

**RULES OF INCORPORATION for
STRATHALBYN TARGET ARCHERS Inc.**

AGM 2014

1. NAME:

1.1 The name of the incorporated association is the Strathalbyn Target Archers Incorporated, (in these rules called “The Club”)

1.2 The registered trading name of the club shall be “Great Southern Archers”.

2. STATEMENT OF PURPOSE:

2.1 To foster and promote the sport of archery.

3. INTERPRETATION and DEFINITIONS:

3.1 In these Rules, unless the contrary appears:-

“Committee” means the Committee of Management of “The Club”.

“Financial Year” means the year ending on 30th June.

“General Meeting” means a General Meeting of Members convened in accordance with Rule 10.

“Member” means an affiliated member of “The Club”.

“Ordinary Member of the Committee” means a Member of the Committee who is not an Officer of “The Club” under Rule 13.

“A Volunteer or Parent/s of a Junior Member/s”, who is/are not a member of “The Club”, is/are not entitled to vote at Meetings and cannot represent “The Club”.

“The Act” means the Associations Incorporation Act 1985 (SA)

“Public Officer” shall be the Secretary, or as otherwise agreed.

“Associate Member” is a non-shooting member of “The Club” who is recognised by Archery Australia. Such members are eligible to vote at General Meetings and hold office of “The Club”.

“Register” is a record of all members’ confidential personal details and shall be held by the Treasurer.

3.2 In these Rules, a reference to the Secretary of “The Club” is a reference to:-

3.2.1 Where a person holds office under these Rules as Secretary of “The Club” to that person; and

3.2.2 In any other case, to the Public Officer of “The Club”.

3.3 Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1915 (S.A.)

4 MEMBERSHIP:

- 4.1 Membership shall be open to any person/s or a Minor, wishing to pay the appropriate fees, abide by the Rules and By-Laws, and whose application is accepted by a simple majority at a Committee Meeting.
- 4.2 Application for membership shall be made on the official form, as set out by the Committee, duly signed and lodged with the Registrar (“Treasurer”).
- 4.3 The application for membership shall be received and voted on by the Committee.
- 4.4 Upon nomination being approved by the Committee, the Registrar shall, with as little delay as possible, notify the nominee in writing that he/she is approved for membership of “The Club” and request payment within a period of 28 days (after receipt of the notification) of the sum payable under these Rules as the joining fee and the appropriate subscription.
- 4.5 The Registrar shall, upon payment of the amounts referred to in sub-clause 4.4, within the period referred to in that sub-clause, enter the nominee's name in the Register of Members kept by the Registrar, and, upon the name being so entered, the nominee becomes a member of “The Club”.
- 4.6 A right, privilege, or obligation of a person by reason of his/her membership of “The Club”:-
 - 4.6.1 Is not capable of being transferred or transmitted to another person;
 - 4.6.2 Terminates on the cessation of his/her membership whether by death or resignation or otherwise.
- 4.7 Life Members may be created by a resolution of a General Meeting in recognition of distinguished service. Life Members shall be exempt from the payment of annual subscription fees.
- 4.8 Honorary Membership may be conferred on a bona fide visitor from interstate or overseas by resolution of the committee.
- 4.9 All shooting Members must be registered with Archery South Australia Incorporated or another archery controlling body as may be determined from time to time.
- 4.10 Membership may be granted to an archer who is a bona fide member of another recognised club. These Members shall pay the same fees as shooting Members and shall have the same rights and privileges. However they cannot represent the Club in competition. Such Members shall be affiliated with an appropriate archery controlling body.
- 4.11 Social Member shall be a non-shooting Member.
- 4.12 A Temporary Player, is a beginner archer, whom after registration and payment of the appropriate fee is covered by Archery Australia Inc. (insurance).

- 5 JOINING FEES AND ANNUAL SUBSCRIPTION:**
- 5.1 The scale of joining fees shall be revised at a General Meeting.
- 5.2 The annual subscriptions and pro rata rates shall be determined at a General Meeting.
- 6 REGISTER OF MEMBERS:**
- 6.1 The Treasurer (Registrar) shall keep and maintain a Register of club members in which shall be entered the full name, date of birth, postal and residential address, telephone number and date of entry of each new member. The Register shall be available for inspection by arrangement with the club Treasurer.
The Register shall be maintained as ‘confidential’ and shall not be divulged to third parties except as may be required by an archery controlling body or by law.
- 7 RESIGNATION, TRANSFER OR EXPULSION OF A MEMBER:**
- 7.1 A Member of “The Club” who has paid all monies due and payable to “The Club” may resign from “The Club” by first giving one month notice in writing to the Registrar of an intention to resign and upon the expiration of that period of notice, the Member shall cease to be a Member.
- 7.2 Upon the expiration of a notice given under sub-clause 7.1 the Treasurer shall make in the Registrar of Members an entry recording the date on which the Member by whom the notice was given, ceased to be a Member.
- 7.3 Subject to these Rules, the Committee may, by resolution:-
- 7.3.1 Expel a Member from “The Club”:
- 7.3.2 Suspend a Member from membership of “The Club” for a specified period:
- 7.3.2.1 who has refused or neglected to comply with these Rules: or
- 7.3.2.2 has been guilty of conduct unbecoming a member or prejudicial to the interests of “The Club”.
- 7.4 A resolution of the Committee under sub-clause 7.3:-
- 7.4.1 Does not take effect unless the Committee, at a Meeting held not earlier than 14 days and not later than 28 days after the service on the Member of a notice given under sub-clause 7.5, confirms the resolution in accordance with this clause: and
- 7.4.2 Where the Member exercises a right of appeal to “The Club” under this clause, does not take effect unless “The Club” confirms the resolution in accordance with this clause.
- 7.5 Where the Committee passes a resolution under sub-clause 7.3, the Secretary shall, as soon as practicable cause to be served on the Member a notice in writing:-
- 7.5.1 Setting out the resolution of the Committee and the grounds on which it is based:
- 7.5.2 Stating that the Member may address the Committee at a Meeting to be held not earlier than 14 and not later than 28 days after the service of the notice:
- 7.5.3 Stating the date, place and the time of that Meeting:
- 7.5.4 Informing the Member that he/she may do one or more of the following:-
- 7.5.4.1 Attend the Meeting;

- 7.5.4.2 Give to the Committee before the date of that Meeting, a written statement seeking the revocation of the resolution;
- 7.5.4.3 Not later than 24 hours before the date of the Meeting, lodge with the Secretary a notice to the effect that he/she wishes to appeal to “The Club” in General Meeting against the resolution.
- 7.6 At the Meeting of the Committee held in accordance with sub-clause 7.4 the Committee:-
- 7.6.1 Shall give to the Member an opportunity to be heard;
- 7.6.2 Shall give due consideration to any written statement submitted by the Member; and
- 7.6.3 Shall by resolution determine whether to confirm or revoke the resolution.
- 7.7 Where the Secretary receives a notice under sub-clause 7.5, the Secretary shall notify the Committee and the Committee shall convene a General Meeting of “The Club” to be held within 21 days after the date on which the Secretary received the notice.
- 7.8 At a General Meeting of “The Club” convened under sub-clause 7.7:-
- 7.8.1 No business other than the question of the appeal shall be transacted;
- 7.8.2 The Committee may place before the Meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- 7.8.3 The Member shall be given an opportunity to be heard; and
- 7.8.4 The Members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- 7.9 If, at the General Meeting:-
- 7.9.1 Two thirds of the Members vote, in person or by proxy, in favour of the confirmation of the resolution, the resolution is confirmed; and
- 7.9.2 In any other case, the resolution is revoked.
- 7.10 Any Member wishing to transfer to another club or association shall give written notice to the Secretary and pay all fees due and payable at the date of application.
- 7.11 The Committee may grant Leave of Absence for a maximum of one financial year, upon written application to the Secretary.

8. **ANNUAL GENERAL MEETING:**

- 8.1 “The Club” shall in each year convene an Annual General Meeting of its Members.
- 8.2 The Annual General Meeting shall be held in the month of September.
- 8.3 The ordinary business to be dealt with at the Annual General Meeting shall be:-
- 8.3.1 To confirm the Minutes of the last Annual General Meeting and any General Meeting held since that Meeting;

- 8.3.2 Receipt of annual reports from Committee Members:
- 8.3.3 To receive and consider the financial statement submitted by “The Club” in accordance with “The Act”;
- 8.3.4 To consider amendments to “The Club” Constitution and Rules. Amendments shall be in writing to the secretary, at least 60 days prior to the AGM;
- 8.3.5 To consider any other business of which written notice has been given to the Secretary at least 28 days prior;
- 8.3.6 To declare all offices vacant;
- 8.3.7 Appointment of a chairman for election of offices; and
- 8.3.8 Election of office bearers.
- 8.3.10 Appointment of an Auditor for the ensuing period.

9 SPECIAL GENERAL MEETING:

- 9.1 A Special General Meeting other than the Annual General Meeting shall be called for a specific purpose.
- 9.2 The Committee may, whenever it thinks fit, convene a Special General Meeting of “The Club”, and where, but for this special sub-clause, more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- 9.3 The Committee shall, on the requisition in writing of Members representing not less than 3 members, or 5% of the total number of Members, whichever is the greater, convene a Special General Meeting of “The Club”.
- 9.4 The requisition for a Special General Meeting shall state the objects of the Meeting and shall be signed by the Members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- 9.5 If the Committee does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the Members seeking the requisition, or any of them, may convene a Special General Meeting to be held not later than 3 months after that date.
- 9.6 The Club shall not be responsible for any costs incurred in convening a Special General Meeting convened by Members in pursuance of the rules.

10 NOTICE OF MEETING:

- 10.1 The Secretary of “The Club” shall, at least 14 days before the date fixed for holding a General Meeting of “The Club”, cause to notify each Member of “The Club”, via a notice posted on the general notice board at “The Club”, via a notice sent out electronically,

and/or by other means, stating the date and time of the Meeting and the nature of the business to be transacted at the Meeting.

10.2 No business other than that set out in the notice convening the Meeting shall be transacted at the Meeting.

10.3 A Member desiring to bring business before a Meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next General Meeting after the receipt of the notice.

11. PROCEEDINGS AT GENERAL MEETINGS:

11.1 Business:

11.1.1 All business that is transacted at a Special General Meeting and all business that is transacted at the Annual General Meeting, with the exception of that specially referred to in these Rules as being the ordinary business of the Annual General Meeting, shall be deemed to be special business.

11.2 Quorum:

11.2.1 Members personally present being either 20% or more of the total membership or six (6) members whichever is the lesser, (being Members entitled under these Rules to vote at a General Meeting), shall constitute a quorum for the transaction of a General Meeting.

11.2.2 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 Members, shall be dissolved, and in any other case, shall stand adjourned to the same day in the next week at the same time, and, (unless another place is specified by the Chairperson at the time of adjournment or by written notice to the Members given before the day to which the Meeting is adjourned), at the same place, and if at the adjourned Meeting the quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the Members present, (being not less than 4 Members), shall be a quorum.

11.3 Chairperson

11.3.1 The President, or if absent, the Vice President shall preside as Chairperson at any meeting of "The Club".

11.3.2 If the President and the Vice President are absent from a meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

11.4 Adjournment:

11.4.1 The Chairperson of a 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.

11.4.2 Where a Meeting is adjourned for 14 days or more, a like notice of the adjourned Meeting shall be given as in the case of the General Meeting.

11.4.3 Except as provided in sub-clauses 11.4.1 and 11.4.2, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned Meeting.

- 11.5 **Voting:**
- 11.5.1 A question arising at a General Meeting of “The Club” shall be determined on a show of hands, and, unless before or on the show of hands, a poll is demanded, a declaration by the Chairperson that a resolution has, on the show of hands, been carried by a particular majority or carried unanimously, or lost, and the entry to that effect in the Minute Book of “The Club”, is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against that resolution.
- 11.5.2 Upon any question arising at a General Meeting of “The Club”, a Member has one vote only.
- 11.5.3 All votes shall be given personally or by proxy.
- 11.5.4 In the case of an equality of voting on a question, the Chairperson of the Meeting is entitled to exercise the casting vote.
- 11.5.5 If at a Meeting a poll on any question is demanded by not less than three (3) Members, it shall be taken at the Meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the Meeting on that question.
- 11.5.6 A poll that is demanded on the election of a Chairperson, or on a question of an adjournment, shall be taken forthwith and a poll that is demanded on any other question shall be taken at such time before the close of the Meeting as the Chairperson may direct.
- 11.5.7 A Member is not entitled to vote at any General Meeting unless all monies due and payable to “The Club” have been paid.
- 11.5.8 Only those Members 15 years of age and over shall be entitled to vote at General Meetings.
- 11.5.9 Each Member shall be entitled to appoint another Member as his/her proxy, by notice given to the Secretary no later than 24 hours before the time of the Meeting in respect of which the proxy is appointed.
- 11.5.10 The notice appointing the proxy shall be in the form set out by the Secretary.
- 11.6 **Life Members:**
Voting for Life Members shall be by two-thirds majority of those present and entitled to vote at a General Meeting. present and entitled to vote at a General Meeting.
12. **COMMITTEE OF MANAGEMENT:**
- 12.1 The affairs of “The Club” shall be managed by a Committee of Management constituted as provided in Rule 12.
- 12.2 **The Committee:**
- 12.2.1 Shall control and manage the business and affairs of “The Club”;
- 12.2.2 May, subject to these Rules, By Laws, and the regulations of “The Act”, exercise all such powers and functions as may be exercised by “The Club” other than those powers and functions that are required by the Rules to be exercised by General Meetings of the Members of “The Club”; and

12.2.3 Subject to these Rules, By-Laws, and the regulations of “The Act”, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of “The Club”.

13. OFFICERS OF “THE CLUB”:

13.1 The officers of “The Club” shall be:-

13.1.1 President;

13.1.2 Vice President;

13.1.3 Secretary; and,

13.1.4 Treasurer.

13.2 The provisions of Rule 14, so far as they are applicable, and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause 13.1.

13.3 In the event of a casual vacancy in any Office referred to in sub-clause 13.1, the Committee may appoint one of its Members to the vacant Office and the Member so appointed may continue in Office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.

14. COMMITTEE:

14.1 Subject to Section 23 of “The Act”, the Committee shall consist of :-

14.1.1 The Officers of “The Club”; and

14.1.2 Score Recorder;

14.1.3 Range Captain

14.1.4 Archery South Australia Incorporated Delegate;

14.1.5 Publicity Officer;

14.1.6 Tournament Director;

14.1.7 Juniors representative;

14.1.8 Coaching Coordinator;

14.1.9 Property Officer; and,

14.1.10 Webmaster

14.2 Each Ordinary Member of the Committee shall, subject to these Rules, hold office until the Annual General Meeting next after the date of his/her election, but is eligible for re-election.

14.3 In the event of a casual vacancy occurring in the Office of an Ordinary Member of the Committee, the Committee may appoint a Member of “The Club” to fill the vacancy and the Member so appointed shall hold Office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his/her appointment.

14.4 The Committee may appoint other people to undertake responsibility for other activities as may be required.

15 ELECTION OF OFFICERS AND VACANCY:

15.1 Nominations of candidates for election as Officers of “The Club” or as Ordinary Members of the Committee:-

15.1.1 Shall be made in writing, signed by two Members of “The Club” and accompanied by the written consent of the candidate; and,

15.1.2 Shall be delivered to the Secretary of “The Club” not less than 7 days before the date fixed for the holding of the Annual General Meeting.

15.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.

15.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

15.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held,

15.5 The ballot for the election of Officers and Ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

15.6 For the purpose of these Rules, the office of an Officer of “The Club” or of an Ordinary Member of the Committee, becomes vacant if the Officer or Member:-

15.6.1 Ceases to be a member of “The Club”;

15.6.2 Becomes insolvent under administration within the meaning of the Companies, (South Australia), Code; or

15.6.3 Resigns the Office by notice in writing given to the Secretary.

16 PROCEEDINGS OF COMMITTEE:

16.1 **Meetings:**

16.1.1 The Committee shall meet at times and at such places as the Committee may determine necessary to manage the affairs of “The Club”.

16.1.2 Special Meetings of the Committee may be convened by the President or by any 4 of the Members of the Committee.

- 16.1.3 Notice shall be given to Members of the Committee of any Special Meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such meeting.
- 16.2 **Quorum:**
- 16.2.1 50% of Members of the Committee constitute a quorum for the transaction of the business of a Meeting of the Committee.
- 16.2.2 If within half an hour of the time appointed for the commencement of a Committee Meeting a quorum is not present, the Meeting shall stand adjourned until the next Meeting or until a quorum of 50% of Members can be convened at an earlier date.
- 16.3 **Chairperson:**
- At Meetings of the Committee:-
- 16.3.1 If the President is absent, one of the remaining Members of the Committee as may be chosen by the Members present shall preside.
- 16.4 **Voting:**
- 16.4.1 Questions arising at a Meeting of the Committee, or of 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.
- 16.4.2 Each Member present at a Meeting of the Committee or of a Sub-Committee appointed by the Committee, (excluding 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 **also** exercise a casting vote.
- 16.4.3 Subject to sub-clause 15.2, the Committee may act notwithstanding any vacancy on the Committee.
- 17 **DUTIES OF OFFICERS:**
- 17.1 **President:**
- 17.1.1 Shall act as the Chairperson of all meetings.
- 17.1.2 Present a report to the Annual General Meeting
- 17.1.3 Ensure that all requirements of the Constitution and Rules of the Constitution of “The Club” are met.
- 17.2 **Vice President:**
- 17.2.1 Shall perform the duties of President whenever the President is unable to act or upon request.
- 17.3 **Secretary:**
- 17.3.1 The Secretary of “The Club” shall keep Minutes of the resolutions and proceedings of each General Meeting and each Committee Meeting in books provided for that purpose together with a record of the names of persons present at Committee Meetings.
- 17.3.2 The books referred to in sub-clause 17.3.1 shall be available for inspection by Members.

- 17.4 **Treasurer:**
17.4.1 Shall collect and receive all monies due to “The Club” and make all payments authorised by “The Club”; and
- 17.4.2 Shall keep correct accounts and books showing the financial affairs of “The Club” with full details of all receipts and expenditure connected with the activities of “The Club”.
- 17.4.3 The accounts and books referred to in sub-clause 17.4.1 shall be available for inspection by Members.
- 17.4.4 Maintain a register of Members, Temporary Players and Associate members.
- 17.4.5 Present a written Financial Statement, duly audited at the Annual General Meeting.
- 17.4.6 Keep accurate records of all monies received and expended and be responsible for all books, journals, and documents necessary for the functions of his/her office and produce any books and records for inspection at all reasonable times when demanded by “The Club” or auditor.
- 17.4.7 Maintain petty cash of not more than \$200.
- 17.5 Coaching coordinator:**
17.5.1 Coordinate coaches and coaching for “The Club”.
- 17.5.2 Coordinate the training and qualification of individual coaches.
- 17.5.3 Present a written report at the Annual General Meeting.
- 17.6 Score Recorder:**
17.6.1 Shall be responsible for collecting score sheets after every shoot.
- 17.6.2 Record all results for each archer in the personal results file.
- 17.6.3 Submit all claims for State Records to the ASA Recorder.
- 17.6.4 Forward results of each shoot to the Publicity Officer.
- 17.6.5 Maintain stocks of medals and issue such medals as may be earned by archers and arbalists.
- 17.7 Range Captain**
17.7.1 Shall be responsible for the safe conduct of all shoots.
- 17.7.2 Shall be responsible for the safe layout of all disciplines of archery conducted by “The Club” or other users of the grounds/ranges.
- 17.7.3 Deputise his/her responsibilities to Assistant Range Captains in the event of his/her absence or whenever necessary.

- 17.8 **ASA Delegate:**
- 17.8.1 Shall represent “The Club” at Archery South Australia Incorporated meetings and vote in the way the Committee decides or in “The Club’s” best interest:
- 17.8.2 Report to “The Club” monthly meetings on proceedings after each meeting
- 17.8.3 Arrange for the Proxy if unable to attend the ASA meeting.
- 17.9 **Publicity Officer:**
- 17.9.1 Shall submit regular items of interest to local newspapers and radio stations and any other media as the opportunity presents in a positive manner.
- 17.10 **Tournament Director:**
- 17.10.1 Prepare and maintain the Club’s shooting calendar.
- 17.10.2 Coordinate all Club tournaments and Club Championships.
- 17.10.3 Act as custodian for all Club trophies.
- 17.11 **Property Officer:**
- 17.11.1 Be responsible for the maintenance of all Club equipment and assets.
- 17.11.2 Maintain the Club’s assets register.
- 17.11.3 Delegate responsibilities to assistants as required.
- 17.11.4 Coordinate working bees.
- 17.11.5 Present a written report to the Annual General Meeting.
- 18 REMOVAL OF MEMBER OF COMMITTEE:**
- 18.1 “The Club” at a General Meeting may, by resolution, remove any Member of the Committee before the expiration of his/her term of Office and appoint another Member in his/her stead to hold Office until the expiration of the term of the first-mentioned Member.
- 18.2 Where the Member to whom a proposed resolution referred to in sub- clause 18.1 makes representations in writing to either the Secretary or the President of “The Club”, (not exceeding a reasonable length), and requests that they be notified to the Members of “The Club”, or if they are not to be sent, the Member may require that they be read out at the Meeting.
- 19 MONEY:**
- 19.1 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by at least two nominated Members of the Committee.
- 19.1.1 Signatories shall be – President, Secretary, Treasurer and one other Committee member.
- 19.2 All monies, except petty cash allocated under the appropriate By-Laws, received by the Treasurer, shall be deposited in “The Club’s” bank account(s), invested or disposed of at the discretion of the Committee.

- 19.3 The committee shall determine from time to time such procedures and limitations that it deems fit for the handling and control of petty cash.
- 19.4 An independent auditor shall be appointed for the purpose of an annual audit of financial records.
- 20. SEAL:**
- 20.1 The Common Seal of “The Club” shall be kept in the custody of the Secretary.
- 20.2 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 signature of two Members of the Committee or one Member of the Committee and the Public Officer of “The Club”.
- 21 ALTERATION OF RULES:**
- 21.1 These rules of “The Club” shall be altered in accordance with “The Act”.
- 22 NOTICES:**
- 22.1 A notice may be served by or on behalf of “The Club” upon any Member either personally or by sending it by post or electronically to the Member at his/her address as shown in the Register of Members.
- 22.2 Where a document is properly addressed, pre-paid and posted to a person as a letter, the document shall, unless the contrary is proven, be deemed to have been given to the person at the time the letter would have been delivered in the ordinary course of post.
- 23 WINDING UP OR CANCELLATION:**
- In the event of winding up or cancellation of the Incorporation of “The Club”, and after payment of all outstanding debts:-
- 23.1 Any surplus assets of the Strathalbyn Target Archers Inc. shall be held in trust (under “the Act” by Alexandrina Council; herein after called the “Trustee”) pending formation of a new archery club in the area at some time in the future.
- 23.2 The “Trustee” shall liquidate/dispose of the material assets and hold in trust all monies so raised until a period of ten years has elapsed. If after this period, the monies have not been called upon to re-establish an archery club in the area, then the “Trustee” shall use the monies to promote junior sport within the district of Alexandrina Council.
- 23.3 Should a situation of winding up occur, it shall be subject to a special resolution of a Special General Meeting of “The Club”.
- 24 CUSTODY OF RECORDS:**
- Except as otherwise provided in these rules, the Secretary shall keep in his/her custody or under control, all books, documents and securities of “The Club”.
- 25 FUNDS:**
- The funds of “The Club” shall be derived from joining fees, annual subscriptions, shooting fees, donations and such other source as the Committee determines.

- 26 REGISTRATION OF MEMBERS:**
All Members must be registered with Archery South Australia Incorporated or another recognised archery controlling body (28.1).
- 27 POLICIES, PROCEDURES and BY-LAWS:**
- 27.1 “The Club” shall be regulated by a system of By-Laws.
- 27.2 By-Laws may be formed by the Committee as necessary. Any proposed amendments to the By-Laws or for the revocation of a By-Law must be by written notice of motion lodged with the Secretary.
- 27.3 The By-Laws shall at all times reflect the spirit and membership interests of an affiliated club.
- 27.4 The Club shall maintain a Policy and Procedures manual which shall incorporate all By Laws, policies, procedures and instructions.
- 28 AFFILIATIONS:**
- 28.1 The Strathalbyn Target Archers Incorporated shall be affiliated with Archery South Australia Incorporated and/or other bodies as may be determined from time to time.
- 29 PUBLIC RISK INSURANCE:**
- 29.1 “The Club” shall ensure that adequate Public Risk Insurance is in place to cover the members and “The Club” through either Archery Australia Incorporated/Archery South Australia Incorporated or any other instruments as may from time to time be deemed necessary or as is required in terms of “the Act”.
- 30 POWERS OF AN INCORPORATED ASSOCIATION**
- 30.1 The Club shall have all the powers conferred by Section 25 of the Act.

These Rules were amended at an Annual General Meeting held 20 September 2014

BY-LAWS OF GREAT SOUTHERN ARCHERS

1. Archers shall act, at all times when using a bow and arrow, with safety and consideration towards themselves and others.
2. Members are encouraged to wear the club uniform, as decided from time to time, at all designated Club activities.
3. All visitors to the Club shall be directed to a Committee member of the Club on arrival at the Club.
4. The wearing of camouflage clothing on the ranges is prohibited. Suitable enclosed footwear must be worn at all times.
5. All members and visitors on attending the Club shall sign the attendance register. Archers shooting must pay the range fees on the day except for designated events. Members wishing to use Club equipment must pay a hiring fee as designated by the Committee except for designated events and training courses.
6. No person shall be allowed to shoot on Club ranges unless being a Club member, a member of another AA Club or being a temporary member.
7. Arrows fitted with broadheads are expressly prohibited from any shooting range.
8. All members will ensure that the Club and its grounds are kept tidy and free of rubbish and well maintained.
9. No member, regardless of position held, shall alter a shooting course layout or relocate butts or shooting positions without the prior approval of the range captain.
10. All members should participate in working bees whenever possible.
11. Temporary members are not permitted to shoot on Club indoor and field courses until such time that they have shown themselves competent in the use of archery equipment. The Coaching Coordinator or a qualified coach shall determine the competency of any temporary member. In the absence of the Coaching Coordinator or a qualified coach, the Range Captain shall determine competency.
12. Temporary members, either individually or severally, shall not shoot on the ranges without a qualified member being present.
13. No person is permitted to enter a Club shooting range unless shooting or undertaking an assigned task.
14. No animals are permitted on the Club grounds during shooting times, native and resident feral animals excepted. The native habitat is to be protected at all times. No hunting is permitted on the Club grounds.
15. No flora is to be cut, damaged or removed from the Club grounds without the express permission of the property officer or range captain.
16. Keys issued to members shall remain Club property and are not to be given to any other person. All keys are to be returned upon demand or on ceasing to be a member. A deposit must be paid prior to the issue of keys and this is refundable when membership ceases.

17. Whilst the Club promotes family participation in all activities, children are the responsibility of the person bringing them to the Club grounds. The person(s) responsible shall ensure that behaviour is of acceptable standard. All children under age of 16 years must be accompanied by a parent or guardian at all times.
18. All members shall at all times promote the activities of the Club and shall seek new members.
19. No person shall touch any equipment of an archer without their consent.
20. An archer shall ensure at all times their equipment is in good condition when shooting.
21. No alcohol or drugs are to be taken during shoots or in breaks between shoots. Social drinks may be permitted by the Committee on particular occasions but only after all shooting has ceased. The Club does not have an alcohol consumption licence and shall not sell alcohol.
22. Smoking is permitted in the carpark and nowhere else on the Club grounds.
23. No person shall be allowed to shoot on Club ranges unless being a Club member, a member of another AA Club or being a temporary member.
24. All shooters in a group shall wear high visibility clothing while shooting on the field course.
25. The Club outdoor facilities are available every day during daylight hours. For out of hours shooting there is a locked cabinet on the outside of the Clubhouse which contains a sign-on shoot and red flag. The combination for the lock is available for Club members.
26. During advertised shooting on Club ranges all shooting shall be controlled by the designated Range Captain using appropriate whistle or other means.
27. While crossbow shooting is encouraged at the Club, there is no formal beginners course available for crossbow shooters. Crossbow beginners will undertake the normal beginners course (or an abbreviated version of it at the discretion of the Coach) before shooting crossbow. The Club reserves the right to bar any crossbow which in the opinion of the Club is not appropriate for Club use.
28. During designated outdoor Club shooting times the Club shall fly a red flag at the gate and another on the flag post on the Clubhouse. In addition, there shall be another red flag flown at the start of the field course when anyone is shooting on the field course.

28 November 2019