

NORTHERN ARCHERS OF SYDNEY INCORPORATED

BY-LAWS

MARCH 1994 (Updated 14th July, 1999)

1. AUTHORITY

- a These By-laws are to be read in conjunction with, and subject to, the Articles of Association of the Association.
- b If doubt arises as to the construction or interpretation of these By-laws, the decision of the Committee of Management, recorded in the Minute Book, shall be conclusive and binding on all the members of the Association.

2. ALTERATION OF THE BY-LAWS

Additions alterations or amendments to these By-laws may be made by the Committee of Management, provided that:

- a Notice of the proposed addition, alteration or amendment, together with the reasons therefor, is given in writing to the Secretary at least thirty (30) days prior to the meeting at which such additions, alterations or amendments are to be considered.

Fees shall be set by the Committee of Management from time to time as necessary and shall not be subject to the thirty (30) day period of notice.

- b Within fourteen (14) days of receipt of the aforesaid notice, the Secretary shall have the proposed addition, alteration or amendment, together with the reasons, displayed on the notice board.
- c A decision to alter the By-laws shall be made by a majority vote of the total membership of the Committee of Management at a duly convened meeting of the Committee.
- d A notice to alter the By-laws may be submitted by a member, provided the proposal has been approved by a special resolution at a General Meeting of the Association as set out in the Articles of Association, Rule 30, and provided further that the procedure set out in By-law 2a and 2b has been carried out.

3. MEETINGS OF THE COMMITTEE OF MANAGEMENT

- a The Committee of Management shall meet separately from the General Meeting, at least three times in each Club year, at a pre-arranged time and venue. A meeting may be deferred if it is apparent before the meeting that a quorum cannot be achieved.
- b The order of business for a meeting of the Committee of Management shall be:
 - i Apologies
 - ii Confirmation of the minutes of the previous meeting
 - iii Matters arising from those minutes
 - iv Correspondence since the last meeting and treatment of business arising therefrom
 - v General business
- c The minutes of the meetings of the Committee of Management shall be available to the members at the club rooms.

4 GENERAL MEETINGS

- a In addition to the Annual General Meeting there will be a minimum of three (3) General Meetings in a year.
- b The minutes of the General Meetings will be available to the members at the club rooms.

5 EQUIPMENT

- a The equipment used in the club will be FITA or AA approved
- b Any archer with physical limitations which make the use of the above equipment impractical may apply to the Committee of Management for exemption from this rule.

The Committee, if it is satisfied with the reasons submitted, may allow the member to use other than the above-mentioned equipment and shall convey the decision in writing to the member concerned.

- c No broad heads may be shot. Wooden shafts with field points may be shot at club targets if the points are glued with Araldite or other epoxy resin glue. Hot Melt is not acceptable.

No bow in excess of 60lb (at the archers draw) may be used unless specifically authorised by the Committee of Management.

6 CONDUCT OF SHOOTS

The rules governing all club shoots shall be those laid down by Archery Australia.

7 MEMBERSHIP CATEGORIES & SUBSCRIPTIONS

- a The categories of membership and the applicable subscriptions shall be as per Appendix A.
- b The Annual Subscription as set out in Appendix "A" will be discounted by 20% for each family member when more than one person from the same family maintains financial membership.
- c Rates of joining fees and annual subscriptions shall be determined by the Committee of Management. Except in the case of Associate Members, annual subscriptions shall include AA and ASNSW affiliation fees.
- d Annual Subscriptions are for a "Financial" year and are due on 1st July each year.

Unfinancial members shall not be permitted to shoot until all fees are paid.
- e All Members, other than Associate Members or Visiting Members, will be affiliated to the Archery Australia and the Archery Society of New South Wales through Northern Archers of Sydney Incorporated, and if shooting in any tournament, under the auspices of these organisations, must represent this Club.

Senior members other than Associate or Visiting Members may invite guests to shoot at the club range, provided that such guests are financial shooting members of an archery club affiliated to Archery Australia. A visitors fee shall be as set out in Appendix A.

- f Members of other clubs who are affiliated through these clubs with the ASNSW may become Associate Members of Northern Archers on payment of fees as set out in Appendix A.
- g Beginners may be offered additional days of tuition. The committee shall decide on the extent and cost of these additional days. This is intended to assist beginners to achieve their basic instruction and qualifications as defined in 19a.
- h A social member shall be a non-shooting member They have debating rights only and pay a membership fee of \$10.00 pa. No other fees, joining, shooting, range or affiliation, are required.
- i Full time students 18 years and over and pensioners of 65 years and over joining the Club shall only be required to pay the Junior rate for club membership fees. They shall continue to be required to pay full affiliation fees to AA/ASNSW.

8 CLUB MEMBER OF THE YEAR

- a In order to encourage members to participate in club activities and in archery in general, the club shall conduct a point score system to decide the "Club Member of the Year". The points system may be amended from time to time by a General club Meeting.
- b The member with the highest number of points at the end of the club year shall receive a perpetual trophy of a silver tray. The name of the winner shall be engraved on the tray.

A perpetual shield which shall be kept in the clubhouse bears the names of the winner and runner-up.

- c Points shall be awarded based on the following criteria:
 - i **Contribution Based on Member Voting**
Each member has one vote per category for a Member that they feel has most benefited the Club in each of the following areas. Voting is by secret ballot and each vote counts as two points toward voting Club Member of the Year. The following areas are voted on:-

- Member who assisted in developing other archers most during the Year
- Member who assisted most in developing and promoting the Club during the year. This promotion of the Club may take the form of participating in competitions, encouraging new members, assisting in running or the set up of competitions, assisting in club activities etc.

- ii **Participation in Club Activities**

Each member who participates in the following Club activities during the year receives points as indicated below towards Club Member of the Year :-

- Participation in each working bee (two points per working bee)
- Participation in special working bees or projects as nominated by the committee such as running competitions, special maintenance activities etc.(one point per activity nominated)
- Attending General Meetings (one point per General Meeting)
- Shooting in Spoon Shoots (one half of a point per spoon shoot)

The Club Secretary is responsible for posting out voting forms six (6) weeks before the AGM with returns by three (3)weeks before the AGM. The Club Recorder to be responsible for tallying all points and reporting to the AGM.

The Member with the highest tally of points is Club Member of the Year.

JUNIOR CLUB MEMBER OF THE YEAR

Junior Club Member of the Year is selected by a majority of the Executive with the President having the casting vote in the event of a tied vote. Junior Club Member of the Year is aimed at encouraging participation in the Club and the Sport by Junior Members. It is not targeted at the best junior archer.

Junior Club Member of the Year will be assessed by the Executive taking into account the following activities:-

- Participation in each working bee
- Attending General Meetings
- Shooting in Spoon Shoots
- Improvement in handicap and shooting skills over the previous twelve month period.
- Sportsmanship and interaction with other Club Members

9 CLUB SYMBOLS & UNIFORM

a The badge of the club shall be a blue and gold shield with a superimposed target pierced by an arrow in the gold.

b The club uniform shall comprise..

Men:

- navy blue slacks or shorts
- white top with aqua blue collar and shoulders, bearing the club name back and front
- white headgear bearing the club name

Ladies:

- navy blue skirt or slacks or shorts
- white top with aqua blue collar and shoulders, bearing the club name back and front
- white headgear bearing the club name

The club uniform should be worn at all club occasions.

c **AA and ASNSW Tournaments**

The above club uniform **may be** varied for these tournaments as follows:

White slacks, skirts or shorts **may be** substituted for navy blue, as desired by each individual.

10 CLUB TARGET CHAMPIONSHIPS-

A Club Championship shoot shall be conducted annually during October, November or December. The round shall be a single FITA or the equivalent for under 18 years of age

11 SPOON SHOTS

A spoon shoot shall normally be conducted once a month as laid out in the Club Calendar and shall be conducted on a handicap basis. The type of round shall be decided by the Committee of Management.

12 FRED HERBERT MEMORIAL SHOOT

The Club shall conduct the Fred Herbert Memorial Shoot as its contribution to the Annual Calendar of the ASNSW. The type of round each year shall be decided by a Committee Meeting held prior to the date of notification set by the ASNSW.

The prizes to be awarded for the various divisions shall be at the discretion of the Committee of Management.

13 LIQUOR & DRUGS

No person shall be permitted to shoot while showing the adverse effects of liquor or drugs.

14 DUTY OFFICER

- a Each Saturday and Sunday a member of the Club shall be appointed Duty Officer for the day.
- b The Secretary shall draw up a duty roster well in advance and this shall be displayed on the notice board.

A copy of the roster shall be made available to every member involved.

- c The responsibilities of the Duty Officer shall be:
 - i to open up the clubhouse no later than 12.00 noon on Saturday and 10.00 a.m. on Sunday and remain until at least 3.00 p.m.
 - ii to provide a carton of milk.
 - iii to see that the danger flags and the signs are in position.
 - iv to wear the red garter which indicates who is on duty.
 - V to control the making of outgoing phone calls.
 - vi to take care of all enquiries, sign up beginners and new members.
 - vii to sweep out the club rooms, clean toilet pans and wash basins, check toilet paper and soap, clean up kitchen area, pick up litter from the range.
 - viii to assist and advise archers as required.
 - ix to take in the signs and the flags, put out the garbage, lock up and secure the club rooms.
 - x if unable to remain until all members have left, arrange with another member to carry out the duties in ix above.
 - xi if unable to attend, arrange a suitable substitute.

15 PHONE

- a The club phone shall have a locking device which will allow incoming calls, but, will prevent outgoing calls until unlocked by the Duty Officer.
- b The Committee of Management shall from time to time set the charges for outgoing calls and such charges shall be displayed at or near the handset.
- c Members making a call shall enter the fact in the register provided and shall either deposit the amount in the phone box or have the amount debited to them in the register. The Duty Officer shall have the combination to the lock on the phone box.

16 EQUIPMENT SHED

- a The combination for the lock on the equipment shed shall be decided by the Committee of Management at the end of February or at any other time should this become necessary.
- b To enable members to shoot during the week, each member will be given the combination to the lock on the shed.

17 NOTICE BOARD

- a The Secretary shall display the date, venue and closing date for entries for all National and State events throughout the year on the notice board.
- b To assist members to buy and sell equipment, space shall be provided on the notice board for the display of such advertising.

18 ARCHERY EQUIPMENT FOR BEGINNERS

- a The Club shall maintain archery equipment for use by beginners.
- b The Committee of Management shall set the hiring charge for this equipment.
- c Persons using the equipment shall be informed that it must not be used at a range exceeding 30 metres.

19 QUALIFYING TESTS

- a Persons joining the Club shall be required to prove their competence by shooting a total score of at least 400 over 15 ends of 6 arrows, commencing at 20 metres. The Committee of Management may waive this requirement if it is satisfied that the person concerned is an experienced archer, proficient at shooting at a greater distance.
- b A person shall not shoot at a distance greater than 10 metres beyond that at which he/she is qualified.

20 CONDUCT OF MEMBERS & ASSOCIATES

- a Members wishing to bring a visitor to the Club who wishes to shoot shall first obtain approval of a member of the Committee of Management.
- b Associate Members shall not have the right to bring to the Club a visitor who wishes to shoot.

21 KEYS TO CLUBROOMS

- a Members of the Committee of Management shall be supplied with a key to the club rooms.
- h Other members who use the club on a regular basis during the week may apply to have a key issued to them.

- c The Committee of Management at its absolute discretion may issue a key to a member on the understanding that it is not to be transferred to another person under any circumstances.
- d The Committee of Management reserves the right to demand the return of keys at any time.

22 APPROVAL OF EXPENDITURE

- a The Treasurer shall be responsible for recording income and expenditure of the Association and for receiving or disbursing monies either in cash or by cheque or other instrument.
- b The Treasurer on his own authority may incur expenditure on any single item to a limit of \$ 321 and to a maximum of \$536 in any calendar month.
- c Expenditure on any single item between \$ 537 and \$ 1,500 must be authorised in advance by the Committee of Management.
- d Expenditure in excess of \$ 1,500 on any single item may only be authorised by the Committee of Management after notice of the Committee's intention has been displayed on the club notice board for a period of twenty-one days. Members wishing to address the Committee of Management on the subject of the proposed expenditure shall advise the Secretary prior to the Committee Meeting and shall have the right to attend and address the Committee Meeting on the subject of that expenditure.
- e Recurring expenditure, eg. lease payments, telephone charges, requires prior authorisation at the level appropriate to the total expenditure and not that appropriate to individual payments.
- f Several items that must be acquired together to be of use to the Association shall be regarded as a single item for the purpose of authorisation.
- g Multiple disbursements on a single item shall be regarded as a single disbursement for the purpose of authorisation.
- h The limit in b, c and d above shall be increased by 10% per year, effective January 1, each year, the first increase occurring after January 1, 2000.

23 PRESENTATIONS & AWARDS

The presentation of awards shall take place at either the General Meetings or after the Spoon Shoots.

24 CLUB RECORDS

Any club record claimed must have been shot when the club house was officially open to all members, which currently is on Saturdays and Sundays and some official public holidays.

Only rounds shot on the days specified on the Club Calendar will be recognised (except for the FITA rounds which can be shot on any day).

The score sheet must be witnessed and signed by at least one other member shooting with the member claiming the record, plus the Duty Officer or another senior member

Only six practice arrows are allowed for the first distance preceding the round to be shot if a record is likely to be claimed.

Rounds must be completed on the day of commencement except for rounds consisting of 144 arrows which may be shot over two consecutive days

25 OTHER CLUB POLICIES

- a Club Safety Policy – refer Appendix “B”
- b Safety Management Plan.....– refer Appendix “C”
- c Club Harassment Policy.....– refer Appendix “D”
- d Shooting on a Congested Range– refer Appendix “E”

APPENDIX 'A'

Refer to file "FEES" on disk, being a "Publisher" document

APPENDIX 'B'

Northern Archers of Sydney Inc

CLUB SAFETY POLICY

It is the right of all members of the club and the general public to be able to enjoy the club facilities and surrounding areas in complete safety. To this purpose all members of the club have a responsibility to ensure that the sport of archery is conducted in a safe and proper manner and that the club's Safety Policy and the Safety Management Plan, as set down by the Committee from time to time are fully complied with.

It must be recognised by all Members that one of the major risks would be for a member(s) of the public wandering onto the range behind the targets or mound unexpectedly. As such all Members must be vigilant at all times and should this occur, raise the alarm immediately, by any means, to ensure shooting will cease forthwith.

Any unsafe behaviour should immediately be brought to the attention of an offending archer(s) or offending member(s) of the public. If a Member can not resolve the issue forthwith, the Duty Officer must immediately be advised. The Duty Officer has the right to stop all shooting activity and shooting will not recommence until the problem has been resolved.

In the event an unsafe condition or a breach of safety occurs the Duty Officer shall sound the loud hailer siren or sound multiple whistle blasts and all shooting activities must stop immediately, until the Duty Officer is satisfied that it is safe to resume shooting.

We are proud of the fact that no archer nor any member of the public has been injured on our range by an arrow shot from a bow and It is the responsibility of all our Members that this record is maintained.

APPENDIX 'C'

Northern Archers of Sydney Inc

SAFETY MANAGEMENT PLAN

1. On Saturdays and Sundays a Duty Officer shall be In attendance in accordance with a predetermined roster.
2. All Members of 12 months standing and over, or if otherwise suitably qualified, and being 18 years or older, may be required to share the role of Duty Officer. To this effect, a roster shall be drawn up at half yearly intervals.
3. The Duty Officer shall have the authority to see that the Safety Regulations are adhered to,
4. In the absence of a Duty Officer, the first archer utilising the range shall perform the function of Duty Officer in relation to safety until he/she leaves, when the next archer shall assume this duty of safety. This especially applies to weekdays.
5. The Duty Officer shall be readily identifiable by either a red bib or a wide red armband.
6. When the range is in use a red flag shall be raised adjacent to the club house and on the mound . In addition, portable signs advising the general public that archery is in progress and not to proceed past that point shall be posted on either side of the club house and at other points the Committee of Management may determine from time to time.

This shall also be applicable during weekdays, if shooting occurs.
or this purpose, signs, flags red bib or armband shall be kept in the equipment shed for ready access by all archers.

7. All Members , Associate Members and Visitors must sign the attendance book prior to commencement of any shooting activity for insurance purposes. This will also serve as a continuing acknowledgment of the Club's Safety Policy and Safety Management Plan.

In addition to signing the attendance book all archers must make themselves aware of who is the Duty Officer of the day.

Further, an attendance book/sheet shall be kept in the equipment shed to be signed by all archers using the range during those times that the clubhouse is closed.

8. Archers on adjacent targets must maintain a distance spacing and formation that is considered satisfactory by all archers participating, taking into account the abilities of the individual archers and field weather conditions at the time.
9. Archers/persons shall not proceed between the targets and the mound until archers on adjacent targets have been advised and have ceased shooting.
10. Should any archer/person go on or be behind the mound all shooting on the range must stop immediately.
11. No archer whilst aiming shall raise his/her sights above the target butt at any time and prior to changing distances the sight setting for the new distance shall be checked by the archer.
12. No member under the age of fifteen (15) years of age shall be

permitted to shoot, unless another competent archer over the age of eighteen (18) years is present, or unless approved by the Committee.

13. Weighing of bows shall be carried out under the supervision of the Duty Officer.
14. If there is an unresolved dispute about Range Safety the Duty Officer may exercise discretion to take appropriate action to remedy the situation. His/Her decision shall be final,
15. A properly stocked St. John's First Aid kit, in accordance with the O. H. & S. Act shall be fixed to the wall in a readily accessible place in the club house.
16. The Range shall be kept clear of re-growth to ensure a clear a view as possible, This must be done in close coordination with Hornsby Council and Parks and Gardens to ensure compliance with their rules and regulations on native bush land.
17. All Members current and future shall be given a copy of the Club's Safety Policy and Safety Management Plan and sign the Safety Book, acknowledging that they have read, understand and accept the Safety Policy and Safety Management Plan and, in addition, that they have viewed the Training/Safety video.
18. The Safety Policy and Management Plan shall be under constant review and be an item on the Agenda of all General Meetings.

APPENDIX 'D'

Northern Archers of Sydney Inc.

CLUB HARASSMENT POLICY

Harassment in any shape or form, by one member to another is totally unacceptable and will not be tolerated. Harassment including, but not necessarily limited to race, colour, sex, sexual preference, mental or physical disability, marital status, family responsibility, pregnancy, religion, political affiliation or opinion, national extraction or social origin.

Should any member feel that they are experiencing some form of harassment they should raise this matter themselves, or through a third party, with the offending person(s). If continued harassment takes place they should then raise this matter, either themselves or through a third party, with the Committee of Management, which will deal with the matter as expeditiously as possible and to ensure that this matter is dealt with in such a manner that will preserve the harmonious relationships amongst all members.

All members have a responsibility to raise any perceived feelings of harassment to themselves or any other members through the appropriate channels so as to ensure that these matters are resolved forthwith and as such to maintain an atmosphere of acceptance and good fellowship.

APPENDIX 'E'

Northern Archers of Sydney Inc

SHOOTING ON A CONGESTED RANGE.

The following shooting policy will be adhered to by all members.

1. Under normal conditions archers will preferably shoot longer distances from the left side of the range, tapering across to the shortest distances on the right side of the range [when viewed from the Club House]. Nevertheless as long as safety considerations are adhered to this preference need not be adhered to.[ie. there is no such thing as a dedicated "90M. lane"]
2. Archers shooting a defined round are entitled to shoot up to two distances on the one target before being required to change to a different target. They may be required to move and will do so if requested in the event that another/other archers wish to shoot on that target in order to maintain the “preferred tape” referred to in Point 1 above.
3. Archers not shooting a defined round shall be limited to shooting a maximum of 36 arrows from one distance. They will then be required to move to another target or take a break.
4. Archers wishing to tune their equipment will be required to set up a temporary target in the area adjacent to the storage shed (or use the permanent butt located there) or to limit themselves to the restrictions of Point 3 if they use the range.
5. Where all targets are being used and that congestion appears likely to continue a latecomer shall be responsible for setting up a temporary target and shall wait until a re-organisation can be arranged amicably with other archers, keeping in mind that Point 2 above may be invoked.
6. If a latecomer chooses not to set-up a temporary target s/he must wait until others have completed their rounds and a target becomes vacant.

This policy is mandatory and will be policed by all members and not just the Duty Officer. Should a breach of this policy by a member be reported to the Committee of Management the case will be investigated and if proved to the satisfaction of the Committee the disciplinary provisions set out in the Rules will be invoked.

4 November, 1994