where an officer has been suspended pursuant to Clause 10.2, but the relevant Resolution is not subsequently passed by an Ordinary General Meeting, the suspension shall cease to have effect from the time at which the result of the Resolution is announced.

15. RIGHT OF MEMBER COMPLAINING UNDER CLAUSE 9.

15. A Member of the Society who is dissatisfied with the decision of the Committee in response to a complaint made pursuant to Clause 9 shall be entitled to submit the complaint to a Special General Meeting of the Society convened pursuant to Clause 38.

16. RESOLUTION OF INTERNAL DISPUTES

16. Disputes between Members (in their capacity as Members) or between Members and the Society (except those which are dealt with pursuant to the provisions of Clause 9, 10, 11, 12, 13, 14 and 15) which cannot be otherwise resolved shall be referred to mediation. The mediator shall be agreed between the parties but in the absence of agreement shall be appointed by the President of the Court of Arbitration for Sport (Oceania Registry).

PART V LIFE AND HONORARY MEMBERSHIP

- 17.1 Life Membership may be awarded to any Member who is considered to have given exceptional service to the Society over a long period.
- 17.2 Life Membership shall only be awarded if passed by a Special Resolution at a Special General Meeting.
- 17.3 A Life Member shall not be liable for Society or A.A. membership fees and will have voting rights only if representing a Club as a delegate. This will not obviate responsibility for paying appropriate Club fees.
- 17.4 Honorary Membership may be awarded by Ordinary Resolution for any period deemed proper to any person who is not a Member or Life Member. It does not carry with it debating or voting rights in the Society.

PART VI COMMITTEE OF MANAGEMENT

18. POWERS AND FUNCTIONS OF COMMITTEE OF MANAGEMENT

18. The Committee of Management of the Society subject to the Act, the Regulations, these Rules and to any Resolutions passed by an Ordinary General Meeting –
- 18.1 will control and manage the affairs of the Society;
- 18.2 may exercise all such functions as may be exercised by the Society other than those functions that are required by these Rules to be exercised by a General Meeting, and
- 18.3 has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Society.

19. OFFICE BEARERS

19. The Committee of Management shall consist of the following office-bearers of the Society, eleven (11) in total and holding office in an honorary capacity only. Duties shall include but not be restricted to the following:-
- 19.1 President – shall preside at all Committee of Management and General Meetings as chairperson; co-ordinate the policies and procedures; co-ordinate the roles and responsibilities of office-bearers; present the “public face” of the Society.
- 19.2 Vice President / Publicity Officer – may take on the full responsibilities of the President in the absence of the President; be responsible for the development of a public profile for the Society through the media.
- 19.3 Vice President / Membership Officer – may take on the full responsibilities of the President in the absence of the President and the Vice-President/Publicity Officer; maintain a register of all Affiliated Clubs and Registered Members.
- 19.4 Secretary – maintain records of appointments of office-bearers and representatives; maintain records of all those attending Committee Meetings and General Meetings; keep a record of the proceedings and decisions of those Meetings; administer all incoming and outgoing correspondence; act as the Public Officer of the Society.

- 19.5 Treasurer – ensure that all money due to the Society is collected and received; that all payments authorised by the Society are made; ensure that correct books and accounts showing the financial affairs of the Society including full details of all receipts and expenditures connected with the activities of the Society are properly processed.
- 19.6 Tournament Co-Ordinator – co-ordinate the conduct of Metropolitan and State Tournaments; be chairperson of the Tournament Sub-committee; prepare an annual calendar of tournaments etc.,
- 19.7 Official's Convenor – co-ordinate the provision of judges where they are required; co-ordinate the training of new and registered judges; delegate to the National Officials Committee.
- 19.8 Recorder – process all record claims, classifications and awards; prepare at appropriate intervals a schedule of records.
- 19.9 Coaching Administrator – co-ordinate and implement the Coach Education program and the Archery Development program; delegate to the National Coaching Committee.
- 19.10 A.A. Board Member – represent the Society on the Board of Archery Australia.
- 19.11 Junior Co-Ordinator – co-ordinate the program for the development of Junior Archers and to represent the interests of juniors.

20. ELECTION AND TERM OF OFFICE

- 20. The Office-bearers will be elected at an Annual General Meeting and will hold office until the conclusion of the AGM two (2) years hence.

21. METHOD OF ELECTION

- 21.1 In order to strengthen continuity of experience, half of the Officers will begin their terms in 1998 and half in 1999 as follows –
 - 1998 President, Secretary, Tournament Co-Ordinator, Coaching Administrator, Vice President/Publicity Officer, A.A. Board Member
 - 1999 Vice President/Membership Officer, Treasurer, Officials Convenor, Recorder, Junior Co-Ordinator.
- 21.2 Thereafter the sequence will continue on an 'odd' and 'even' basis.

22. OFFICE BEARERS TO BE MEMBER

- 22. All Office-Bearers must be Members of the Society and be elected as provided by Rule 28.

23. LIMITATION OF MULTIPLE OFFICES

- 23.1 One person may hold more than one office at any one time except that one person may not hold two (2) or more of the following positions:-
 - President, Secretary, Treasurer, Recorder and Coaching Administrator
- 23.2 An Officer holding dual office may express only one vote on the Committee of Management.

24. OTHER REPRESENTATIVES

- 24. The following Other Representatives of the Society will be elected annually –
 - 24.1 NSW Olympic Committee Delegates – two (2)
 - 24.2 Other such Representatives as an Ordinary General Meeting may consider necessary.

25. VACANCY OF OFFICE

25. An Office or Representative position may become vacant if the Member concerned:-
- 25.1 resigns in writing to the Secretary
 - 25.2 ceases to be Member under Rule 7.
 - 25.3 is suspended from office under Rule 10.2
 - 25.4 becomes an insolvent under administration within the meaning of the Companies (NSW) code
 - 25.5 becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health
 - 25.6 being an officer of the Society, is absent without the consent of the Committee from three (3) consecutive meetings of the Committee and/or General Meetings. (For the purposes of this Clause 'consent' shall be granted if an apology is duly lodged and included in the Minutes.)
 - 25.7 becomes incapacitated from any cause and is unable to discharge the duties of office
- thereby creating a casual vacancy
- 25.2 In the event of a casual vacancy occurring in an Office or Representative position the remaining Members of the Committee may appoint a Member of the Society to fill the vacancy and the Member so appointed shall hold office until the conclusion of the next Annual General Meeting. If at the time of the next Annual General Meeting there remains an unexpired period for which that Office or Representative position was originally elected, an election shall be held in order to fill the Office or Representative position for that unexpired period.

26. MINUTES AND REPORTS

- 26.1 The Committee shall provide a written copy of the minutes of meetings to each Club within twenty-eight (28) days of each meeting. The minutes shall include copies of reports presented to the Meeting.
- 26.2 The Treasurer shall provide a written financial statement to each Ordinary General Meeting and for distribution to Clubs.
- 26.3 The Recorder shall provide a complete list of record claims and award applications processed to each Ordinary General Meeting and for distribution to Clubs.
- 26.4 The A.A. Board Member shall provide a written report of the Board's activities to each Ordinary General Meeting and for distribution to Clubs.

27. PROCEEDINGS OF COMMITTEE

- 27.1 A quorum for a Committee Meeting shall be five (5) Members and business shall be conducted on a majority vote amongst those present and voting.
- 27.2 No business shall 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 stands adjourned to a time, place and day to be determined by the Committee.
- 27.3 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the Meeting, the Meeting shall continue but only to discuss those items on the original agenda.
- 27.4 At a meeting of the Committee –
 - (a) the President or (in the President's absence) one of the Vice-Presidents shall preside, or
 - (b) if the President and both of the Vice-Presidents are absent or unwilling to act, such one of the remaining Members of the Committee as may be chosen by the Members present at the Meeting shall preside.
- 27.5 At Committee Meetings the chairperson shall have a deliberative vote only and shall not have an additional casting vote.

- 27.6 The Committee may authorise expenditure to the value of Five Thousand Dollars (\$5000) on any one item and expenditure in excess of Five Thousand Dollars (\$5000) must be approved by an Ordinary Resolution at an Ordinary General Meeting.
- 27.7 The Committee shall meeting at least six (6) times in each period of twelve (12) months at such time and place as the Committee may determine.
- 27.8 Any member of the Committee may request the President to convene an additional meeting.
- 27.9 Oral or written notice of a Meeting shall be given by the Secretary to each member of the Committee at least two (2) days (or such other period as may be unanimously agreed upon by the Members of the Committee) before the time appointed for the holding of the Meeting.
- 27.10 Notice of a Meeting given under Clause 27.9 shall specify the general nature of the business to be transacted at the Meeting.
- 27.11 Unless the Committee otherwise resolves in respect of a particular matter, any Member shall be entitled to attend Meetings of the Committee but may not speak unless invited to do so by the Committee.

PART VII ELECTION OF OFFICE BEARERS

- 28.1 A Returning Officer who will be a person who is not a candidate for Office shall be appointed by the Committee to conduct the election of Office-Bearers.
- 28.2 The Returning Officer will notify all Clubs of the position of office-bearers to be filled at least eight (8) weeks before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 28.3 Nominations of candidates for election as Office-Bearers of the Society –
- a) shall be made in writing, signed by two (2) Members of the Society and accompanied by the written consent of the candidate, and
 - b) shall be delivered to the Returning Officer not less than twenty eight (28) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
- 28.4 Where one only nomination is received for any office, a secret ballot shall be held and if the nominee receives more than 50% of the votes cast then the nominee shall be declared to be elected to the office specified.
- 28.5 Where more than one nomination is received for any office, a secret ballot shall be held in which valid votes must state preferences for all candidates nominated. The Returning Officer shall count the votes and where one candidate receives more than 50% of the primary votes cast that candidate shall be declared elected. If no candidate receives 50% of the primary votes on the first count then the candidate receiving the least number of primary votes shall be eliminated and that candidate's second preference votes distributed among the remaining candidates. This process shall be repeated as necessary until one candidate receives, by such distribution, more than 50% of the available votes whereupon that candidate shall be declared elected.
- 28.6 Where no nominations are received for a particular office, nominations shall be called for at the Annual General Meeting and any nominations so received shall be voted upon as set out in Clauses 28.4 and 28.5.
- 28.7 Where no nominations are received for any particular office whether before or at the Annual General Meeting that particular office shall be deemed to be a casual vacancy to be filled as set out in Clause 25.2.
- 28.8 Where a ballot will be required the Returning Officer shall circulate to all Clubs not less than Twenty-one (21) days prior to the Annual General Meeting, the names and profiles of all nominated candidates together with suitable materials to each Club to facilitate the casting of a vote as provided by PART VIII.
- 28.9 The ballot for the election of Office-bearers of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Returning Officer may direct in consultation with the Committee except that the Returning Officer shall accept all votes cast as provided by PART VIII.

PART VIII VOTING AND REPRESENTATION AT ALL GENERAL MEETINGS

29. VOTING STRENGTH

29. For any General Meeting of the Society a Member Club shall be entitled to have the number of votes calculated pursuant to the following :-
- 29.1 where a Club has up to and including twenty (20) registered members – two votes.
- 29.2 where a Club has more than twenty (20) registered members – two votes for each twenty (20) members of part thereof calculated as set out in the following example –
- | | |
|---|---------------|
| Up to and including 20 members | 2 votes |
| 21 and up to and including 40 members | 4 votes |
| 41 and up to and including 60 members | 6 votes |
| 61 and up to and including 80 members | 8 votes |
| 81 and up to and including 100 members | 10 votes |
| 100 and up to and including 120 members | 12 votes etc. |
- 29.3 Where a club has two hundred (200) or more registered members a limit of twenty (20) votes will apply.

30. EXERCISE OF VOTING STRENGTH

30. A Club may exercise its entitlement under Rule 29 in the following ways:-
- 30.1.1 A postal vote signed by two (2) members of its current committee of management. Postal votes must be in the hands of the Secretary of the Society not less than thirty (30) minutes before the scheduled time of commencement of the General Meeting at which the vote is to be exercised.
- 30.1.2 Allocating proxy votes to a delegate or delegates. Written proxies signed by two (2) members of its current committee of management must be in the hands of the Secretary of the Society before the commencement of the General Meeting at which the vote is to be exercised. The proxy shall be in or to the effect of the form set out in Schedule B.
- 30.1.3 A Club may allocate all or some only of its proxy votes to a particular delegate and the number of proxy votes so allocated shall be specified in the proxy lodged with the Secretary of the Society.

31. INDIVIDUAL MEMBERS NOT ENTITLED TO SEPARATE VOTE

31. Individual members shall not be entitled to a vote at General Meetings except through the votes exercised by their Clubs.

32. REPRESENTATION AT GENERAL MEETINGS

- 32.1 All clubs and individual Members shall be entitled to be present at General Meetings of the Society.
- 32.2 A Club may be represented at a General Meeting by any one or more of its registered members.

PART IX YEAR AND FINANCES

- 33.1 The year of the Society shall be the twelve (12) months 1st July to 30th June. Annual accounts, subscriptions and fees shall cover this period.
- 33.2 The funds of the Society shall be derived from annual subscriptions and entrance fees of Members, donations and, subject to any Ordinary Resolution passed by the Society at an Ordinary General Meeting, such other sources as the Committee determines.

- 33.3 All monies received by the Society shall be deposited as soon as practicable and without deduction to the credit of the Society's bank or financial institution. The financial institution used will be determined by Ordinary Resolution at an Ordinary General Meeting.
- 33.4 The Society shall as soon as practicable after receiving any money, issue an appropriate receipt.
- 33.5 Each Club shall pay to the Society such fees as are prescribed in respect of each member and such fees shall be paid at the time of registration in accordance with Rule 5.
- 33.6 The prescribed fee shall be such amount as is decided by Ordinary Resolution at an Ordinary General Meeting. It shall not be levied retrospectively.
- 33.7 Subject to any Ordinary Resolution passed by the Society at an Ordinary General Meeting, the funds of the Society shall be used in pursuance of the objects of the Society in such manner as the Committee determines.
- 33.8 All cheques, drafts, bill or exchange, promissory notes and other negotiable instruments shall be signed by the President, the Secretary or Treasurer and one other member of the Committee.

PART X GENERAL MEETINGS

34. TYPES OF GENERAL MEETINGS

34. There shall be three kinds of General Meetings of the Society –

1. Annual General Meetings
2. Ordinary General Meetings
3. Special General Meetings

35. QUORUM FOR AND PROCEDURE AT A GENERAL MEETING

- 35.1 A quorum for a General meeting shall be five (5) Clubs represented by one or more duly appointed proxies present in person.
- 35.2 No item of business shall be transacted at a General Meeting unless a quorum is present during the time the Meeting is considering that item.
- 35.3 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the Meeting if convened upon the requisition of Clubs shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the same time and (unless other place is specified at the time of the adjournment by the person presiding, notice to Clubs being given before the day to which the Meeting is adjourned), at the same place.
- 35.4 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 Clubs present (being not less than three (3)) shall constitute a quorum.
- 35.5 Except where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Society, the Secretary shall at least one (1) month before the date fixed for the holding of the General Meeting cause to be sent by pre-paid post to each Club at the Club's address appearing in the Register of Clubs, a notice specifying the place, date and time of the Meeting and the nature of the business proposed to be transacted at the Meeting.
- 35.6 A Club wishing to bring any business before a General meeting shall give notice in writing of the business to the Secretary of the Society who shall include that business in the next notice calling a General Meeting following receipt of the notice from the Club.
- 35.7 No business other than that specified in the notice convening a General Meeting shall be transacted at the Meeting with the exception that business determined as urgent by the Meeting may be added to the agenda.
- 35.8 The President or, in the President's absence, a Vice-President shall preside as chairperson at each General Meeting of the Society.

- 35.9 If the President and the Vice-Presidents are absent from a General Meeting or are unwilling to act, the Members present shall elect one of their number to preside as chairperson at that Meeting.
- 35.10 The Chairperson of a Meeting shall not have a deliberative vote but may exercise a casting vote which shall not be used to create new policy.
- 35.11 A question arising at a General Meeting of the Society shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution on a show of hands has been carried or carried unanimously or carried by a particular majority or lost or any entry to that effect in the minute book of the Society, is evidence of the fact without proof of the number of proportion of the votes recorded in favour of or against that resolution.
- 35.12 An Ordinary Resolution will be deemed to have been carried if it receives a simple majority of the votes cast.
- 35.13 A Special Resolution will be deemed to have been carried if it receives not less than 75% of the votes cast.
- 35.14 A decision of a General Meeting shall be binding on the Committee of Management.

36. ANNUAL GENERAL MEETING

- 36.1 The Annual General Meeting shall be held between thirty (30) days and sixty (60) days following the end of the financial year.
- 36.2 The business of an Annual General Meeting shall be –
 - 36.2.1 to confirm the minutes of the last preceding Annual General Meeting
 - 36.2.2 to receive from the Committee reports upon activities of the Society during the last preceding financial year
 - 36.2.3 to elect office-bearers of the Society
 - 36.2.4 to review all affiliations to external bodies
 - 36.2.5 to receive and consider the financial statement
 - 36.2.6 to deal with any other business which may be transacted at an Annual General Meeting
- 36.3 There shall be given at least two (2) months notice of the Annual General Meeting
- 36.4 The voting strength of Clubs at the Annual General Meeting shall be determined on the basis of their registered membership at the end of the financial year just concluded.

37. ORDINARY GENERAL MEETING

- 37.1 There will be a minimum of four (4) Ordinary General Meetings held in each year preferably spaced to occur in August, November, February and May.
- 37.2 The Committee may convene additional Ordinary General Meetings at such times as it may determine.
- 37.3 Notice of all Ordinary General Meetings shall be given as set out in Clause 35.5
- 37.4 The voting strength of Clubs at Ordinary General Meetings shall be based on registered club membership one (1) month prior to the date of the Meeting.

38. SPECIAL GENERAL MEETINGS

- 38.1 A Special General Meeting shall be any Meeting convened on the requisition of Member Clubs pursuant to this Clause 38, or a Meeting at which a Special Resolution will be proposed.
- 38.2 A Special Resolution is a resolution which complies with the following requirements:-
 - 38.2.1 it is proposed at a Special General Meeting of which not less than twenty-one (21) days written notice has been given; and
 - 38.2.2 the Notice of the Special General Meeting shall set out the terms of the resolution to be proposed as a Special Resolution and shall state that the resolution is to be proposed as a Special Resolution; and
 - 38.2.3 in order to be passed as a Special Resolution the resolution must receive not less than 75% of the votes cast in respect of the resolution.

- 38.3 The provisions of Clause 38.2 must be complied with where the Act, the Regulations or this Constitution require the passing of a Special Resolution. All other matters, including those arising at a Special Meeting convened on the requisition of Member Clubs, shall be decided by Ordinary Resolution.
- 38.4 The Committee may whenever it thinks fit, convene a Special General Meeting of the Society
- 38.5 The Committee shall, on the requisition in writing of not less than five (5) Clubs, convene a Special General Meeting of the Society.
- 38.6 A requisition of Clubs for a Special General Meeting shall –
- 38.6.1 state the purpose or purposes of the meeting
- 38.6.2 be signed by two (2) members of the current committee of each Club making the requisition, and
- 38.6.3 be lodged with the Society Secretary
- 38.7 If the Committee fails to convene a Special General Meeting to be held within one (1) month after the date on which a requisition of Clubs for the Meeting is lodged with the Society Secretary, any one or more of the Clubs which made the requisition may convene a Special General Meeting to be held no later than three (3) months after that date.
- 38.8 A Special General Meeting convened by a Club or Clubs as referred to in Clause 38.7 shall be convened as nearly as practicable in the same manner as General Meetings are convened by the Committee

PART XI SUB COMMITTEES

39. DELEGATION OF SUB-COMMITTEES

- 39.1 The Committee of Management or a General Meeting may, by resolution, delegate to one or more sub-committees (consisting of such Members or Clubs as is resolved) the exercise of such functions of the Committee as are specified in the resolution, other than-
- (a) this power of delegation, and
- (b) a function which is a duty imposed on the Committee by the Act or by any other law
- 39.2 A function the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 39.3 A delegation under this section may be made subject to such condition or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the resolution of delegation.
- 39.4 Notwithstanding any delegation under this rule, the Committee of Management may continue to exercise any function delegated.
- 39.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Committee of Management.
- 39.6 The Committee of Management or a General Meeting may by resolution, revoke wholly or in part any delegation under this rule.
- 39.7 A sub-committee may meet and adjourn as it thinks proper.

40. PROCEDURE FOR SUB-COMMITTEES

- 40.1 Questions arising at a meeting of the Committee of Management or of any sub-committee appointed by the Committee or a General meeting shall be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- 40.2 The person presiding at a Committee or sub-committee meeting shall have a deliberative vote only, not a casting vote.

- 40.3 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 or a General Meeting, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

PART XIII GENERAL MATTERS

41 INSURANCE

- 41.1 The Society shall effect and maintain insurance as required by the Act.
41.2 In addition to the insurance required under Clause 41.1 the Society may effect and maintain other insurance.

42. SERVICE OF NOTICES

- 42.1 For the purpose of these rules, a notice may be served by or on behalf of the Society upon any Member by sending it by post to the registered address of the Club of which they are a Member. The date of the post mark on the envelope will be deemed to evidence compliance or non-compliance with the notification requirements.
42.2 Where a document is sent to a Club by properly addressing, prepaying and posting to the Club a letter containing the document, the document shall unless the contrary is proved be deemed for the purposes of these rules to have been served on both Members and Club at the time at which the letter would have been delivered in the ordinary course of post.
42.3 Where a Club or an individual Member has registered a facsimile-address with the Society, a notice sent by facsimile shall be deemed to be due compliance with the requirements of this Clause and unless the contrary is proved the document shall be deemed to have been received by the addressee at the time and date upon which it is proved to have been sent.

43. CONSTITUTION AMENDMENTS

43. These rules may only be altered, rescinded or added to by a Special resolution of the Society

44. COMMON SEAL

- 44.1 The common seal of the Society shall be kept in the custody of the Secretary
44.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two (2) Members of the Committee.

45. CUSTODY OF BOOKS

45. Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to the Society.

46. INSPECTION OF BOOKS

46. The records, books and other documents of the Society shall be open to inspection by any Member upon reasonable written notice being given to the Secretary of the Society.

47. AFFILIATIONS

- 47.1 The Society may affiliate to any other organisation or body where such affiliation is judged to contribute to fulfilling the Objects of the Society.

- 47.2 A General Meeting shall have the power by Ordinary Resolution only, to affirm an affiliation provided that proposed affiliation was set out in the notice of the meeting.
- 47.3 All affiliations will be reviewed at the Annual General Meeting where dis-affiliations may be proposed and carried by Ordinary Resolution.

48. BY-LAWS

- 48.1 A General Meeting only may make, repeal and amend such by-laws as are considered necessary for the well being and good government of the Society.
- 48.2 Any proposed by-law shall be included in the meeting notification.

49. DRUGS IN SPORT

- 49.1 Archery NSW shall endorse and enforce the doping policies of World Archery and A.A.

50. DEFINITIONS

51. In this Constitution, unless the contrary intention appears in a particular instance, the following words shall have the meanings respectively attributed to them:-
- 'the Act' means the Associations Incorporation Act 1984 or any Act amending or replacing it.
 - 'the Regulation' means the Regulations under the Associations Incorporation Act 1984.
 - 'Club' means Archery Club affiliated to the Archery Society of New South Wales
 - 'Member' means Member of an Affiliated Club who is also a Registered Member of the Society
 - 'Senior' means a competitor who is 18 years of age or over.
 - 'Junior' means a competitor who is under 18 years of age.
 - 'Veteran' means a competitor who is 50 years of age or older.
 - 'Society' means Archery Society of New South Wales Inc
 - 'Committee' means Committee of Management of the Archery Society of NSW Inc
 - 'Sub-Committee' means any group charged with specific responsibilities by the Committee of Management.
 - 'A.A.' means Archery Australia Inc.
 - 'World Archery' means the international controlling body for all archery previously known as Federation Internationale de Tir a l'Arc (FITA)

SCHEDULE B
(Clause 30.2)

FORM OF APPOINTMENT OF PROXY

WE,(full name).....

And.....(full name).....

Being members of the Committee of Management of...(name of affiliated Club).....

HEREBY APPOINT.....(full name).....

Being a member of(name of affiliated club).....to vote on behalf of

The Club at the General Meeting of ASNSW Inc., to be held on the

Day of 19.. and at any adjournment of that meeting.