



Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	1 of 20

101. Constitution

draft

**The Constitution Of
Archery Victoria Incorporated.**



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	2 of 20

101. Constitution

Number	Contents	Page
101.5.	Affiliated Membership	7
101.27.	Alteration Of Constitution	20
101.13.	Annual General Meeting	11
101.25.	Common Seal	18
101.24.	Custody Of Books	18
101.10.	Discipline Of Member	9
101.26.	Disputes And Mediation	19
101.16.	Elections	15
101.21.	Finance	18
101.4.	Interpretation	6
101.15.	Management	14-15
101.11.	Meetings	10
101.6.	Membership Subscription	8
101.20.	Minutes	18
101.1.	Name	3
101.9.	Notices	8
101.28.	Policy	20
101.3.	Powers	4-5
101.14	Proceedings At Meetings	12-13
101.19.	Proceedings Of Board Of Management Meetings	17
101.7.	Register Of Members	8
101.18	Removal Of Officers	16
101.8.	Resignation Of Member	8
101.23.	Signatories	18
101.22.	Source Of Funds	18
101.12.	Special General Meetings	10
101.2.	Statement Of Purposes	3
101.17.	Vacancies	16
101.30.	Voting	20
101.29.	Winding Up	20



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	3 of 20

101. Constitution

101.1. Name

The name of the association is Archery Victoria Incorporated (in this document called 'AV').

101.2. Statement Of Purposes

Archery Victoria Incorporated is an organisation comprising of registered clubs and affiliated individual archers.

The purposes of Archery Victoria Incorporated are to:

- 101.2.1. Raise the profile of, and increase the awareness of, the benefits of recreational archery and its associated programs and to provide an avenue for health, fitness and well-being.
- 101.2.2. Promote fair play, safety and enjoyment of archery through recognised codes of conduct.
- 101.2.3. Raise the skill level and performance of competitive archery through the improvement of the administration and the standard of coaching.
- 101.2.4. Encourage the development of opportunities and programs aimed at improving access, equity and participation in all areas of archery.
- 101.2.5. Foster and coordinate efficient and effective administration in cooperation with the registered member archery clubs.
- 101.2.6. Represent member clubs in all matters relating to archery with external organisations.
- 101.2.7. Be the primary body representing Archery in the State of Victoria.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	4 of 20

101. Constitution

101.3. Powers

Solely for the purpose of furthering the purposes set out above, AV shall have power:

- 101.3.1. To subscribe to, become a member of and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of AV provided that AV shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on AV under or by virtue of these Rules.
- 101.3.2. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of AV: provided that in case AV shall take or hold any property which may be subject to any trusts AV shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- 101.3.3. To enter into any arrangements with any government or authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of AV; to obtain from any such government or authority any rights, privileges and concessions which AV may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 101.3.4. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of AV.
- 101.3.5. To engage in such other activities, of a like nature as may for the time being be permitted by law.
- 101.3.6. To invest and deal with the money of AV not immediately required in such manner as may from time to time be determined.
- 101.3.7. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- 101.3.8. To assist in the establishment of new member Clubs and the maintenance of existing member Clubs as the Board sees fit.
- 101.3.9. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advance borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- 101.3.10. To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of AV.
- 101.3.11. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of AV's property of whatsoever kind sold by AV, or any money due to AV from the purchasers and others.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	5 of 20

101. Constitution

101.3. Powers

- 101.3.12. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of AV but subject always to the proviso in paragraph 101.3.5.
- 101.3.13. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of AV, in the shape of donations, annual subscriptions or otherwise.
- 101.3.14. To print and publish any newspapers, periodicals, books or leaflets that AV may think desirable for the promotion of its objects.
- 101.3.15. To amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of AV and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon AV under or by virtue of the Rules.
- 101.3.16. To purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which AV is authorised to amalgamate.
- 101.3.17. To transfer all or any part of the property, assets, liabilities and engagements of AV to any one or more of the incorporated associations with which AV is authorised to amalgamate.
- 101.3.18. To make donations for patriotic, charitable or community purposes.
- 101.3.19. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of AV.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	6 of 20

101. Constitution

101.4. Interpretation

101.4.1. In these rules, unless the contrary intention appears –

- 101.4.1.1. Board Members mean the President, Vice-President, Secretary, Chief Financial Officer and Members Representative.
 - 101.4.1.2. Financial year means the year ending on the 30th of June.
 - 101.4.1.3. Special General Meeting means a special general meeting of individual member clubs convened in accordance with Clause 101.12.
 - 101.4.1.4. Member means a registered member club of AV.
 - 101.4.1.5. Club means a registered member club of AV.
 - 101.4.1.6. Archer means a registered member of an archery club.
 - 101.4.1.7. Archer means an affiliated member of AV.
 - 101.4.1.8. Administrative Officer means a member of AV who is duly elected to carry out the functions of the office as set down by the AV Board of Management.
 - 101.4.1.9. The Act means the Associations Incorporation Act 1981. (including relevant amendments)
 - 101.4.1.10. The Regulations means Regulations under the Act. (including relevant amendments)
- 101.4.2. In these Rules, a reference to the Secretary of AV is a reference –
- 101.4.2.1. Where a person holds office under these Rules as Secretary of AV – to that person; and,
 - 101.4.2.2. In any other case, to the public officer of AV.
- 101.4.3. Words or expressions contained in these Rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984, including amendments, at the time.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	7 of 20

101. Constitution

101.5. Affiliated Membership

- 101.5.1. A natural person who applies for affiliation as provided in these rules is eligible to be an affiliated member of AV on payment of the annual subscription fee payable under these rules.
- 101.5.2. A right, privilege or obligation of a person by reason of his or her affiliation with AV;
- 101.5.2.1. Is not capable of being transferred or transmitted to another person; and
- 101.5.2.2. Terminates upon the cessation of his or her club membership whether by non-payment of the fees, death, resignation or otherwise.
- 101.5.3. An application for affiliation of AV;
- 101.5.3.1. Shall be made in writing in the form set out in the policy and procedure manual; and
- 101.5.3.2. Shall be lodged with AV by the nominee's member archery club accompanied by the sum payable under these rules as the annual subscription.
- 101.5.4. As soon as is practicable after the receipt of an application, it shall be referred to the Board of Management, or a nominated Officer, who shall determine whether to approve the application.
- 101.5.5. Upon an application being approved by the Board of Management, or a nominated Officer, AV shall confirm receipt and acceptance of the application in writing to the nominee.
- 101.5.6. AV shall, upon payment of the amount referred to in 101.5.3.2. enter the nominee's name and member club in the register of affiliated members and, upon being so entered, the nominee becomes an affiliated member of AV.
- 101.5.7. AV may grant affiliated life membership to any such person or member of any body or association whatsoever that the Board of Management in their absolute discretion approve.
- 101.5.8. AV may grant associate affiliation to any such person or member of any body or association whatsoever that the Board of Management in their absolute discretion approve. Associate Members may not represent their club at meetings.
- 101.5.9. The nominee shall apply for associate affiliation in the manner prescribed in 101.5.3.1. and 101.5.3.2. and the other provision of this clause shall, subject to such modifications as are necessary to give effect to 101.5.8. apply to such nomination provided, however, that associate affiliates shall not be required to pay the full AV affiliation fee pursuant to 101.5.6. and the nominee and the member club, if any, that he or she is a member of, shall be noted as an associate affiliate in the register.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	8 of 20

101. Constitution

101.6. Membership Subscription

101.6.1. The annual membership subscription payable shall be determined each year at a board meeting and that the determined fee shall be payable from the 1st of July in each year.

101.7. Register Of Members

101.7.1. AV shall keep and maintain a register of affiliated members in which shall be entered the full name, address and details from the Affiliation Application and Renewal Form. The members recorded information shall be available for inspection by that member alone by contacting the CEO or President.

101.8. Resignation Of Member

101.8.1. An affiliated member of AV who has paid all moneys due and payable by the member may resign from AV by first giving one month's notice in writing of the intention to resign and AV shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.

101.9. Notices

101.9.1. A notice may be served by or on behalf of AV upon any member either personally or by sending it by post to the member at his address shown in the Register of Members.

101.9.2. Where a document is properly addressed prepaid and posted or emailed to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post or email.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	9 of 20

101. Constitution

101.10. Discipline Of Affiliated Member

101.10.1. The Board of Management reserves the right to suspend, fine or terminate membership for breaches of this Constitution and/or its policies and procedures and/or State and National Codes Of Conduct and/or for actions or conduct considered to be unbecoming of a member prejudicial to the interests of AA or AV. No appeals shall be received, other than that provided for by the Constitution.

101.10.1.1. Consultation between the accused and the Board of Management must take place before any action is taken by the Board of Management.

101.10.2. Where the Board of Management passes a resolution under sub-clause 101.10.1., the CEO shall, as soon as practicable, serve the member with a notice in writing:

101.10.2.1. Setting out the resolution of the Board of Management and the grounds on which it is based;

101.10.2.2. Stating that the member may address the Board of Management at a meeting to be held no later than 21 days after service of the notice;

101.10.2.3. Stating the date, place and time of that meeting;

101.10.2.4. Informing the member that he or she may do one or more of the following;

101.10.2.4.1. Attend the meeting, to be heard.

101.10.2.4.2. Submit to the Board a written statement of appeal.

101.10.3. Where a member does not exercise their right to be heard, does not exercise their right to submit a written appeal or does not exercise their right appeal to an AV Special General Meeting, the Board of Management resolution is acted upon and the Board of Management must inform members at the next Special General Meeting or through the Minutes of a Board Meeting.

101.10.4. Where a member does exercise a right to address or submit a written appeal to the AV Board of Management, clause 101.10.2.4.

101.10.4.1 The Board of Management must reconsider and confirm or rescind their resolution under clauses 101.10.1., 101.10.2.

101.10.4.2. If the resolution is upheld it is acted upon and the Board of Management must report to the member clubs at the next Special General Meeting or through the Minutes of a Board Meeting.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	10 of 20

101. Constitution

101.11. Meetings

There will be two categories of meetings of the members, namely;

101.11.1. Special general meeting.

101.11.2. Annual general meeting.

There will be one category of meetings of the AV Board of Management namely;

101.11.3. Board meeting.

101.12. Special General Meetings

- 101.12.1. The Board of Management may, whenever it thinks fit, convene a special general meeting of AV and, whereby for this sub-clause, more than 15 months would elapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 101.12.2. The Board of Management shall, upon request in writing of members representing not less than 5% of the total number of eligible voting members, convene a special general meeting of AV.
- 101.12.3. 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 AV and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 101.12.4. If the Board of Management do not cause a special general meeting to be held within 21 days after the date on which the requisition is sent to the address of AV, the members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after that date.
- 101.12.5. A special general meeting convened by members in pursuance of these rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Board of Management and all reasonable expenses incurred in convening the meeting shall be refunded by AV to the persons incurring the expenses.
- 101.12.6. AV shall, at least 21 days before the date determined for holding a Special General Meeting of AV, cause to be sent to each member of AV, a notice by pre-paid post or e-mail stating the place, date, time of the meeting and the nature of the business to be transacted at the meeting.
- 101.12.7. No business other than that set out in the notice convening the meeting shall be transacted at the meeting unless a simple majority voting in person or by proxy are in favour of further business being transacted.
- 101.12.8. A Member desiring to bring any business before a Special General Meeting may give notice of that business in writing to AV, who shall include that business in the notice calling the next Special General Meeting after receipt of the notice.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	11 of 20

101. Constitution

101.13. Annual General Meeting

- 101.13.1. AV shall, in each calendar year convene an annual general meeting of its members.
- 101.13.2. The annual general meeting shall be held on such day as the Board of Management determines.
- 101.13.3. The annual general meeting shall be specified as such in the notice convening it. AV shall, at least 21 days before the date determined for holding the AGM, send to each member a notice by pre-paid post or email, stating the place, date and time of the meeting with the nature of business to be transacted at the meeting.
- 101.13.4. The ordinary business of the annual general meeting shall be:
- 101.13.4.1. To confirm the minutes of the last preceding annual general meeting;
 - 101.13.4.2. To receive from the Board of Management and administrative officers' reports upon the transactions of AV during the last preceding financial year;
 - 101.13.4.3. To announce the election of the Board and the Officers of AV for the following term; and
 - 101.13.4.4. To receive and consider the financial statement submitted by AV in accordance with Section 30 (3) of the Associations Incorporation Act. (including relevant amendments)
- 101.13.5. The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 101.13.6. The annual general meeting shall be in addition to any other meetings that may be held in the same year.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	12 of 20

101. Constitution

101.14. Proceedings At Meetings

- 101.14.1. 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.
- 101.14.2. No item of business shall be transacted at a special 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.
- 101.14.3. 25% of the total membership personally present, by telephone link or by proxy representation (being eligible members entitled under these rules to vote at a Special General Meeting) constitute a quorum for the transaction of the business of a Special General Meeting.
- 101.14.4. If within half an hour after the time appointed for the commencement of a Special General Meeting a quorum is not present, the meeting, if convened upon the requisition of the members, shall be dissolved.
- 101.14.5. The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each Special General Meeting of AV.
- 101.14.6. If the President and the Vice-President are absent from a special general meeting, the Secretary shall preside as Chairperson at that meeting.
- 101.14.7. The Chairperson of a special general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 101.14.8. Where a meeting is adjourned for 21 days or more, a like notice of the adjourned meeting shall be given as in the case of the special general meeting.
- 101.14.9. Except as provided in sub-clause 101.14.8., it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 101.14.10. A question arising at a special general meeting of AV shall be determined on a show of hands and unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minute Book of AV is evidence of the fact, with proof of the number or proportion of the votes recorded in favour, against and abstentions of that resolution.
- 101.14.11. An eligible voting member may request of the Chairperson that voting on all or any matters shall be done by secret ballot. Such a request shall be binding on the Chairperson.
- 101.14.12. Upon any question arising at a special general meeting of AV, a member has one vote only.
- 101.14.13. All votes shall be given:
- 101.14.13.1. Personally;
 - 101.14.13.2. By telephone;
 - 101.14.13.3. By proxy (as per clause 101.14.18., 101.14.19. and 101.14.20.).



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	13 of 20

101. Constitution

101.14. Proceedings At Meetings

- 101.14.14. The only persons entitled to vote are the eligible affiliates deemed to be 18 years of age or over.
- 101.14.15. If at a meeting a poll on any question is demanded by not less than three members, it shall be taken at that 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.
- 101.14.16. 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.
- 101.14.17. An affiliate is not entitled to vote at any special general meeting unless all moneys due and payable by the affiliate, are paid.
- 101.14.18. Each member is entitled to appoint another AV member as a proxy by notice given to AV before the time of the meeting in respect of which the proxy is appointed.
- 101.14.19. An affiliate holding proxies for other AV members shall be limited to five (5) proxies as a maximum.
- 101.14.20. The notice appointing the proxy shall be on the form as set out in the policy and procedures manual.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	14 of 20

101. Constitution

101.15. Management

101.15.1. The affairs of AV shall be managed by the Board of Management as provided in Clause 101.15.3.

101.15.2. The Board of Management;

101.15.2.1. Shall control, govern, manage and administer the day to day business and affairs of AV;

101.15.2.2. May, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by AV other than those powers and functions that are required by these rules to be exercised by Special General Meetings of the members of AV; and

101.15.2.3. Subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Board of Management to be essential for the proper management of the business and affairs of AV.

101.15.3. The Board of Management of AV shall be:

101.15.3.1. President.

101.15.3.2. Vice-President.

101.15.3.3. Secretary.

101.15.3.4. Chief Financial Officer.

101.15.3.5. Members Representative.

101.15.4. The provisions of rule 101.16. 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 101.15.3.

101.15.5. Subject to clause 101.16.1., each Board of Management officer of AV shall hold office for a two year term after the date of the election but is eligible for re-election.

101.15.6. Board of Management officers elected shall assume office at the conclusion of the meeting at which they were elected.

101.15.7. In the event of a casual vacancy in any Board positions referred to in sub-clause 101.15.3.;

101.15.7.1. The Board of Management may appoint one of its administrative officers to the vacant office until such time as nominations are called for and elections held.

101.15.7.2. The member so elected shall continue in office for the remainder of the term.

101.15.7.3. The election for the filling of a casual vacancy shall take place at the next appropriate meeting or by the notification of a special general meeting called for that purpose.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	15 of 20

101. Constitution

101.15. Management

101.15.8. There shall be such administrative officers as required to implement the operations of AV, each of whom shall be elected;

101.15.8.1. Subject to clause 101.16.1. each administrative officer of AV shall hold office for a two year term after the date of the election but is eligible for re-election.

101.15.8.2. Administrative officers elected shall assume office at the conclusion of the meeting at which they were elected.

101.15.9. In the event of a casual vacancy in any administrative office referred to in sub-clause 101.15.8.;

101.15.9.1. The Board of Management may call for nominations and appoint an affiliated member of AV to the vacant office.

101.15.9.2. The affiliate so appointed shall continue in office for the remainder of the term.

101.15.10. Elections for administrative officers shall be split into even and odd numbered years by the Board of Management according to the number of positions required from time to time.

101.16. Elections

101.16.1. Nominations of candidates for election as Board of Management and administrative officers of AV;

101.16.1.1. Shall be made in writing, signed by two members of AV and accompanied by the written consent of the candidate.

101.16.1.2. Shall be delivered to the CEO of AV not less than 42 days before the date fixed for the holding of the annual general meeting.

101.16.2. Voting for all positions shall be by secret ballot.

101.16.3. A candidate for election under this clause may nominate for another office at the same election (but is ineligible to hold more than one position in any given term of office).

101.16.4. Nominations for positions of office of AV may only be accepted from persons who are members of AV.

101.16.5. The elections shall be split as follows.

101.16.5.1. In even numbered years, the following Board Members shall be elected;

President.

Chief Financial Officer.

Members Representative.

101.16.5.2. In odd numbered years;

Vice-President.

Secretary.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	16 of 20

101. Constitution

101.17. Vacancies

For the purpose of these rules, the office of an officer of AV becomes vacant if the officer, who is a member of AV:-

- 101.17.1. Ceases to be a member of AV.
- 101.17.2. Becomes an insolvent under administration within the meaning of the Companies (Victoria) Code, or,
- 101.17.3. Resigns from office.

101.18. Removal Of Officers

- 101.18.1. AV, in special general meeting, may by resolution remove any officer before the expiration of the officer's term of office and appoint another member in their stead to hold office until the expiration of the term of the first mentioned member.
- 101.18.2. Where the member to whom a proposed resolution referred to in clause 101.18.1. makes representation in writing to the CEO of AV within 21 days and requests that they be represented to the eligible voting members of AV. The CEO may send a copy of the representations to each eligible voting member of AV, or if they are not so sent, the member may require that they be read out at the meeting.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	17 of 20

101. Constitution

101.19. Proceedings Of Board of Management Meetings

- 101.19.1. The Board of Management shall meet at such place, date and time as they may determine.
- 101.19.2. Meetings of the Board of Management may be convened by the President or by any three of the Board of Management.
- 101.19.3. Notice shall be given to the Board of Management of any special meeting specifying the general nature of the business to be transacted.
- 101.19.4. Three Board of Management officers constitute a quorum for the transaction of the business of a meeting.
- 101.19.5. No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week or such time, place and hour as directed by the President or any three Board of Management officers unless the meeting was a special meeting in which case it lapses.
- 101.19.6. At meetings of the Board of Management;
- 101.19.6.1. The President, or in the President's absence, the Vice-President shall preside or,
- 101.19.6.2. If the President and the Vice-President are absent, then any one of the remaining members of the Board of Management, as may be chosen by the Board Members present, shall preside.
- 101.19.7. Questions arising at a meeting of the Board of Management shall be determined on a show of hands or, if demanded by a Board Member, by a secret ballot.
- 101.19.8. Each Board Member present at a meeting of Board of Management (including the person presiding at the meeting) is entitled to one vote and in the event of an equality of votes on any question; the person presiding may exercise a second or casting vote.
- 101.19.9. Written notice of each Board of Management meeting shall be notified to each Board Member at least 21 days before the meeting.
- 101.19.10. Subject to sub-clause 101.19.4. the Board may act notwithstanding any vacancy on the Board.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	18 of 20

101. Constitution

101.20. Minutes

The CEO of AV shall keep minutes of the resolutions and proceedings of each Board of Management meeting, Special General Meeting and Annual General Meeting in the books provided for that purpose together with a record of the names of persons present at meetings, the apologies, the proxies and the date of the meeting.

101.21. Finance

The Chief Executive Officer of AV, or their nominated deputy as approved by the Board;

101.21.1. Shall collect and receive all moneys due to AV and make all payments authorised by AV ; and

101.21.2. Shall keep correct accounts and books showing the financial affairs of AV with full details of all receipts and expenditure connected with the activities of AV.

101.22. Source Of Funds

The funds of AV shall be derived from annual subscriptions, donations and such other sources as the Board of Management determines.

101.23. Signatories

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments such as direct debit and BPay shall be authorised by any Board of Management officer or a nominated deputy.

101.24. Custody Of Books

101.24.1. Except as otherwise provided in these Rules, the Chief Executive Officer, or their nominated deputy as approved by the Board, shall keep in their custody or under their control, all books, documents and securities of AV.

101.24.2. All accounts, books, documents and securities of AV shall be available for inspection and copying by any member club of AV upon request to the Chief Executive Officer.

101.25. Common Seal

101.25.1. The common seal of AV shall be kept in the custody of the Chief Executive Officer.

101.25.2. The common seal shall not be affixed to any instrument except by the authority of the Board of Management and the affixing of the common seal shall be attested by the signatures either of two Board of Management officers or on one Board of Management officer and the Chief Executive Officer of AV.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	19 of 20

101. Constitution

101.26. Disputes And Mediation

- 101.26.1. The grievance procedure as set out applies to disputes under Archery Victoria Constitution between:
- 101.26.1.1. A member and another member; or
 - 101.26.1.2. A member and Archery Victoria.
- 101.26.2. The parties to a dispute must meet and discuss the matter in dispute and if possible resolve the dispute within 21 days after the dispute comes to the attention of all of the parties.
- 101.26.3. If the parties are unable to resolve the dispute at a meeting or if a party fails to attend that meeting, then the parties must, within 21 days, hold a meeting in the presence of a mediator.
- 101.26.4. The mediator must be;
- 101.26.4.1. A person chosen by agreement between the parties, or in the absence of an agreement, by the Board of Management.
 - 101.26.4.2. In a case of a dispute between a member and another member, a person appointed by the Board of Management of Archery Victoria.
 - 101.26.4.3. In the case of a dispute between a member and Archery Victoria, a person who is shown to be neutral.
 - 101.26.4.4. An affiliate of Archery Victoria may be the mediator if they can be shown to be neutral.
 - 101.26.4.5. The mediator cannot be a member who is party to the dispute or who can be shown to have any interest other than to settle the dispute.
 - 101.26.4.6. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - 101.26.4.7. The mediator, in conducting the mediation, must:
 - 101.26.4.7.1. Give the parties to the mediation process every opportunity to be heard and;
 - 101.26.4.7.2. Allow due consideration by all parties of any written statements submitted by any party and;
 - 101.26.4.7.3. Ensure that natural justice is accorded to the parties of the dispute.
 - 101.26.4.7.4. The mediator must not determine the dispute.
- 101.26.5. If the mediation process does not result in the dispute being resolved the parties may seek to resolve the dispute with a relevant State or National Authority or otherwise as in law.
- 101.26.6. AV shall provide policies and procedures in line with any State and National codes of conduct and laws.



Archery Victoria

Title:	Policy and Procedures Manual		
Subject:	Constitution		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	01/10/10	Replaces:	New
Number:	101	Pages:	20 of 20

101. Constitution

101.27. The Alteration Of Constitution

This Constitution shall not be altered except in accordance with the Act.

101.28. Policy

The Board of Management of AV shall be empowered to determine policies not inconsistent with this Constitution.

101.29. Winding Up

In the event of the winding up or the cancellation of the incorporation of the association, the assets of the association must be disposed of in accordance with the provisions of the Act.

101.30. Voting

- 101.30.1. Voting at Special General Meetings can only be done by the member club nominated delegate that are current paid-up AV affiliates and are 18 years of age or over.
- 101.30.2. Voting at Special General Meetings will require a simple majority for the vote to be passed. In the event of a tied vote the vote is lost.
- 101.30.3. Board Members may not vote at Special General Meetings but may vote as a club delegate upon presentation of the appropriate proxy.
- 101.30.4. Voting at Annual General Meetings can only be done by the member club nominated delegate that are current paid-up AV affiliates and are 18 years of age or over.
- 101.30.5. Voting at Annual General Meetings will require a simple majority for the vote to be passed. In the event of a tied vote the vote is lost.
- 101.30.6. Board Members may not vote at the Annual General Meeting but may vote as a club delegate upon presentation of the appropriate proxy.
- 101.30.7. Only Board Members may vote at Board Meetings.
- 101.30.8. Voting at Board Meetings shall be by simple majority. In the event of a tied vote the Chairperson may cast a deciding vote.