



Lake Macquarie Field Archers Incorporated Operating Procedures.

Dated: 28 October 2014

NOTE:

THESE PROCEDURES ARE SUPPLEMENTARY TO THE ACT, THE REGULATIONS AND THE ASSOCIATION'S CONSTITUTION AND CANNOT OVERRIDE THE CONTENT OF ANY OF THOSE DOCUMENTS

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NOTE: The definitions set out in Part 1 of the Constitution apply to these Operating Procedures.

1. Incorporation Number

The Incorporation Number of the association is Y0389316 having been incorporated under the Associations Incorporation Act 1984 on 18 January, 1988.

2. Membership Application Procedure

- (a) Applicants for Membership shall be required to complete the Membership Application/Renewal Form shown as Appendix 1 to these Operating Procedures. The completed form shall be submitted to the secretary.
- (b) Applicants for membership of the association shall include on the Membership Application/Renewal Form written evidence that they are a current financial member of the 3D Archery Association of Australia (3D AAA) or are in the process of joining 3D AAA. Where no such evidence confirming membership of 3D AAA is included, or provided within 30 days, the application will not be considered.
- (c) The committee shall accept or reject the application.
- (d) The secretary shall advise applicants of the outcome of the meeting.
- (e) Where the application is successful and all criteria for membership of the association are satisfied, the applicant will have a period of 28 days in which to pay the nominated amount to the association. After payment is received, and their name entered into the register of members, the applicant becomes a member of the association.

3. Membership Renewal Procedure

- (a) Members shall be required to complete a Membership Application/Renewal form each year, indicating on the form that it is for Renewal of Membership.
- (b) Members renewing their membership of the association shall be required to provide evidence of current financial membership of 3D AAA.
- (c) The treasurer shall issue to each member an invoice/membership renewal form before the 31st December in each year.
- (d) Completed membership renewal forms, shown as Appendix 1 to these Operating Procedures, with the appropriate annual fee shall be forwarded to the treasurer prior to 1st February each year.
- (e) The treasurer shall issue a receipt for the fees collected and forward same to the member.
- (f) The treasurer shall forward to the secretary, on a regular basis, the membership renewal forms to enable the membership register to be updated.

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4. Committee composition

The committee of the association shall be established in accordance with Rules 15 and 16 of the constitution.

5. Conduct of ballot for committee members

In the event of a ballot being required for the election of a committee member then the following procedure shall be adopted:

- (a) The ballot shall be a secret ballot.
- (b) The members shall elect a returning officer to conduct the ballot and one assistant returning officer to oversee the conduct of the ballot.
- (c) If there are only two candidates, the candidate with the highest number of votes is elected.
- (d) If there are only two candidates and the voting is equal, the ballot shall be determined by the drawing of lots.
- (e) If three or more candidates have the same number of votes, a further vote is to be taken of candidates and those with the lowest number of votes will be excluded.
- (f) If after that, three or more candidates still remain, the procedure set out in clause 5(e) is to be repeated until only two candidates remain.

6. Duties of Committee Members

Each member of the committee should be familiar with the association's constitution, operating procedures and its statutory obligations.

The statutory obligations include:

- (a) ensuring that the association's full name appears in legible characters on all official documents;
- (b) ensuring that the association does not act contrary to its objects and does not exercise any power contrary to a prohibition or restriction in its constitution (section 18 of the Act);
- (c) notifying the Commissioner if the position of public officer becomes vacant and the appointment of a new public officer within 14 days (section 23 of the Act);
- (d) ensuring that an annual general meeting is held each year within 6 months after the end of the association's financial year and that a statement regarding the accounts of the association is submitted to the members at that meeting (section 26 of the Act);
- (e) ensuring that two committee members, who are authorised by a resolution of the committee to do so, certify that the annual statement has been submitted to the members, and ensuring that the public officer lodges the annual statement with the Registry within one month after the annual general meeting (section 27 of the Act);
- (f) ensuring proper accounting records are kept which correctly record and explain the transactions of the association and its financial position (section 28 of the Act);
- (g) ensuring that minutes of all committee and general meetings are kept (section 28 of the Act);

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- (h) ensuring that the association does not incur debts if there are reasonable grounds to expect that the association will not be able to pay all its debts as and when they fall due (section 38 of the Act);
- (i) ensuring that the association does not do any act with intent to defraud creditors or any other person (section 38 of the Act);
- (j) ensuring that any documents addressed to the association are brought to the attention of the committee as soon as practicable after receipt (section 63 of the Act); and
- (k) ensuring that documents provided to the Commissioner or submitted to members do not contain false or misleading statements and that such documents do not omit any matter that has the effect of making the document misleading.

6.1 President

In addition to the requirements of the Act, the Regulations and the constitution, the president is to:

- (a) preside at all of the association's meetings including annual, committee and special meetings;
- (b) ensure that meetings are properly convened and that a quorum is maintained at all times;
- (c) conduct all association meetings in accordance with the constitution;
- (d) be seen to be impartial, and conduct all association meetings in a confident, firm, and friendly manner;
- (e) preserve good order, prevent interjections, heckling and private conversations at all association meetings;
- (f) call on any speaker to withdraw any offensive statements, or imputations of improper motives, and where considered appropriate have the speaker apologise;
- (g) set time limits for each speaker and ensure discussion is relevant to the matter before the meeting;
- (h) represent the association as required; and
- (i) offer assistance (as immediate past president) to the incoming president and committee members.

6.2 Vice President

The vice president is to:

- (a) in the event that the president is unable or unwilling to act, carry out the duties of the president as set out in rule 6.1, be prepared to carry out the duties of the president as set out in that rule; and
- (b) assist the president, and when required, other members of the committee in the running of the association.

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6.3 Secretary

In addition to the requirements of the Act, the Regulations and the constitution, the secretary is to:

- (a) ensure compliance with the requirements of rules 3 and 8 of the constitution as they relate to the secretary's position; and
- (b) keep minutes of all association meetings that will normally include the following:
 - (i) details of the day, date and place of the meeting, type of meeting and the time of commencement,
 - (ii) the names of those present and details of any apologies received,
 - (iii) that the chairperson announced that a quorum was present and the meeting was duly constituted (if this announcement was made),
 - (iv) a reference to minutes of the previous meeting and their signing as a correct record,
 - (v) details of all motions put to members and whether they were passed,
 - (vi) details of members voting against a motion, or abstaining from voting, if those members request that such details be recorded,
 - (vii) details of any appointments made, and any leave of absence granted to a member or committee member,
 - (viii) overview of discussions concerning decisions made at the meeting,
 - (ix) the date and time for the next meeting, if this is determined during the meeting,
 - (x) the time that the meeting closed, and
 - (xi) ensure that the minutes of each meeting are entered in books kept for that purpose. (The Act prescribes penalties for failure to comply with this requirement.)
- (c) receive incoming correspondence and bring same to the attention of the committee
- (d) to ensure that where monies are received, that they are forwarded to the treasurer at the next meeting
- (e) handle outgoing correspondence as authorised by the committee, and
- (f) maintain a register of members including name, address, contact details, date of joining and date of cessation of membership status.

6.4 Treasurer

In addition to the requirements of the Act, the Regulations and the constitution, the treasurer is to:

- (a) ensure compliance with the requirements of clause 3.5 of the constitution (as it relates to the treasurer's position) and rule 18 of the constitution,
- (b) ensure that all payments authorised by the association are made promptly,
- (c) submit to the members at each Annual General Meeting the Annual Statement as required under Section 26(6) of the Act. This statement should

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be prepared on an accrual basis so that the income and expenses shown are only those that relate to that year's operations,

- (d) arrange, prior to the Annual General Meeting, for two members of the committee to be authorised to sign the Annual Statement for lodgement with the Registry of Co-operatives and Associations, NSW Office of Fair Trading (together with the prescribed fee).

6.5 Equipment Officer

The equipment officer is to:

- (a) establish and maintain an asset register detailing all assets and equipment owned by the association,
- (b) include in the asset register a description of all assets/equipment, date of purchase, cost of purchase and location of the asset/equipment and date,
- (c) maintain the association's assets/equipment in good order and safe condition,
- (d) provide to the treasurer a list of assets/equipment for inclusion in the Annual Statement to Members,
- (e) report to the committee any defects in the assets/equipment and obtain quotations to repair or replace the association's assets/equipment for consideration of the committee, and
- (f) maintain a Register of Loans, recording equipment borrowed by members.

6.6 Web Master

The web master is to:

- (a) promote the association with a positive online presence,
- (b) display a current list of committee members,
- (c) display current information about the association including history of association meetings, and events and a downloadable Membership Application Form,
- (d) display current up to date news and calendar events,
- (e) maintain the association's Web Site as authorised by the committee,
- (f) handle any membership or other enquiries through the Web Site,
- (g) keep the committee informed on all matters pertaining to the Web Site,
- (h) display past and present pictures of association events,
- (i) display links to other sites containing helpful information to members, and
- (j) filter any inappropriate content that may have been loaded onto the site.

6.7 Public Officer

In addition to the requirements of the Act, the Regulations and the constitution the public officer is to:

- (a) be at least 18 years of age and be a resident of New South Wales

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- (b) within 14 days of appointment (section 25 of the Act), a new public officer must lodge a notice of vacancy/appointment/change of address of public officer (Form 9) notifying of their appointment,
- (c) give the Registry notice of any change of address, within 14 days, by lodging a notice vacancy/appointment/change of address of public officer (Form 9) (section 25 of the Act),
- (d) maintain and keep a register of the association's committee members, the register to be kept at the Public Officer's residential address and must be made available for inspection by any person, free of charge, at any reasonable hour. Where an incorporated association has ceased to exist, its last public officer must keep the register for a period of at least two years after the date on which the association ceased to exist (section 21A of the Act),
- (e) lodge an annual statement (Form 12), with the prescribed fee, within one month after the date of each annual general meeting of the association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the public officer for failure to lodge the form on time.
- (f) If the public officer is unable to lodge the annual statement on time an application for extension of time for holding annual general meeting or lodging statement (Form 11) setting out the reasons for the delay should be lodged, with the prescribed fee, before the due date (section 27 of the Act).
- (g) apply to the Commissioner for approval of a change of name within one month after the passing of a special resolution to change the association's name. An application for approval for change of name (Form 4) must be lodged, together with the prescribed fee (section 14 of the Act),
- (h) after the passing of a special resolution altering the statement of objects or constitution of the incorporated association, lodge a notice of alteration of objects or constitution (Form 6), with the prescribed fee, setting out the particulars of the alteration. A penalty may be imposed on the public officer for failure to lodge the form in the required time (section 20 of the Act),
- (i) to bring all documents addressed to the association to the attention of the committee as soon as practicable after their receipt. This obligation continues for a period of 12 months after a person has ceased to be the public officer of the association (section 63 of the Act),
- (j) upon vacating the position, pass on all information held on behalf of the association to his or her successor.

7. Committee meetings

The Management Committee should meet prior to each association meeting.

8. Meetings

- (a) Meetings of the association shall be held at such times (subject to the requirements of the constitution) as the committee may determine. Notice of the meeting shall be in accordance with rule 28 of the constitution.
- (b) The annual general meeting shall be held in the month of December each year or at such other time as the committee shall determine in accordance with the

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constitution. Notice of the meeting must clearly state that it is the annual general meeting.

9. Official address and location of the association

9.1 The official address of the association shall be PO Box 2032, Elermore Vale, NSW 2287.

9.2 The association grounds are located at Archery Road, Wakefield, NSW.

10. Association Expenditure

- (a) No officer or member of the association shall expend any money on behalf of the association without first obtaining the approval of the committee at a meeting.
- (b) All expenditure on behalf of the association shall be supported by vouchers, receipts, invoices or other suitable documentation.
- (c) All reimbursements or claims shall be submitted to the Treasurer before the association meeting immediately following the expenditure.
- (d) All expenditure shall be ratified at the next association meeting.

11. Association fees and levies

All fees and levies shall be paid within one (1) months of the due date or the member shall be declared unfinancial and will not receive any of the rights and privileges of membership. If after three (3) months from the due date the fees/levies remain unpaid, the person ceases to be a member of the association. A note to that effect shall be recorded in the Register of Members.

12. Privacy

As far as permitted by law the association may use the member information provided to it for any association purpose.

13. Association Property

Members of the association may borrow the association's property for the member's use. The financial and logistical arrangements will be determined by the committee on the circumstances at the time of borrowing. Association equipment is not available to non-members. Association equipment will not be available for members use if the equipment is required for an association function.

14. Insurance

Members shall have appropriate insurance to participate in all archery events. This insurance may be effected by membership of the 3D AAA and the rules of the 3D AAA shall apply to the activities of non-members of the 3D AAA who wish to participate in the associations events.

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15. Visitors and Guests

Members may invite visitors or guests to association functions and events. Members will be responsible for their visitors or guests whilst attending the association's event. Where the event involves archery activity, rules 14 and 16 shall apply.

16. Rules of Shoot and Safety

16.1 In all 3D archery events held by the association, the Rules under which the shoot is run shall be as prescribed by the 3D AAA "Rules of Shoot" that apply from time to time. The current version of the 3D AAA "Rules of Shoot" is available from the website.

16.2 Members of the association shall be required to abide by the Range Safety Rules and Conduct of the association at all times while participating in all association activities. The Range Safety Rules and Conduct are prescribed as Appendix 2 to these Operating Procedures.

17. Code of Practice

Members of the association who hunt shall be required to adhere to the Game Council of NSW "Code of Practice" for ethical, safe and responsible hunting. This is shown as Appendix 3 to these Operating Procedures.

18. Amendments to Operating Procedures

These Operating Procedures may be amended by a simple majority of members at a general meeting. At least 21 days notice in writing of any proposed amendments shall be given to all members of the association.

19. Attachments

1. Appendix 1 - Membership Application/Renewal Form (p.11)
2. Appendix 2 – Range Safety Rules and Conduct (p.12)
3. Appendix 3 - Game Council "Code of Practice" (p. 14)

These Operating Procedures were adopted by Special Resolution of the members 26th April, 2009.

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Appendix 1



Lake Macquarie Field Archers Inc. Membership Application/Renewal* Form. Year:.....

* Please delete as appropriate

I/we, the person(s) indicate below hereby apply to **become a member/renew my membership** of Lake Macquarie Field Archers Inc. (Delete as appropriate)

If admitted to membership, I/we agree to be bound by the Constitution and Operating Procedures of Lake Macquarie Field Archers, the Safety Rules and such other rules that may apply from time to time. I/we agree to pay all due fees or other levies owing to Lake Macquarie Field Archers Inc. by the due date.

I/we recognize that failure to comply with the above may result in termination of my membership. I/we further agree that on cessation of membership for any reason whatsoever I/we shall return all property belonging to LMFA and acknowledge no fees or levies are refundable.

PLEASE NOTE: For this application to be considered, or renewal to be processed, you must:

- (i) **provide evidence of current financial membership(s) of 3D Archery Association of Australia (3D AAA), or**
- (ii) **submit a completed 3D AAA Membership Application form(s) with this application.**

Family Name		Given Name(s)	
Address			
Suburb		Postcode	
Ph Home		Ph Work/Mb	
Date of Birth		Email	
3DAAA No		Exp Date	
Occupation		Gate Key #	
Amt paid		Receipt #	

For Family* Membership, the following children are also covered by this Application

Given Name/s	Date of Birth	3DAAA No. & Expiry date

***Family: 2 Adults & juniors/cubs. Where a second adult is included in the Family Membership, a separate form must be completed and signed by the adult, then attached to this form.**

I certify that all statements made in this Application are to the best of my knowledge true and correct.

Applicant Signature.....Date.....

Secretary Signature.....Date.....

Secretary use only.

Date received: New member: Y/N If yes, presented to committee (date): Approved: Yes/No

Applicant advised (date):..... Entered:

SJB 25.01.13

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Appendix 2



LMFA Range Safety Rules and Conduct - September 2014

1. All archers must check their equipment and ensure it is safe to use before each shoot.
2. Arrows must be carried in an appropriate quiver. Carrying arrows in pockets is prohibited.
3. Arrows with broadheads are not permitted on the range.
4. Suitable clothing must be worn.
5. Sturdy footwear is to be worn. Thongs or sandals are not permitted on the range.
6. No alcohol is to be consumed before or during the shoot.
7. All adults must carry a metal whistle to attract attention in the event of an emergency, in which case one long blast shall be sounded.
8. In the event of an accident or emergency where a whistle is blown, all shooting shall cease immediately. Shooting can recommence upon direction from the Range Captain or Shoot Director.
9. The Group Captain will be responsible for the conduct of their group.
10. No group shall consist solely of 1 Adult and 2 Cubs.
11. No cub or junior will precede an adult from target to target.
12. There will be a suitable audible alert to indicate the start of the shoot.
13. An archer will not 'nock' his/her arrow until they are at the shooting point. No person shall stand within 1.5m of a shooter in the process of taking their shot.
14. No shooter shall draw their bow at an angle greater than 20 degrees from the target. When shooting, the archer must touch the appropriate stake with some part of their body.
15. No person shall move forward of the marker without permission of the Group Captain.
16. All scores are to be recorded by the scorer.
17. No arrows are to be removed from the target until all the scores are recorded.
18. An arrow must touch the line to score the higher value.

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19. A “bounce back” may be scored if the score can be agreed upon by the majority of archers in the group. Where there is no agreement, the arrow may be reshot.
20. Arrows passing through the target and the butt may be reshot.
21. All scores are to be checked and signed by the archer prior to being submitted to the Score Recorder. Score sheets must be legible to be recorded.
22. Novice archers are to be under the direct supervision of a responsible adult at all times.
23. Novice archers may be moved forward of their shoot peg to a suitable distance for their skill level.
24. Cubs are not permitted to carry arrows on the range. These arrows are to be carried by an adult in their shoot group.
25. A member may compete in no more than one class on any one day.
26. Rangefinders, cameras, or any instruments which may be used to determine distance, are not to be carried or used on the range without prior permission from the club’s Range Captain or Score Recorder.
27. Unsportsmanlike conduct will not be tolerated. Examples of unsportsmanlike conduct include, but are not limited to the following:
 - a) Littering or improper disposal of rubbish. Leaving drink cans or other rubbish at the shooting stakes is considered littering. If you take it onto the range it is your responsibility to remove it from the range
 - b) Shooting more than one arrow from a shooting peg, whether aimed at the target or not.
 - c) Using offensive, indecent or obscene language.
 - d) Communicating to another archer the yardage of a particular target that the archer has not yet shot;
 - e) Any action considered unsportsmanlike by LMFA or the 3DAAA National Committee will be grounds for disqualification and/or suspension from Membership of LMFA and 3D AAA.

NOTE: Members are referred to the current 3D AAA “Rules of Shoot” for further details. These “Rules of Shoot” prevail where matters are not raised in this document or where further clarification is required.

Approved by the Committee 25/09/2014

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Appendix 3: GAME COUNCIL of NSW CODE OF PRACTICE

Ethical, safe and responsible hunting

1. **AWARENESS** of relevant legislation: It is the responsibility of the holder of a NSW Game Hunting Licence to be aware of and comply with all relevant legislation relating to hunting, animal welfare and the use of firearms.
2. **SAFE** handling of firearms: Where firearms are used, the rules for safe handling set out in the NSW Firearms Safety Awareness handbook published by or under the authority of the Commissioner of Police must be complied with at all times.
3. **PERMISSION** required to enter land: A NSW Game Hunting Licence does not automatically authorise the holder of a licence to hunt on any land. The holder of a game hunting licence must not hunt on any land without the express authority of the occupier of the land.
4. **TARGET IDENTIFICATION** and safety: A game animal must not be fired at unless it can be clearly seen and identified, and the shot taken poses no discernible risk of injury to any person or damage to any property.
5. **OBLIGATION** to avoid suffering: An animal being hunted must not be inflicted with unnecessary pain. To achieve the aim of delivering a humane death to a hunted animal:
 - (a) It must be targeted so that humane kill is likely;
 - (b) It must be shot within the reasonably accepted killing range of the firearm and ammunition or bow being used, and,
 - (c) The firearm, ammunition, or bow and arrow, used must be such as can be reasonably expected to humanely kill an animal of the target species.
6. **Lactating female with dependant young**: If a lactating female is killed, every reasonable effort must be made to locate and kill any dependant young.
7. **Wounded animals**: If an animal is wounded, the hunter must take all reasonable steps to locate it, so that it can be killed quickly and humanely.
8. **Use of dogs**: Dogs and other animals may be used to assist hunters but only if (a) their use is not in contravention to the Prevention of Cruelty to Animals Act 1979 and, (b) their use is with the permission of the occupier of the land concerned.

I
(Full name: Please Print)

of
(Full Address: Please Print)

agree to be bound by the Game Council of NSW Code of Practice (shown above) for all my hunting activities undertaken while a member of the association.

.....
Signed

.....
Date