

PARINGA ARCHERS
CONSTITUTION and RULES

1. Name:

The name of the organisation shall be, the Paringa Archers - Launceston Incorporated, hereinafter referred to As Paringa Archers.

2. Objects and Purposes:

The objects of Paringa Archers shall be to perpetuate and foster the principles and practice of archery, as a pastime, recreation and sport in accordance with the high spirit and honourable traditions of that most ancient sport by:

- 2.1. Adopting and interpreting rules relevant to the practice of Archery.
- 2.2. Encouraging the growth of Paringa Archers.
- 2.3. Arranging Annual Tournaments to determine club champions and arranging such other tournaments and competition as it may from time to time determine.
- 2.4. Arranging for representation in intrastate and interstate tournaments.
- 2.5. Recognising and keeping Club Records
- 2.6. Claiming State Records on behalf of club members.
- 2.7. Doing all other lawful things as are necessary, incidental or conducive to the progress, development, or welfare of the Paringa Archers as a non-profit organisation.

3. Memberships:

- 3.1. Life membership of Paringa Archers may be granted to an archer for exceptional service in the interests of the sport. (A two-thirds voting majority is required).
- 3.2. Honorary membership of Paringa Archers may be granted to a visiting Archer.
- 3.3. Associate membership may be offered to any person who is not a practising archer.
- 3.4. Normal Membership may be offered to any person capable of practising archery.

4. Powers:

The Paringa Archers at a General Meeting shall be empowered to:

- 4.1. Purchase, hire, or lease property which may be deemed necessary or suitable for the purposes of the Paringa Archers and to sell, lease, dispose of or otherwise deal with all or part of the property of the Paringa Archers.
- 4.2. Appoint and employ any persons considered necessary for the purposes of the Paringa Archers, to pay them salaries, gratuities or pensions, and to suspend, remove or dismiss any person so employed, and to remunerate other persons in return for services rendered to the Paringa Archers.
- 4.3. Enter into any arrangement for union of interest, co-operation, reciprocal concession or otherwise with any company, association or club, whether incorporated or not, carrying on or engaged in any business or transaction capable of being conducted so as to directly or indirectly benefit the Paringa Archers, or having objects similar, or in part similar to the objects of the Paringa Archers.
- 4.4. Support and subscribe to any charitable or public or useful project and any institution, society or club which may seem calculated to be for the benefit of the Paringa Archers or its members.
- 4.5. Invest and deal with the monies of the Paringa Archers in such manner as may from time to time be determined.

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- 4.6. Expend money for the purpose of improving the value of any property of the Paringa Archers in such manner as may from time to time be determined.
- 4.7. Draw, make, accept, endorse, execute or issue cheques, promissory notes, and bills of exchange, debentures or other negotiable or transferable instruments.
- 4.8. Raise funds by means of subscriptions, levies, donations, appeals, social functions or any other lawful means.
- 4.9. Borrow, raise or secure the payment of money in such manner and upon such terms as the Paringa Archers shall think fit, and in particular by the issue of bonds, bills of exchange, promissory notes or other obligations or securities of the Paringa Archers, by mortgage or charge upon all or any part of the real or personal property of the Paringa Archers, or in any other manner.
- 4.10. Apply for and obtain any Act, ordinance or sanction of Parliament for enabling the Paringa Archers to carry any of its objects into effect.
- 4.11. Insure and keep insured any insurable property of the Paringa Archers against loss or damage by fire or otherwise; and to insure and keep insured any servants of the Paringa Archers against risk, accident or breach of fidelity in the course of their employment by the Paringa Archers. To effect insurance's for the purpose of indemnifying the Paringa Archers in respect of claims by reason of any risk, accident or breach of fidelity; and to pay premiums on any such insurance's and generally to insure against losses, damage, risks, accident and liabilities of all kinds which may affect the Paringa Archers.
- 4.12. Enter into any arrangement or contract with any governments, municipalities, other corporations or public bodies, firms or persons which may seem conducive to all or any of the objects of the Paringa Archers. To obtain any rights, licences, privileges or concessions, which the Paringa Archers may think it desirable to obtain and to carry out, exercise, and comply with any arrangements, contracts, rights, licences, privileges and concessions'

5. Management:

- 5.1. The management of the affairs of the Paringa Archers shall, be by an Executive Committee, hereinafter referred to, as "the Executive" constituted as provided in 5.4.
- 5.2. The Executive: -
 - 5.2.1. shall control and arrange the business and affairs of the Paringa Archers.
 - 5.2.2. may, subject to the Constitution, exercise all such powers and functions as may be exercised by Paringa Archers, other than those powers and functions that are required by the Constitution to be exercised by General Meetings of the members of Paringa Archers
 - 5.2.3. subject to the Act and the Constitution, has power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of Paringa Archers.
- 5.3. The Executive Officers of Paringa Archers shall be: -
President, Treasurer, Secretary
- 5.4. The Executive shall consist of: -
The Executive Officers of Paringa Archers and the following;
Vice President, Recorder, Club Coach, and Public Relations Officer.
- 5.5. Each member of the Executive shall hold office until the Annual General Meeting next after the date of his/her election but is eligible for re-election.
- 5.6. A vacancy occurring in any office other than in due course may be filled by the Executive. Any person so elected or appointed shall hold office for the remainder of the term or for such lesser period as the Executive shall determine.

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- 5.7. The Executive shall elect a person to be the Public Officer. The Public Officer shall take instruction from the Executive.
- 5.8. The election of Officers of Paringa Archers shall be by nomination at the Annual General Meeting.
- 5.9. The term of office shall be for a period of twelve months except that any person, who after being fully informed of the situation and proceedings by the Secretary or President, is found by a two-thirds majority of the Membership of Paringa Archers to be negligent or irresponsible in the performance of the duties of his/her office, may be called upon to resign or may be dismissed.

6. Finance:

- 6.1. The financial year of Paringa Archers shall be the twelve months ending 31st October. Annual accounts, subscriptions and fees shall cover this period.
- 6.2. Each member shall pay to Paringa Archers such sum annually as shall be determined by the Executive, and ratified at the Annual General Meeting provided that no sum shall be payable in respect of life or honorary members of Paringa Archers.
- 6.3. Auditor:
 - 6.3.1. At each Annual General Meeting of Paringa Archers, the members present shall appoint a person as the Auditor of the Paringa Archers.
 - 6.3.2. A person so appointed shall hold office until the Annual General Meeting next after that at which he is appointed, and is eligible for re-appointment.
 - 6.3.3. If an appointment is not made at an Annual General Meeting the Executive shall appoint an auditor of the Paringa Archers for the then current financial year of the Paringa Archers.
 - 6.3.4. The auditor may only be removed by special resolution.
 - 6.3.5. If a casual vacancy occurs in the office of Auditor during the course of a financial year of the Paringa Archers, the Executive may appoint a person as the Auditor and the person so appointed shall hold office until the next succeeding Annual General Meeting.
 - 6.3.6. Once at least in each financial year of the Paringa Archers, the accounts of the Paringa Archers shall be examined by the Auditor.
 - 6.3.7. The Auditor shall certify as to the correctness of the accounts of the Paringa Archers and shall report thereon to the members present at the Annual General Meeting.
 - 6.3.8. In his report, and in certifying to the accounts, the auditor shall state:-
 - 6.3.8.1. whether he has obtained the information required by him;
 - 6.3.8.2. whether, in his opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Paringa Archers according to the information at his disposal and the explanations given to him and as shown by the books of the Paringa Archers;
 - 6.3.8.3. whether the rules relating to the administration of the funds of the Paringa Archers have been observed.
- 6.4. The public officer of Paringa Archers shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Paringa Archers.
- 6.5. The auditor:-

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- 6.5.1. has a right of access to the accounts, books, records, vouchers, and documents of the Paringa Archers.
- 6.5.2. may require from the servants of the Paringa Archers such information and explanations as may be necessary for the performance of his duties as auditor.
- 6.5.3. may employ persons to assist him in investigating the accounts of the Paringa Archers.
- 6.5.4. may in relation to the accounts of the Paringa Archers, examine any member of the Executive or any servant of the Paringa Archers.
- 6.6. True accounts shall be kept:
 - 6.6.1. of all sums of money received and expended by the Paringa Archers and the matter in respect of which the receipt or expenditure takes place;
 - 6.6.2. of the property, credits, and liabilities of the Paringa Archers, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Paringa Archers for the time being, those accounts shall be open to the inspection of the members of the Paringa Archers.
- 6.7. The Treasurer of the Paringa Archers shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Paringa Archers in such form and manner as the Executive may decide.
- 6.8. The Treasurer of the Paringa Archers shall, on behalf of the Paringa Archers receive all moneys paid to the Paringa Archers and forthwith after the receipt thereof issue official receipts therefor.
- 6.9. The Executive shall cause to be opened with such bank as the Executive selects, a banking account in the name of the Paringa Archers into which all moneys received shall be paid by the Treasurer as soon as possible after receipt thereof.
- 6.10. The Executive may receive from the Paringa Archers bank or bankers for the time being the cheques drawn by the Paringa Archers on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Paringa Archers.
- 6.11. Except with the authority of the Executive, no payment of a sum exceeding two dollars shall be made from the funds of the Paringa Archers otherwise than by cheque drawn on the Paringa Archers bank account, but the Executive may provide the treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Executive may impose.
- 6.12. No cheques shall be drawn on the Paringa Archers bank account except for the payment of expenditure that has been authorised by the Executive.
- 6.13. The Executive shall appoint three signatories, any two to sign all official cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments.
- 6.14. The income and property of the Paringa Archers, however derived, shall be applied solely towards the promotion of the objects and purposes of the Paringa Archers and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Paringa Archers.
 - 6.14.1. The Paringa Archers shall not appoint a person who is a member of the Executive to any office in the gift of the Paringa Archers to the holder of which there is payable any remuneration by way of salary, fees, or allowances.
 - 6.14.2. The Paringa Archers shall not pay to any such person any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses).

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6.14.3. Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member of the Paringa Archers of:

6.14.3.1. remuneration in return for services actually rendered to the Paringa Archers by the servant or member or for goods supplied to the Paringa Archers by the servant or member in the ordinary course of business.

7. Meetings:

- 7.1. The Paringa Archers shall, in each year, hold an Annual General Meeting.
- 7.2. The Annual General Meeting shall be held on such day (being no later than three months after the close of the financial year of the Paringa Archers) as the Executive may determine.
- 7.3. The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.
- 7.4. The Annual General Meeting shall be specified as such in the notice convening it.
- 7.5. The ordinary business of the Annual General Meeting shall be:-
 - 7.5.1. to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting.
 - 7.5.2. to receive from the Executive, auditor and servants of the Paringa Archers reports upon the transactions of the Paringa Archers during the last preceding financial year.
 - 7.5.3. to elect the officers of the Paringa Archers
 - 7.5.4. to appoint the Auditor
- 7.6. The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
- 7.7. All general meetings other than the Annual General Meeting shall be called special general meetings.
- 7.8. The executive may, whenever it thinks fit, convene a special general meeting of the Paringa Archers.
- 7.9. The committee shall, on the requisition in writing of not less than 30% (to the nearest whole number) of the financial members, convene a special general meeting of the Paringa Archers.
- 7.10. A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and presented to the Executive or its representative and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- 7.11. The Secretary shall, at least fourteen days before the date fixed for holding a general meeting of the Paringa Archers, notify by letter each member of Paringa Archers, specifying the place, day, and time for the holding of the meeting, and the nature of the business to be transacted thereat.
- 7.12. All business that is transacted at special general meetings and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in this constitution as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
- 7.13. No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 7.14. Thirty percent (30%) of members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.

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- 7.15. If within thirty minutes after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the chairman at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within thirty minutes after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
- 7.16. The president or in his absence the Vice President shall preside as chairman at every general meeting of the Paringa Archers.
- 7.17. If the president and the Vice president are absent from a general meeting the members present shall elect one of their number to preside as chairman thereat.
- 7.18. The chairman of general meeting at which a quorum is present may, with the consent of the meeting adjourn the meeting from time-to time and place to place but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 7.19. Upon any question arising at a general meeting of the Paringa Archers a member has one vote only.
- 7.20. All votes shall be given personally.
- 7.21. In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

8. Committee Meetings:

- 8.1. The Executive shall meet at least once in each month at such place and times as the Executive may determine.
- 8.2. Special meetings of the Executive may be convened by the President or any four of its members.
- 8.3. Notice shall be given to members of the Executive of any special meeting, specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 8.4. Any five members of the Executive constitute a quorum for the transaction of the business of a meeting of the Executive.
- 8.5. At meetings of the Executive, the President or in his absence the vice president or in his absence one of the remaining members of the Executive as may be chosen by the members present, shall preside.
- 8.6. Questions arising at meetings of the Executive or any sub-committee appointed by the committee shall be determined on a show of hands or if demanded by a member by a poll taken in such manner as the person presiding at the meeting may determine.
- 8.7. Each member present at a meeting of the Executive or of any subcommittee appointed by the Executive (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question the person presiding may exercise a second or casting vote.
- 8.8. Each member of the Executive shall be given reasonable notice of the Executive meeting by letter.
- 8.9. The Executive may at any time appoint a sub-committee from the Executive as it may think fit and shall prescribe the powers and functions thereof.
- 8.10. The Executive may co-opt as members of a sub-committee such persons as it thinks fit whether or not those persons are members of the Paringa Archers but a person co-opted is not entitled to vote.
- 8.11. Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.

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8.12. The Secretary of the Paringa Archers is responsible for calling meetings of a sub-committee.

8.13. The President, the Treasurer, and the Secretary constitute a committee which may issue instructions to the public officer and the servants of the Paringa Archers in matters of urgency connected with the management of the affairs of the Paringa Archers during the intervals between meetings of the Executive, and where any such instructions are issued shall report thereon to the next meeting of the Executive.

9. Affiliations:

9.1. The Paringa Archers may affiliate with such Australian or International bodies as the Executive may from time to time determine provided that such bodies shall have aims and objectives which assist with the advancement of archery as a pastime, recreation and sport and which aims and objectives are not inconsistent with those of this Constitution.

10. Amendments:

10.1. This Constitution shall only be amended at a General Meeting convened for that purpose.

10.2. Motions to amend the Constitution shall be advised in complete detail to the Secretary two month prior to the date of the General Meeting. The Secretary shall then circulate the motions to all members of Paringa Archers.

11. Dissolution:

11.1. If the Paringa Archers shall be wound up in accordance with the Act, and there remains, after the satisfaction of all its debts and liabilities, and property whatsoever, the same shall not be paid or distributed amongst the members of Paringa Archers, but shall be given or transferred to some other institutions having objects similar to the objects of the Paringa Archers and which shall prohibit the distribution of its or their income and property among its members to an extent similar to the Paringa Archers. Such institutions shall be determined by the members of the Paringa Archers.

12. Common Seal:

12.1. The seal of the Paringa Archers shall be in the form of a rubber stamp inscribed with the name of the Paringa Archers encircling the word "SEAL".

12.2. The Seal of Paringa Archers shall not be fixed to any instrument except by the authority of a resolution of the Executive and in the presence of at least one member of the Executive and of the Public Officer or such other persons as the Executive may appoint for the purpose: and that one member of the Executive and the Public Officer or other persons as aforesaid shall sign every instrument to which the seal of Paringa Archers is so affixed in their presence.

12.3. The seal shall remain in the custody of the Secretary.