



Archery Victoria			
Title:	Policy And Procedure Manual		
Subject:	Constitution		
Author:	Chief Executive Officer – Trevor Filmer		
Date:	10/07/08	Replaces:	2003
Number:	101	Pages:	1 of 19

101. Constitution

The Constitution Of Archery Victoria Incorporated.



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101.1. Name

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

101.2. Statement Of Purposes

Archery Victoria is an organisation comprising all affiliated archery clubs and their members.

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 associated programs to provide an avenue for health, fitness and well-being.
- 101.2.2. Promote fair play, safety and enjoyment of archery.
- 101.2.3. Raise the skill level and performance of competitive archery through improvement of the administration and 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 co-ordinate efficient and effective administration in co-operation with member clubs and members.
- 101.2.6. Represent members in all matters relating to archery with external organisations.
- 101.2.7. Be the primary body representing Archery in the State of Victoria.



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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 co-operate 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 and determined by the association.
- 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 Clubs and the maintenance of existing Clubs as the Board and/or Council 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.



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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 101.3.6.
- 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 powers of AV.



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101.4. Interpretation

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

101.4.1.1. Board Members mean the Chairperson, Vice-Chairperson, Secretary, Chief Financial Officer and the Members Representative.

101.4.1.2. Financial year means the year ending on 30 June.

101.4.1.3. Special General Meeting means a special general meeting of members convened in accordance with Clause 13.

101.4.1.4. Member means a member of AV.

101.4.1.5. 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.

101.4.1.6. Council means a management forum comprising the Board of Management and Presidents of member clubs.

101.4.1.7. Councillor means the President of a member club, elected by the members of that club to represent them in all matters pertaining to AV.

101.4.1.8. Club means affiliated or member archery club.

101.4.1.9. The Act means the Associations Incorporation ACT 1981.

101.4.1.10. The Regulations means Regulations under the Act.

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 and the Act as in force from time to time.



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101.5. Membership

- 101.5.1. A natural person who is nominated and approved for membership as provided in these rules is eligible to be a 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 membership of 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 membership whether by death or resignation or otherwise.
- 101.5.3. A nomination of a person for membership 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 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 a nomination the nomination shall be referred to the Board of Management who shall determine whether to approve the nomination.
- 101.5.5. Upon a nomination being approved by the Board of Management, AV shall confirm receipt of nomination in writing to the nominee's member club.
- 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 members and, upon being so entered, the nominee becomes a member of AV.
- 101.5.7. AV may grant membership in the manner referred to in 101.5.1., the member hereafter to be represented by the member's club president in all matters pertaining to AV.
- 101.5.8. A member club shall pay the annual club affiliation fee in accordance with the provisions of these rules and upon payment being received by AV the club's president shall become a member of the AV Council.
- 101.5.9. AV may grant associate membership to any such person or member of any body or association whatsoever that the Board of Management in their absolute discretion approve provided, however, that such associate members shall have no voting rights but shall be eligible for election as an administrative officer and upon election shall have the same voting rights as the other administrative officers.
- 101.5.10. The nominee shall apply for associate membership 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 101.5.9. apply to such nomination provided, however, that associate members 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 member in the register.



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101.6. Membership Subscription And Club Affiliation Fee

- 101.6.1. The annual membership subscription payable shall be determined each year at a board meeting held prior to the annual general meeting and the determined fee will be payable in advance on or before 1 July in each year.
- 101.6.2. The club affiliation fee payable shall be determined each year at a board meeting held prior to the annual general meeting and the determined fee will be payable in advance on or before 1 July in each year.

101.7. Register Of Members

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

101.8. Resignation Of Member

- 101.8.1. A 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.



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101.10. Discipline Of 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 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 not earlier than 7 and not later than 28 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.
- 101.10.2.4.3. Not later than 24 hours before the date of the meeting, lodge with the CEO a notice to the effect that he/she shall appeal to AV Council in a Special General Meeting against the resolution.
- 101.10.3. Where a member does not exercise his/her right to be heard, to submit a written appeal or to appeal to AV Council in Special General Meeting. The Board of Management resolution is acted upon and the Board of Management must inform AV Council at the next Special General 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 AV Council at the next Special General Meeting.
- 101.10.5. Where a member exercises a right of appeal to AV Special General Meeting against clause 101.10.1
- 101.10.5.1. The Board of Management resolution does not take effect until confirmed by Council.
- 101.10.5.2. A Special General Meeting must be called no earlier than 14 days and not later than 28 days from receipt of such appeal.



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101.10. Discipline Of Member

101.10.6. At the meeting of Council held in accordance with sub-clause 101.10.4., no business other than the question of the appeal shall be transacted.

101.10.7. Council shall;

101.10.7.1. Hear the Board of Management details, grounds and reasons for their resolution.

101.10.7.2. Give the member an opportunity to be heard.

101.10.7.3. Give due consideration to any written statement submitted by the member.

101.10.8. If at the special General Meeting;

101.10.8.1. Two thirds of the members present vote in favour of the confirmation of the resolution, the resolution is confirmed.

101.10.8.2. In any other case the resolution is revoked.

101.11. Meetings

There will be two categories of meetings of the AV Council, namely;

101.11.1. Annual general meeting.

101.11.2. Special general meetings.

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

101.11.3. Board meeting.



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101.12. Annual General Meeting

- 101.12.1. AV shall, in each calendar year convene an annual general meeting of its members.
- 101.12.2. The annual general meeting shall be held on such day as the Board of Management determine.
- 101.12.3. 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, through the members Club Secretary, 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.
- 101.12.4. The ordinary business of the annual general meeting shall be:
 - 101.12.4.1. To confirm the minutes of the last preceding annual general meeting;
 - 101.12.4.2. To receive from the Board of Management and administrative officers' reports upon the transactions of AV during the last preceding financial year;
 - 101.12.4.3. To elect officers of AV; and
 - 101.12.4.4. To receive and consider the statement submitted by AV in accordance with section 30 (3) of the Act.
- 101.12.5. The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 101.12.6. The annual general meeting shall be in addition to any other meetings that may be held in the same year.

101.13. Special General Meetings

- 101.13.1. The Board of Management may, whenever it thinks fit, convene a special general meeting of AV and, where, by 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.
- 101.13.2. The Board of Management shall, upon request in writing of members representing not less than 5% of the total number of members, convene a special general meeting of AV.
- 101.13.3. 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.
- 101.13.4. If the Board of Management do not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of AV, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 101.13.5. 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.



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101.13. Special General Meetings

- 101.13.6. 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, through the members Club Secretary, 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.
- 101.13.7. No business other than that set out in the notice convening the meeting shall be transacted at the meeting unless a two thirds majority voting in person or by proxy are in favour of further business being transacted.
- 101.13.8. A Member or Club 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.

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. 8 (eight) Councillors personally present, by telephone link or by proxy representation (being 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 members shall be dissolved. In any other case, the Councillors present (being not less than 5 (five) shall be a quorum.
- 101.14.5. The Chairperson, or in the Chairperson's absence, the Secretary, shall preside as Chairperson at each Special General Meeting of AV.
- 101.14.6. If the Chairperson and the Secretary are absent from a special general meeting, the Councillors present shall elect one of their number to 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 14 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.



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101.14. Proceedings At Meetings

- 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, without proof of the number or proportion of the votes recorded in favour, or against, that resolution.
- 101.14.11. Upon any question arising at a special general meeting of AV, a councillor has one vote only.
- 101.14.12. All votes shall be given:
- 101.14.12.1. Personally;
- 101.14.12.2. By proxy (as per clause 101.14.18. and 101.14.19.).
- 101.14.13. The only persons entitled to vote are the Councillors.
- 101.14.14. In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a casting vote.
- 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. A councillor is not entitled to vote at any special general meeting unless all moneys due and payable, by the member, are paid.
- 101.14.18. Each councillor is entitled to appoint another of that club's members 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. The notice appointing the proxy shall be on the form as set out in the policy and procedures manual.

101.15. Council

The Council of AV shall consist of:

- 101.15.1. The Board of Management of AV; and
- 101.15.2. The presidents of member clubs, or their nominated proxies.



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101.16. Management

- 101.16.1. The day to day affairs of AV shall be managed by the Board of Management constituted as provided in clause 101.16.3.
- 101.16.2. The Board of Management;
 - 101.16.2.1. Shall control and manage the day to day business and affairs of AV;
 - 101.16.2.2. 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 Council of AV; and
 - 101.16.2.3. 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.
- 101.16.3. The Board of Management of AV shall be:
 - 101.16.3.1. President.
 - 101.16.3.2. Vice-President.
 - 101.16.3.3. Secretary.
 - 101.16.3.4. Chief Financial Officer.
 - 101.16.3.5. Members Representative.
- 101.16.4. The provisions of rule 101.18. 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 101.16.3.
- 101.16.5. Subject to clause 101.17.1. 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.
- 101.16.6. Board of Management officers elected shall assume office at the conclusion of the meeting at which they were elected.
- 101.16.7. In the event of a casual vacancy in any executive office referred to in sub-clause 101.16.3.;
 - 101.16.7.1. 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.
 - 101.16.7.2. The member so elected shall continue in office for the remainder of the term.
 - 101.16.7.3. 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.



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101.16. Management

- 101.16.8. There shall be such administrative officers as required to implement the operations of AV, each of whom shall be elected:
- 101.16.8.1. Subject to clause 101.17.1. 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.
- 101.16.8.2. Administrative officers elected shall assume office at the conclusion of the meeting at which they were elected.
- 101.16.9. In the event of a casual vacancy in any administrative office referred to in sub-clause (1)
- 101.16.9.1. The Board of Management may call for nominations and appoint a member of AV to the vacant office.
- 101.16.9.2. The member so appointed shall continue in office for the remainder of the term.
- 101.16.10. Elections for administrative officers shall be split into even and odd numbered years by the Council of AV according to the number of positions required from time to time.

101.17. Elections

- 101.17.1. Nominations of candidates for election as Board of Management and administrative officers of AV:-
- 101.17.1.1. Shall be made in writing, signed by two members of AV and accompanied by the written consent of the candidate.
- 101.17.1.2. Shall be delivered to the secretary of AV not less than 6 weeks before the date fixed for the holding of the annual general meeting.
- 101.17.2. Voting for all positions shall be by secret ballot.
- 101.17.3. 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).
- 101.17.4. Nominations for positions of office of AV may only be accepted from persons who are members of AV.
- 101.17.5. Commencing with the annual general meeting in 1994, elections shall be split as follows.
- 101.17.5.1. In even numbered years, the following executive officers shall be elected;
- President.
- Chief Financial Officer.
- Members Representative.
- 101.17.5.2. In odd numbered years;
- Vice-President.
- Secretary.



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101.18. Vacancies

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

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

101.19. Removal Of Officers

- 101.19.1. 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 her/his stead to hold office until the expiration of the term of the first mentioned member.
- 101.19.2. Where the member to whom a proposed resolution referred to in clause 101.19.1. makes representation in writing to the Secretary or President of AV within 14 days and requests that they be represented to the members of AV. The Secretary or President may send a copy of the representations to each member of AV, through their Club Secretary, or if they are not so sent, the member may require that they be read out at the meeting.

101.20. Procedure Of Board of Management Meetings

- 101.20.1. The Board of Management shall meet at such place, date and time as they may determine.
- 101.20.2. Special meetings of the Board of Management may be convened by the Chairperson or by any three of the Board of Management.
- 101.20.3. Notice shall be given to the Board of Management 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.
- 101.20.4. Three Board of Management officers constitute a quorum for the transaction of the business of a meeting.
- 101.20.5. 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 Chairperson or any three Board of Management officers unless the meeting was a special meeting in which case it lapses.
- 101.20.6. At meetings of the Board of Management;
 - 101.20.6.1. The President, or in the President's absence, the Vice-President shall preside or,
 - 101.20.6.2. If the President and the Vice-President are absent, then the Secretary or one of the remaining members of the Board of Management, as may be chosen by the members present, shall preside.
- 101.20.7. 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.



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101.20. Procedure Of Board of Management Meetings

- 101.20.8. Each board member present at a meeting of Board of Management (including the person presiding at the meeting) is entitled to one vote per represented club and, in the event of an equality of votes on any question; the person presiding may exercise a second or casting vote.
- 101.20.9. Written notice of each Board of Management meeting shall be notified to each board member at least seven days before the meeting.
- 101.20.10. Subject to sub-clause 101.20.4. the Board may act notwithstanding any vacancy on the Board.

101.21. Minutes

The CEO of AV shall keep minutes of the resolutions and proceedings of each special general meeting of each Board of Management meeting and the AGM in 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.

101.22. Finance

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

- 101.22.1. Shall collect and receive all moneys due to AV and make all payments authorised by AV ; and
- 101.22.2. 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.

101.23. Source Of Funds

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

101.24. Signatories

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments such as direct debit and BPay shall be authorised by any two Board of Management officers.

101.25. Custody Of Books

- 101.25.1. Except as otherwise provided in these Rules, the Secretary, or their nominated deputy as approved by the Board; shall keep in his or her custody or under his or her control all books, documents and securities of AV.
- 101.25.2. All accounts, books, documents and securities of AV shall be available for inspection and copying by any member of AV upon request.

101.26. Common Seal

- 101.26.1. The common seal of AV shall be kept in the custody of the Secretary.
- 101.26.2. 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 of the Public Officer of AV.



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101.27. The Alteration Of Constitution And Statement Of Purpose

This constitution and the statement of purpose of AV 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 Disputes And Mediation

101.30.1. The grievance procedure as set out applies to disputes under Archery Victoria Constitution between:

101.30.1.1. A member and another member; or

101.30.1.2. A member and Archery Victoria.

101.30.2. The parties to a dispute must meet and discuss the matter in dispute and if possible resolve the dispute within (14) fourteen days after the dispute comes to the attention of all of the parties.

101.30.3. 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 (14) fourteen days, hold a meeting in the presence of a mediator.



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101.30 Disputes And Mediation

101.30.4. The mediator must be;

101.30.4.1. A person chosen by agreement between the parties, or

101.30.4.2. In the absence of agreement

101.30.4.3. In a case of a dispute between a member and another member, a person appointed by the Board of Management of Archery Victoria, or

101.30.4.4. In the case of a dispute between a member and Archery Victoria, a person who is shown to be neutral.

101.30.4.5. A member of Archery Victoria may be the mediator if she/he can be shown to be neutral.

101.30.4.6. 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.

101.30.4.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

101.30.4.8. The mediator, in conducting the mediation, must:

101.30.4.8.1. Give the parties to the mediation process every opportunity to be heard and

101.30.4.8.2. Allow due consideration by all parties of any written statements submitted by any party and

101.30.4.8.3. Ensure that natural justice is accorded to the parties of the dispute.

101.30.4.8.4. The mediator must not determine the dispute.

101.30.5. If the mediation process does not result in the dispute being resolved the parties may seek to resolve the dispute in accordance with the Act otherwise at law.