



# CONSTITUTION

AUSTRALIAN BOWHUNTERS ASSOCIATION INC.™



As at November 2019

**AUSTRALIAN BOWHUNTERS ASSOCIATION  
INCORPORATED TM**

ABN 79 750 431 225

**PREAMBLE**

This preamble shall never be amended or destroyed in the history of this Association, subject to the intent of this constitution. It shall be held, as inviolate, that this Association exists as a National Organisation for the furtherance of bowhunting in Australia, and throughout all nations of the world, and all activities of the Association shall be directed to that aim. No amendment or interpretation of the constitution shall oppose that aim; all such amendments or interpretations, on being presented, shall be null and void.

Further it is the intent of this Association to preserve and advance the theory and belief that all humans are born equal, irrespective of race, colour, creed or nationality; by the joining together of the nations of the world in the promotion and preservation, by usage, of mankind's most ancient weapon, the bow and arrow, in games and competition designed to challenge individual skills, and the creation of better understanding.

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“Like the landscape, the ecology of wild things is constantly ever changing. Always there will be more we can learn and do to maintain our natural heritage. We need to help wildlife by working with Nature, because wildlife is essential to, and a barometer of, the quality of our own lives.”

#### Section 1. Name

(a) The name of the association shall be the “Australian Bowhunters Association Incorporated”, hereafter referred to as the “ABA Inc.”

(b) The ABA Inc. shall incorporate the name, the Ishi symbol, and the activities of the Trophy Bowhunters of Australia into the Bowhunting Division of the Association, hereafter referred to as the “TBA Club.”

The By-Laws of the TBA Club shall form an addendum to the Constitution of the ABA Inc.

(c) In this Constitution, reference to the Act means the Associations Act 2003 (NT).

#### Section 2. Aims and Objectives

(a) The Australian Bowhunters Association Inc., the sovereign authority for bowhunting in Australia and its Territories, shall do all things necessary to promote the legal status of bowhunting to a high level of public acceptance and legal recognition, and shall perpetuate bowhunting philosophy as being a legitimate activity incorporating the principles of effective game management, conservation and preservation of the natural environment, both in Australia and its Territories and internationally. The ABA Inc. shall seek and maintain affiliation with the recognised International Bowhunting Organisation.

(b) The Australian Bowhunters Association Inc., the sovereign authority for the Sport of modern Field Archery in Australia and its Territories, shall do all things necessary to promote the status of competition field archery, and establish programmes emphasising high standards of sportsmanship, friendship, cooperation, and ethics directed to the coaching of members in competition field archery, and skill with the bow and arrow, both in Australia and its Territories and internationally. The ABA Inc. shall seek and maintain affiliation with the recognized International Field Archery Organisation.

(c) To establish rules and restrictions for bowhunting as documented in the Code of Ethics of the ABA Inc. and Rules of Fair Chase, acceptable to responsible bowhunters. To encourage youth participation and training through National Bowhunter Education Programmes and the training and qualification of bowhunter educationalists.

- (d) To establish Rules for Field Archery Shoots for competition field archery throughout Australia and its Territories, and internationally. To encourage youth participation and training through National Coaching Programmes, and the training and qualification of Coaches and Instructors.
- (e) To encourage the development of the young and to assist the disabled in the community to broaden their experience through participation in Sport.
- (f) To assist where possible all public bodies having involvement with conservation and game management, where such do not conflict with the aims and objectives of the ABA Inc.
- (g) To promote and preserve the less sophisticated forms of INSTINCTIVE archery, and to develop and promote the modern and sophisticated forms of field archery.
- (h) To establish Award Systems giving recognition to Trophy Bowhunting, and to encourage through those systems, and by personal representation by Officers, Trophy Bowhunting in Australia and internationally.
- (i) To establish competition games of Field Archery to include Club, Inter-Club, Branch, State, and National Championships in both the traditional and international formats of Field Archery Competition.
- (j) The Australian Bowhunters Association Inc. is established to use and protect the Association's intellectual property.

### Section 3. Powers

The powers of the Association are:

- (a) To subscribe to, become a member of and cooperate with any other National or International association or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the ABA Inc., provided that the ABA Inc. shall not subscribe to or support with its funds any such 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 the ABA Inc. under or by virtue of Section 26; provided that such restriction shall not apply in the case of international affiliations.
- (b) In furtherance of the objects of the ABA Inc. to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the ABA Inc., or such persons frequenting the ABA Inc. premises.
- (c) To purchase, take on lease or in exchange, hire and otherwise acquire which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the ABA Inc.; provided that in case the ABA Inc. shall take or hold any property which may be subject to any trusts the ABA Inc. shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (d) 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 the ABA Inc.; to obtain from any such Government or Authority any rights, privileges and concessions which the ABA Inc. may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (e) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other such persons as may be necessary or convenient for the purposes of the ABA Inc., or to enter into contracts for such services.

- (f) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the ABA Inc.'s interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (g) To invest and deal with the money of the ABA Inc. not immediately required in such manner as may from time to time be determined.
- (h) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (i) In furtherance of the objects of the ABA Inc. to lend and advance money or give credit to any member or affiliated Club, and otherwise to assist any member of an affiliated Club for the purposes of promotion of ABA Inc. activities, at the discretion of the National Management Committee.
- (j) 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 advances 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.
- (k) In furtherance of the objects of the ABA Inc. 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 the ABA Inc.
- (l) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the ABA Inc.'s property of whatsoever kind sold by the ABA Inc., or any money due to the ABA Inc. from purchasers and others.
- (m) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the ABA Inc., but subject always to the proviso in sub-section (c) to this section.
- (n) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the ABA Inc., by donations, annual subscriptions or otherwise.
- (o) To print and publish any newspapers, periodicals, books or leaflets that the ABA Inc. may think desirable for the promotion of its objects.
- (p) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the ABA Inc.
- (q) In furthering the Aims and Objectives of the Association, the ABA Inc. has power to produce, create, develop, license and otherwise use, exploit and protect the intellectual property of the Association. Intellectual property of the Association is defined to mean all rights or goodwill subsisting in copyright, business names, names, trademarks (or signs), logos, designs (including target faces), field archery competition rules and know-how, bowhunting rules, codes and awards, equipment, images (including photographs, video or

film) or service marks (whether registered or registrable), relating to the sport of field archery, or any event, competition or other ABA Inc. activity of or conducted, promoted or administered by the ABA Inc., whether past, present or future.

#### Section 4. Organisation

The organisational structure of the ABA Inc. shall include a National Management Body and two (2) Divisions, to be named the Bowhunting Division and the Field Division respectively.

(a) The Bowhunting Division shall be responsible for all ABA Inc. activities relating to Game Recognition, Game Awards, Game Measurement and Management, and all matters pertaining to bowhunted game in Australia and its Territories.

(b) The Field Division shall be responsible for all activities pertaining to the Sport of Field Archery within Australia and its Territories. The Field Division shall be named "Field Archery Australia" for the purposes of external contact in representing the Sport of Field Archery.

#### Section 5. Membership

(a) Membership of the ABA Inc. shall consist of ordinary members, and any of the following classes of members:—

- (i) Honorary members;
- (ii) Life members;
- (iii) Corporate Members.

The number of any members, in any class, shall not be limited.

(b) The ABA Inc. shall comprise the elected and appointed Officers of the ABA Inc. and ordinary members paying the requisite annual dues.

(c) An Officer of the ABA Inc. is an ordinary member who holds an Office of the Association as described at Section 19(a) of this Constitution.

(d) An ordinary member of the ABA Inc. is a person who has completed the required Membership Application Form, been accepted for membership by the ABA Inc., and who has paid the required fees.

(e) Acceptance of a person as a member of the ABA Inc. shall bind that person to comply with the ABA Inc. Constitution, Rules, By-Laws, and all decisions by the National Management and Executive Committees, so long as that person remains a member of the ABA Inc. Through collective representation, members must make decisions in the interests of the ABA Inc.

(f) Applicants under the age of eighteen (18) years shall be required to have an additional endorsement on their application by a parent or guardian.

(g) Persons authorised to endorse applications for membership of the ABA Inc. shall be the Officers of the ABA Inc.

(h) An applicant or a member of the ABA Inc. is not required to be a member of an affiliated Club, of any other Club, excepting as a requirement of membership of a Club, by that Club's constitution.

(i) Subject to compliance with the principles and processes of natural justice, the National Executive Committee shall reserve the right to refuse membership in the ABA Inc.

(j) The National Executive Committee shall exercise all authority to suspend or terminate membership in the ABA Inc., or otherwise act as provided under Section 19(c) to this Constitution.

(k) A member may resign from the ABA Inc. at any time by giving notice in writing to the National General Secretary. Such resignation shall take effect at the time such notice is received by the National General Secretary unless a later date is specified in the notice, when it shall take effect on such later date.

(l) Joining and or Annual Membership fees shall be determined annually by the National Executive Committee. The annual membership fee shall become payable on the due date each year, and if payment is not received within one calendar month of the due date, the member shall be deemed to be unfinancial and membership of the ABA Inc. terminated. It shall be the responsibility of the member to renew membership each year. An application for renewal of membership shall be published at the appropriate time each year, in the ABA Inc. official media.

(m) The National Executive Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the ABA Inc. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the National Executive Committee may require from time to time. A copy of the membership register shall be held by the Association's Public Officer.

(n) Honorary membership in the ABA Inc. may be granted to a visiting Bowhunter or Field Archer on the recommendation of an Officer of the ABA Inc. for a period not to exceed three (3) months, at the discretion of the National President.

(o) Life Membership, without payment of fees, may be granted by the National Management Committee, for exceptional and meritorious service to Bowhunting or Field Archery in Australia and its Territories, upon nomination by two (2) Officers of the ABA Inc.

(p) Corporate Membership may be issued to any firm, business or individual on payment of such annual fees as determined from time to time. Corporate members shall not be entitled to participate in the activities or decision-making process of the Association. Corporate Membership shall be recognised by appropriate advertising where appropriate to Association activities. Ordinary members shall be encouraged to support Corporate Members.

(q) Members shall discharge their financial obligations to the Association. A failure to discharge any such financial obligation, irrespective of the basis of the debt, shall be grounds, by itself, for termination of membership.

#### Section 6. Alliances with Other Organisations

Neither State nor Branch sub-management of the ABA Inc. shall establish alliances or affiliations with any State, National or International Body without the prior and express permission of the National Executive Committee of the ABA Inc.

#### Section 7. Affiliation of Bowhunting, Field Archery or Archery Clubs

(a) Bowhunting, Field Archery or Archery Clubs may become an affiliate of the ABA Inc. on submission of an application in the prescribed form, signed by Executive Officers of the Club, and the payment of an annual affiliation fee, as determined from

time to time, providing the Club conforms to the required criteria for membership, as determined by the ABA Inc. Affiliation shall be renewable annually.

(b) It shall be a requirement for affiliation that a copy of the Club's constitution accompany the application and required affiliation fee, in which there shall be a clause directing the intent of such affiliation of the ABA Inc. and that it is an object of the Club to encourage ABA Inc. membership within the membership of the Club.

(c) Club affiliation shall be granted within the following classifications:

(i) An Associate Affiliate Club: the associate affiliate club shall, as a requirement for affiliation with the ABA Inc., have a minimum of six (6) financial members of the ABA Inc. or forty percent (40%) of the total club membership as financial ABA Inc. members, whichever is the greater, at the time of application for affiliation, and thereafter.

(ii) An Ordinary Affiliate Club: the ordinary affiliate club shall, as a provision of the Club's constitution, require that all members of the Club shall be financial members of the ABA Inc.

(d) Acceptance of a Club for affiliation of the ABA Inc. shall bind the Club and its financial members to abide by, and comply with, the Constitution, Rules, By-Laws, and decisions of the ABA Inc. in all matters pertaining to the operations of the ABA Inc.

(e) Affiliated clubs shall remain autonomous in their operations and shall make their own rules of membership and conduct for their members, other than for the requirements of membership for the ABA Inc., and provided nothing in the Club constitution contravenes the Constitution, Rules, By-Laws, and stated Policies of the ABA Inc.

(f) Ordinary Affiliate Clubs shall elect an ABA Club Representative which shall be an Executive position of the Club, and who shall be a member of the ABA Branch Management Committee of the Branch in which the Club is located, and shall present the views of the Club in the management of the Branch, and therefore the decision making process of the ABA Inc. Ordinary Affiliate Clubs shall advise the Secretary of the Branch Management Committee of the name and address of their ABA Inc. Club Representative.

(g) Subject to compliance with the principles and processes of natural justice, the National Executive Committee shall reserve the right to refuse Club affiliation with the ABA Inc.

(h) The National Executive Committee shall exercise all authority to suspend or terminate Club affiliation in the ABA Inc., or otherwise act as provided under 19(c) of this constitution.

(i) An affiliated club may resign from the ABA Inc. at any time by giving notice in writing to the Executive Director of the ABA Inc. Such resignation shall take effect at the time such notice is received by the Executive Director unless a later date is specified in the notice, when it shall take effect on that later date.

(j) Club Affiliation fees shall be determined annually by the National Executive Committee which shall become payable on the due date each year. If payment is not received within one calendar month of the due date, the Club shall be deemed to be unfinancial, and affiliation with the ABA Inc. terminated. It shall be the responsibility of the Club to renew affiliation each year. An application form for renewal of affiliation shall be published, at the appropriate time each year, in the ABA Inc. official media.

(k) The National Executive Committee shall cause a Register to be kept in which shall be entered the name and contact address of all affiliated Clubs. Particulars shall also



be entered into the Register of, Club dissolutions, resignations, terminations and reinstatement of Club affiliation and any further particulars as the National Executive Committee may require from time to time.

#### Section 8. Management of the Association

(a) The National Management Committee shall be the supreme policy and decision making body of the ABA Inc., unless otherwise specified by the provisions of this constitution and may exercise all powers of the Association, or to delegate any or all such powers to the National Executive Committee, as necessary or desirable. The Committee shall comprise the elected and appointed Officers of the National Executive Committee, the elected and appointed Officers of all Branch Executive Committees and the Chairman of the TBA Club Management Committee, and may include such other Officers, by appointment, as is necessary and desirable.

(b) The National Executive Committee shall hold all authority while the National Management Committee is not sitting, and shall be responsible for the management of the ABA Inc. according to the Policies and Decisions of the National Management Committee and the Constitution, Rules and By-Laws of the ABA Inc. The National Executive Committee shall have general control and management of the administration of the affairs, property and funds of the ABA Inc.; and shall have authority to interpret and decide the meaning of these Sections, Rules and By-Laws, and any matter relating to the ABA Inc. on which these Sections, Rules and By-Laws are silent. The National Executive Committee shall comprise the elective positions of:

The National President

The National Senior Vice President

The National Treasurer

The National Vice President, Bowhunting Division

The National Vice President, Field Division

The National Measurer

The Assistant National Measurer

The National Score Recorder

The Assistant National Score Recorder

The National Communications Officer

and

the appointed positions of:

The Executive Director

The National General Secretary

The National Director of Coaching

The National Director of Bowhunting Education

The Public Officer

and may include other appointed Offices as created from time to time, or other Officers for advisory purposes.

(c) The Branch Management Committee shall manage a Branch on behalf of ABA Inc. within the Policies and Decisions of the National Management and Executive Committees, and the Constitution, Rules and By-Laws of the ABA Inc.

The Committee shall comprise the elected and appointed Officers of the Branch Executive Committee; the Club Representative of each affiliate member Club in the Branch, and such other positions as may be created at the discretion of the Committee for the efficient management of the Branch.

(d) The Branch Executive Committee shall hold all authority while the Branch Management Committee is not sitting, and shall be responsible for the management of the Branch according to the Policies and Decisions of the National Management and Executive Committees, and the Branch Management Committee, and the Constitution, Rules and By-Laws of the ABA Inc.

The Branch Executive Committee shall comprise the elective positions of  
The Branch Controller  
The Branch Field Representative  
The Branch Secretary  
The Branch Treasurer  
The Branch Score Recorder

(e) Any appointed position or any elective position filled by appointment shall not be entitled to vote in the decisions of any Committee to which such appointment applies.

(f) The National President shall be responsible for the day to day management of the ABA Inc., and shall hold all authority while the National Management and National Executive Committees are not sitting, except as otherwise specified.

(g) Other members of the National Executive Committee shall have authority in the specific areas of responsibility, but shall accept the authority of the National President, and the National Committees.

(h) Branch Controllers shall be responsible for the day to day management of a Branch and shall hold all authority in a Branch whilst the Branch Management Committee and Branch Executive Committees are not sitting, except as otherwise specified elsewhere in this Constitution.

(i) Other members of the Branch Executive Committee shall have authority in the specific areas of responsibility but shall accept the authority of the Branch Controller, and the Branch Committee.

(j) Appointed positions on both the National Executive Committee and the Branch Executive Committees shall be reviewed at the same time as National and Branch elections.

#### Section 9. National Executive Decisions

Members of the National Executive Committee are authorised to act and make decisions on any matter or situation that may arise from time to time, in the interests of ABA Inc. provided that such actions or decisions do not contravene the provisions of this Constitution, or contravene the stated policies of the Association.

Any decision of a major nature shall require the concurrence of at least one other member of the National Executive Committee, and any action or decision taken must be advised to other Executive Officers as soon as possible. In an emergency situation affecting the activities of the Association, the National President is to be advised immediately in order that action may be taken to call a Special Meeting of the National Management Committee, or other Committees, if deemed necessary.

It shall be a duty of all ABA Inc. members and Officers to pass on to the National President any information having bearing on the operations and activities of ABA Inc., which could, in the estimate of the member or officer, require the action of ABA Inc. for the protection of the Sport.

#### Section 10. Elections

(a) Election of National Executive Officers.

(i) National Executive Officers shall be elected at elections held at an Annual General Meeting of the National Management Committee.

If by reason of resignation, or otherwise, a National Executive elective position becomes vacant during the period between Annual General Meetings of the National Committee, the National Executive Committee may make an interim appointment to fill that position until the following Annual General Meeting of the National Management Committee.

The subsequent election shall be for the balance of the officer's elected term and the position shall fall vacant at the next election rotation for the resigning, or otherwise, officer's term.

(ii) National Executive Officers shall be elected for a four (4) year term by those eligible to vote at such Annual General Meeting of the National Management Committee.

(iii) Elections shall be held every two (2) years with one half of the National Elected officers positions falling vacant. The election of National officers shall be on a 'rotational' basis with two rounds of officers falling vacant as follows:

Round One:

Senior Vice President  
Vice-President Bowhunting  
Communications Officer  
Score Recorder  
Assistant Measurer

Round Two:

President  
Vice President Field  
Treasurer  
Measurer  
Assistant Score Recorder

(iv) Eligibility for nomination for elective National Executive positions shall require that the nominee has the necessary experience and skills to successfully undertake the duties and responsibilities of the position concerned, and has indicated dedication to the Aims and Objectives of the Association, and compliance with the Constitution, and the Rules and Policies of the ABA Inc. Further, the nominee shall have had a minimum of three (3) years continuous financial membership of the ABA Inc. prior to nomination, and shall have held a position as an Officer of the Association in that time; the nominee shall not have been removed from an Office of ABA Inc. within the preceding five (5) years nor had membership suspended, terminated or have been otherwise dealt with in the preceding seven (7) years; and in the case of election to National Executive positions of National President, Senior Vice President and positions of the Bowhunting Division, nominees shall be required to be recognised by the Association as having a recorded history of game taken with the bow and arrow.

Provided also that a member, who is an Officer of Archery Australia or an Officer of some other archery or bowhunting organisation, at the time of nomination, shall not, other than as provided elsewhere, be eligible to elected Office of

ABA Inc. at National and Branch Management level. Provided also that a person as defined by Section 30 of the Associations Act, 2012, Part 4, shall not be eligible to hold Office at any level in ABA Inc.

(v) Nominations for elective National Executive positions shall be invited in the association's official media three (3) months prior to elections being held, and the nominee must be nominated and seconded by Officers of ABA Inc.

Provided that in the first instance nominations for the positions of President and Senior Vice President shall be invited from serving Executive Officers at least one month prior to the general invitation for nominations. Eligible and acceptable nominations so received shall be notified to Branches in the general Notice for Nominations. Such nomination, on the appropriate form, shall include a signed acceptance and declaration by the nominee. The nomination shall also carry the additional endorsement of a Branch Controller, or other Branch Executive member on behalf of the Branch Executive Committee, in support of the nominee.

(vi) The notice of invitation of nominations shall specify the closing time and date for nominations, which shall be two (2) months prior to the Annual General Meeting and any such nomination received after the closing time, or not conforming to Constitutional requirements, shall not be eligible.

(vii) A list of all nominees and the positions for which they have been nominated shall be forwarded to Branch Executive Officers at least 15 days prior to the Annual General Meeting.

(b) Election of Branch Executive Officers.

(i) Branch Executive Officers shall be elected at elections held at an Annual General Meeting of Branch Management Committee. If by reason of resignation or otherwise a Branch Executive elective position, other than the position of Branch Controller, becomes vacant during the period between Annual General Meetings of the Branch Management Committee, the Branch Management Committee may make an interim appointment to fill the position until the following Annual General Meeting of the Branch Management Committee.

(ii) In the case of the position of Branch Controller becoming vacant, as described in subsection 10(b)(i), the Branch Management Committee may make an interim appointment to fill that position, subject to that the appointment shall have the prior approval of the National Executive Committee. Where such approval is not granted the National Executive shall make such interim appointment.

The National Executive Committee may appoint a person to a position of Branch Controller, on an interim basis prior to any election of Branch Executive Officers, to organise the Branch requirements of ABA Inc. Such interim Branch Controller shall vacate the position at such time that formal elections are held.

The National Executive Committee may take such action as may be considered necessary to fill any vacant position of a Branch Executive Committee.

(iii) Where there are less than five (5) affiliated Clubs in a Branch, the Executive Officers shall be elected by the ordinary ABA Inc. members of the Branch, at a Meeting called for that purpose or by postal ballot of all members. A minimum quorum for such a Meeting shall be 60% of the existing ABA Inc. Branch members at the time.

(iv) Branch Executive Officers shall be elected for a two (2) year term by those persons eligible to vote at an Annual General Meeting of the Branch Management Committee, or as otherwise specified.

(v) Eligibility for nomination for elective Branch Executive positions shall require that the nominee is a financial member of ABA Inc. in good standing, and has indicated dedication to the Aims and Objectives of the Association and compliance with the Constitution and Rules and Policies of the ABA Inc. Further, the nominee shall have had a minimum of two (2) years continuous financial membership of ABA Inc. prior to nomination, and shall not have been removed from an Office of ABA Inc. within the preceding three (3) years, nor had membership suspended or terminated, or have otherwise been dealt with in the preceding five (5) years.

Provided also that in the case of election to the position of Branch Controller the nominee shall hold a Bowhunting Proficiency Certificate and in the case of election to the position of Branch Field Representative the nominee shall be required to be recognised by the A.B.A., Inc. as having a recorded history of game taken with the bow and arrow.

(vi) Nominations for Branch Executive shall be invited in a manner determined by the Branch Management Committee usually used for communication with members, and the nominees must be nominated and seconded by financial members of ABA Inc. Such nomination, on the appropriate form shall include a signed acceptance and declaration by the nominee. The nomination shall also carry an endorsement of the President or Executive Committee of an affiliated Club in support of the Nominee.

In the case of elections held under sub-section (b)(iii) to this section, the endorsement of the President or Executive Committee of an affiliated Club shall not be required.

(vii) A list of all nominees and the positions for which they have been nominated shall be made available to those eligible to vote, as the cases may be, at least thirty (30) days prior to such elections. Any nomination received after the specified closing time for receipt of nominations, or not conforming to requirements, shall not be eligible.

(c) Election of the ABA Club Representative to the Branch Management Committee

(i) The Club Representative of an affiliated Club shall be elected for a term specified by the Club Constitution, and at the same time as the election of Club Officers, or at the discretion of the Club concerned.

(ii) The ABA Inc. Club Representative shall be a financial member of ABA Inc. in good standing and shall have been a financial member of ABA Inc. for a minimum period of one (1) year prior to election.

(iii) The ABA Inc. Club Representative shall be nominated, seconded and elected to Office by financial ABA Inc. members of the Club only.

(d) Election and Appointment of Field Representatives

(i) Field Representatives shall be appointed as such by the National Vice President, Bowhunting Division according to approved establishments or as necessary for the efficient operation of the association's Hunting Awards and Statistical Systems, and according to qualification and authorisation as a Game Measurer. Such appointment may be terminated in the event of a position no longer being required or authorised, or at the discretion of the National Vice President, Bowhunting Division.

All appointees to positions of Field Representative shall be required to be recognised by the Association as having a recorded history of game taken with the bow and arrow.

(ii) The Branch Field Representative of the Branch Executive shall be elected as for other Branch Executive positions, except it shall be a qualification for election to this Office that the nominee be an authorised full measurer and if not an authorised full measurer to acquire that authorisation within 90 days from the date of election to office.

#### Section 11. Vacation of Office

(a) In the event of an Office being or becoming vacant, the National Executive Committee reserve the right to appoint a person to such position until such time that an election can be held according to the requirements of the Constitution, and an elected Officer can take up the duties of the Office.

(b) An Office shall be deemed to be vacant:

(i) At election of Officers subject to the provisions of Section 12 (a)(i) of the Constitution;

(ii) Upon the death of the Office holder;

(iii) If the Office holder becomes mentally or physically incapable of performing the duties required of the office;

(iv) If the Office holder is convicted of an indictable offence in a court having jurisdiction, or is a person defined by Section 30 of the Associations Act 2003, Part 4;

(v) If the Office holder resigns by notice in writing;

(vi) If the Office holder absents himself/herself from the duties of the position for a period in excess of three (3) months without the consent of the Committee to which the office applies, or fails to attend meetings of the Committee on three consecutive occasions without the prior consent of the Committee;

(vii) If the office holder ceases to be a member of the ABA Inc.;

(viii) In accordance with a decision taken under the provisions of Section 19 (c)(iii) of this Constitution;

(ix) Upon a resolution of NO CONFIDENCE being passed by a three quarters majority of members present at a properly constituted Meeting especially called for that purpose;

(x) Upon the election or appointment of an Officer at any level, to any Office of "Archery Australia", its affiliates, or such other archery or bowhunting organisation, except where such election or appointment is at the request of the ABA Inc. National Management Committee in the case of National Executive Officers, or a Branch Management Committee in consultation with the National President, in the case of Branch Officers.

#### Section 12. Annual General Meetings, Special and Other Meetings

(a) National Management Committee

(i) The Annual General Meeting of the National Management Committee of ABA Inc. shall be held each year within five (5) months of the end of the

financial year at a time and venue to be decided by the National Executive Committee and election of National Executive Officers shall be held at this meeting, as required.

Provided that the term of Office shall commence from the 1st day of January following such election to Office, except as provided by the Branch in writing to the Executive Director prior to the National Management Committee AGM. In the absence of such notification the period between election and the 1st January shall be a period of handover and briefing of incoming Officers, who shall add the term "ELECT" to their title during that period.

(ii) A Special General Meeting of the National Management Committee may be held at the request of the National President, or five (5) elected Officers of that Committee, or upon presentation of a petition, in signature, of 25% of the general membership of ABA Inc. The request for such Special Meeting shall detail the purpose of the Meeting, which shall be held within a period of three (3) months from the date of receipt of such request.

(iii) A Quorum for an Annual General or a Special General Meeting of the National Management Committee shall be a quorum of the National Executive Committee, and not less than 40% of the Branch Executive members entitled to vote at such a Meeting.

(iv) At least sixty (60) days prior to the decided date, all members and Officers of the ABA Inc. are to be advised of the date and venue of the proposed Meeting, by the National President by advertisement in the association's official media, or by circular. An Agenda of Business of the Meeting shall be available to Committee Members at least thirty (30) days prior to the Meeting.

(v) Business to be considered by an Annual General or Special General Meeting shall be any business included in the Meeting Agenda, and general business required.

(vi) The Annual Report of Officers and audited financial statement of the preceding year shall be presented at the Annual General Meeting. A printed copy of the Financial Report shall be included in the Meeting Agenda, time permitting, or forwarded to Committee Members prior to the Meeting.

(vii) The National Management Committee may meet together for the despatch of business, adjourn and otherwise appoint and regulate its meetings as necessary, subject to the foregoing.

(viii) In the event of a quorum not being present within the appointed time of commencement of an Annual General or Special General Meeting, if convened upon requisition of members of the Committee or of the Association, the Meeting shall lapse. In any other case it shall stand adjourned to the date of the next scheduled Meeting of the Committee.

(ix) The National President shall preside as Chairman at every General Meeting of the ABA Inc., including Branch General Meetings when the President is in attendance at such Branch Meeting, providing that if the President is not present, the chair shall pass to the Senior Vice President or if that Officer is also not present, the Meeting shall elect a meeting Chairman from their number, a simple majority vote sufficing.

(x) Minutes of the Meetings, duly signed by the Chairman of the Meeting, shall be forwarded to the Committee, and published in the first available issue of the association's official media.

(xi) At any General Meeting a resolution put to the vote of the Meeting shall be decided on a show of hands, unless otherwise directed by the Chairman, a simple majority sufficing, except that in the case of a Special General Meeting on a motion of No Confidence where voting shall be by secret ballot and a three quarters majority shall be required; provided also that all elections shall be by secret ballot.

(xii) Each member present and eligible to vote at a General Meeting of the ABA Inc. shall have one (1) vote only.

(xiii) In the case of equality of votes, the matter for decision shall be decided in the negative.

(xiv) Voting on all advised issues at a General Meeting may be by absentee vote lodged by any eligible Committee member with the Meeting Secretary. A proxy vote on behalf of an absent member is not permitted. The closing time and date for return of absentee votes shall be notified on the ballot paper. An absentee vote returned after the closing time shall not be accepted. An absentee vote shall be admissible only when such vote is submitted on the official ballot paper on the subject notified on the ballot paper. The returned ballot paper shall carry the name of the Officer concerned in signature and the title of the position held. A ballot paper, not returned shall be recorded as neither a vote for nor against the matter to be decided.

(xv) Each Branch shall be entitled to three (3) votes at the National Annual General Meeting. In the first instance, these votes shall be held by the Branch Controller, the Branch Field Representative and any other one of the three Branch Executive Committee. Should either the Branch Controller or Branch Field Representative be unavailable then the Branch Executive Committee shall allocate the votes to other elected Branch Executive members.

(b) National Executive Committee

(i) The National Executive Committee shall meet together for the regulation and despatch of the affairs of the ABA Inc. at any time that may be decided by the National President in consultation with the Committee, but in any case not later than once each two (2) calendar months.

(ii) A quorum for a Meeting of the National Executive Committee shall be five (5) Executive Officers, of whom one (1) Officer shall be the National President or Senior Vice President, one (1) Officer of the Bowhunting Division and one (1) Officer of the Field Division. If a member of the bowhunting division is unavailable, a member of the TBA committee may fill the position to form a quorum.

(iii) Meetings of the Executive Officers of the Divisions of the ABA Inc. may be called from time to time to conduct the affairs of the Division, at the discretion of the Vice Presidents of Divisions, respectively. Any matter so decided shall be conveyed to the National President as soon as possible. The National President may decide to refer the matter to the National Executive or National Management Committee, prior to implementation.

(iv) Voting in decisions of the National Executive Committee shall be that as prescribed for the National Management Committee.



(v) The Minutes of every Executive Committee Meeting shall be forwarded to all members of the National Management Committee within fourteen (14) days of such meeting.

(vi) The National President shall preside as Chairman of Meetings of the National Executive Committee. For the purposes of ensuring the accuracy of recording of Minutes of the Meeting, the Minutes of each Meeting shall be signed by the Chairman.

(c) Branch Management Committee

(i) The Branch Management Committee shall meet at the call of the Branch Controller, but not less frequently than quarterly each year.

(ii) The Annual General Meeting of a Branch Management Committee of the ABA Inc. shall be held each year at a time and venue to be decided by the Branch Executive Officers and election of Branch Officers shall be held at this meeting, when required.

(iii) A Special General Meeting of a Branch Management Committee may be called at any time by the Branch Controller, or by written request of three (3) Branch Officers, or upon written petition in signature of twenty five percent (25%) of the ordinary members of the Branch. The request for a Special General Meeting will detail the purpose of the Meeting, which shall then be held within a period of two (2) months from the date of the request.

(iv) A quorum for a Branch Management Committee shall be three (3) Branch Executive Officers, one (1) of whom shall be the Branch Controller, and not less than 40% of the Club Representatives of affiliated Clubs of the Branch.

(v) Where, because of the distance to be travelled by Club Representatives, Branch Management Committee Meetings are not practical or viable, the Branch Executive Officers shall meet to carry out the normal management decisions of the Branch, subject to that any question of policy to be decided by a Branch shall be canvassed by mail and a postal ballot taken of affiliated Club Representatives, or of the ordinary membership in the case of a Branch where insufficient Clubs are established to form a Branch Management Committee.

(vi) Voting in the decisions of the Branch Management Committee shall be that as prescribed for the National Management Committee.

(vii) Minutes of the Meeting of the Branch Management Committee shall be recorded by the Branch Secretary, and a copy of the Minutes shall be forwarded to all members of the Committee, and to the National President, within fourteen (14) days of such Meeting. For the purposes of ensuring the accuracy of the recording of such Minutes, the Minutes of every Branch Management Committee meeting shall be signed by the Chairman of that Meeting.

(viii) The Branch Controller shall preside as Chairman of meetings of the Branch Management Committee.

(ix) Where Branch procedures are not specifically defined, National procedure shall apply.

(d) Sub-Committees

The National Management, National Executive and Branch Management Committees may delegate any of their powers to a sub-committee consisting of such

members of the Association as necessary. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Committee.

(e) Conduct of Meetings

Conduct of all ABA Inc. Meetings shall be in accordance with the Standing Orders of Meeting Procedure and Debate as defined by Roberts Rules of Order.

Section 13. Financial and Membership Year

(a) The Financial Year of the ABA Inc. shall commence on the 1st June, and conclude on the 31st May, each year.

(b) The Membership Year of the ABA Inc. shall be an anniversary one (1) whereby membership commences on the day of joining and concludes twelve (12) months later.

Section 14. Award Year

(a) The Bowhunting Division Award Year shall terminate on the 31st December, each year.

(b) The Field Division Award Year shall terminate on the last day of the Australian Field Archery Championships, each year.

Section 15. Notice to Members

For all purposes, the national media selected as the medium for ABA Inc. information and directives to members, shall be the only required medium necessary to inform or direct members as to the operations and activities of the ABA Inc.

Section 16. The Constitution

This Constitution, and Addenda to the Constitution, shall remain in force until such time as it may be amended in accordance with the provisions of this Constitution.

Section 17. Alteration of the Constitution

(a) Subject to the provisions of the Associations Act which applies, the Sections of the Constitution may be amended, rescinded, or added to from time to time, on presentation of a Notice of Motion to that effect at an Annual General Meeting of the National Management Committee.

(b) A Notice of Motion, for alteration of the Constitution, on being presented and accepted by a simple majority of the National Management Committee, shall be tabled until the next Annual General Meeting of the National Management Committee.

(c) Provided that where early enactment of an alteration notice is considered to be essential for the effective operation of the ABA Inc., the National Management Committee may decide, by a two-third majority to do so, to set aside the specified period for which a Notice of Motion is to be tabled, and to decide on the Notice of Motion for alteration at the Meeting at which such Notice of Motion is presented.

(d) A decision to alter the Constitution shall require a three-fourths majority of those eligible to vote, and if passed shall be an alteration to the Constitution. Provided further that no such alteration shall be valid until such time that the alteration has been previously submitted to, and approved by, the relevant authority where such is prescribed by governing legislation.

## Section 18. Rules and By-Laws

The National Executive Committee shall, as necessary and appropriate, make, amend or repeal Rules and By-Laws, not inconsistent with this Constitution, for the internal management of the Association, and for effective operation and conduct of Association activities.

## Section 19. Administration of the Association

### (a) Officers of the Association

#### (i) National President.

The National President shall co-ordinate all aspects of ABA Inc. operations and activities, and shall act to give purpose and direction to the achievement of the aims and objectives of the Association, and by example provide effective and efficient management of the Association in accordance with the Constitution Rules, By-Laws and decisions of the ABA Inc.

The National President shall be the Representative of the Association to all other National and International organisations with which ABA Inc. is affiliated, unless otherwise delegated by that Officer or specified by such other organisation.

#### (ii) Senior Vice President.

The Senior Vice President is established as a training position for those seeking future election to the position of National President and shall assist the National President in the duties and responsibilities of the National President, and shall fill any temporary vacancy of National Executive positions, as required from time to time.

The Senior Vice President, unless otherwise directed by the National President, shall chair all Meetings and co-ordinate all activities and results of the President's Special Advisory Committees, as may be established from time to time.

#### (iii) The National Treasurer.

The National Treasurer shall account for all income and expenditure of the Association, and shall maintain all and any records of the financial operations of the ABA Inc. The Treasurer shall ensure that all expenditure is duly authorised, and that an annual audit of the association's financial statements and records is undertaken each year by the association's Auditor, as appointed from time to time. An Annual Financial Report shall be presented to the Annual General Meeting of the National Management Committee, each year.

#### (iv) The National Communications Officer.

The National Communications Officer shall promote the activities of the Association in appropriate media in accordance with established Policy and develop and maintain contacts with like national and international associations and with organisations with which the ABA Inc. is affiliated. This officer shall, subject to policy, be responsible for any matter requiring international contact.

#### (v) The National Vice President, Bowhunting Division.

The National Vice-President, Bowhunting Division shall be responsible for the operations of the ABA Inc. Bowhunting Division, and shall generally have all responsibility for the efficient operation of the Division and the association's hunting awards and recognition systems. This Officer shall also be responsible for the

collection, storage and retrieval of hunting research statistics, and for the appointment of Field Representatives of the Division, and for the training and appointment of Bowhunting Instructors, and management of the operations of the National Bowhunter Education Programme. Should this position be vacant, the Chairman of the TBA will be responsible for the roles undertaken by the Vice President Bowhunting.

(vi) The National Measurer.

This Officer shall be responsible for the measurement of all bow-shot game submitted to the ABA Inc. through the elected and appointed Field Representatives of the Association, and shall be responsible for the management of the ABA Inc. Measuring System, and for the tutoring and certification of Field Representatives as Game Measurers of the Association according to approved establishments. This Officer shall recommend to the Executive Committee persons to be appointed as Measuring Instructors as required from time to time, and to the Vice-President, Bowhunting Division of persons certified as Game Measurers for appointment as Field Representatives of the Division. This Officer shall also be responsible to form Measuring Panels for the measurement of game Records from time to time, and for the declaration of all Australian Game Records of bowshot game, where such conform to ABA Inc. requirements, and for submission of such Records for recognition by International Bowhunting Organisations, where applicable. It shall be a qualification for election to this Office that the nominee be an authorised Measurer, and if not an authorised Full Measurer to acquire that authorisation within ninety (90) days from the date of election to Office.

(vii) The Assistant National Measurer.

It shall be a qualification for election to this position that the nominee is an authorised Measurer, and if not authorised as a Full Measurer, to acquire that authorisation within ninety (90) days from date of election to Office. This Officer shall assist the National Measurer in the duties and responsibilities of the National Measurer and shall act in the place of the National Measurer, as required from time to time.

(viii) The National Vice President, Field Division.

The National Vice-President, Field Division shall be responsible to approve and co-ordinate all Official Field Archery Competitions and Tournaments in Australia and shall ensure that all official shoots are held in accordance with the association's Rules for Shoots and policy directives from time to time. This Officer shall carry out the duties and functions of Shoot Director and Chairman of the Judiciary Committee of all Branch, State and National and International Championships held under the auspices of the ABA Inc., subject to that these functions may be delegated in the case of Branch and State Championships, to the Branch Controller of the Branch in which the Championships are being held. The National Vice President, Field Division shall be responsible for the operations of the ABA Inc. Field Division, and shall generally have all responsibility for the efficient operation of the Division, the management of the association's National Coaching Programme, and for the training and appointment of Association Coaches and Field Archery Instructors, and conduct of coaching of field archery.

(ix) The National Score Recorder, Field Division.

This Officer shall hold and operate the National record of score grade of all members, as supplied by Branch Score Recorders and member Clubs, and shall determine and allocate competition gradings for members competing in official shoots, and qualifying standards for selection of Australian Representative Teams to International competitions.

(x) The Assistant National Score Recorder, Field Division.

This Officer shall assist the National Score Recorder in the duties and responsibilities of the National Score Recorder, and shall act in the place of the National Score Recorder as required from time to time.

(xi) The Executive Director.

The holder of this Office shall be a permanent appointment by the National President on recommendation of the National Executive Committee, and shall, subject to the provisions of the Constitution, be terminable on three (3) months notice on either side. The position may be a salaried position, subject to availability of funding assistance. This Officer shall provide a long term administrative resource for the Executive Officers of the Association and its members, and shall carry out administrative duties on behalf of the elected Executive Officers, in consultation.

This Officer shall maintain the Office of the Association and shall advise elected Officers in the business management and administration of the Association.

The Executive Director shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every management committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Executive Director for that inspection. For the purposes of ensuring accuracy of the recording of such minutes, the minutes of every management committee meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding management committee verifying their accuracy.

(xii) The National General Secretary

The holder of this Office shall be a permanent appointment by the National President on recommendation of the National Executive Committee, and shall, subject to the provisions of the Constitution, be terminable on three (3) months notice on either side. The position may be a salaried position, subject to availability of funding assistance. This Officer shall maintain the secretarial functions of the Association under the direction of the Executive Director.

(xiii) The National Director of Coaching.

The holder of this position shall be an appointment by the National President, on recommendation of the National Executive Committee, and shall, subject to the provisions of the Constitution, be terminable on three (3) months notice on either side. The position may be a salaried position, subject to the availability of funding assistance. The holder of this position shall have qualifications which are acceptable to the Association and shall be responsible for the management of the association's National Coaching Programme and for review of the programme as required from time to time. The holder shall be responsible for the training and qualification of Coaches and or instructors of the Association and for the conduct of the Coaching Programme. The holder shall organise coaching clinics and such other training activities as considered

necessary, and shall coach all representative teams selected for international competition. This Officer shall provide advice to the National Executive Committee in respect to coaching requirements of the Association.

(xiv) National Director of Bowhunting Education.

The holder of this position shall be an appointment by the National President on recommendation of the National Executive Committee, and shall, subject to the provisions of the Constitution, be terminable on three (3) months notice on either side. The holder of this position shall have qualifications which are appropriate to management of the association's National Bowhunter Education Programme, and for review of that programme as required from time to time. This Officer shall be responsible for the training and qualification of Bowhunting Instructors of the Association, and for the clinics and such other training activities as considered necessary, and shall provide advice to the National Executive Committee in respect to all Bowhunter Education needs of the Association.

(xv) The Public Officer.

The Public Officer must be a resident of the Northern Territory, shall hold a current copy of the Constitution and Membership Register and ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with Sections 23, 28 and 45 of the Association Act.

(xvi) The Branch Controller.

The Branch Controller shall co-ordinate all aspects of ABA Inc. operations and activities, and shall give direction and purpose to the achievement of the aims and objectives of the ABA Inc. within the Branch, in accordance with the Constitution. Rules and Policies of the ABA and shall provide efficient and effective management of the Branch. This Officer shall act for the Vice President, Field Division as Shoot Director of all official Branch Field Archery Competitions. The Branch Controller shall also chair all meetings of the Branch Management Committee and Branch Judiciary Committee.

As a member of the National Management Committee, the Branch Controller in conjunction with other Branch representatives to that Committee shall present the views of the Branch on matters being considered or decided by the National Management Committee.

(xvii) The Branch Secretary.

The Branch Secretary shall provide the secretarial function of the Branch and keep accurate records of meetings of the Branch Executive Committee and Branch Management Committee, and shall generally assist the Controller in the duties of Branch management.

(xviii) The Branch Treasurer.

The Branch Treasurer shall account for all income and expenditure of funds held on behalf of the Association as Branch funds, and shall maintain all and any records of the financial operation of the Branch, as required or directed. The Branch Treasurer shall ensure that all expenditure is duly authorised and that an annual audit of Branch records is made by a person suitably qualified, and that an annual financial statement of Branch operations as at the 31st May, each year is forwarded to the National Treasurer.

(xix) The Branch Score Recorder.

The Branch Score Recorder shall hold and operate the Branch record of score gradings, and shall determine and allocate competition gradings for members competing in official shoots of the Branch, and for transmission of shoot scores and gradings to the National Score Recorder. The Branch Recorder shall implement the qualifying standards for selection of Branch Teams to National Competitions.

(xx) The Branch Field Representative.

The Branch Field Representative shall be responsible for the Branch recording of game applications and issue of Game Awards, as authorised, and the transmission of statistics as required to the National General Secretary, in regard to the hunting activities of the Branch and the Association. This Officer shall also be responsible to the National Measurer for the conduct of Branch Measuring Schools, in accordance with National policy, and for recommendation to the National Measurer of those members to be authorised as Measurers in the Branch, subject to endorsement by the Branch Controller. It shall be a qualification for election to this Office that the nominee be an authorised full measurer and if not an authorised full measurer to acquire that authorisation within ninety (90) days from the date of election to office.

(xxi) The Branch Coach.

The holder of this position shall be by appointment by the National Vice President, Field Division, on recommendation by the National Director of Coaching, and the Branch Management Committee, and shall hold qualifications which are acceptable to the Association. The appointment is a permanent one terminable on three (3) months notice on either side, and may, subject to availability of funding assistance, be a salaried position. The Branch Coach shall be responsible for the management of the National Coaching Programme, within the Branch, and for the coaching of official Branch Teams, and shall provide coaching and training for members as required.

(xxii) The Branch Bowhunting Instructor.

The holder of this position shall be by appointment by the National Vice President, Bowhunting Division, on recommendation by the National Director, Bowhunting Education and the Branch Management Committee, and shall hold qualifications acceptable to the Association. The appointment is a permanent one terminable on three (3) months notice on either side. This Officer shall be responsible for the management of the National Bowhunter Education Programme, within the Branch, and for the training and qualification of Club Bowhunting Instructors, by recommendation to the Director of Bowhunting Education through the Branch Management Committee.

(xxiii) The Affiliate Club Representative.

The ABA Inc. Representative of the affiliate club shall be elected by the ABA Inc. members of the Club and shall present the views of members in the considerations and decisions of the Branch Management Committee, and for the dissemination of ABA Inc. determinations and policies to Club members. The ABA Inc. Representative shall be an ambassador for the ABA Inc., and shall generally do all things necessary to further the aims and ideals of the ABA Inc.

(xxiv) The Club Field Archery Coach.

The holder of this position shall be by appointment by the National Vice President, Field Division, on recommendation of the Club, the Branch Management

Committee, and the National Director of Coaching, and shall hold qualifications acceptable to the Association. The Club Field Archery Coach shall be responsible for implementation of the National Coaching Programme and instruction of members, at Club level.

(xxv) The Club Bowhunting Instructor.

The holder of this position shall be by appointment by the National Vice President, Bowhunting Division, on recommendation of the Club, the Branch Management Committee, and the Director of Bowhunting Education, and shall hold qualifications acceptable to the Association. The Club Bowhunting Instructor shall be responsible for implementation of the National Bowhunter Education Programme and instruction of members, at Club level.

(xxvi) The Field Representative.

The Field Representative shall be appointed as such by the National Vice President, Bowhunting Division on recommendation of an affiliate Club, a Branch Management Committee, or a Branch Controller, and shall be a person authorised as a Game Measurer, as recommended by the National Measurer, or Assistant Measurer. The Field Representative shall maintain Club records of hunting applications, where established, and shall transmit such applications to the Branch Field Representative for inclusion in Branch and National records.

(xxvii) The Chairman of the Trophy Bowhunters of Australia Club.

The Chairman of the Trophy Bowhunters of Australia Club shall be elected, as prescribed, from and by the members of the Club Committee, and shall present the views of the Club as a member of the National Management Committee, and be responsible for the management of the Club in accordance with the Club By-Laws as prescribed by the Addenda to the Constitution.

(xxxiii) The ABA Inc. Measuring Instructor.

The holder of this Office shall be by appointment by the National Executive Committee on recommendation by the National Vice President, Bowhunting Division and National Measurer, and shall be a person who has qualified at the highest level of measuring certification. Measuring Instructors shall be allocated one per Branch for the training of Full Measurers, and the conduct of Measuring Schools for that purpose, and to provide such assistance as is required to the Branch Field Representative for the training of Field Representatives as Game Measurers. Measuring Instructors shall recommend to the Branch Controller those persons qualified to measure as Full Measurers in the Branch, for appointment as such by the Bowhunting Division. Measuring Instructors shall assist the National Measurer in training and authorisation of Measurers as required.

(b) Procedures and Policies of the Association

(i) Submission of all matters, for consideration of the National Management or Executive Committees, shall be confined to channels established by the organisational management of the Association.

(ii) The ABA Inc. does not recognise the use of the weapon known as the Crossbow, in any shape or form, in any matter pertaining to the operations of the ABA Inc.



(iii) The ABA Inc. does not approve the use of arrows tipped with either poisons or tranquillising drugs, except when used to provide a service to the land-owner, or Government, or other such Body, as approved from time to time.

(iv) The National Executive Committee shall reserve the right to refuse the endorsement of the Association of any title, Championship Shoot, Bowhunting or Archery event by any Club, Branch, Group or Organisation, or individual, considered by the National Executive Committee not to be in the best interests of the ABA Inc. or its members.

(v) All official ABA Inc. releases to all media shall be channelled through the National President or the Public Relations Officer, or Branch Controller. Branch Controllers will forward a copy of any and all such releases to the Public Relations Officer, and shall if of national policy discuss the matter with the National President prior to release.

Individual Clubs, whether an affiliated Club or not, or any individual member shall not publish, or seek to have published, any matter designed to bring discredit to the Association and its members, in any public media.

(vi) The ABA Inc. shall hold annually a National Championship Shoot under the traditional ABA Inc. Rules for Shoots, and a National Championships under its affiliated international Rules, and an annual Bowhunter Safari. These activities may be combined into the same event or conducted separately at the discretion of the National Executive Committee. The Vice Presidents of Divisions shall be responsible for the organisation and staging of these activities. All official activities of Divisions shall have the prior approval of the Vice Presidents of Divisions, respectively.

(vii) The symbol of the ABA Inc., as is in use, shall be used by the ABA Inc. on all official correspondence, until such time that the symbol may be changed by a decision of the ABA Inc. The Ishi symbol of the TBA Club shall be used by the ABA Inc. on all relevant Game Awards issued by the Bowhunting Division of the ABA Inc.

(viii) The members of the National Management Committee and of the National Executive Committee shall view and decide all matters coming before them in the best interests of the Association and its members, as a single national organisation. Branch Officers who are also members of the National Management Committee, and having the responsibility to present the views of Branch members shall not be bound by the views of the Branch, but shall consider and decide all matters in the National interest.

(ix) Geographical portions of Australia shall be divided into Branches, taking into account the Clubs or Members in each Branch, to provide for an equitable as possible politically and economically viable sub-division of the Association and its management. Such Branches, their number and boundaries shall be decided by the National Executive Committee on recommendation from Branch Controllers.

(x) The Branch Management Committee may make such rules of procedure and determine particular policies having emphasis to a Branch, as necessary, subject to that such rules and or policies shall not contravene any National Rule or Policy, or the provisions of the Constitution of the ABA Inc.

(xi) Each Branch shall establish Field Archery Inter-Club competitions within the Branch, to include a Branch Championships and such other competitions as considered necessary and desirable, and shall prepare an annual calendar of such events

for distribution to member Clubs following the approval of the calendar by the Vice President, Field Division. The Branch Controller, unless otherwise specified by the Vice President, Field Division, shall act as Shoot Director and Chairman of the Branch Judiciary Committee for all official Branch Shoots, and may appoint such other Branch Officers to assist in the conduct and control of Branch Shoots.

All official shoots shall be conducted according to the National Rules for Shoots as prescribed by the Addenda to the Constitution.

(xii) Each Branch shall ensure that results of official shoots and members' gradings are forwarded to the National Score Recorder, as required by that Officer.

(xiii) Each Branch shall establish an official hunting award system in the Branch, to include annual awards, subject to that Branch Awards shall not conflict with or detract from National Systems or Awards, and shall establish such other Branch Bowhunter activities as necessary and desirable. All national hunting systems documentation, statistics and forms submitted through Branches shall be forwarded to the National General Secretary, as required by that Officer.

(xiv) Each Branch shall hold Measuring Schools as required to ensure that a sufficient number of persons are trained to respective measuring levels to meet the continuing needs of the Branch and Association.

(xv) Each Branch shall ensure that Branch members are afforded the opportunity to attend a Bowhunting Education School to attain the Certificate of Proficiency, and that all Branch Bowhunting Awards are based on attainment of the Certificate.

(xvi) Each Branch shall ensure that Branch members are afforded the opportunity to receive such field archery instruction, as is considered necessary and desirable.

(xvii) A Branch Controller may not delegate any duties relating to the Bowhunting Division of the ABA Inc. to any person without the express approval of the Vice President, Bowhunting Division.

(xviii) In States comprising more than one Branch, it may be necessary for various purposes, for the Branch Controllers in that State to form a State Committee, comprising the Branch Controllers in that State. In such cases the Executive Director of the Association shall act in the role of Chief Executive Officer (State Administration) and shall co-ordinate the activities of the Branches and provide such assistance as is necessary. The Branch Controllers shall elect from their number a Controller to act as Controller for the State, in State issues. The Branch Controller so elected shall appoint an official Secretary for the State who shall exercise no vote in the deliberations of the Committee.

(c) Administration of Members, Officers and Affiliated Clubs

- (i) A member, Officer, or affiliated Club of the Association who:
  - (a) contravenes or fails to comply with any provision of this Constitution; or
  - (b) disobeys, disregards, or makes wilful default in complying with any authorised direction; or
  - (c) is guilty of disgraceful or improper conduct, or any act or conduct showing unfitness to be a member of the Association; or

(d) other than as an Officer of the Association in the performance of duties directly discloses information on Association activities; or

(e) by word or conduct brings discredit to the Association and its members; or

(f) as an Officer of the Association is incompetent or inefficient in the discharge of the duties of the office, commits an offence against the Association.

(ii) If a member, Officer or affiliated Club is charged with an offence pursuant to this section, the National President shall furnish:

(a) a letter detailing the offence, and

(b) a notice in writing requiring the member, Officer or affiliated Club to state in writing within a time specified in the notice whether the truth of the offence is admitted or denied, and to submit in writing within such time any explanation desired to be submitted in the matter of the charge.

(c) the Member, Officer or affiliated Club shall also be advised that he/she/they may appear and be heard, if so electing, before the National Executive Committee and may be assisted by a friend, but not by legal counsel. Advice of such election shall be included in the response required at (b) to this sub-section.

(iii) If the National Executive Committee, having regard to the evidence available as to the alleged offence and to the statement and explanation, if any, submitted by the member, Officer or affiliated Club, is satisfied that an offence has been committed, the National Executive Committee may:

(a) caution or reprimand the member, Officer or affiliated Club; or

(b) suspend membership in the Association for a period not exceeding twelve (12) months; or

(c) suspend participation in Association Awards and competitions for a similar period; or cancel all record of Awards achieved; or both; or

(d) terminate membership in the Association; or

(e) if an Officer of the Association, recommend to the National Management Committee the removal of the Officer from such office, by postal ballot of the Committee as required.

(iv) A decision made pursuant to sub-section (iii) shall be conveyed in writing to the member, Officer or affiliated Club, to the Branch Controller of the Branch concerned, and to the club of which the member is a member, and shall include notification of avenues available to appeal the decision taken.

(v) Any member, Officer or affiliated Club who has been dealt with as prescribed by sub-section (iii), may, other than in the case of sub-section (iii)(e) where no appeal shall lie, appeal against the decision taken. Such appeal, submitted in writing to the National President within 30 days, may be on the ground of innocence of the offence or excessive severity of the decision.

The National President, as soon as possible, shall convene an Appeal Board comprising an ABA Inc. member appointed by the Branch Management Committee of the Branch in which the appellant/s resides, a Branch Controller of a Branch, and a Chairman appointed by the National Executive Committee, to determine the Appeal. The Appeal Board may uphold or set aside, as the case may be, the decision

of the National Executive Committee or to recommend such other action as appropriate. The National Executive Committee and the Appellant/s shall be bound by the decision of the Appeal Board.

(vi) In all actions under Section 19(c), all members, upon being accepted for membership of the Association, warrant and agree to indemnify all Officers of the Association and all members of the Appeal Board against all liability claims or proceedings for loss of income arising from an action and decision made under this Section, and without limiting the generality of the foregoing to indemnify each of such Officers and Members.

(d) Grievance and disputes procedures

(i) This section applies to disputes that originate through participation in Association activities and are between:

(a) a member and another member, or

(b) a member and the Committee

(ii) Within 14 days after the dispute comes to attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.

(iii) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.

(iv) The mediator must be:

(a) a person chosen by agreement between the parties, agreement shall not be unreasonably withheld; or

(b) In the absence of agreement:

(1) for a dispute between a member and another member – a person appointed by the Committee; or

(2) for a dispute between a member and the Committee – a person who is an independent mediator appointed by the Committee.

(v) A member of the Association can be a mediator.

(vi) The mediator cannot be a party to the dispute.

(vii) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(viii) The mediator, in conducting the mediation, must:

(a) Give the parties to the mediation process every opportunity to be heard;

(b) Allow due consideration by all parties of any written statement submitted by any party; and

(c) Ensure natural justice is accorded to the parties to the dispute throughout the mediation process.

(ix) The mediator must not determine the dispute.

(x) 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 or otherwise at law.

Section 20. Financial Administration and Procedures

(a) Source of Funds and Members' Liability.

(i) The funds of the Association shall be derived from membership fees and annual subscription of members, donations and, subject to any resolution of the Association, such other sources as the Committee determines.

(ii) A member's liability for contribution towards payment of the debts and liability of the Association or the costs, charges and expenses of winding up of the Association shall be limited to the amount (if any) unpaid by the member in respect of the annual membership fee.

(b) National Management.

(i) All assets, whether funds or property, and whether held by a Branch of the ABA Inc. or not, shall remain the assets of the ABA Inc. Branches shall forward to the National Treasurer a statement setting out the financial position of the Branch, as at the 31st May each year, within sixty (60) days of the close of the financial year. If a Branch is to be closed for any reason, the remaining assets of the Branch, after all outstanding accounts have been paid, shall be transferred to the National Account.

(ii) The National Treasurer shall open and maintain a cheque drawing account in a Bank of his/her choice, and acceptable to the National Executive Committee, for the general financial operation of the ABA Inc., of which there shall be five (5) signatures on record, two (2) of which shall be required for operation of the account.

The National Treasurer shall open such other accounts as may be necessary for the efficient financial management of the ABA Inc., as approved by the National Executive Committee, subject to that all such accounts shall be in the name of the ABA Inc., with individual accounts being identified numerically.

(iii) The signatories of all accounts operated by the National Treasurer, shall be the National President, the National Treasurer, the Executive Director and two (2) other elected National Executive Officers, as determined.

(iv) The National Management Committee shall determine, from time to time, the limit of expenditure which may be authorised by the Executive Committee and Executive Officers.

(v) The National Treasurer, with the approval of the National Executive Committee, may make available to Branch Controllers such funds as considered necessary to meet Branch administration costs. Expenditure statements detailing estimated expenditure needs shall be submitted in support of an application for funds under this sub-section. Evidence of actual expenditure shall be submitted as required by the Committee.

(vi) The National Treasurer shall operate to ensure that all financial transactions of the ABA Inc. are in accordance with the directives of the National Executive Committee, and with the provisions of the Constitution.

(vii) The National Treasurer will keep accounts of all financial transactions of the ABA Inc., and shall have such accounts audited by a qualified person, so appointed, at the conclusion of each financial year, and present such audit at the Annual General Meeting of the National Management Committee, or as directed by the National President.

(viii) The National Treasurer, in conjunction with Executive Officers shall prepare an annual Budget of income and expenditure for approval by the National Management Committee at its Annual General Meeting.

The National Executive Committee shall operate to ensure as far as is practicable, emergency situations excepted, that the expenditure limitations imposed by the Budget are not exceeded.

(ix) The ABA Inc. shall reimburse expenses legitimately incurred by Executive Officers, in the performance of the duties of the Office, and in attending the Annual General or Special Meetings of the National Management Committee, and Executive Committee Meetings.

Executive Officers shall have authority to expend, and create debt, as shall be required for the efficient operation of the ABA Inc. It shall be the responsibility of the National Treasurer that such costs do not extend beyond limits authorised.

The ABA Inc. shall not be responsible for any debt which may be incurred by any member or Officer, unless such debt be incurred by a National Officer, or at the direction or prior authorisation of such National Executive Officer.

(c) Branch Management.

(i) All funds and assets of a Branch shall remain the property of the ABA Inc., and are held by a Branch on behalf of the ABA Inc. Branches shall be fully accountable to the Association for the financial operation of the Branch. The ABA Inc. may call upon a Branch or Branches to transfer to the National Account funds held by a Branch on behalf of the Association, in full or in part, according to need, in a situation of financial need likely to affect the financial viability of the Association, or should a Branch account be closed.

(ii) The Branch Treasurer shall open and maintain a cheque drawing account in a Bank of his/her choice, and acceptable to the Branch Executive Committee, for the financial operation of the Branch, which shall be called "The ABA Inc. (... descriptor eg., North Queensland...) Branch Account", for which there shall be three (3) signatures on record, two (2) of which shall be required for operation of the account. Signatories to the Branch Account shall be the Branch Controller, the Branch Treasurer and the Branch Secretary. All income of the Branch shall be paid to this account.

(iii) The Branch Controller shall ensure that a financial statement setting out the financial position of the Branch, as at the 31st May each year, is forwarded to the National Treasurer within sixty (60) days of the close of the financial year.

(iv) It shall be the responsibility of the Branch Treasurer to have Branch accounts audited, by a person qualified and such audit is to be presented to the Annual General Meeting of the Branch Management Committee, or Branch members in a Branch where a Management Committee is not established. The Branch Treasurer shall submit a current financial report to each and every meeting of the Branch Management or Executive Committee Meeting, which shall be included in the Minutes of the Meeting.

(v) Funds for the Branch Account shall be raised by the Branch Management or Executive Committee from Inter-Club Shoots, and other sources as may be required, and the proceeds of this account are to be used for meeting the administration costs of the Branch, expenses of Branch Officers, and the Field Archery and Bowhunting activities authorised by a Branch.

Costs in attendance of Branch Officers at the Annual General Meeting of the National Management Committee shall be met from this account.

(vi) Membership fees of the ABA Inc., Club Fees, and any other specified fees which are to be paid to the National Account, which may be temporarily paid to the Branch Account, must be transferred to the National Treasurer within thirty (30) days of receipt. A statement signed by the Branch Controller or Treasurer, shall accompany moneys transferred setting out full details of the amount so transferred.

(vii) Financial assistance may be granted to an affiliated Club, by a Branch subject to the same terms and conditions for such assistance, as determined from time to time, as provided by ABA Inc. National. All such grants shall require the prior approval of the National Executive Committee.

(viii) The ABA Inc. may provide financial assistance to an affiliated Club, for any approved project on such terms and conditions, as may be determined from time to time.

#### Section 21. The Trophy Bowhunters of Australia Club

The Trophy Bowhunters of Australia Club shall be a permanent association of all past, present and future holders of Australian Bowshot Game Records and Bowshot Trophy and Record Classes of Australian Bowshot Records, as recognised and awarded by the ABA Inc., in which no separate membership shall be required. The TBA shall be represented on the National Management Committee by the Chairman of the TBA Committee, and shall be managed in accordance with the By-Laws of the Club, as prescribed by the Addenda to this Constitution.

#### Section 22. International Trophy Recognition

The ABA Inc. shall establish such Trophy Bowhunters Game Record Clubs as is necessary and desirable to provide recognition of members who have achieved international bowhunting recognition, in which no membership fee will be required, and may include subject to the concurrence by international bowhunting organisations, as appropriate, a South Pacific Trophy Bowhunters Game Record Club, a Pacific Trophy Bowhunters Game Record Club, and a World Trophy Bowhunters Game Record Club.

#### Section 23. Common Seal

The National Executive Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed by the National President and/or by the Executive Director, and in the absence of either one of the aforementioned Officers, by some other second Executive Officer appointed by the Executive for that purpose.

#### Section 24. Documents

The National Executive Committee shall provide for the safe custody of books, documents and instruments of title and securities of the Association.

##### (a) Custody and Inspection of Books.

(i) Except as otherwise provided by these Rules, the National President, or other Officer/s as delegated by the National President, shall keep in his or her/their custody or under his or her/their control all records, books and other documents relating to the Association.

(ii) The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

#### Section 25. Employees

- (i) No member shall admonish or reprimand an employee, but if a member has any complaint, he/she shall make the same in writing to the National President and Executive Director, who shall bring the matter before the Executive Committee.
- (ii) No employee of the ABA Inc. shall be entitled to be elected or hold an elected position.

#### Section 26. Assets of the Association

The income and property of the ABA Inc. whencesoever derived shall be used and applied solely in the promotion of its objects and in the exercise of its powers as prescribed; no portion thereof shall be paid, distributed or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the ABA Inc.

Provided that nothing herein contained shall prevent the payment in good faith of interest to any member in respect of moneys advanced by such member to the ABA Inc., or otherwise owing by the ABA Inc. to a member, or of remuneration to any officers or servants of the ABA Inc. or to any member of the ABA Inc., or other person in return for any services actually rendered to the ABA Inc.; provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the ABA Inc., or reasonable and proper rent for premises demised or let to the ABA Inc.

#### Section 27. Dissolution and Distribution of Assets

- (i) The Association shall be dissolved:
- (a) If the membership is less than five (5) persons; or
  - (b) If a resolution to that effect is carried by a vote of a three-fourths majority of the financial members present at a general meeting convened to consider the question.
- (ii) The property and other assets of the Association remaining after the payment of all expenses and other liabilities shall be handed over to some other organisation or organisations having similar objects, or in part similar, to the objects of the Association, 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 is imposed by the Association by virtue of Section 26.

Such organisation or organisations shall be determined by the members at or before the time for dissolution.

### **Addenda to the Constitution**



1. There follows a listing of various matters, rules and general directives and procedures to members, Officers and affiliated Clubs, detailing regulation, controls and policies for the guidance and compliance by all members, Officers, affiliated Clubs, and the Management Divisions of the ABA Inc.

2. The Addenda are not subject to the provisions of Section 17 of the Constitution, but may be changed, added to, deleted or otherwise amended from time to time as required by the National Executive Committee of the ABA Inc. as provided by Section 18 of the Constitution, or as otherwise provided.

#### Addendum

- 1 Bowhunting Code of Ethics
- 2 Bowhunting Rules of Fair Chase
- 3 By-Laws of the TBA Club
- 4 Rules for Amateur Status
- 5 Doping Policy
- 6 Club Accreditation Standard
- 7 Rules – The ABA Inc. National Barebow Round
- 8 Rules – The ABA Inc. National 3D Round
- 9 Rules – The International Field Round
- 10 Rules – The ABA Inc. Aussie Field Round
- 11 Rules – The ABA Inc. National Indoor Round
- 12 Rules – The International Indoor Round
- 13 (not allocated)
- 14 Rules for Competition – Knife Throwing
- 15 Rules for Competition – Tomahawk Throwing
- 16 (not allocated)
- 17 The National Ranking System
- 18 Guidelines for the Safe Use of Practice Butts