



ASSOCIATIONS INCORPORATION ACT 1985 (SA)

**KIDMAN ARCHERS INCORPORATED**

ABN 59 839 339 354

**CONSTITUTION**

**VERSION 1.1**  
**26 October 2013**

# VERSION CONTROL

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## 1. NAME OF ASSOCIATION

The name of the incorporated association is Kidman Archers Incorporated ("Club").

## 2. DEFINITIONS AND INTERPRETATION

### 2.1 Definitions

In this Constitution unless the contrary intention appears:

**"Act"** means the *Associations Incorporation Act 1985 (SA)*.

**"Annual General Meeting"** means a meeting of the kind described in clause 17(a).

**"Appointed Committee Member"** means a committee member appointed under clause 11.

**"Committee"** means the body consisting of the Committee Members and constituting the committee for the purposes of the Act.

**"Constitution"** means this constitution of the Club.

**"Committee Member"** means a member of the Committee and includes Elected Committee Members and Appointed Committee Members and any person acting in that capacity from time to time appointed in accordance with this Constitution.

**"Elected Committee Member"** means a committee member appointed under clause 10.

**"Financial year"** means the year ending on the next 30 June following incorporation and thereafter a period of 12 months commencing on 1 July and ending on 30 June each year.

**"General Meeting"** means a general meeting of Members and includes the Annual General Meeting or any Special General Meeting.

**"Intellectual Property"** means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to the Club or any activity of or conducted, promoted or administered by the Club in South Australia.

**"Life Member"** means an individual appointed as a life member of the Club under clause 5.

**"Member"** means a member for the time being of the Club.

**"Objects"** means the objects of the Club in clause 3.

**"Ordinary Member"** means a person admitted as an ordinary member of the Club under clause 5.

**"Ordinary Resolution"** means;

- (a) at a meeting of Members, a resolution passed at a General Meeting by a majority of Members present, entitled to vote and voting;
- (b) at a meeting of the Committee or a committee of the Committee, a resolution passed by a majority of those present, entitled to vote and voting.

**"Regulation"** means a rule, regulation, by-law or policy made by the Committee under this Constitution.

**"Seal"** means the common seal of the Club.

**“Special General Meeting”** means a general meeting of Members convened in accordance with clause 17.

**“Special Resolution”** means a resolution passed at General Meeting of the Members if:

- (a) at least 21 days written notice specifying the intention to propose the resolution as a special resolution has been given to all Members; and
- (b) it is passed at a duly convened meeting of the Members by a majority of not less than three-quarters of Members present, entitled to vote and voting.

**“Sport”** means the sport of Archery.

## **2.2 Interpretation**

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or another legislative authority having jurisdiction); and
- (h) unless the contrary intention appears, a requirement that something is in writing will be met if it is produced by electronic, photographic, lithographic or other means by which it can readily be read and reproduced.

## **2.3 Resolutions**

Where this Constitution requires or permits a decision to be made or a resolution to be passed by a General Meeting, the Committee or a sub-committee of the Committee, the decision may be made or the resolution may be passed by Ordinary Resolution unless either this Constitution or the Act requires otherwise.

## **2.4 The Act**

- (a) Words and phrases which are defined in the Act and which are not specifically defined in clause 2.1 above have the same meanings in this Constitution as they do in the Act.
- (b) Model rules under the Act are expressly displaced by this Constitution.

### **3. OBJECTS OF THE CLUB**

The Objects of the Club are to:

- (a) encourage, promote and advance the Sport throughout South Australia;
- (b) enter teams of Members and individual Members in competitions in the Sport;
- (c) affiliate with Archery SA;
- (d) maintain and enhance the reputation of the Sport and the standards of play and behaviour of Members; and
- (e) undertake and or do other things or activities which are necessary, incidental or conducive to the advancement of these Objects.

### **4. POWERS OF THE CLUB**

For furthering the Objects, the Club has:

- (a) the specific rights, powers and privileges conferred on it by section 25 of the Act; and
- (b) in addition, all the powers it would have if it were a company incorporated under the *Corporations Act 2001* (Cth).

### **5. MEMBERS**

#### **5.1 Categories of Members**

The members of the club shall consist of:

- (a) life members, who subject to this constitution, shall have the right to receive notice of general meetings and to be present, to debate and to vote at general meetings;
- (b) individual members, who subject to this constitution, shall have the right to receive notice of general meetings and to be present, to debate and to vote at general meetings;
- (c) junior members 16 years and older, who subject to this constitution, shall have the right to receive notice of general meetings and to be present, debate and vote at general meetings;
- (d) junior members under 16 years of age, who subject to this constitution, shall have no right to receive notice of general meetings and no right to debate or vote at general meetings;
- (e) associate members, who subject to this constitution, shall have the right to receive notice of general meetings and to be present, to debate and to vote at general meetings; and
- (f) temporary player members, who subject to this constitution, shall have no right to receive notice of general meetings and no right to be present or debate or vote at general meetings.

## **5.2 Admission of Members**

- (a) Subject to clause 5.1, a candidate for membership must apply to the Committee in writing;
- (b) The application must:
  - (i) be in a form approved by the Committee;
  - (ii) contain full particulars of the name and address and contact details of the applicant; and
  - (iii) contain any other information prescribed by Regulation for an application for membership.

## **5.3 Discretion to accept or reject application**

- (a) The Committee Members may accept or reject an application whether the applicant has complied with the requirements in clause 5.2 or not. The Committee Members are not required, nor can they be compelled to provide any reason for rejection.
- (b) Membership begins on the later to occur of:
  - (i) acceptance of the application by the Committee Members; or
  - (ii) payment of any fees payable by the new Member.

## **5.4 Life Members**

- (a) Life membership is the highest honour that can be bestowed by the Club for longstanding and valued service to the Sport in South Australia.
- (b) Any member may recommend a person for life membership by notice in writing to the Committee. A recommendation made under this clause must include a written report outlining the history of services of the nominee.
- (c) A person may be appointed a life member only by Special Resolution put to an Annual General Meeting by the Committee.
- (d) A person must accept or reject the club's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the register, and from the time of entry on the register the person shall be a life member.
- (e) The ratio of life members to the sum of individual and junior members shall not exceed 1: 5 at the time of any such appointment.
- (f) A maximum of two (2) new life memberships may be granted in any one (1) year.
- (g) Life members receive a discount of 50% on the specified annual club fee.
- (h) For non-associate members, Archery Australia and Archery SA affiliation fees remain payable in full by the life member.

## **5.5 Junior Members under 16 years of Age**

- (a) Junior memberships in this category are conditional upon at least one parent/guardian of the child also being a member of the club.
- (b) Parents/guardians of junior members under 16 years of age may be of any member type as defined in clause 5.1 with the exception of temporary player and junior member

## **5.6 Temporary Player Members**

- (a) Those who undertake coaching courses with the club must have approved temporary player membership with the club.
- (b) The club will approve temporary player membership for visitors to the club who can appropriately demonstrate that they have undertaken an archery coaching course in the previous 12 (twelve) months. Visitors being issued with temporary player membership may visit and take part in archery activities on 4 (four) occasions only within 12 (twelve) months from the approved membership.

## **5.7 Obligations of Members**

Each Member must:

- (a) treat all staff, contractors and representatives of the Club and Archery SA with respect and courtesy at all times;
- (b) maintain and enhance the standards, quality and reputation of both the Club and the Sport; and
- (c) not act in a manner unbecoming of a Member or prejudicial to the Objects or the interests or reputation of the Club, Archery SA or the Sport.

## **5.8 Register of Members**

- (a) The Club must keep and maintain a register of Members in accordance with the Act.
- (b) In addition to the information required by the Act, the Register may contain such other information as the Committee considers appropriate.
- (c) Members must provide the Club with the details required by the Club to keep the register complete and up to date. Or if provided with access to an online register Members must use their access to keep their details complete and up to date.

## **5.9 Effect of Membership**

- (a) This Constitution constitutes a contract between each of the Members and the Club and each Member is bound by this Constitution and the Regulations.
- (b) Each Member is also bound by the rules and regulations governing competitions in which the Member participates.
- (c) Each non-associate Member authorises the Club to apply on the Member's behalf for the Member to be admitted to membership of Archery SA and Archery Australia.



## **6. CESSATION OF MEMBERSHIP**

### **6.1 General**

A Member ceases to be a Member of the Club if:

- (a) the Member dies;
- (b) the Member resigns from membership in accordance with clause 6.2; or
- (c) the Member is expelled from the Club under clause 6.3.

### **6.2 Notice of Resignation**

A Member may resign from membership of the Club on one month's notice in writing to the Club. A resigning Member is liable for any outstanding fees or subscriptions which may be recovered as a debt due to the Club.

### **6.3 Expulsion for breach**

- (a) Subject to clause 6.3(c) but despite anything contained in any Regulation made under clause 31.1, the Committee may expel a Member from membership of the Club if, in their opinion of the Committee, the Member has materially breached any of its obligations under this Constitution or the Regulations.
- (b) The Committee may, in its discretion, convene a judiciary committee under clause 31.1(d) to hear and determine an allegation that a Member has materially breached one or more of its obligations under this Constitution or the Regulations and to make recommendations to the Committee about the appropriate consequences of its findings. The Committee may rely on the findings and recommendations of the judiciary committee.
- (c) A member may not be expelled under clause 6.3(a) unless the Member has been afforded natural justice.

### **6.4 Return of Property**

A Member who ceases to be a Member must not thereafter use any property of the Club (including, without limitation, its Intellectual Property) and must immediately return to the Club all of the Club's documents, records or other property in the possession, custody or control of the former Member.

### **6.5 Membership may be Reinstated**

- (a) Nothing in this clause 6 prevents a former Member from applying for readmission to Membership but, in considering the readmission application the Committee is entitled to take into account the facts and circumstances in which the prior membership (or memberships) ceased.
- (b) Membership which has ceased under this clause 6 may be reinstated at the discretion of the Committee without an application having been made under clause 6.5(a), with such conditions as it deems appropriate.

### **6.6 Refund of Membership Fees**

Club membership fees or subscriptions (other than Archery SA and Archery Australia affiliation fees) paid by the former Member may, at the Committee's discretion, be refunded on a pro-rata basis to the Member on cessation of the membership.

## **7. SUBSCRIPTIONS AND FEES**

- (a) The Committee will:
  - (i) fix annual membership subscriptions;
  - (ii) fix such other fees or levies as the Committee considers prudent for the effective and sustainable management of the affairs of the Club; and
  - (iii) determine the time for and manner of payment of the subscriptions, fees and levies by Members to the Club.
- (b) On admission to membership a new Member must pay the current full year's subscription unless the Committee agrees to accept payment in instalments.
- (c) The Committee may waive all or part of a Member's subscriptions, fees or levies and may agree terms of payment for a Member different from those applicable to other Members if the Committee is satisfied that there are special reasons to do so.

## **8. POWERS OF THE COMMITTEE**

### **8.1 General powers of Committee**

- (a) Subject to the Act and this Constitution, the business and affairs of the Club must be managed by the Committee which may exercise the powers of the Club for that purpose.
- (b) The Committee must perform its functions in the pursuit of the Objects and in the interests of the Club as a whole.

### **8.2 Limitation**

The Committee may not cause the Club to disaffiliate from Archery SA or Archery Australia without an Ordinary Resolution of the Members in General Meeting.

## **9. COMPOSITION OF THE COMMITTEE**

### **9.1 Composition of the Committee**

The Committee will comprise the five (5) Elected Committee Members elected under clause 10 into the portfolios specified in clause 9.2.

### **9.2 Portfolios**

Those members elected as President, Vice President, Secretary, Treasurer and Recorder will form the Committee.

## **10. ELECTED COMMITTEE MEMBERS**

### **10.1 Nominations**

- (a) The Committee must call for nominations for Elected Committee Members at least forty-nine (49) days prior to the Annual General Meeting.
- (b) The Committee may, when it calls for nominations, indicate which portfolios on the Committee it wishes to fill, the job descriptions for those portfolios and the qualifications or experience it considers desirable for those portfolios.
- (c) Only individual members (see clause 5.1(b)) who are 18 years and older may be nominated for Elected Committee Member positions.

### **10.2 Form of Nomination**

Nominations must:

- (a) be in writing;
- (b) be in the prescribed form (if any) provided for that purpose;
- (c) be signed by the nominee; and
- (d) be delivered to the Club not less than thirty-five (35) days before the date fixed for the Annual General Meeting.

### **10.3 Elections**

- (a) If the number of nominations received for the Committee does not exceed the number of vacancies to be filled, then those nominated will be declared elected at the Annual General Meeting.
- (b) If there are insufficient nominations received to fill all vacancies on the Committee, nominations for the remaining Elected Committee Member positions may be made from the floor of the Annual General Meeting. If the number of nominations received from the floor Committee does not exceed the number of vacancies to be filled, then those nominated will be declared elected at the Annual General Meeting.
- (c) If at any stage the number of nominations for the Committee exceeds the number of vacancies then to be filled, an election must be conducted at the Annual General Meeting.
- (d) Elections must be conducted by secret ballot or in such manner and by such method as may be determined by the Committee from time to time or if the Committee has not made a determination, by the method determined by the chairperson of the Annual General Meeting.
- (e) If at the close of the Annual General Meeting, vacancies on the Committee remain unfilled, the vacant positions will be casual vacancies under clause 11.

### **10.4 Term of Appointment for Elected Committee Members**

- (a) Subject to clause 10.4(b), the term of office of each Elected Committee Member begins at the conclusion of the Annual General Meeting at which their election occurs.

- (b) If the law requires the Elected Committee Member to have a particular qualification or clearance (for example, police clearance), the Elected Committee Member's term will not begin until the qualification or clearance has been established.
- (c) Subject to clause 10.4(d), the term of office of each Elected Committee Member ends at the conclusion of the second Annual General Meeting following their election, but the Elected Committee Member is, subject to clause 10.4(f), eligible for re-election.
- (d) At least half of the Elected Committee Members must retire every year. If the number of Elected Committee Members whose term ends in any one year (**Retiring Committee Members**) is less than one half of the number of Elected Committee Members, then an additional number of the Elected Committee Members who are not due to retire (**Non-Retiring Committee Members**) must retire to make up one half.
- (e) If the Non-Retiring Committee Members cannot agree on which of the Non-Retiring Committee Members will retire, it will be determined by ballot.
- (f) Following the adoption of this Constitution, no person who has served as an Elected Committee Member for a period of four (4) consecutive full terms is eligible for election as an Elected Committee Member until the next Annual General Meeting following the date of conclusion of their last term as an Elected Committee Member.

## 11. VACANCIES ON THE COMMITTEE

### 11.1 Casual Vacancies

Any casual vacancy occurring in the position of Elected Committee Member may be filled by the remaining Elected Committee Members. A person appointed to fill a casual vacancy holds office only until the end of the next Annual General Meeting irrespective of the term of office of the person whom he or she replaces.

### 11.2 Grounds for Termination of Committee Member

The office of a Committee Member becomes vacant if the Committee Member:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with her creditors generally;
- (c) suffers from mental or physical incapacity;
- (d) is disqualified from office under section 30 of the Act;
- (e) resigns his or her office by notice in writing to the Club;
- (f) is absent without the consent of the Committee from meetings of the Committee held during a period of six (6) months;
- (g) holds any office of employment with the Club;
- (h) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of his or her interest;
- (i) in the case of an Appointed Committee Member, is removed from office by the Elected Committee Members;

- (j) is removed by the Members in General Meeting; or
- (k) would otherwise be prohibited from being a director of a corporation under the Corporations Act 2001 (Cth).

If a Committee Member is removed by resolution of the Members, the Committee Member cannot be reappointed to the Committee as an Appointed Committee Member without a further resolution of Members authorising the appointment.

### **11.3 Committee May Act**

If there are any vacancies on the Committee, the remaining Committee Members may act but, if the number of remaining Committee Members is not sufficient to constitute a quorum at a meeting of the Committee, they may act only for the purpose of increasing the number of Committee Member to a number sufficient to constitute a quorum.

## **12. MEETINGS OF THE COMMITTEE**

### **12.1 Committee to Meet**

- (a) The Committee must meet as often as it considers necessary in every calendar year for the dispatch of business (and must meet at least as often as is required under the Act). Subject to this Constitution, the Committee may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) Any Committee Member may at any time convene a meeting of the Committee on reasonable notice to the other Committee Members.

### **12.2 Attendance by Telephone**

A Committee Member may attend a meeting by telephone or other electronic means by which he or she can hear and be heard.

### **12.3 Decisions of Committee**

Subject to this Constitution, questions arising at any meeting of the Committee may be decided by Ordinary Resolution. Each Committee Member has one (1) vote on any question. The chair does not have a casting vote.

### **12.4 Resolutions not in Meeting**

- (a) Subject to clause 12.4(d), the Committee may pass a resolution without a Committee meeting being held if all the Committee Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Committee Member signs.
- (b) For the purposes of clause 12.4(a), separate copies of a document may be used for signing by those entitled to vote if the wording of the resolution and statement is identical in each copy.
- (c) Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- (d) A resolution may not be passed under clause 12.4(a) if, before it is circulated for voting under clause 12.4(a), the Committee resolves that it can only be put at a meeting of the Committee.
- (e) A resolution passed under this clause must be recorded in the minute book.

## **12.5 Quorum**

At meetings of the Committee the number of Committee Members whose presence is required to constitute a quorum is:

- (a) if the number of Committee Members then in office is an even number, half of the number of Committee Members plus one; or
- (b) if the number of Committee Members then in office is an odd number, half of the number of Committee Members rounded up to the next whole number.

## **12.6 Chairperson**

The Committee must appoint one of the Committee Members as its chairperson. The chairperson will act as chair of any Committee meeting or General Meeting at which he or she is present and unless the Committee decides otherwise is the nominal head of the Club. If the chairperson is not present, or is unwilling or unable to preside at a Committee meeting the remaining Committee Members must appoint another Committee Member to preside as chair for that meeting only.

## **12.7 Committee Members' Interests**

The Committee Members must comply with sections 31 and 32 of the Act regarding disclosure of interests and voting on contracts in which a Committee Member has an interest.

# **13. ELECTED CLUB OFFICERS (NON-COMMITTEE)**

## **13.1 Responsibility**

Club Officers are responsible to the Committee for the performance of duties described in the club's relevant job descriptions.

## **13.2 Nominations**

In the same manner as described in clauses 10.1 and 10.2, members are nominated for, non-Committee Club Officer roles of Membership Officer, Member Protection Information Officer, Archery SA Delegate, Equipment Officer and Field Captain

## **13.3 Elections**

Election for non-Committee Club Officer roles is as per that described in clause 10.3 for Committee members. Also, the term served is in accordance with clause 10.4.

## **13.4 Vacancies**

Casual vacancies for Club Officer positions may be filled in the same manner as for Committee Members described in clause 11.1

Subject to approval by the Committee, other members may act in a Club Officer role.

## **13.5 Grounds for Termination of Club Officer**

Grounds for termination of a Club Officer are the same as for Committee Members described in clause 11.2

## **14. EXECUTIVE**

The Committee may, from time to time, assign a chief executive and other personnel it considers necessary or appropriate, in each case for such period and on such conditions as the Committee determines.

## **15. DELEGATIONS**

The Committee may, in writing, establish subcommittees and delegate to each of them the exercise of the functions of the Committee that are specified in the instrument of delegation, other than:

- (a) this power of delegation; and
- (b) a function that is a function imposed on the Committee by the Act, by any other law, or by resolution of the Club in General Meeting.

## **16. SEAL**

- (a) The Club will have a Seal on which its corporate name appears in legible characters.
- (b) The Seal may not be used without the express authorisation of the Committee and every use of the Seal must be recorded in the minute books of the Club. The affixing of the Seal must be witnessed by two (2) Committee Members or by one Committee Member and another person authorised by the Committee for that purpose.

## **17. ANNUAL GENERAL MEETING**

- (a) An Annual General Meeting of the Club must be held in accordance with the Act and this Constitution and on a date and at a venue to be determined by the Committee.
- (b) All General Meetings other than the Annual General Meeting will be Special General Meetings.

## **18. SPECIAL GENERAL MEETINGS**

### **18.1 Special General Meetings may be held**

The Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.

### **18.2 Requisition of Special General Meetings**

- (a) On the requisition in writing of not less than five per cent (5%) of the total number of Members, the Committee must, within one month after the receipt of the requisition convene a Special General Meeting for the purpose specified in the requisition.
- (b) Every requisition for a Special General Meeting must be signed by requisitioning Members, state the purpose of the meeting and be sent to the Club. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (c) If the Committee does not cause a Special General Meeting to be held within one month after the receipt of the requisition, the Members making the requisition may

convene a Special General Meeting to be held not later than three (3) months after the receipt of the requisition.

- (d) A Special General Meeting convened by Members under this Constitution must be convened in the same manner, or as nearly as practical to the same manner, as a meeting convened by the Committee and for this purpose the Committee must ensure that the Members making the requisition are supplied free of charge with particulars of the Members entitled to receive a notice of meeting. The reasonable expenses of convening and conducting such a meeting must be borne by the Club.

## **19. ATTENDANCE AND VOTING AT GENERAL MEETINGS**

- (a) In accordance with clause 5.1 each Member is entitled to attend and vote at General Meetings.
- (b) Each of the Committee Members and the auditor (if any) is entitled to attend General Meetings, but not to vote unless he or she is a Member.

## **20. NOTICE OF GENERAL MEETING**

- (a) Notice of every General Meeting must be given to every Member, the auditor and the Committee Members by the means authorised under this clause 20.
- (b) A notice of a General Meeting must specify the place, day and hour of the meeting and state the nature and order of the business to be transacted at the meeting.
- (c) At least twenty-one (21) days' notice of a General Meeting must be given to those Members entitled to receive notice, together with:
  - (i) the agenda for the meeting; and
  - (ii) any notice of motion received from Members entitled to vote.

## **21. BUSINESS**

- (a) The ordinary business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Committee and auditors, the election of Committee Members under this Constitution and the appointment of the auditors.
- (b) All business that is transacted at a General Meeting or an Annual General Meeting, other than those matters referred to in clause 21(a), is special business.
- (c) No business other than that stated on the notice for a General Meeting may be transacted at that meeting.

## **22. PROCEEDINGS AT GENERAL MEETINGS**

### **22.1 Quorum**

No business may be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. Subject to clause 22.3(a)(ii), a quorum for General Meetings is five (5) Members.

### **22.2 Chairperson to preside**

The chairperson of the Committee will, subject to this Constitution, preside as chairperson at every General Meeting except:



- (a) in relation to any election for which the chairperson of the Committee is a nominee; or
- (b) where the chairperson of the Committee has a conflict of interest.

If the chairperson of the Committee is not present or is unwilling or unable to preside, the Members present must appoint another Committee Member to preside as chair for that meeting only.

### **22.3 Adjournment of meeting**

- (a) If within half an hour from the time appointed for the General Meeting a quorum is not present, the meeting must be adjourned until the same day in the next week at the same time and place or to such other day, time and place as the chairperson determines. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the adjourned meeting
  - (i) if the meeting was convened on the requisition of Members under clause 18.2, the meeting will lapse; and
  - (ii) in any other case, those Members present will constitute a quorum.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present, and must, if directed by the meeting, adjourn the meeting from time to time and from place to place but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- (d) Except as provided in clause 22.3(c), it is not necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

### **22.4 Voting Procedure**

At any meeting a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairperson; or
- (b) a simple majority of Members present at the meeting or, where proxies are allowed, by proxy at that meeting.

### **22.5 Recording of Determinations**

A declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Club is conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

## **23. VOTING AT GENERAL MEETINGS**

### **23.1 Members entitled to vote**

Subject to membership type voting rights in clause 5.1 each Member is entitled to one (1) vote at General Meetings.

### **23.2 Chairperson may not exercise casting vote**

The chair of a General Meeting does not have a casting vote.

## **24. DISPUTE RESOLUTION PROCEDURE**

- (a) The dispute (complaint) resolution procedure set out in this clause applies to disputes between a Member and:
  - (i) another Member; or
  - (ii) the Club.
- (b) The parties to the dispute must meet and discuss the complaint or matter in dispute, and, if possible, resolve such within fourteen (14) days after the dispute comes to the attention of all parties.
- (c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within ten (10) days after the scheduled meeting, refer the dispute to the State Sport Dispute Centre for resolution.
- (d) The Committee may prescribe additional grievance procedures in Regulations consistent with this clause.
- (e) In this clause 'Member' includes any former Member who was a Member not more than six months before the dispute occurred.

## **25. RECORDS AND ACCOUNTS**

The Club must comply with its obligations under of the Act in respect of accounts, records and minutes.

## **26. AUDITOR**

- (a) An auditor may be appointed at each Annual General Meeting as the Club's auditor for the then current Financial Year.
- (b) If the Annual General Meeting appoints an auditor, any vacancy occurring during the year in the office of auditor must be filled by the Committee.
- (c) The auditor has power at any time to call for the production of all books, accounts and other documents relating to the affairs of the Club.

## **27. APPLICATION OF INCOME**

- (a) The income and property of the Club must be applied solely towards the promotion of the Objects.
- (b) Except as prescribed in this Constitution or the Act, no portion of the income or property of the Club may be paid or transferred, directly or indirectly or whether by way of dividend, bonus or otherwise, to any Member or any associate of a Member.
- (c) Subject to clause 27(d), nothing in clauses 27(a) or 27(b) prevents a payment in good faith to any Member:
  - (i) in accordance with clauses 3 and 27(a) where that Member is a not-for-profit entity with a similar purpose to the Club;

- (ii) for any services actually rendered to the Club whether as an employee, Committee Member or otherwise;
  - (iii) for goods supplied to the Club in the ordinary and usual course of operation;
  - (iv) for interest on money borrowed from any Member;
  - (v) for rent for premises demised or let by any Member to the Club; and
  - (vi) for any reasonable out-of-pocket expenses incurred by the Member on behalf of the Club.
- (d) No payment made under clause 27(c) may exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

## **28. WINDING UP**

Subject to this Constitution, the Club may be wound up or deregistered in accordance with the Act.

## **29. DISTRIBUTION OF ASSETS ON WINDING UP**

- (a) If, on winding up, dissolution or deregistration of the Club and after satisfaction of all the Club's debts and liabilities, there remain surplus assets (as defined in the Act) those surplus assets must not be paid to or distributed amongst the Members but must be distributed to another organisation or organisations which has objects similar to the Objects and a constitution which prohibits the distribution of income and property to Members.
- (b) The organisation or organisations to whom the distribution is to be made under clause 28(a) may be determined by the Members in General Meeting at or before the time of winding up, dissolution or deregistration, and in default a determination by the Members, by a judge of the Supreme Court of South Australia or any other Court that has jurisdiction in the matter.

## **30. CONSTITUTION**

### **30.1 Alteration of Constitution**

- (a) Subject to clause 30.1(b), this Constitution may be repealed or altered or a new provision may be added by Special Resolution passed at a duly convened General Meeting.
- (b) If, in the opinion of the Committee, it is necessary to amend this Constitution:
  - (i) to achieve or maintain affiliation of the Club with Archery South Australia; or
  - (ii) to comply with the Archery South Australia regulations; or
  - (iii) to achieve or maintain a particular tax status,

the Committee may, by Ordinary Resolution, make the amendments that it considers necessary for the purpose.

## **31. REGULATIONS**

### **31.1 Committee to formulate Regulations**

The Committee may make and amend rules, regulations, by-laws or policies (**Regulations**) for the proper advancement, management and administration of the Club, the advancement of the purposes of the Club and the Sport in South Australia as it thinks necessary or desirable, including without limitation regulations governing:

- (a) the conduct of competitions (including but not limited to the rules of competition and codes of conduct);
- (b) the conduct of meetings;
- (c) the resolution of disputes;
- (d) discipline of Members for breaches of this Constitution or the Regulations; and
- (e) any other matter in respect of which this Constitution authorises the Committee to make Regulations or which the Committee considers is necessary or appropriate for the good governance of the Club and its affairs.

The Regulations must be consistent with the Constitution, the Archery South Australia constitution and any regulations made by Archery South Australia.

### **31.2 Regulations Binding**

All Regulations are binding on the Club and all Members.

### **31.3 Publication of Regulations**

Regulations and any amendments, alterations or other changes to or interpretations of the Regulations may be communicated to Members by a notice on the Club's website or in any journal or publication which is published by or on behalf of the Club and which is circulated by the Club to the Members.

## **32. NOTICE**

- (a) Any notice required or authorised by this Constitution to be given to a Member may be served on the Member personally or by sending it through the post in a prepaid envelope addressed to the Member at the Member's last known place of business or by facsimile, email or other electronic means or by its insertion on the Club's website or in any journal or publication which is published by or on behalf of the Club and which is circulated by the Club to its members.
- (b) Any notice required or authorised by this Constitution to be given to the Club may be served by delivering it personally to the Club at its registered office or by sending it through the post in a prepaid envelope addressed to the Club at the registered office.
- (c) A notice served by post will be taken to have been received by the recipient on the second working day after it was posted.
- (d) A notice served by facsimile, email or other electronic means will be taken to have been received by the Member two hours after it was sent.

### **33. PATRONS AND VICE PATRONS**

The Club at its Annual General Meeting may appoint annually on the recommendation of the Committee a chief patron and as many vice patrons as it considers necessary, subject to approval of that person or persons.

### **34. INDEMNITY**

- (a) Every Committee Member and employee of the Club is entitled to be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Committee Member or employee in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any proceedings in which relief is granted by the Court.
- (b) The Club must indemnify its Committee Members and employees against all damages and losses (including legal costs) for which any such Committee Member or employee may be or become liable to any third party in consequence of any act or omission:
  - (i) in the case of a Committee Member, performed or made in good faith whilst acting on behalf of and with the authority, express or implied of the Club; and
  - (ii) in the case of an employee, performed or made in good faith in the course of, and within the scope of their employment by the Club.

### **35. TRANSITIONAL PROVISIONS**

#### **35.1 Continuing Membership**

Each person who is a Member on the day on which this Constitution is adopted, will automatically be admitted to membership in the category that, in the reasonable opinion of the Committee, is the category most appropriate for that Member.

#### **35.2 Committee Members**

For the purpose of determining when the term ends for each Committee Member in office on the day on which this Constitution is adopted, time served in the Committee Member's current term will be counted as if this Constitution had been in place at the commencement of that term.

#### **35.3 Regulations deemed applicable**

All rules, by-laws, policies and regulations of the Club in force at the date of the approval of this Constitution are to be deemed to be Regulations and continue to apply unless they are inconsistent with, or have been replaced by this Constitution.