

# **SUID-AFRIKAANSE BISLEY UNIE** **SOUTH AFRICAN BISLEY UNION**

## **CONSTITUTION** April 2016



# SA BISLEY UNION

## CONSTITUTION

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# **SOUTH AFRICAN BISLEY UNION**

## **CONSTITUTION**

### **NAME**

1. The name of the Union is the South African Bisley Union, hereinafter referred to as “The Union”, or the abbreviation “SABU”. “SA Bisley” may also be used as an abbreviation for practical purposes.

### **OBJECTS**

2. The objects of the union are:
  - 2.1 To promote, encourage and govern the sport of bisley in South Africa. (Bisley is also known abroad as fullbore or target rifle shooting.)
  - 2.2 To lay down rules and regulations for the conduct of bisley shooting in South Africa.
  - 2.3 To coordinate the affairs of affiliated provincial associations and rifle clubs.
  - 2.4 To act in an advisory capacity in all matters pertaining to bisley shooting.
  - 2.5 To organize and conduct national and international competitions.
  - 2.6 To organize and control the annual SA Open Championships Meeting.
  - 2.7 To select national teams to compete in international and other matches, both at home and abroad, and to award appropriate colours.
  - 2.8 To obtain such funds as may be necessary for the financing of the Union’s activities and the furtherance of its objects, by levying membership subscriptions and affiliation fees, accepting donations and bequests and taking other fund-raising steps.
  - 2.9 To acquire, or dispose of, property and facilities in the interest of the Union.
  - 2.10 To cooperate with, or affiliate to, any other organization, in South Africa or elsewhere, for the purpose of furthering the aims and objects of the Union.
  - 2.11 To achieve these objects the members give full management powers to the SABU Council, as detailed in Clause 7.8, subject to the understanding that a two-thirds majority vote of “No Confidence” at a general meeting of members, will force the resignation of the full Council, or any individual Council member/s, against whom there is a two-thirds vote of no confidence. Such decision must be confirmed by a member referendum within 60 days of the meeting at which the no-confidence motion was passed.

## LEGAL STATUS

3. The South African Bisley Union is a *legal persona*.
- 3.1 **Gender/Number:** Unless inconsistent with the context, all words and expressions in this constitution importing the masculine gender shall include the feminine, and words signifying the singular number shall include the plural, and *vice versa*.

## SABU YEAR

4. The SABU membership, financial and administrative year commences on the first day of January. The Council is empowered to change the date and the related dates for Council nominations and elections, etc, without amendment to this constitution.

## MEMBERSHIP

5. Membership is a compulsory requirement for participation in the management of the Union, or entry to any competition arranged by SABU or provincial associations and clubs affiliated to SABU. Said membership is subject to the approval of the SABU Council on the condition that the member must be a member in good standing of one of SABU's affiliated clubs. Said condition is only applicable to South African residents who apply for membership.

## INDIVIDUAL MEMBERSHIP

- 5.1 Members of SABU can be Annual Members, Affiliate Members, Temporary Members, Ordinary Life Members, or Honorary Life Members.

## ANNUAL, AFFILIATE AND TEMPORARY MEMBERS

- 5.1.1 Any person, approved by the SABU Council, may become an Annual, Affiliate or Temporary Member by paying the annual membership fees determined by the Council.
  - 5.1.1.1 Annual membership is restricted to persons who are active SABU members as defined in Clause 5.1.1.3 below. Annual members will have full voting rights (see Clause 5.1.5.2 below). Annual membership is for a calendar year and subscriptions (membership fees) are due on the first day of January. The Executive Committee will periodically review method of payment (e.g. direct or via Provincial associations) and period of grace. Members will be advised per the renewal notices. If membership fees are unpaid by the final day as advised, the Executive Committee may immediately terminate such membership without notice.
  - 5.1.1.2 Affiliate membership may be granted to any person who is not an active SABU member as defined in Clause 5.1.1.3, but who subscribes to the aims and objectives of SABU. Affiliate members will not have voting rights. Affiliate members renewing their membership shall do so within the period described in Clause 5.1.1.1 above. Ordinary Life members (Clause 5.1.2) who cease to be active SABU members may become Affiliate Members, or will cease to be Life Members of SABU if they decline, or show no interest in, Affiliate Membership. Such Affiliate Members will not be required to pay an annual membership fee.
  - 5.1.1.3 An active SABU member is someone who normally participates in organised practice sessions and is usually available to shoot for his club's league teams, and/or

who participates in individual or team competitions in or outside his province and/or in other activities such as range officer duties, coaching, management and administration, in accordance with criteria periodically determined by the Executive Committee. Such criteria may include, but not necessarily be limited to, the criteria for Dedicated Membership referred to in clause 5.4.2.

5.1.1.4 Temporary membership may be granted, subject to certain conditions, to any person who is desirous to practice the sport Bisley. Temporary membership is available from a 1 (one) day period membership to a maximum of a six months period membership. Temporary membership will be automatically terminated by the Executive Committee, without any notice, on the expiry date of the specific temporary membership.

5.1.1.4.1 Temporary members have no rights whatsoever regarding the administrative proceedings of SABU and will not be allowed to participate in any competition organised by SABU.

### **ORDINARY LIFE MEMBERS**

5.1.2 Life Membership will be granted at the sole discretion of the SABU Council to persons who are active SABU members as defined in Clause 5.1.1.3 above. Life members shall have full voting rights. Life Members will not be required to pay an annual membership subscription but will be liable for any additional fees determined by the Council. On application, the Council will consider for election to Life Membership any member who has been an annual member for at least 20 years.

### **HONORARY LIFE MEMBERS**

5.1.3 The Council is empowered to award Honorary Life Membership to any person rendering meritorious service to the Union; to leaders of overseas teams, and to patrons or sponsors, whose contribution to, or interest in, the affairs of the Union is considered exceptional. Any person elected by the Council as President, Vice-President and Honorary Vice-President shall automatically also become an Honorary Life Member, if not one already. Honorary Members will have no annual membership fee obligations.

### **GOOD STANDING**

5.1.4 A member (Annual, Ordinary Life or Affiliated), who pays his annual subscription and/or additional fees, as the case may be, before or by the final day as advised in terms of clause 5.1.1.1 will be considered in good standing until the final date for the next calendar year's payment. If unpaid by that day, a member in default will lose all membership privileges until the fees are paid in full and his/her membership may be terminated by the Executive committee. A member under disciplinary suspension by the Union will not be in good standing, even if his membership fees have been paid.

### **PRIVILEGES OF SABU MEMBERSHIP**

5.1.5 Individual members of the Union will have the following privileges:

5.1.5.1 The support of the Union in matters connected with bisley shooting.

- 5.1.5.2 To vote at General Meetings and elections (Annual Members, Honorary Life Members and Ordinary Life Members only).
- 5.1.5.3 To receive newsletters and circulars published by the Union and entry forms for the annual SA Championships.
- 5.1.5.4 To shoot in the SA Championships and other SABU competitions.
- 5.1.5.5 To wear the SABU colours.
- 5.1.5.6 To be covered by any group insurance and other benefits that may be negotiated by the Council.
- 5.1.5.7 Qualification for the SABU Veterans Club for members of 60 years of age and older.

## **AFFILIATION**

- 5.2 The following bodies shall become affiliated members of SABU:
  - 5.2.1 Provincial rifle associations, as defined below (Clause 5.2.6).
  - 5.2.2 Clubs, as defined below (Clause 5.2.7).
  - 5.2.3 Affiliation to the Union is a compulsory requirement for participation in any team match organized by SABU.
  - 5.2.4 Annual affiliation fees for Provincial rifle associations and clubs will be determined by the Council and shall be payable within the same period as described in Clause 5.1.1.1. The SABU Veterans Club and any other approved secondary club representing special-interest groups such as women and juniors will have no financial affiliation obligations to SABU.
  - 5.2.5 Individual membership of an affiliated provincial association or club does not confer individual membership of SABU. To participate in SABU team events, team members must be Annual or Life members of SABU, in good standing.

## **PROVINCES**

- 5.2.6 In principle, the SABU Council will endeavor to align Shooting Provinces with statutory provincial boundaries and/or subdivisions thereof used by other national sporting bodies. However, to retain a membership number/shooting strength balance, the Council is empowered to vary such boundaries, in consultation with the councils of the provincial rifle associations concerned. Affiliation to SABU is a compulsory qualification for representation on the Council. Provincial associations must submit their constitutions, or amendments thereof, to the Council for approval.

## **CLUBS**

- 5.2.7 A club is defined as a sub-division of one of the Services (Defence, Police and Correctional Services), approved by the Council to compete as a club, or a civilian or Service-based rifle club, which has had its constitution approved by the Council. Visiting teams from other countries must satisfy the Council that they qualify to compete as clubs.

## **SPECIAL CLUBS**

- 5.3 The interests of all members of SABU should normally be served by means of the usual organisational and management structures at all levels (national, provincial and club level) The unnecessary fragmentation of such structures in order to make provision for all sorts of special interest groups should be avoided as far as possible. The following exceptions are however made:
- 5.3.1 SABU Veterans Club: Because of the world wide interest in “Veterans/Masters Sport”, SABU has formed a Veterans Club. All SABU individual members of 60 years of age, or older, automatically qualify for membership. This club, within the Union, will be governed by its own constitution, approved by the SABU Council. It will have autonomy in the election of its office bearers and, for the selection of SABU and higher Veterans teams, be represented in the prescribed national selection process which may be determined by Council in accordance with Clause 7.8.6. It will have a single representative on the SABU Council.
- 5.3.2 SABU Free Rifle Club: Because of the unique nature and requirements of the Free Rifle (F Class) discipline within the sport of bisley, a SABU Free Rifle Club was formed. All individual SABU members who usually compete in the F Class discipline automatically qualify for membership. This club, within the Union, will be governed by its own constitution, approved by the SABU Council. It will have autonomy in the election of its office bearers and, for the selection of SABU and higher F Class teams, be represented in the prescribed national selection process which may be determined by Council in accordance with Clause 7.8.6. The club will have a single representative on the SABU Council.
- 5.3.3 SABU .303 Rifle Club: Because of the unique nature and requirements of the .303 discipline within the sport of bisley, a SABU .303 Club was formed. All individual SABU members who usually compete in the .303 discipline automatically qualify for membership. This club, within the Union, will be governed by its own constitution, approved by the SABU Council. It will have autonomy in the election of its office bearers and, for the selection of SABU and higher .303 Rifle teams, be represented in the prescribed national selection process which may be determined by Council in accordance with Clause 7.8.6. The club will have a single representative on the SABU Council.
- 5.3.4 SABU Black Powder Club: Because of the unique nature and requirements of the Black Powder discipline within the sport of bisley, a SABU Black Powder Club was formed and will be known as The Black Powder Shooting Union. All individual SABU members who usually compete in the Black Powder discipline automatically qualify for membership. This club, within the Union, will be governed by its own constitution, approved by the SABU Council. It will have autonomy in the election of its office bearers and the selection of Black Powder teams. In the case of teams that qualify for national colours, the latter will be subject to final approval through the prescribed selection process, which may be determined by Council in accordance with Clause 7.8.6. The club will have no representatives on the SABU Council.

## **5.4 DEDICATED MEMBERS**

- 5.4.1 Regulations to the Firearms Control Act stipulate that any Sport Shooting Organisation that wishes to apply for accreditation as a Sport Shooting Organisation in terms of the Act must provide for a class of Dedicated Membership.
- 5.4.2 In classifying a member as a Dedicated Member the member must meet all the criteria periodically determined by the Executive Committee.

## **VOTING QUALIFICATIONS**

### **6. GENERAL MEETINGS**

- 6.1 No proxy votes will be permitted. Of those present at the meeting the following will be entitled to vote:
  - 6.1.1 Honorary Life members;
  - 6.1.2 Ordinary Life and Annual members, in good standing.

## **ELECTION OF COUNCIL MEMBERS**

- 6.2 Voting rights are restricted to SABU honorary life members and ordinary life and annual members in good standing, who are resident in the Shooting Province concerned.

## **THE COUNCIL**

- 7.1 The affairs of the Union will be governed by a Council comprising:
  - 7.1.1 A Representative Council consisting of:
    - 7.1.1.1 One member from the SA National Defence Force appointed in consultation with the SANDF;
    - 7.1.1.2 Two elected members from each affiliated Provincial rifle association;
    - 7.1.1.3 One member nominated from each of the SABU Veterans, SABU Free Rifle and SABU .303 Clubs.
  - 7.1.2 The Executive Committee, inclusive of the Chairman, elected in accordance with clauses 7.6.1 to 7.6.3 below.
  - 7.1.3 Any additional members co-opted by the Council. (See Clause 7.8.5)

## **TERMS OF OFFICE**

- 7.2 The Council member appointed from the SANDF will serve until he is replaced in accordance with Clause 7.1.1.1.
  - 7.2.1 Elected Representative Council members will hold office for two (2) years.



- 7.2.2 The representatives of the SABU Veterans, SABU Free Rifle and SABU .303 Clubs will be nominated annually, or as may be required as a result of an interim vacancy.
- 7.2.3 Co-opted members will hold office for such period as may be required up to one year, but may again be co-opted by Council.
- 7.2.4 The Elected Executive Committee Members will hold office for two (2) years.
- 7.2.5 Members who have been elected, appointed or co-opted to serve as additional members in the Standing Council Committees or Sub-Committees, will hold office for 1 (one) year, but may again be elected, appointed or co-opted to serve another term on that Committee.

### **NOMINATIONS FOR COUNCIL**

- 7.3 Nominations for elected provincial representatives in the Council must reach the provincial Secretary on or before 15 May, or the working day one and a half months before the date of an election for an interim vacancy (see Clause 7.4. below).
- 7.3.1 A new candidate must be nominated by at least five (5) members in good standing, resident in the province for which the nominee is proposed, who are all qualified to vote in an election in terms of Clause 6.2.
- 7.3.2 Any candidate for election, appointment or co-option to Council must be a SABU honorary or ordinary life member, or annual or affiliate member in good standing. He must signify in writing, before or on the same date as the closing of nominations, that he accepts nomination.
- 7.3.3 A retiring provincial representative in the Council will be an automatic candidate for re-election unless he signifies to the provincial Secretary, in writing, that he is not available.

### **ELECTION OF COUNCIL MEMBERS**

- 7.4 When the term of office of a provincial representative in the SABU Council expires, or a vacancy occurs because the member resigns from Council or for another valid reason (interim vacancy), such vacancy will be filled as described below:
  - 7.4.1 Provincial seats on the Council will be filled by persons elected by the provincial associations, who will bear the costs relating to the election procedures. The requirements of Clause 7.3 must be met. If there are two or more candidates for a provincial seat in the Council, an election will be conducted by that province.
  - 7.4.2 Ballot papers will be provided by the province to all members in the area eligible to vote per Clause 6.2, by not later than the first day of June, or a month before the election date in the case of an interim vacancy.
  - 7.4.3 The ballot will close at 12:00 noon on the 30<sup>th</sup> day of June, or the closing date designated for an interim vacancy. Only voting papers in the hands of the secretary of that province by that time will be regarded as valid. There must be adequate

controls to ensure that no more than the maximum number of persons eligible to vote have indeed voted.

7.4.4 In the event of two or more nominees from a province receiving an equal highest number of votes, the retiring Council member, if he is one of them, will retain his place on the Council. If not, the Provincial Council will draw lots to determine which of the tied nominees will become the new Council member.

7.4.5 Members of the provincial council, the candidates concerned and the SABU office must be advised of the result by suitable means at the earliest possible opportunity.

7.4.6 A retiring Council member, who is Chairman of a Council Committee, or who has individually been appointed to handle a project on behalf of the Council, will be required to attend the next Council Meeting to report back to the Council. He will have a voice at the meeting, but no vote.

7.5 (RESERVED)

## **OFFICE BEARERS**

7.6 At the first Council meeting after July 1, the Council will as may be required at that time, elect or appoint office bearers for the ensuing term of office:

7.6.1 **Executive Committee:** The Executive Committee will comprise of the:

- a. SABU Chairman
- b. Chairmen of the Standing Council Committees namely:
  - i. Constitution and Rules;
  - ii. Development and Public Relations;
  - iii. Finance and Administration;
  - iv. Official Liaison (domestic and international);
  - v. SABU Championships; and
  - vi. Selection.

7.6.2 **Nominations for Executive Committee:** Nominations for the elected members of the Executive Committee, inclusive of the Chairman, must reach the SABU office on or before 30 June of the year of elections.

7.6.2.1 Every candidate must be nominated by at least five (5) members in good standing who are qualified to vote in an election in terms of Clause 6.2.

7.6.2.2 A nomination of a candidate must indicate specifically whether he is being nominated as Chairman and/or for which Standing Council Committee(s).

7.6.2.3 The candidate must signify in writing, before or on the same date as the closing of nominations, that he accepts the nomination.

7.6.2.4 Any candidate for election must be a SABU honorary, ordinary life, annual or affiliate member in good standing and does not have to be a Representative Council member already.

7.6.2.5 A retiring elected member of the Executive Committee will be an automatic candidate for re-election for the same position unless he signifies to the SABU office in writing that he is not available.

- 7.6.3 Election of Executive Committee members: At the first Council meeting after July 1, the Council will elect the SABU Chairman as well as the Chairmen of the Standing Council Committees out of the nominations received for those positions, and/or from the ranks of the Council. The election of the Executive Committee may also be conducted prior to the Council meeting by means of a postal and/or electronic ballot if necessary to obviate a meeting just for that purpose, in accordance with procedures to be determined by the Council. The Chairman of SABU is not allowed to serve as one of the Chairmen of the Standing Committees of SABU.
- 7.6.3.1 The council will, at the same meeting, elect the Vice-Chairman out of the newly elected Chairmen of the Standing Council Committees.
- 7.6.3.2 Executive Committee members must be elected by an absolute majority of the votes cast.
- 7.6.3.3 The following arrangements will apply to cater for periods when Executive Committee members are temporarily unable to perform their duties, due to extraordinary reasons such as ill health or absence abroad:
- a. Chairman: The Vice-Chairman will automatically deputise for the Chairman should the former be unable to carry out his duties. Should both be unavailable at the same time, the Executive Committee will elect an Acting Chairman from its ranks.
  - b. Chairmen of the Standing Council Committees: Each such Executive Committee member must nominate a *secundus* from within the ranks of his committee or sub-committee(s), for approval and appointment by the Executive Committee. *Secundi* must be sufficiently informed and able to fully carry out the duties of the Executive Committee member that they may have to represent, including the attendance of and participation in meetings and activities of the Executive Committee. Should a suitable person not be available from within the relevant committee or sub-committee(s), the Executive Committee may also appoint another suitable person, including another member of the Executive Committee in an acting capacity until a suitable *secundus* can be found.
- 7.6.3.4 Should any Executive Committee member vacate his position in the Executive Committee at a time six months or less before the next normal election of Executive Committee members, a by-election will not be held and the position temporarily filled by a *secundus* as described in clause 7.6.3.3 above. In all other cases, the resultant vacancy will be filled by means of a by-election, for the remaining term of office. Such by-election will be conducted in accordance with the procedures in clauses 7.6.2 (inclusive), 7.6.3, 7.6.3.1 and 7.6.3.2 above, with suitable adaptations such as that nominations must be called for at least a month before the closing date for such nominations and that the Council ballot may be conducted in terms of the alternative mechanisms provided for in clause 7.6.3.

## COMMITTEES

- 7.6.4 The Council will also elect or appoint additional members to the Standing Council Committees as it sees fit, from amongst the Representative Council members. Council may also decide to co-opt persons with the necessary expertise from

outside the Council to serve on these committees as committee members but not councillors. The Council will delegate this responsibility to the Executive Committee and the Executive Committee in turn to the Standing Council chairmen, in all cases where it is not regarded as imperative for the higher level to make such appointments.

- 7.6.4.1 If considered necessary for the efficient functioning of the Union, additional sub-committees will be formed by the Executive Committee. Each sub-committee will be allocated to a Standing Council committee and be supervised by that Committee's chairman. If technical expertise is required, members of these additional committees may be appointed from SABU members outside the Council.
- 7.6.4.2 The short-term liaison committees, specifically for the SA Championships, will be appointed by the Executive Committee.

## **RESPONSIBILITIES OF THE COUNCIL**

- 7.7 The Council will be responsible for all aspects of the governance of the affairs of SABU, on behalf and in the interest of the members. It will be governed by the stated objects of the Union.
- 7.7.1 The Council will ensure that members are advised of all major developments and important Council and Executive Committee decisions by means of newsletters and the Chairman's report at the Annual General Meeting. At this meeting, members will be given the opportunity to air their views on any matter relevant to the affairs of the Union.

## **POWERS OF THE COUNCIL**

- 7.8 Subject to the provisions of this Constitution, the Council will have overall control of the management of the affairs and assets of the Union. It is empowered to purchase or otherwise acquire on behalf of the Union lands and tenements and other property, to erect and maintain buildings required for the purposes of the Union. The Council shall have the power to borrow money for the purposes of the Union, against the security of the property of the Union, or any part thereof, provided there is no financial commitment on behalf of SABU members over and above normal membership subscriptions and affiliation fees. The Council is empowered to invest the Union's accumulated funds in a prudent and financially responsible manner, but may delegate this responsibility to the Executive Committee to execute within parameters set by the Council.
- 7.8.1 The Council will appoint a full-time or part-time Executive Officer (who shall also serve as the Council's secretary) and any other staff considered necessary for the efficient running of the day-to-day affairs of the Union. The Council may delegate this task to the Executive Committee.
- 7.8.2 The Council will make regulations for the administration of the affairs of the Union and for the conduct of the annual SA Championships. It will lay down, and revise as necessary, a set of rules for the conduct of the sport on a national basis.
- 7.8.3 The Council will annually elect a SABU President and Vice-President, who shall fulfill ceremonial, honorary and advisory roles within the Union. It is also empowered to appoint any number of Honorary Vice-Presidents and to terminate such appointments. All such persons are entitled to attend Council meetings if they

so wish, but will have no vote. The Annual General Meeting may put forward names to Council to consider for these honorary positions.

- 7.8.4 The Council may appoint patrons and sponsors, should they believe this to be in the interest of the Union.
- 7.8.5 The Council has the power to co-opt additional members to the Council or Executive Committee to handle specific projects or temporary tasks. Such co-opted members will have no voting rights.
- 7.8.6 The Council will have full discretion in the selection of national and other SABU teams and the design and registration of appropriate badges, etc.

### **POWERS OF THE EXECUTIVE COMMITTEE**

- 7.9 The Council will delegate to the Executive Committee authority for the day-to-day management of the Union's affairs and the conduct of the annual SA Championships. Long-term planning, policies, budgeting, policy decisions regarding financial controls and rule changes, as well as the review of the actions of the Executive Committee, remain the responsibility of the full Council. The Council also retains the right to exercise any powers delegated to the Executive Committee and to place restrictions on the decision-making authority of the Executive Committee.

### **POWERS OF COMMITTEES**

- 7.10 All SABU committees will be advisory in nature, with no decision-making authority. They will report back to the Council (or Executive Committee, if appropriate), which will deliberate any recommendations. In special or urgent cases the Council may, however, delegate a decision-making authority to a committee.

### **DISCIPLINE**

- 7.11.1 Any member, club and/or affiliated provincial associations who contravenes any of the terms of this constitution, rules, regulations or which refuses or wrongfully and without valid excuse, fails to implement or obey any valid decision of SABU, the Council, any Standing Committee or lawful instruction of the Chairman of SABU, 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 Union.
- 7.11.2 It shall be the obligation of SABU to take appropriate disciplinary action against any of its individual members, clubs and/or provincial associations 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.
- 7.11.3 Where necessary, the full Council, or an appointed Disciplinary Committee, will act as a tribunal before which alleged offenders will be able to exercise their fundamental rights.

### **DISPUTE RESOLUTION**

- 7.12.1 Any serious disputes arising within the Union between any combination of members, clubs, provincial association and the Council or any of its structures,

shall in the first instance be resolved within the normal hierarchical structures of the Union.

7.12.2 Where the above is impossible, the parties have the right to:

- i) refer the dispute for mediation and/or arbitration; or
- ii) the aggrieved party, after a disciplinary hearing, could lodge an application for leave to appeal.

7.12.3 In case of mediation and/or arbitration, the dispute shall be referred to the 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.

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

## **MEETINGS**

8. In the event of a Council Member being unable to attend a Council Meeting, the SANDF, the provincial association concerned, the Veterans Club or Free Rifle Club respectively, may appoint a deputy, who will have full voting rights. The Executive Officer must be advised of such substitution, prior to the meeting.

## **FREQUENCY OF MEETINGS**

8.1 The Council will have at least one annual meeting on a date decided by the Executive Committee. The Executive Committee could request the Council to meet again at a specific date, if necessary. At the Council's annual meeting, it will in particular address the following:

- a. Strategic planning (the meeting may extend over more than one day for this purpose);
- b. Approval of the budget for the next financial year;
- c. Approval of the financial statements of the previous financial year (This may also be done by circulation if required at another time);
- d. Report and review of the activities of the Executive Committee;
- e. Policy matters emanating from the above or submissions to Council;
- f. Election of the Executive Committee and other committee members if applicable.

8.1.1 The Executive Committee will meet as frequently as it considers necessary for the smooth running of the Union's affairs.

8.1.2 The Annual General Meeting of members will be held during the annual SA Championships.

8.1.3 A Special General Meeting of members will be called within three months of receipt of a written request for such a meeting, signed by a least 50 (fifty) members in good standing and eligible to vote, or by decision of the Council or Executive

Committee. At a Special General Meeting only the specific matters contained in the request, or decided by the Council or Executive Committee, will be discussed.

- 8.1.4 In all the above cases, the Executive Officer will advise all members concerned of the date, time and venue at least 21 days prior to the meeting.
- 8.1.5 In what he considers to be a matter of urgency, the SABU Chairman is empowered to call an emergency meeting of either the Council or the Executive Committee, with less than the normal 21 days notice.
- 8.1.6 The Chairman of any Council committee will determine the frequency of meetings of that committee. By mutual agreement, members of a committee will decide on a suitable notice period. The committee's Chairman will act as meeting convenor.

## **THE CHAIR**

- 8.2 At all General, Council and Executive Committee meetings, the SABU Chairman will take the chair. In his absence, the chair will be taken by the SABU Vice-Chairman. If both persons are absent, the members present will elect a temporary Chairman for that specific meeting, who will have full powers of the chair. The elected or appointed Chairman of any SABU Committee will preside at meetings of that committee.

## **QUORUM**

- 8.3 A meeting quorum will comprise:
  - 8.3.1 Council Meetings: A majority of the elected members.
  - 8.3.2 Executive Committee Meetings: 4 full members.
  - 8.3.3 General Meetings: 35% (thirty five per centum) of the number of South African competitors entered in the SA Championships.
  - 8.3.4 Should a quorum not be present at any meeting, those present will decide on a postponement date and time, on another day. The members present at this second meeting, irrespective of number, will constitute a quorum.

## **VOTING AT MEETINGS**

- 8.4 With the exception of co-opted members without voting rights in terms of Clause 7.8.5, each Council member will have one vote and the Meeting Chairman will also have a casting vote should there be an equality of votes, except in the following instances:
  - 8.4.1 If one of the Province's representatives does not attend a Council meeting and is not replaced in terms of clause 8, then the other representative will have two (2) votes.
  - 8.4.2 Matters to be voted on at any Annual General Meeting shall be decided by a majority vote, other than constitutional amendments which require a two third (2/3) majority vote.

- 8.4.3 Matters to be voted on at the Council and/or Executive Committee Meetings will be decided by a majority vote, other than as provided in clause 7.6.3.2.
- 8.4.4 Voting at all meetings will be by way of closed ballot papers, or by hand if the meeting so prefers and controlled by the number of members present and entitled to vote.
- 8.4.5 When a *secundus* as defined in clause 7.6.3.3 is acting on behalf of a Chairman of a Standing Council Committee, he may exercise the vote of the principal member represented by him at Executive Committee and Council meetings.

## MINUTES

- 8.5 The Executive Officer, 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.

## ACCOUNTING

9. **General:** The Union will keep a proper set of books, suitable to a body of this nature. The Council Finance Committee will assist the Executive Officer in preparation of the accounts for audit. Two signatories, appointed by the Council, will be necessary for the operation of any bank account/s or investments on behalf of the Union. The Executive 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 Executive Committee and ratified by Council. Policy decisions regarding the nature of investment/s of the accumulated funds of the Union will be taken by the Council, acting on recommendations from the Finance Committee, through the Executive Committee, which must handle the making of investments strictly within the parameters set by Council and accordingly report back to Council as soon as possible.

## AUDITOR

- 9.1 The Council will annually appoint a qualified auditor, approved by the Annual General Meeting, who shall not be a member of the Council.

## COUNCIL REVIEW OF FINANCIAL STATEMENTS

- 9.2 The Chairman of the Finance Committee will present the Financial Statements, preferably audited, if time allows, to the Council at the first Council Meeting after the end of the financial year. On acceptance by the Council, they will be signed by the SABU Chairman and Executive Officer on behalf of the Union.

## PUBLICATION OF THE ANNUAL FINANCIAL REPORT

- 9.3 If possible (dependent upon the dates of the SA Championships), the full Financial Report will be circulated to members in a suitable manner prior to the date of the Annual General Meeting, together with the Auditor’s Report and any comments from the Finance Committee considered relevant by the Council. If not, it will be circulated to members in a subsequent SABU newsletter. The Chairman of the Finance Committee will report on the financial statements at the Annual General Meeting and answer any questions from members.



## **HEADQUARTERS**

10. The office of the Executive Officer, wherever situated, will be the Headquarters of the Union.

## **AMENDMENT OF THE CONSTITUTION**

11. Any amendment to the Constitution will require a two-thirds majority vote at a General Meeting of Members.
  - 11.1 A special resolution to amend or add to the Constitution may be presented by a member of the Council, or by at least twenty members of the Union with voting rights. Under normal circumstances, the Council will consider the proposal at its next meeting and append to it any comments or changes proposed by the Council, for circulation to members prior to the next Annual General Meeting. However, as the full Council meets so infrequently, the Executive 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 Executive Committee will append its comments to the proposal in the meeting notification sent to members.
  - 11.2 The full proposed resolution, together with the Council or Executive Committee comments, will accompany the notice of meeting which shall be circulated to members at least thirty days prior to the meeting.
  - 11.3 The resolution will be tabled at the General Meeting for consideration, with or without modification. Only modifications which in the opinion of the Meeting Chairman are consistent with the general theme of the original proposal as circulated to members will be considered.
  - 11.4 Dependant upon the sensitivity of the issue and the feelings of the members present, the Meeting Chairman will decide whether voting should be by show of hands or secret ballot. If by ballot, the Chairman will appoint a person or persons present to collect the voting papers and count the votes.
  - 11.5 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.

## **DISSOLUTION**

12. In the event of the dissolution of the Union, any remaining assets, after satisfaction of all liabilities, will be donated to another body having objects similar to those of SABU. This decision will require a two-thirds majority at a general meeting of members.

April 2016

(Inclusive of amendments approved by the Annual General Meeting of April 2016)