



HOBART ARCHERS.

CONSTITUTION and RULES.

1. Name:

The name of the organisation shall be the Hobart Archers Inc.
Hereinafter referred to as Hobart Archers.

2. Objects and Purposes:

The objects of Hobart Archers shall be to perpetuate and foster the principals 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:

Complying with the national and international governing body rules and regulations. Endorse doping policy of any sporting bodies Commissions, Committees or Federations that the club is affiliated with.

Encouraging the growth of Hobart Archers.

Arranging Annual Tournaments to determine club champions and arranging such other tournaments and competitions as it may from time to time determine.

Arranging for representation in intrastate, interstate and international tournaments.

Recognising and keeping Club Records.

Claiming State Records on behalf of club members.

Doing all other lawful things as are necessary, incidental or conducive to the progress, development, or welfare of the Hobart Archers as a non-profit organisation.

3. Membership:

3.1 Life Membership of Hobart Archers may be granted to an archer for exceptional service in the interests of the sport. (A two-thirds voting majority at the A.G.M. is required),

3.2 Honorary Membership of Hobart Archers may be granted to a visiting Archer for the duration of the visit.

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 Hobart 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 Hobart Archers and to sell, lease, dispose of or otherwise deal with all or part of the property of the Hobart Archers.

4.2 Appoint and employ any persons considered necessary for the purposes of the Hobart 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 Hobart 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 Hobart Archers, or having objects similar, or in part similar to the objects of the Hobart 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 Hobart Archers or its members.
- 4.5 Invest and deal with the monies of the Hobart Archers in such manner as may from time to time be determined.
- 4.6 Expend money for the purpose of improving the value of any property of the Hobart 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 Hobart Archers shall think fit, and in particular by: the issue of bonds, bills of exchange, promissory notes or other obligations or securities of the Hobart Archers, by mortgage or charge upon all or any part of the real or personal property of the Hobart Archers, or in any other manner.
- 4.10 Apply for and obtain any Act, ordinance or sanction of Parliament for enabling the Hobart Archers to carry any of its objects into effect.
- 4.11 Insure and keep insured any insurable property of the Hobart Archers against loss or damage by fire or otherwise; and to insure and keep insured any servants of The Hobart Archers against risk, accident or breach of fidelity in the course of their employment by the Hobart Archers. To effect insurances for the purpose of indemnifying the Hobart Archers in respect of claims by reason of any risk, accident or breach of fidelity; and to pay premiums on any such insurances and generally to insure against losses, damage, risk, accident and liabilities of all kinds which may affect the Hobart 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 Hobart Archers. To obtain any rights, licences, privileges or concessions, which the Hobart Archers may think it desirable to obtain and to carry out, exercise, and comply with any arrangements, contracts, rights, license, privileges and concessions.

5. Management:

- 5.1 The management of the affairs of the Hobart Archers shall be by an Executive Committee, hereinafter referred to, as "the Executive" constituted as provided in 5.4.
- 5.2 The Executive:
Shall control and arrange the business and affairs of the Hobart Archers.

- 5.1 May subject to the Act and Constitution, exercise all such powers and functions as may be exercised by Hobart Archers, other than those powers and functions that are required by the Constitution to be exercised by General Meetings of the members of Hobart Archers.
- 5.2 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 the Hobart Archers.
- 5.3 The Executive Officers of Hobart Archers shall be: President, Treasurer, and Secretary
- 5.4 The Executive shall consist of:
The Executive Officers of Hobart Archers and at least two of the following:
Vice President(s), Recorder, Coaching Co-ordinator
- 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 If a vacancy occurs in any office other than in due course it may be filled by the Executive appointment. 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.
- 5.7 The election of Executive Officers of Hobart Archers shall be by nomination at the Annual General Meeting.
- 5.8 The Executive shall elect a Public Officer.
Under no circumstances can the President, Treasurer, or Secretary fill this position. The Public officer may not necessarily be a club member, but must understand the responsibility of the appointment.
The Public Officer shall take instruction from the Executive.
- 5.9 The Executive may appoint other officers as deemed necessary to implement safety and normal club activities as well maintenance.
- 5.10 The terms of the officers appointed by the Executive 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 Executive of Hobart 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.
The only exception to this is the removal of the auditor appointed at the A.G.M or by the Executive Re 5.11 applies in this case.
- 5.11 The term of Executive 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 Hobart 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 the Hobart Archers shall be the twelve months ending 30th September Annual accounts shall cover this period. Subscriptions and fees shall cover the period of 1st July to 30th June.

- 6.2 Each member shall pay to Hobart 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 Hobart Archers.
- 6.3 Appointment of the Auditor:
- 6.3.1 At each Annual General Meeting of Hobart Archers, the members present shall appoint a person as the Auditor of the Hobart 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 Hobart Archers for the then current financial year of the Hobart Archers.
- 6.3.4 The Auditor may be removed only by two/third of the club membership re 5.11
- 6.3.5 If a casual vacancy occurs in the office of Auditor during the course of a financial year of the Hobart 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 Hobart Archers, the accounts of Hobart Archers shall be examined by the Auditor.
- 6.3.7 The Auditor shall certify as to the correctness of the accounts of the Hobart Archers and shall report thereon to the members present at the Annual General Meeting.
- 6.3.8 In the report, and in certifying to the accounts, the Auditor shall state:
- i) Whether the requested information has been obtained.
 - ii) Whether in their opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Hobart Archers according to the information at their disposal and the explanations given to them and as shown by the books of the Hobart Archers;
 - iii) Whether the rules relating to the administration of the funds of the Hobart Archers have been observed.
- 6.4 The Public Officer of Hobart Archers shall cause to be delivered to the Auditor a list of all the accounts, books, and records of the Hobart Archers.
- 6.5 The Auditor:
- Has a right of access to the accounts, books, records, vouchers, and documents of the Hobart Archers.
 - May require from the servants of the Hobart Archers such information and explanations as may be necessary for the performance of their duties as auditor.
 - May employ persons to assist in investigating the accounts of the Hobart Archers.
 - May in relation to the accounts of the Hobart Archers, examine any member of the Executive or any servant of the Hobart Archers.
- 6.6 True accounts shall be kept:
- Of all sums of money received and expended by the Hobart Archers and the matter in

respect of which the receipt or expenditure takes place.

Of the property, credits, and liabilities of the Hobart Archers, and subject to any reasonable restrictions as to time and manner of inspecting them that may be imposed by the Hobart Archers for the time being, those accounts shall be open to the inspection of the members of the Hobart Archers.

- 6.7 The Treasurer of the Hobart Archers shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the Operations and business of the Hobart Archers in such form and manner as the Executive may decide.
- 6.8 The Treasurer of the Hobart Archers shall, on behalf of the Hobart Archers receive all monies paid to the Hobart Archers and shall issue official receipts as requested.
- 6.9 The Executive shall open with such bank as the Executive selects a banking account in the name of the Hobart Archers into which all monies received shall be paid.
- 6.10 The Executive may receive from the Hobart Archers bank cheques drawn by the Hobart Archers on any of its accounts 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 arising directly or indirectly out of those cheques or the surrender thereof to the Hobart Archers.
- 6.11 Except with the authority of the Executive, no payment of a sum exceeding fifty dollars shall be made from the funds of the Hobart Archers otherwise than by cheque drawn on the Hobart 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 Hobart Archers bank account except for the payment of expenditure that has been authorised by any three of the Executives.
- 6.13 The Executive shall appoint three signatories, any two to sign all official cheques, drafts, and bills of exchange, promissory notes, and other negotiable instruments.
- 6.14 The income and property of the Hobart Archers, however derived, shall be applied solely towards the promotion of the objects and purposes of the Hobart Archers and no portion thereof shall be paid or transferred, directly or indirectly, by dividend, bonus, or otherwise, to any member of the Hobart Archers.
 - 6.14.1 The Hobart Archers shall not appoint a person who is a member of the Executive to any office in the gift of the Hobart Archers to the holder of which there is payable any remuneration by way of salary, fees, or allowances.
 - 6.14.2 The Hobart 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).
 - 6.14.3 Nothing in the foregoing provisions of this rule prevents the payment in good faith to a servant or member in the Hobart Archers of:

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

7. Meetings:

- 7.1 The Hobart 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 Hobart 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.
- 1.4 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:
- To confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting.
 - To receive from the Executive, Auditor and servants of the Hobart Archers reports upon the transactions of the Hobart Archers during the last preceding financial year.
 - To elect the Executive officers of the Hobart Archers.
 - 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 The two Types of meeting Annual General Meeting and General Meeting.
- 7.8 The Executive may, whenever it thinks fit, convene a general meeting of the Hobart 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 general meeting of the Hobart Archers.
- 7.10 A requisition for a 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 Hobart Archers, notify by letter each member of Hobart 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 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.

- 7.15 If within thirty (30) 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 30 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 Hobart 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 may 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 Hobart Archers a member has one vote only. The chairman on appointment loses his normal vote and can only exercise a casting vote. Re 7.21
- 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 shall exercise their casting vote.

8. Executive Meetings:

- 8.1 The Executive shall meet at least four times a year at such place and times as the Executive may determine.
- 8.2 Special meetings of the Executive may be convened any three 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 four 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/her absence the Vice President or in his/her absence one of the remaining members of the Executive as may be chosen by the members present, shall preside. If the executive appoints a chairman to chair the executive meeting or meetings this appointment takes precedence over the above procedure.
- 8.6 Questions arising at meetings of the Executive or any sub-committee appointed by the executive 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 (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 shall exercise their casting vote.
- 8.8 Each member of the Executive shall be given reasonable notice of the Executive meeting by current printed means of communication or reliable electronic communications. If a date is set at a meeting for the next Executive meeting it will be considered reasonable notice for member of the Executive who is attending that meeting.
- 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. The executive shall appoint a convenor to head the sub-committee.
- 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 Hobart Archers
- 8.11 Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- 8.12 The Secretary of the Hobart Archers is responsible for notifying Executive members of Executive meetings re 8.8
- 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 Hobart Archers in matters of urgency connected with the management of the affairs of the Hobart Archers during the intervals between meeting of the Executive, and where any such instructions are issued shall report thereon to the next meeting of the Executive.

Sub-committee.

- 8.14 The convenor of the sub-committee is responsible for notifying sub-committee members of any meetings.

9. Affiliations:

- 9.1 The Hobart 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 be amended only at a special general meeting convened for that purpose.
- 10.2 Motions to amend the Constitution shall be advised in complete detail to the Secretary two months prior to the date of the special general meeting. The Secretary shall then circulate the motions to all members of Hobart Archers.
- 10.3 The Executive shall review the constitution biannual and if required recommend any change to the secretary so that the above procedure 10.1 and 10.2 can be implemented.

10.4 The Secretary shall post a notice on the club notice board two months prior to the commencement of the Executive review calling for written submissions from members.

11. Dissolution:

11.1 If the Hobart 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 Hobart Archers, but shall be given or transferred to some other institutions having objects similar to the objects of the Hobart Archers and which shall prohibit the distribution of its or their income and property amongst its members to an extent similar to the Hobart Archers. Such institutions shall be determined by the members of the Hobart Archers.

11.2 If the Hobart Archers shall be wound up in accordance with the Act, every member and every person who, within one year immediately preceding the commencement of the winding up, was a member, is liable to contribute to the Hobart Archers assets for payment of the Hobart Archers debts or liabilities and for the costs, charges and expenses of the winding up and for the adjustments of the rights of the contributories among themselves such sum, not exceeding one (1) dollar as may be required, but a former member is not liable to contribute in respect of any debt or liability of the Hobart Archers incurred after the person ceased to be a member.

12. Common Seal:

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

12.2 The Seal of Hobart Archers shall not be fixed to any instrument except by the authority of a resolution of the Executive and in the presence of a 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 Hobart Archers is so affixed in their presence.

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