

**The SOUTH AFRICAN AIR RIFLE ASSOCIATION NORTH WEST
SAARA NW**

CONSTITUTION

Adopted at a Special Resolution during Special General Meeting, held on 3 November 2006

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ARTICLE 1 NAME

The name of the association shall be "SOUTH AFRICAN AIR RIFLE ASSOCIATION NORTH WEST (hereinafter referred to as SAARA NW).

ARTICLE 2 DEFINITIONS

Unless specifically otherwise provided for in this Constitution, or in any Act, Ordinance, Regulation, or other legislation, the following words and phrases shall have the following meanings:-

- 2.1 **Affiliate** - to adopt as a member of a branch, or to become closely connected, or to associate.
- 2.2 **Agenda** - things to be done - order of business.
- 2.3 **Amendment** - an alteration made, or proposed to be made, in the terms or wording of a motion submitted to a meeting for adoption - also a motion proposed instead of, or in opposition to, another motion.
- 2.4 **Casting Vote** - a vote given to the presiding officer at a meeting for the purpose of avoiding a deadlock which could otherwise ensue when the numbers voting on either side of a motion are exactly equal.
- 2.5 **Chairman** - the occupier of a chair of authority - the person chosen to preside over a meeting and conduct its proceedings.
- 2.6 **Committee** - an individual, or a body of persons, delegates for a particular duty, or who have taken upon themselves to perform a duty in the expectation of their act being confirmed by the body for whom they profess to act or represent - the Council of SAARA NW, constituted as is provided for in this Constitution.
- 2.7 **Division** - a detailed account of those for and against a motion by the tellers appointed by the Chairman for each side of the proposal.
- 2.8 **Due Notice** - a written notification dispatched by post, e-mail or fax, to the last registered address of the person concerned at the commencement of the period of notice required.
- 2.9 **Gathering** - any gathering, concourse, procession in, through or along any place, of any number of persons, having a common purpose, whether such purpose is lawful or unlawful.
- 2.10 **General Meeting** - a General Meeting of the members of SAARA NW, lawfully constituted and acting in accordance with its Constitution.
- 2.11 **Good standing Member** - A fully paid-up member for the financial year and who's membership is not suspended in terms of Article 25 and who has no disciplinary procedures instituted against him or her in accordance with Article 16.8.1.
- 2.12 **Guillotine** - a form of closure under which certain specified sections of a motion under debate are allowed specific periods of time for discussion. At the expiration of the allotted time, the "guillotine" is applied and debate automatically stops, and any amendments to the section of the motion concerned are immediately voted upon.

- 2.13 **Honorary Member** - see the definition of “member”.
- 2.14 **Interrupting Motion** - a device for securing a speedy decision on a point or question that has been sufficiently discussed for a specified time - introduced for the purpose of preventing obstructions on the part of determined minority, who by protracting discussions, could effectively prevent the business of any meeting being carried out.
- 2.15 **Kangaroo** - where the Chairman of the Committee formed to discuss a motion before the Committee or before a General Meeting of SAARA, is empowered to select some of the more important amendments and/or motions and to exclude others of less importance which in effect are “jumped” over.
- 2.16 **Male** - shall include female and vice versa, unless specifically otherwise provided for.
- 2.17 **Last Registered Address** - the address appearing on the application form (physical, e-mail and or fax) or any such other address as having been given written notice of to the Secretary of SAARA NW.
- 2.18 **Meeting** - a gathering or assembly of a number of people for the purposes of intercourse, entertainment, discussion, regulating, and deciding upon any one or more issues involving the interests of SAARA NW, the coming together of two or more persons for the transaction of business of common interest concerning SAARA NW.
- 2.19 **Member** -
- 2.19.1 **Honorary Member** - consisting of the Patron and the Honorary Vice Chairman's of SAARA NW, elected by SAARA NW Council, from time to time (in the event of such persons not already being ordinary members); or person(s) nominated and seconded by permanent members for outstanding dedication or achievements in Air Rifle Shooting.
- 2.19.2 **Ordinary Member** - consisting of individual natural persons who are members of SAARA NW and who pay the full Subscription as laid down by SAARA NW Council each year.
- 2.20 **Minutes** - essentially a record of things done and the decisions reached at a meeting - minutes are not intended to be a verbatim account of the proceedings, and are only prima facie evidence of what was resolved or transacted.
- 2.21 **Motion** - strictly a proposal moved at the meeting, which, when agreed to, or resolved upon, becomes a resolution. The word motion and resolution are not synonymous.
- 2.22 **Officer** - any individual appointed by the Council of SAARA NW to manage the affairs of SAARA NW or any manager, principal, officer, treasurer, secretary, clerk, or other agent or employee of SAARA NW, but not an auditor.
- 2.23 **Office-Bearer** - a member of the Council of SAARA NW.
- 2.24 **Point of Order** - an appeal to the Chairman for his ruling on a matter concerning the conduct of a meeting.
- 2.25 **Proxy** – No proxy votes allowed.

- 2.26 **Quorum** - the minimum number of members of a body required to be assembled to establish legal competence for the transaction of business.
- 2.27 **Resolution** - a formal and binding decision, determination or expression of opinion on the part of a meeting.
- 2.28 **Ordinary Resolution** - a resolution carried by a majority of the votes cast by the members present and voting, or in the event of equality of votes, carried by the casting vote of the Chairman.
- 2.29 **Special Resolution** - a resolution carried by a specified majority of votes in a meeting - such majority to be a two-third majority of a quorum.
- 2.30 **Reckoning of the number of days** - days shall be reckoned exclusively of the first and inclusively of the last day, unless the last day happens to fall on a Sunday or any public holiday, in which case the time shall be reckoned exclusively of the first day and also exclusively of every such Sunday or public holiday, but inclusively of the first business day thereafter.
- 2.31 **Regulations** - the rules by which the functions of SAARA NW are to be operated - Rules that are resolved upon by the Council.
- 2.32 **Service by post** - in all transactions of SAARA NW, where any document is required to be served by post, or authorised to be served by post, upon any member of SAARA NW or upon any Club, Province or Association, service shall be deemed to be effected by properly addressing, pre-paying, and posting a registered letter containing that document or notice, to the said member, Club, Province or Association, at his/its last registered address.
- 2.33 **Singular** - shall include the plural and vice-versa, unless specifically otherwise provided for.

ARTICLE 3 OBJECTIVES :

The principal objectives of SAARA NW shall be:

- 3.1 To establish, practice, promote and encourage the sport of Air Rifle Shooting throughout the North Western Province in accordance with provincial, national or international rules, which may, from time to time, apply and which, by ordinary resolution, the members of SAARA NW, or the Council, may decide to apply;
- 3.2 To supervise and control the establishment of Air Rifle Shooting ranges in conformity to international and national standards;
- 3.3 To supervise and hold under its auspices competitions and championships on provincial, inter-provincial and national level for Air Rifle Shooting;
- 3.4 To consider, resolve upon, and issue rules and regulations in terms of this Constitution in regard to the practice of Air Rifle Shooting and matters associated therewith;
- 3.5 To arrange inter-provincial shooting competitions between representatives of SAARA Provinces;

- 3.6 To represent the interests of Air Rifle Shooting in the North West Province at national and international forums at the discretion of the Council of SAARA NW;
- 3.7 To create or adopt any rules which may be appropriate or necessary for conducting Air Rifle Shooting;
- 3.8 To disseminate information relating to Air Rifle Shooting;
- 3.9 To affiliate to or otherwise associate with any body with objectives similar to those of SAARA NW and SAARA;
- 3.10 To create such offices, rules and regulations as may be necessary for the conduct of its affairs from time to time;
- 3.11 To invest and re-invest and realise investments;
- 3.12 To carry on any business calculated to further the objectives of SAARA;
- 3.13 To open, close and operate any banking account or the like account;
- 3.14 To lend funds belonging to SAARA NW to and for any object calculated to advance the objectives of SAARA NW;
- 3.15 To borrow monies and to give security therefore for any object calculated to advance the objectives of SAARA NW;
- 3.16 To deal in any manner in movable or immovable property in the cause of advancing the objectives of SAARA NW;
- 3.17 To remunerate any officer or employee for services rendered or to be rendered;
- 3.18 To perform any act or to sign any document necessary to carry out any of the objectives of SAARA NW;
- 3.19 To engage such advisors as may be necessary from time to time;
- 3.20 To employ employees;
- 3.21 To enter into any agreement for the benefit of SAARA NW;
- 3.22 To award Provincial colours as appropriate;
- 3.23 To discipline members;
- 3.24 To select teams to represent SAARA NW;
- 3.25 To cancel or suspend membership;
- 3.26 To perform any act authorised by this Constitution;
- 3.27 To consider applications for membership of SAARA NW and to either approve or refuse applications, in sole discretion of the Council. The decision shall be final and binding. SAARA NW Council is not obliged to accept and/or approve any particular application, neither to provide reasons for such decision. No such decision can be enforced onto SAARA NW.

3.28 To work in the closest possible harmony with the South African Air Rifle Association.

ARTICLE 4 GOVERNMENT

The affairs of the Association shall be vested in and administered by a Council.

ARTICLE 5 COUNCIL

The Council shall consist of:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Match Secretary

Only members of SAARA NW who are in good standing are eligible for office on the Council.

ARTICLE 6 AFFILIATION:

SAARA NW shall be affiliated with SAARA or any such body of persons or organisation that has a common interest with that of SAARA NW, as may be decided upon from time to time by the Council of SAARA NW.

ARTICLE 7 COLOURS:

7.1 SAARA NW shall, from time to time, upon resolution by the Council of SAARA NW, award Provincial colours as appropriate to such shooters as had complied with such rules and regulations and conditions as may from time to time be issued by the Council of SAARA NW;

7.2 The colours which may be so awarded shall be subject to such rules and regulations as the Council of SAARA NW, may, from time to time decide.

7.3 The Council of SAARA NW may decide to register and protect such colours.

ARTICLE 8 LEGAL CAPACITY:

8.1 SAARA NW shall have legal personality and may sue or be sued in its own name, properly represented by its members or officers or office-bearers, as set out in this Constitution.

8.2 The Council of SAARA NW shall be entitled by special resolution to appoint any member of SAARA NW to sign all documents and take all steps necessary to institute action or proceedings or defend any action or proceedings instituted against SAARA NW, in any Court of Law or in any forum in the Republic of South Africa, and such resolution shall be minuted and reduced to writing and be signed by the Secretary and Chairman of the Council of SAARA NW, to do such things as is contemplated by this Article.

ARTICLE 9 JURISDICTION

SAARA NW shall be entitled to carry on its business and to further its objectives in the National Province of the North West Province of South Africa, as constituted from time to time.

ARTICLE 10 MEMBERSHIP:

- 10.1 SAARA NW shall have the following classes of members:
 - 10.1.1 Honorary members;
 - 10.1.2 Ordinary members;
- 10.2 The Council of SAARA NW shall be authorised to consider applications for membership of SAARA NW / SAARA and shall be empowered, from time to time, to consider the continued membership of any member of SAARA NW and may:
 - 10.2.1 resolve to approve an application for membership or to allow the continuation of a member's membership;
 - 10.2.2 resolve to refuse an application for membership, or to resolve to terminate the membership of any existing member.

The resolutions in the above regard shall be at the sole discretion of the Council of SAARA NW, and such decision shall be final and binding.
- 10.3 Membership of the Association shall be open to any person with an interest in participating or furthering the sport of Air Rifle Target Shooting, provided that their membership is not suspended or terminated as per Article 25. Applicants must reside within the borders of the Province of the North West.
- 10.4 The annual membership period shall commence on the first day of January and end on the 31st day of December of each year.
- 10.5 Membership has to be re-applied for for each annual membership period.

ARTICLE 11 GENERAL MEETINGS:

- 11.1 The members of SAARA NW shall hold an Annual General Meeting in the course of each Calendar year upon 14 (fourteen) days due notice being given;
- 11.2 The date for such Annual General Meeting shall be a date considered suitable by the Council of SAARA NW, and approved by the Chairman;
- 11.3 The venue of such Annual General Meeting shall be at the discretion of the Council;
- 11.4 At such Annual General Meeting of SAARA NW the following matters shall be dealt with:
 - 11.4.1 Consideration and adoption or rejection of the Minutes of the immediate previous Annual General Meeting of SAARA NW with or without amendment;
 - 11.4.2 The annual report by the Chairman;
 - 11.4.3 Consideration and adoption or rejection of the annual financial statements for the preceding financial year, and all other financial matters;
 - 11.4.4 Election of the Council members. Such members shall be nominated and voted for at the appropriate Annual General Meeting.

- 11.4.5 Any other contingency of which any member had given notice to the Secretary of SAARA NW in writing, during the course of the year preceding the date of the Annual General Meeting, provided that such notice be given no less than 14 (fourteen) days prior to the date of such Annual General Meeting;
 - 11.4.6 To conduct and conclude any such other business as may be transacted at an Annual General Meeting, or such matters as may be allowed by the Chairman to be discussed and resolved upon;
 - 11.4.7 Voting upon all motions at an Annual General Meeting of SAARA NW shall be effected by a show of hands, alternatively by private written ballot, as the Chairman may, in his discretion direct.
- 11.5 If a quorum is not present within thirty minutes of the time laid down for the Annual General Meeting in question, then such meeting shall stand adjourned for a period of between fourteen and twenty-one days, as directed by the Chairman, when it shall be held upon not less than seven days' due notice to those persons entitled to receive notice of the adjourned meeting. Such persons as may be present at the adjourned meeting shall then constitute a quorum of the Annual General Meeting of SAARA NW.
- 11.6 The Chairman of SAARA NW shall preside as Chairman at each Annual General Meeting where he shall have a casting vote. If, for any reason, the Chairman of SAARA NW is unable to take the Chair, then the Vice Chairman, or failing him, any nominated member of the Council by the Council shall preside as Chairman provided that such substitute Chairman shall have NO casting vote.

ARTICLE 12 SPECIAL GENERAL MEETINGS

- 12.1 A Special General Meeting may be called by:-
- 12.1.1 Any seven ordinary members or
 - 12.1.2 the Council
- 12.2 Any member or members wishing to call a Special General Meeting shall be obliged to advise the Secretary of SAARA NW in writing of such intention and shall furnish the Secretary with such details of the subject matter of the proposed business to be transacted, so as to allow members of SAARA NW to identify the objective of such meeting.
- 12.3 The Secretary of SAARA NW shall upon receiving such notice, give due notice, in collaboration with the Chairman of SAARA NW of such Special General Meeting to be held, which notice shall be given not less than 7 (seven) days to all members.
- 12.4 The accidental omission of giving due notice to any member of any matter concerning SAARA NW shall not in any way invalidate or adversely affect any meeting held or decision taken in the absence of such member or members.
- 12.5 No proceeding of SAARA NW or any of its committees shall be invalidated by reason of the fact that any official who participated in that proceeding was wrongly elected or nominated as a result of a bona fide error.

- 12.6 At all Annual General Meetings and Special General Meetings of SAARA NW, resolutions shall be passed by a majority of votes by members, as described in this Constitution.

ARTICLE 13 COUNCIL AND SUB-COMMITTEE MEETINGS

- 13.1 14 (Fourteen) days notice shall be given to each member of the Council or Sub-Committee, specifying the time and place of the meeting. The notice shall include the agenda of the matters to be dealt with.
- 13.2 Failure to give adequate notice shall vitiate the proceedings of the meeting and any decisions taken shall not be binding.

ARTICLE 14 SPECIAL COUNCIL OR SUB-COMMITTEE MEETINGS

- 14.1 A Special Council or Sub-Committee Meeting may be called by any two members of the Council or Sub-Committee.
- 14.2 The details of the subject matter of the proposed business to be transacted shall be forwarded to the Secretary so as to inform members of Council or Sub-Committee of the purpose, time and place of such special meeting.
- 14.3 1 (One) days notice shall be given to each member of the Council or Sub-Committee, specifying time and place of the special meeting and the agenda of the matters to be dealt with.
- 14.4 Failure to give adequate notice shall vitiate the proceedings of the meeting and any decisions taken shall not be binding.

ARTICLE 15 TERMS OF OFFICE

- 15.1 The Chairperson, Vice Chairperson, Secretary, Treasurer and Operational manager will hold office for two (2) years.
- 15.2 Other members will hold office for two years, or until such time as successors have been appointed by the Council.
- 15.3 The term of office of the Coach will be at the discretion of the Council as and when required.
- 15.4 Any office-bearer of SAARA NW shall be eligible for re-election at the appropriate Annual General Meeting for a further term of office.
- 15.5 **Vacancies:** In the event of the resignation, expulsion or death of any member of the Council during or at any stage of office as described above:
- 15.5.1 Executives will be nominated and appointed by the Council.
- 15.5.2 Delegates – Area concerned will be requested to appoint a successor.

ARTICLE 16 DISCIPLINARY RULES

- 16.1 The Council shall appoint the members of a disciplinary committee. The disciplinary committee may consist of the council itself or an appointed committee, consisting of SAARA NW members in good standing.

- 16.2 Notwithstanding anything to the contrary contained herein the Council of SAARA NW may receive and consider any written complaint with reference to the conduct and or omission of any ordinary member or other member (hereinafter the "Member");
- 16.3 Such a complaint shall be in writing and shall contain a detailed description of the conduct and/or omission complained of;
- 16.4 The Council shall upon receipt of the complaint, notify the Member of such a complaint in writing, and provide the Member with a copy of the complaint;
- 16.5 The Member shall have the right to ask for further particulars with regards to the complaint within 7 (seven) days from date of issue of such a complaint by the Council,
- 16.6 If the Member avails himself or herself of this right to ask for further particulars, such particulars shall be given by the Council within 7 (seven) days after receipt of the request for further particulars;
- 16.7 The Member may then within 7 (seven) days furnish the Council with a detailed explanation with regards to the complaint;
- 16.8 Upon receipt of the explanation and in any event no later than 14 (fourteen) days after the further particulars had been furnished, the Council shall
 - 16.8.1 formulate charges against the Member, and / or
 - 16.8.2 temporarily suspend the member until such time that the charges and / or disciplinary hearing had been resolved to the satisfaction of the Council, or
 - 16.8.3 dismiss the complaint, and
 - 16.8.4 shall notify the Member forthwith of the Council's decision;
- 16.9 In the event that the Council decide to formulate charges against the Member, the Council shall furnish the Member with a copy of the charges within 7 (seven) days of so deciding;
- 16.10 The Member shall within 7 (seven) days after issuing of the charges plead to the said charges, and give a detailed explanation of the plea;
- 16.11 In the event that the Member does not furnish the Council with such a plea and a detailed explanation within the allowed 7 (seven) days, the Council may, on the evidence before it, decide to refer the matter to a disciplinary committee for a decision;
- 16.12 If the Member does furnish the Council with a plea within the allowed 7 (seven) days, the Council may in its discretion refer the matter to a disciplinary committee for a disciplinary hearing if the Council is of the opinion that a disciplinary hearing is warranted by the circumstances, or it may refer the matter to a disciplinary committee for a decision on the evidence available;
- 16.13 The Council shall summons the Member to appear at a disciplinary hearing before the disciplinary committee, and at the same time notify the Member of the date and venue of the disciplinary hearing, which date shall not be less than 7 (seven) days and not more than 21 (twenty one) days after the date on which the plea was to be furnished or was indeed furnished;

- 16.14 The terms of reference of such a said disciplinary committee shall be clearly stipulated in writing and shall be furnished to the Member at the same time as the notice referred to in 16.13 above;
- 16.15 The chairman of such a disciplinary committee shall be elected by a majority of the members of such a disciplinary committee and any decision shall be taken on a majority of the votes, and in the event of a deadlock, the Chairman shall have a casting vote;
- 16.16 No legal representation shall be allowed at any disciplinary hearing. However the Member may elect an ordinary member to represent him or her. Likewise, the Council may appoint an ordinary member to represent the Association;
- 16.17 If there is no appearance by the Member at the time and place appointed for the disciplinary hearing, the matter shall be decided in the Member's absence on the evidence available;
- 16.18 The Member shall be notified forthwith of the sub-committee's decision and the reasons therefore in writing;
- 16.19 In the event of the disciplinary committee finding the Member guilty, the disciplinary committee shall allow the Member sufficient opportunity to address the disciplinary committee at the disciplinary hearing or to furnish the disciplinary committee with written arguments on mitigation, which written arguments shall be furnished within 7 (seven) days after the Member has been informed of the sub-committee's finding;
- 16.20 Such a disciplinary committee who finds a member guilty of misconduct may:
- 16.20.1 warn such a member to desist from such conduct as gave rise to the complaint; or
 - 16.20.2 suspended such a member for such a time and subject to such conditions as the disciplinary committee in its discretion may decide; or
 - 16.20.3 terminate such a member's membership; or
 - 16.20.4 report the conduct of the Member to the relevant Government Authority/ies; or
 - 16.20.5 impose a fine; or
 - 16.20.6 reprimand such a member; or
 - 16.20.7 deal with such a member as it deems fit, which may include a combination of the above where such combination is possible while taking the nature and seriousness of the conduct complained of into consideration and
 - 16.20.8 report the charges, findings and measures taken to the national body of SAARA and all such bodies associated to SAARA.
- 16.21 In the event of the Member being found guilty, the Member may within 7 (seven) days of being notified of the finding and the reasons therefore, appeal to the Council in writing and at the same time furnish detailed grounds for the appeal and pay an appeal fee of R250,00;

- 16.22 The Council shall, when receiving such an appeal, have the right to:
- 16.22.1 uphold such an appeal;
 - 16.22.2 dismiss such an appeal;
 - 16.22.3 uphold or dismiss in part such an appeal;
 - 16.22.4 set aside any part of the finding or order, including the sentence passed by the disciplinary committee;
 - 16.22.5 replace any order or finding, including the sentence passed by the disciplinary committee with its own order or finding.
- 16.23 In the event of the appeal being wholly successful, the appeal fee of R250,00 shall be refunded to the Member.
- 16.24 Documents in this article shall be deemed to have been properly served if e-mailed, faxed or posted by registered post to the e-mail address, fax number or postal address of the Member as it appears in the Association's records.
- 16.25 Should the Member intentionally or otherwise fail to follow the disciplinary procedures outlined in this Constitution or fail to comply with any of the time limits herein, the Member shall be deemed to be in serious breach of this Constitution. This Constitution does not preclude the Member from enforcing any right that he or she may have in a court of law, but the member shall exhaust all internal remedies before doing so.
- 16.26 Any Member who has disciplinary procedures instituted against him or her in accordance with clause 16.8.1 shall be suspended from participating in any SAARA NW and / or any other associated body to SAARA sanctioned event for the duration of the disciplinary procedure and until such time as the procedures are terminated.
- 16.27 Any Member who has disciplinary procedures instituted against him or her may not represent SAARA NW, or be the Member's Permanent Member, on any form of committee, sub-committee or any other body created by the SAARA NW Council until such time as the procedures are terminated.
- 16.28 The Council may also lodge a complaint in terms of Article 16 against any member.

ARTICLE 17 MEMBER GRIEVANCE PROCEDURE

- 17.1 The member must put in writing the nature of the complaint and send this by registered mail to the SAARA NW Secretary. Alternatively, the complaint could be sent by email or fax, but the onus is on the member to ensure that the SAARA NW Secretary receives the email or fax.
- 17.2 The member must accompany the complaint with a fee of R300 in order to lodge the complaint. If payment is to be made by bank transfer, a copy of the transfer confirmation should be sent to the SAARA NW Secretary. Should the complaint be upheld, then the fee will be refunded.
- 17.3 Unless sending documentation and payment by registered mail, the onus is on the member to ensure that the SAARA NW Secretary has received the complaint and the payment.

- 17.4 SAARA NW must acknowledge receipt of the complaint within 7 (seven) working days of the receipt of the registered letter or confirmation that the complaint was received via email or fax.
- 17.5 The Chairman of SAARA NW will then assess the complaint and decide whether or not he can handle the complaint himself. If he cannot resolve the complaint personally, the Chairman must then send a copy of the complaint to all members of the SAARA NW Council for their consideration.
- 17.6 If a Council Meeting is not scheduled within one month of receipt of the complaint, then the matter must be resolved via telephonic/email discussion with the Council within one month of receipt of the complaint.
- 17.7 If a Council Meeting is scheduled within one month of receipt of the complaint, then the matter will be placed on the Agenda for that meeting.
- 17.8 If the nature of the complaint is such that the member deems it acceptable that the matter could wait until the next Council Meeting then agreement should be obtained in writing from the member.
- 17.9 After full discussion and consideration by the SAARA NW Council, the decision will be sent to the member via registered mail. A copy of the decision may be sent by fax or email, but confirmation must be obtained that the member has received such fax or email.
- 17.10 If the complaint is upheld, the member will receive the complaints fee back.
- 17.11 If the complaint is not upheld, the member will forfeit the fee paid.
- 17.12 Upon receipt of the SAARA NW Council decision, the member may choose to accept or reject the decision.
- 17.13 Should the member reject the decision, then the member must notify the Council in writing via registered mail within 7 (seven) working days from receipt of the decision. The rejection notice may also be sent via email or fax, but the onus is on the member to ensure that the document is received by the SAARA NW Secretary.
- 17.14 The Council of SAARA NW may then utilise the arbitration services of SAARA and could refer the member to approach the SAARA national body on such grievance case, upon which all costs will be for the account of the member and of which such member has to abide by the procedures and rules as stipulated in the constitution of SAARA for "Member Grievance Procedure".
- 17.15 This procedure does not preclude the member from exercising his/her SA constitutional rights or from recourse to the law, but all internal SAARA NW, SAARA and Sport and Recreation SA procedures must be fully exhausted before doing so.
- 17.16 Should the member deviate from this grievance procedure, SAARA NW will automatically instigate disciplinary proceedings against the member under the grounds of 'unsportsmanlike conduct'.
- 17.17 The arbitrary threatening or implied threatening of legal action (whether verbal or written) against SAARA NW without first utilising the member grievance procedure, will constitute a direct contravention of this grievance procedure and will be considered as 'unsportsmanlike conduct'. This will automatically

invoke the disciplinary procedure as outlined in the SAARA Constitution, Article 16.

ARTICLE 18 COMMITTEES

- 18.1 The Council may, from time to time, appoint such special committees to fulfil such functions, as the Council deems fit and necessary.
- 18.2 Such committees shall within their terms of reference, conduct such business or perform such acts as it is instructed and shall report on all its findings to the Council of SAARA NW for final decision.

ARTICLE 19 QUORUMS

19.1 Council and Committee Meetings

A Quorum for a Council or Committee meeting shall be constituted by:

- 50 % (Fifty percent) of the members serving thereon, and
- The Chairman or his duly appointed representative must be present.

19.2 Special Council Meetings

A Quorum for a Special Council meeting shall be constituted by:

- 50 % (Fifty percent) of the members serving on the Council, and
- The Chairman or his duly appointed representative must be present.

19.3 General Meetings

A Quorum for a General Meeting shall be constituted by:

- 20 % (Twenty percent) attendance of total membership in good standing; and
- 50 % (Fifty percent) attendance of the members serving on the Council, and
- The Chairman or his duly appointed representative must be present.

19.4 Special General Meetings

A Quorum for a Special General Meeting shall be constituted by:

- 10 % (Ten percent) attendance of total membership in good standing; and
- 50 % (Fifty percent) attendance of the members serving on the Council, and
- The Chairman or his duly appointed representative must be present.

- 19.5 In the event of any of the above meetings, having been duly called for and no quorum as provided for in this Constitution be present within thirty minutes of the time appointed for that meeting, then such meeting shall stand adjourned for fourteen days or for such period as the Chairman of SAARA NW may direct, whereupon such members present at such adjourned meeting, shall constitute a quorum.

ARTICLE 20 POWERS, CONDUCT AND DUTIES OF THE COUNCIL

20.1 Chairperson

- The Chairperson will convene and preside at meetings.

- The Chairperson will have a deliberative vote at meetings and in the case of an equal vote shall have a casting vote.
- The Chairperson could call for an Interrupting Motion in order to secure a speedy decision.
- The Chairperson may introduce the guillotine method for certain topics under discussion.
- The Chairperson will be substituted by a Vice-Chairperson in his/her absence.
- The Chairperson will be responsible for all tours.

20.2 Vice-Chairperson

- The Vice-Chairperson will deputize for the Chairperson in his absence.
- The Vice-Chairperson will convene and preside at sub-committee meetings for the Chairperson in his absence.
- The Vice-Chairperson will have a deliberative vote at sub-committee meetings and in the case of an equal vote shall have a casting vote in the absence of the Chairperson.
- The Vice-Chairperson will execute all duties as decided by the Executive.

20.3 Secretary

- The Secretary will control and manage all administrative affairs.
- The Secretary will keep on record all copies of correspondence that the Chairperson or a Council member attends to in the name of The Association relating to Council matters.
- The Secretary will record the minutes of all Council meetings and circulate these to the members.
- The Secretary will record and furnish minutes of Annual General Meetings to all members to reach them not later than fourteen days prior to the next Annual General Meeting.
- The Secretary will record and furnish minutes of special general meetings to all members to reach them not later than 31 days after such Special General Meeting.

20.4 Treasurer

- The Treasurer will keep a complete set of books of all financial affairs.
- The Treasurer will compile a Balance Sheet at the end of each financial year and submit auditable statements to the Annual General Meeting or otherwise requested by the Council.

20.5 Match Secretary

- The Match Secretary will arrange competitions for its members.
- The Match Secretary will organise Provincial competitions and Championships.
- The Match Secretary will keep record of all scores put up during official competitions.
- The Match Secretary will maintain a register of records.
- The Match Secretary will maintain a good marking standard.

20.6 Each member of the Council is indemnified by SAARA NW against any loss which he may suffer as a result of any act or omission performed or omitted in good faith, in the conduct of the business or affairs of SAARA NW.

- 20.7 The powers of the Council shall be as described in this Constitution.
- 20.8 The Chairman shall preside at all meetings of the Council of SAARA NW, provided that if the Chairman is not available to preside, as contemplated herein, then the Vice Chairman shall preside at such meetings; provided further that should both the Chairman and the Vice Chairman not be available to preside at any such meeting of the Council, the Council shall elect a Chairman from the office bearers amongst them, for the duration of such meeting. It is further provided that such substitute Chairman shall have no casting vote.
- 20.9 The Council shall have the right to appoint one or more persons to represent it at any meeting or on any committee of any body or association, whose activities are related to those of the objectives of SAARA NW.
- 20.10 Each committee appointed by the Council of SAARA NW shall have powers equal to those of the Council of SAARA NW, but subject to its terms of reference, and subject to an appeal in regard to decisions made by such committee to the Council of SAARA NW as provided for in this Constitution.
- 20.11 Council Meetings of SAARA NW shall be called by the Secretary of SAARA NW, giving due notice to the representatives who are sitting on the Council of SAARA NW.
- 20.12 Any such representative may waive in writing, the right to receive such due notice.
- 20.13 Due notice in this regard shall be given to the said representatives via e-mail or fax.
- 20.14 The Council may deal with all material relevant to SAARA NW and may pass resolutions in regard to such matters as are permitted by this Constitution.
- 20.15 All decisions made and / or resolutions properly passed by the Council of SAARA NW during any properly convened Council Meeting, shall insofar as same may be authorised by this Constitution, be binding upon all members of SAARA NW.
- 20.16 At all Council Meetings, resolutions shall be passed by a majority of votes.
- 20.17 The Council of SAARA NW shall meet at least once every quarter.
- 20.18 THE POWERS OF THE Council:
- 20.18.1 The Council will be vested with the ownership, control and administration of all the assets of SAARA NW.
- 20.18.2 The Council may appoint committees to deal with any particular matter. The decisions of these committees will not be considered binding on the Council and all decisions will have to be ratified by the Council.
- 20.18.3 The Council will elect two delegates and one alternative to represent SAARA NW at SAARA Council meetings.

ARTICLE 21 AMENDMENT OF THE CONSTITUTION OF SAARA NW

This Constitution may be amended at any Annual General or Special General Meeting of SAARA NW provided that:

- 21.1 Notice of the proposed amendment and meeting is given to all SAARA NW Members in good standing, via e-mail and whose e-mail addresses are known to SAARA NW and
- 21.2 The notice of the proposed amendment shall contain a draft of the said amendment together with such motivation for the proposed amendment, as the proposer may wish to present to the General Meeting or special general meeting of SAARA NW in support of the motion for amendment; and
- 21.3 Not less than two thirds of those persons present and voting at such meeting vote in favour of the proposed amendment; and
- 21.4 if notice of a proposed amendment to the Constitution of SAARA NW is given to be moved at an Annual General Meeting, for which the Secretary of SAARA NW is bound in terms of this Constitution, to give due and proper notice, such notification must be given by the proposer, to reach the Secretary of SAARA NW not later than (30) thirty days before the date of such Annual General Meeting: and
- 21.5 Provided further that in the event of notice of the proposed amendment is given to be moved at a Special General Meeting, such notice of amendment shall reach the Secretary of SAARA NW not later than 14 (fourteen) days before the proposed date for the Special General Meeting of SAARA NW.

ARTICLE 22 ACCOUNTS

The Council may decide to appoint an officer to control its financial affairs to the satisfaction of the Council.

ARTICLE 23 ADMINISTRATION

The Council shall ensure that SAARA NW keeps such records of its affairs as may be necessary from time to time. Without limitation it shall maintain the following:

- 23.1 A register of members.
- 23.2 A Minute book recording the business of Annual and Special General Meetings.
- 23.3 A Minute book recording the business of Council Meetings.
- 23.4 An adequate set of books of accounts.

ARTICLE 24 MEMBERSHIP FEES

- 24.1 The Council shall, from time to time, lay down the membership fees payable by each class of member.
- 24.2 Membership fees for a year are due by the 14th of January in the year for which membership is applied for.
- 24.3 Payment to any third party does not constitute payment to SAARA NW.

ARTICLE 25 TERMINATION OF MEMBERSHIP

The Council shall have the right to terminate or to suspend the membership of any class of member upon any of the following grounds:

- 25.1 Failure to pay the annual membership fee as stipulated in Article 24.
- 25.2 Failure to abide by the terms and conditions of this Constitution.
- 25.3 Bringing the sport of Air Rifle Shooting or SAARA NW or SAARA into disrepute in any manner whatsoever.
- 25.4 If in the opinion of the Council a member is deemed to be undesirable in the interest of The Association.
- 25.5 Failing to abide by and to uphold any decision reached by the Council provided that nothing contained herein shall in any way prevent any member from raising objection to any such decision.
- 25.6 In the event of the membership of a member being terminated in terms of the provisions of this Constitution all membership fees paid will be forfeit.

ARTICLE 26 RESIGNATION

- 26.1 Resignation as a Council Member: Any Council Member of SAARA NW may resign from his / her post in writing to the Council of SAARA NW. Resignation as a council member does not constitute resignation as an ordinary member.
- 26.2 Resignation as an Ordinary Member: Any ordinary member of SAARA NW may resign from his membership in writing to the Council of SAARA NW.

ARTICLE 27 PARTICIPATION IN COMPETITIONS

- 27.1 Ordinary members in good standing, as defined in Article 2.11 and 2.19 of this Constitution, may compete in any competition held under the auspices of SAARA NW.
- 27.2 Members in good standing of other SAARA provinces and members of an Association similar in nature to SAARA may be permitted to participate in Competitions run under the auspices of SAARA NW. Proof of such membership must be submitted at the time.

ARTICLE 28 VOTING

- 28.1 All members 18 years and older who are present at the meeting and in good standing are eligible for voting at General Meetings.
- 28.2 Members younger than 18 years of age may be represented in voting by their parent or legal guardian, provided that such a parent or legal guardian is present at the meeting, and that such parent or legal guardian had notified in writing to the council and obtained written approval from the council to allow such parent or legal guardian to represent such under aged member.
- 28.3 Where a member as described in 28.1 is present at the meeting and represent a member as described in 28.2, such member will have a vote for himself / herself plus a vote for the member whom he / she represents.
- 28.4 Proxy votes will not be allowed at any meeting.
- 28.5 If a member is not in good standing and or if the membership of a person or body has being terminated under Article 25, such person or body will have no voting power.

- 28.6 Non-Council members or officers shall NOT have a vote at Council Meetings.
- 28.7 Members of the Council will have one vote each at Council meetings. If the voting concerns any individual, voting will be by ballot.
- 28.8 At all Meetings resolutions shall be passed by a majority of votes, accept where specifically otherwise specified in this constitution.

ARTICLE 29 FINANCIAL YEAR

SAARA NW's financial year shall commence on the first day of January and end on the 31st day of December of each year.

ARTICLE 30 AGENCY

No person shall have authority to perform any act or to sign any document on behalf of SAARA NW other than upon the authority of the Council.

ARTICLE 31 HONORARY OFFICERS

SAARA NW Council may upon motivation to SAARA national, request the appointment of honorary allocations:

- 31.1 Honorary President and/or
- 31.2 Honorary Life Members.

ARTICLE 32 DISSOLUTION

SAARA NW may be dissolved upon resolution passed by not less than two thirds of the members present and voting at a Special General Meeting called specifically for the purpose. Should SAARA NW be in possession of assets at the time of its dissolution then:

- 32.1 The meeting aforesaid shall decide upon the distribution of or use to which those assets shall be put, and
- 32.2 The Council shall constitute a board of trustees for the purpose of carrying out the directions of that meeting.

ARTICLE 33 POWERS OF THE ANNUAL GENERAL OR SPECIAL GENERAL MEETINGS TO CONDONE CERTAIN ASPECTS

- 33.1 Upon good cause existing or being shown, an Annual General Meeting or a Special General Meeting of SAARA NW may in its discretion, by a two thirds majority of those present and voting, condone:
- 33.1.1 Any non-compliance with any period specified by this Constitution in regard to notices to be given; and/or
- 33.1.2 Any other matter or non-compliance with this Constitution; Provided that such condemnation does not unreasonably or adversely affect the rights of any member in terms of this Constitution.
- 33.1.3 a motion of no confidence in the Council. Such motion shall be seconded. In the event of an apposing motion of confidence be proposed and seconded, such a motion will be put to vote. A 2/3 vote in favour of such a motion of no-confidence is required to carry. If such a motion of no-confidence is carried, a temporary Chairman and Secretary will be put into place, elected by the members present. A new Council will be voted for as described in this constitution.

ARTICLE 34 TROPHIES AND ASSETS

The Association may require an adequate guarantee for the safeguard and return of all trophies which shall be returned to the custody of The Association upon request by the Council. Where it is deemed necessary, the Council may insure all or part of the trophies and assets of the Association.

ARTICLE 35 RULES

In so far as it may deem fit, the Council shall apply the rules and regulations of:

- the International Shooting Sport Federation, as amended from time to time
- the National Standard Three-Position Air Rifle Rules, as amended from time to time
- SANSSU Drie-Posisie Luggeweer Reëls

As applicable to all events under its control.

ARTICLE 36 SCORES AND RECORDS

The Council (Match Secretary) shall keep a register of all scores and records achieved at provincial competitions.

ARTICLE 37 THE COMPLETE CONSTITUTION

The foregoing constitution of SAARA NW is the complete constitution. This constitution shall not be altered, added to or amended except as stated in Article 21 hereof.

Adopted via Special Resolution at a Special General Meeting held on 2006-11-03.

Signed on this day, 3 November 2006 at Sannieshof

GF Coetzee
Chairman
Name.....Org Coetzee

BL Coetzee
Secretary
Name Lourette Coetzee