

THE GRANGE BOWMEN INC
IA04614

BYLAWS

November 2025

Incorporated under the
Associations Incorporation Act 1981 (Qld)

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1. Introductory provisions

1.1. Interpretation

1.1.1. In these bylaws:

- a. **ABA** means Australian Bowhunters Association Ltd.;
- b. **Act** means the *Associations Incorporation Act 1981* 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 association;
- c. **Club** means The Grange Bowmen Inc, the incorporated association to which this constitution applies;
- d. **Constitution** means the Grange Bowman Inc (IA04614) constitution adopted 12 March 2023, or as updated from time to time.
- e. **majority** means more than half of all members who are present, eligible to vote and voting at a management committee meeting or a general meeting;
- f. **signed** means agreed in writing;
- g. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the members/club delegates who are present and entitled to vote/voting.
- h. **written / in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or electronic formats.

1.1.2. A word or expression that is not defined in these bylaws, but is defined in the Act has, if the context permits, the meaning given by the Act.

1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the Club's Constitution.
- 1.2.2. If a provision in these bylaws is inconsistent with any clause in the Club's Constitution, the Constitution prevails to the extent of the inconsistency.
- 1.2.3. It is the responsibility of all management committee members to familiarise themselves with the club's constitution, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the constitution, bylaws, policies and procedures of the club.

1.3. Premises

- 1.3.1. The Club's premises are situated at 534 Albany Creek Road, Bridgeman Downs, Queensland, 4035.

2. Membership

2.1. Membership categories

- 2.1.1. In accordance with the Club's Constitution, membership of the club consists of full, probationary, junior and life members.
- 2.1.2. Sub-classes of full membership include:
 - a. family membership.
- 2.1.3. Sub-classes of junior membership include:
 - a. juniors (13 to 17 years old); and
 - b. cubs (12 years old and under).

2.2. Membership eligibility

- 2.2.1. Family membership:
 - a. must include a minimum of one, but no more than two adults and may include as many children under 18 years of age that reside at the same address as the adult members.
- 2.2.2. Probationary members:
 - a. each individual is only eligible for probationary membership once;
 - b. an individual who has previously been a probationary member of the club at any stage is not eligible for probationary membership for future membership applications.
- 2.2.3. Junior members:
 - a. As a clarification to the Constitution, junior members must be below the age of 18 years at the date of annual membership renewal, and will continue to be charged as junior members until the first annual membership renewal date following their attaining 18 years of age.
- 2.2.4. Life membership:
 - a. In accordance with clause 3.1.1.d in the club's constitution, life members must be elected by the passing of a special resolution at a general meeting.
 - b. Life members are not required to pay annual subscription fees to the club, but shall pay competition, ABA membership or affiliation fees as appropriate.
 - c. The management committee may at any time impose a levy or fee on life members.

2.3. Membership renewal

- 2.3.1. Membership is current until renewal is due.
- 2.3.2. The membership period concludes on 31 December each year.

- 2.3.3. Other than life members, members who do not re-apply for membership and pay the prescribed fee when due are considered to have resigned.

2.4. Membership Fees

- 2.4.1. In accordance with the Club's Constitution, the management committee sets fees annually in accordance with the club's annual budget.
- 2.4.2. The secretary will must provide notices of fees due to members in time for the annual renewal. At the discretion of the secretary, such notice may include email, post, use of official Club communication channels or posting in a visible location in the Club house.
- 2.4.3. Membership fees are for the 12-month membership period and are not available at a pro-rata discount, with exception of new members.
- 2.4.4. Membership fees for each membership period must be paid by 31 January, unless a payment plan is approved by the management committee.
- 2.4.5. All fees due under a payment plan must be made by automatic direct debit and are subject to a surcharge as determined by the management committee.
- 2.4.6. A member who has membership fees in arrears for a period of two months may not be permitted to participate in any club activities or events.
- 2.4.7. The management committee may consider any requests for the refund of membership fees under extenuating circumstances.

2.5. Working bees and discounted membership fees.

- 2.5.1. The club will host a working bee one Saturday per a month from 8:00am to midday or at other such times as nominated by the management committee.
- 2.5.2. Members attending and contributing to four or more working bees per calendar year will be eligible for discounted membership fee the following year, with such discount set by the management committee.

2.6. Reciprocal arrangements, social visits and access to Club shoots

- 2.6.1. In accordance with clause 3.6.4 of the club's constitution, the club may enter into reciprocal arrangements with other clubs ("Reciprocal Clubs").
- 2.6.2. A current list of reciprocal clubs is available from the secretary upon request.
- 2.6.3. Members of Reciprocal Clubs may participate in Club activities and use Club facilities as if they hold the same level of Club membership as current Grange Bowmen members in good standing.

- 2.6.4. With the exception of organised Grange Bowmen club shoots, ABA members who are not members of the Club or Reciprocal Clubs are entitled to three social visits to the Club per calendar year. If the individual wishes to participate in club activities and use club facilities after the third social visit, they must be a member of the Grange Bowmen.
- 2.6.5. Use of the target and field ranges is subject range clearance requirements in the same manner as current Grange Bowmen members, including competency review and equipment safety check as detailed in clause 9.11.
- 2.6.6. ABA members who are not a member of the Club or a Reciprocal Club must notify the club secretary by email of their attendance in addition to the normal sign in process.
- 2.6.7. To attend a Grange Bowmen club shoot, an individual must:
 - a. be a member of Grange Bowmen; or
 - b. be a member of an ABA affiliated club in good standing and pay the club shoot required fees.

3. Governance

3.1. Management committee structure

- 3.1.1. In accordance with the club's constitution, the management committee must have at least three members, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the club members elect at a general meeting.
- 3.1.2. The club's management committee shall consist as a minimum the positions and numbers detailed in the constitution. The positions may change from time to time, but currently comprises the following positions:
 - a. President;
 - b. Treasurer;
 - c. Secretary;
 - d. Range Captain;
 - e. Membership Officer;
 - f. ABA Representative;
 - g. Bowhunter Representative;
 - h. Communications Officer;
 - i. Shoot Director. and
 - j. Score Recorder.

- 3.1.3. A management committee member may fill more than one position listed in bylaw 3.1.2 simultaneously, provided that no single member holds the positions of President and Treasurer simultaneously. In addition, holders of the roles of President, Treasury and Secretary shall not hold additional positions, except for interim terms where a role has become vacant between elections.

3.2. Management committee duties

- 3.2.1. All management committee members shall:
- a. make all endeavours to attend management committee meetings and general meetings of the club, as well as other meetings/workshops as they are called from time to time;
 - b. make all endeavours to attend functions held by the club as required;
 - c. have the power to delegate appropriate duties amongst subcommittees, designated operational support roles and volunteers;
 - d. maintain all documents, books, papers, keys, records and goods belonging to the club and pertaining to the office held and deliver them to the club at the completion of their term of office;
 - e. hold a current blue card or exemption card obtained under the *Working with Children (Risk Management and Screening) Act 2000*;
 - f. undergo a criminal history check, if required by the club;
 - g. maintain a good working knowledge of the club's constitution, bylaws, policies and procedures;
 - h. provide guidance, mentoring and support for those taking over from their position at the end of their term of office;
 - i. perform any such other duties as appropriate and as directed by the management committee;
 - j. sign a confidentiality agreement with the club.
- 3.2.2. President shall:
- a. ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the club's constitution and bylaws;
 - b. preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the club's constitution and bylaws;

- c. set the direction of the club and oversee the strategic development of the club through the development of plans, policies and procedures to meet the objects of the club;
- d. ensure management committee members and other volunteers fulfil their responsibilities as required;
- e. liaise as necessary with government departments, Councils, partners, sponsors and governing bodies where club representation is required;
- f. report to the management committee and members of the club as appropriate;
- g. provide motivation, leadership and enthusiasm to team members;
- h. delegate tasks to suitable personnel as necessary;
- i. ensure that planning and budgeting for the future is carried out in accordance with the wishes of members;
- j. ensure each subcommittee is responsible for its designated portfolio and serve as an ex-officio member on all subcommittees;
- k. be available to handle disputes;
- l. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

3.2.3. Secretary shall:

- a. issue notices of meetings in accordance with the club's constitution, together with an agenda;
- b. collect and collate reports from office bearers;
- c. keep accurate minutes during all management committee and general meetings;
- d. act as the club's primary point of contact with governing bodies, deal with governing body queries and forward to appropriate club personnel;
- e. conduct all correspondence of the club as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- f. maintain an up-to-date register of members;
- g. ensure that a current copy of the club's constitution is available to each new member;
- h. prepare the annual report for presentation at the annual general meeting in conjunction with the president;
- i. call for nominations for club positions prior to the annual general meeting;

- j. provide timely notice to governing bodies, the Queensland Office of Fair Trading and other relevant stakeholders regarding changes to committee members and key contacts;
- k. maintain a register for the purpose of the liquor license of and as required by 3.6.4 of the constitution.

3.2.4. Treasurer shall:

- a. keep all books and accounts of the club and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each management committee meeting and general meeting, in particular the risk of any insolvent trading;
- b. present accounts paid for ratification and accounts requiring payment for approval to each management committee meeting;
- c. generate invoices and coordinate the receipt of monies and issuing of receipts;
- d. build and maintain a healthy cash reserve for the club with the support of the management committee;
- e. monitor sponsorship funds;
- f. ensure all cash takings are counted by two people concurrently at the end of each day of activities, and ensure the prompt deposit of cash into the bank;
- g. pay fees due to governing bodies, when authorised by the management committee;
- h. work with the secretary to arrange for all disbursement of payments to be paid by electronic funds transfer;
- i. act as a signatory on club bank accounts;
- j. following the end date of the club's financial year, close the club's books and prepare a set of financial statements as required by the auditor;
- k. submit the club's financial statements and other relevant records to the auditor with sufficient time prior to the annual general meeting;
- l. present audited financial statements to the annual general meeting, in accordance with the club's and the *Associations Incorporation Act 1981*.

3.2.5. Range Captain shall:

- a. oversee and delegate work to any nominated vice range captains;
- b. ensure the practice and field ranges remain in good repair, which includes but is not limited to: laneways, targets, butts (bales),

shooting pegs, directional and safety signage, and target backstops;

- c. organise and delegate jobs at working bees;
- d. provide a monthly report regarding range conditions/upgrades;
- e. be responsible for the upkeep of the shed and its contents including vehicles (tractors, mowers etc.), equipment (whipper snippers, hedge trimmers etc.) and storage of all forms of targets;
- f. sit on the Asset and Facility Management subcommittee to oversee club maintenance and upgrades to meet the Associations Lease Requirements;
- g. be responsible for organising and delegating the set-up of targets and ranges for club, branch or national shoots.

3.2.6. Membership Officer shall:

- a. receive and place before the management committee all applications for membership;
- b. maintain the current register of full, probationary, junior and life members, with positions held;
- c. provide a monthly report of current membership numbers;
- d. maintain a list of deceased members;
- e. maintain a register of previous memberships with positions held;
- f. take bookings for instruction days;
- g. ensure membership forms are delivered, which may include digital delivery, to expiring probationary members;
- h. ensure membership forms are delivered, which may include digital delivery, at end of year for renewing members;
- i. be a point of contact for membership related enquiries.

3.2.7. ABA Representative shall:

- a. represent the Club at ABA Branch meetings;
- b. relay information from ABA Branch or National meetings to the committee and in turn to the membership.

3.2.8. Bowhunter Representative shall:

- a. be the point of contact for the club membership for all matters relating to bow hunting;
- b. promote the act of safe bow hunting to the club membership;
- c. record feral animal game shot by club members;

- d. on request, submit claims, or delegate such submission to the game recorder, of recorded game to ABA Branch or National on behalf of the club membership;
- e. organise and liaise with the President the end of year trophies for members who have shot and recorded feral game to be recorded as the clubs 'Best of Species' for that year, as well as a 'Bowhunter of the Year' Award.

3.2.9. Communications Officer shall:

- a. chair the social media and marketing committee;
- b. be the point of contact for external communications and advertising for the club;
- c. maintain all official club communication channels, including but not limited to the club website and Facebook account.

3.2.10. Shoot Director shall:

- a. prepare certificates/awards for shooters who place within their divisions at club shoots (responsibility shared with score recorder);
- b. prior to each club, branch or national shoot at the Club walk the ranges to ensure they are safe and set up correctly;
- c. take nominations for club shoots and group participating shooters appropriately, or delegate this as necessary;
- d. run the shoots by instructing shooters of the rules and requirements of the shoot as well as ruling on any disputes regarding scoring.

3.2.11. Score Recorder shall:

- a. maintain a record of scores from club shoots;
- b. prepare certificates/awards for shooters who place within their divisions at club shoots (a responsibility shared with shoot director);
- c. organise and liaise with the President the end of year trophies for members who have placed in trophy shoots including but not restricted to: Club ABA Championships, Club 3D Championships, Huntingdale, Dick Coates Memorial, Golden Boar, and Jim Stevens Award as well as any perpetual trophies and Club Records.

3.3. Subcommittees

- 3.3.1. The management committee may create and dissolve any subcommittees considered appropriate by the management committee to help with the conduct of the club's operations. Where no

subcommittee currently exists, responsibility remains with the relevant management committee member.

3.3.2. Subcommittees may be requested by the management committee to provide an annual report.

3.3.3. Club subcommittees may include the following:

- a. Asset and Facility Management Committee;
- b. Canteen Subcommittee;
- c. Events Committee;
- d. Finance Committee and
- e. Fundraising, Sponsorship and Grants Committee

3.4. Subcommittee duties

3.4.1. Asset and Facility Management:

- a. maintain a comprehensive inventory of all club assets, including their conditions and locations and ensure accurate and up-to-date records are kept for auditing and operational purposes;
- b. manage the scheduling and usage of club facilities;
- c. oversee the maintenance schedule for all physical assets and club facilities, including scheduling repairs, replacements, and routine inspections;
- d. evaluate the need for acquiring new assets and manage the disposal of outdated or unnecessary assets;
- e. assess and manage risks associated with the club's assets and facilities, including ensuring adequate insurance coverage is in place for all assets against theft, damage, and other potential losses.

3.4.2. Canteen:

- a. develop and update the canteen menu, ensuring it caters to the preferences and dietary needs of the club's members and guests;
- b. manage the procurement of ingredients and supplies, ensuring the canteen is always stocked with necessary items while maintaining cost-efficiency and reducing waste;
- c. ensure that the canteen adheres to all health and safety regulations, including maintaining cleanliness, proper food storage, and safe cooking practices to protect the well-being of patrons;
- d. monitor the financial performance of the canteen, including setting pricing strategies, preparing financial reports, and implementing cost-control measures to ensure profitability and sustainability.

3.4.3. Events:

- a. develop and coordinate a calendar of events for the club, including planning all logistics, selecting venues, and scheduling dates;
- b. create and manage budgets for each event, ensuring that all expenditures are kept within the approved budget and that all financial transactions are transparent and accounted for;
- c. work with social media and marketing committee to assist with the promotion and marketing of events to maximise attendance and participation;
- d. may establish and maintain relationships with vendors, sponsors, and other stakeholders where appropriate.

3.4.4. Finance:

- a. develop an annual budget for approval by the management committee, ensuring it aligns with the club's strategic goals;
- b. monitor the club's financial activities on a regular basis to ensure they are within budget and identify any financial irregularities or areas of concern;
- c. prepare and present comprehensive financial reports during committee meetings, detailing income, expenditures, and any deviations from the budget;
- d. provide strategic financial advice to the management committee to aid in long-term planning and sustainability of the club.

3.4.5. Fundraising, Sponsorship and Grants:

- a. plan and implement fundraising activities, as approved by the management committee;
- b. supervise the collection of all monies raised and reconcile with the treasurer upon the completion of fundraising activities;
- c. maintain appropriate fundraising records as required by the treasurer and auditor;
- d. keep the management committee informed of all fundraising matters;
- e. be aware of funding opportunities, eligibility guidelines and submission dates and report these to the management committee;
- f. keep the management committee informed of the status and progress of any lodged funding applications;
- g. ensure acquittal documentation is completed and lodged with the funding body within required time frames;
- h. oversee all sponsorship activities of the club, including generating sponsorship packages, approaching potential sponsors and delivering on agreed sponsorship outcomes.

3.5. Delegated operational support roles

- 3.5.1. The management committee may create and dissolve any delegated authority considered appropriate by the management committee to help with the conduct of the club's operations.
- 3.5.2. The management committee has delegated authority for specific operations to specific persons or groups of people. These delegated operational support roles provide support for operations, which include but are not limited to the following:
 - a. Instructors and coaches: provide support to probational, new and existing Grange Bowmen members through instruction and coaching within their competency and areas of expertise;
 - b. game measurer and recorders: provide support during hunting activities to the Bowhunter representative;
 - c. range officers: provide the safe operation of the club house and ranges;
 - d. members' representative: ensures members views are obtained and offered up in useful form to the management committee;
 - e. risk management officer: provides guidance and support on understanding and managing risks associated with the ongoing club operations;
 - f. master of the bow room: maintains club equipment in best condition and provides support to members in using the club bow room equipment.
- 3.5.3. Delegated operational support roles may be requested by the management committee to provide an annual report.
- 3.5.4. Individuals filling delegated operational support roles shall submit any recommendations for modifications to existing procedures and protocols to the management committee for approval or ratification.

4. Meeting procedures

4.1. Standing orders

- 4.1.1. These standing orders shall be applicable to all general meetings, management committee meetings and subcommittee meetings.
- 4.1.2. The club shall conduct its meetings in an orderly manner, generally in accordance with the customary procedure at meetings.
- 4.1.3. The level of formality required at a meeting is to be determined by the chairperson, subject to the operational requirements of the club and the seriousness or confidentiality of any matters to be resolved at that meeting.

- 4.1.4. The chairperson of any management committee meeting, general meeting or subcommittee meeting shall have authority to apply the following standing orders:
- a. meetings shall, subject to the presence of a quorum as defined by the constitution, start at the time set out on the notice, and shall, subject to the discretion of the chairperson, continue until all business on the agenda is disposed of;
 - b. in the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over any new business;
 - c. no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
 - d. a question arising at a meeting is to be decided by a majority vote of those members present and voting at the meeting and, if the votes are equal, the question is decided so as to maintain the status quo;
 - e. a motion or amendment before the chair shall not be withdrawn except by its mover and with approval of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
 - f. any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

4.2. Motions at a general meeting

- 4.2.1. Where a member wishes to discuss an item other than general business at a general meeting, the member must submit a properly worded motion on notice to the secretary at least seven days prior to the general meeting.
- a. A motion on notice must be seconded by an eligible voting member.
 - b. If the motion on notice is approved by the management committee, it shall be added to the agenda for the general meeting.
 - c. The secretary will distribute any motions on notice with the agenda for a general meeting.

4.3. Subcommittee meetings

- 4.3.1. At a subcommittee meeting, more than 50% of the members currently serving on the subcommittee form a quorum.

- 4.3.2. If the chairperson of a subcommittee is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- 4.3.3. If there is no quorum within 30 minutes after the time fixed for a subcommittee meeting:
 - a. the meeting is to be adjourned for at least one day; and
 - b. the members of the subcommittee who are present are to decide the day, time and place of the adjourned meeting.
- 4.3.4. If, at an adjourned meeting mentioned in bylaw 4.3.3, there is no quorum within 30 minutes after the time fixed for the meeting, the subcommittee members present form a quorum.
- 4.3.5. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is resolved so as to maintain the status quo.

4.4. Supports for decisions and resolutions

- 4.4.1. Any management committee member or subcommittee member shall support all decisions and resolutions carried at management committee or subcommittee meetings.
- 4.4.2. Bylaw 4.4.1 shall apply, even if a management committee member or subcommittee member voted in the negative during consideration of the proposed decision or resolution.

5. Club documentation

5.1. Complimentary documentation

- 5.1.1. Other documentation, which complements, but does not form part of, the club's Constitution and Bylaws, includes the following documents. These are available from the secretary on request.
- 5.1.2. For the avoidance of doubt, policies and procedures do not form part of the Bylaws, and are presented in the Annex for convenience only.
- 5.1.3. Grange Bowmen Club governance documents:
 - a. Asset register,
 - b. Annual budget and plan and
 - c. Public liability insurance documents;
- 5.1.4. Grange Bowmen Club procedure and policies.
- 5.1.5. Policies and procedures which complement the club's constitution and bylaws, includes the following. These are detailed in Annex 1 of this document, and may be modified or updated from time to time.
 - a. Workplace Health and Safety policy,
 - b. Anti-Bullying and Harassment policy,

- c. Grievance and Complaints Procedure,
- d. Drug and Alcohol policy,
- e. Code of Conduct,
- f. Child Protection policy,
- g. Confidentiality policy,
- h. Damage to Club Property, Flora and Fauna,
- i. Incident, Injury and First Aid policy,
- j. Equipment policy,
- k. Club and Range Access procedure,
- l. Dog policy,
- m. Cash Handling policy,
- n. Computer, Email and Internet Usage policy,
- o. Mobile Phone policy and
- p. Bow hunting Code of Ethics and Rules of Fair Chase;

5.1.6. In addition, the club maintains the following operational documentation to support ongoing operations of the club:

- a. competition handbook,
- b. probationary/member handbook,
- c. range officers' handbook and
- d. committee induction manual;

6. Communication

6.1. Formal correspondence

- 6.1.1. All formal club correspondence shall be on club letterhead and signed by the president, secretary or an individual approved by the management committee.
- 6.1.2. Inward and outward correspondence shall be directed through the secretary, unless otherwise directed by the management committee.
- 6.1.3. Correspondence to the club is to be addressed to the club secretary.

6.2. Information to members

- 6.2.1. The club will make the following information available to all members:
 - a. club contact details;
 - b. constitution and bylaws; and on request, complimentary documentation

- c. contact details for team officials;
- d. contact details for club officials;
- e. calendar of club events and important dates;
- f. details of courses, seminars and other professional development opportunities.

6.3. Electronic communication

- 6.3.1. The management committee provides accountability and control over material published on the club's website and social media platforms.
- 6.3.2. No offensive content or photos may be published through any form of electronic communication in connection with the club.
- 6.3.3. Management committee members, coaches and other relevant club personnel may use email to provide information about competitions, training, events and other club business.
- 6.3.4. Communication to junior and cub members, and other children must be directed through parents or guardians.
- 6.3.5. The club expects members to conduct themselves appropriately when using all forms of electronic communication related to the club. For example:
 - a. no person may make statements that are misleading, false or likely to injure a person's reputation;
 - b. no person may make statements that might bring the club into disrepute;
 - c. abusive, discriminatory, intimidating, bullying or offensive statements will not be tolerated;
 - d. all members must respect and maintain the privacy of other members.
- 6.3.6. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.
- 6.3.7. The club treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any club social media forum must:
 - a. be family-friendly;
 - b. not use offensive, provocative, or hateful language;
 - c. not be misleading, false or injure the reputation of another person;
 - d. respect and maintain the privacy of others;
 - e. promote the club in a positive way.

7. Finance

7.1. Reimbursements of approved out-of-pocket expenses

- 7.1.1. Management committee and subcommittee members and any other key personnel or volunteers shall be entitled to claim reimbursement for out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the club, provided that receipts for any expenses must be supplied within seven days of incurring the expense to the Treasurer.
- 7.1.2. Any out-of-pocket expense exceeding \$100 must be approved by the management committee prior to expenditure.

7.2. Funds and accounts

- 7.2.1. In accordance with clause 10.1 in the club's constitution, electronic funds transfer from a club account must be approved by two authorised people.
- 7.2.2. In addition to clause 10.1.6 in the club's constitution, no payment may be approved by two people who are partnered, reside at the same address or in any way related to one another.

8. Hire and use of club premises

8.1. Facility user agreements

- 8.1.1. The club may offer hire agreements for the club's facilities, including the clubhouse.
- 8.1.2. The management committee may require that a written agreement is signed between the club and any facility user, prior to the user's commencement of activities on the club's premises.

8.2. Facility user fees

- 8.2.1. Each facility user agrees to pay fees to the club, as determined by the management committee.
- 8.2.2. Facility users must remain up to date with payment of fees.
- 8.2.3. Any facility user with fees in arrears may be denied access to club premises by the management committee.
- 8.2.4. Full payment of any invoice must be made within seven days of invoice issue.
- 8.2.5. The club may charge a facility user additional fees for late payment.
- 8.2.6. Casual hirers may be required to pay the prescribed fee in advance of their booking.
- 8.2.7. For long-term users of the club's premises, fees must be paid up to date in order to renew any agreement.

8.3. Permitted uses and usage times during hire and use of club premises

- 8.3.1. The club's premises shall be used by facility users only for permitted uses and for no other purpose whatsoever.
- 8.3.2. Permitted uses shall be agreed between the club and each facility user.
- 8.3.3. Both casual hirers and long-term facility users are required to pre-book facilities and equipment within the club's premises in advance.
- 8.3.4. No facility user shall make (or allow to be made) any noise or nuisance which, in the reasonable opinion of the club, disturbs the comfort or convenience of other hirers, facility users or site neighbours.
- 8.3.5. Permitted usage times shall be agreed between the club and each facility user and outlined in each agreement, provided that no service of liquor or use of the facilities may occur after 10pm.

8.4. Food sales during hire and use of club premises

- 8.4.1. Facility users may be permitted by the club's management committee to conduct food sales within the club's premises.
- 8.4.2. Any facility user conducting food sales within the club's premises must abide by any relevant local laws.

8.5. Insurance during hire and use of club premises

- 8.5.1. Subject to the discretion of the management committee, a facility user may be required to hold public liability insurance of at least \$20 million.
- 8.5.2. If required by the management committee:
 - a. a facility user must provide to the club a copy of the user's public liability insurance certificate of currency prior to the commencement of any agreement; and
 - b. this certificate of currency must include The Grange Bowmen Inc and Brisbane City Council as interested parties; and
 - c. the facility user shall indemnify the club and Brisbane City Council in its insurance documents.
- 8.5.3. Each facility user shall indemnify the club against, and hold the club harmless from any claims, actions, suits, proceedings, costs, expenses, damages, and liabilities, including reasonable attorney fees arising out of, connected with, or resulting from the property, subject to any hire or user agreement.

8.6. Care, maintenance and improvement of premises during hire and use of club premises

- 8.6.1. Each facility user shall oversee that no undue damage is caused to the club's facilities due to the activities of the facility user.

- 8.6.2. Any damage to the club's facilities identified by the facility user, or which occurs during a hire or use period, is to be reported to the management committee as soon as possible to allow for repair.
- 8.6.3. The club may charge a facility user additional amounts for any excessive damage and/or cleaning costs.
- 8.6.4. Each facility user will obey all rules and regulations stipulated by the club regarding the use and care of the premises.
- 8.6.5. Each facility user is responsible for ensuring all rubbish is placed in the bins provided during and after any activities within the club's premises.
- 8.6.6. All facilities, including toilets and change rooms, must be left in a clean and tidy condition at the completion of each activity, or extra charges may apply.

9. Presentations and awards

9.1. Presentations and awards

- 9.1.1. At the conclusion of each year, a presentation event shall be held, with the date and format determined by the management committee.
- 9.1.2. Other forms of recognition or encouragement may be awarded by the management committee as deemed appropriate.

1. Annex 1. Grange Bowmen policies and procedures

1.1. Workplace Health and Safety Policy

- 1.1.1. The club fully adopts the Code of Conduct – Branch Management Committee Members policy of The Australian Bowhunters Association (ABA), as available on their website.
- 1.1.2. In this policy, references to Australian Bowhunters Association and Branch shall be read as applying to Grange Bowmen club and references to Executive Committee shall be read as Management committee.

1.2. Anti-Bullying and Harassment Policy

- 1.2.1. Grange Bowmen is committed to providing a caring, friendly and safe environment for everyone so they can participate and enjoy the sport in a relaxed and secure atmosphere. It is the policy of Grange Bowmen not to tolerate bullying and harassment in any form.
- 1.2.2. It is the right of everyone to participate in the sport without fear of harassment or bullying. If bullying of any kind does occur everyone should be able to tell and know that incidents will be dealt with promptly and effectively.
- 1.2.3. The club fully adopts the Code of Conduct – Branch Management Committee Members policy of The Australian Bowhunters Association (ABA), as available on their website.
- 1.2.4. In this policy, references to Australian Bowhunters Association and Branch shall be read as applying to Grange Bowmen club and references to Executive Committee shall be read as Management committee.

1.3. Grievance and Complaints Procedure

- 1.3.1. Any grievances, complaints or concerns should be directed to the club's management committee in the first instance.
- 1.3.2. The management committee will then determine what action, if any, should be taken in the best interests of the club and those members involved, following the code of conduct and disciplinary procedure.

All complaints will be dealt with promptly, seriously, sensitively and confidentially.

Disciplinary action will depend upon the severity of the case, and may involve:

An apology;
Counselling;
Suspension;
Dismissal or

Any other forms of action deemed appropriate.

1.4. Drug and Alcohol policy

- 1.4.1. This document is available from the secretary on request and posted on the club website, and contains information on drug and alcohol use, the responsible use of alcohol and club smoking policy.

1.5. Code of Conduct and Disciplinary Procedure

- 1.5.1. The club fully adopts the Code of Conduct – Branch Management Committee Members policy of The Australian Bowhunters Association (ABA), as available on their website. In this policy, references to Branch shall be read as applying to the Grange Bowmen club, and references to National President of the Executive Committee shall be read as club president.

1.6. Child Protection Policy

- 1.6.1. The club is committed to the safety and wellbeing of all children and young people who use its services and is dedicated to protecting them from harm.
- 1.6.2. The club fully adopts the child protection policy of The Australian Bowhunters Association (ABA), as available on their website and in addition, the following points apply.
- 1.6.3. The club abides by Queensland Government blue card and child protection provisions, in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- 1.6.4. In accordance with blue card legislation, no person who requires a blue card may commence providing services involving junior members with the club until they have provided their positive blue card notice to the secretary.
- 1.6.5. In addition, the club recognises the need to closely monitor photography of children and young people.
- 1.6.6. Any person wishing to take photographs while on club premises when children and young people are present must have prior approval from a member of the club's management committee or range officer.
- 1.6.7. Where the use of cameras during club activities raises concerns any member may request the photography or video immediately ceases, and all stills and video taken on club premises be viewed by a member of the management committee or range officer, who may request its deletion.

1.7. Confidentiality Policy

- 1.7.1. The club requires all management committee members to sign a confidentiality agreement.

- 1.7.2. Other volunteers, employees, contractors or members may also be required by the management committee to sign a confidentiality agreement.

1.8. Damage to Club Property, Flora and Fauna Policy

- 1.8.1. Any member negligently or wilfully breaking or otherwise damaging any club property shall pay such sum as may be determine by the management committee sufficient to cover the damage.
- 1.8.2. Failure to pay such sums may result in suspension or cancellation of membership as determined by the management committee.
- 1.8.3. The Club is on a nature reserve and therefore all animals are protected.
- 1.8.4. No flora is to be cut, damaged or removed from the grounds without the written permission of the management committee.

1.9. Incident, Injury and First Aid Policy

- 1.9.1. All incidents and injuries occurring within the club's boundaries, or during events in which the club is involved, must be reported to a member of the management committee or the range officer at the earliest opportunity.
- 1.9.2. The club is committed to providing a safe and healthy environment. The club will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness.
- 1.9.3. The club will meet first aid legislative requirements as a minimum standard.
- 1.9.4. First aid facilities will be maintained on a regular basis.
- 1.9.5. The club is committed to providing suitably trained first aid officers, together with first aid facilities to administer first aid treatment when necessary.

1.10. Equipment Policy

- 1.10.1. Equipment must be presented for inspection 'safety check' when using at the Club for the first time, which includes new equipment. This safety check shall be completed by a coach, instructor or other member of the club as delegated by a member of the management committee, and shall be documented using the approved form, accessed by QR codes posted at the Clubhouse.
- 1.10.2. If this safety check deems any equipment to be unsafe, the member must rectify/fix the issues prior to presentation for recheck.
- 1.10.3. It is the responsibility of the archer ongoing to maintain their equipment in a safe working order. Should equipment be judged to be unsafe by any member of the club, this shall be escalated to the range officer, who may require the equipment be subject to a new safety

check. In the absence of a range officer, any two members of the club in good standing may require this recheck.

- 1.10.4. Crossbows are not permitted or to be used on the club grounds at any time.
- 1.10.5. Arrow spine:
 - a. All arrows must have appropriate spine rating to match bow and archer.
 - b. A clear spine rating must be clearly visible on the arrow to be used at the club grounds, with the exception of wooden arrows, which shall suit the bow.
- 1.10.6. Broad heads:
 - a. The use of broad head arrows is only permitted at special events nominated by the management committee.
 - b. At no other time are broad head arrows to be used on the club grounds and/or targets.
- 1.10.7. During peak times such as weekends, a maximum of 5 arrows at a time may be shot on the ranges, to ensure other members are not waiting extensive lengths of time to collect arrows.

1.11. Club and Range Access Procedures

- 1.11.1. All members must sign into the club grounds upon arrival using the QR code provided.
- 1.11.2. Members shall carry their ABA and Grange Bowmen membership cards on their person at all times, and shall present them on request to any other member. Persons failing to present their membership card when requested may be required to leave the premise immediately.
- 1.11.3. The club's management committee or designated range officer may stop, cancel or postpone training, competition or any other club activity if they deem that playing facilities are unsafe for play due to weather conditions.
- 1.11.4. Normal access to the field and target ranges is restricted to daylight hours, with use outside these hours at special events nominated by the management committee.
- 1.11.5. Should this change, clear notice shall be posted at the club house and ranges, with any appropriate restrictions.
- 1.11.6. Clothing suitable for the sport is to be worn with safety, including visual safety, being the most important consideration. As such, members shall wear no more than one piece of camouflage clothing whilst using the ranges.
- 1.11.7. Enclosed toe shoes must be worn on all ranges within the Club, and other such locations where required by the committee.

- 1.11.8. Probationary members are permitted to shoot only on the target range until such time as they have been deemed competent in the use of archery equipment.
- 1.11.9. A club coach, instructor, or other member deemed suitable by a member of the management committee, shall approve competency. This competency shall be done against the latest range clearing distances as communicated by the coach, instructor, or other member deemed suitable by a member of the management committee. Once range cleared, the member shall notify the membership secretary for this to be added to their record.
- 1.11.10. Access to the field ranges shall be allowed for members who have been deemed competent in the use of archery equipment under 1.11.5 above, so long as at least one person in each group on the field range is cleared for individual access to that specific range.
- 1.11.11. Field range clearance shall follow the procedure laid out in 1.11.5 above.

1.12. Dog policy

- 1.12.1. Service animals shall have full access to Grange Bowmen clubhouse and all facilities.
- 1.12.2. In addition, the club allows friendly, well-socialised dogs on the premises, provided they remain on a leash or crate and under the direct control of their owner or another nominated person at all times.
- 1.12.3. Access shall be permitted to the clubhouse and the area surrounding the target range behind the yellow safety line, with the exception that any dog causing a distraction to members whilst shooting shall immediately be removed from the area. No access shall be allowed to the field ranges.
- 1.12.4. Whilst the club range is being controlled by ABA Branch or National at Branch/State and National ABA shoots, ABA Dog policy as provided on their website shall apply.

1.13. Cash Handling Policy

- 1.13.1. The club fully adopts the Cash Handling policy of The Australian Bowhunters Association (ABA), as available on their website. In this policy, references to Branch shall be read as applying to the Grange Bowmen club.

1.14. Computer Email and Internet Usage Policy

- 1.14.1. The club fully adopts the Computer Email and Internet Usage policy of The Australian Bowhunters Association (ABA), as available on their website. In this policy, references to Branch shall be read as applying to the Grange Bowmen club

1.15. Mobile Phone Policy

- 1.15.1. The club fully adopts the mobile phone policy of The Australian Bowhunters Association (ABA), as available on their website. In this policy, references to shoot director shall be read as the range officer or member of the management committee.

1.16. Bow hunting Code of Ethics and Rules of Fair Chase

- 1.16.1. The club fully adopts the code of ethics and Rules of Fair chase policy of The Australian Bowhunters Association (ABA), as available on their website. In this policy, references to Branch shall be read as applying to the Grange Bowmen club
- 1.16.2. No hunting shall occur on Grange Bowmen grounds or facilities.