

MILNERTON
SHOOTING
ASSOCIATION



MILNERTON
SKIET
VEREENIGING

www.milnertonshooting.co.za SAPS Accredited Association Number 1300106

Constitution

As amended AUGUST 2015

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1. Name:

The name shall be the Milnerton Shooting Association, hereafter termed the “Association”

2. Definitions:

Words not defined in the Association rules shall, unless the context indicates otherwise, bear the meanings assigned to them in the constitution and unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular member shall include the plural and vice versa, and the following meanings assigned to them, namely:

“Annual General Meeting” shall mean the meeting of the members of this Association held within 4 months of the end of the financial year.

“Auditor” shall mean an auditor registered under the Public Accounts and Auditors Act, as amended.

“Committee” shall mean the Executive Committee of the Association as constituted in terms of Clause 5.2 hereof **“Meeting”** shall mean a meeting of the Executive Committee. **“Member”** shall mean an individual who is a fully paid up member in terms of Clause 4.0 and shall include a temporary member.

“Notice” shall mean written notice given to or by the Secretary of the Association, sent by prepaid post to the latest address of which the Secretary has had notice.

“Secretary” shall mean the First Secretary if more than one secretary has been appointed.

“Temporary Member” shall mean a visitor to the Association’s Ranges who shall be so considered for such period as he is upon the ranges or participates in the activities of the Association.

3. Objects:

The objects of the Association in general is to promote, organize and control shooting on the Association’s Ranges and to forward the development of the characteristics of honesty, good-fellowship, self-discipline, team-play and self-reliance which are the essentials of good sportsmanship, and in particular, without restricting the generality of this clause.

3.1 To organize and control such shooting events as may be approved by the committee.

- 3.2 To provide insurance cover for all members.
- 3.3 To organize and control postal, league and classification shooting.
- 3.4 To arbitrate on disputes between members where such disputes fall directly within the scope of the Association's responsibilities and activities.
- 3.5 To select and send teams or individuals to compete with other clubs, or to compete in provincial or national championships.
- 3.6 To acquire, hire or lease immovable property if necessary for the promotion of the object of the Association.

- 3.7 To raise funds by membership fees or otherwise for the furtherance of the objects of the Association.
- 3.8 To apply the funds of the Association to the promotion of the affairs of the Association exclusively as set out in the constitution.
- 3.9 To foster the good image of the sport of shooting in the public eye and to promote the safe, competent and responsible use of firearms by anyone legally entitled to use them.
- 3.10 To conduct Range Officers' and Safety Officers' courses, whether in conjunction with the South African Practical Shooting Association, S.A.I.R.O. or independently and to establish minimum safety rules, procedures and standards for members to adhere to.
- 3.11 To appoint employees for such periods and at such remuneration as may be decided upon.
- 3.12 From time to time to appoint for such periods as may be decided upon persons in honorary capacities.
- 3.13 To make or buy any items as may be decided upon from time to time for the promotion of the interests or objects of the Association.
- 3.14 To co-operate and co-ordinate its activities with those of any body, authority, club or association whose activities and objectives are compatible with those of the Association.

4. Membership:

- 4.1 Membership of the Association may only be granted by the Committee.
- 4.2 Application for membership shall be in the form required by the secretary and accompanied by recommendation of a currently paid up member and a member of the committee.
- 4.3 Nobody shall be a member until his application for membership has been approved, save that notwithstanding the aforesaid, a person who has, in compliance with all the

provisions of the Clause, applied for membership may, at the discretion of the Committee, immediately enjoy the privileges of such membership pending acceptance by the Committee.

- 4.4 The liability of the members for debts incurred by the Association shall be limited to the amount of the unpaid membership fees.
- 4.5 The Committee shall, where it considers it to be in the interest of the Association, be entitled to:
 - 4.5.1 Refuse an application.
 - 4.5.2 Suspend the membership of any person.
 - 4.5.3 Take any disciplinary measures as may in the circumstances be deemed appropriate.
- 4.6 Before a member is expelled, or after being suspended, a member shall be given an opportunity to state his case, verbally or in writing, and to cross-examine witnesses and lead evidence in his defence, and a record shall be maintained of all such proceedings.
- 4.7 A suspended member shall be granted a hearing by the committee within one month of the date of suspension, and he shall be notified of his suspension in writing giving the exact reason for his suspension.
- 4.8 The club can appoint Honorary Life Membership but with the proviso that if the appointee was not an ordinary member of the club he/she shall not have any voting rights.
- 4.9 Junior membership will be available to children of members.
 - 4.9.1 No entrance fee is payable for such membership but special annual subscriptions nominated by the committee as in Clause 11 will be levied for said junior members.
 - 4.9.2 Junior members may participate in all club activities only under the direct Supervision of parent or legal guardian, or at the discretion of the committee.
 - 4.9.3 Junior members will have no voting rights.
 - 4.9.4 Junior membership expires at age 18.
 - 4.9.5 If applicant was a junior member for the previous two consecutive years, then one half of the current entrance fee will be levied if the applicant is successful.
- 4.10 Company members—Company membership shall only be granted to registered companies, government departments and local authorities.
 - 4.10.1 Companies shall receive one (1) membership card and be entitled to one (1) Vote at an Annual or Special General Meeting.
 - 4.10.2 One (1) entrance fee is payable and each company member will be required to pay the annual subscriptions as set out in clause 11.

- 4.10.3 Company members using the ranges from Monday to Friday will not be required to pay any range fees, but should any individual wish to use the ranges over weekends, he will be required to pay range fees as per clause 11.1
- 4.10.4 The ranges will only be available to companies from Mondays to Fridays, with With club requirements or commitments having precedence over that of companies.

5. Executive Committee:

5.1 Powers of the Committee

5.1.1 The ownership, control and administration of the Association rests in the committee, which shall be empowered to make decisions and act in all matters pertaining to the welfare of the Association and to do all things consistent with the aims and objectives of the Association, or the provisions of the constitution.

5.1.2 The Committee shall be constituted as follows:

- 5.1.2.1 Chairman – has a vote. He shall be responsible for the orderly conduct of the Committee meetings.
- 5.1.2.2 Vice-Chairman – has a vote. Shall assist the Chairman and in the Chairman’s absence, chair the relevant meetings.
- 5.1.2.3 Secretary – has a vote. He will be responsible for recording the minutes and relevant matters arising, and shall be assisted by the club administrator.
- 5.1.2.4 Vice-Secretary – has fallen away.
- 5.1.2.5 Treasurer – has a vote. He shall be in control of the the financial affairs of the Association under the direction of the Committee, and shall cause such proper records to be kept as are necessary in the financial matters of the Association. He shall receive all monies paid to the Association for safe keeping in a recognised banking account or savings account. He shall draw up a financial report for presentation to every Committee meeting.
- 5.1.2.6 Chief Safety Officer – has a vote. Responsible for all matters pertaining to the general safety on all ranges, training of range officers and the organization of a duty roster for the weekends and public holidays.
- 5.1.2.7 Club Shooting Secretary – has a vote. Is responsible for all monthly club competitions, i.e. setting up of ranges, scoring, trophy records, prize giving, etc.

- 5.1.2.8 Competitive Liaison Officer – has a vote. Is responsible for all matters relating to other aspects of shooting at the club, other than described in 5.1.2.7
- 5.1.2.9 Additional Committee Members – each has a vote. Are responsible for the general running of the Club, along with the other Committee members. To represent as many disciplines as possible.
- 5.1.2.10 Club Administrator – has NO vote. Is employed for the purpose of maintaining the administrative side of the club, and to assist the Secretary wherever necessary. He is responsible for the smooth running of the Club and is answerable to the Committee. This person is NOT a member of the Executive Committee.

5.2 Conduct of Meetings of the Association:

- 5.2.1 Members shall be elected annually by a majority vote of members of the association present at an Annual General Meeting for one year and shall hold office until the conclusion of the Annual General Meeting next ensuing.
- 5.2.2 Nominees may not be present when voting for the particular vacancy takes place.
- 5.2.3 In the event of a vacancy occurring on the Committee, the Committee shall appoint a successor whose term of office shall continue to that date on which his predecessor's term would normally have ended.
- 5.2.4 All members of the Committee shall be eligible for reappointment.
- 5.2.5 Councillors shall be appointed to serve on the Council of Western Province Practical Shooting Association and/or other such Provincial or National bodies as the Association may be prescribed so to provide.
- 5.2.6 Notice of meetings shall be given to all Committee members. In the case of an Annual General Meeting, one months notice shall be given. All such notices shall embrace date, time, place and agenda of such meeting.
- 5.2.7 On receipt of a request in writing addressed to the Secretary and signed by at least 10% of the currently paid up members, the Committee shall, within one month of receipt, and with at least three weeks written notice stating the reason for the Meeting, convene a Special General Meeting at a date, time and place to be decided by the committee.
- 5.2.8 The Chairman or Vice Chairman and the members of the Committee who are present at a pre convened Committee meeting shall constitute a quorum, provided that, if less than one half of the Committee members are present, the

meeting shall be adjourned for half an hour, to allow late comers to arrive, after which the meeting shall proceed with the Committee members present who shall constitute a quorum.

- 5.2.9 Matters requiring a decision by Committee shall be decided on majority vote. The Chairman who presides at the Committee meeting shall have a deliberate vote. In the event of an equality of votes, The Chairman shall have a casting vote.
- 5.2.10 The proceedings of all Committee meetings shall be properly recorded and the minutes shall be placed before the full succeeding meeting of the Committee. When the minutes of the meeting are accepted as correct, they shall be confirmed by the signature of the Secretary and the presiding Chairman. Amendments to minutes that are presented incorrectly must be initialled by the Secretary and the presiding Chairman.
- 5.2.11 The minutes of all Committee meetings shall be posted on the notice board.
- 5.2.12 Conduct of Annual General Meetings of the Association. The members of the Association will meet at least once per year at a time and place determined by the executive committee, but within four months of the end of the financial year. This meeting will be referred to as the Annual General Meeting. One month's written notice will be given to all members of the Association via the Associations Website, as well as the email service to all paid up members. The notice shall state the date, time and venue of the meeting and shall include the agenda and the previous AGM minutes and financial statements. The meeting will be properly minuted and proceedings correctly recorded and conducted in accordance with all clauses pertaining to Annual General and Special General Meetings. All members in good standing will have the right to vote. In the event of an equality of votes the chairman will have a deliberative as well as a casting vote.
- 5.2.13 Quorum for Annual General and Special General Meetings. The Chairman, or in his absence, the Vice-Chairman, the Executive Committee and the members of the Association present shall constitute a Quorum for the meeting but if fewer than 10% of the current paid up membership are present then the meeting will be adjourned for half an hour after which the meeting will proceed with those committee members and members present. If fewer than 15 of the members are present then the meeting will stand over till a later date.

6. Financial Arrangements and Accounts:

- 6.1 Members of the Executive Committee shall not be entitled to any remuneration or other fee in respect of services rendered in their capacity as members of the said Committee, but may be granted an honorarium at the end of their term of office.
- 6.2 Members of the Committee and every executive officer of the Association shall be and are indemnified by the Association against all proceedings, costs and expenses incurred in connection with the Association, not arising from their negligence, dishonesty or fraud.
- 6.3 No paid employee of the Association shall be entitled to be a member of the Committee.
- 6.4 The Financial year of the Association shall extend from the first day of June to the last day of May the following year.
- 6.5 The Committee shall cause to be kept such accounts, registers and records as are necessary for the proper workings of the Association. The books of account shall be made up at the end of the financial year, and if required, shall be audited by an auditor appointed by the Committee in the event of the person keeping the books of the Association not being an auditor. A balance sheet shall be submitted to the members at the Annual General Meeting.
- 6.6 The Association shall maintain a banking account(s) with a registered commercial bank and/or building society. All monies received shall be deposited to the credit of the Association's said account and all payments shall be made by cheque under the signature of the persons authorised by the Committee to sign cheques drawn on the Associations account.
- 6.7 Cheques drawn on the Association's account and which are over an amount decided on by the Committee must have multiple signatures.
- 6.8 The auditor or bookkeeper of the Association shall have the right of access at all times to the books and accounts and vouchers of the Association and shall be entitled to require from the officials of the Association such information and explanations as he thinks necessary for the performance of his duties. The auditor or bookkeeper shall submit a statement of the financial affairs of the association at the Annual General Meeting.
- 6.9 Membership fees and special levies become due and payable by the first day of the Financial Year. A period of sixty (60) days grace is given to all members to pay membership fees and levies.

- 6.10 The entrance fee, may by prior arrangement with the Committee, be paid in instalments not to exceed a period of six (6) months. A membership card shall not be issued until the final payment is made.
- 6.11 Membership cards shall be issued, if necessary, in a form to be determined by the Committee from time to time, to members when membership fees are paid and shall be appropriately marked, also to temporary members, if necessary.
- 6.12 Entrance and membership fees shall be paid to the club Secretary who shall submit such fees to the treasurer.
- 6.13 the Committee shall have the discretion to issue membership cards in exceptional cases.
- 6.14 Production of his Association membership card for the current financial year is prima facia evidence that a person is entitled to all the privileges of membership.

7. Amendments of Constitution:

- 7.1 This constitution may only be amended by a majority of the votes of members of the Association present at the Annual General Meeting, or a Special General Meeting of which due notice has been given.
- 7.2 Proposals of amendments must be signed by the proposer, a receipt of acknowledgment by at least one Committee member, and 10% of the members of the Association and submitted to the Committee.
- 7.3 Proposals of amendments shall, subject to clause 7.5 hereunder, be submitted to the next Annual General Meeting..
- 7.4 The Committee may, subject to clause 7.5 hereunder, and notwithstanding clause 7.2 above, submit proposals to amendments at the Annual General Meeting.
- 7.5 Proposals of amendments shall be circulated to members at least one month before a Special or Annual General Meeting.

8. Rules:

The Committee may draw up and enforce whatever Rules it considers necessary to further the objects and provisions of this Constitution.

9. Dissolution:

Other than by operation of the law, the Association shall only be dissolved upon resolution of a two thirds majority of the votes of the members present at a Special or Annual General Meeting. Once a resolution of dissolution has been perused, the

Committee will decide on the disposal of assets after debts. And/or claims, if any, have been satisfied, and will also decide on the application of the proceeds.

10. Affiliation to Other Bodies:

The Committee may from time to time affiliate the Association to other bodies and/or Associations in furtherance of the objects of the Association.

11. Fees:

Membership fees, entrance fees and special levies shall be nominated by the Committee and may be varied by the Committee, and will thereafter be binding on all members from the date appointed by the Committee.

11.1 Visitors, Company members and members of other clubs will be required to pay range fees as stipulated by the Committee.

11.2 Members using the ranges for shooting tuition on any day of the week shall be required to pay the stipulated range fees for all pupils.