

# **Sunset Coast Archers (Inc.)**

## **Constitution (January 2006)**

### **1. NAME:**

The name of the Club is Sunset Coast Archers (Inc.) hereinafter referred to as the "Club".

### **2. OBJECTS:**

The objects of the Club are:

- 2.1. To promote and encourage the sport of Archery in Western Australia.
- 2.2. To promote the sport of archery at all levels, ages and abilities providing opportunities for recreation and competition.
- 2.3. To provide coaching and instruction in archery.
- 2.4. To encourage and maintain a spirit of good fellowship and sportsmanship among all archers.
- 2.5. To encourage, promote and perpetuate archery as a family sport.

### **3. ATTAINING OBJECTS**

The Club shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Club.

### **4. PROPERTY OF THE CLUB**

The Club must apply all property and income of the club towards the promotion of the objects or purposes of the Club. And no part of that property or income is to be paid or otherwise distributed, directly or indirectly, to members of the Club except in good faith in the promotion of those objects or purposes.

### **5. POWERS OF THE CLUB: (as conferred by Section 13 of the Act).**

- 5.1. To acquire, hold, deal with, and dispose of any real or personal property.
  - 5.2. To open and operate bank accounts.
  - 5.3. To invest its money.
    - In any security in which trust moneys may be invested; or
    - In any other manner authorised by the rules of the Club;
  - 5.4. To borrow money upon such terms and conditions as the Club thinks fit.
  - 5.5. To give such security for the discharge of liabilities incurred by the Club as the Club thinks fit.
  - 5.6. To appoint agents and employees to transact any business of the Club on its behalf for reward or otherwise.
  - 5.7. To build construct erect maintain alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Club.
  - 5.8. Accept donations and gifts in accordance with the objects of the Club.
  - 5.9. Print and publish any information by any media including newsletters, newspapers, articles or leaflets for promotion of the Club.
  - 5.10. Provide gifts and prizes in accordance with the objects of the Club.
  - 5.11. Organise social events for Members and the promotion of the Club.
  - 5.12. Enter into any other contract the Club considers necessary or desirable.
6. MEMBERSHIP:
- 6.1. Membership shall be open to any person who wishes to further the interests of the Club.
  - 6.2. Any person seeking membership shall make

application to the Management Committee, and the Management Committee shall determine whether the application is successful or not.

6.3. Each person admitted to membership shall be;

6.3.1. Bound by the Constitution and By-laws of the Club.

6.3.2. Come liable for such fees and subscriptions as may be fixed by the Club.

6.3.3. Entitled to all advantages and privileges of membership.

6.4. Membership Categories:

6.4.1. ORDINARY MEMBER

Any person 18 years of age or over may become an Ordinary Member

6.4.2. ASSOCIATE MEMBER

Persons other than ordinary members who are interested in promoting the Club, but who do not wish to participate in the playing activities of the Club, may become an Associate Member.

6.4.3. JUNIOR MEMBER

Any person under the age of 18 years may become a Junior Member. Junior Members shall have no voting rights nor be entitled to hold any office.

6.4.4. FAMILY MEMBER

Members with three or more members in any membership category from the same family.

6.4.5. LIFE MEMBERSHIP

The Management Committee may elect any member who has given outstanding service to the Club as a Life Member. Any member may nominate a person to the Management Committee for consideration for Life Membership.

Life members shall have equal voting rights as financial Ordinary Members.

#### 6.4.6 HONORARY MEMBER

The Club may, at its discretion, elect honorary members of the Club for such period as may be deemed necessary. Such members shall not be eligible to vote unless they are current members of the Club under another category of membership.

6.5. The Management Committee shall appoint a member of the Management Committee to maintain an up to date register of members of the Club.

6.6. A member may at any reasonable time inspect the records and documents of the Association.

#### 7. SUBSCRIPTIONS:

7.1. To be paid by different classes as and when they are due.

#### 8. TERMINATION OF MEMBERSHIP

8.1. Any person's membership may be terminated by the following events;

8.1.1. Resignation.

8.1.2. Expulsion.

8.1.3. A Member's annual membership fee remains unpaid after four weeks falling due.

8.2. The Management Committee shall have the power to suspend or expel any member of the Club for;

8.2.1. Any of the events in Item 8.1.

8.2.2. False or inaccurate statements made in the member's application for membership of the Club.

8.2.3. Breach of any rule, regulation or by-law of the Club.

8.2.4. Any act detrimental to the Club.

After having undertaken due inquiry.

- 8.3. Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General Meeting called for such purpose, and the decision of the General Meeting shall be final.

## 9. MANAGEMENT COMMITTEE

- 9.1. Management of the club shall be vested in the Management Committee elected by the members at the Annual General Meeting.

Any financial member, except Junior and Honorary members, may be elected to the Management Committee.

The Management Committee shall consist of the following six (6) Executive positions;

- 9.1.1. President
- 9.1.2. Vice-President
- 9.1.3. Secretary
- 9.1.4. Treasurer
- 9.1.5. Recorder
- 9.1.6. Equipment Officer

plus up to four (4) optional Non-Executive positions.

- 9.2 No person shall hold more than one Executive position on the Management Committee at any one time.  
A person shall cease to be a member of the Management Committee at the conclusion of the Annual General Meeting, which follows his/her election, and will be eligible for re-election.
- 9.3 The Management Committee shall meet once a month or at such times as deemed necessary to conduct the affairs of the club.
- 9.4 A quorum of the Management Committee shall be either 50% or more of the elected Executive Committee Members or 50% or more of a combination of the elected Executive and Non-Executive Committee Members.
- 9.5. If the President or Vice President is unable to

attend, then a chairperson nominated by the meeting shall chair that meeting.

9.6. A member of the management committee may lose his or her seat on the committee for either of the following:

9.6.1. Absence from three or more meetings without leave of absence.

9.6.2. Found not to be a financial member.

## 10. POWERS OF THE MANAGEMENT COMMITTEE

10.1. The Management Committee shall carry out the day-to-day running of the Club and shall have the power to:

10.1.1. Administer the finances, appoint bankers, and direct the opening of banking accounts for specific purposes and to transfer funds from one account to another, and to close any such account.

10.1.2. Fix the manner in which such banking accounts shall be operated upon, providing the Management Committee passes all payments.

10.1.3. Fix fees and subscriptions payable by members and decide such levies, fines and charges as is deemed necessary and advisable, and to enforce payment thereof.

10.1.4. Adjudicate on all matters brought before it, which in any way affect the Club.

10.1.5. Cause minutes to be made of all proceedings at meetings of the Committee and General Meetings of members.

10.1.6. Make, amend and rescind rulings and By-laws.

10.1.7. Have the power to form and appoint any sub committee/s as required for specific purposes.

10.1.8. May at their discretion employ a person or persons to carry out certain

duties required by the Club, at salaries or remunerations for such period of time, as may be deemed necessary.

10.1.9. Should a vacancy occur on the Management Committee during the season, the Management Committee shall appoint a successor until the next Annual General Meeting.

10.1.10. Appoint an officer/s or agent of the Management Committee to have custody of the Club's records, documents and securities.

## 11. AUDITOR

11.1. The Management Committee shall elect or appoint an Auditor.

11.2. The Auditor/s shall examine and audit all the books and accounts of the Club annually, and have the power to call for all books, papers, accounts, receipts etc., of the Club and report thereon to the Annual General Meeting.

## 12. GENERAL MEETINGS

### 12.1. Annual General Meeting

12.1.1. The Annual General Meeting of the Club must be held within four months of the end of the club's financial year.

12.1.2. The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting to members.

12.1.3. All financial members may attend the Annual General Meeting.

12.1.4. The quorum at the Annual General Meeting, shall be more than 50% of members eligible to vote at the meeting.

If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge

the business of the meeting.

12.1.5. The agenda for an Annual General Meeting shall be:

- Opening of Meeting;
- Apologies;
- Confirmation of Minutes of previous Annual General Meeting;
- Presentation of Annual Report;
- Adoption of Annual Report;
- Presentation of Treasurer's statement;
- Election of New Executive;
- Appointment of Auditor, who shall not be a member of the current or retiring Executive Council;
- Vote of thanks to outgoing Executive;
- Notice/s of Motion;
- Urgent general business; and,
- Closure.

12.2. General Meetings

12.2.1. General Meetings may be called by the Management Committee or at the request of the President and Secretary or on the written request of three members of the Club.

12.2.2. The Secretary shall give at least seven (7) days notice, in writing, of the date of the General Meeting to the members. Notice of General Meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.

12.2.3. The quorum at the General Meeting shall be more than 50% of members eligible to vote at the meeting  
If at the end of 30 minutes after the time appointed in the notice for the opening of the meeting, there be no quorum, the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.

12.2.4. The agenda for a General Meeting shall be:

- Opening of Meeting;
- Apologies;
- Business on the Agenda;
- Closure.

### 13. VOTING

#### 13.1. Voting powers at the Annual General Meeting and General Meetings:

13.1.1. The President shall be entitled to a deliberate vote and, in the event of a tied vote, the President shall exercise a casting vote.

13.1.2. Each individual financial member present, with the exception of Junior and Honorary members, shall have one (1) vote.

13.1.3 Members may cast their vote via proxy, provided that written notice of such a proxy vote is provided prior to the commencement of the meeting.

#### 13.2. Voting powers at Management Committee Meetings:

13.2.1. The President shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote.

13.2.2. Each individual committee member present shall have one (1) vote.

13.2.3. Voting shall be restricted to those in attendance.

### 14. FINANCE

14.1. All funds of the Club shall be deposited into the Club's accounts at such bank or recognised financial institution as the Management Committee may determine.

14.2. All accounts due by the Club shall be paid by cheque after having being passed for payment at the Management Committee Meeting and when immediate payment is necessary, account/s shall be paid and the action endorsed at the next Management

Committee Meeting.

- 14.3. The Secretary shall not spend more than a set amount Petty Cash without the consent of the Management Committee, and shall keep a record of such expenditure in a Petty Cash Book.
- 14.4. The Treasurer shall table a statement showing the financial position of the Club at each Management Committee Meeting.
- 14.5. A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.
- 14.6. The financial year of the Club shall commence on 1st July each year. The accounts, books and all financial records of the Association shall be audited after the end of the financial year and prior to the next Annual General Meeting.
- 14.7. The signatories to the Club's account/s will be the Treasurer and any one (1) from the following:
  - President
  - Vice President
  - Secretary
- 14.8. All property and income of the Club will apply solely to the promotion of the objects of the Club and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

15. COMMON SEAL

(A rubber stamp on which is engraved the Club's name)

The common seal of the Club shall be kept in the care of the Secretary. The seal shall not be used or affixed to any deed or document except pursuant to a resolution of the Management Committee and in the presence of at least the President and two members of the Committee, both of whom shall subscribe their names as witnesses.

16. ALTERNATIONS TO THE CONSTITUTION

- 16.1. No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.
- 16.2. The Secretary shall forward such notices of motion to each Management Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a General Meeting.
- 16.3. Such motions or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, or General Meeting.
- 16.4. Within one month of the passing of a Special Resolution, the Secretary shall notify the Department of Consumer and Employment Protection of the amendment.

17. DISSOLUTION

If, on the winding up of the Club, any property of the Club remains after satisfaction of the debts and liabilities of the Club and the costs, charges and expenses of that winding up, that property shall be distributed:

- To another incorporated association having objects similar to those of the Club; or,
- For charitable purposes

which incorporated Association or purposes, as the case requires, shall be determined by resolution of the members.

.....The End.....