

SOUTH AUSTRALIAN FIELD AND GAME ASSOCIATION INC.

BY-LAWS

Pursuant to Rule 7.1 of the Constitution

1. BOARD POSITIONS

- (a) Rule 5.1 of the Constitution provides for a minimum of five and a maximum of seven positions on the Board, four of whom shall be President, Vice President, Secretary and Treasurer. This By-Law provides for the fifth person on the Board to be Target Shooting and Safety Director.

By-Law approved 11/05/2021, Last amended 14/09/2022

2. DUTIES OF BOARD MEMBERS

- (a) The duties of Board members are to manage the affairs of the Association in accordance with the Constitution, and shall be broadly as follows:
- (b) The **President** shall have general oversight of the Association and is responsible for providing leadership, direction, and co-ordination to further its Objects. This includes oversight of strategic planning in all fields of endeavour, including succession planning, governance, policy development, and administration. The President is responsible to advance and protect the public image of the Association.
- (c) The **Vice President** is required to assist the President, and in the event that the President is unable to perform the duties of that office the Vice President shall assume the Office of President during the President's incapacity.
- (d) The **Secretary** is required to assist the President and to undertake tasks including administration of membership and the membership register, the production and distribution of notices calling meetings including agendas, the production, distribution and safe keeping of minutes, the management of general correspondence, and is to be the custodian of the Common Seal. Attention is drawn to Rules 5.8, 5.9, 6.3, 6.7, 6.8, and 7.3 of the Constitution.
- (e) The **Treasurer** is required to assist the President and to keep accurate books of account giving a true and fair view of the financial affairs of the Association. The Treasurer is to produce statements of receipts and expenditure, and profit and loss, as may be required by the Board for consideration at Board meetings and General meetings. The Treasurer shall attend to banking and arrange for the annual accounts to be audited. Attention is drawn to Rules 8.1, 8.2, and 8.4 of the Constitution.

- (f) The **Target Shooting and Safety Director** (TSSD) is responsible for co-ordinating and producing the annual SAFGA Shooting Calendar, and for ensuring that the State, National and International events listed therein are conducted in accordance with the applicable rules and all safety requirements. The TSSD is required to liaise with affiliated clubs hosting such events, and has the final say on the suitability of targets proposed to be thrown. The TSSD is required to liaise with Sporting Clays Australia (SCA) about the current SCA rules relating to such events, including the Code of Conduct, and is required to assist clubs in sourcing sponsorship for these events.

By-Law approved 11/05/2021, Last amended 14/09/2022

3. BOARD APPOINTMENTS

- (a) Following the AGM the Board shall appoint persons to the following positions as may be required, and to additional positions as deemed necessary:

Assistant Secretary
Assistant Target Shooting and Safety Director
IT and Website Manager
Referee Examiner
Coaching Director
Publicity Officer
Conservation and Hunting Officer
Public Officer
Delegates to Sporting Clays Australia (3)
Delegate to Combined Firearms Council of SA
Delegates to CHASA (2)

- (b) All the above appointees report to the Board and are subject to its directions.
- (c) Appointees may hold multiple positions, including Board member.

By-Law approved 11/05/2021, Last amended 14/09/2022

4. DUTIES OF BOARD APPOINTEES

- (a) The duties of Board appointees are to assist the Board in managing the affairs of the Association in accordance with the Constitution, and shall be broadly as follows:
- (b) The **Assistant Secretary** is required to assist the President and the Secretary in the execution of their duties.
- (c) The **Assistant Target Shooting and Safety Director** is required to assist the Target Shooting and Safety Director in the execution of that person's duties.

- (d) The **IT and Website Manager** is required to attend to the hardware and software needs of the Association, and to manage its website and email addresses. The manager is to advise on, and set up, technology which enables telephonic and video conferencing as may be required.
- (e) The **Referee Examiner** is required to be conversant and up-to-date with the rules and Code of Conduct governing the SCA shooting disciplines, and to train and accredit referees in these disciplines. The Referee Examiner is required to liaise with SCA and to represent the views of the Board to SCA and to report back to the Board on matters of interest.
- (f) The **Coaching Director** is required to formulate plans and access resources to assist affiliated clubs in improving the shooting skills and knowledge of members. The Coaching Director is required to liaise with SCA and to represent the views of the Board to SCA and to report back to the Board on matters of interest.
- (g) The **Publicity Officer** is responsible for liaison with all forms of media, including social media, newspapers, magazines, radio and TV, to keep members and the public informed of Association news and events, and to provide public comment as required about current events of interest to the Association. The Publicity Officer is required to manage and edit the Association's Facebook page.
- (h) The **Conservation and Hunting Officer** is required to identify and promote projects which further the conservation and hunting Objects in the Constitution. Attention is drawn to Rules 2.1.1.a, c, and d.
- (i) The **Public Officer** is required to be conversant with the Associations Incorporation Act 1985, and to receive and transmit information as may be required by the Corporate Affairs Commission (which is established under that Act). The Public Officer is required to keep the Board informed of any relevant matters.
- (j) The **Delegates to Sporting Clays Australia** are to represent the views of the Board to SCA and to report back to the Board on matters of interest to the Association.
- (k) The **Delegate to the Combined Firearms Council of SA** is to represent the views of the Board to the Council and to report back to the Board on matters of interest to the Association.
- (l) The **Delegate to CHASA** is required to represent the views of the Board to CHASA (The Conservation and Hunting Alliance of SA) and to report back to the Board on matters of interest to the Association.

By-Law approved 11/05/2021, Last amended 14/09/2022

5. TRAVEL COST REIMBURSEMENT

- (a) This By-Law regulates the reimbursement of travel expenses incurred by members.

- (b) Board members, Board appointees, and Association Delegates are entitled to be reimbursed for travel expenses in accordance with this By-Law to attend Board meetings, General meetings, and Special General meetings, but excludes travel to the Annual General meeting, which is ineligible for reimbursement for all members.
- (c) Reimbursement is to be calculated on a per km basis, measured from the member's home clubhouse and return. Some common one-way travel distances in km are set out in the following table:

	Centrals	Keith	L. Bonney	Sth East	Southern
Centrals	-	205	395	415	60
Keith	205	-	200	210	160
L. Bonney	395	200	-	30	350
Sth East	415	210	30	-	365
Southern	60	160	350	365	-

- (d) The rate per km may be varied by the Board from time to time, and is currently set at 30 cents per km.
- (e) Where travel is for multiple members of a club to attend the same event, it is to be assumed that up to four persons will travel in the same vehicle.
- (f) The Board may approve reimbursement of travel expenses for other purposes, and for other members, as it deems reasonable, and may vary the basis of calculating the reimbursement, and may include incidental expenses reasonably required.

By-Law approved 30/09/2021, Last amended 14/09/2022