

AUSTRALIAN BOWHUNTERS ASSOCIATION LTD

A company limited by guarantee

Australian Company Number: 093 577 603

Australian Business Number: 29 093 577 603



BYLAWS

31 August 2025

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1. Introductory provisions

1.1. Definitions

1.1.1. In these bylaws:

- a. **Act** means the *Corporations Act 2001(Cth)* as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the company;
- b. **ASIC** means the Australian Securities and Investments Commission;
- c. **board** means the directors for the time being, constituted as provided for in the company's constitution;
- d. **BPC** means bowhunting proficiency certificate;
- e. **company** means Australian Bowhunters Association Ltd, a company limited by guarantee;
- f. **general meeting** means a meeting of the company's eligible voting members and includes annual general meetings and other general meetings;
- g. **member** means a person duly accepted as such by the board in accordance with the constitution and having paid any membership fees due to the company;
- h. **officeholder** means a director, company secretary, subcommittee member, branch representative, branch executive officer or branch management committee member of the company;
- i. **signed** means agreed in writing;
- j. **special resolution** means a resolution that is passed at a general meeting by the votes of at least 75% of the members who are present and voting; and
- k. **written / in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or digital formats.

1.1.2. Words importing the singular include the plural where context requires or permits.

1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the company's constitution.
- 1.2.2. If a provision in these bylaws is inconsistent with any clause in the company's constitution, the constitution prevails to the extent of the inconsistency.

1.3. Interpretation

- 1.3.1. The board has authority to interpret the meaning of these bylaws and any matter relating to the company on which the bylaws are silent, but any interpretation must have regard to the Act, and to the company's constitution.

2. Divisions, affiliation and alliances

2.1. Divisions

- 2.1.1. Australian Bowhunters Association Ltd shall include two divisions, namely the bowhunting division and the field division.
- 2.1.2. The bowhunting division shall be responsible for all Australian Bowhunters Association Ltd activities relating to game recognition, game awards, game measurement and management, and all matters pertaining to bow-hunted game in Australia and its states and territories.
- 2.1.3. The field division shall be responsible for all activities pertaining to the sport of field archery within Australia and its states and territories, and shall be named "Field Archery Australia" for the purposes of external contact in representing the sport of field archery.

2.2. Trophy Bowhunters of Australia

- 2.2.1. Australian Bowhunters Association Ltd shall incorporate the name, the Ishi symbol, and the activities of the Trophy Bowhunters of Australia into the bowhunting division of the company, hereafter referred to as the TBA Club.
- 2.2.2. The bylaws of the TBA Club shall form an addendum to the bylaws of Australian Bowhunters Association Ltd.
- 2.2.3. The TBA Club shall be a permanent association of all past, present and future holders of Australian bow-shot game records and bow-shot trophy and record classes of Australian bow-shot records, as recognised and awarded by Australian Bowhunters Association Ltd, in which no separate membership shall be required.
- 2.2.4. The TBA Club shall be represented on the Australian Bowhunters Association Ltd bowhunting subcommittee and shall be managed in accordance with the TBA Club bylaws.

2.3. International trophy recognition

- 2.3.1. Australian Bowhunters Association Ltd 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; and
 - b. Pacific Trophy Bowhunters Game Record Club; and

- c. World Trophy Bowhunters Game Record Club.

2.4. Affiliation of bowhunting, field archery or archery clubs

- 2.4.1. It shall be a requirement for club 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 Australian Bowhunters Association Ltd and that it is an object of the club to encourage Australian Bowhunters Association Ltd membership within the membership of the club.
- 2.4.2. Acceptance of a club for affiliation of Australian Bowhunters Association Ltd shall bind the club and its financial members to abide by, and comply with, the constitution, rules, bylaws, and decisions of Australian Bowhunters Association Ltd in all matters pertaining to the operations of the company.
- 2.4.3. 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 Australian Bowhunters Association Ltd, provided that nothing in a club constitution contravenes the constitution, rules, bylaws, and stated policies of the company.

2.5. Alliances with other organisations

- 2.5.1. No branch of the company shall establish alliances or affiliations with any state, national or international body without the prior and express permission of the Australian Bowhunters Association Ltd board.

3. Membership

3.1. Award year

- 3.1.1. The bowhunting division award year shall terminate on 31 December in each year.
- 3.1.2. The field division award year shall terminate on the last day of the Australian field archery championships each year.

3.2. Notices to members

- 3.2.1. For all purposes, the national media selected as the medium for company 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 company.
- 3.2.2. The medium mentioned in bylaw 3.2.1 shall be the company's online members' portal.

4. Governance

4.1. Board

4.1.1. The board comprises the following elected directors:

- a. president;
- b. treasurer;
- c. general director;
- d. general director;
- e. field archery subcommittee chairperson;
- f. bowhunting subcommittee chairperson.

4.1.2. The board comprises the following appointed director:

- a. national branch subcommittee representative.

4.2. Decisions of the board

4.2.1. Directors are authorised to act and make decisions on any matter or situation that may arise from time to time, in the interests of the company, provided that such actions or decisions do not contravene the provisions of the company's constitution, bylaws or policies.

4.2.2. In an emergency situation affecting the activities of the company, the president is to be advised immediately in order that action may be taken to call a special meeting of the board, or other committees, if deemed necessary.

4.2.3. It shall be a duty of all members and officeholders to pass on to the president any information having bearing on the operations and activities of the company, which could, in the estimate of the member or officeholder, require the action of the company for the protection of the sport.

4.3. Vacation of office

4.3.1. The board may, in accordance with clause 9.1 in the company's constitution, declare an office vacant if the officeholder:

- a. absents themselves from the duties of their position for a period in excess of three months without the consent of the board or committee to which the office applies; or
- b. fails to attend meetings of the board or respective committee on three consecutive occasions without the prior consent of the board or committee; or
- c. is elected or appointed as an officeholder 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 company's board.

4.3.2. Casual vacancies shall be filled in accordance with clause 9.2 in the company's constitution.

5. Duties and responsibilities

5.1. All company officeholders

- 5.1.1. All directors, subcommittee members, branch management committee members and branch executive officers shall:
- a. attend meetings of the company as required;
 - b. attend functions held by the company as required;
 - c. act at all times in the best interest of the company, its branches, affiliated clubs and members;
 - d. seek out and take account of the views of members in all decision making;
 - e. delegate appropriate duties as required;
 - f. maintain all documents, books, papers, keys, records and goods belonging to the company and pertaining to the office held and deliver them to the company at the completion of their term of office;
 - g. hold suitable working with children qualifications, as required;
 - h. maintain a good working knowledge of the company's constitution, bylaws, policies and procedures;
 - i. be prepared to learn new skills where required;
 - j. perform any such other duties as appropriate and as directed by the board.

5.2. Board

- 5.2.1. President:
- a. ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the company's constitution, bylaws, policies and procedures;
 - b. when present, preside as chairperson at board meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the company's constitution, bylaws, policies and procedures;
 - c. ensure directors and other officeholders fulfil their responsibilities;
 - d. provide support and guidance to others as required;
 - e. act as the official spokesperson for and representative of the company and liaise as necessary with government, funding agencies, sponsors and any national and international organisations with which the company is affiliated;
 - f. the president shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.

5.2.2. Treasurer:

- a. act as the chief financial management officer for the company;
- b. maintain all records of the company's financial operations;
- c. keep all books and accounts of the company and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each board meeting and general meeting;
- d. prepare a budget for the forthcoming year, including details of potential sources of income and expenditure;
- e. closely monitor progress against the company's budget and promptly alert the board regarding any overruns;
- f. ensure that all expenditure is duly authorised;
- g. ensure the prompt payment of all approved accounts;
- h. generate invoices and coordinate the receipt of monies and issuing of receipts;
- i. proactively manage the company's cash flow;
- j. work with the secretary to manage the company's asset register;
- k. ensure timely acquittal of any grant funds received by the company;
- l. following the end date of the company's financial year, close the company's books and prepare a set of financial statements as required by the company's accountant;
- m. submit the company's financial statements and other relevant records to the accountant with sufficient time prior to the annual general meeting;
- n. present audited or verified financial statements to the annual general meeting, in accordance with the company's constitution.

5.2.3. Field archery subcommittee chairperson:

- a. chair the field archery subcommittee;
- b. be responsible for the operations of the company's field division and generally have responsibility for efficient operation of the division;
- c. manage the company's national coaching program, the training and appointment of coaches and field archery instructors, and the conduct of coaching of field archery;
- d. manage the tournament calendar, in collaboration with the national tournament coordinator;
- e. chair the judiciary committee for all branch, state, national and international championships held under the auspices of the company, provided that this function 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;

- f. ensure that all official shoots are held in accordance with the company's rules for shoots and policy directives from time to time and act as rule interpreter as required;
- g. approve all official field archery competitions and tournaments in Australia;
- h. act as team manager for international teams, or recommend suitable international team managers to the board;
- i. act as a conduit between the board and the field archery subcommittee.

5.2.4. Bowhunting subcommittee chairperson:

- a. chair the bowhunting subcommittee;
- b. act as an external spokesperson and advocate for bowhunting defence;
- c. be responsible for the operations of the company's bowhunting division, and generally have responsibility for efficient operation of the division and the company's hunting awards and recognition systems;
- d. manage the collection, storage and retrieval of hunting research statistics, and for the appointment of field representatives of the division;
- e. be responsible for the training and appointment of bowhunting instructors, and management of the operations of the national bowhunter education program;
- f. act as a conduit between the board and the bowhunting subcommittee;
- g. the bowhunting subcommittee chairperson shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.

5.2.5. National branch subcommittee representative:

- a. work closely with other board members to achieve the objects of the company and to ensure its long-term success;
- b. spend time with other officeholders to maintain a sound understanding of the running of the company and assist others with their duties as required;
- c. chair the national branch subcommittee;
- d. act as a conduit between the board and the national branch subcommittee.

5.2.6. Directors:

- a. work closely with other board members to achieve the objects of the company and to ensure its long-term success;

- b. spend time with other officeholders to maintain a sound understanding of the running of the company and assist others with their duties as required;
- c. report to the board, subcommittees, branches and members as appropriate;
- d. act as planning coordinators and monitor progress against the company's strategic plan.

5.3. Company secretary

5.3.1. Company secretary:

- a. issue notices of board meetings and general meetings in accordance with the company's constitution, together with an agenda;
- b. make all arrangements for board meetings and general meetings;
- c. collect and collate reports from officeholders in advance of meetings;
- d. keep accurate minutes during all board meetings and general meetings;
- e. act as the company's primary point of contact and forward any queries to appropriate personnel;
- f. manage company correspondence and keep files of such correspondence, records and reports;
- g. ensure that current copies of the company's constitution and bylaws are available to members;
- h. prepare the annual report for presentation at the annual general meeting, in conjunction with the board, subcommittees and branches;
- i. call for and manage nominations for director positions prior to the annual general meeting;
- j. maintain an up-to-date register of members;
- k. support the board to ensure that all policies, procedures and plans of the company remain up to date;
- l. maintain an annual calendar of events and promote the calendar amongst affiliated clubs;
- m. organise travel for officeholders as required;
- n. provide timely notice to relevant external stakeholders regarding changes in director positions and key contacts;
- o. ensure the timely submission of the company's annual review to ASIC.

5.4. Branches

5.4.1. Branch controller:

- a. give direction and purpose to the achievement of the aims and objectives of the company within the branch, in accordance with the company's constitution, bylaws, policies and procedures;
- b. ensure the standards of good governance are acquitted within the branch;
- c. act as tournament director of all official branch field archery competitions;
- d. chair all meetings of the branch management committee and branch judiciary committee, or delegate this task as required;
- e. act as a conduit between the branch and the national branch subcommittee;
- f. the branch controller shall be required to hold a BPC.

5.4.2. Branch field representative:

- a. be responsible for the branch recording of game applications and issue of game awards, as authorised;
- b. manage the transmission of statistics as required to the board, in relation to the hunting activities of the branch and the company;
- c. be responsible to the national measurer for the conduct of branch measuring schools, in accordance with national policy, and recommend to the national measurer those members to be authorised as measurers in the branch, subject to endorsement by the branch controller;
- d. the branch field representative shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow;
- e. the branch field representative shall be an authorised full measurer and if not an authorised full measurer, shall acquire that authorisation within 90 days from the date of election or appointment to office.

5.4.3. Branch secretary:

- a. provide the secretarial function of the branch and keep accurate records of meetings of the branch management committee and branch executive committee;
- b. generally assist the branch controller in the duties of branch management.

5.4.4. Branch treasurer:

- a. collaborate with the national treasurer to ensure adherence to the company's legal and taxation requirements;
- b. account for all income and expenditure of funds held on behalf of the company as branch funds;

- c. maintain all records of the financial operation of the branch, as required or directed;
 - d. ensure that all expenditure is duly authorised;
 - e. ensure the prompt payment of all approved accounts;
 - f. ensure 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 31 May in each year is forwarded to the board.
- 5.4.5. Branch score recorder:
- a. hold and operate the branch record of score gradings;
 - b. determine and allocate competition gradings for members competing in official shoots of the branch;
 - c. manage the transmission of shoot scores and gradings to the national score recorder;
 - d. implement the qualifying standards for selection of branch teams to national competitions.
- 5.4.6. Affiliated club representatives:
- a. act as a conduit between members of the respective affiliated club and the branch management committee;
 - b. present the views of club members in the considerations and decisions of the branch management committee
 - c. manage the dissemination of company determinations and policies to club members;
 - d. act as an ambassador for the company, and generally do all things necessary to further the aims and ideals of the company within the respective affiliated club.
- 5.4.7. Branch coach:
- a. be responsible for the management of the national coaching program within the branch;
 - b. manage the coaching of official branch teams;
 - c. provide coaching and training for members, including club coaches, as required.
- 5.4.8. Branch bowhunting instructor:
- a. be responsible for the management of the national bowhunter education program within the branch;
 - b. manage the training and qualification of club bowhunting instructors, by recommendation to the national director of bowhunting education through the branch management committee.

5.5. National operational positions

5.5.1. National communications officer:

- a. promote the activities of the company in appropriate media, in accordance with established policy;
- b. develop and maintain contacts with like national and international organisations with which the company is affiliated;
- c. subject to policy, be responsible for any matter requiring international contact.

5.5.2. National measurer:

- a. serve as a member of the national bowhunting subcommittee;
- b. be responsible for the measurement of all bow-shot game submitted to the company through the field representatives of the company;
- c. manage the company's measuring system and the tutoring and certification of field representatives as game measurers, according to approved establishments;
- d. recommend to the board suitable persons to be appointed as measuring instructors as required from time to time;
- e. recommend to the bowhunting subcommittee chairperson suitable persons certified as game measurers for appointment as field representatives;
- f. form measuring panels for the measurement of game records from time to time;
- g. be responsible for the declaration of all Australian game records of bow-shot game, where such conform to company requirements, and for submission of such records for recognition by international bowhunting organisations, where applicable;
- h. the national measurer shall be an authorised full measurer and if not an authorised full measurer, shall acquire that authorisation within 90 days from the date of appointment to office;
- i. the national measurer shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.

5.5.3. Assistant national measurer:

- a. act as a member of the national bowhunting subcommittee;
- b. assist the national measurer in the duties and responsibilities of the national measurer and act in the place of the national measurer, as required from time to time;
- c. the assistant national measurer shall be an authorised full measurer and if not an authorised full measurer, shall acquire that authorisation within 90 days from the date of taking office;

- d. the assistant national measurer shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.
- 5.5.4. National director of bowhunting education:
- a. act as a member of the national bowhunting subcommittee;
 - b. hold and maintain qualifications which are acceptable to the company;
 - c. manage the company's national bowhunter education program and review the program as required from time to time;
 - d. be responsible for the training and qualification of bowhunting instructors of the company and for clinics and such other training activities as considered necessary;
 - e. provide advice to the board in respect to all bowhunter education needs of the company;
 - f. the national director of bowhunting education shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.
- 5.5.5. TBA Club chairperson:
- a. act as a member of the national bowhunting subcommittee and as a conduit between the TBA Club, the board and the bowhunting subcommittee;
 - b. present the views of the TBA Club to the board and to the bowhunting subcommittee;
 - c. be responsible for the management of the TBA Club in accordance with the TBA Club bylaws, as prescribed by the addenda to these bylaws;
 - d. the TBA Club chairperson shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.
- 5.5.6. National measuring instructor:
- a. act as a member of the national bowhunting subcommittee;
 - b. be a person who has qualified at the highest level of measuring certification;
 - c. allocate one measuring instructor to each branch for the training of full measurers;
 - d. conduct measuring schools for the purpose of qualifying full measurers;
 - e. provide such assistance as required to branch field representatives for the training of field representatives as game measurers;

- f. the national measuring instructor shall be required to hold a BPC and to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.

5.5.7. National tournament coordinator:

- a. act as a member of the national field archery subcommittee and work collaboratively with the subcommittee to run successful tournaments;
- b. manage the tournament calendar, in collaboration with the field archery subcommittee chairperson;
- c. act as tournament coordinator for all branch, state, national and international championships held under the auspices of the company, provided that this function 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;
- d. liaise as necessary with the host club of a tournament;
- e. work with the company secretary to coordinate advertising, medals and trophies for tournaments;
- f. appoint suitable people to prepare tournament stories and photos for publication in Archery Action.

5.5.8. National score recorder:

- a. act as a member of the national field archery subcommittee;
- b. hold and operate the national record of score grade of all members, as supplied by branch score recorders and member clubs;
- c. determine and allocate competition gradings for members competing in official shoots, and qualifying standards for selection of Australian representative teams to international competitions.

5.5.9. Assistant national score recorder:

- a. act as a member of the national field archery subcommittee;
- b. assist the national score recorder in the duties and responsibilities of the national score recorder, and act in the place of the national score recorder as required from time to time.

5.5.10. National director of coaching:

- a. serve as a member of the national field archery subcommittee;
- b. hold and maintain qualifications which are acceptable to the company;
- c. manage the company's national coaching program and review the program as required from time to time;
- d. be responsible for the training and qualification of coaches and/or instructors of the company and for the conduct of the coaching program;
- e. organise coaching clinics and such other training activities as considered necessary;

- f. coach all representative teams selected for international competition;
- g. provide advice to the board in respect to coaching requirements of the company.

5.6. Club positions

5.6.1. Club field archery coach:

- a. hold and maintain qualifications which are acceptable to the company;
- b. be responsible for implementation of the national coaching program and instruction of members at club level.

5.6.2. Club bowhunting instructor:

- a. hold and maintain qualifications which are acceptable to the company;
- b. be responsible for implementation of the national bowhunter education program and instruction of members at club level.

5.6.3. Club field representative:

- a. hold and maintain qualifications as a game measurer;
- b. maintain club records of hunting applications, where established and transmit such applications to the branch field representative for inclusion in branch and national records.

5.7. Employees

5.7.1. No member shall admonish or reprimand a company employee, but if a member has any complaint, they shall make the same in writing to the president, who shall bring the matter before the board.

5.7.2. No employee of the company shall be entitled to be elected or appointed as a director.

6. Subcommittees

6.1. Field archery subcommittee

6.1.1. The field archery subcommittee comprises the following positions:

- a. field archery subcommittee chairperson;
- b. score recorder;
- c. assistant score recorder;
- d. director of coaching;
- e. tournament coordinator.

6.2. Bowhunting subcommittee

- 6.2.1. The bowhunting subcommittee comprises the following positions:
- a. bowhunting subcommittee chairperson;
 - b. measurer;
 - c. assistant measurer;
 - d. BPC officer;
 - e. TBA Club committee members x 4 (including TBA Club chairperson);
 - f. director of bowhunting education;
 - g. measuring instructor.

6.3. National branch subcommittee

- 6.3.1. The national branch subcommittee comprises one branch representative from each branch.

6.4. Operational subcommittees

- 6.4.1. The company comprises the following operational subcommittees:
- a. Mudgee.

6.5. Terms of office

- 6.5.1. Subcommittee members shall be appointed for a term of one year.

7. Branches

7.1. Branch management committees

- 7.1.1. Each branch management committee shall manage its branch on behalf of the company, within the policies and decisions of the board and the constitution, rules and bylaws of the company.

7.2. Branch executive officers

- 7.2.1. In accordance with clause 8.3.2 in the company's constitution, each branch management committee shall elect individual or life members of the company as branch executive officers.
- 7.2.2. In the case of election or appointment to the position of branch controller, the nominee shall hold a BPC.
- 7.2.3. In the case of election or appointment to the position of branch field representative, the nominee shall be required to be recognised by Australian Bowhunters Association Ltd as having a recorded history of game taken with the bow and arrow.
- 7.2.4. Branch executive officers shall be responsible for the management of the branch according to the policies and decisions of the board and the

respective branch management committee, and the constitution, bylaws, policies and procedures of the company.

7.3. Terms of office

- 7.3.1. Club representatives shall be elected or appointed to a branch management committee for a term of one year.
- 7.3.2. Branch executive officers shall be elected for a term of two years.
- 7.3.3. Branch representatives shall be appointed to the national branch subcommittee for a term of two years.
- 7.3.4. Appointed branch positions shall be reviewed at the same time as branch elections.

7.4. Branch finances

- 7.4.1. All funds and assets of a branch shall remain the property of the company and shall be held by a branch on behalf of the company.
- 7.4.2. Branches shall be fully accountable to the company for the financial operation of the branch.
- 7.4.3. The company may call upon a branch or branches to transfer to the national account funds held by a branch on behalf of the company, in full or in part, in any situation of financial need likely to affect the financial viability of the company, or should a branch account be closed.
- 7.4.4. The branch treasurer shall open and maintain an account in a financial institution of the branch management committee's choice for the financial operation of the branch, which shall be called "Australian Bowhunters Association Ltd (... descriptor e.g., North Queensland...) Branch Account".
- 7.4.5. There shall be three signatories on record for a branch's financial institution account, including the branch treasurer and two other branch executive officers namely the branch controller, branch treasurer and branch secretary, any two of whom shall be required to operate the account.
- 7.4.6. Co-signatories may not be in any way related or reside at the same address.
- 7.4.7. All income of the branch shall be paid to the branch account.
- 7.4.8. The branch shall forward an audited financial statement setting out the financial position of the branch, as at 31 May each year, to the board within 14 days of the branch AGM. The branch AGM to be held by the 31st August each year.
- 7.4.9. 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.

- 7.4.10. The branch treasurer shall submit a current financial report to each meeting of the branch management committee or executive committee, which shall be included in the minutes of the meeting.
- 7.4.11. Funds for the branch account shall be raised by the branch management committee 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 officeholders, and the field archery and bowhunting activities authorised by a branch. Costs in attendance of any branch officeholders at the annual general meeting of the company shall be met from this account.
- 7.4.12. Membership fees of Australian Bowhunters Association Ltd, 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 board within 30 days of receipt. A statement signed by the branch controller or branch treasurer shall accompany moneys transferred, setting out full details of the amount so transferred.
- 7.4.13. Financial assistance may be granted by a branch to an affiliated club, subject to the same terms and conditions for such assistance, as determined from time to time by the board. All such grants shall require the prior approval of the board.
- 7.4.14. The treasurer, with the approval of the board, 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 bylaw. Evidence of actual expenditure shall be submitted as required by the board.

7.5. Branch management

- 7.5.1. A branch management committee may make such rules of procedure and determine particular policies having emphasis to a branch, as necessary, provided that such rules and or policies shall not contravene any national rule or the provisions of the company's constitution, bylaws, policies or procedures.
- 7.5.2. Each branch shall establish field archery inter-club competitions within the branch, to include 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 approval of the calendar by the field archery subcommittee chairperson. All official shoots shall be conducted according to the national rules for shoots as prescribed by the addenda to these bylaws.
- 7.5.3. Each branch shall ensure that results of official shoots and members' gradings are forwarded to the national score recorder, as required.
- 7.5.4. Each branch shall establish an official hunting award system in the branch, to include annual awards, provided 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 board, as required.

- 7.5.5. Each branch shall hold measuring schools as required to ensure that a sufficient number of persons are trained to appropriate measuring levels to meet the continuing needs of the branch and the company.
- 7.5.6. Each branch shall ensure that branch members are afforded the opportunity to attend a bowhunting education school to attain a BPC, and that all branch bowhunting awards are based on attainment of the certificate.
- 7.5.7. Each branch shall ensure that branch members are afforded the opportunity to receive such field archery instruction, as is considered necessary and desirable.
- 7.5.8. A branch controller may not delegate any duties relating to the bowhunting division of the company to any person without the express approval of the bowhunting subcommittee chairperson.
- 7.5.9. In states comprising more than one branch, it may be necessary for the branch controllers in that state to form a state committee, comprising the branch controllers in that state. In such cases, the board shall 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.

8. Meetings

8.1. Conduct of meetings

- 8.1.1. The company shall conduct its meetings in an orderly manner, generally in accordance with the customary procedure at meetings.
- 8.1.2. The level of formality required at a meeting is to be determined by the chairperson, subject to operational requirements and the seriousness or confidentiality of any matters to be resolved at that meeting.
- 8.1.3. The chairperson of any general meeting, board meeting, subcommittee meeting or branch management committee meeting shall have authority to apply standing orders in accordance with Robert's Rules of Order.

8.2. Subcommittee meetings

- 8.2.1. In accordance with clause 7.4.1 in the company's constitution, a subcommittee may meet and adjourn as it considers appropriate, or as directed by the board.
- 8.2.2. The board may limit the number of in-person meetings that a subcommittee may hold in each calendar year.
- 8.2.3. At a subcommittee meeting, more than 50% of the members of the subcommittee shall form a quorum.

- 8.2.4. A subcommittee may hold meetings or permit a member to take part in its meetings in person or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 8.2.5. A member who participates in a meeting as mentioned in bylaw 8.2.4 is taken to be present at the meeting.
- 8.2.6. The method of voting in decisions at a subcommittee meeting shall be as prescribed for the board.
- 8.2.7. The method of recording and verifying the accuracy of minutes of subcommittee meetings shall be as prescribed for the board.
- 8.2.8. At a subcommittee meeting:
 - a. the chairperson of the subcommittee shall preside as chairperson; and
 - b. if there is no chairperson of the subcommittee or if the subcommittee chairperson is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the subcommittee members present may choose another person to be chairperson of the meeting; and
 - c. the chairperson must conduct the meeting in a proper and orderly way.

8.3. Branch meetings

- 8.3.1. A branch management committee shall meet at the call of the branch controller, but not less frequently than quarterly each year.
- 8.3.2. The annual general meeting of a branch management committee shall be held each year at a time and venue to be decided by the branch executive officers and branch executive officers shall be elected at this meeting, when required.
- 8.3.3. A special meeting of a branch management committee may be called at any time:
 - a. by the branch controller; or
 - b. by written request of three branch executive officers; or
 - c. upon written petition signed by at least 25% of the individual members of the branch.
- 8.3.4. A request for a special meeting of a branch management committee must detail the purpose of the meeting, which shall then be held within a period of 28 days from the date of the request.
- 8.3.5. A quorum for a branch management committee shall be not less than 40% of the club representatives of affiliated clubs of the branch, provided further that at least three branch executive officers are in attendance.
- 8.3.6. A branch management committee may hold meetings or permit a member to take part in its meetings in person or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

- 8.3.7. A member who participates in a meeting as mentioned in bylaw 8.3.6 is taken to be present at the meeting.
- 8.3.8. Subject to bylaw 8.3.9, the method of voting in decisions at a branch management committee meeting shall be as prescribed for the board.
- 8.3.9. A branch management committee may permit absentee voting on any question, provided that any such absentee vote must be received by the branch secretary no later than the closing time and date for return of absentee votes as notified on the ballot paper.
- 8.3.10. The method of recording and verifying the accuracy of minutes of branch management committee meetings shall be as prescribed for the board.
- 8.3.11. At a branch management committee meeting:
 - a. the branch controller shall preside as chairperson; and
 - b. if there is no branch controller or if the branch controller is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the branch management committee members present may choose another person to be chairperson of the meeting; and
 - c. the chairperson must conduct the meeting in a proper and orderly way.

9. Procedures and policies of the company

9.1. National management

- 9.1.1. Submission of all matters, for consideration of the board, shall be confined to channels established by the organisational management of the company.
- 9.1.2. The company 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 company.
- 9.1.3. The company does not approve the use of arrows tipped with either poisons or tranquillising drugs, except when used to provide a service to the landowner, or government, or other such body, as approved by the board from time to time.
- 9.1.4. The board shall reserve the right to refuse the endorsement of the company of any title, championship shoot, bowhunting or archery event by any club, branch, group or organisation, or individual, considered by the board not to be in the best interests of Australian Bowhunters Association Ltd or its members.
- 9.1.5. All official Australian Bowhunters Association Ltd releases to all media shall be channelled through the company secretary, president, national communications officer or respective branch controller. Branch controllers will forward a copy of any and all such releases to the company secretary, and shall, if relating to national policy, discuss the matter with the president prior to release. No affiliated club, nor any

member shall publish, or seek to have published, any matter designed to bring discredit to the company and its members, in any public media.

- 9.1.6. The company shall hold annually a national championship shoot under the Australian Bowhunters Association Ltd rules for shoots, and a national championship 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 board. The field archery subcommittee chairperson and bowhunting subcommittee chairperson shall be responsible for the organisation and staging of these activities. All official activities of divisions shall have the prior approval of the field archery subcommittee chairperson or bowhunting subcommittee chairperson, respectively.
- 9.1.7. The symbol of Australian Bowhunters Association Ltd, as is in use, shall be used by Australian Bowhunters Association Ltd on all official correspondence, until such time that the symbol may be changed by resolution at a general meeting of the company. The Ishi symbol of the TBA Club shall be used by Australian Bowhunters Association Ltd on all relevant game awards issued by the company's bowhunting division.
- 9.1.8. Directors shall view and decide all matters coming before them in the best interests of the company and its members, as a single national organisation. Any branch officeholder who is also a director shall not be bound by the views of the branch, but shall consider and decide all matters in the national interest while acting in the capacity of director.

9.2. Grievance and mediation

- 9.2.1. This grievance procedure applies to disputes between:
 - a. a member and another member; or
 - b. a member and the board; or
 - c. a member and a subcommittee; or
 - d. a member and a branch; or
 - e. a member and the company.
- 9.2.2. The parties to a dispute shall attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- 9.2.3. If the parties to a dispute are unable to resolve the dispute between themselves within 14 days, the parties shall within a further ten days:
 - a. notify the board of the dispute; and
 - b. agree to or request the appointment of a mediator; and
 - c. attempt in good faith to settle the dispute by mediation.
- 9.2.4. In the event of mediation, the mediator may be:
 - a. a person or external agency chosen by agreement between the parties; or

- b. in the absence of agreement:
 - i. if the dispute is between a member and another member, a person or external agency appointed by the board; or
 - ii. if the dispute is between a member and the board or the company, a suitable external agency.
- 9.2.5. A mediator may be a member or former member of the company but in any case, must not be a person who:
 - a. has a personal interest in the dispute; or
 - b. is biased against, or in favour of, any party.
- 9.2.6. The mediator to the dispute, in conducting the mediation, must ensure that natural justice is afforded to the parties throughout the mediation process.
- 9.2.7. A mediation session may be held in person or by using any technology that reasonably allows all participants to hear and take part in discussions as they happen.
- 9.2.8. If the mediation process does not resolve the dispute, the board may take whatever steps it considers appropriate in the best interests of the company and the members concerned.
- 9.2.9. A person may appoint another person to act on their behalf during mediation, provided that no party is entitled to be represented by a legal practitioner.
- 9.2.10. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure under clause 5.1 in the company's constitution, until the disciplinary procedure has been completed.
- 9.2.11. If a member has initiated a grievance procedure in relation to a dispute between the member and the board or the company, the company must not take disciplinary action against any of the following people in relation to the matter which is the subject of the grievance procedure until the grievance procedure has been completed:
 - a. the member who initiated the grievance procedure; or
 - b. a member of the company appointed to act on behalf of the member who initiated the grievance procedure under bylaw 9.2.9.

9.3. Financial management

- 9.3.1. The board shall determine, from time to time, the limit of expenditure which may be authorised by any director or other officeholder.
- 9.3.2. The treasurer shall ensure that all financial transactions of the company are in accordance with the directives of the board, and with the company's constitution, bylaws, policies and procedures.
- 9.3.3. The treasurer, in conjunction with the board, shall prepare an annual budget of income and expenditure.

- 9.3.4. The board shall operate to ensure as far as is practicable, emergency situations excepted, that the expenditure limitations imposed by the budget are not exceeded.
- 9.3.5. The company shall not be responsible for any debt which may be incurred by any member or officeholder, unless such debt be incurred at the direction or prior authorisation of the board.
- 9.3.6. The company 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 by the board.

9.4. Reimbursements

- 9.4.1. The company shall reimburse expenses legitimately incurred by directors and other officeholders, in the performance of their official duties.
- 9.4.2. Directors shall have authority to expend, and create debt, as shall be required for the efficient operation of the company. It shall be the responsibility of the treasurer that such costs do not extend beyond limits authorised.

9.5. Honorariums

- 9.5.1. Directors and other officeholders of the company may be remunerated by way of honorarium.
- 9.5.2. The board shall determine the amounts of any such honorariums, provided that these must be approved at a general meeting.
- 9.5.3. At each annual general meeting of the company, the board shall present the details of any honorariums paid to directors or other officeholders.

10. Addenda

10.1. Addenda to these bylaws

- 10.1.1. There follows a listing of various matters, rules and general directives and procedures to members, officeholders and affiliated clubs, detailing regulation, controls and policies for the guidance and compliance by all members, officeholders, affiliated clubs, and the divisions of Australian Bowhunters Association Ltd:
 - a. Bowhunting Code of Ethics;
 - b. Bowhunting Rules of Fair Chase;
 - c. By-Laws of the TBA Club;
 - d. Club Accreditation Standard;
 - e. Dog Policy;
 - f. Doping Policy;
 - g. Guidelines for the Safe Use of Practice;
 - h. Human Resources and Volunteer Policies;

- i. Life Membership Eligibility Criteria;
 - j. Mobile Phone Policy;
 - k. National and Branch Cash Handling Policy;
 - l. Rules for Amateur Status;
 - m. Rules – Australian Bowhunters Association Ltd National Barebow Round;
 - n. Rules – Australian Bowhunters Association Ltd National 3D Round;
 - o. Rules – The International Field Round;
 - p. Rules – Australian Bowhunters Association Ltd Aussie Field Round;
 - q. Rules – Australian Bowhunters Association Ltd National Indoor Round;
 - r. Rules – The International Indoor Round;
 - s. Rules for Competition – Knife Throwing;
 - t. Rules for Competition – Tomahawk Throwing;
 - u. Syd Green Memorial Award;
 - v. The National Ranking System;
 - w. Travel and Expenses Policy.
- 10.1.2. These addenda may be changed, added to, deleted or otherwise amended from time to time as required by the board, or as otherwise provided.