

# **ARCHERY South Australia Inc**

## **Rules of the Constitution**

### **1. MEMBERSHIP**

#### **1.1 Affiliated Membership**

- 1.1.1 Each Club shall register with ARCHERY SA all its members eligible to shoot by payment of the appropriate subscription fee.

#### **1.2 Life Membership**

- 1.2.1 Nominations for Life Membership must be accompanied by a fully documented citation on the prescribed form and lodged. Every effort must be made to keep such citation and nomination confidential from the nominee.
- 1.2.2 A Life Member of ARCHERY SA shall have all rights and privileges applicable to an Affiliated Member.

#### **1.3 Associate Membership**

- 1.3.1 Associate Membership of ARCHERY SA is provided to allow for the participation in all but the shooting activities of ARCHERY SA.
- 1.3.2 Each Club shall register with ARCHERY SA all of its Members, including those who wish to be Associate Members of ARCHERY SA, by payment of the appropriate subscription fee.

#### **1.4 Temporary Player Membership**

- 1.4.1 As determined by the Rules of Archery Australia.

### **2. MANAGEMENT**

#### **2.1 Meetings**

- 2.1.1 Meetings of ARCHERY SA shall be open to all members of affiliated Clubs. Persons with special interests or knowledge relevant to ARCHERY SA may be invited to attend any meeting and to speak, at the discretion of the Chair, but such persons are not entitled to vote.
- 2.1.2 Meetings shall be held at a time and place as decided from time to time and duly published on the website at least two weeks prior to such meetings.
- 2.1.3 The **Annual General Meeting** shall be held in October each year.
- 2.1.3.1 The order of business at an Annual General Meeting shall be:
- Examination of Credentials
  - Opening
  - President's Address
  - Minutes of Previous Annual General Meeting
  - Business Arising
  - Reports
  - Amendments to the Constitution
  - Election of Officers
  - Appointment of Auditor

- Other Business of which notice has been given.

### 2.3 **Voting – Board Meetings**

- 2.1.4 On all matters before the Board, decisions will be determined by consensus, unless the Chair considers a vote is needed and shall be determined by a majority of those present, entitled to vote and voting.
- 2.1.5 Except as explicitly expressed within the Constitution or these Rules issues requiring a vote shall be decided by a simple majority vote.

## 3. **DIRECTORS & OFFICERS**

### 3.1 **Duties of Directors**

#### 3.1.1 ***President/Board Chair shall:***

- 3.1.1.1 Act as Chair of ARCHERY SA meetings and use all necessary power to ensure that the common rules of debate are observed, and that business is conducted in an orderly and expeditious manner.
- 3.1.1.2 Act as Chair of meetings of the Board of ARCHERY SA.
- 3.1.1.3 Ensure that all requirements of the Constitution and Rules of the Constitution of ARCHERY SA are met.
- 3.1.1.4 Be *ex-officio* a member of all committees of ARCHERY SA.
- 3.1.1.5 Present a report to the Annual General Meeting.
- 3.1.1.6 Act as nominal head of ARCHERY SA and undertake all official roles normally expected of a President.

#### 3.1.2 ***Vice President/Board Vice-Chair shall:***

- 3.1.2.1 Perform the duties of the President whenever the President is unable to act or upon his request.
- 3.1.2.2 In the absence of the President, perform all duties of the President on his behalf.
- 3.1.2.3 If the President and Vice President are absent from or unwilling to act as Chair of any quorate meeting those persons present and entitled to be so shall appoint one of their number to be Chair for that meeting.

#### 3.1.3 ***Board Secretary shall:***

- 3.1.3.1 Be responsible for the books, journals and all documents whatsoever belonging to ARCHERY SA except such as are kept by the Recorder and Board Treasurer and keep them in such a form, place and manner as ARCHERY SA shall direct, and make these available at all reasonable times for inspection when demanded.
- 3.1.3.2 Conduct correspondence, perform such other reasonable duties as ARCHERY SA may from time to time direct and comply with such other requirements set out in the Constitution and these Rules.
- 3.1.3.3 Cause to be taken accurate minutes of all Board, General and Special Meetings of ARCHERY SA.
- 3.1.3.4 Call Special Meetings of ARCHERY SA when directed to do so and notify all affiliated Clubs of all meetings of ARCHERY SA.

3.1.3.5 Be the Public Officer of ARCHERY SA and attend to the duties of Public Officer of an incorporated body as required by the Associations Incorporation Act 1986 as amended.

3.1.3.6 Be *ex-officio* a member of all committees appointed by ARCHERY SA.

3.1.3.7 Supply a copy of the agenda for each Meeting of ARCHERY SA to the Chair.

3.1.4 ***Board Treasurer shall:***

3.1.4.1 Receive and bank promptly and intact to the credit of ARCHERY SA in the approved bank account all monies of ARCHERY SA.

3.1.4.2 Unless otherwise authorised by ARCHERY SA, make all authorised disbursements including cheques, drafts, bills of exchange, promissory notes and other negotiable instruments signed or approved by the Board Treasurer and the President or such signatories as shall be appointed.

3.1.4.3 Present a written financial statement and balance sheet duly audited, at the Annual General Meeting.

3.1.4.4 Maintain records of all affiliated members and temporary player summaries, as provided by Clubs in accordance with the Privacy Policy.

3.1.4.5 Keep an accurate record of all monies received and expended and be responsible for all books, journals, and documents necessary for the functions of his office and produce any books and records for inspection at all reasonable times when demanded by ARCHERY SA or its Auditors.

3.1.4.6 Not pay, lend or otherwise appropriate any of the funds of ARCHERY SA for any cause or purpose whatsoever unless so authorised by ARCHERY SA, except as noted hereunder.

3.1.4.7 Promptly pay all valid accounts rendered to ARCHERY SA and report such actions for ratification at the next meeting of the Board.

3.1.4.8 Furnish to each Board Meeting of ARCHERY SA a statement showing the financial position of ARCHERY SA.

3.2 **Duties of Officers**

3.2.1 ***Recorder shall:***

3.2.1.1 Be a member of the Tournament & Equipment Committee

3.2.1.2 Maintain records of all ARCHERY SA shoots and scores.

3.2.1.3 Prepare all claims for National Records on behalf of members of ARCHERY SA.

3.2.1.4 Be responsible for all medals, awards, books, journals and documents necessary for the functions of the office and produce any books and records for inspection at all reasonable times when demanded by ARCHERY SA.

3.2.1.5 Furnish a written report to the Annual General Meeting of ARCHERY SA.

3.2.2 ***Equipment Officer shall:***

- 3.2.2.1 Be a member of the Tournament & Equipment Committee
- 3.2.2.2 Maintain an inventory of all equipment and goods owned by ARCHERY SA and present such inventory at the Annual General meeting.
- 3.2.2.3 As appropriate, advise ARCHERY SA of the need to acquire or dispose of equipment.
- 3.2.2.4 As appropriate, advise ARCHERY SA of the need for maintenance of equipment.
- 3.2.2.5 Control and direct those attending working bees arranged by ARCHERY SA for the manufacture, maintenance and repair of equipment.
- 3.2.2.6 Have the power to hire or loan equipment to affiliated Clubs and report on such action at the next meeting.
- 3.2.3 ***Tournament Director shall:***
  - 3.2.3.1 Be the Chair of the Tournament & Equipment Committee
  - 3.2.3.2 Maintain a register containing the following details of those tournaments conducted throughout the year by ARCHERY SA: entry fees and conditions; entry forms date(s); venue; rounds; medals awarded; starting time(s); numbers of entries and any other information required to facilitate the smooth conduct of shoots during subsequent years.
  - 3.2.3.3 Ensure that ARCHERY SA's attention is drawn in due time to the need to make arrangements for forthcoming tournaments.
  - 3.2.3.4 Maintain a register of the trophies owned by ARCHERY SA and record their whereabouts.
  - 3.2.3.5 Liaise with the Board Treasurer to review tournament fees for each subsequent year.
- 3.2.4 ***Archives Officer shall:***
  - 3.2.4.1 Monitor ARCHERY SA archives and encourage officers to maintain and file material pertinent to their office on a regular basis.
- 3.2.5 ***The Judging Administrator shall:***
  - 3.2.5.1 Co-ordinate the training and qualification of individual Officials under the guidelines set down by Archery Australia.
  - 3.2.5.2 Develop a Judging Program for tournaments in SA.
  - 3.2.5.3 Convene meetings with ARCHERY SA Judges on a regular basis and report progress at ARCHERY SA General Meetings.
- 3.2.6 ***State Coaching Administrator shall:***
  - 3.2.6.1 Be the Chair of the Coaching Committee.
  - 3.2.6.2 Co-ordinate the training and qualification of individual coaches under the guidelines set down by Archery Australia.
  - 3.2.6.3 Assist the State Coach in the administrative aspects of his duties.
  - 3.2.6.4 Convene meetings with SA coaches on a regular basis and report progress to the Board.

**3.2.7 State Coach shall:**

- 3.2.7.1 Be a member of the Coaching Committee.
- 3.2.7.2 If there is no State Youth Coach appointed, be a member of the State Youth Committee.
- 3.2.7.3 Maintain continuous documentation on archers within the State who have potential for selection to a National Team and liaise with the National High-Performance Manager on their progress.
- 3.2.7.4 Undertake duties associated with the coaching of archers seeking involvement at State and National level
- 3.2.7.5 Develop an annual calendar of Ranking Shoots and other training sessions for subsequent ratification by ARCHERY SA.

**3.2.8 The State Youth Administrator shall:**

- 3.2.8.1 Be a member of the Coaching Committee.
- 3.2.8.2 Be the Chair of the Youth Organising Committee
- 3.2.8.3 Co-ordinate State activities for young archers.
- 3.2.8.4 Liaise with the State Coach or Coaching Administrator and assist with the administrative aspects for young South Australian archers
- 3.2.8.5 Encourage the participation of young members of ARCHERY SA in appropriate National events.

**3.2.9 State Youth Coach shall:**

- 3.2.9.1 Be a member of the Coaching Committee.
- 3.2.9.2 Maintain continuous documentation on youth archers within the State who have potential for selection to a National Youth Team and report to the Youth Administrator and the relevant Committee the content of such documents.
- 3.2.9.3 Advise the relevant Team Selection Committee on the performance of youth archers nominating for selection in teams representing ARCHERY SA.
- 3.2.9.4 Confer with the Youth Administrator to ensure a consistent approach on matters relating to coaching young archers and the training of coaches.

**3.2.10 Member Protection Information Officer**

- 3.2.10.1 The Member Protection Officer (MPIO), for the purposes of the ARCHERY SA Risk Management Policy, will be appointed by the Board and the MPIO will:
  - a) possess a National Police Certificate which has been issued less than 3 years previously and
  - b) have satisfactorily completed Child Safe Officer Training
- 3.2.10.2 There may more than one Member Protection Officer appointed.

**3.2.11 State Development Officer shall:**

- 3.2.11.1 Design the State Development Program(s) having regard to the principles of inclusiveness and providing a pathway to national high-performance programs

- 3.2.11.2 Liaise with Archery Australia, as appropriate to coordinate State programs with National programs
- 3.2.11.3 Ensure the quality of State Development Program(s) by conducting participant satisfaction surveys, or otherwise, and refining the program(s) as necessary
- 3.2.11.4 Oversee coaches within the program(s)
- 3.2.11.5 Annually, submit a budget proposal for the program(s)
- 3.2.11.6 Manage expenditure according to the approved budget and
- 3.2.11.7 Promote development pathways to the membership of ARCHERY SA.

**3.2.12 Privacy Officer shall:**

- 3.2.12.1 Preserve and manage records of affiliated members and temporary players in accordance with the Privacy Policy.
- 3.2.12.2 Receive and consider applications and requests for disclosure of information.

**3.2.13 Membership Officer shall:**

- 3.2.13.1 Shall be appointed by the Board of ARCHERY SA
- 3.2.13.2 Maintain the functions of Membership Officer, including
  - 3.2.13.2.1 Managing the Membership Database at State level
  - 3.2.13.2.2 Ensuring Clubs remain “up to speed”
  - 3.2.13.2.3 Be the first point of call to assist Clubs to manage their member records.
- 3.2.13.3 **Duties**
  - 3.2.13.3.1 Conduct a weekly check of affiliations, to ensure anomalies are resolved promptly
  - 3.2.13.3.2 Maintain close links with Archery Australia in working through corrections to records
  - 3.2.13.3.3 Ensure Clubs maintain their records relating to “Member Groups” (e.g. Club Executive Officers)
  - 3.2.13.3.4 Ensure Member Protection and other qualifications are appropriately recorded and maintained
  - 3.2.13.3.5 Ensure Club Membership Officers continue to understand the system
  - 3.2.13.3.6 Annually confirm all ARCHERY SA Life Member renewals
  - 3.2.13.3.7 Ensure the ARCHERY SA affiliation fee component is updated whenever a change is approved
  - 3.2.13.3.8 Send emails to Clubs requiring the inactivation of records for those affiliates who have been unfinancial for at least 2 months
  - 3.2.13.3.9 Provide a report to the ARCHERY SA Board at least every quarter of membership statistics, including the number of females, youth and mature aged affiliates, or such other details as the Board may require from time to time
  - 3.2.13.3.10 Report to the Board such other items as considered appropriate

- 3.2.13.3.11 Provide an Annual Report, highlighting retention rates and other trends.

**3.3 Election of Directors**

- 3.3.1 To be eligible for nomination as an Elected Director of ARCHERY SA, the nominee must be a member of ARCHERY SA.

**3.4 Appointment of Coaches**

- 3.4.1 The positions of State Coach & State Youth Coach shall be appointed by the Board from time to time.

**4. COMMITTEES**

**4.1 Tournament & Equipment Committee shall:**

- 4.1.1 Comprise the ARCHERY SA Tournament Director, Recorder and Judging Administrator, Equipment Officer
- 4.1.2 Make recommendations to the Board regarding an appropriate programme of tournaments
- 4.1.3 Ensure that tournaments are conducted in accordance with the relevant shooting rules
- 4.1.4 Appoint a Jury of Appeal for ARCHERY SA events
- 4.1.5 Ensure all ARCHERY SA competitions are registered with Archery Australia
- 4.1.6 Make recommendations to the Board regarding the acquisition and disposal of equipment
- 4.1.7 Ensure the appropriate equipment is available and in good order for ARCHERY SA events.

**4.2 Youth Organising Committee shall:**

- 4.2.1 Be convened within 3 months of the end of previous National Youth Championships
- 4.2.2 Comprise the Youth Administrator acting as Chair, State Coach (or State Youth Coach, if appointed) and not less than 3, nor more than 5 persons elected at a meeting of interested parents, archers, and friends
- 4.2.3 Assist the Youth Administrator and the State Coach in their duties
- 4.2.4 Organise fundraising events to assist the Youth Team Members in attending the National Youth Archery Championships
- 4.2.5 Advise the Board regarding suitable nominees for any positions of Manager(s) for Youth Teams.
- 4.2.6 Confirm with the Board the selection of the Youth Team.

**4.3 Coaching Committee shall:**

- 4.3.1 have the following Terms of Reference
  - 4.3.1.1 To promote improvements in the standard, delivery and administration of coaching at Regional and Club levels
  - 4.3.1.2 To establish and maintain talent identification and talent development programs within the Region
- 4.3.2 comprise 5 members:
- 4.3.3 State Coaching Administrator (Committee Chair)

- State Coaching Administrator (Committee Chair)
  - State Coach
  - State Youth Coach
  - State Youth Administrator
  - Board Representative
- or, if any those positions are not filled, then
- Person(s) Appointed by the Committee Chair.

**4.4 Finance, Grants & Audit Committee:**

- 4.4.1 Where applicable, applications for grants shall be submitted to the appropriate body by the Grants Committee for its consideration and subsequent recommendations made to the first available Board Meeting.

**4.5 Awards Committee shall:**

- 4.5.1 Comprise three members.
- 4.5.2 The Committee Chair will be appointed by the Board.
- 4.5.3 Other members will be appointed by the Committee Chair; however, such appointees should have been active in the administration of archery within South Australia for at least seven years
- 4.5.4 The term of office for the Committee shall as determined by the Board
- 4.5.5 The Committee shall receive and consider all submissions in confidence
- 4.5.6 The Committee shall be empowered to make further confidential enquiries of relevant members of ARCHERY SA to expand or clarify information provided in the submission
- 4.5.7 In determining its recommendations, the Committee shall use the criteria set out in the Awards Policy and, to assist in its interpretation, any precedent set by the Board in approving previous awards. The Committee shall objectively consider such matters as the level and length of service, etc, of each nomination
- 4.5.8 All nominations for ARCHERY SA awards shall be considered against the criteria set down in the Archery Australia Awards Committee controlling documentation to assess the possible success of a nomination for a National Award
- 4.5.9 The Committee shall forward to the Board in a sealed envelope marked "confidential" its recommendation regarding each nomination and the level of the award, together with a copy of the supporting documentation
- 4.5.10 The Committee may make recommendations to the Board regarding amendments to the Award system
- 4.5.11 The Committee shall meet promptly following receipt of a nomination for an award or awards but in any case, shall meet at least once a year
- 4.5.12 The Committee shall submit a report to the Annual General Meeting and provide an annual list of awards for inclusion in the annual report.



4.5.13 The Committee will arrange procurement and inscription of all awards, their distribution as appropriate and announcements in the ARCHERY SA newsletter.

4.5.14 The Committee shall maintain a register of all recipients of Life Membership and Service Awards, recipient name, Club, award level and date of approval and maintain a file of all nomination forms received.

#### **4.6 Reporting by Committees**

4.6.1 All committees formed with the sanction of the Board shall, at each General Meeting of ARCHERY SA, furnish a report of actions taken.

### **5. FINANCE**

5.1 Subscriptions payable by Clubs to ARCHERY SA shall be as determined from time to time

5.2 Clubs shall submit all subscriptions electronically

5.3 Any Club first recognised by ARCHERY SA in any financial year of ARCHERY SA shall be deemed to be affiliated to ARCHERY SA

5.4 Fees for tournaments and other competitions shall be as determined from time to time

5.5 An auditor or auditors shall be appointed by ARCHERY SA and shall audit the annual financial statement, balance sheet and other accounts as shall be necessary and shall submit a certificate or report to ARCHERY SA at the Annual General Meeting

5.6 All stock and equipment in storage and in transit shall be insured. All equipment utilised by Officers of the RGB and stored at private premises is also to be covered by the policy, provided it is noted on the policy

5.7 All monies received by any person on behalf of ARCHERY SA shall be handed to the Board Secretary or Board Treasurer at the earliest opportunity or, at the latest, within 14 days

5.8 No expenditure shall be made on behalf of ARCHERY SA unless at least one of the following has been complied with:

5.8.1 Verbal agreement has been firstly obtained from a member of the Board (such action to be ratified at the next Board Meeting);

5.8.2 The item to be purchased has been accepted as a Budgeted item (up to 10% beyond budget); or such expenditure, to a maximum of \$200, is necessary for the day-to-day operation of ARCHERY SA.

### **6. TOURNAMENTS**

#### **6.1 State Championships**

6.1.1 The State Championships shall be held each year and may consist of Target, Clout, Field, Flight, 3-D, Matchplay and Indoor events. They may be sub-divided into such age, gender and equipment divisions as may be determined from time to time

6.1.2 The State Championships shall be held on such dates as shall be determined by ARCHERY SA from time to time

6.1.3 Visitors' Medals will be awarded at State Championships to placegetters who are not affiliated members of ARCHERY SA.

#### **6.2 Other Tournaments**

- 6.2.1 Other ARCHERY SA tournaments may be organised by individual Clubs on behalf of ARCHERY SA, upon completion and acceptance of the approved Tender form
- 6.2.2 Such Clubs may be paid a fee as set from time to time to set up and remove all equipment necessary for the conduct of the relevant tournament
- 6.2.3 Except for the Tyro Tournament and the Lord Mayor's Teams Tournament (which are restricted to affiliated members of ARCHERY SA), the other tournaments will be open to all Archery Australia affiliates or members of the Archery Alliance of Australia and the Visitor Medal will be awarded to those placegetters who are not Affiliates of the Archery Alliance of Australia.

## **7. RECORDS**

- 7.1 State Records may only be claimed by affiliated members of ARCHERY SA.
- 7.2 Any State Record claim can include a certified score not shot in South Australia.

## **8. RULES AMENDMENTS**

- 8.1 These Rules may be amended at any meeting of the Board provided all such amendments:
  - 8.1.1 are not inconsistent with the Constitution.
  - 8.1.2 are submitted in writing to a meeting of Board, held at least three (3) weeks prior to the meeting at which, the vote on the amendment(s) is to be taken and
  - 8.1.3 have been circulated to all Clubs prior to the vote being taken.

## **9. GENERAL**

- 9.1 ARCHERY SA shall issue each year an archery calendar setting out tournaments and other events of general interest to South Australian archers.
- 9.2 The ARCHERY SA equipment may be made available to any member Club for specific archery events or to assist a new Club. The issue of such gear shall be controlled by the Equipment Officer. Breakages and losses shall be made good by the borrower within time limits specified by the Equipment Officer.

## **10. STATE TEAM UNIFORMS**

- 10.1 State Team Uniforms shall be as determined by the Board from time to time.

## **11. ARCHERY SA EMBLEM AND FLAG**

- 11.1 The symbol of ARCHERY South Australia Inc. shall be a navy-blue disc bisected by a gold bowstring attached to a gold bow with three red arrows appearing to leave the bow
- 11.2 The ARCHERY SA Flag shall comprise a white fly with ARCHERY SA crest placed centrally thereon and at the hoist three vertical stripes coloured navy blue at the hoist edge, red and then gold innermost. The stripes to be equal in width and each to occupy 1/12<sup>th</sup> the overall width of the flag which is proportioned 3:2.

## **12. SERVICE AWARDS**

- 12.1 There shall be Service Awards as shall be determined from time to time and as set out in the ARCHERY SA Awards Policy.

## **AMENDMENTS TO THESE RULES**

- 13/04/2017 Comprehensive review and consolidation of the Rules to ensure they are not inconsistent with the Constitution
- 13/08/2020 Added State Development Officer (3.2.12)
- 08/04/2021 Added Membership Officer (3.2.13)