

**CONSTITUTION OF THE  
SOUTH AFRICAN SHOOTING SPORT FEDERATION**

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**CONTENTS**

	<b>Page</b>
1. Name	1
2. Definitions and Interpretation	1
3. Code of Conduct	3
4. Affiliation	4
5. Legal Status	4
6. Jurisdiction / Authority	4
7. Objectives	5
8. Subsidiary objectives and powers of SASSF	6
9. Vision and Mission of SASSF	7
10. Membership	8
11. Management of the affairs of SASSF	10
11.1 Structures	10
11.2 Nominations	11
11.3 Terms of Office	11
11.4 Frequency of Meeting	12
11.5 Notification of Meetings	13
11.6 Attendance at Meetings	14
11.7 Voting at Meetings	14
11.8 Chairmanship at Meetings	15
11.9 Quorum for Meetings	15
11.10 Conduct of Meetings	16
11.11 Powers of Structures	17
12. Minutes	18
13. Discipline	18
14. Dispute resolution	19
15. Termination and suspension of membership	19
16. Dissolution	20
17. Amendments to Constitution	20
18. Finances	21
19. Submission of membership statistics to Sport and Recreation South Africa	22
20. Reporting by SASSF to Sport and Recreation South Africa	23
21. Entering into of service level agreement with Sport and Recreation South Africa	23
22. Headquarters	34

# CONSTITUTION OF THE SOUTH AFRICAN SHOOTING SPORT FEDERATION

## 1. NAME

The name of the federation shall be the South African Shooting Sport Federation, hereinafter referred to as SASSF.

## 2. DEFINITIONS AND INTERPRETATION

High Performance Shooting Sport remains the ultimate vision of SASSF, and this Constitution should be understood and interpreted with due regard thereto.

The headings of the clauses in this Constitution are primarily for the purpose of demarcation and reference and shall not be used in the interpretation of nor modify nor amplify the terms and intent of this Constitution nor any clause thereof.

### 2.1. In this Constitution, unless a contrary intention clearly appears, words importing:

- 2.1.1. one gender includes the other gender;
- 2.1.2. the singular includes the plural and *vice versa*; and
- 2.1.3. natural persons include legal entities and *vice versa*.

### 2.2. The following terms shall have the meanings assigned to them hereunder:

- 2.2.1. **Amendment:** An alteration made or proposed to be made in terms of a motion submitted to a meeting for adoption and includes a motion proposed instead of, or in opposition to another motion.
- 2.2.2. **Association:** A voluntary association of persons not for financial gain with the principal purpose of promoting shooting sport.
- 2.2.3. **Auditor:** An auditor registered under the **Public Accountants and Auditors, Act 1991**, as amended from time to time.
- 2.2.4. **Component:** An essential and characteristic feature.
- 2.2.5. **Federation:** The South African Shooting Sport Federation.
- 2.2.6. **High Performance Shooting:** Refers to high level participation in major or international shooting sport events including, but not limited to world championships and other international multi-shooting sport events such as the Olympic Games, Commonwealth Games, Paralympics Games and all Africa Games; provided that National colours can be awarded for participation in such an event in terms of the regulations or rules of SASCOC.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 2.2.7. **Honorary Member:** Any person whom the Annual General Meeting shall confer or reward with membership of the Federation for meritorious service or any other substantial contribution to the sport of shooting. Such member shall have no voting rights or the right to nominate any person for any position.
- 2.2.8. **Member in good standing:** Any member who is fully paid up in terms of the rules of SASSF on the 31<sup>st</sup> day of May. Members not in good standing will lose all membership benefits until their fees are paid in full and, in addition, their membership may be terminated by the Executive Council as stipulated in this Constitution. A member under suspension / disciplinary by SASSF for whatever reason will not be considered to be in good standing, even if his membership fees have been paid.
- 2.2.9. **Non-High Performance Shooting:** Includes recreational and or informal and or developing and or occasional sport shooting not being high performance shooting.
- 2.2.10. **SASCOC:** The Sports Confederation as contemplated in **section 2 of National Sport and Recreation Act, 1998 (Act No. 110 of 1998 as amended).**
- 2.2.11. **School Association:** An Association accommodating only school attending shooters established for the purpose of promoting shooting sport in schools.
- 2.2.12. **Services and notices:** In all instances where SASSF is required to serve documents or give notice, such action shall conform to the following:
- 2.2.12.1. Service and/or notice may be dispatched by way of e-mail and will be deemed to have been received on the date and time reflected by the service provider.
  - 2.2.12.2. Alternatively, service and/or notice may be dispatched by way of prepaid separate registered post and will be deemed to have been received on the third day after the date as reflected on the postal authorities confirmation slip.
  - 2.2.12.3. Alternatively, service and/or notice may be dispatched by way of fax and will be deemed to have been received on the date as reflected on the transmission sheet.
- 2.2.13. **Shooting Code:** Any form of shooting sport with a distinct component or components differentiating it from other forms of shooting sport.
- 2.2.14. **Shooting Discipline:** A branch of a shooting code with a component or components of such shooting code.
- 2.2.15. **Shooting Sport:** The organised competitive shooting at targets according to proclaimed rules with the sole purpose of testing the marksmanship of the competitors.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 2.3. Unless the intention to diverge is pertinent and legally tenable, this Constitution should be interpreted with due regard and subject to the provisions of the **Constitution Act of the Republic of South Africa, 1996 (Act No. 108 of 1996 as amended)**, **National Sport and Recreation Act, 1998 (Act No. 110 of 1998 as amended)**, any other legislation having a bearing on it, as well as the **Memorandum of Association and Articles of Association of SASCOC (Incorporated under Section 21 of the Companies Act, 1973 (Act No. 61 of 1973))**.

### **3. CODE OF CONDUCT.**

SASSF, its Association Members and their individual members subscribe to, support and endorse the following code of conduct:

- 3.1. As sport shooters we support and promote the safe and responsible use of our firearms in the pursuit of our sport.
- 3.2. Understanding that ours is a sport that is practised competitively at the highest levels of sport, nationally and internationally and that, as sportsmen and women, we behave competitively in practising the sport, we strongly subscribe to sporting behaviour that is at all times legally, ethically and morally irreproachable.
- 3.3. SASSF and its Association Members undertake to discipline any Association Member or Associated Member through his/her Association who willfully breaches this Code of Conduct or who knowingly submits incorrect or fraudulent information.
- 3.4. As a shooting sport organisation, SASSF and its members are acutely aware that they have both a legal and moral responsibility to behave with rectitude at all times and they accept this responsibility seriously and undertake to fulfill the obligations that this responsibility places on them, with due diligence.
- 3.5. All Member Associations will respect the current control of a code or discipline by a Member Association.  
In the event that the assignment of a discipline to a Member Association is disputed, the dispute will be resolved by SASSF through the process prescribed herein.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **4. AFFILIATION**

- 4.1. SASSF may affiliate to any body, or organisation that has a common interest with SASSF as may be decided by the Executive Council from time to time.
- 4.2. Any Association Member of SASSF may, at its own cost, affiliate to any body, persons or organisation, national and/or international, with which it has a common interest, unless such affiliation is determined by the Legal and Arbitration committee of SASCO to prejudice the vision and mission or affiliation of SASSF or its members.

### **5. LEGAL STATUS**

- 5.1. SASSF is a legal persona and a non-profit organisation and shall continue to be a distinct and separate legal entity with the power to acquire, hold and alienate property of every description having perpetual succession. It can act and be acted against in its own name.
- 5.2. All immovable property or registerable rights in immovable property attained by SASSF will be registered in the full name of SASSF. The property and funds of SASSF rest in SASSF as a juristic person.
- 5.3. The liability of members of SASSF for its debts is limited to the outstanding membership fees owed by the members, and members will have no rights to any assets belonging to SASSF.
- 5.4. SASSF will not be held liable by any member for any lawful action it may take in accordance with this Constitution.
- 5.5. No office bearer shall be held personally liable for any *bona fide* and reasonable act performed by, or on behalf of SASSF.

### **6. JURISDICTION / AUTHORITY**

- 6.1. SASSF will represent the interests of its Association Members in the Republic of South Africa and beyond its borders as appropriate.
- 6.2. SASSF shall have jurisdiction in the Republic of South Africa over its members and officials, whether at the relevant time they are within or without the territory of the Republic of South Africa. The nature and extent of the jurisdiction is circumscribed by the legal relationship between SASSF and the party.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **7. OBJECTIVES**

- 7.1. SASSF shall, in carrying out its objectives and in all its activities and functions, at all levels observe the principles that:
  - 7.1.1. the sport should be played, administered and promoted on a non- racial and democratic basis;
  - 7.1.2. persons, irrespective of race, colour, creed or gender, should have the right, in whatever capacity, to participate in the sport; and
  - 7.1.3. forbid any form of discrimination based on race, colour or gender.
  
- 7.2. The main objectives and powers of SASSF are:
  - 7.2.1. to promote and administer the sport throughout South Africa;
  - 7.2.2. to be affiliated to SASCOC;
  - 7.2.3. to enforce the playing rules for the sport;
  - 7.2.4. to approve facilities for national and international events to be run under the auspices of SASSF;
  - 7.2.5. to select and/or ratify participants to represent the sport in international competition;
  - 7.2.6. to decide upon the nature, award and protection of national and other colours;
  - 7.2.7. to hear and decide appeals against the decision of its members;
  - 7.2.8. to act as a controlling body for the selection of individual competitors or teams of competitors to represent South Africa in international competition;
  - 7.2.9. to elect a management committee that will manage SASSF and its finances as prescribed by the executive council and the constitution.
  
- 7.3. In order to give effect to such aims and objectives, SASSF shall have such further subsidiary objectives and powers as set out below.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **8. SUBSIDIARY OBJECTIVES AND POWERS OF SASSF**

In pursuance of the main objectives and powers of SASSF, the latter shall have the following subsidiary objectives and powers:

- 8.1. To-
  - 8.1.1. enter into such arrangements with appropriate authorities as SASSF may deem conducive to its objectives or any of them;
  - 8.1.2. obtain from such authorities any rights, privileges and concessions which SASSF may deem advisable to obtain; and
  - 8.1.3. whenever SASSF deems it necessary, apply to any authority to authorise the doing and performing of any objective of SASSF, or for any authority deemed necessary in connection therewith;
  
- 8.2. accumulate capital for any purpose of SASSF, either by capitalising unexpended income or otherwise, and to appropriate any of the SASSF's assets for specific purposes, either conditional or unconditional;
  
- 8.3. subscribe, administer and invest the funds of SASSF in:
  - 8.3.1. any recognised banking, trust and other financial institution;
  - 8.3.2. mortgage bonds, participation bonds and securities issued or guaranteed by government, municipal and local authorities or public utility corporations in South Africa;
  - 8.3.3. the purchase of land, buildings, debentures, securities and all kinds and descriptions of movable and immovable property, and in savings accounts and fixed deposits, and in pension and growth funds, and in shares in government and municipal stock, with specific power to sell, lease, mortgage, dispose of, give in exchange, work, develop, build, improve, turn to account and deal with all or any part of the property and rights of SASSF, on any terms which may from time to time be deemed fit by SASSF;
  
- 8.4. subject to the provisions of paragraph 8.3 above, invest and deal with any monies of SASSFF not immediately required for carrying on the business of SASSF, upon such securities and in such a manner as may from time to time be determined by SASSF, and to realise, vary, reinvest or otherwise deal with such securities;

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 8.5. borrow, raise and secure the payment of money in such manner as SASSF may deem fit, and to pledge, mortgage or otherwise secure, for the repayment of such monies, all or any of the property and assets of SASSF;
- 8.6. draw, make accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments, and to open and operate banking and other accounts in the name of SASSF;
- 8.7. effect assurances of all descriptions, including assurances against accidents of any description, against liability to pay compensation for injuries happening to or sustained by any employec, official, administrator and athlete of or connected with SASSF, against liability to pay damages to any person in consequence of any such accident, and to pay the premiums and other monies required to keep such policies of assurance of full force and effect;
- 8.8. do all such things as are incidental or conducive to the attainment of the above objectives, whether main or subsidiary.

### **9. VISION AND MISSION**

SASSF strives to promote the responsible practice of the various shooting sports in South Africa and in particular, without restricting the generality of this clause:

- 9.1. To promote the establishment, practice, advancement and encouragement of shooting sports in accordance with the law and National and International sporting conventions among all South Africans.
- 9.2. To assess, formulate and co-ordinate overarching shooting sports policy and/or matters regarding the shooting sports in South Africa.
- 9.3. To join, affiliate to, or co-operate with any body, whether inside or outside the Republic of South Africa, if this may be beneficial to the attainment of SASSF's goals.
- 9.4. To advise, confer and co-operate with any person or body on all matters relating to or affecting the interests of SASSF.
- 9.5. To promote and assist with the sending of teams to compete in National and International shooting competitions.



## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 9.6. To collect, disseminate and/or make available to members and appropriate authorities/government and private institutions any information that may be of assistance or benefit in regard to the shooting sports.
- 9.7. To appoint from time to time and for such periods as the Executive Council may decide, persons in honorary positions.
- 9.8. To manage all SASSF's assets in a prudent and appropriate manner for the benefit of the Federation and for the attainment of its goals.
- 9.9. To raise funds for the furtherance of SASSF's goals and to apply those funds appropriately.
- 9.10. To promote the safe and legitimate use of firearms in observance of the laws of the Republic.
- 9.11. To provide technical advice to Association Members for the establishment of shooting ranges in conformity with National and International standards.
- 9.12. To assist Association Members, when requested, with competitions at Provincial, Inter-Provincial, National and International level.

### **10. MEMBERSHIP**

- 10.1. Full Membership of SASSF is exclusive to Associations.
- 10.2. The Executive Council is, however, empowered to award honorary membership to any individual person rendering meritorious service to SASSF, and to those whose contribution to, or interest in the affairs of SASSF, is considered exceptional. The Executive Council will determine the terms and period of honorary membership. An honorary member shall have no voting rights or the right to nominate.
- 10.3. Membership is restricted to Associations that comply with the vision and mission of SASSF and the provisions of this Constitution.
- 10.4. Membership is subject to Associations having a minimum membership of fifty (50) individual members and being represented in a minimum of three (3) provinces in the Republic of South Africa.
- 10.5. Each association will have one (1) vote.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 10.6. The Federation must be composed of National Controlling Associations as recognised by the Executive Council of SASSF.
- 10.7. Membership is subject to approval by the Executive Council who will consider, *inter alia*
  - 10.7.1. the sport shooting interest of the applicant;
  - 10.7.2. its Constitution;
  - 10.7.3. its history and record;
  - 10.7.4. its international affiliation; and
  - 10.7.5. the recognition afforded to the Association by the sport shooting fraternity.
- 10.8. The organisation or promotion of competitions where the killing of live animals is at all pertinent will be an immediate disqualification of membership or an application to obtain membership.
- 10.9. Membership will always be subject to the Association in question endorsing and supporting SASSF's code of conduct.
- 10.10. The Management Committee will confirm the membership of Association Members annually.
- 10.11. All Associations must provide SASSF with:
  - 10.11.1. accurate membership details and management structures as and when these change;
  - 10.11.2. all and any amendments to its Constitution as and when such amendment is effected;
- 10.12. Only 1 (one) Association of a recognised shooting code will be allowed as a member of the Federation. The Association must be the undisputed National Governing Association of the relevant shooting code. In the event that recognition of the Association as such is disputed, the dispute shall be resolved by SASSF as provided in this Constitution.
- 10.13. The Executive Council will from time to time publish a list of Association Members indicating the shooting code represented by an Association Member, and listing the shooting disciplines controlled by the Association Member. The International affiliation of an Association Member will be published likewise.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 10.14. Membership fees will be determined by the Executive Council at the last meeting of the year.
- 10.15. A member who has discharged all its duties in terms of this Constitution shall be:
- 10.15.1. entitled to speak and vote at a General Meeting;
  - 10.15.2. eligible to be elected as a member of the Executive Council; and
  - 10.15.3. entitled to all the rights and privileges derived from his/her membership of SASSF.
- 10.16. Members shall be bound by the Constitution, regulations and rules of SASSF.
- 10.17. All members shall communicate their addresses, telephone and facsimile numbers from time to time to the Secretary who shall keep a register of the names of such members and of their addresses, telephone, email address, web details and fax numbers.

### **11. MANAGEMENT OF THE AFFAIRS OF SASSF**

The Executive Council of SASSF shall be empowered and authorized to take decisions and act on behalf of SASSF in all matters concerning SASSF, to formulate rules and regulations and to do all things consistent with the vision and mission of SASSF and/or the provisions of this Constitution.

#### **11.1. Structures:**

The organisational structure of SASSF shall be constituted as follows:

##### **11.1.1. Annual / Special General Meeting**

##### **11.1.2. Executive Council:**

- a. Those members of the Management Committee as referred to in Clause 11.1.3;
- b. An appointed representative from each Association Member; and
- c. All honorary members.

##### **11.1.3. Management Committee:**

- a. President;
- b. Vice President;
- c. Secretary General; and
- d. Treasurer.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 11.1.4. Additional members may be co-opted by the Executive Council to the Management Committee.
- 11.1.5. The Executive Council may appoint sub-committees to perform specific tasks as directed by them from time to time. All SASSF sub-committees will be advisory in nature and will not normally have decision-making authority. They will report to the Executive Council, which will take any decisions as appropriate. In special circumstances the Executive Council may, however, delegate specific decision-making authority to a sub-committee.
- 11.2. **Nominations:**
- 11.2.1. All nominations for positions on the Management Committee shall be made in writing by at least one Member and received by the Secretary General within 15 (fifteen) days of the dispatch of the request for nominations and must contain a signed acceptance in writing by the nominee.
- 11.2.2. The candidates for the positions in clause 11.1.3 are nominated by the Members and elected at an Annual General Meeting or Special General Meeting as the case may be.
- 11.2.3. The Secretary General shall advise all Association Members of these nominations 30 (thirty) days prior to the Annual General Meeting.
- 11.2.4. All persons appointed to serve in the Management Committee or Executive Council shall be members in good standing with their Association, and the relevant Association Member must be in good standing with SASSF.
- 11.3. **Terms of Office:**
- 11.3.1. The Executive Council:
- 11.3.1.1. Representatives shall hold office until such time as their appointment is terminated in writing by the Association Member.
- 11.3.1.2. Co-opted members will hold office for such periods as decided on by the relevant committee.
- 11.3.1.3. All office bearers may be eligible for re-election.
- 11.3.2. Management Committee:
- 11.3.2.1. Those members shall hold office for a period of 2 (two) years.

## CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION

- 11.3.2.2. Notwithstanding Clause 11.3.2.1, the President and Treasurer shall retire on the date of the Annual General meeting held in each alternate year (i.e. odd numbered years); and the Vice President and Secretary General shall retire on the date of the Annual General meeting held in each other (i.e. even numbered year) alternate year.
- 11.3.2.3. In the event that a member of the Management Committee vacates his position for whatever reason, an Annual or Special General meeting will be held within 30 (thirty) days at which such position shall be filled. This Annual or Special General meeting will be called as per clause 11.4.2.5 to 11.4.2.7 of this Constitution.

### 11.4. Frequency of Meetings:

#### 11.4.1. Executive Council:

- 11.4.1.1. The Executive Council shall meet at least once every 3 (three) months but not later than 30 (thirty) days after the due date of such meeting.
- 11.4.1.2. If a venue date and time have not been determined at the previous Executive Council's meeting then it will be determined by the President.
- 11.4.1.3. An Annual General meeting shall be held within 6 (six) months after the end of the financial year, at a time and place as determined at the preceding Executive Council meeting or, if such time and place was not determined, then as determined by the Executive Council or President.
- 11.4.1.4. The Executive Council shall call any other Special General meetings, as it may deem necessary for the proper conduct of SASSF business.
- 11.4.1.5. A Special general meeting of members must be called by the Executive Council within 30 (thirty) days of receipt of a fully motivated request submitted to the Secretary General and signed by at least 3 (three) Association Members in good standing, at a time, date and venue determined by the Executive Council. Minutes of a special general meeting must be approved at the annual or next special general meeting.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 11.4.1.6. At least 15 (fifteen) days notice shall be given to all Association Members detailing the reasons for such meeting unless the members of the Executive committee waive this notice period.
- 11.4.1.7. At a Special Executive Council meeting only the specific matters contained in the request, or decided on by the Executive Council will be discussed.
  
- 11.4.2. Management Committee:
  - 11.4.2.1. The Management Committee shall meet as frequently as necessary for the smooth running of the day-to-day affairs of SASSF.
  
- 11.5. **Notification of Meetings:**
  - 11.5.1. Annual General Meeting:
    - 11.5.1.1. The Secretary General shall give at least 30 (thirty) days notice of the Annual General meeting.
    - 11.5.1.2. A draft agenda, prepared by the Secretary General and approved by the President, shall accompany the written notice of the Annual General meeting. A request for nominations for the Management Committee must accompany the notice of meeting and agenda, if applicable.
    - 11.5.1.3. Members must within 15 (fifteen) days of the dispatch of the written notice convening the Annual General meeting, submit in writing any matters they wish to be placed on the agenda for the Annual General meeting.
    - 11.5.1.4. The Secretary General shall circulate an amended agenda, which includes any matters submitted by the members, to all members at least 7 (seven) days before the Annual General meeting.
  
  - 11.5.2. Executive Council:
    - 11.5.2.1. Prior notice of 15 (fifteen) days of an Executive Council meeting shall be given to all Executive Council members, unless the members of the Executive Council waive the period of notice.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **11.5.3. Management Committee:**

- 11.5.3.1. The Management Committee will meet as and when required and must have a *quorum* present at the meeting, provided that notice of such meeting has been given to the members of the Management Committee. A *quorum* is constituted by the presence of at least 3 (three) members of the Management Committee.

### **11.6. Attendance at Meetings:**

- 11.6.1. Sub-committees may be represented at a meeting by a delegate who shall report on matters pertaining to their committees.
- 11.6.2. In the event that any member of the Management Committee fails to attend 3 (three) consecutive meetings, the member may be relieved of his position. The Management Committee has to report such default by the member to the Executive Council. The Executive Council may only after due deliberation relieve the defaulting member of his position.
- 11.6.3. An alternate from the member association may represent the Member at an Executive Council meeting only in the absence of the appointed delegate and when so attending shall be entitled to exercise all the powers of, and be subject to all the duties of the appointed delegate.
- 11.6.4. In the event that the appointed delegate of an Association Member fails to attend any Executive Council meeting, the Association must be notified.

### **11.7. Voting at Meetings:**

#### **11.7.1. Annual or Special General Meeting:**

- 11.7.1.1. Only Association Members in good standing are entitled to vote and the appointed delegate has voting rights.
- 11.7.1.2. Honorary members have a voice but no vote.
- 11.7.1.3. Matters to be voted on shall be decided by a majority vote.
- 11.7.1.4. Voting will be by a show of hands or by written ballot.
- 11.7.1.5. In the event of an equality of votes, the presiding chairperson shall have a casting vote.
- 11.7.1.6. Co-opted members shall have no vote.
- 11.7.1.7. No person or Association Member entitled to vote at a meeting shall be entitled to vote on behalf of more than one Association. No person shall be entitled to a proxy vote.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **11.7.2. Executive Council Meetings:**

- 11.7.2.1. In the event that an appointed Association representative is not present at an Executive Council meeting and one of the Management Committee members is from that Association, that Management Committee member may represent that specific Association in accordance with Clause 11.7.2.2.
- 11.7.2.2. A Management Committee member may only represent a single Association Member (for the duration of his term of office) in the event of the Association Member's regular delegate not being able to attend.
- 11.7.2.3. The Management Committee members will have no vote at Executive Council meetings unless such member is the delegate of an Association Member.
- 11.7.2.4. In the event of a tie, the chairman of the meeting shall have a casting vote.

### **11.7.3. Management Committee Meetings:**

- 11.7.3.1. The President, Vice President, Secretary General and Treasurer shall have one (one) vote each.
- 11.7.3.2. In the event of a tie, the President shall have an additional vote which shall be the casting vote.

### **11.8. Chairmanship at Meetings:**

- 11.8.1. At all meetings, the President will take the chair.
- 11.8.2. In the absence of the President, the Vice-President will act as the chairman of the meeting.
- 11.8.3. In the event that both the President and the Vice-President are absent, the members present will elect a temporary chairperson for that specific meeting.
- 11.8.4. This temporary elected chairperson shall have a casting vote.

### **11.9. Quorum for Meetings:**

- 11.9.1. Executive Council:
  - 11.9.1.1. If proper notice of the meeting has been given, the members present will constitute a quorum.



## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **11.9.2. Management Committee:**

- 11.9.2.1. A minimum of 3 (three) of the members must be in attendance at all Management Committee meetings.
- 11.9.2.2. Should it not be possible for at least 3 (three) members to be present, the Management Committee meeting shall be rescheduled.

### **11.10. Conduct of Meetings:**

The business of a meeting shall include:

#### **11.10.1. Annual General Meeting:**

- a. Apologies;
- b. Reading of the notice convening the Annual General Meeting;
- c. Reading and confirmation of the Minutes of the preceding Annual and Special General Meetings;
- d. President's annual report;
- e. Submission, consideration, and if approved, the adoption of the financial statements;
- f. Honoraria;
- g. Election of office bearers;
- h. Appointment of auditors;
- i. Constitution amendments;
- j. Election of honorary officials;
- k. Such other business as the agenda may prescribe; and
- l. Any other business for discussion and direction.

#### **11.10.2. Executive Council Meetings:**

- a. Determination of voting power and Quorum;
- b. Apologies;
- c. Report back from sub-committees, as applicable;
- d. Reading and confirmation of the minutes of the previous Meeting;
- e. Matters arising from the Minutes of the previous meeting;
- f. Ratification of actions taken by the Management Committee as applicable;
- g. Financial report;
- h. Correspondence;
- i. General business; and
- j. Honoraria and expenses; and
- k. Determination of dates and venues for Executive Council meetings and the Annual General meeting, at the last meeting of the calendar year.

## CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION

### 11.10.3. Management Committee:

- a. Report back from sub-committees, as applicable;
- b. Financial report;
- c. Correspondence; and
- d. General business.

### 11.11. Powers of Structures:

#### 11.11.1. Executive Council:

- 11.11.1.1. The Executive Council shall be responsible for the overall management and administration of the affairs and activities of SASSF, on behalf and in the interest of the members. It will be informed and guided by the goals of SASSF as contained in Clause 7 (seven) of this Constitution.
- 11.11.1.2. The Executive Council will in particular be responsible to:
  - a. Ensure that the decisions taken at the Annual General meeting are effected;
  - b. Establish directives, and procedures for Association Members;
  - c. Nominate delegates to National and/or International meetings relating to the goals of SASSF;
  - d. Appoint and dissolve sub-committees, if considered necessary for the efficient functioning of SASSF, to whom such special powers, as it deems fit, are delegated.
- 11.11.1.3. The Executive Council is empowered to invest SASSF's accumulated funds in a prudent and financially responsible manner.

#### 11.11.2. Management Committee:

- 11.11.2.1. The Management Committee shall, subject to the overriding authority of the Executive Council, be responsible for the day-to-day management and administration of the affairs of SASSF.
- 11.11.2.2. The powers of the Management Committee will be subject to the limits of authority as from time to time determined by the Executive Council.
- 11.11.2.3. The Management committee shall to the best of their ability ensure that all reports required by higher structures are prepared and submitted timeously.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

### **12. MINUTES**

- 12.1. The Secretary General, or some other appointed person, will prepare comprehensive Minutes of all meetings and maintain an Official Minute Record.
- 12.2. Minutes to be distributed within 15 (fifteen) working days of the meeting.

### **13. DISCIPLINE**

- 13.1. The Executive Council shall have the right to institute disciplinary proceedings against any member association or any person affiliated to a member association.
- 13.2. The Executive Council at its annual General meeting shall appoint a panel of 7 (seven) persons who shall constitute the disciplinary panel.
- 13.3. The Executive Council shall appoint on a case-to-case basis a disciplinary committee comprising of 3 (three) persons preferably from the disciplinary panel. However, a person from outside the panel, with a particular expertise, may be appointed onto the disciplinary committee.
- 13.4. The Disciplinary Committee may impose the following penalties:
  - 13.4.1. A reprimand or warning;
  - 13.4.2. Temporary suspension for a stipulated period which period shall not exceed 12 (twelve) consecutive months;
  - 13.4.3. Termination of membership; and
  - 13.4.4. A fine.
- 13.5. In the event of the accused being found guilty, the member / person may within 14 (fourteen) working days of being notified of the finding and the reasons therefore, appeal to the Executive Council in writing and at the same time furnish detailed grounds for the appeal and pay an appeal fee in the amount determined at the Annual General meeting.
- 13.6. The Executive Council at its annual General meeting shall appoint a panel of 7 (seven) persons, who shall constitute the appeal panel.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 13.7. The Executive Council shall appoint on a case-to-case basis an appeal committee comprising of 3 (three) persons, 2 (two) of whom shall be from the appeal panel. However, the chairperson of the appeal committee shall be a legally-qualified person from outside the appeal panel.
- 13.8. The Appeal committee shall, when receiving such an appeal, have the right to:
- 13.8.1. Uphold such an appeal;
  - 13.8.2. Dismiss such an appeal;
  - 13.8.3. Uphold or dismiss in part such an appeal;
  - 13.8.4. Set aside any part of the finding or order, including the penalty imposed;
  - 13.8.5. Replace any order or finding, including the penalty imposed with its own order or penalty.

### **14. DISPUTE RESOLUTION**

- 14.1. In the event of a dispute between SASSF and a Member Association, and such dispute remains unresolved after reasonable attempts at resolution thereof, and the exhaustion of internal remedies, any party to the dispute, may submit the dispute to the SASCOC to be resolved in accordance with **section 13 of the National Sport and Recreation Act, 2007 (Act No. 18 of 2007 as amended)**. The constitutional right of an aggrieved party to approach a Court of Law is not restricted on condition that the dispute has been dealt with as directed herein and has been referred to SASCOC and as provided herein. The parties to the dispute are bound by the decision of SASCOC and are only entitled to approach a Court of Law on grounds that would constitute a jurisdictional basis for the judicial review of the prior proceedings or the decision of SASCOC.

### **15. TERMINATION AND SUSPENSION OF MEMBERSHIP**

- 15.1. A member may resign from SASSF on written notice given to the secretary. Upon such resignation he/she shall not be entitled to a refund of any fees or amounts paid in respect of any period after the date of resignation.
- 15.2. Membership may be suspended or terminated in accordance with Clause 18.
- 15.3. No member who has failed to pay his/her subscription within three months after it became due is allowed to remain a member while his/her subscription is unpaid.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

- 15.4. The Executive Council shall have the power to take such steps as it may deem fit against any member failing to comply with, or contravening the Constitution, any rules or regulations of the Federation, any resolutions adopted and resolutions made by SASSF or its Executive Council.
- 15.5. The Executive Council may cause the name of any member whose membership is terminated or who is suspended to be published or made known to the general public.

### **16. DISSOLUTION**

- 16.1. SASSF may only at a Special General meeting, convened for the purpose of considering such matter, be dissolved if at least  $\frac{2}{3}$  (two thirds) of the members in good standing, are in favour of dissolution.
- 16.2. Not less than 60 (sixty) days notice shall be given to all members of such a meeting and the notice convening the meeting shall clearly state that the question of dissolution of SASSF and disposal of its assets will be considered.
- 16.3. If, upon dissolution of SASSF, there remain, after settlement of all its debts and liabilities, any property or assets whatsoever, such assets will be liquidated by the existing Executive Council and the proceeds will be donated to an organisation with the same principles and vision and mission as SASSF nominated by the Special General meeting, or in the event that no such organisation is nominated, the proceeds will be donated to SASCOC to be used for the promotion of shooting sport in South Africa.

### **17. AMENDMENTS TO CONSTITUTION**

- 17.1. This Constitution may be amended, rescinded or altered at any Annual or Special General meeting provided that:
- 17.1.1. A copy of the notice containing the nature of, and the grounds for the amendment must be forwarded to each voting Association Member at least 15 (fifteen) days before the date of the said meeting.
- 17.1.2. The proposal will be tabled at the said meeting for consideration, with or without modification. Only modifications that, in the opinion of the chairperson, are consistent with the general theme of the original proposal as circulated to members, will be considered.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

17.1.3. Voting will be by ballot.

17.1.4. An amendment can only be passed by a  $\frac{2}{3}$  (two thirds) majority vote at the said meeting.

### **18. FINANCES**

18.1. The funds of SASSF will be applied to the payment of administration expenses and to promote the vision and mission of SASSF.

18.2. SASSF may not give any of its money or property to its office bearers. The only time it can do so is when it pays for work that an office bearer has done for SASSF. Such payment must be a reasonable amount for the work that has been done.

#### **18.3. Financial Year:**

18.3.1. The Financial year of SASSF shall commence on the 1<sup>st</sup> day of April of each year and shall end on the 31<sup>st</sup> day of March of the next year.

18.3.2. Membership fees, which will be determined by the Executive Council from time to time, become due and payable on the 1<sup>st</sup> day of May and must be paid in full by each member on or before the 31<sup>st</sup> day of May: Provided that the Executive Council shall give at least 1 (one) month's written notice to all members of its intention to increase any annual subscription and such increase shall be effective on the date stipulated by the Executive Council.

18.3.3. Association Members, who have not paid their membership fees timeously as stipulated herein, and who have been given 30 (thirty) days written notification calling upon them to pay such dues, will be automatically suspended until the fees are paid in full, after which membership will be automatically reinstated. For every month or part thereof that payment is outstanding, a penalty of R500-00 per month will be payable.

18.3.4. An Association, which has not paid membership fees for a full year, will automatically lose its membership.

#### **18.4. Accounts, Registers and Records:**

18.4.1. SASSF will keep a proper set of books appropriate to an organisation of this nature, regarding the accounts, entries, registers and records as are necessary for the proper working of SASSF.

18.4.2. Monthly income statements (P&L) are to be submitted to the Executive Council by the Treasurer within 7 (seven) days of the end of the month.

18.4.3. The books of account shall be drawn up at the end of each financial year and shall be audited by the auditors of SASSF, appointed in terms hereof.

## **CONSTITUTION OF THE SOUTH AFRICAN SPORT SHOOTING FEDERATION**

18.4.4. An audited financial statement for the financial year will be submitted at the Annual General meeting by the Executive Council. This must be done before the end of June of each year for submission to Sport and Recreation South Africa

18.4.5. On acceptance by the members attending the Annual General meeting, the financial statement will be signed by the President and Treasurer on behalf of SASSF.

18.4.6. All members shall submit their latest approved financial statements to the SASSF office 14 (fourteen) days prior to the Annual General meeting. Any member failing to submit their latest approved financial statements timeously shall pay a fine of R500 per month until the approved financial statements are submitted. Notice of such requirement will be included in the notification for the Annual General meeting.

### 18.5. Budget:

The Management Committee will also present to the Executive Council for approval, an estimated income and expenditure statement in respect of SASSF for the following financial year, at its last meeting for the calendar year.

### 18.6. Bank Accounts:

18.6.1. SASSF will maintain a bank account/s with registered acceptable financial institutions. All monies received will be deposited in this account/s and all payments will be made by cash, cheque and/or electronic funds transfer as authorised by the Management Committee.

18.6.2. At least 2 (two) persons appointed by the Executive Council, will sign all documents referred to in clause 18.5.1.

### 18.7. Auditor:

The Annual General Meeting will appoint a registered auditor, approved by the Annual General Meeting, who shall not be a member of the Executive Council.

## 19. SUBMISSION OF MEMBERSHIP STATISTICS TO SPORT AND RECREATION SOUTH AFRICA

In terms of section 13B of the National Sport and Recreation Amendment Act, 2007 (Act No. 18 of 2007 as amended), SASSF must ensure that it submits, before 1 April of each year, to Sport and Recreation South Africa written membership statistics as may be prescribed by regulations.

**CONSTITUTION OF THE  
SOUTH AFRICAN SPORT SHOOTING FEDERATION**

20. **REPORTING BY SASSF TO SPORT AND RECREATION SOUTH AFRICA**  
In terms of section 13C of the National Sport and Recreation Amendment Act, 2007 (Act No. 18 of 2007 as amended), SASSF must annually submit to Sport and Recreation South Africa and Parliament-
- 20.1. a written report relating to progress on the issues referred to in section 13A of the said National Sport and Recreation Amendment Act; and
  - 20.2. a copy of its Constitution and a written confirmation as to whether the Constitution conforms to the Constitution of the Republic.

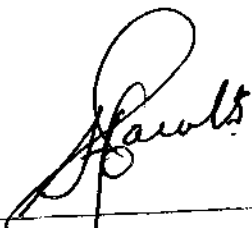
21. **ENTERING INTO OF SERVICE LEVEL AGREEMENT WITH SPORT AND RECREATION SOUTH AFRICA**  
In terms of section 3A of the said National Sport and Recreation Amendment Act, 2007, the Federation must, in the prescribed manner, enter into a service level agreement with Sport and Recreation South Africa in respect of any function assigned to it by the said Act.

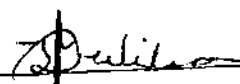
**HEADQUARTERS**

The Headquarters of SASSF will be as determined by the Executive Council and will also serve as the *domicilium citandi et executandi* of SASSF.

This document is the Constitution of the South African Shooting Sport Federation and was adopted on the 1<sup>st</sup> day of August 2010 at a Special Council Meeting held at Vanderbijlpark.

Signed:

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY GENERAL