

**SOUTH AFRICAN BISLEY UNION**

**FREE RIFLE CLUB**

**CONSTITUTION**

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## **1. NAME, CONSTITUTION AND LEGAL STATUS**

1.1 The name of the Club is the South African Bisley Union Free Rifle Club ( hereinafter referred to as the "Club", or abbreviation the "FRC").

1.2 The Club is a *legal persona*.

1.3 The provisions of this Constitution are founded upon and shall be implemented and administered in the recognition of human dignity, equality and the advancement of human rights and freedoms, non-racialism, non-sexism, the right of freedom of association, the supremacy of the Constitution of the Republic of South Africa (1996), the rule of law and good corporate governance.

## **2. DEFINITIONS**

For the purpose of this Constitution, the following words and expressions shall have the following meanings unless the subject or context indicates otherwise:

1.1 "AGM" means the Annual General Meeting of Members held in accordance with the provisions of this Constitution.

1.2 "Annual Financial Statements" as prepared by an independent qualified individual as appointed by the F Class Management Committee. This individual may not be a member of the Management Committee".

1.3 "F Class Shooting" means the sport of F Class Target Rifle Shooting and includes the disciplines referred to in the Rules of SABU.

1.4 "Free Rifle Club Management Committee" hereinafter referred to as the Management Committee.

1.5 "Good Standing" means a member who has paid his annual subscription and/or additional fees, as the case may be, before or on the 1<sup>st</sup> of March to SABU and the Club.

1.6 " International Confederation of Fullbore Rifle Associations" hereinafter referred to as ICFRA, means the international controlling body of Fullbore Target Rifle Shooting in the World.

1.7 "South African Bisley Union" hereinafter referred to as SABU, means the body recognised by the SA Shooting Sports Confederation as the national controlling body of Fullbore Target Rifle Shooting in the Republic of South Africa.

1.8 "South African Bisley Union Free Rifle Club" hereinafter referred to as the Club, means the controlling body of F Class Shooting, subject to the provisions of the SABU Constitution, Rules, Regulations and Policies.

The headings to the clauses or paragraphs of this Constitution are for descriptive purposes only and shall not be used in the interpretation hereof.

Unless the context indicates a contrasting intention, the singular shall include the plural and vice versa and the masculine gender shall include the feminine and vice versa.

### **3. HEADQUARTERS AND AREA OF JURISDICTION**

3.1 The office of the Secretary, wherever situated, will be the Headquarters of the Club.

3.2 The geographical area of jurisdiction of the Club shall be the Republic of South Africa.

### **4. AIMS AND OBJECTIVES**

The aims and objectives of the Club are:

4.1 To govern, direct, develop, promote, organise and administer the sport of F Class Shooting within the area of its jurisdiction;

4.2 To uphold and enforce the rules of F Class Rifle Shooting as prescribed by our National Governing Body, the South African Bisley Union, from time to time.

4.3.1 To ensure that the encouragement, promotion, development and administration of the of F Clas Rifle Shooting is carried out in accordance with the principles of non-racism;

4.3.2 To promote sportmanship and fair play at all levels of the as well as the safe and responsible use of firearms in pursuit of the sport of F Class Rifle Shooting;

4.4 Arrange social events, establish relationships or affiliations with other bodies (shooting or otherwise) the latter subject to SABU approval.

4.5 Make awards to members as the Club deems appropriate.

4.6 Take disciplinary action against its members when it is deemed necessary, subject to the provisions of the SABU Constitution and Rules.

## **5. MEMBERSHIP AND AFFILIATION**

5.1 Membership as defined and prescribed by SABU from time to time is a requirement for participation in any event as arranged by SABU, its affiliates or by the F Class Management Committee.

5.2 Only SABU Members who entered for either the F Open or F TR individual competitions at the South African Open Championships will be considered eligible to vote at the F Class AGM.

## **6. RIGHTS AND PRIVILEGES**

6.1 The support of the Club in matters connected with F Class Shooting.

6.2 Individual members shall be eligible for selection in teams representative of South Africa and SABU.

6.3 Individual members who are awarded colours by the Club and SABU are allowed to acquire and wear those colours.

6.4 Individual members may attend, speak and vote at the AGM of the Club.

6.5 All members may participate in all the events organised by SABU and the Club, subject to the rules and entry fees of each event.

## **7 MEMBERSHIP FEES**

7.1 Membership Fees is as per the SABU Constitution and no additional compulsory fees may be requested from F Class members.

## **8 MANAGEMENT**

8.1 Subject to the provisions of this constitution, the governing of the Club shall be vested in the Managing Committee comprising of the following persons :

8.1.1 The Chairman of the Club

8.1.2 1 (ONE) representative of the F Open class;

8.1.3 1 (ONE) representative of the F/TR class;

8.1.4 The Chairman of the Club's Selection Committee;

- 8.1.5 The Secretary;  
Note: The offices of secretary and treasurer will be combined and filled by one person.
- 8.1.6 Any additional members co-opted by the Management Committee in terms of Clause 9.7. and 9.8.
- 8.1.7 Only F Open members will be allowed to elect the representative of the F Open Class and only F TR members will be allowed to vote to elect the F TR representative. This members will be in accordance with their entry status for that specific SA Championships.
- 8.1.8 The Chairman and the Secretary of the Club may not be of the same province.
- 8.1.9 The Selection Committee will comprise of the following members:
- Chairman of the Selection Committee
  - 1 (ONE) member each representing F Open and F TR as selected in accordance with 8.1.7
  - The appointed Captain (s) of the Team to be selected

## 8.2 Nominations for the Management Committee:

- 8.2.1 Nominations for the Management Committee can be done up to the time of the election process at the AGM of the Club.
- 8.2.2 A candidate for election, appointment or co-option to the Management Committee must be a member in good standing of SABU and the Club.
- 8.2.3 Every candidate must be nominated by at least 1 (ONE) member of the Club and seconded by another member of the Club. All these members must be in good standing.
- 8.2.4 The candidate must accept the nomination before the election process start.
- 8.2.5 A retiring elected member of the Management Committee will be an automatic candidate for re-election for the same position unless he signifies to the Secretary in writing that he is not available.

## 8.3 Election of the Management Committee:

- 8.3.1 At the AGM of the Club, the members in good standing and who qualified to vote, will elect the Chairman of the Club as well as the representatives of the F Open and F/TR class, the Secretary and the Chairman of the Club's Selection Committee out of the nominations received for those positions.
- 8.3.2 The Management Committee members must be selected by an absolute majority of the votes cast and the members can vote by show of hands or by ballot papers.

- 8.3.3 In case of an equal vote, the outgoing Chairperson will have a casting vote.
- 8.3.4 If the outgoing Chairman is a candidate, the acting Chairperson at the time the vote is conducted will have a casting vote.
- 8.3.5 The Chairman of the Club will represent the Club on the SABU Council.
- 8.3.6 Should an Management Committee member vacate his position in the Management Committee, for whatever reason, the vacancy in the Management Committee will be filled by means of a by-election, in accordance with the procedures to be determined by the Management Committee, for the remaining term of office.

8.4 The terms of office are as follows:

- 8.4.1 The elected Management Committee members will hold office for 2 (TWO) years except the Chairman of the Selection Committee which will hold office for 4 (FOUR) years.
- 8.4.2 Members who have been appointed, elected or co-opted to serve as additional members on the Management Committee, will hold office for 1 (ONE) year or for such period as indicated when he was appointed, elected or co-opted.

## **9 POWERS AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

The Management Committee shall:

- 9.1 Carry out the day to day work of the Club and take actions necessary for the attainment of its objectives.
- 9.2 Make and give receipts, releases and other discharges for moneys paid to the Club.
- 9.3 Verify the Annual Financial Statements.
- 9.4 Ensure financial transactions bear the signature of any two of the Secretary, the Chairman or Vice-Chairman.
- 9.5 Appoint patrons, office bearers, officials and honorary members to the Club.
- 9.6 Conduct F Class Shooting events for which the Club assumes responsibility in accordance with the current rules and regulations of SABU, and propose any amendments to these rules which the Committee may determine to be appropriate for conditions peculiar to F Class Shooting events to the SABU Constituion and Ruels Committee.

- 9.7 Be empowered to take disciplinary action in the form of fines and/or suspension and/or termination of membership and/or disqualification from the activities of the Club against members who contravene the rules of or act in a manner which brings the Club into disrepute. When necessary the full Management Committee or an appointed disciplinary Committee will act as a tribunal before which offenders will be able to exercise their fundamental rights. All such actions will be subject to the provisions of the SABU Constitution and Rules, and final approval by the SABU Disciplinary Committee.
- 9.8 Be empowered to appoint and/or dissolve sub-committees; which will organise conduct and manage leagues; activities and/or events that may be necessary for the Club to attain its objectives. Such sub-committees are subject to and bound by the provisions of this constitution.
- 9.9 Be empowered to appoint the representative of SABU F Class on the F Class Committee of ICFRA subject to the approval of the SABU Executive Committee.
- 9.10 Approve and authorise all F Class shooting events which are conducted in the name of the Bisley Free Rifle Club of South Africa in the furtherance of the club's aim and objectives. No member (Individual, Club or Provincial Association) may organise such specific event in the name of the Bisley Free Rifle Club without prior consent and approval from the Management Committee and if so required, by the SABU Executive Committee.
- 9.11 Approve and Authorise all tours undertaken in the name of the Club. No Member (Individual or Club) may organise or arrange for such a tour in the name of the Club without the prior approval and consent of the Managing Committee and the SABU Executive Committee.
- 9.12 The F Class Selection Committee will have full discretion in the selection of National and other SABU Teams such as the SABU, President and Honoris Teams, which will be presented to the SABU Selection Committee by the Chairman of the F Class Selection Committee for approval by the SABU Selection and and SABU Executive Committee, where applicable.
- 9.13 Arrange for the design of, approve the design of and arrange for the acquisition of all badges, medals, flags or any insignia and clothing for or in the name of the Club. No member (Individual or Club) may design, approve the design or acquire such badges, medals, clothing, ect. without the prior approval of the Managing Committee.
- 9.14 Be empowered to draw up rules and regulations for the conduct of the sport of F Class Shooting which once recommended by the SABU Executive Committee and approved by the SABU Council, will be published as such. All such rules and regulations will be applicable to and binding upon all members of the Clubs.

## 10 MEETINGS



10.1 The Management Committee will meet as frequently as it considers necessary to effectively conduct and manage the affairs and bussiness of the Club.

10.2 The secretary shall call all meetings.

10.3 The Annual General Meeting of members of the Club will be held during the annual SA Open Championships at a Time and Place as indicated on the Program of the SA Championships.

10.3.1 Voting shall normally be by show of hands. Under certain circumstances it may be desirable to vote by secret ballot; this will therefore be allowed on request. Except in those instances where it is specifically stated otherwise in this constitution, decisions will be reached on a simple majority basis. The Chairman will have a casting as well as a deliberative vote.

10.4 If and When required, a Special General Meeting will be called within 3 (THREE) months of receipt of a written request for such a meeting, signed by not less than 3 (THREE) members in good standing and eligible to vote, or by decision of the Management Committee of the Club. The notice convening the meeting shall specify the purpose for which the Special General Meeting is called and it shall not be competent to discuss any other business at such meeting.

10.4.1 The Secretary will advise all members concerned of the date, time and venue at least 60 (SIXTY) days prior to the meeting.

10.4.2 Voting shall normally be by show of hands. Under certain circumstances it may be desirable to vote by secret ballot; this will therefore be allowed on request. Except in those instances where it is specifically stated otherwise in this constitution, decisions will be reached on a simple majority basis. The Chairman will have a casting as well as a deliberative vote. Voting by proxy will be allowed at any Special General Meeting. The proxy Vote must be signed by the member and his Provincial Representative indicating the member who will be present at the Special General Meeting and who can vote on his/her behalf.

10.5 The Secretary, or some other appointed person, will prepare comprehensive minutes of all meetings and maintain an official minute-book. Confirmation of the minutes of the previous meeting and "matters arising" will be early agenda items for all meetings other than Special General Meetings.

10.7 A meeting quorum will comprise:

10.7.1 Annual General Meetings : 35% (THIRTY FIVE PERCENTUM) of members who entered the SA Championships shall form a quorum at any Annual General Meeting;

10.7.2 Management Committee Meetings : 3 (THREE) of the members of the Management Committee shall form a quorum at Management Committee meetings.

10.7.2 Special General Meetings : 35% (THIRTY FIVE PERCENTUM) of the paid up F Class members as per the SABU membership database shall form a quorum at the Special General Meeting.

10.7.3 If a quorum is not present within 20 (TWENTY) minutes of the time fixed for the meeting, the meeting shall be adjourned to the same day, place and time the next day, and those members then present shall constitute a quorum and may transact the business for which the meeting was called.

## **11 ACCOUNTS**

11.1 The Club's financial year will be the same as that of SABU as promulgated from time to time.

11.2 The Management Committee will keep a proper set of books, suitable to a body of this nature.

11.3 The Management Committee may also implement the use of electronic banking methods, such as Internet banking, subject to such internal control measures as may be approved by the Management Committee.

11.4 Policy decisions regarding the nature of investment/s of the accumulated funds of the Club will be taken by the Management Committee .

11.5 The Financial Statements shall be submitted to the Management Committee at the meeting immediately prior the Annual General Meeting for approval.

11.6 The approved statements will be published and distributed (made available) to all members prior the Annual General Meeting.

## **12 AMENDMENT OF THE CONSTITUTION**

12.1 Any amendment to the Constitution will require a 2/3 (TWO THIRDS) majority vote at a General Meeting of Members as defined in 10.7.1 and 10.7.3.

- 12.2 A special resolution to amend or add to the Constitution may be presented by at least 3 (THREE) members of the Management Committee, or by at least 3 (THREE) Club members with voting rights. Under normal circumstances, the Management Committee will consider the proposal at its next meeting and append to it any comments or changes proposed by the Management Committee, for circulation to all of its members before the next Annual General Meeting.

The Management Committee is empowered to decide whether the matter is urgent enough to call a Special General Meeting to consider the proposal. In such a case, the Management Committee will append its comments to the proposal in the meeting notification sent to the members.

- 12.3 The resolution will be tabled at the General Meeting for consideration, with or without modification. Only modifications which in the opinion of the Meeting Chairperson are consistent with the general theme of the original proposal as circulated to members will be considered.
- 12.4 Dependant upon the sensitivity of the issue and the feelings of the members present, the Meeting Chairperson will decide whether voting should be by show of hands or secret ballot. If by ballot, the Chairperson will appoint a person or persons present to collect the voting papers and count the votes.
- 12.5 The amendment contained in the special resolution, or as modified by the Meeting, will only be deemed carried if at least two-thirds of the members who vote at the Meeting are in favour thereof.

### **13. DISPUTE RESOLUTION**

- 13.1 Any serious disputes arising within the Club between any combination of members, clubs, provincial association and the Management Committee or any of its structures, shall in the first instance be resolved within the normal hierarchical structures of the Club. The protocol will remain that these matters will be resolved within the Club and may only be referred to any outside party by the Management Committee.
- 13.2 Where the above is impossible, the parties have the right to:
- 13.2.1 refer the dispute for mediation and/or arbitration; or
- 13.2.2 the aggrieved party, after a disciplinary hearing, could lodge an application for leave to appeal.
- 13.3 In case of mediation and/or arbitration, the dispute shall be referred to the SABU Executive Committee for resolution through mediation or expedited arbitration in

terms of the Rules and Procedures for the Resolution of Disputes in Sport as set out in the SABU Rules & Regulations, prevailing at the time such dispute is so referred. In the event of arbitration in terms of the foregoing, such resolution shall be final and binding on the parties to the dispute.

- 13.4 In the event of an Application for appeal to the SABU Executive Committee, such resolution shall be final and binding on the parties to the dispute as set out in the SABU Rules and Regulations.

#### **14 DISCIPLINARY PROCEDURE**

- 14.1 Any member who contravenes any of the terms of this constitution, rules and regulations or which refuses or wrongfully and without valid excuse, fails to implement or obey any valid decision of the Management Committee of the Club or an lawful instruction of the Chairman of the Club may be charged with misconduct and dealt with in terms of this constitution and any relevant rules or by-laws in the form of fines, suspension or disqualification from the activities of the Club.
- 14.2 It shall be the obligation of the Club and/or SABU to take appropriate disciplinary action against any of its individual members which contravenes any applicable code of conduct, rule or by-law or commits a serious act which brings our sport and/or sports people into disrepute.
- 14.3 Where necessary, the Management Committee or an appointed Disciplinary Committee, will act as a tribunal before which alleged offenders will be able to exercise their fundamental rights.
- 14.4 All such actions will be subject to the provisions of the SABU Constitution and Rules, and final approval by the SABU Disciplinary Committee.

#### **15. DISSOLUTION OR WINDING UP**

- 15.1 In the event of dissolution or winding up of the Club, any remaining assets, after satisfaction of all liabilities, will be donated to SABU or any other Association/s and/or Organisation/s having objects similar to that of the Club.
- 15.2 This decision will require a two-thirds majority at a General Meeting of members.

This Constitution was adopted by a 2/3 (TWO THIRDS) majority vote of the members present at the Annual General Meeting of the the South African Bisley Union Free Rifle Club at Bloemfontein on this the 7<sup>th</sup> day of April 2014.

SIGNED AND APPROVED



CHAIRMAN



SECRETARY