

SOUTH AUSTRALIAN FIELD AND GAME ASSOCIATION INC.

BY-LAWS - REVISION K - 29 DECEMBER 2025

Pursuant to Rule 7.1.1. of the Constitution

1. DUTIES OF BOARD MEMBERS

- (a) The duties of Board members are to manage the affairs of the Association in accordance with the Constitution. The duties of Board members holding portfolios 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.
- (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 a budget, statement 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.
- (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 Member Bodies 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 Member Bodies in sourcing sponsorship for these events.

By-Law last amended or confirmed 29-09-2025

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

(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 last amended or confirmed 29-09-2025

3. 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 Treasurer** is required to assist the President and the treasurer in the execution of their duties.

(d) 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.

(e) 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.

- (f) The **Conservation and Hunting Officer** is required to identify and promote projects which further the conservation and hunting Objects in the Constitution.
- (g) 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.
- (h) The **Delegates to CHASA** are 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.
- (i) 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.
- (j) 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.
- (k) The **Legislation Officer** is to attend to constitutional and other legal matters and is to liaise with the Public Officer as required.
- (l) 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.
- (m) 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.
- (n) 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.

By-Law last amended or confirmed 29-09-2025

4. 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 and 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 last amended or confirmed 29-09-2025

5. COMPLIANCE WITH NSW HUNTING REGULATIONS

(a) All Member Bodies of the Association acknowledge and agree that when hunting in New South Wales their members are required to comply with all relevant NSW laws and the NSW Game Hunting Licence Code of Practice set out below, and that infringement of these laws or code of practice renders a member liable for disciplinary action as provided for by Rule 3.4.3. of the constitution.

Code of Practice

The Code is set out in clauses 1-7, below. Each clause must be observed by persons hunting animals pursuant to a game hunting licence. Compliance with those mandatory provisions is a condition of a game hunting licence.

1. Safe handling of firearms. Where firearms are used, hunters must follow all safe use and handling practices. Game hunting licence holders must comply with the Firearms Act 1996.

2. Permission required to hunt on land. A Game Hunting Licence does not automatically authorise the holder of the licence to hunt on any land. The holder

of a NSW game hunting licence must not hunt on any land without the express authority of the occupier of the land.

3. Target identification and safety. The holder of a game hunting licence must not discharge a firearm or bow at a game animal if:

- a. it cannot be clearly seen and identified, or
- b. there is a discernible risk of injury to any person, or
- c. there is a discernible risk of significant damage to any property.

4. Obligation to avoid pain and suffering. The holder of a game hunting licence must:

- a. not inflict any unnecessary pain or suffering on a game animal being hunted, and
- b. use a firearm and ammunition or bow and arrow that is reasonably expected to achieve a humane kill of the animal being hunted, and
- c. only shoot within the reasonably accepted killing range of the firearm and ammunition or bow and arrow being used, and
- d. target the game animal being hunted so that a humane kill is likely

5. Lactating females with dependent young. If a holder of game hunting licence kills a lactating female game animal, the holder of the game hunting licence must make every reasonable effort to locate and humanely kill any dependent young.

6. Wounded animals. If a game animal is wounded by the holder of a game hunting licence, the holder of the game hunting licence must make every reasonable effort to locate any wounded game animals and kill them quickly and humanely.

7. Use of dogs. Subject to the Game and Feral Control Regulation, dogs and other animals may be used while hunting only if:

- a. their use is not in contravention to the Prevention of Cruelty to Animals Act 1979, and
- b. their use is with the permission of the occupier of the land concerned.

By-Law last amended or confirmed 29-09-2025

6. DISCIPLINARY COMMITTEE

(a) Membership of a Disciplinary Committee (DC) formed under clause 3.4.3. of the constitution shall conform to the following:

1. Comprise a minimum of five persons and a maximum of seven persons as appointed by the Board.
2. Comprise persons who could reasonably be considered to possess appropriate skills and/or experience to carry out the functions set by the Board.

3. Comprise persons who could reasonably be considered as being unbiased in carrying-out the functions set by the Board.
4. The chairperson is to be a person who could reasonably be considered as being knowledgeable about the principles of natural justice and the procedures to be employed to deliver same.
5. Membership of the DC is not confined to members of the Association.
6. A quorum for a meeting of the DC is a majority of its members.

(b) The Board shall provide the DC with Terms of Reference setting out the matter(s) to be considered by the DC and provide it with all relevant material in its possession.

(c) The Board shall permit the DC to exercise all lawful methods available to it in carrying-out its functions. In particular this includes the taking of evidence (oral, written or otherwise).

(d) The Terms of Reference for the DC shall include a requirement that the DC shall furnish the Board with a written report after concluding its investigation(s) and, if appropriate, make recommendations for the Board to consider.

By-Law approved 29-09-2025

7. STATE TARGET SHOOTING COMMITTEE

(a) The Target Shooting and Safety Director (TSSD) shall head a committee known as the State Target Shooting Committee (Committee).

(b) The TSSD and the Committee shall be responsible for formulating, producing, applying, and updating a document which sets out the Rules and Guidelines for State Championships and State Qualifying Shoots.

(c) The Committee reports to the Board via the TSSD.

By-Law approved 29-12-2025