



# ARCHERY AUSTRALIA

INCORPORATED

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## CONSTITUTION & RULES

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January, 2017



## OUR VISION

*Archery is a mainstream recreational and competitive sport*

## OUR MISSION

*Archery Australia will provide the leadership and tools to make archery  
a sport people want to participate in and contribute to*

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### Archery Australia Inc

FOUNDED 1948

INCORPORATED 1984

INCORPORATED IN THE AUSTRALIAN CAPITAL TERRITORY

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# ARCHERY AUSTRALIA INCORPORATED

## CONSTITUTION & RULES

1 January, 2017

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# Book 1: Constitution and Rules of Constitution

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## Chapter One: Constitution

### 1.

#### 1.1 Name

- 1.1.1 The name of the organisation shall be Archery Australia Incorporated, hereinafter may be abbreviated to Archery Australia, the Association or AA.

#### 1.2 Statement of Purpose

The purpose of Archery Australia Inc. shall be to:

- 1.2.1 Promote sportsmanship, safety and enjoyment of the sport of archery;
- 1.2.2 Raise competitiveness and administrative skill levels and performance through improvements to standards in coaching, officiating and administration;
- 1.2.3 Aspire to excellence in performance through the provision of training and personal development programs for athletes with potential and elite athletes;
- 1.2.4 Foster and co-ordinate efficient and effective administration in co-operation with Recognised Governing Bodies and those entities referred to in Clause Membership;
- 1.2.5 <sup>1</sup>Promote sound economic management and growth at National, Recognised Governing Body and Club levels;
- 1.2.6 Develop and implement programs and practices aimed at improving access and equity in all areas of participation and administration;
- 1.2.7 Promote a drug free sport by having and enforcing an Anti-Doping Policy and to endorse the Anti-Doping policies of any Sporting Bodies, Commissions or Committees and International Federations with whom Archery Australia Inc. is affiliated.
- 1.2.8 Raise public awareness of archery and crossbow shooting as a pastime and sport conducive to good health, fitness and well-being;
- 1.2.9 Develop archery and crossbow shooting resources and services to facilitate and encourage participation and membership from the wider community.

#### 1.3 Powers

Archery Australia Inc. shall be empowered to:

- 1.3.1 Purchase, hire, lease or otherwise acquire any real or personal property whatsoever which may be deemed necessary or suitable for the purposes

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<sup>1</sup> 1.2.5 amended 2/03/2014 (Special General Meeting)

of Archery Australia Inc. and to sell, lease, dispose of, or otherwise deal with all or part of the property of Archery Australia Inc.

- 1.3.2 Appoint and employ any persons considered necessary for the purposes of Archery Australia Inc., to pay them salaries, gratuities or pensions and to suspend, remove or dismiss any person so employed and to remunerate other persons in return for services rendered to Archery Australia Inc.
- 1.3.3 Enter into any arrangement for union of interest, co-operation, reciprocal concession or otherwise with any company, association or club, whether incorporated or not, carrying on or engaged in any business or transaction capable of being conducted so as to directly or indirectly benefit Archery Australia Inc. or having objects similar, or in part similar to the objects of Archery Australia Inc.
- 1.3.4 Support and subscribe to any charitable, public or useful object and any institution, society, Recognised Governing Body (RGB) or club which may seem calculated to be for the benefit of Archery Australia Inc. or its employees; give pensions, gratuities or charitable aid to any persons who may have served Archery Australia Inc. or to the spouse, surviving partner, children or other relatives of such persons. Make payments toward insurances and to form and contribute to provident and benefit funds for the benefit of any persons employed by Archery Australia Inc.
- 1.3.5 Invest and deal with the moneys of Archery Australia Inc. in such manner as may from time to time be determined.
- 1.3.6 Expend money for the purpose of improving the value of any property of Archery Australia Inc. in such manner as may from time to time be determined.
- 1.3.7 Draw, make, accept, endorse, execute or issue cheques, promissory notes, bills of exchange, debentures or other negotiable or transferable instruments.
- 1.3.8 Raise funds by means of subscription, levies, donations, appeals, social functions or any other lawful means.
- 1.3.9 Borrow, raise or secure the payment of money in such manner and upon such terms as Archery Australia Inc. shall think fit and in particular by the issue of bonds, bills of exchange, promissory notes or other obligations or securities of Archery Australia Inc. by mortgage or charge upon all or any part of the real or personal property of Archery Australia Inc. in any other manner.
- 1.3.10 Apply for and obtain any Act, ordinance or sanction of Parliament enabling Archery Australia Inc. to carry any of its objects into effect.
- 1.3.11 Insure and keep insured any insurable property of Archery Australia Inc. against loss or damage by fire or otherwise and to insure and keep insured any servants of Archery Australia Inc. against risk, accident or breach of fidelity in the course of their employment by Archery Australia Inc. Effect insurances for the purpose of indemnifying Archery Australia Inc. and all those entities listed under Article 1.4 Membership, in respect

of claims by reason of any risk, accident or breach of fidelity and to pay premiums on any such insurances and generally to insure against losses, damage, risks, accident and liabilities of all kinds which may affect Archery Australia Inc. and all those entities listed under Article 1.4 Membership.

- 1.3.12 Enter into any arrangement or contract with any governments, municipalities, other corporations or public bodies, firms or persons which may seem conducive to all or any of the objects of Archery Australia Inc. Obtain any rights, licences, privileges or concessions, which Archery Australia Inc. may think is desirable to obtain and to carry out, exercise and comply with any arrangements, contracts, rights, licences, privileges and concessions.
- 1.3.13 Develop and implement Administrative Rules, Tournament and Shooting Rules and any other rules (Articles) for the management and smooth conduct of the sport that are not inconsistent with the Constitution or Rules of Constitution.
- 1.3.14 Take disciplinary action where necessary against those entities listed under Article 1.4 Membership.

## **1.4 Membership**

- 1.4.1 <sup>2</sup>The members of Archery Australia Inc. shall be
- Recognised Governing Bodies
  - Clubs which are Members of Recognised Governing Bodies
  - Individual Affiliates (natural persons) who are Members of member Clubs.
- 1.4.1.1 The Recognised Governing Bodies shall be Voting Members. Clubs, Individual Affiliates and other natural persons shall be Non-Voting Members. Clubs and Individual Affiliates who cease to be Members with the relevant Recognised Governing Body or Club, as the case may be, shall automatically cease to be Non-Voting Members of Archery Australia Inc.
- 1.4.2 There may be other entities having an association with Archery Australia Inc. Irrespective of the name given to such entities, none of them shall be a member of Archery Australia Inc. within the meaning given to that expression in Section 3 of the Associations Incorporation Act 1991 (ACT).
- 1.4.2.1 Individual Affiliates may be further classified as:
1. Life Members
  2. Affiliates
  3. Honorary Affiliates
  4. Temporary Affiliates
  5. Associates.
- 1.4.3 The Recognised Governing Bodies, being the Voting Members of Archery Australia Inc. within the meaning of that expression in Section 3 of the Associations Incorporation Act 1991 (ACT), shall be the only entities entitled to receive notices, reports, statements, accounts or any other

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<sup>2</sup> Note: refer Glossary of Terms – Club and Affiliate membership is void while a suspension or termination of that Club or Affiliate is operating

material required by the Act to be served on members of Archery Australia Inc.

- 1.4.4 The provisions of Articles 1.4.6, 1.4.7, 1.4.8, and 1.4.9 shall be subject to the provisions of Articles 1.4.1 and 1.4.2.
- 1.4.5 Archery Australia Inc. may grant Life Membership to any person under such terms and conditions as it may from time to time determine.
- 1.4.6 Archery Australia Inc. may appoint as Honorary Affiliates such persons as it thinks fit under such terms and conditions as it may from time to time determine.
- 1.4.7 Every registered member of a Club affiliated with a Recognised Governing Body shall be an Affiliate of Archery Australia Inc.
- 1.4.8 Archery Australia Inc. may appoint as Associates such persons or organisations as Archery Australia Inc. in its absolute discretion shall think fit and may attach such conditions to the appointment as it may from time to time determine.
- 1.4.9 Individual Affiliates, Life Members, Honorary Affiliates or Associates shall be entitled to attend or be represented at Annual or Special General Meetings of Archery Australia Inc.; speak and ask questions at those meetings but shall not be entitled to move or second motions or to vote.
- 1.4.10 Temporary Affiliates of Archery Australia Inc are not members of a Club affiliated with a Recognised Governing Body. A Temporary Affiliate of Archery Australia Inc is for a maximum period of 12 weeks.

## **1.5 Patronage**

- 1.5.1 There may be such patronage of Archery Australia Inc. as the Board shall from time to time determine.

## **1.6 Governance and Management – Executive Board**

- 1.6.1 The governance and management of all of the affairs of Archery Australia Inc. shall, subject to this Constitution be vested in the Executive Board, herein after may be abbreviated to or referred to as the Board.
- 1.6.2 The Board shall comprise not more than seven persons, four of whom shall be elected by the Recognised Governing Bodies and the remainder shall comprise not less than one person or more than three persons who will be appointed by the Elected Board members.

## **1.7 Chief Executive Officer**

- 1.7.1 The Board may appoint a Chief Executive Officer who shall be responsible to carry out such functions and duties as may be assigned to the Chief Executive Officer by the Board.
- 1.7.2 If at any time there shall not be a Chief Executive Officer duly appointed under Clause 1.7.1 the duties assigned by the Constitution and/or the Rules of the Constitution to the Chief Executive Officer shall be the responsibility of the President of Archery Australia Inc.
- 1.7.3 The Chief Executive Officer shall not be eligible to be a member of the Board of Archery Australia Inc.; and may not be the Chair or a Voting Member of the Board or any Standing Committee.



## **1.8 Committees**

1.8.1 The Board shall appoint four Board Standing Committees namely:

1.8.1.1 The Strategic Development and Planning Committee

1.8.1.2 The Audit and Risk Management Committee

1.8.1.3 The Appeals Committee

1.8.1.4 The Awards Committee

1.8.2 In addition to the Board Standing Committees there shall be six Archery Australia Inc Standing Committees:

1.8.2.1 The High Performance Committee

1.8.2.2 The Coaching Committee

1.8.2.3 The Constitution and Rules Committee

1.8.2.4 The Officials Committee

1.8.2.5 The Club Development and Policy and Procedures Committee

1.8.2.6 The Tournament and Records Committee

1.8.3 The Board may appoint *ad hoc* Committees to carry out such functions as may be determined by the Board.

## **1.9 Finance**

1.9.1 The financial year of Archery Australia Inc. shall be the twelve months finishing on 30 June in any year.<sup>3</sup>

1.9.2 Each Recognised Governing Body shall pay to Archery Australia Inc. in respect of each registered member of each of its affiliated clubs such sum annually as shall be determined as per Clause 1.9.3.

1.9.3 The subscription fee payable to Archery Australia Inc. in respect of each entity as listed in Clause 1.4.2 shall be determined during the Annual General Meeting of Archery Australia Inc. held during the preceding year or during a Special General Meeting convened for that purpose during the preceding year.

1.9.4 Subject to any resolution passed by Archery Australia Inc. in an Annual or Special General Meeting, the funds of Archery Australia Inc. shall be used in pursuance of the objects of Archery Australia Inc. in such a manner as the Board determines.

## **1.10 Tournaments**

1.10.1 The Champions of Archery Australia Inc shall be decided at Annual National Championship Tournaments controlled by Archery Australia Inc. and held at such venues as shall be determined.

1.10.2 There may be such tournaments, competitions and events conducted by Archery Australia Inc. as may be determined from time to time.

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<sup>3</sup> Article 1.9.1 effective 1 July, 2013

- 1.10.3 Tournament and Shooting Rules/Competition Regulations relevant to all events shall be determined from time to time by Archery Australia Inc. Recognised Governing Bodies and clubs shall enforce such rules in all events for which Australian records and classifications may be claimed. All rules relating to safety shall be enforced in all events conducted by Archery Australia Inc., Recognised Governing Bodies and clubs.

#### **1.11 Records**

- 1.11.1 Archery Australia Inc. shall maintain Australian records for the Disciplines of Outdoor Target, Indoor Target, Field Archery, Clout Archery and Flight shooting, the Classes of Male, Female and various age groups and the Divisions of Recurve, Compound, Longbow and Crossbow as it may recognise from time to time and lists in the Archery Australia Inc. Rules under the section headed Management of Competitions, Disciplines, Classes and Divisions.

#### **1.12 Affiliations**

- 1.12.1 Archery Australia Inc. may affiliate with any organisation having objects and purposes similar to those of Archery Australia Inc. and which may further the interests of the sport of archery.

#### **1.13 Common Seal**

- 1.13.1 The common seal shall not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures either of two members of the Board, or of one member of the Board and of the Chief Executive Officer.
- 1.13.2 The common seal of Archery Australia Inc. shall be kept in the custody of the Chief Executive Officer.

#### **1.14 Custody of Books**

- 1.14.1 Subject to the *Associations Incorporation Act 1991 (ACT)*, the Regulations and this Constitution, the Chief Executive Officer shall keep in his/her custody a record of the location of all records, books and other documents relating to Archery Australia Inc.

#### **1.15 Inspection of Books<sup>4</sup>**

- 1.15.1 The records, books and other documents shall be open to inspection at a place in the Australian Capital Territory, by voting members of Archery Australia Inc., only by request to the Public Officer. The Public Officer will obtain a copy of the requested document for inspection, free of charge, at any reasonable hour.

#### **1.16 Service of Notices**

- 1.16.1 For the purposes of this Constitution, a notice may be served by or on behalf of Archery Australia Inc. either personally, by e-mail or by sending

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<sup>4</sup> 1.15.1 amended 2/03/2014 (Special General Meeting)

it by post to the address shown in Archery Australia Inc. records in respect of the relevant person or organisation.

- 1.16.2 Where the document is sent to a person or organisation by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed to have been served on the person at the time at which the letter would have been delivered in the ordinary course of the mail.
- 1.16.3 A document established to have been duly dispatched by e-mail to the e-mail address as advised to AA shall, in the absence of specific proof of earlier delivery, be deemed to have been duly received by the addressee not later than twenty-four hours after the time and date recorded in the e-mail as the time and date of dispatch.

### **1.17 General**

- 1.17.1 In this Constitution words importing the singular number include the plural number and vice versa. Words importing persons include corporations and words importing the masculine gender import the feminine gender and vice versa.
- 1.17.2 Words or expressions contained in this Constitution shall be interpreted in accordance with the provisions of the Australian Capital Territory Interpretation Act 1967 as in force on the date on which this Constitution is adopted by Archery Australia Inc.
- 1.17.3 Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in visible form.

### **1.18 Amendments**

- 1.18.1 This Constitution shall only be amended at an Annual General Meeting or Special General Meeting called for that purpose. In accordance with the *Associations Incorporation Act 1991 (ACT)*, amendments shall only be effected by a Special Resolution passed by a minimum three-quarters majority of those present and entitled to vote.
- 1.18.2 Motions to amend this Constitution shall be advised in complete detail together with the reasons to the Chief Executive Officer at least ten weeks prior to the date of the meeting. The Chief Executive Officer shall then circulate the motions together with the reasons to all Recognised Governing Bodies, the Board, Constitution and Rules Committee and Committee Chairs at least eight weeks prior to the date of the meeting.
- 1.18.3 Amendments to these motions together with the reasons shall be accepted by the Chief Executive Officer up to a minimum of six weeks prior to the date of the meeting. These motions together with the reasons and amendments together with the reasons shall then be placed on the agenda and circulated to all Recognised Governing Bodies, the Board, Constitution and Rules Committee and Committee Chairs at least four weeks prior to the meeting.

## **1.19 Dissolution**

- 1.19.1 If Archery Australia Inc. shall be wound up in accordance with the *Associations Incorporation Act 1991 (ACT)* and there remains, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid or distributed amongst the entities as listed in Clause 1.4.3 of this Constitution but shall be given or transferred to some other institutions having objects similar to the objects of Archery Australia Inc. and which shall prohibit the distribution of its or their income and property among its members to an extent similar to Archery Australia Inc. Such institutions shall be determined by the Voting Members of Archery Australia Inc.
- 1.19.2 The liability of any member to contribute towards the payments of debts and liabilities of Archery Australia Inc. or the costs, charges and expenses of the winding up of the organisation is limited to the amount, if any, unpaid by the member in respect of membership of Archery Australia Inc. as set out in Clause 1.9.3 on Finance in this Constitution.

## Chapter Two: Rules of the Constitution

### 2.

#### 2.1 Executive Board

- 2.1.1 The key functions and accountabilities of the Board shall be:
- 2.1.1.1 To set the strategic direction, policies and priorities for ongoing development of the sport in consultation with key stakeholders.
  - 2.1.1.2 To develop and approve policy for the efficient governance and administration of the sport.
  - 2.1.1.3 To oversee the development and implementation of standards for the conduct and development of the sport.
  - 2.1.1.4 To facilitate the development of budgets and monitor the financial performance of the organisation.
  - 2.1.1.5 To monitor and assess risks and implement policies and procedures to minimise that risk.
  - 2.1.1.6 To facilitate the running and conduct of National and International tournaments, including the selection of national and international representatives and teams.
  - 2.1.1.7 To establish such Committees or Working Groups as are necessary to progress the development of the sport and the establishment of standards and programs.
  - 2.1.1.8 To remain up to date with the concerns and expectation of the stakeholders.
  - 2.1.1.9 To provide regular reports to all stakeholders on the development of the sport and implementation of the strategic plan.
  - 2.1.1.10 To appoint the Chief Executive Officer and to monitor and evaluate his/her performance.
  - 2.1.1.11 To provide advice and guidance to the Chief Executive Officer and to support the Chief Executive Officer in the implementation of policy and standards.
  - 2.1.1.12 To facilitate the development and implementation of Tournament and Shooting Rules for the safe conduct of the sport
  - 2.1.1.13 To report all decisions of the Board to the Recognised Governing Bodies (RGBs) within three weeks of the decision being made.
  - 2.1.1.14 To ensure a member of the Board who is interested in any contract or arrangement made or proposed to be made with Archery Australia Inc. to disclose their interest at the first meeting or communication of the Board at which the contract or arrangement is first taken into consideration.
  - 2.1.1.15 To ensure that no member of the Board votes as a member of the Board or Committee in respect of any contract or arrangement in which they are interested. If they do so vote then their vote shall not be counted.

- 2.1.1.16 To ensure that Archery Australia Inc. only acts within the scope of the powers defined in the Constitution and that any requirements of Archery Australia Inc Constitution and Rules of the Constitution have been followed.

## **2.2 Election, Appointment and Vacancies of Executive Board**

- 2.2.1 Elected Board Members
- 2.2.1.1 The Elected Board members shall take office on 1 November 2008.
- 2.2.1.2 Two of the Board members elected in 2008 shall retire from office on 31 October 2010.
- 2.2.1.3 The then members of the Board shall determine by agreement amongst themselves which of their number shall retire pursuant to Clause 2.2.1.2, but failing such agreement, the Elected Board members to retire shall be those Elected Directors who received the lowest number of votes in the elections conducted in 2008.
- 2.2.1.4 In the event of an equality of relevant votes for the purposes of Clause 2.2.1.3, the identity of the Elected Board members to retire shall, as necessary, be determined by ballot.
- 2.2.1.5 The Elected Board members retiring pursuant to Clause 2.2.1.2 shall not be eligible for re-election in 2010.
- 2.2.1.6 There shall be an election in 2010 in accordance with the provisions of Clause 2.2.2 for two Board members to replace those retiring pursuant to Clause 2.2.1.2.
- 2.2.1.7 The two Elected Board members who do not retire pursuant to Clause 2.2.1.2 shall hold office until 31 October 2012. They shall not be eligible for re-election in 2012.
- 2.2.1.8 The Board members elected in 2010 and 2012 and thereafter shall hold office for terms of four years. Ordinary elections shall be held every second year after 2010 in order to replace the Elected Board members retiring in the relevant year.
- 2.2.1.9 An Elected Board member shall be a Life Member or an Affiliate of Archery Australia Inc and Board members elected from and after 2010 shall not be eligible to hold office for more than two consecutive terms of office.
- 2.2.1.10 An Elected Board member cannot be an Appointed Board member.
- 2.2.1.11 At the first meeting of the Board following each ordinary election, the Elected Board members shall elect from amongst their number a President and a Vice President, each of whom shall hold office until the next ordinary election.

## 2.2.2 Method of Election of Board Members

- 2.2.2.1 Not later than 30 June in any election year, the Chief Executive Officer shall call for nominations of candidates for election as Board members to replace the retiring Elected Board members.
- 2.2.2.2 All nominations shall be received by the Chief Executive Officer not later than 5.00 pm local on 31 July.
- 2.2.2.3 Candidates for election as a Board member shall be nominated by Life Members or Affiliates of Archery Australia Inc and the Nomination Form shall include the approval and signature of the nominee. The nomination may be accompanied by a statement of such details as the candidate considers appropriate, but which shall not exceed two A4 pages in length.
- 2.2.2.4 Not later than 15 August, the Chief Executive Officer shall forward to each RGB a ballot paper listing the candidates for election in random order and accompanied by copies of any statements submitted by the candidates pursuant to Clause 2.2.2.3.
- 2.2.2.5 RGBs shall vote on the Ballot Paper circulated by the Chief Executive Officer by deleting the names of those candidates for whom the RGB does not wish to vote leaving not more than two candidates. The envelopes containing the Ballot Papers shall be signed by at least two members of the Committee of the RGB.
- 2.2.2.6 Completed ballot papers shall be returned to the scrutineers appointed by the Board and shall be received no later than 5.00 pm local time on 30 September of each election year. Any ballot paper received after that time shall be declared invalid and shall not be counted.
- 2.2.2.7 The Ballot Papers shall be counted by two independent scrutineers appointed by the Board and the two candidates receiving the greatest number of votes shall be declared to be elected. If necessary, any equality of votes shall be determined by the scrutineers by drawing lots.
- 2.2.2.8 The scrutineers shall certify the result of the ballot to the Chief Executive Officer who shall declare the result by not later than 15 October. The result shall be declared by advising the RGBs by email and by publishing the result on the Archery Australia web page.
- 2.2.2.9 Candidates for election as Board member (or any person acting on their behalf) shall not canvass any RGB for support in any manner other than by the provision of the statement referred to in Clause 2.2.2.3. If the Board is satisfied that the provisions of this Clause 2.2.2.9 have been infringed, the candidate concerned may be excluded from the ballot.

## 2.2.3 Appointed Board Members

- 2.2.3.1 The Appointed Board members shall be appointed by the Elected Board members. The Elected Board members may appoint not more than three Appointed Board members.
- 2.2.3.2 Appointed Board members may be appointed at any time.
- 2.2.3.3 The term of office of an Appointed Board member shall be as determined by the Elected Board members. Appointed Board members shall cease to

continue in office unless their appointment is confirmed by the Elected Board members following each election of the Board.

- 2.2.3.4 An Appointed Board member shall not hold office as such for more than eight consecutive years.
- 2.2.3.5 Appointed Board members need not be affiliates of Archery Australia Inc. but once appointed shall become either an Honorary Affiliate or an Affiliate.
- 2.2.4 Board Member Vacancies
  - The office of a Board member shall become vacant if:
    - 2.2.4.1 The Board member resigns by notice in writing given to the President or the Chief Executive Officer.
    - 2.2.4.2 A Board member ceases to be an Honorary Affiliate or an Affiliate of Archery Australia Inc.
    - 2.2.4.3 The Board member becomes bankrupt, suffers from a mental disability or is guilty of an offence of conduct rendering the Board member liable to be removed from office under the corporations' law or prohibited by operation of the corporations' law from acting as a Board member of a corporation.
    - 2.2.4.4 The Board member is absent without the permission of the Board from two consecutive meetings of the Board.
    - 2.2.4.5 The Board member is the subject of a motion for removal carried by a three quarters majority vote of the RGBs conducted either at an Annual General Meeting, Special General Meeting or by a Postal Ballot.
    - 2.2.4.6 An appointed Board member may be removed by a positive vote of not less than three of the Elected Board members.
    - 2.2.4.7 A vacancy in the office of an Elected Board member shall be filled by a vote among the RGBs. The timetable for a Postal vote shall accord as nearly as practicable to the timings for three various steps allowed for in an Election under Clause 2.2.2. of these rules. The Board member filling this casual vacancy shall hold office until the expiration of the term of the Board member being replaced.
    - 2.2.4.8 A vacancy in the Office of an Appointed Board member shall be filled by the Elected Board members. The Appointed Board member filling this casual vacancy shall hold office until the expiration of the term of the Appointed Board member being replaced. In making any vacancy appointment, the elected members of the Board shall give due consideration to the provisions of Clauses 2.2.3.1, 2.2.3.2, 2.2.3.3 and 2.2.3.4.
- 2.2.5 Board Qualifications
  - 2.2.5.1 Elected Board members together with those of the Appointed Board members shall be appropriately qualified persons whose qualifications shall ensure that so far as practicable the Board includes person's with skills in the following areas of expertise:



- Business Management and Finance
- Law
- Marketing and Communications
- Strategic Planning
- Sports Development

## **2.3 Board Meetings**

- 2.3.1 The Board shall meet as often as may be necessary to enable it to discharge its responsibilities under this Constitution but in any event, the Board shall meet at least four times in each financial year of Archery Australia Inc. No two Board meetings shall be more than four months apart. At least two meetings in each year shall be face-to-face meetings. Other meetings may be conducted by teleconference or other technology agreed to by a majority of Board members.
- 2.3.2 A quorum for a Board meeting shall be not less than three Elected Board members.
- 2.3.3 The Board may regulate the calling and conduct of its meetings as it sees fit.
- 2.3.4 The President shall chair all meetings of the Board or, if the President is unable or unwilling to act as chair; the Vice President or another member of the Board, duly elected by the Board, shall act as chair.
- 2.3.5 Questions arising at Board meetings shall be decided by a majority of votes and in the case of an equality of votes the chair has a second or casting vote.
- 2.3.6 If any item shall require urgent resolution between Board meetings it may be resolved by a Postal Vote of Board members conducted in accordance with a procedure laid down by the Board.
- 2.3.7 Submissions by committees shall be provided to RGBs for comment prior to consideration by the Archery Australia Board.
- 2.3.8 A summary of Archery Australia Board meetings shall be sent to RGBs within twenty-eight days of the Board Meeting.

## **2.4 Chief Executive Officer**

- 2.4.1 The Chief Executive Officer shall be employed by Archery Australia Inc. pursuant to a contract containing such items and conditions as may be approved by the Board subject to the following restrictions:
- 2.4.1.1 The Chief Executive Officer cannot be a Board member on the Board.
- 2.4.1.2 The contract to employ the Chief Executive officer is for a term of up to three years.
- 2.4.2 The role and responsibilities of the Chief Executive Officer shall be in accordance with the directions of the Board and shall include:
- 2.4.2.1 Day-to-day management and administration of Archery Australia Inc. in the achievement of its strategic plans.

- 2.4.2.2 Overseeing the development and implementation of policies and standards.
- 2.4.2.3 Appointment and supervision of all staff, contractors or consultants.
- 2.4.2.4 The development of Budgets, in conjunction with the Audit and Risk Management Committee, for the approval of the Board and the management of the finances and accounts of the organisation within approved budgets.
- 2.4.2.5 Overseeing and reporting on the work program of Standing Committees.
- 2.4.2.6 Preparation and distribution of Committee reports and financial reports for the Board and the Annual General Meeting.
- 2.4.2.7 Overseeing elections of the Board.
- 2.4.2.8 Representing Archery Australia Inc. in dealings and negotiations with sponsors, Government Authorities and other entities.
- 2.4.2.9 Marketing and promotion of Archery Australia Inc.
- 2.4.2.10 Providing advice to the board on policies, procedures and standards.
- 2.4.2.11 Any other duties as may be assigned from time-to-time to the Chief Executive Officer by the Board.

## **2.5 Board Standing Committees**

- 2.5.1 The functions of the Board Standing Committees shall be as determined by the Board from time to time.
- 2.5.2 Board Standing Committees Operations:
  - 2.5.3.1 Board Standing Committees shall report at least annually to the Board.
  - 2.5.3.2 Board Standing Committees shall be required to comply with the Strategic Development Plan of Archery Australia Inc. and its priorities in their Development Plan and work.
  - 2.5.3.3 Board Standing Committees or any member of such committee may be removed by the Board at its discretion.
  - 2.5.3.4 A Board Standing Committee shall not delegate its powers and shall only act within the specified powers delegated to it by the Board in accordance with these Rules.
  - 2.5.3.5 In addition to the membership of the Board Standing Committees previously provided for, the President shall be an *ex officio* but non-voting member of all such Committees.
  - 2.5.3.6 A quorum for a Board Standing Committee shall be fifty percent (50%) of the Voting Members of the Committee.

## **2.6 Archery Australia Inc. Standing Committees**

- 2.6.1 The functions of the Archery Australia Inc Standing Committees shall be as determined by the Board from time to time.

- 2.6.2 The Chair of each of the Archery Australia Inc. Standing Committees shall be a Life Member or Affiliate of Archery Australia Inc. having relevant skills and experience. The Chair shall be appointed by the Board on the recommendations of the President and the Chief Executive Officer.
- 2.6.3 The membership of an Archery Australia Inc. Standing Committee shall comprise in each case such number of people as is considered appropriate by the Board and will be appointed by the Board on the recommendations of the Committee Chair and the Chief Executive Officer. In appointing the Archery Australia Inc. Standing Committees, the Board shall give due consideration to the following:
- 2.6.4.1. Relevant expertise and qualifications as appropriate to the technical functions of the Committee
  - 2.6.4.2 Regional representation
  - 2.6.4.3 Relevant gender and cultural considerations
  - 2.6.4.4 Places of residence for the efficient operations of the Constitution and Rules Committee
- 2.6.4 The Chief Executive Officer shall be an *ex officio* but non-voting member of all Archery Australia Inc. Standing Committees.
- 2.6.5 Archery Australia Inc. Standing Committees Operations
- 2.6.6.1 The Archery Australia Inc Standing Committees shall report at least annually to the Board through the Chief Executive Officer.
  - 2.6.6.2 <sup>5</sup>Reports and recommendations of Archery Australia Inc. Standing Committees may either be accepted and implemented or rejected by the Board or implemented as amended by the Board. If the Board rejects or amends a report or recommendation of an Archery Australia Inc Standing Committee, the Board shall provide reasons for such the rejection or amendment.
  - 2.6.6.3 All Archery Australia Inc Standing Committees shall be required to comply with the Strategic Development Plan of Archery Australia Inc and its priorities in their development plan and work.
  - 2.6.6.4 A Standing Committee shall not delegate its powers and shall only act within the specified powers delegated to it by the Board in accordance with these Rules.
  - 2.6.6.5 A quorum for an Archery Australia Inc. Standing Committee shall be fifty percent (50%) of the Voting Members of the Committee.

## 2.7 **Ad hoc Committees**

- 2.7.1 The Board may appoint *ad hoc* Committees in addition to Standing Committees to carry out specific functions as may be specified by the Board.

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<sup>5</sup> 2.6.6.2 amended 2/03/2014 (Special General Meeting)

- 2.7.2 The membership of *ad hoc* Committees shall be as determined and appointed by the Board.
- 2.7.3 An *ad hoc* committee shall not delegate its powers and shall only act within the specified powers delegated to it by the Board in accordance with these Rules.
- 2.7.4 In appointing an *ad hoc* Committee the Board shall specify a term of office for the Committee which may be varied at the discretion of the Board.
- 2.7.5 A quorum for an *ad hoc* Committee shall be fifty percent (50%) of the Voting Members of the Committee.

## **2.8 Terms of Office of Standing Committees**

- 2.8.1 Members of Standing Committees shall be appointed by the Board as soon as practicable after the receipt by the Board of the recommendations referred to in Clauses 2.6.3 and 2.6.4, either before or at the first meeting of the Board immediately following the election conducted in 2012, pursuant to Article 2.2, Clause 2.2.1.8. Unless previously dissolved by the Board, or an appointee has been dismissed by the Board; members shall hold office for a term of four years.
- 2.8.2 A casual vacancy on any Standing Committee may be filled by a Board appointee.

## **2.9 Meetings**

- 2.9.1 There shall be the following Meetings of Archery Australia Inc:
  - 2.9.1.1 Annual General Meeting
  - 2.9.1.2 Special General Meetings
- 2.9.2 Annual General Meeting
  - 2.9.2.1 The Annual General Meeting of Archery Australia Inc. shall be held within the period required by the *Associations Incorporation Act 1991 (ACT)* and the purpose of the meeting shall be to comply with the requirements of the Act as to Annual General Meetings.
  - 2.9.2.2 Members will be notified of the date, location, time and agenda of an AGM not less than eight weeks prior to the meeting. Members will also be notified of any amendments to the Constitution or Rules of Constitution at that time.
  - 2.9.2.3 The final agenda together with amendments to motions, audited financial statement and reports received will be circulated to members not less than four weeks prior to the AGM.
  - 2.9.2.4 Unless prevented from doing so by a reason acceptable to the other members of the Board, all Directors both elected and appointed shall be in attendance at the Annual General Meeting.
  - 2.9.2.5 Any of those entities referred to in the Constitution Clause 1.4.2 shall be entitled to attend the Annual General Meeting, to speak and ask questions.

2.9.2.6 The business of the Annual General Meeting shall be:

- Examination of Credentials
- Minutes of Previous Annual General Meeting
- Business Arising from the Minutes
- President's Report
- Reports of Committees
- Presentation of Financial Statements and Balance Sheets
- Business on Notice
- Any other Business of an Annual Nature
- Close.

2.9.2.7 Items of business at the Annual General Meeting upon which a vote is required shall be the subject of normal motions upon which only the voting members of Archery Australia Inc. shall be entitled to vote.

2.9.2.8 A quorum for an Annual General Meeting shall be a minimum of five Recognised Governing Body Representatives or their proxy being present in person together with a majority of the Board Members.

2.9.2.9 Draft Minutes of Annual General Meetings shall be supplied to the Recognised Governing Bodies, Board of Directors and Committee Chairs within three months after the last day of the meeting.

2.9.3 Special General Meeting

2.9.3.1 A Special General Meeting of Archery Australia Inc. shall be convened by the Chief Executive Officer upon the request of not less than two Recognised Governing Bodies. Any such request shall specify the reason for requesting the Special General Meeting. Not less than eight weeks' notice of a Special General Meeting, except a Special General Meeting to change the Constitution or Rules of the Constitution, when the timing as specified for amendments will apply; shall be given to all Directors of Archery Australia Inc., all Recognised Governing Bodies and Committee Chairs. The notice shall include the following:

- The time, date and place of the Special General Meeting
- The business of the Meeting.

2.9.3.2 Items of business at a Special General Meeting upon which a vote is required shall be the subject of normal motions upon which only the voting members of Archery Australia Inc shall be entitled to vote.

2.9.3.3 Unless excused, all Board members shall attend any Special General Meeting of Archery Australia Inc.

2.9.3.4 A quorum for a Special General Meeting shall be a minimum of five Recognised Governing Body Representatives or their proxies being present in person together with a majority of the Board members.

No other person shall be a representative and/or a proxy for more than one Recognised Governing Body.

2.9.3.5 Any of those entities referred to in the Constitution Clause 1.4.2 shall be entitled to attend a Special General Meeting, to speak and ask questions.

2.9.3.6 Draft Minutes of Special General Meetings shall be supplied to the Recognised Governing Bodies, Executive Board and Committee Chairs within three months, after the last day of the meeting.

## **2.10 Finance**

2.10.1 The subscription fee determined for any year shall be due on the anniversary date in that year and be paid to Archery Australia Inc. and by a date specified.

2.10.2 The Archery Australia Inc. Chief Executive Officer shall keep a register of all those entities listed under Clause 1.4 Membership of the Constitution of Archery Australia Inc.

2.10.3 Unless otherwise authorised by the Board, all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two members of the Board or one Board member and the Chief Executive Officer, authorised to do so by the Board.

2.10.4 Fees for Archery Australia Inc. tournaments, competitions or other events shall be approved by the Board unless otherwise provided for.

2.10.5 At least once in each period of twelve months the Board shall cause the financial affairs of Archery Australia Inc. to be audited by a Certified Registered Accountant or equivalent; and the Audited accounts shall be submitted to the Annual General Meeting.

## **2.11 District and Club Administration**

### **2.11.1 Recognised Governing Bodies**

2.11.1.1 A Recognised Governing Body shall comprise the clubs with their headquarters within the geographical areas given in Clause 2.11.1.4. A Recognised Governing Body shall be the controlling body for archery and crossbow shooting in that geographical area and to secure recognition a Recognised Governing Body shall become and remain, a member of Archery Australia Inc.

2.11.1.2 The Constitution, rules and/or by-laws of a Recognised Governing Body and any amendments thereto shall be provided to Archery Australia Inc.

2.11.1.3 By being a member of Archery Australia Inc., a Recognised Governing Body shall be bound by the relevant parts of the Constitution, Rules of the Constitution and Tournament and Shooting Rules of Archery Australia Inc.

2.11.1.4 Recognised Governing Bodies shall be deemed to control the following geographical regions or any others determined by the Board from time-to-time:

- New South Wales: New South Wales excluding the Broken Hill district and all that area south of the 30<sup>th</sup> parallel
- South Queensland: That area of Queensland south of the Tropic of Capricorn and of New South Wales north of the 30<sup>th</sup> parallel
- North Queensland: That area of Queensland north of the Tropic of Capricorn
- South Australia: South Australia, the Broken Hill district and the 'Sunraysia' area of Victoria
- Tasmania: All of Tasmania
- Victoria: Victoria excluding the 'Sunraysia' area
- Western Australia: All of Western Australia
- Australian Capital Territory: All the Australian Capital Territory.

### **2.11.2 Clubs**

2.11.2.1 <sup>6</sup>Clubs shall register their total shooting membership as Affiliates of Archery Australia Inc. Failure to do so will render Clubs subject to disciplinary action and sanctions considered appropriate by the Board.

## **2.12 Australian Teams**

### **2.12.1 Athletes**

2.12.1.1 Members of all Australian Teams shall be selected in accordance with selection criteria as established by the High Performance Committee and approved by the Board.

### **2.12.2 Team Officials**

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<sup>6</sup> 2.11.2.1 Amended 2/03/2014 (Special General Meeting)

2.12.2.1 Team Manager

2.12.2.2 Recommendations for the position of Team Manager and Assistant Team Manager(s) shall be submitted by the High Performance Committee for approval by the Board. A Team Manager will be where possible, appointed at least six months prior to any event for which they have responsibility.

2.12.2.3 Team Coach/Coaches

Recommendations for the position of Team Coach and Assistant Team Coaches shall be submitted to the Board by the High Performance Committee. The Coaching Committee will verify coaching credentials and provide expert advice to the High Performance Committee.

2.12.3 Athletes and Officials Agreement

2.12.3.1 As a condition of membership of Australian Teams, Athletes shall be required to sign the Archery Australia Inc. Athletes' Agreement and the Team Officials shall be required to sign the Archery Australia Inc. Officials' Agreement, as established and approved by the Board.

**2.13 <sup>7</sup>Disciplinary Action**

2.13.1 Archery Australia Inc. has all powers to investigate disputes, complaints and matters touching upon Archery Australia Inc, conduct hearings, make findings and impose penalties or sanctions. It has powers to fine, suspend, expel, or otherwise deal as considered appropriate with any of those entities listed under Article 1.4 (Membership) of the Constitution of Archery Australia Inc. together with all ancillary powers required to give effect to its powers under this Rule.

2.13.2 The powers of Archery Australia Inc. to investigate disputes, complaints and matters touching upon Archery Australia Inc, other than questions of fact decided by an official or Jury of Appeal under the Tournament and Shooting Rules, shall be exercised in accordance with the procedures current from time to time in the Archery Australia Member Protection Policy. The results of any investigation shall be referred to the Board who shall decide whether further action is warranted by way of a hearing of the dispute, complaint or matter.

2.13.3 The powers to conduct hearings, make findings and recommend penalties or sanctions, in relation to matters other than those questions of fact decided by an official or Jury of Appeal under the General Administration Procedures (Shooting Rules), together with all ancillary powers required to give effect to the powers under this Rule, shall be vested in and exercised by either:

- the Appeals Committee; or
- a specially convened independent tribunal

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<sup>7</sup> 2.13 amended 2/03/2014 (Special General Meeting)



as considered appropriate in the sole opinion of the Board, and shall be exercised in accordance with the procedures current from time to time in the Archery Australia Member Protection Policy.

- 2.13.4 A right of appeal of decisions made in accordance with Rule 2.13.3 shall exist to the Appeals Committee. In the event the hearing at first instance was conducted by the Appeals Committee, a differently constituted Appeals Committee shall determine the appeal. Such Appeals shall be conducted in accordance with the procedures current from time to time in the Archery Australia Member Protection Policy. The grounds for any appeal are limited to the following:
- a denial of natural justice has occurred
  - the disciplinary measures, penalties or sanctions imposed are unjust and/or unreasonable
  - the decision was not supported by the information/evidence provided at the hearing at first instance.
- 2.13.5 Any sanctions or penalties recommended by the Appeals Committee or any specially convened independent tribunal shall have no effect unless ratified by the Board. In that regard the Board, at its discretion, may confirm, reduce or suspend (with or without conditions) any sanctions imposed, but may not increase the severity of any sanction or penalty.
- 2.13.6 The Board may determine that any complaint or dispute is an Internal Dispute and refer it to mediation pursuant to the provisions of Rule 2.17.

## **2.14 Uniform, Colours and Insignia**

- 2.14.1 The uniforms (dress and competition), colours and insignia of Archery Australia Inc. shall be as determined by the Board from time-to-time.

## **2.15 Awards**

- 2.15.1 The Board may approve recognition to individuals or organisations who have contributed significantly to archery. This shall be by means of Gold, Silver and Bronze Plaquettes, certificates or other awards allocated in accordance with criteria set by the Awards Committee and approved by the Board.

## **2.16 Interpretation of Constitution, Rules of Constitution and Competition Regulations**

- 2.16.1 The Board shall be the final authority on the interpretation of the Constitution and Rules of Constitution. Questions of interpretation may be referred to the Constitution & Rules Committee, who shall present their opinions to the Board for final interpretation and ratification.
- 2.16.2 Questions of interpretation of all the other rules in the Archery Australia Inc Rule Book (other than the Constitution, Rules of the Constitution, see clause 2.16.1) shall be referred to the Constitution & Rules Committee who shall present their recommendations to the Board for final ratification.

## **2.17** <sup>8</sup>**Resolution of Internal Disputes**

- 2.17.1 Disputes between Individual Affiliates, Clubs or Recognised Governing Bodies (in their capacity as members) that cannot be resolved informally will be referred to mediation. The Mediator will be appointed as agreed between the parties. If the parties are unable to agree then the mediator will be appointed by the Board.
- 2.17.2 In the event that mediation does not resolve the internal dispute the mediator shall provide a short report to the Board setting out his or her opinion as to the principal issue in dispute and the internal dispute shall be referred to the Board for determination. The Board may, if appropriate and at its discretion refer the matter for investigation and determination under Rule 2.13.

## **2.18** **Drugs in Sport**

- 2.18.1 Archery Australia Inc. enforces its Anti-Doping Policy and endorses the Anti-Doping Policies of the Sporting Bodies and International Federations to which Archery Australia Inc. is affiliated.
- 2.18.2 All banned substances as listed by the Medical Commissions of the above organisations are also banned from use in any activities associated with Archery Australia Inc., unless they are approved for therapeutic use as according to the requirements and provisions of the Archery Australia Inc. Anti-Doping Policy.

## **2.19** **Amendments**

- 2.19.1 The Rules of Constitution shall only be amended at an Annual General Meeting or Special General Meeting called for that purpose. In accordance with the *Associations Incorporation Act 1991 (ACT)*, amendments can only be effected by a Special Resolution passed by a simple majority of those present and entitled to vote.
- 2.19.2 These motions and amendments shall then be placed on the agenda and circulated to all Recognised Governing Bodies, members of the Board, Constitution and Rules Committee and Committee Chairs not less than two weeks prior to the meeting.

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<sup>8</sup> 2.17 amended 2/03/2014 (Special General Meeting)

## Glossary of Terms

NAME	DEFINITION
<b>Association</b>	Archery Australia Incorporated – that may be abbreviated to Archery Australia, the Association or AA as may be determined throughout these rules
<b>Executive Board</b>	The governance and management body of the Association, consisting of elected and appointed Executive Board members – that may be abbreviated to the Board or EB as may be determined throughout these rules
<b>Chief Executive Officer</b>	A person engaged or employed by Archery Australia Inc to manage the day-to-day affairs of the Association
<b>Recognised Governing Body</b>	A governing archery body that may be abbreviated as RGB or RGBs, situated in a State or Territory, responsible for controlling archery within that geographical area
<b>Committee</b>	A group of persons forming either the Board Standing, Archery Australia Inc Standing or <i>ad-hoc</i> Committees
<b>Meetings</b>	A meeting of the Board, Association or Committee
<sup>9</sup> <b>Club</b>	A body comprising a number of athletes organised together for competition or otherwise, which is affiliated with a RGB and is a Member of the Archery Australia Inc.
<sup>10</sup> <b>Member</b>	A Club or Individual Affiliate who has fulfilled all the requirements for membership of a RGB or Club as the case may be, and whose membership is current at any time, but does not include such members during times following their membership of an RGB or Club being suspended or terminated by a RGB or a Club.
<sup>11</sup> <b>Non-Voting Members</b>	Clubs, Individual Affiliates and other natural persons as determined by Archery Australia Inc.
<b>Voting Members</b>	The RGBs
<b>Life Members</b>	Affiliate persons granted this honour by the Board on recommendation of the Awards Committee
<b>Affiliates</b>	Every registered member of a club affiliated with an RGB
<b>Honorary Affiliates</b>	Such persons as the Association may from time to time determine

<sup>9</sup> Club definition adopted 2/03/2014 (Special General Meeting)

<sup>10</sup> Member definition adopted 2/03/2014 (Special General Meeting)

<sup>11</sup> Non-Voting Members definition adopted 2/03/2014 (Special General Meeting)

NAME	DEFINITION
<b>Associates</b>	Such persons or organisations as the Association may from time to time determine
<b>Temporary Affiliates</b>	Such persons who are not members of a club affiliated with an RGB, but are granted membership for a limited period under such terms and conditions as noted on the Temporary Affiliate Form
<b>Athlete</b>	The generic term referring to archers and arbalests
<b>Arrow</b>	The generic term referring to an arrow or bolt used with a Recurve Bow, Compound Bow, Longbow or Crossbow
<b>Division</b>	Bow Type
<b>Class</b>	<sup>12</sup> Female & Male; Master, Veteran, VeteranPlus & Youth Age Groups
<b>Discipline</b>	Outdoor Target Archery, Indoor Target Archery, Field Archery, Clout Archery, Flight Archery
<b>Category</b>	The combination of a Division and a Class
<b>Tournament</b>	An organised competition consisting of one or more events and for which a separate list of results is provided
<b>Senior Athlete</b>	A male or female athlete 18 years or over
<b>Master Athlete</b>	A male or female athlete 50 – 59 years
<b>Veteran Athlete</b>	A male or female athlete 60-69 years
<b>VeteranPlus Athlete<sup>13</sup></b>	A male or female athlete 70 years and over
<b>Youth Athlete</b>	A male or female athlete as defined in Chapter 7: Management of Competitions, Clause 7.7.2
<b>Financial Year</b>	1 July to 30 June, inclusive <sup>14</sup>
<b>Australian Sports Anti-Doping Authority</b>	The integrated anti-doping organisation, abbreviated as ASADA, responsible for anti-doping control procedures, including collection (testing), results and athlete whereabouts

<sup>12</sup> Men, Women, Boys, Girls, replaced December, 2015 by Male, Female (as appropriate), to match universal usage

<sup>13</sup> Following a 2-year trial, VeteranPlus formally adopted April, 2015 and included in the Shooting Rules 1 January, 2016

<sup>14</sup> Definition of financial year effective from 1 July, 2013

NAME	DEFINITION
<b>World Archery Federation</b> <i>formerly</i> Fédération Internationale de Tir à l'Arc (FITA)	The World Archery Federation abbreviated as WA, responsible for all matters pertaining to the governance and management of archery internationally, as detailed in the Constitution & Rules, Article 1.2 Statement of Purpose. The term FITA may be used to describe the various competition rules for Outdoor Target, Indoor Target and Field Archery Rounds
<b>World Crossbow Shooting Association</b>	The international association abbreviated as WCSA, responsible for all matters pertaining to the governance and management of the sport of Crossbow shooting internationally, as detailed in the Constitution & Rules, Article 1.2 Statement of Purpose

**Note:** The names included in this document Glossary of Terms are used throughout the Constitution and Rules book for reference purposes as appropriate.

## Appendix 1

### 1. Terms of Reference – Board Standing Committees

#### 1.1 Strategic Development and Planning Committee

- 1.1.1 The Strategic Development and Planning Committee shall carry out the following functions:
- 1.1.1.1 Meet not less than once in each calendar year to receive reports on the activities of the Board and RGBs.
  - 1.1.1.2 Provide a forum for the raising of issues by the Board, or by any of the RGBs and for the discussion by the Committee members of matters of mutual concern.
  - 1.1.1.3 Foster and promote the devolution of the Archery Australia Inc Strategic Development Plan to the Strategic Plans of the RGBs and clubs.
  - 1.1.1.4 Review and monitor the implementation of the Archery Australia Inc Strategic Development Plan during its currency.
  - 1.1.1.5 Report on and monitor the state of Archery in Australia.
  - 1.1.1.6 Facilitate the implementation of new policies and programs to benefit the sport of archery in Australia.
  - 1.1.1.7 Participate in the preparation of the Archery Australia Inc Strategic Development Plan.
- 1.1.2 The Strategic Development and Planning Committee shall comprise members of the Board, the Presidents of Recognised Governing Bodies and the Chief Executive Officer as the *ex officio* member and other members as may be determined from time to time.

#### 1.2 The Audit and Risk Management Committee

- 1.2.1 The Audit and Risk Management Committee shall carry out the following functions:
- 1.2.1.1 Undertake the functions referred to it to assist the Board in the effective discharge of its responsibilities for financial reporting, internal control structures, internal and external audit functions and Archery Australia Inc risk management and compliance systems.
  - 1.2.1.2 Make recommendations to the Board on the appointment or dismissal of any internal audit officer.
  - 1.2.1.3 In consultation with the CEO, make recommendations to the Board for the engagement or termination of the external Financial Auditor.
  - 1.2.1.4 Oversee the annual audit of Archery Australia Inc. financial records and make recommendations on policies and procedures to address any issues identified in any audit.
  - 1.2.1.5 Oversee any other audit considered necessary by the Committee or Board from time to time.
  - 1.2.1.6 Oversee and recommend any borrowings necessary for the management of Archery Australia Inc.

- 1.2.1.7 Review the effectiveness of Archery Australia Inc risk management systems.
- 1.2.1.8 Review the Archery Australia Inc discharge of compliance requirements.
- 1.2.1.9 Maintain a Risk Management Register for actual and potential material risk exposures.
- 1.2.1.10 Review the quality of reporting by Committees and Officers.
- 1.2.1.11 The Audit and Risk Management Committee shall comprise not more than five members. The chair of the Committee shall be a Board Member having appropriate experience. The remaining members of the Committee shall be appointed by the Board and shall have such expertise as the Board considers appropriate to their role.
- 1.2.1.12 The Audit and Risk Management Committee shall report at least annually to the Board.

### **1.3 The Appeals Committee**

- 1.3.1 The Appeals Committee shall carry out the following functions:
  - 1.3.1.1 Hear and adjudicate on the suspension or expulsion or otherwise of any of those entities listed under Clause 1.4 Membership in the Constitution of Archery Australia Inc. (competitor or official) reported for behaviour detrimental to the interests of the sport or Archery Australia Inc.
  - 1.3.1.2 Hear and adjudicate on an appeal by any of those entities listed under Clause 1.4.3 Membership in the Constitution of Archery Australia Inc. (competitor or official) for non-selection on, or removal from a National or International Team.
  - 1.3.1.3 Hear appeals on matters of sexual harassment and discrimination.
  - 1.3.1.4 Hear and adjudicate on other such matters as referred by the Board, other than matters specific to the appeals process relating to competitions; in which case rulings or decisions made by the Jury of Appeal or Organising Committee are final.
  - 1.3.1.5 The Appeals Committee shall comprise not more than five members. The Chair of the Committee shall have appropriate experience. The remaining members of the Committee shall be appointed by the Board and shall have such expertise as the Board considers appropriate to their role.
  - 1.3.1.6 The Appeals Committee will formulate Rules and Procedures for the conduct by it of its functions and any such Rules and Procedures shall be subject to the approval of the Board.

### **1.4 The Awards Committee**

- 1.4.1 The Awards Committee shall carry out the following functions:
  - 1.4.1.1 To receive nominations for the granting of awards of recognition by or on behalf of Archery Australia Inc. and to make recommendations to the Board on such nominations.
  - 1.4.1.2 To develop and maintain the awards criteria.

- 1.4.1.3 The Awards Committee shall comprise not more than five persons appointed by the Board. The Chair of the Committee shall be appointed by the Board and shall be either a Life Member or an Affiliate of Archery Australia Inc. having the relevant skills.



## Appendix 2

### 2. Terms of Reference – Archery Australia Inc Standing Committees

#### 2.1 The High Performance Committee

- 2.1.1 The High Performance Committee shall carry out the following functions:
- 2.1.1.1 To develop and implement a High Performance Program for athletes affiliated with Archery Australia Inc.
  - 2.1.1.2 To optimise the performance levels for the disciplines of the sport of archery.
  - 2.1.1.3 To recommend AA National Teams selection processes for National and International competitions.
  - 2.1.1.4 To act as the Selection Panel for AA National Teams. The panel shall consist of the Head National Coach, a senior member of the coaching staff; and a suitable person approved by the Board on recommendation by the coaching staff.
  - 2.1.1.5 To implement and organise a Youth Development Program, including team selection processes to AA National, International and Regional competitions.
  - 2.1.1.6 To monitor the performance of promising youths and recommend them to the Coaching Committee for their further development within the AA Pathways Program.

#### 2.2 The Coach Development Committee

- 2.2.1 The Coach Development Committee shall carry out the following functions:
- 2.2.1.1 To develop and facilitate the implementation of a National Coach Development Program (Community Instructor, Instructor and Club Coach) levels within each RGB.
  - 2.2.1.2 To manage instructor/coach accreditation and re-accreditation within each RGB.
  - 2.2.1.3 To deliver Community Instructor, Instructor and Club Coach courses and facilitate examinations and assessments.
  - 2.2.1.4 To liaise with the High Performance Committee and High Performance Coach Development Committee in the review, development and implementation of standards, manuals, examinations and assessments for Community Instructor, Instructor and Club Coach.
  - 2.2.1.5 To monitor the standards of instructors and coaches within each RGB.
- 2.2.2 The High Performance Coach Development Committee
- 2.2.2.1 The High Performance Coach Development Committee shall carry out the following functions:
  - 2.2.2.2 To develop and facilitate the implementation of the Regional and High Performance Coach levels.

- 2.2.2.3 To manage Regional and High Performance Coach accreditation and re-accreditation.
- 2.2.2.4 To liaise with the High Performance Committee and Coach Development Committee in the review, development and implementation of standards, manuals, examinations and assessments for Regional and High Performance Coach levels.

### **2.3 The Constitution and Rules Committee**

- 2.3.1.1 The Constitution and Rules Committee shall carry out the following functions:
  - 2.3.1.2 To consider, report upon, present clarification of the wording of existing rules, motions to amend the rules; and undertake editorial functions of the rules without changing the purpose and intent of the rules or motions. To formulate proposed amendments to the Archery Australia Inc Constitution, Rules of Constitution, General Administrative Procedures and Competition Regulations.
  - 2.3.1.3 To provide:
    - 2.3.1.4 Advice on the interpretation, of Archery Australia Inc Constitution, Rules of Constitution, General Administration Procedures and Competition Regulations.
    - 2.3.1.5 Recommendations and/or interpretations to the Archery Australia Inc Board of any other Rule/s in the Archery Australia Inc Rules referred to it by the Board, Chief Executive Officer, Chairman of a Committee or those entities listed under Article 1.4 Membership in the Constitution of Archery Australia Inc.
  - 2.3.1.6 To assist in the education of competitors and officials in the understanding of the rules and their application.

### **2.4 The Officials Committee**

- 2.4.1 The Officials Committee shall carry out the following functions:
  - 2.4.1.1 To develop and implement a National Officiating Program.
  - 2.4.1.2 To accredit National Officials and maintain an up-to-date register of National, Continental and International Officials.
  - 2.4.1.3 To facilitate the allocation of officials for Archery Australia sanctioned events.
  - 2.4.1.4 To monitor the standard of Officiating and to recommend and implement standards for improvement.
  - 2.4.1.5 To submit to the Board the names of National Judges to be recommended to the appropriate Continental Association for advancement to Continental Judge Status.

### **2.5 The Club Development and Policy and Procedures Committee**

- 2.5.1 The Club Development and Policy and Procedures Committee shall carry out the following functions:

- 2.5.1.1 To develop best practice models for the formation, development and ongoing management of Clubs and their facilities.
- 2.5.1.2 To monitor the status and development of clubs and their standard officials.
- 2.5.1.3 To develop a Policy and Procedure Manual for Archery Australia to incorporate Finance, Temporary and other membership levels, Risk and Safety Policies, Anti-Doping Policy and Tournaments and National Teams.
- 2.5.1.4 To develop a Policy and Procedure Manual for Clubs, incorporating the requirements of Recognised Governing Bodies.
- 2.5.1.5 To facilitate the ongoing development of Clubs and the formation of new Clubs in cooperation with Recognised Governing Bodies.

## **2.6 The Tournament and Records Committee**

- 2.6.1 The Tournament and Records Committee shall carry out the following functions:
  - 2.6.1.1 To maintain the Archery Australia Inc. Tournament and Shooting Records for:
    - The Disciplines of Outdoor and Indoor Target, Field, Clout and Flight archery
    - The Classes of Male, Female and the various Youth age groups as may be determined
    - The Divisions of Recurve, Compound, Longbow and Crossbow as listed in the rules under the section Management of Competitions, Disciplines, Classes and Divisions
    - Any other shooting records as determined from time to time.

